

# Best Start in Life Knowledge and Skills Toolkit 2023

South Gloucestershire
CH/LDREN,
YOUNG PEOPLE
AND FAMILIES
PARTNERSHIP

## Contents

Introduction

How to use the toolkit and resources

# Priority 1:

Early understanding of the diverse needs of children, young people, and families

# **Priority 2:**

Access to information, advice, guidance, opportunities, support and signposting within the local community

# Priority 3:

Effective partnership responsibility, response and accountability

# Priority 4:

Coordinated planning and provision of support

# Priority 5:

Demonstrate a positive impact on the lives of children, young people and families

Please share any feedback that you would like to give, about this toolkit, here.

# Introduction

We are pleased to share the Best Start in Life Knowledge and Skills Toolkit; this is the range of Early Help development opportunities which are available across the Partnership, to all staff and volunteers.

Early Help can be defined as "care provided at any stage of a child or young person's life that aims to prevent escalating need or risk and improve children and young people's outcomes. Essentially, it's about getting in early to provide support before a problem emerges or escalates." [NSPCC]. The toolkit has been developed to develop and build on knowledge and skills around Early Help; enabling practitioners to access a wider range of resources that can support their learning and development in this area.

This toolkit was developed through close engagement with partners to identify relevant resources.

The toolkit is not intended to be prescriptive; individual partners and organisations can decide which, if any, of the development opportunities are appropriate for their staff teams. The Partnership is looking to provide resources and support rather than stipulating what should be included in the essential skills and knowledge for any particular role or team.

We hope you can make use of the Toolkit to both support and develop your workforce, so they can continue to provide the Best Start for Life for children, young people and families in South Gloucestershire. Please could you complete this brief MS Form, so that we can better understand how you are using this tool and what could be improved.

Signed:

Sarah Weld

**Director of Public Health** 

South Gloucestershire Council

Beverly Mann

Head of Service

South Gloucestershire Council

The list of resources is not exhaustive and if there are development opportunities you believe should be included, please forward the details to Public Health South Gloucestershire <a href="mailto:publichealthsouthgloucestershire@southglos.gov.uk">publichealthsouthgloucestershire@southglos.gov.uk</a>.

### How to use the toolkit and resources

The toolkit has been divided into the 5 Early Help Priorities for Action from the <u>South Gloucestershire Early Help Partnership Strategy</u>. The first part states the priority and then lists the knowledge, skills and behaviours that practitioners are required to have/demonstrate. Following this the resources that are available have been organised under the following headings:

- Face to Face Training Offer,
- eLearning,
- South Gloucestershire Local Area Provision Services / Procedures / Guides / Information,
- Online Resources.

Most resources identified have been developed by members of the Partnership, but there are some which take you to national websites. While we may include links to these websites, we are not responsible for the content of any external sites, nor should selection be seen as an endorsement. Some of these links will take you through to sites with multiple training opportunities. The sites themselves will contain the most up to date information about the content of the training.

Please note that there are costs associated to any face-to-face training that is run. For an outline of our course charges please visit our Learning and Development site. If you are unable to attend a course, please ensure that you cancel your place within 5 working days as this then allows us to reallocate your place to someone else and ensures that we will have sufficient numbers of learners booked on. Please be aware that no notice given of non-attendance, can have a detrimental effect on a course, particularly when it requires delegates to participate and interact with each other. Not only this, but it is an unnecessary waste of resource/money.

If you work for an agency which contributes financially to the South Gloucestershire Children's Partnership (SGCP) - there is no charge to attend courses commissioned by them, but your organisation will be charged a £60 per day penalty fee for a late-cancellation (within 5 working days of the course) or a "No-show" on the day. Please check the cancellations policy for details. However, significant discounts can be achieved by pre-purchasing a bundle of training days.

# Best Start in Life: Early Help Strategy for Children, Young People and Families

# Resources for Knowledge and Skills Framework

#### Priority 1: Early understanding of the diverse needs of children, young people, and families

Timely identification of need by partners and communities to prevent problems before they develop or at the earliest possible stage. Having conversations with families, building on their capacity and empowering them to support their children and young people to achieve positive outcomes. Understanding how protected characteristics (as defined within the Equality Act 2010) may impact on the likelihood of need.

