

# SAFEGUARDING CHILDREN IN EDUCATION TRAINING PROGRAMME

2022- 2023



**Nottingham**  
**City Council**



NOTTINGHAM CITY  
Safeguarding  
**Children**  
PARTNERSHIP

<b>Page</b>	<b>CONTENTS</b>
3	Introduction
3	Course Practicalities
4	Whole School INSET Training
4	Bespoke Training
5	Cancellation
7-13	Course Calendar

## Introduction

The safety and well-being of every child is an integral part of his or her learning and social integration in a school. Teachers and support staff are particularly well placed to observe and assess the development and behaviour of children they may encounter on a daily basis.

Every member of staff is expected to play a part in the identification and prevention of abuse and neglect with sufficient knowledge, skills and awareness of safeguarding and child protection.

This training programme is available free of charge to any individual who works within a school or education setting within Nottingham City.

The Training Programme is a toolkit which professionals should use to ascertain the most appropriate training required for staff to enable them to undertake their duties and take an effective and efficient role in safeguarding and promoting the welfare of children. Delegates and managers should also refer to the training programme to check training renewal recommendations and ensure certification is kept up to date in advance of expiration at all times.

It is the individual setting's responsibility to record and maintain all training records at point of induction and on an ongoing basis throughout employment for all staff including permanent, temporary, and casual staff both school-based and non-school-based.

KCSIE, September 2022 states that schools and colleges give 'appropriate safeguarding and child protection training (including online safety) to all staff at induction. The training should be regularly updated. In addition, all staff should receive safeguarding and child protection (including online safety) updates (for example, via email, e-bulletins and staff meetings), as required, and at least annually, to provide them with relevant skills and knowledge to safeguard children effectively'.

Once training has been delivered, staff training records should be updated, and evaluations kept as evidence. These would sit alongside any other training records to form a complete safeguarding training portfolio for each member of staff.

Please refer to KCSIE, September 2022 for the full guidance on safeguarding training requirements.

## Course Practicalities

All training will be delivered face to face within the 2022-2023 Safeguarding in Education training programme to help achieve learning aims and objectives and gain the assurances required when training on such a pivotal area of responsibility. Course venue, times and other practical information is included within this programme and also provided upon securing a place on the relevant course.

It is important to note that all delegates are expected to attend courses on time and in full for assurance of learning and certification- late arrivals may not be permitted due to the disruption that this may cause and missed learning.

### *Training delivered at Loxley House*

Where training is delivered face to face at this venue there are refreshments available throughout Loxley House and can be purchased for as little as 40p. A cafeteria located on the ground floor of

Loxley House provides hot and cold food. There is a fridge available should you wish to take your own lunch. The trainer will negotiate time for lunch which will include if you need to go off site to local shops to purchase lunch.

#### *Training delivered at the Nottingham Nursery School and Training Centre – (NNSTC)*

Where training is delivered face to face at this venue drinks may be available. The NNSTC is across from Radford Primary school. There is no onsite parking, but ample parking is available on the streets around the venue. There is a fridge available should you wish to take your own lunch. The trainer will negotiate time for lunch which will include if you need to go off site to local shops to purchase lunch.

#### *Training delivered on MS Teams*

Where training is delivered virtually, we ask that you ensure that you have the link to the course prior to the day of training and that you have accepted the invite. Please can we ask that your camera is always on to allow all participants to benefit fully from the course content and objectives

**You will receive an email confirmation of your place on the identified course prior to the course delivery date. If you DO NOT receive confirmation, then you do not have a place on the course due to it being full. Please do not turn up for the course unless you have had a confirmation, as it is likely you will be turned away.**

#### **Whole school/educational provision INSET training**

Whole school/educational provision training brings a variety of skills and experiences together which reinforces the key message that safeguarding is everybody's business. An additional benefit of whole school/educational setting training is that it provides an arena for team building and enables all members of staff to fully appreciate the roles and responsibilities of their colleagues within safeguarding.

