



Nottingham

City Council

Safeguarding Children in Education Training

**Schools and Education
Autumn 2017
Training Programme**

Sept 2017 – October 2017

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 behavior of children they come into contact with 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 to any individual who works within a school or education setting in Nottingham City.

The Safeguarding Training Pathway is a toolkit which professionals should use to ascertain the most appropriate training required by 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 pathway to check training renewal recommendations.

Please note that all courses are charged. Charges will apply to all volunteers, staff and schools and apply to all types of maintained and non-maintained education establishments, i.e schools, academies, independent, private, alternative or further education providers. For full details of charges, please see individual course information.

In addition to the training included in this programme the NCSCB provide separate safeguarding training that focuses on multi-agency interventions and is based upon encouraging and developing effective working relationships and sustaining inter-agency working; details can be found at www.nottinghamcity.gov.uk/ncscb

Course Practicalities

LUNCH IS NOT PROVIDED at any of the training events. Refreshments are 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.

A cancellation charge of 50% of the course fee will be made in the event of a place being booked and not taken up, unless we are notified of the cancellation at least **5 working days** before the start of the course.

Delegates who fail to attend on the day, will be charged the FULL course fee.

Please read this document in conjunction with the Course Information.

Whole School Training (INSET days)

Whole school 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 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 or 3 x 2 hour sessions respectively). Please see individual course information on which courses can be delivered in School. Please note that to ensure there is full participation of all delegates there must be a minimum of 8 and a maximum of 35 delegates on whole school training. To arrange whole school training please email the Safeguarding training address safeguardingineducation@nottinghamcity.gov.uk

Where whole school training takes place, the school 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).
- Provide a laptop and projector (with an extension lead and table) – if this isn't available please advise at time of booking.
- Produce course material handouts for all staff attending, which will be sent electronically to the school ahead of the training. (All handouts to be given to trainer on arrival – not distributed in advance.)
- Complete the booking form detailing all attendees.
- Provide light refreshments.
- Provide a flip chart stand, paper and pens.
- Provide a screen / projection surface.

A cancellation charge of 50% of the course fee will be made in the event of a place being booked and not taken up, unless we are notified of the cancellation at least **28 days** before the start of the course.

Bespoke Training

The Schools and Education Safeguarding training team also offer schools the option to commission a bespoke training package for Basic Awareness, Introduction to Safeguarding training 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. Bespoke training can offer:

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

Additional charges will be made for all additional preparation and delivery time spent developing/ delivering the bespoke courses. Additional costs will be charged to the nearest 15 mins at a rate of £60 per hour.

For further information or to apply for any of the training courses detailed in this Training Programme, please contact the Schools and Education Safeguarding Administrator:

Email to safeguardingineducation@nottinghamcity.gov.uk

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Basic Awareness in Safeguarding and Promoting Children and Young People's Welfare (BA1)

Aims:

- To raise staff awareness of the principles of safeguarding and promoting the welfare of children and young people
- To enable support staff to understand their roles and responsibilities in safeguarding and promoting the welfare of children.

Objectives:

By the end of the training course participants will:

- have gained understanding of the key legislative framework for safeguarding children and young people;
- understand types of abuse and how to recognise them;
- know how to respond to any concerns they may have and the support they can expect to receive in managing these concerns.

Target Audience:

This course is specifically for support staff and volunteers who do not work directly and unsupervised with children and young people i.e. Site Managers, Domestic staff, Office staff, Catering Staff and Midday Supervisors.

NCSCB recommend that all staff update this training every 3 years.

Maximum Number of Participants –

25-30 if attending training at Loxley House
35 *per trainer* if delivered as whole school training

Training Dates and Venues:

Training Dates	Venue	Time	Cost			
			Individual		Whole school (INSET)	Whole School (Twilight)
19 th September 2017	Room LB41 Loxley House	9.30 pm to 12.30 pm	£47.50		£300.00 per trainer	£480.00 per trainer

Introduction to Safeguarding and Child Protection (IS1)

Aim:

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.