# Knowledge

- Understands the impact of trauma (including ACEs) and adversity on children, parents and carers.
- Understands the basic needs of children Maslow.
- Knows how abuse can present itself through behaviour.
- Understands the impact abuse can have.
- Understands vulnerabilities in children.
- Understands the impact a range of factors have on children such as abuse, poverty, housing etc.
- Understands the impact parental conflict can have.
- Understands how protected characteristics can impact on likelihood of need and access to support.
- Aware of risk factors associated with various factors.
- Knows where to go to get information relating to a potential concern or issue.
- Understands where support is available and how to access it.
- Knows where children and families can access positive and community-based activities that promote good well-being.
- Understands the right level of help and support in a situation knowledge of thresholds and Continuum of need document.

#### Skills and Behaviours

- Strengths based, person centered approach to practice (Signs of Safety)
- Trauma informed.
- Prevention focused.
- Solution focused.
- Builds relationships with parents and families.
- Asks questions to gain a greater understanding demonstrates professional curiosity.
- Raises issues when required.
- Conducts effective conversations with children, young people, parents and carers makes contacts count.
- Uses clear language when communicating with children, young people, parents and carers.
- Good at record keeping.
- Uses information and data to identify needs.
- Use information and data to make decisions.
- Adopts a restorative approach.
- Shares good practice across partners on ways of empowering families and building resilience.
- Shows joined up thinking in decision making.
- Takes into account the needs of others at all times

#### Resources

# Face to face training offer

- Introduction to Child Protection
- Advanced Child Protection
- Advanced Child Protection update
- All Signs of Safety Training
- Attachment Trauma and Recovery
- Autism
- <u>Bitesize exploitation workshop</u>

- Bitesize MARAC workshop
- Bitesize Thresholds workshop
- Capturing the views and wishes of disabled children
- Deaf Awareness
- Epilepsy Awareness
- Female Genital Mutilation (FGM)
- Fraud Prevention and Cyber Awareness Webinars
- Fundamental Wellbeing First Aid
- Managing Challenging Conversations and conflict training
- Mental Capacity Act (MCA) for Childrens Services
- Mental Health
- Mental health training and development courses 2023/24
- Bitesize mental health and wellbeing training
- Professional Curiosity
- Race Awareness
- Raising Awareness of Child Exploitation
- Resilience Lab
- Safeguarding disabled children
- Signs of Safety Bitesize session Finding family Networks
- Signs of Safety Awareness for Partners
- Signs of safety- Bitesize session Building on family's strengths
- Signs of Safety in Practice for Partners
- Signs of Safety: Creating safety/wellbeing plans with families
- Signs of Safety: Words and Pictures
- The Record Business
- Total Respect
- <u>Training for childminders</u>
- Training for Early Years
- Trauma Awareness and Recovery for Ambassadors
- Trauma informed
- Working confidently with gender and identity
- Working with Parents through Child Exploitation

- Working with victims of Child Exploitation skills and Practice
- Youth Mental Health

#### e-Learning

- Reducing Parental Conflict complete Modules 1-3
- Safeguarding partnership e learning
  - Level 1 safeguarding everyone
  - o Level 2 safeguarding children.
  - o FGM (abuse linked to faith or belief)
  - o Awareness of Domestic Violence and Abuse
  - o A person Centre Approach
  - Managing Challenging Conversations
  - Attachment Theory
  - o Early Child Development Foundation
  - Equality and Diversity in Social Care
- NHS England in partnership with the Parent-Infant Foundation has launched the online <u>Perinatal and Infant Mental Health learning programme</u>. This short <u>film</u> explains the purpose and content of this free e-learning module.