Many of our courses can be delivered in a whole school Inset day or divided into a number of twilight sessions (usually 2 x 2 hour sessions). Please note that to ensure there is full participation of all delegates there must be a minimum of 10 and a maximum of 50 delegates on whole school training. To enquire about whole school/ educational setting training please email the safeguarding training address: [safeguardingineducation@nottinghamcity.gov.uk](mailto:safeguardingineducation@nottinghamcity.gov.uk)

Where agreed training takes place, the educational setting is expected to:

- Provide a room that is of a suitable size for the number of delegates attending (room ideally to be set out in cabaret style).
- Produce course material handouts for all staff attending, which will be sent electronically ahead of the training date (All handouts to be given to trainer on arrival – not distributed in advance).
- Complete the booking form detailing all attendees and other required information.
- Provide a flip chart stand, paper, and pens.
- Provide a screen / projection surface (with an extension lead and table) – if this isn't available please advise at time of booking.

**\*Such training may incur charges which are to be discussed at point of enquiry.**

## Bespoke Training

The NCSCP also offer schools/academies the option to commission a bespoke training package for 'Introduction to Safeguarding and Child Protection' course and 'DSL Update' training. This means that these courses can be tailored to address your school's individual needs and requirements in addition to the core content covered. Bespoke training can offer:

- a more comprehensive training package which is tailored to reflect a settings own policy, procedures, reporting and recording systems.
- a targeted training package aimed at addressing issues or challenges, which are specific to your educational setting.

**\*Additional charges may be made for any additional preparation and delivery time spent preparing/delivering bespoke courses- these can also be discussed at point of enquiry.**

## Cancellation

It is expected that we are notified of any cancellation at least **2 working days** before the start of the course date. A fee of £30 will be charged for any cancellations or absence not received within 2 working days and will be sent to your settings finance department. It is important to note that all delegates are expected to attend courses on time and in full for assurance of learning and certification- late arrivals may not be permitted due to the disruption that this may cause and missed learning.

## Bookings

All training is bookable by selecting the appropriate link in the course calendar on pages 7-13 below. All bookings are made in Eventbrite. If you have any difficulties making a course booking please email [safeguardingineducation@nottinghamcity.gov.uk](mailto:safeguardingineducation@nottinghamcity.gov.uk).

## Nottingham City Safeguarding Children Partnership (NCSCP) Training

In addition to the training included in this programme the NCSCP provide a separate safeguarding training pathway that focuses on multiagency interventions and is based upon encouraging and developing effective working relationships and sustaining inter-agency working. They have also published an e-Learning portfolio of external training. Full details can be found on the partnership website.

## Training Venues

It is recommended that public transport is used to get to Loxley House which is the main venue for all NCSCP training courses (please ensure you check your confirmation email for training venue and times).

Loxley House  
Station Street  
NG2 3NG

Nottingham Nursery School and Training Centre

Denman Street West  
NG7 3AB

**Tram:** The tram terminus is opposite the Loxley House building. Click the following link to use the NET journey planner service- [Nottingham Express Transit \(NET\) - Timetable & Frequency Guide \(thetram.net\)](#).

**Train:** The Loxley House building is opposite the Nottingham Railway Station in the centre of Nottingham. The following link may be helpful if travelling by train- Nottingham Train Station | Nottingham Station Information [Trainline \(thetrainline.com\)](#)

**Bus:** As a City Centre location, there are numerous bus stops within walking distance of Loxley House. Click on the following link to use the NCT journey planner service- [Nottingham City Transport \(nctx.co.uk\)](#)

**Car:** Limited parking is available at Loxley House – on a first come, first served basis and costs £9 per day. For participants with a disability, please contact us to discuss your requirements.