Objectives:

By the end of the course, participants will be able to:

- Understand their statutory responsibility to protect and promote the welfare of children.
- Define child abuse and recognise potential indicators.
- Understand the principle of prevention and early intervention.
- Manage disclosures of abuse appropriately.
- Manage allegations against staff appropriately.
- Share information effectively.

Target Audience:

This course is specifically for staff working directly with children and young people e.g. **ALL** teaching staff, teaching assistants, learning support and mentors.

NCSCB recommend that all staff update this training every 3 years.

Maximum Number of Participants:

25-30 if attending training at Loxley House
35 if delivered as whole school training

Training Dates and Venues:

Training Dates	Venue	Time	Cost			
			Individual		Whole school (INSET)	Whole School (Twilight)
17 th October 2017	Room LB 31 Loxley House	9.30 am to 4.30 pm	£100.00		£540.00 per trainer	£680.00 per trainer

Children in Education Safeguarding Update (CESU)

Aim:

Refresh knowledge of the principles of safeguarding and promoting the welfare of children and young people.

To provide participants with an update on safeguarding children issues including changes in national context, local policies and/or procedures and to share experiences of safeguarding practice

Objectives:

By the end of the course, participants will:

- Have up to date knowledge of safeguarding children issues
- Be aware of changes to local policies and procedures.
- Have reflected on experiences of safeguarding practices.

Target Audience:

This course is for all staff and volunteers working directly or indirectly with children and young people, who have not accessed either Basic Awareness or Introduction to Safeguarding training within the past 12-36 months.

Maximum Number of Participants:

35 per trainer if delivered as whole school training

Training Dates and Venues:

Training Dates	Venue	Time	Cost			
			Individual		Whole school (INSET)	Whole School (Twilight)
Tuesday 28 th September 2017	Room LH 2.11	9.30 am to 12:30 pm	£47.50		£300.00 per trainer	£480.00 per trainer

Safer Recruitment in Education Training (SRE1)

Aim:

This training outlines good practice guidance and legal requirements that Schools and educational settings should adhere to when recruiting and selecting staff, including volunteers, to work with children and young people.

Objectives:

- Understand how safer recruitment fits within the wider context of safeguarding and promoting the welfare of children and young people
- Understand the importance of planning a robust recruitment procedure.
- Understand the importance of making the right decisions, using structured interviews, as well as pre-employment checks.
- Understand the importance of ongoing awareness and vigilance.

Target Audience:

Any staff member or governor who is involved in recruitment and selection processes within their school/college.

NCSCB recommend that all staff update this training every 5 years.

THIS COURSE IS NOT BEING OFFERED BY NCC THIS TERM

On-line training is available through the NSPCC website:

<https://www.nspcc.org.uk/what-you-can-do/get-expert-training/safer-recruitment-education-course/>

Designated Safeguarding Lead Parts 1 & 2

Part 1 - Roles and Responsibilities (DSL1)

This course is aimed at new DSLs and forms the first stage of a 2 part programme; focusing on the specific roles, responsibilities and duties of DSLs in schools.

Participants need to complete both Part 1 and Part 2.

Participants who have already completed this course should refresh their training every 2 years by attending an appropriate DSL Update course. (see DSL Update on page 11 for further information).

Aim:

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.

Objectives:

By the end of the course participants will:

- Understand the key legislation and guidance that informs their role and relates to their responsibilities as DSL.
- Understand their responsibilities and duties with regard to partnership working with other agencies and leading safeguarding practice within the school.
- Understand the correct procedures to follow in relation to record keeping, information sharing and working in partnership to keep children and young people safe.

Target Audience:

This is the first part of the course for Designated Safeguarding Lead with responsibility for Child Protection. DSL Part 2 must also be completed.

Course Pre-requisite: delegates must hold a current certificate for the Introduction to Safeguarding training (see above).