# South Gloucestershire Local Area provision Services / Procedures / Guides / Information

- Best Start in Life
- CAPO Children Affected by Parental Offending
- Community Learning and Skills Service
- Community Welcome Spaces
- Early Help Community Networks Newsletter
- Financial Support
- Find Information for adults, children and families
- <u>Healthy Child Programme Schedule of Interventions Guide</u>
- Managing Conflict
- Mapping Tool Early Help
- Mental health training and development courses 2023/24

- Bitesize mental health and wellbeing training
- Reducing Parental Conflict
- School Holiday and Food Programme (HAF)
- South Glos Mental Health and Wellbeing Directory of Services for Children and Young People NHS BNSSG ICB
- South Glos C&YP Mental Health Quick Guide
- South Glos Parents and Carers
- South Gloucestershire Safeguarding Children's Partnership
- South Glos Youth Network
- Support with mental health and wellbeing for children
- BNSSG Trauma Informed System Knowledge and Skills Framework
- Families in Focus Sway
- Families in Focus
- Happy Parent, Happy Child

#### Online Resources

- Anxiety Toolkit -
- <u>Sleep Toolkit Adolescence</u> -
- <u>Sleep Toolkit Children</u> -
- Sleep Toolkit Special Educational Needs –
- About Trauma DIGNIFI Trauma Informed Practice
- Adversity and Trauma Resource Library | Trello
- Improving Relationships with SEND Parents
- Maslow's Hierarchy of Needs Simply Psychology
- <u>Social Worker Toolbox</u>
- Social Worker Toolbox: assessment-parents
- Start for Life (www.nhs.uk)
- The National Child Traumatic Stress Network | (nctsn.org)

# Priority 2: Access to information, advice, guidance, opportunities, support and signposting within the local community

Parents/carers, children and young people are empowered through availability of accessible information about the range of opportunities, advice and support available, including that provided by the community, voluntary and independent sector.

# Knowledge

- Understands what support is available and how to access it.
- Understands the role of Compass.
- Understands the Information Advice Guidance (IAG) portal.
- Knows what channels are available and uses channels well.
- Understands what support is available outside of formal channels.
- Knows motivational interviewing and brief intervention skills.
- Knows where children and families can access positive and community-based activities that promote good wellbeing.

#### Skills and Behaviours

- Streamlines information making it understandable to families.
- Communicates in a way that does not overwhelm families.
- Understands the impact of language when communicating with children, young people, parents and carers.
- Varies communication style dependent on the audience.
- Considers the rights of the child when communicating with them.
- Maintains good professional networks and connections.
- Recognises the importance of good connections to ensure all parties are aware of what is needed and what is available.
- Supports others in building their networks and connections.
- Keeps universal services in the loop with information.
- Is digitally savvy and uses technology to support the above

#### Resources

Face to face training offer

Motivational Interviewing

#### Communication:

- All Signs of Safety Training
- Capturing the views and wishes of disabled children
- DNA-V Training: Supporting Inclusions in Schools | Eventbrite
- Managing Challenging Conversations and conflict training
- Mental Capacity Act (MCA) for Children's Services

#### Networks:

- Child Minder Networks
- SEND Network
- Signs of Safety Bitesize session Finding family Networks
- South Glos Parents and Carers
- South Glos Youth Network

#### e-Learning

- Making Every Contact Count eLearning for healthcare (e-lfh.org.uk)
- Reducing Parental Conflict Complete Modules 1-3.
- Safeguarding partnership e learning
  - o A Person Centre Approach
  - Managing Challenging Conversations
  - Attachment Theory
  - o Early Child Development Foundation
  - o Equality and Diversity in Social Care
  - Person Centred in Social Care
- NHS England in partnership with the Parent-Infant Foundation has launched the online <u>Perinatal and Infant Mental Health learning programme</u>. This short <u>film</u> explains the purpose and content of this free e-learning module.

