



Trainer Protocols

Developing and supporting positive behaviours with transformative training

These Protocols Are Stated in Order to ensure Quality Control and Clarity of Purpose. So that Trainers are adequately supported and developed in the future, there is a need for the employer to decide on and clarify their role and responsibilities.

Trainers have a training function providing:

- This should involve an agreed pattern of follow up training sessions for their own colleagues in their own service setting.
- In addition, re-accreditation training for colleagues within the 50% time allocation of the foundation/basic course provided.
- Emphasising the preventative and de-escalation messages given to staff during, their initial Team Teach Foundation / Basic training. "Playing up" the distraction, de-escalation elements and "playing down" the emphasis on positive handling strategies.
- Also clarifying the definition of and criteria for the use of guiding, escorting and restraint.
- Supporting 50% re-accreditation training for other service setting staff, in conjunction with the service settings own Team Teach Trainer within 12-15 months of the original course.
- Outside of their service setting, but within the limits of their certification, co-training the (12 hour) Basic Team Teach course for new staff (on a rota basis).
- Maintain an updated training register, in terms of names, content, duration/dates/venue, level of participation by individuals etc. Make the log records available for inspection at the 2-day re-accreditation course.

The Trainers should also have a useful monitoring/quality control function.

Supporting the debriefing of service users and staff, analysing and monitoring incidents where Team Teach techniques have been used.

- Monitoring the quality of recording of incidents involving Team Teach techniques

The Trainers should also have a useful advisory function:

- Advising, on the appropriateness of particular Team teach techniques for use with specific service users.
- Advising, a named person about any concerns raised in relation to any Team Teach techniques;
- Contributing to risk assessments in relation to both the training and the use of the Team Teach techniques.

Team Teach Trainer's Responsibilities:

Essential:

- Remain familiar with the content of the Team Teach Trainer's manual and resources.
- Keep refreshed by accessing the website (www.TeamTeach.com.au) at least once a month, viewing relevant video files.
- Remain familiar with the Statutory and non statutory and Authority / employer guidance/policy pertinent to positive handling & their service setting.
- Attend their own refresher training; (Trainers will be responsible for maintaining their accreditation. Details of re-accreditation courses can be found on the Team Teach Web site: www.TeamTeach.com.au)
- Provide, within employer agreed timescales desirably in conjunction with other Team Teach Trainers, re-accreditation training for colleagues from their own service setting.
- Link with other Team Teach Trainers to deliver reaccreditation training for other service setting staff for whom their employer has legal occupational health & Safety responsibility (when required and on a limited basis).



- Work with their service setting manager to identify a suitable space and obtain the necessary equipment required for the follow up training sessions.
- Work with their unit/in line manager to advise on a risk assessment in relation to the follow up training sessions.
- Ensure that during all training sessions sufficient emphasis is given by Team Teach Trainers to the importance of prevention and de-escalation and the criteria for the use of restraint.
- Advise (a named person) in the first instance of any concerns in relation to the use of any of the Team Teach techniques.
- Contribute (as appropriate to their professional role) to debriefing, analysing and monitoring the use of Team Teach techniques.
- Advise and monitor the quality and format of the recording of Incidents in their service setting where Team Teach techniques have been used.
- Not to undertake the delivery of any form of Team Teach training, either alone or in any context, other than verbal advice, outside of their current designated role as Team Teach Trainer for the Authorities/Employers children's homes/ schools as identified and supported by the relevant department's Policy.
- There must be Policy support, both Corporate and Local, that identifies Team Teach as *the* or one of the preferred methods of handling.

Desirable:

- Provide short follow up training sessions for colleagues in their own service settings approximately every six to twelve weeks.
- Attend any one off meetings that may become necessary in relation to the Team Teach Trainers role.
- Provide monthly workshops for staff development opportunities.
- Carry out monthly random support spot checks of staff basic Team Teach knowledge, skills & understanding. Provide monthly support workshops for staff development. Tied into 6 weekly Team Teach topic displayed in staff room.
- Advise, in conjunction with colleagues, on the appropriateness of particular Team Teach techniques for use with specific children or young people/adults (for inclusion in individual Care & Education / Support & Intervention Plans (SIP's).

- To enhance and continue their professional development within the Team Teach Approach by assisting the Principal, Senior or experienced Employer's Lead Team Teach Trainers on courses when invited and available.

Essential:

Selecting and generally supporting Team Teach Trainers especially by recognising the strategic importance of their role by:

- Notifying and releasing all staff to attend their required re-accreditation training. For original courses of 2 days and beyond this should be a minimum of 6 hours which can be accounted for cumulatively. For original courses of 6 hours duration the re-accreditation time should be no less than 3 hours. These hours can be accounted for cumulatively and the focus of them should be targeted on service setting need within an holistic whole staff approach to behaviour supports & intervention.
- Allowing Team Teach Trainers sufficient work-time to adequately prepare -. For the delivery of the one day basic re-accreditation training, (including pre & post delivery briefing with the other Team Teach Trainers involved.
- Allowing time in staff meetings (or at other specified times/ twilight sessions) every sixtwelve weeks (minimum) to enable Team Teach Trainers to deliver the required follow up training sessions to colleagues in their service settings.
- In conjunction with the units/schools Team Teach Trainers, identify a suitable space and obtain the necessary equipment for the follow up training sessions.
- Carry out a risk assessment in relation to the follow up training sessions, drawing on the experience of the unit's/schools Team Teach Trainers.
- Carry out a risk assessment in relation to the use of Team Teach techniques by individual members of staff.
- Carry out a risk assessment in relation to the use of Team Teach techniques on the service
- Releasing Team Teach Trainers to allow them to co-train the two-day (12 hour basic) Team Teach course for new staff. Note that this is expected to happen no more than once in any calendar year per Trainer.



Desirable:

- Permit and encourage Team Teach Trainers to attend the Support Days and any one off meeting that may become necessary in relation to the instructor's role.
- Release Team Teach Trainers to attend the equivalent minimum of two support days.

With this level of expectation in relation to the extra responsibilities Team Teach Trainers are likely to be asked to take on there are clear implications, both for the individuals in this role and their managers as well as for the employer/ department as a whole.

If the training programme is going to be maintained and quality monitored, then the Local Authority/Employer has an essential role in the support of Team- Teach Trainers. As Team Teach Trainers will become increasingly central to the process, investment in them and their role is crucial.

In relation to the broader implications of the role it would appear necessary to clarify the position of the Trainers with:

- Personnel: Specifically concerning the extra responsibilities of staffing the role of Team Teach Trainer is it significant enough to suggest that they would be experiencing a change of role or additional substantial responsibilities?
- Union: as above
- Legal Dept.: With regard to the legal liability of Team Teach Trainers and the department/ authority/employer in terms of appointing them to such a role.

It is crucial that the value and strategic importance of the role is demonstrated in practical and real ways to the Team Teach Trainers. This will also play a part in their retention.