



Safeguarding Children

Recognition & Response in Child Protection:
educational programme for doctors in training

CPRR Course regulations

1. Pre-course process

1.1 Administration

1.1.1 Prior to course approval: The following should be considered prior to applying for approval:

- **Course Venue:** The course should be conducted in a venue deemed suitable by the course director. The required number of rooms and any special requirements are detailed in the web-based course organisation package.
- **Equipment:** The course director should ensure that the equipment specified in the current web-based organisation package can be made available at the course venue.

1.1.2 **Approvals:** 2 months before course. All courses must be approved by ALSG. The standard course application e-form found in the VLE-based organisation package should be submitted to ALSG at least 2 months before the course.

1.1.3 **Course Centre Assessment:** Each course centre should be assessed once per year. The course approval form should contain the name of the external assessors. There is no longer an official external assessors list. The external assessors must be course directors or eligible to be course directors (see regulation 1.3.1 below). The centre must approach the nominee before the course approval form is submitted to ALSG, to ensure they are willing to act as external assessor. Direct your external assessor to the Instructor Page in the VLE where they will find the external assessment form to print out and bring along to the course and also the e-form where they will submit their report following the course.

1.1.4 **Faculty list:** All faculty teaching on the course must be recognised trainers or trainer candidates. You will not be asked to detail specific faculty members on your approval and therefore it is your responsibility to ensure that you have the correct number and ratio of instructors on the course.

1.1.5 **Course programme:** Only the standard programme should be used. Break times may be moved to accommodate local requirements, but the order of teaching should remain the same. Session times may be extended, but may not be reduced.

1.1.6 **Orders:** Only despatched when course approved. Complete your order on the e-approval form and indicate your payment method. Send payment under separate cover ensuring that you quote your course centre name. Orders will not be despatched until payment has been received in full.

1.1.7 Administration Fees: A course administration fee is payable for each candidate on the course.

1.2 Course Materials

1.2.1 Recognised teaching materials only: All teaching materials should be obtained from ALSG. Orders should be sent using the standard order form. Trainers may supplement the standard teaching materials, but the recognised set should provide the core for the course.

Recognition & Response in Child Protection teaching materials are for use on the course, but may be used outside the course by recognised trainers for their personal teaching locally. Course centres should not loan teaching material to non-recognised trainers.

1.2.2 Candidate pre-course material: At least 4 weeks prior to the course date, all candidates should be issued with the pre-course material, as follows:

- Pre-course letter: The standard pre-course letter provided on the VLE-based organisation package should be amended for local use and sent to all candidates. The enrolment key for the specific course needs to be included in the letter.
- Candidate pre-course guidance: The standard pre-course guidance document includes details about how candidates access the electronic version of the CP companion published by the RCPCH. This is available free of charge to all RCPCH members via pco@rcpch.ac.uk. There is a cost per copy for non-RCPCH members, available to order from ALSG, via the e-approval/order form.

1.3 Faculty/trainer selection

1.3.1 Course Director: a full *Safeguarding Children: Recognition and Response in Child Protection* (CPRR) trainer should direct the course. New course directors should have the following characteristics:

- a. Has attended the Facilitation course
- b. Has directed other intensive courses and/or has shadowed another CPRR director
- c. Is confident/familiar with the CPRR course content and/or has observed the CPRR course

1.3.2 Trainers: The trainer number will vary according to the number of candidates on the course. The ratio is as follows:

Total number of trainers: candidates: 1:3. All of these should be recognised trainers. Only 1 trainer per group of 6 candidates can be ST4 –ST7 grade. You can also supplement the faculty with local experts from other professions e.g. social work/police. For details on the trainer selection visit the ALSG website www.alsg.org CPRR page.

1.3.3 Trainer Candidates: Any new trainers who have undertaken a Facilitation course will be supervised by a full trainer throughout the course, you may, therefore, need to recruit additional full trainers to assist in this area. Trainer candidates should be allocated a mentor. They should be assessed and given feedback on the following:

- 'Facilitating a Small Group' during one of the workshops
- Role Play

Overall assessment. The form should be completed by the Course Director at the end of the course.

Number of trainer candidate courses: All trainer candidates are expected to carry out 2 trainer candidate courses. However, this may be reduced to 1 if it is a unanimous decision at the final faculty meeting. If a trainer candidate is not deemed ready to become a full trainer after their 2nd trainer candidate course their case should be referred immediately to ALSG. Trainer candidates should carry out at least one part of the process in a different centre i.e. either Facilitation Course or one TC course.

1.3.4 Trainer Observers: All potential trainers are required to observe the *Safeguarding Children: Recognition and Response in Child Protection* course prior to undertaking the trainer training. You may get requests from potential trainers to observe your course. You can take them in addition to the 18 candidates and they should observe the course from a candidate perspective - they do not need to undertake any assessment.

1.4 Candidate selection

Eligibility: CPRR aimed at ST1 – ST3 core trainees in paediatrics, candidates should be doctors in training in paediatrics, accident & emergency medicine or general practice. In cases where capacity is available named and designated nurses are eligible to take the course (ANPs, and senior nurses may be included). If you want to check on the eligibility of any other groups, please contact ALSG.

1.4.1 Candidate numbers: The course is designed for 18 candidates. Smaller courses can run, but it is advisable to recruit according to your group size (i.e. 6).

1.4.2 Observers: Role plays on the course rely on the candidates feeling safe in the environment and therefore the Course Director should exercise discretion when deciding whether to accept observers or not and ensure that their participation is not to the detriment of the candidates.