### Course Calendar September 2022 - 2023

Course dates and times	Venue	Trainers	Aims / Outcomes / Information
<b>KCSIE and Contextual Annual Training (KCAT)</b>  <b>Monday 19th September 2022, 09.30-11.30am</b> <a href="#">Book here</a>	Virtual	Advanced Designated Safeguarding Leads/ Schools and Education Safeguarding Coordinator	<p><b>Target Audience</b> This course is specifically for staff working with children and young people in an educational setting e.g. all teaching staff, teaching assistants, administrative staff, learning support and mentors.</p> <p>This course explores key updates found within the statutory safeguarding guidance, KCSIE 2022. In addition, local trends and contextual safeguarding topics will be covered.</p>
<b>Thursday 19<sup>th</sup> January 2023, 09.30-11.30am</b> <a href="#">Book here</a>	Loxley House		<p><b>Aims</b> To raise awareness and knowledge of the legal duties that govern schools and colleges in England when carrying out their duties to safeguard and promote the welfare of children under the age of 18 years alongside local contextual safeguarding matters.</p>
<b>Tuesday 4<sup>th</sup> April 2023, 09.30-11.30am</b> <a href="#">Book here</a>	Loxley House		<p>To enable participants to understand their roles and responsibilities in safeguarding and promoting the welfare of children.</p> <p><b>Objectives</b> By the end of the course, participants will be able to:</p> <ul style="list-style-type: none"> <li>• Understand their statutory responsibility to protect and promote the welfare of children</li> <li>• Define child abuse and recognize potential indicators</li> <li>• Understand the principle of prevention and early intervention</li> <li>• Understanding of how to report and share disclosures within their own setting</li> <li>• Share information effectively</li> </ul>

<b>Introduction to Safeguarding and Child Protection (ISI)</b>		Advanced Designated Safeguarding Leads/ Schools and Education Safeguarding Coordinator	<b>Target Audience</b> This course is specifically for staff working with children and young people in an educational setting e.g. all teaching staff, teaching assistants, administrative staff, learning support and mentors.
<i>Thursday 22<sup>nd</sup> September 2022, 09.30-12.30pm</i> <a href="#">Book here</a>	Loxley House		<b>NCSCP recommend that all staff update this training every 3 years.</b>
<i>Monday 5<sup>th</sup> December 2022, 09.30-12.30pm</i> <a href="#">Book here</a>	Loxley House		<b>Aims</b> To raise staff awareness of the principles of safeguarding and promoting the welfare of children and young people.  To enable participants to understand their roles and responsibilities in safeguarding and promoting the welfare of children.
<i>Tuesday 7<sup>th</sup> March 2023, 09.30-12.30pm</i> <a href="#">Book here</a>	Loxley House		<b>Objectives</b> By the end of the course, participants will be able to:
<i>Tuesday 13<sup>th</sup> June 2023, 09.30-12.30pm</i> <a href="#">Book here</a>	Loxley House		<ul style="list-style-type: none"> <li>• Understand their statutory responsibility to protect and promote the welfare of children</li> <li>• Define child abuse and recognize potential indicators</li> <li>• Understand the principle of prevention and early intervention</li> <li>• Manage disclosures of abuse appropriately</li> <li>• Manage allegations against staff appropriately</li> <li>• Share information effectively</li> </ul>

