**SOUTH YORKSHIRE SAFEGUARDING AWARENESS WEEK 2020**

**BRIEFING PAPER – TEMPLATE FOR BOTH TRAINING AND PUBLIC FACING EVENTS**

**Guidance**

In a move away from previous Safeguarding Awareness Week planning and organisation, Barnsley’s SYSAW20 is going to be organised by a number of Task and Finish Groups which will all link in and communicate with each other via nominated individuals to ensure overall synergy and co-ordination.

A key piece of the organisation of the week is the coordination of all of the different training and public facing events which will be advertised on the BMBC websites on a **Programme of Events**

In previous years we have asked colleagues to complete and return a proforma which has then been input onto a spreadsheet. This year we will be doing similar except the role of inputting onto the spreadsheet will be retained by the Safeguarding Board Managers

To this end, the spreadsheet will have embedded **links** which will take interested parties to a Briefing Sheet for the event, which is to be completed by the event organiser(s) and returned to the BSCB Manager, details below.

By completing the Briefing Sheet the event organiser(s) are detailing precisely the information they want made available to anybody accessing the **Programme of Events** and to this end we are providing a couple of ‘worked examples’ and a **blank template** for your use

Bear in mind, this year we are going to be running events across the region in conjunction with our neighbours so we also need to distinguish whether the event is a ‘Regional Event’ or a ‘Barnsley Event’

Best wishes

Cath

[Catherine@barnsley.gov.uk](mailto:Catherine@barnsley.gov.uk)

01226 775812

**SOUTH YORKSHIRE SAFEGUARDING AWARENESS WEEK 2019**

**(Working Example)**

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| **WHAT?**  **Explain what your event is:**  **BARNSLEY EVENTS – BARNSLEY SYSAW19 LAUNCH** |
| **WHEN?**  **MONDAY 8TH JULY 2019 10:00 – 12:00** |
| **WHERE?**  **BARNSLEY COLLEGE – OLD MILL LANE SITE** |
| **ORGANISED BY?**  **ARRANGED BY THE BSAB AND BSCB BOARD MANAGERS**  **WITH GUEST SPEAKERS (MORE DETAILS TO FOLLOW)**  **CONTACT DETAILS BELOW** |
| **WHO FOR?**  **FOR SAFEGUARDING COLLEAGUES AND PROFESSIONALS FROM ACROSS**  **THE PARTNERSHIP** |
| **BRIEF OUTLINE OF THE EVENT**  The SYSAW19 Barnsley Launch Event is the commencement of Safeguarding Awareness Week 2019 in Barnsley. This year ‘SYSAW19’ will have an even more ‘regional feel’ with all of The South Yorkshire region holding safeguarding awareness week the same week and with some joint events and training also being organised.  The Theme for Barnsley SYSAW19 is:  The Key Note Speaker for SYSAW19 Barnsley Launch Event is:  The running order for the Launch Event is: |
| **TO BOOK ON THIS EVENT:**  **E MAIL NIGEL LEEDER AT** [nigelleeder@barnsley.gov.uk](mailto:nigelleeder@barnsley.gov.uk) |
| **TO CANCEL YOUR ATTENDANCE AT THIS EVENT:**  **E MAIL NIGEL LEEDER AT** [nigelleeder@barnsley.gov.uk](mailto:nigelleeder@barnsley.gov.uk) |

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| **WHAT?**  **Explain what your event is:**  **BARNSLEY EVENTS – BARNSLEY SYSAW19 MARKET PLACE EVENT** |
| **WHEN?**  **MONDAY 8TH JULY 2019 08:30 - 10:00 AND 12:00 - 13:00**  **The Market Place Event will run before and after the Barnsley SYSAW19 Launch Event** |
| **WHERE?**  **BARNSLEY COLLEGE – OLD MILL LANE SITE** |
| **ORGANISED BY**  **Nigel Leeder –** [**nigelleeder@barnsley.gov.uk**](mailto:nigelleeder@barnsley.gov.uk)  **01226 775859** |
| **WHO FOR?**  **FOR SAFEGUARDING COLLEAGUES AND PROFESSIONALS FROM ACROSS**  **THE PARTNERSHIP** |
| **BRIEF OUTLINE OF THE EVENT**  **THE BARNSLEY SYSAW19 MARKET PLACE EVENT**  Is an opportunity for services and agencies to explain to delegates attending the Launch Event what their agency or service does, who their service is aimed at and how referrals can be made to access the support they provide. There will be upwards of 12 different services at the Market Place Event and there will opportunities to network both before and after the Formal Launch Event which is taking place in the same venue. As the names of agencies and services supporting the Market Place Event are confirmed, they will be added to this Briefing Paper.  If you wish to have a table at the Market Place Event:  **E MAIL NIGEL LEEDER AT** [nigelleeder@barnsley.gov.uk](mailto:nigelleeder@barnsley.gov.uk) |
| If you wish to cancel a table at the Market Place Event:  **E MAIL NIGEL LEEDER AT** [nigelleeder@barnsley.gov.uk](mailto:nigelleeder@barnsley.gov.uk) |
| **Confirmed Services supporting the Market Place Event:** |

**Blank Template – delete as appropriate – workers and volunteers training event**

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| **WHAT?**  **Explain what your event is: Learning from Local and National Safeguarding Adults Reviews** |
| **WHEN?**  **Date and time 16 November 2020 1 – 4.15** |
| **WHERE?**  **Venue Details Microsoft teams** |
| **ORGANISED BY?**  Organisers name and contact details Cath Erine – Board Manager – [catherine@barnsley.gov.uk](mailto:catherine@barnsley.gov.uk) |
| **WHO FOR?**  Staff and volunteers who work to keep adults safe and want to improve safeguarding practice. |
| **BRIEF OUTLINE OF THE EVENT**  Learning outcomes   * **Explore the learning from local and national SARS and evaluate the impact on your practice** * **Identify areas for discussion in supervisions and team meetings** * **Evaluate if you have additional training needs and how these might be met** |
| **TO BOOK ON THIS EVENT:**  **Via POD** |
| **TO CANCEL YOUR ATTENDANCE AT THIS EVENT:**  Cancel not later than 72 hours in advance of the event. Failure to do so will result in a £50 charge |