#### South Gloucestershire Local Area provision Services / Procedures / Guides / Information

- AWP (Avon & Wilshire Mental Health Partnership)
- Best Start in Life
- Community Learning and Skills Service
- Community Welcome Spaces
- Enable Trust Enable Inclusion Team
- Financial Support
- Find Information for adults, children and families
- Mapping Tool Early Help
- GP Remedy Board
- Healthy Child Programme Schedule of Interventions Guide
- Reducing Parental Conflict
- School Holiday and Food Programme (HAF)
- South Gloucestershire Mental Health and Wellbeing Directory of Services for Children and Young People
- South Glos C&YP Mental Health Quick Guide
- South Glos Parents and Carers
- South Gloucestershire Safeguarding Children's Partnership
- South Glos Youth Network
- Support with mental health and wellbeing for children
- The South Glos Way Inclusion Toolkit
- The Compass Team

## Online Resources

- Anxiety Toolkit -
- Sleep Toolkit Adolescence -
- <u>Sleep Toolkit Children</u> -
- <u>Sleep Toolkit Special Educational Needs</u> -
- <u>Between Us</u> (Relationship App)
- Happy Parent, Happy Child

- Improving Relationships with SEND Parents
- Kooth
- Off The Record
- Online Relationship Support
- Rights of the Child
- Safety and Security Online | SWGfL
- Good Sentence Starters
- Sentence Stems
- Writing Strategies and Sentence Starters

# Priority 3: Effective partnership responsibility, response and accountability

Partners work together to offer coherent and integrated Early Help services. Practitioners have the appropriate skills, development and training. Duplication is avoided and resources aligned, in order to get best value for money. Accountability across partner agencies is clear and agreed.

## Knowledge

- Understands roles and responsibilities within Early Help Partnership
- Knowledge of EHAP process
- Knowledge of the 5 early help networks and SGC resources to support this.
- Understands who does what and where the accountability lies within Early Help understanding of the thresholds and the Continuum of need doc.
- Understands the various priorities, targets and KPIs across the Partnership
- Understands timescales attached to services knows what will happen and when.
- Understands the role of Preventative services.
- Has knowledge of:

- Safeguarding
- Domestic Abuse
- Mental Health
- Reducing Parental Conflict
- Neurodiversity
- Poverty
- Housing
- o CBT
- o Trauma
- SEN and associated process
- Signs of Safety
- o Zones of Regulation
- Restorative approaches

#### Skills and Behaviors

- Builds effective relationships across partners.
- Shares responsibilities across all partners
- Shares stories across partners to raise awareness and build best practice.
- Shows trust, honesty and openness in order to build relationships.
- Able to operate in an uncertain environment solution focused.
- Provides pastoral support where formal support is not available.
- Demonstrates brave and compassionate leadership.
- Recognises the challenges within all services and looks at ways to mitigate these.
- Aware of own gaps and takes measures to bridge gaps.

#### Resources

#### Face to face training offer

• Introduction to Child Protection

- Advanced Child Protection
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- Bitesize MARAC workshop
- Bitesize Thresholds workshop
- Capturing the views and wishes of disabled children
- Deaf Awareness
- Epilepsy Awareness
- Female Genital Mutilation (FGM)
- Fraud Prevention and Cyber Awareness Webinars
- Fundamental Wellbeing First Aid
- Managing Challenging Conversations and conflict training
- Mental Capacity Act (MCA) for Childrens Services
- Mental Health
- Mental health training and development courses 2023/24
- Bitesize mental health and wellbeing training
- Professional Curiosity
- Race Awareness
- Raising Awareness of Child Exploitation
- Resilience Lab
- <u>Safeguarding disabled children</u>
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- Safeguarding partnership e learning
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  - o Level 2 safeguarding children.
  - o FGM (abuse linked to faith or belief)
  - o Awareness of Domestic Violence and Abuse
  - o A person Centre Approach
  - Managing Challenging Conversations
  - Attachment Theory
  - Early Child Development Foundation
  - Equality and Diversity in Social Care
  - Modern Slavery and Trafficking
  - Person Centred in Social Care
  - Radicalization and Extremism (Prevent)
  - o Safeguarding in Education
  - Safer Recruitment
  - Self Harm
  - o Understanding Domestic Abuse Training
  - Understanding the Impacts of Hate Crime
  - Understanding the Impacts of the Trio of Vulnerabilities
  - o Working with Children with Learning Difficulties and Disabilities

• NHS England in partnership with the Parent-Infant Foundation has launched the online <u>Perinatal and Infant Mental Health learning programme</u>. This short <u>film</u> explains the purpose and content of this free e-learning module.