<p><b>Designated Safeguarding Lead (DSL) Part 1 - Safeguarding and Child Protection – Roles and Responsibilities (DSL1) and Part 2- Managing Safeguarding in Schools (DSL2)</b></p> <p><i>(This is a 2-part course programme- participants must complete both Part 1 and Part 2 course to receive certification)</i></p> <p><b>Tuesday 20<sup>th</sup> September 2022, 09.30am-3.00pm (Part 1) and Wednesday 28<sup>th</sup> September, 09.30-3.00pm (Part 2)</b>  <a href="#">Book here (part 1)</a>  <a href="#">Book here (part 2)</a></p> <p><b>Wednesday 11<sup>th</sup> January 2023, 09.30-3.00pm (Part 1) and Tuesday 17<sup>th</sup> January 2023, 09.30am-3.00pm (Part 2)</b>  <a href="#">Book here (part 1)</a>  <a href="#">Book here (part 2)</a></p>	<p>Nottingham Nursery School and Training Centre</p> <p>Loxley House</p>	<p>Advanced Designated Safeguarding Leads/ Schools and Education Safeguarding Coordinator</p>	<p><b>Target Audience</b>  This course is aimed at new Designated Safeguarding Leads with responsibility for Child Protection.</p> <p><b>Course Pre-requisite</b>  Delegates must hold a current certificate for the ‘Introduction to Safeguarding and Child Protection’ training (see above for course information).</p> <p><b><u>Participants need to complete both Part 1 and Part 2 of the course to receive certification.</u></b></p> <p><b>Part 1-</b> focuses on the specific roles, responsibilities, and duties of DSLs in educational settings.</p> <p><b>Part 2-</b> focuses on the day to day operational activities of the DSL.</p> <p>Participants who have already completed this course (both part 1 and 2) should <b>refresh their training every 2 years</b> by attending an appropriate DSL Update course (see below for course information) or by regular certified attendance at the NCSCP DSL Network forum which is by invitation only three times a year (attendance at 2 or more DSL networks will be automatically certificated every summer term).</p> <p><b>Aims</b>  To provide delegates with the practical knowledge and skills to carry out their safeguarding and child protection duties safely and effectively. To enable delegates to become familiar with the roles and responsibilities of the Designated Safeguarding Lead and to develop competence and confidence in carrying out this role.</p>
---	--	---	--

<p><b>Tuesday 25<sup>th</sup> April 2023, 09.30-3.00pm (Part 1) and Tuesday 02<sup>nd</sup> May 2023, 09.30-3.00pm (Part 2)</b>  <a href="#">Book here (Part 1)</a></p> <p><a href="#">Book here (part 2)</a></p>	<p>Loxley House</p>		<p><b>Objectives</b>  By the end of the course participants will:</p> <p>Part 1;</p> <ul style="list-style-type: none"> <li>• Understand the key legislation and guidance that informs their role and relates to their responsibilities as DSL</li> <li>• Understand their responsibilities and duties with regard to partnership working with other agencies and leading safeguarding practice within the school</li> <li>• Understand the correct procedures to follow in relation to record keeping, information sharing and working in partnership to keep children and young people safe</li> </ul>
<p><b>Friday 9<sup>th</sup> June 2023, 09.30am-3.00pm (Part 1) and Friday 16<sup>th</sup> June 2023, 09.30am-3.00pm (Part 2)</b>  <a href="#">Book here (Part 1)</a></p> <p><a href="#">Book here (part 2)</a></p>	<p>Loxley House</p>		<p>Part 2;</p> <ul style="list-style-type: none"> <li>• Be able to confidently assess children’s needs and identify how unmet needs can be supported or addressed</li> <li>• Understand the different types of support available for children and appropriately identify the level of support required</li> <li>• Know how to access support and make effective multiagency and child protection referrals</li> <li>• Have developed their knowledge and understanding of a variety of safeguarding and child protection tools and be able to use them effectively</li> <li>• Be able to confidently share and record information and know how to implement effective case management systems</li> </ul>

<p><b>Designated Safeguarding Lead Update Training (DSL)</b></p> <p><b>Tuesday 6<sup>th</sup> December 2022, 1.00-3.00pm</b>  <a href="#">Book here</a></p> <p><b>Wednesday 26<sup>th</sup> April 2023, 09.30 -11.30am</b>  <a href="#">Book here</a></p> <p><b>Tuesday 27 June 2023, 09.30-11.30am</b>  <a href="#">Book here</a></p>	<p>Loxley House</p> <p>Loxley House</p> <p>Loxley House</p>	<p>Advanced Designated Safeguarding Leads/ Schools and Education Safeguarding Coordinator</p>	<p><b>Target Audience</b>  This is the second stage of the course specifically for Designated Safeguarding Leads with responsibility for Child Protection.</p> <p>This course is the <b>update</b> training for DSL’s who have completed the ‘DSL Part 1 and 2’ course previously within the last two years.</p> <p><b>Aims</b>  To provide participants with updated awareness of local and national safeguarding issues and to develop further their safeguarding practice and skills.</p> <p><b>Objectives</b></p> <ul style="list-style-type: none"> <li>• Update and refresh knowledge of the DSL Role &amp; Responsibilities</li> <li>• Be aware of changes both local and national that impact upon the DSL role</li> <li>• Reflect on experience in role</li> </ul>
--	---	---	---

