

Care Standards Tribunal Training and Education Policy Revised and adopted February 2006.

Policy

The Care Standards Tribunal provides training for all of its members on a regular basis. The Training programme provides:

- **An update on case law and statutory developments**
- **An opportunity to increase members skills and competences, for example Chairmanship skills, communication skills, team work, and decision writing**
- **An opportunity to explore diversity issues**

The Aim of the Training

This Tribunal deals with appeals from a range of jurisdictions concerned with the needs of children and vulnerable adults. The Basic aim of the policy is to help members to update and extend their knowledge and to practice and improve their skills, in order to improve the quality of the work that they do.

Methodology

The Tribunal has amongst its members, many who have had experience in the education and social work sectors, and it has built on this knowledge so as to introduce all the adult teaching methods that the Judicial Studies Board has found to have been of particular value in the training of members of the judiciary over the recent past. Small group seminars, mock trials, decision writing exercises are all used as well as the more traditional lecture techniques. Power point presentations are used when appropriate.

Responsibility for Training.

The responsibility for planning and implementing the Training programme for the Care Standards Tribunal rests with the President. The Schedule to the Protection of Children Act 1999 paragraph 4 states: "The President shall arrange such meetings for the members of the chairmen's and lay panels, and such training for them, as he considers appropriate."

Training and Education Committee.

The President is assisted in the planning and implementation of the Training programme by the Training and Education Committee. This Committee, which consists of members drawn from the Chairmen's panel and the lay panel, meets 3 times a year. Minutes are taken of the meetings. Most members of the committee

have attended courses in Training the Trainer arranged by the Judicial Studies Board (JSB).

How Training needs are identified.

Training needs are identified in the following ways:

1. All members complete an evaluation form after each hearing, which contains a section on training needs in the light of the particular Tribunal they have been hearing. These evaluation forms are sent to the President.
2. The Appraisal scheme for the Tribunal has been approved by all of the members, and became operational as from hearings commencing October 2005. Paragraph 2.6.4 of the Scheme states that the President can use general issues arising out of the appraisal scheme for the purposes of planning training programmes, and for writing parts of the Annual Report, and for other matters concerning the development of the Tribunal.
3. Detailed Evaluation Questionnaires are completed by members who attend training sessions, and the analysis of the Questionnaires is presented to the Education and Training Committee.
4. The jurisdiction of the Tribunal has been expanded in recent years, and the President and the Administrative Secretary to the Tribunal are in close contact with officials at the Department of Health and the Department for Education and Skills to identify new areas that require training.
5. The Tribunal arranges Users' meetings at regular intervals, and comments from users are made available to the Education and Training Committee.

Commitment to Training

All newly appointed members are obliged to attend an Induction course, and to sit in on one hearing before being allowed to sit as a member of the Tribunal. There is also a Mentoring Scheme that the Tribunal is developing for newly appointed members.

There is a commitment to attend Continuation Training as follows:

- To attend the Residential Conference which is held every two years
- To attend one Seminar each year
- To attend any additional Seminars in the light of new legislation

Attendance at the Training sessions is a prerequisite for sitting as a member of the Tribunal. Attendance records are kept, and failure without good reason to attend, will invariably mean that the member in question, at the discretion of the President, will not be booked to hear further cases until he or she has attended a subsequent Training event.

Financial support.

At the present time, the sponsoring Department is the Department of Health. Roughly 5% of the overall budget for the Tribunal is allocated to Training.

Report

The Annual Report of the Tribunal contains a section on the Training programme. This Report is made available to all members, and more generally, and is placed on the Tribunal website.

Training Material

1. The President is responsible for writing a “Digest of Cases heard by the Care Standards Tribunal”. This is updated two times a year, and contains a summary of all the decisions of the Tribunal, indexed and categorised according to topic. It is available on the website, and all members receive a hard copy.
2. The President writes the section on Care Standards for Clarke, Hall and Morrison on Children, a practitioners’ loose leaf publication that is updated three times a year. This is distributed to all members in hard copy.
3. The “Care Standards Legislation Handbook” is commercially published by Jordans. It contains all the relevant legislation and statutory instruments in this area of the law. It is now in its third edition, and has been published in March of each year. It is distributed to all of the members.
4. All legal members have been given a copy of Richard Jones “Care Standards Manual” (2004) published by Sweet and Maxwell.

The Website

The website contains a restricted password access provision for members, and lecture material from the seminars is posted on this site for the benefit of all members.