2. In-course process

2.1 Administration

- 2.1.1 Course programme: Only the standard programme should be used. Break times may be moved to accommodate local requirements, but the order of teaching should remain the same. Session times may be extended, but may not be reduced. When allocating trainers to particular sessions, you should ensure that the Background session is delivered either by the course director or a senior paediatrician.
- 2.1.2 Attendance issues: If a candidate misses any part of a lecture or small group session on the face to face course, arrangements should be made with a trainer to complete that session in spare time during the course, if time permits.
- If this is not undertaken then the candidate will not have completed the course. Arrangements will have to be made to complete the missed sessions at another course. Details of this should be clearly indicated on the results link and an “incomplete attendance” form should be filled in and given to the candidate at the end of the course. This form should be handed in to the Course Director when they attend the incomplete sessions and their completion confirmed on the post-course returns e-form. The paper incomplete attendance forms should be retained at the course centre with the course results for 4 years.
- Special circumstances: If a candidate refuses to take part in any of the sessions, this should be brought to the attention of the Course Director. If the Course Director feels able to resolve the issue to their satisfaction this can be detailed in the post-course report. If this is not possible, it is suggested that the candidate completes the remainder of the course and that details of the incident are included in the post-course returns for consideration by the Working Group. The candidate should be informed that a decision on their provider status will be sent to them in writing by ALSG.
- 2.1.3 Mentoring: All candidates should be allocated a faculty mentor. It is advisable that this person is either at the same grade or of a senior grade.
- 2.1.4 If the course is run in either Scotland or Ireland the appropriate Powerpoint set should be used. Session 2, 4 & 6. Where there are a group of Scottish or Irish candidates the mentor needs to review the relevant country’s guidelines in the powerpoint notes and go over this material with their mentees.
- 2.1.5 Faculty Meetings: These should be held as indicated on the programme and chaired by the Course Director.
- 2.1.6 Course Evaluation: All candidates should be directed to complete the VLE-based course evaluation after the course. This is in your specific course area. They will not be able to download their provider certificate if they do not do this.

2.1.7 Teaching Stations: All candidates should be given a score based on the feedback sheets as given in the organisation package. If a candidate obtains a 1 or 2, during the CAN workshops, additional teaching should be arranged during the course to remedy this. All candidates should successfully complete the small group sessions.

2.1.8 The course has moved to continuous assessment. This means that candidates are assessed in four stations. During the CAN workshops they are assessed for their interactivity, engagement and knowledge of safeguarding. During the role plays they are assessed for their communication skills, knowledge of referral procedures, empathy, response to feedback and ability to act on that feedback. The criteria used are 4 = outstanding, 3 = safe, 2 = not quite there yet, 1 = concerns. Any candidate who does not pass one of the role plays will be offered an opportunity to do the re-sit role play with two members of faculty. Any candidate who:

- does not pass the re-sit;
- about whom you have sufficient concerns to think that it would not be beneficial at this stage to do a re-sit;
- or who is considered unsafe by the end of the programme, should be advised to attend the course again. If the course was a remote course, we would recommend that they attend a f2f course.

2.1.9 Selection of Potential Trainers (TPs): ST4 – ST7 grades can be recommended as TPs at the final faculty meeting. The standard TP selection process (see VLE-based course organisation package and ALSG website) should be used. Any candidate who is identified as having potential to make a good trainer, but is ST3 or below should be advised to wait until they are ST4 or above before applying for a place on the Facilitation course.

2.2 Status

2.2.1 Candidate Status: Candidates who achieve all of the above criteria are issued with a candidate certificate. Candidates will be notified that the certificate is available to print after returns after been received and ALSG validation checks have been carried out.

2.2.2 Trainer Status: Trainers should teach on 3 courses and complete the Part A (VLE component) every 2 years, to retain their trainer status. This is valid for 4 years from the time full trainer status is achieved. After 4 years, trainers should re-certify as detailed under Re-certification below.

2.3 Re-certification

2.3.1 Provider: Candidates are not required to re-certify on this course.

2.3.2 Trainer: Re-certification involves assessment by a full trainer during a standard provider course on the following:

- Facilitating a Small Group
- Role Play
- Overall assessment. The form should be completed by the Course Director at the end of the course.

Trainers may not re-certify on a course on which they are directing or acting as an external assessor.

After successful re-certification, trainer status is then valid for a further 4 years.

3. Post-course process

3.1 Administration

3.1.1 Post course returns: These should be forwarded to ALSG as soon as possible following the course. Compile your course director's report and your Faculty.xls and gather all of your other paperwork together. In your specific course on the VLE, you will find links to submit results and then an e-form on which you can submit all other return details and attach the two documents mentioned above. Full instructions are given in the co-ordinators lesson on the VLE.

Please note a full copy of any results sheets should be retained on file by the course centre for a period of 5 years.

3.1.2 Candidates: Certificates will be available to candidates directly on the VLE.

3.1.3 Trainers: Any outstanding expenses should be settled as soon as possible after the course. When paying expenses to faculty members we advise you cover "out of pocket" expenses for travel (maximum mileage rate quoted by HMRC is presently 40p per mile), subsistence and accommodation only. If a faculty member is paid in excess of reimbursement for costs incurred, then the additional payment made may be liable to income tax and national insurance contributions. If you do pay faculty members additional honorarium payments then please make them aware that they should declare the payments to HMRC. Centres should also consider the amount spent on faculty dinners and hospitality, as similar issues may arise if, upon scrutiny, the amount spent is not felt to be of a reasonable level.

Trainers will be sent an email when the VLE-based course evaluation is ready for them to view and print.