<p><b>Train the Trainer (TTT1)</b></p> <p><i>Tues 27<sup>th</sup> September 2022, 09.30am – 3.00pm</i> <a href="#">Book here</a></p> <p><i>Monday 23<sup>rd</sup> January 2023, 09.30am – 3.00pm</i> <a href="#">Book here</a></p> <p><i>Tuesday 21<sup>st</sup> March 2023, 09.30am-3.00pm</i> <a href="#">Book here</a></p> <p><i>Wednesday 14<sup>th</sup> June 2023, 09.30-3.00pm</i> <a href="#">Book here</a></p>	<p>Loxley House</p> <p>Loxley House</p> <p>Loxley House</p> <p>Loxley House</p>	<p>Advanced Designated Safeguarding Leads/ Schools and Education Safeguarding Coordinator</p>	<p><b>Target Audience</b> This course is designed specifically for professionals in educational settings who are senior members of staff, have a minimum of three years’ experience in a safeguarding role and previously delivered whole staff training of some capacity. Once complete professionals can then deliver NCSCP ‘Introduction to safeguarding and Child Protection’ and ‘KCSIE and Contextual Annual Training’ material specifically in their own educational setting only.</p> <p><b>The course requires renewal every three years.</b></p> <p><b>Aims</b> To provide Designated Safeguarding Leads with the understanding and resources to effectively deliver introduction level safeguarding children training to colleagues and annual KCSIE updates.</p> <p><b>Objectives</b> By the end of the course, participants will have:</p> <ul style="list-style-type: none"> <li>• Been refreshed about key safeguarding children messages</li> <li>• Familiarised with the courses to be delivered and who they are for</li> <li>• Explored creative ways of delivering activities</li> <li>• Identified any general and school specific issues to be addressed in training</li> <li>• Thought about arrangements for delivering the training in individual schools</li> </ul> <p>*Please note for all delegates that are on the train the Trainer register they will be issued with ‘Introduction to Safeguarding and Child Protection’ and ‘KCSIE and Contextual Annual Training’ power points each summer for use in their setting only.</p>
---	---	---	--

<b>DSL networks (DSLN)</b>		The Nottingham City Safeguarding Children Partnership (NCSCP)	The NCSCP coordinate a Designated Safeguarding Lead network whereby all designated safeguarding professionals from across the city's educational settings are invited to attend and participate in a conference type event focusing on safeguarding priorities and emerging trends across the city of Nottingham. The events have been exceptionally well attended by professionals in the educational sector and are an opportunity to network, share knowledge and key priority updates as well as continuing to promote working together as a collective body, holistically to improve safeguarding practices and processes for our children, young people and their families.
<p><b>Tuesday 11th October 2022, 9:30am-12pm</b>  <a href="#">Book here</a></p>	<p>Nottingham Trent University (NTU),  1 Burton Street  Nottingham NG1 4BU  (Face to face)</p>		<p>A booking must be made via the DSL webpage and Eventbrite link to secure a place at each network.</p>
<p><b>Tuesday 7<sup>th</sup> February 2023, 09.30am-12pm</b>  <a href="#">Book here</a></p>	<p>Virtual</p>		<p>Attendance at two or more DSL Networks each academic year will be automatically certificated every summer term by the NCSCP as completion of DSL Update training.</p>
<p><b>Tuesday 23rd May 2023, 09.30am-12pm</b>  <a href="#">Book here</a></p>	<p>Virtual</p>		

\*Please note that it is the responsibility of the educational setting and individual professional to ensure that all safeguarding training is renewed when required. The length in which each of our courses is valid for is noted within each course description and certificate issued.