



Kingston and Richmond  
Safeguarding Children Partnership

**Kingston & Richmond Safeguarding Children Partnership  
Learning & Development Subgroup - Terms of Reference  
February 2025**

## ***I. Purpose***

- The Learning and Development Subgroup is responsible for the identification, planning, delivery and evaluation of training to ensure all those coming into contact/working with children in the boroughs of Kingston upon Thames and Richmond upon Thames are competent and up to date with current legislation and procedures to help them safeguard and promote the welfare of children effectively.
- The subgroup ensures that policies and procedures are in place relating to training people who work with children and young people or in services affecting the safety and welfare of children.
- It oversees the provision and evaluation of safeguarding training across the children's workforce in both boroughs.
- It also ensures that the learning and development activity takes account of developments in national and regional policy and practice, as well as relevant research, and provides advice to agencies on their in-house safeguarding training.

The Learning and Development Subgroup operates in alignment with the Working Together to Safeguard Children 2023 Guidance. This subgroup is responsible for ensuring that all individuals working with children in the boroughs of Kingston and Richmond are competent, well-trained, and up to date with current legislation and procedures to effectively safeguard and promote the welfare of children.

Key aspects of this alignment include:

- **Identification, Planning, Delivery, and Evaluation of Training:**  
Local organisations and agencies should ensure that their staff are trained to be competent in their safeguarding responsibilities and have up-to-date knowledge of relevant legislation, policies, and procedures. (Chapter 4)
- **Safeguarding Training Across the Workforce:**  
Ongoing training and development for those working in child protection and safeguarding roles is crucial, as is multi-agency training to equip practitioners to work effectively with colleagues from other agencies. (Chapter 2)
- **Incorporating National and Regional Developments:**  
Keeping up-to-date with and incorporating learning from national and regional reviews, as well as new legislation and research into safeguarding practice is essential for effective learning and development activities. (Chapter 5)
- For further context, please refer to [Working Together to Safeguard Children 2023](#).

## ***II. Anti-racist and discriminatory practice***

The Learning and Development Subgroup is committed to upholding the principles of Equality, Diversity, and Inclusion (EDI) as outlined in the Kingston and Richmond Safeguarding Children Partnership EDI Statement<sup>1</sup>. The subgroup will ensure that all training and development activities reflect and promote EDI principles, ensuring that all practitioners are equipped to recognise and address issues of identity and discrimination in their work with children and families. We will actively

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<sup>1</sup> [Equality, diversity and inclusion statement - Kingston and Richmond Safeguarding Children Partnership](#)

challenge discriminatory practices in training content and delivery, and ensure that our learning opportunities are inclusive and accessible to all.

### ***III. Membership***

Membership of the Learning and Development Subgroup will include representatives from:

- Safeguarding Advisor Your Healthcare
- Named Nurse for Safeguarding Children Kingston Hospital
- SPA
- Head of Learning and Development AfC
- Partnership Manager KRSCP
- Primary School Rep
- Kingston Young Carers
- Early Years and Childcare Service AfC
- Richmond CVS
- Independent Schools Rep
- Secondary Schools Rep
- Kingston Voluntary Action
- Public Health Richmond & Wandsworth
- Public Health Kingston
- ICB Designated Nurse for Safeguarding Children Kingston & Richmond

### ***IV. Duties of subgroup members***

- To develop and implement a strategy for multi-agency safeguarding training.
- To commission and implement a suitable multi-agency training programme for the partnership.
- To ensure the Kingston and Richmond Safeguarding Children Partnership's training programme is developed within the context of current local, regional and national policies, research and practice developments.
- To ensure that training reflects an understanding of the rights of the child and is informed by an active respect for diversity and a commitment to ensuring equality of opportunity.
- To manage the identification of training needs and use this information in the planning and commissioning of the KRSCP training programme to ensure needs are met.
- To monitor access to and take up of single and inter-agency safeguarding training to ensure that local needs are being met across all sectors, including the voluntary and community sector.
- To ensure that both single and inter-agency training is delivered to a consistently high standard.
- To monitor and evaluate the effectiveness and impact of the KRSCP training programme to inform future developments and improvement.
- To promote the training programme and encourage agencies/teams to access both single agency and multi-agency training opportunities.

- To coordinate and ensure the effectiveness of online safeguarding work across all member agencies on behalf of Kingston & Richmond Safeguarding Children Partnership and effectively promote and safeguard the welfare of children and young people in a digital world.
- To offer opportunities to embed learning and change practice.
- To maintain strong links with the Quality and Innovation and Case Review Subgroups to ensure that learning from these groups and themes identified are incorporated into the KRSCP training programme.
- To monitor the training budgets for KRSCP and provide reports to the Delegated Safeguarding Partners (DSPs) as required.
- To ensure all managers and staff across all sections of the partnership are aware of training and development opportunities, including KRSCP training, and to promote the relevance of ongoing professional development in the work of safeguarding and protecting children.

***V. Governance and accountability:***

- The Learning and Development Subgroup is chaired by Clare Meadows, Head of Learning and Development, Achieving for Children, and is coordinated by Daksha Mistry, Partnership Manager, KRSCP.
- The subgroup chair will report quarterly on activity and outcomes achieved by the subgroup to the DSPs. The chair will also attend the meeting of subgroup chairs.
- Subgroup members are to provide a Learning and Development Annual Report to the KRSCP DSPS.

***VI. Subgroup operation***

- Subgroup meetings will take place four times per year.
- Subgroup members are expected to attend every meeting. Where there is a legitimate reason for non-attendance, an apology must be sent and a representative nominated to attend. Attendance at subgroup meetings will be monitored, and lack of representation from agencies will be highlighted.
- Meeting agendas will be circulated at least five working days before the meeting. Minutes will be distributed to subgroup members after the meeting.

***VII. Review***

The terms of reference will be reviewed at least every two years, or more frequently if necessary, to ensure they remain relevant and effective in guiding the subgroup's work.