Maximum Number of Participants: 30

Training Dates and Venues:

Training Dates	Venue	Time	Cost Individuals
5 th October 2017	LH 1.18 Loxley House	9.30 am to 4:30 pm	£100.00 per person

Designated Safeguarding Lead Parts 1 & 2

Part 2 – Managing Safeguarding in Schools (DSL2)

This course is aimed at new DSLs and forms the second stage of a 2 part programme; focusing on the day to day operational activities of the DSL.

Participants should not attend this course until they have completed Part 1: DSL - Roles and Responsibilities.

Participants who have already completed DSL training in the past should refresh their training every 2 years by attending an appropriate DSL Update course (see DSL Update on page 11 for further information), or by regular certified attendance at the DSL Network Forum which is by invitation.

Aim:

To provide delegates with the practical knowledge and skills to carry out their safeguarding and child protection duties safely and effectively.

Objectives:

By the end of the course participants will:

- Be able to confidently assess children's needs and identify how unmet needs can be supported or addressed.
- Understand the different types of support available for children and appropriately identify the level of support required.
- Know how to access support and make effective multi-agency and child protection referrals.
- Have developed their knowledge and understanding of a variety of safeguarding and child protection tools and be able to use them effectively.
- Be able to confidently share and record information and know how to implement effective case management systems.

Target Audience:

This is the second stage of the course for Designated Safeguarding Lead with responsibility for Child Protection.

Maximum Number of Participants: 30

Training Dates and Venues:

Training Dates	Venue	Time	Cost All Schools
Tuesday 10 th October 2017	Room LB 31	9:30 am to 3:00 pm	£100.00 per person
Wednesday 11 th October 2017	Room LB 31	9:30 am to 3:00 pm	£100.00 per person

Designated Safeguarding Lead (DSL) Update (DSLU)

This course is the **update** training for DSLs who have completed appropriate safeguarding training for DSPs/ DSLs within last two years.

Aim:

To provide participants with updated awareness of local and national safeguarding issues and to develop further their safeguarding practice and skills.

Objectives:

- Update and refresh knowledge of the DSL Role & Responsibilities.
- Be aware of changes both local and national that impact upon the DSL role.
- Reflect on experience in role.

Maximum number of participants: 30

Training Dates and Venues:

Training Dates	Venue	Time	Cost Individuals
Tuesday 3 rd October 2017	Room LB 32 Loxley House	9.30 am to 12.30 pm	£47.50 per person
Thursday 19 th October 2017	Room LB 41 Loxley House	9.30 am to 12.30 pm	£47.50 per person

Train the Trainer

Aim:

To provide Designated Safeguarding Leads with the understanding and resources to effectively deliver basic and introduction level safeguarding children training to colleagues.

Objectives:

By the end of the course, participants will have:

- Been refreshed about key safeguarding children messages
- Been familiarised with the courses to be delivered and who they are for
- Explored creative ways of delivering activities
- Identified any general and school specific issues to be addressed in training
- Thought about arrangements for delivering the training in individual schools

Target Audience:

All trainers must be a senior Designated Senior Lead and must have completed appropriate safeguarding training within the last two years.

Maximum Number of Participants: 24

Training Dates and Venues:

THIS COURSE IS NOT BEING OFFERED BY NCC THIS TERM

Nottingham City Safeguarding Children Board (NCSCB) Training

NCSCB provide a range of training.

It is recommended that staff with DSL responsibilities should attend the Nottingham City Safeguarding Children's Board inter-agency training (Working Together to Safeguard Children).