#### South Gloucestershire Local Area provision Services / Procedures / Guides / Information

- Avon & Wiltshire Mental Health Partnership Services
- Community Learning and Skills Service
- Community Welcome Spaces
- Early Help Community Networks Newsletter
- Enable Trust Enable Inclusion Team
- Financial Support
- Housing
- Making Every Contact Count
- Mental health training and development courses 2023/24
- Bitesize mental health and wellbeing training
- School Holiday and Food Programme (HAF)
- Early Help Poster
- EHAP Process flow chart
- Mapping Tool
- Reducing Parental Conflict
- South Gloucestershire Mental Health and Wellbeing Directory of Services for Children and Young People
- South Glos C&YP Mental Health Quick Guide
- South Glos Parents and Carers
- South Gloucestershire Children's Partnership
- South Gloucestershire Early Help
- SGCP: Early Help Assessment and Plan
- South Glos Youth Network
- Support with mental health and wellbeing for children
- The South Glos Way Inclusion Toolkit
- Professionals-The-Compass-Team.pdf (southglos.gov.uk)
- Threshold Document

• Understands the role of Preventative services

#### Online Resources

- Anxiety Toolkit -
- Sleep Toolkit Adolescence -
- Sleep Toolkit Children -
- Sleep Toolkit Special Educational Needs -
- Happy Parent, Happy Child
- Improving Relationships with SEND Parents

# Priority 4: Coordinated planning and provision of support

Services and provision are planned, wherever possible, to be based within communities, making the most of local resources and delivering support at the most local level. All groups and ages, including adolescents and those with mental health needs, have been considered in planning. Smooth transitions are planned at key points in a child/young person's life, including transition to adulthood, between services, between school/settings and between professionals.

# Knowledge

- Understands the importance of support during transitions.
- Understands transition milestones.
- Understands constraints that restricted and targeted services have on universal services.
- Understands how to undertake a gap analysis relating to Early Help support and provision.
- Understands how to access the appropriate assessments.
- Understands stages and issues relating to child and young person development.
- Has knowledge of:
  - Neurodiversity

- o SEND
- Behavioral issues
- Speech and language
- Mental health
- Understands the role of family hubs in Early Help
- Understands family dynamics and their impact.
- Has awareness of vulnerability data across South Gloucestershire and how this can be used to identify need and improve outcomes for families.

#### Skills and Behaviors

- Shares information early and often
- Identifies Early Help gaps and addresses as they emerge.
- Communicates openly across partners.
- Identifies need when support is removed.
- Engages family hubs in co-production and develops provision around existing cluster groups and ne family/community networks.
- Provides opportunities for all service users to get involved in decisions around new and existing services.
- Demonstrates a joined-up approach to delivering services.
- Demonstrates emotional literacy.

#### Resources

#### Face to face training offer

- Community Learning and Skills Service
- <u>Enable Trust Enable Inclusion Team -</u> offering training and intensive support for children in primary and secondary settings at risk of permanent exclusion.
- <u>Behaviour</u>
- Mental Health
- <u>SEND</u>
- Speech and language

#### e-Learning

- Oliver McGowan Mandatory training on Learning Disability and Autism
- Understanding autism OpenLearn Open University
- Young people's wellbeing: 4.1 The resilience model OpenLearn Open University
- Free Neurodiversity Training, Workshops and Online Courses (exceptionalindividuals.com)
- NHS England in partnership with the Parent-Infant Foundation has launched the online <u>Perinatal and Infant Mental Health learning programme</u>. This short <u>film</u> explains the purpose and content of this free e-learning module.

