

**ABERDEEN CITY COUNCIL
EDUCATION & CHILDREN'S SERVICES**

Circular Ref:

Date:

Please address enquiries to : Eleanor Sheppard

Tel: 01224 523580

Int. Email: ESHEPPARD@aberdeencity.gov.uk

ACC Website:

PRIORITY:

Action:

Respond By:

Information:

Policy:

Procedure:

Replaces Circular:

Admin. Handbook Ref:

Named Person Training

Dear Colleagues,

You will be aware that Parts 4,5 and 18 of the Children and Young People (Scotland) Act 2014 come into force on 31st August. The Scottish Government has been gradually releasing a range of practice guidance as well as the Statutory Guidance on the Children and Young People (Scotland) Act. These documents have enabled colleagues from across the partnership to reshape our processes and update the Girfec Operational Guidance.

Given our legislative duties, it is imperative that everyone who will be undertaking the role of Named Person on behalf of the Named Person Service is confident in how to discharge these duties. We have organised a series of mandatory training sessions to explore the key functions of the service and ask everyone who will be undertaking the role of Named Person to book at place at one of the sessions. Each session will have the same agenda and explore:

- The role of the Named Person and Lead Professional
- Assessing and Planning (including conducting multi-agency meetings)
- Information Sharing
- Duty of others to support the Named Person

GAYLE GORMAN
DIRECTOR



Heritage 100% Recycled



Choose products with the FAIRTRADE Mark



Colleagues from both health and education have been invited to attend the training to help develop a consistent approach to addressing wellbeing concerns across the city. We hope this opportunity to engage in joint training will help you get to know some of your local health team and start to put names to faces.

Training will take place on the following dates:

30/5/16

1/6/16

8/6/16

Places can be booked using Eventbrite:

[30th May 2016](#)

[1st June 2016](#)

[8th June 2016](#)

If you anticipate any difficulty releasing staff to attend the training please let Eleanor Sheppard know.

A mop up event has been arranged for new members of staff on the 8th of September. Names of new members of staff should be emailed to Ian Cormack (iacormack@aberdeencity.gov.uk) to reserve a place.

You will be aware that SEEMiS Wellbeing Application training is also being planned for June and provisional timeslots have been set aside for each ASG. The timeslot arranged for the Wellbeing Application Training for Northfield and St Machar ASG clashes with the Named Person Training on the 1st of June. We would ask that these ASGs book into another one of the Named Person training sessions. Further information on the Wellbeing Application training and booking process will follow.

Helen Shanks
Head of Inclusion

Circulation: All Schools