For more information, visit the NCSCB website:

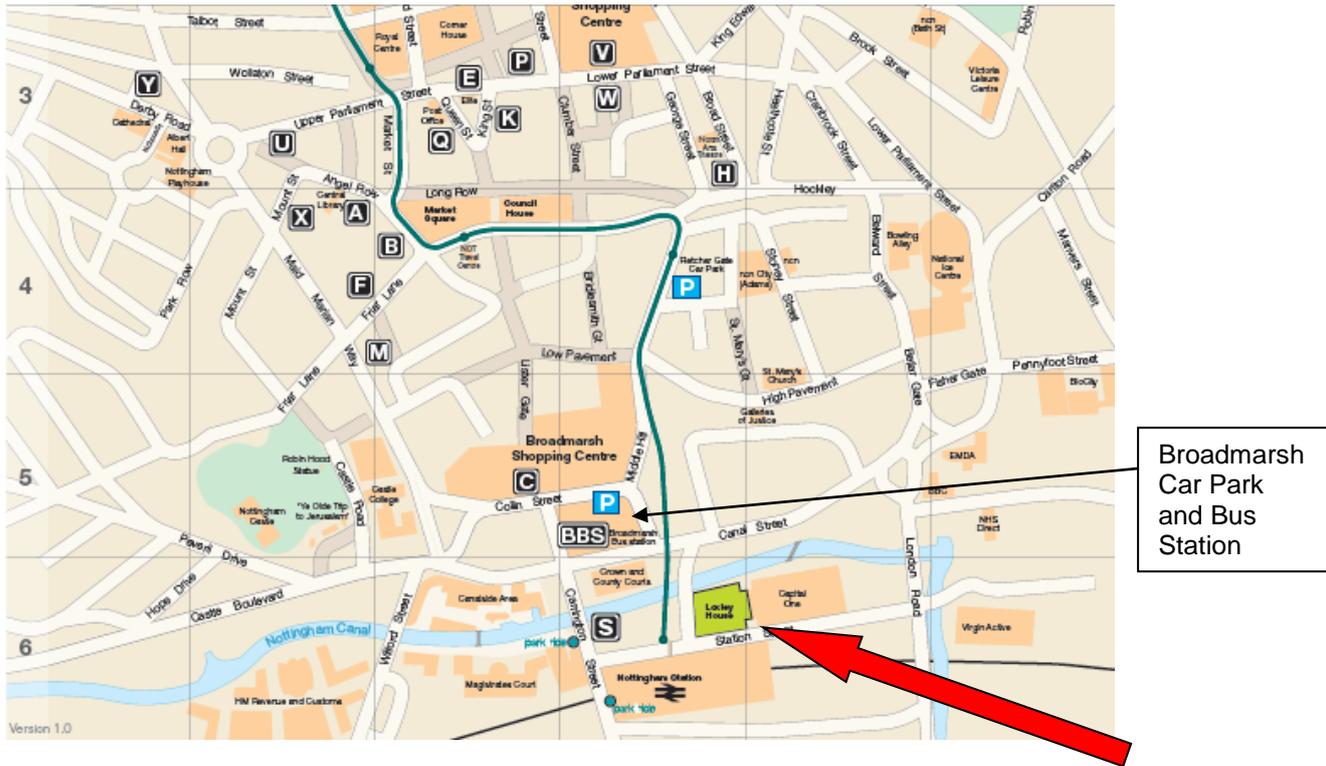
<http://www.nottinghamcity.gov.uk/children-and-families/safeguarding-children-board/safeguarding-training/>

Appendix A

Training Venue

Unless otherwise stated, all our training courses are now held at:

Loxley House
Station Street
Nottingham
NG2 3NG



It is recommended that public transport is used to get to Loxley House.

Tram: The tram terminus is opposite the building.

Train: Loxley House is also opposite Nottingham Railway Station.

Bus: As a City Centre location, there are numerous bus stops within walking distance of Loxley House, including Broadmarsh Bus Station.

Car: Limited parking is available at Loxley House – on a first come, first served basis and costs £6 per day. Parking is also available at the Broadmarsh Centre, which costs £3.90 per day if you arrive before 9.30 am.

For participants with a disability, please contact us to discuss your requirements.