# South Gloucestershire Local Area provision Services / Procedures / Guides / Information

- Avon & Wiltshire Mental Health Partnership Services searches on emotional literacy
- Carers Strategy 20022- 2027 –
- Childrens Centres in South Glos
- Children and Families services and support
- Childrens development and behaviour
- Community Learning and Skills Service
- Community Children's Health Partnership
- Community Welcome Spaces
- Early help Assessment and Plan
- Early Help Community Networks Newsletter
- Early Help Strategy
- EHAP Process Flow Chart
- Effective Transitions: The South Glos Way
- Effective Transition
- Families in Focus | South Gloucestershire Council (southglos.gov.uk)
- Financial Support
- Healthy Child Programme Schedule of Interventions Guide
- PH Sway Document see also 'Promoting Health and Wellbeing in School Settings'
- School Holiday and Food Programme (HAF)

- South Gloucestershire Mental Health and Wellbeing Directory of Services for Children and Young People
- South Glos C&YP Mental Health Quick Guide
- South Glos Parents and Carers
- South Gloucestershire Childrens Partnership: I am a professional
- South Glos Early Years Transitions Form
- South Gloucestershire Population Health Intelligence Portal (PHIP)
- South Glos Youth Network
- Support with mental health and wellbeing for children
- Support for young people leaving care
- TAC/TAF Guide for Practitioners
- The South Glos Way Inclusion Toolkit

#### Transitions:

- Leaving Care and Transition
- Passport to Independence
- Passport to Independence Guidance
- Transition Planning between education settings
- Preparing for adulthood transitions guides
- Young carers

#### Online Resources

- Adversity and Trauma Resource Library (Trello)
- Dignifi
- Happy Parent, Happy Child
- South Glos: Transitions Assessment and Review Plan
- BBC CAPE Neurodiversity
- Helen Eaton, Autism Specialist, Author, Neurodiversity at Work Trainer
- Speech and Language Therapy Toolkit | CPFT NHS Trust
- Speech and Language UK: Changing young lives
- Emotional Literacy Support Resources from ELSA Support (elsa-support.co.uk)

# Priority 5: Demonstrate a positive impact on the lives of children, young people and families

Outcome measures evaluate progress in achieving outcomes and capture sustainable change. Outcomes demonstrate that services are effective and make a difference to the lives of children, young people and families. Outcome measures include feedback from children, young people and families.

# Knowledge

- Understands the shared outcomes across the Early Help partnership.
- Understands the targets and KPIs that other areas of the partnership are working towards.
- Understands the challenges involved in collecting and using data.
- Understands how to develop and write family oriented KPIs for all pieces of work.
- Understands different approaches to evaluate delivery of outcomes. For example, Human Systems Learning approach.
- Understands different methods of seeking feedback.
- Has an awareness of the Families in Focus Outcomes Plan (Supporting Families Programme).

#### Skills and Behaviors

- Our outcomes are focused at all times with families at the centre.
- Sets appropriate KPIs for desired outcomes, identifying where impact is required.
- Works to shared outcomes from across Early Help
- Regularly seek feedback from service users in order to improve services.
- Regularly seeks feedback from across the partnership and shares this in order to improve outcomes.
- Take the voice of the child into account when seeking feedback.
- Build relationships to enable better sharing of outcomes.

#### Resources

#### Face to face training offer

- The Record Business
- Capturing the views and wishes of disabled children
- Signs of Safety Training Courses
- Systemic Training (Training for South Glos Staff only)

# e-Learning

#### South Gloucestershire Local Area provision Services / Procedures / Guides / Information

- Community Learning and Skills Service
- Community Welcome Spaces
- Families in Focus Outcomes Framework
- Information on childcare and other services for children and young people
- SGCP <u>Early help.</u>
- Early help Mapping Tool
- Early help vision and strategy 2019-2024 | South Gloucestershire (southglos.gov.uk)
- Families in Focus Sway
- Families in Focus
- <u>Customer Feedback</u> (internal)
- Reducing Parental Conflict
- South Gloucestershire Population Health Intelligence Portal (PHIP)
- South Glos Parents and Carers
- South Gloucestershire Children's Partnership
- South Glos Youth Network

#### Online Resources

- Human. Learning. Systems. Bing video

- SGCP <u>Voice of the Child</u>
- Technology Learning Portal
- Direct Work Tools
- Signs of Safety Tools
- SGCP <u>Stakeholder Network Letter</u>
- SGCP <u>Learning from Practice</u>
- <u>Strengths Based Working</u> (communication)
- Create a Form with Microsoft Forms
- How to use Forms