

## College Arrangements for Safeguarding Training

### 1. Purpose and content

The purpose of this appendix of the College Safeguarding Policy is to provide a clear set of guidelines to learners, their parent/carers; and staff and other workers within the College community; together with wider stakeholders regarding how the College will ensure staff are trained in safeguarding by setting out the required mandatory training for different groups and the actions to be taken in the event of non-compliance.

The College Safeguarding Policy has been developed in line with statutory guidance and the locally agreed inter-agency procedures put in place by the Stockton Local Safeguarding Children Board and the Teeswide Safeguarding Adults Board. The policy applies to all learners and all staff (including agency and hourly paid staff) irrespective of anyone's position or role in the College, together with Governors and any workers who are at the College on a voluntary or placement basis.

Please note that the term 'College' is used throughout this appendix, as a generic term that encompasses all organisations within the wider College group; namely Stockton Riverside College, NETA and Tees Valley Catering.

### 2. Training requirements

Safeguarding Training - Requirements					
Type of training	Target audience and timeframe	Responsible department	Detail	Follow up	Further action
Initial safeguarding briefing	All staff: To take place on, or prior to, the date of appointment	Human Resources (training arrangements & delivery) /	Staff Code of conduct and Child and Vulnerable Adult Protection policies to be provided with a safeguarding briefing video which includes	HR to record provision of policies and briefing on the induction checklist.	Induction checklist to be stored in HR file when complete

Safeguarding Training - Requirements					
Type of training	Target audience and timeframe	Responsible department	Detail	Follow up	Further action
		Designated Safeguarding Lead (training content)	<p>the role of the Designated Safeguarding Lead, Prevent, recognising the need for Early Help. Links also provided for the Gateway for the following essential documents;</p> <ul style="list-style-type: none"> <li>• Student Misconduct Procedure</li> <li>• Children Missing from Education</li> <li>• Part 1 Keeping Children Safe in Education 2018</li> <li>• Teachers' Standards</li> </ul>		
Annual update safeguarding training including College policy & practice in relation to Prevent	<p>New staff: To be completed within 8 weeks (within normal term time) of appointment</p> <p>Existing staff: To be completed at annual CPD sessions at the start of the academic year</p> <p>Volunteers/those in placement: to be</p>	Designated Safeguarding Lead	HR will notify new and existing staff (and Heads of Department; HoDs) of planned safeguarding training	<p>HR will notify HoDs of the names of all staff who have not completed training within the appropriate timeframe.</p> <p>HoD to advise the person that the training must be booked on, and</p>	<p>HoD to follow up with disciplinary action if training is not completed.</p> <p>Information to be included in Performance Reviews (PRs) by HR and appraisals by HoDs (where relevant)</p>

Safeguarding Training - Requirements					
Type of training	Target audience and timeframe	Responsible department	Detail	Follow up	Further action
	completed prior to appointment and then repeated yearly in line with existing staff			completed within the next month.	
Education & Training Foundation (ETF)	All staff: Within 8 weeks (within normal term time) of appointment  Training to be updated within each subsequent 3 year period Volunteers/those in placement: to be completed prior to appointment and then updated each 3 years	Human Resources	HR to organise ETF training as part of induction and provide details of new starters (e.g. managers and curriculum support & delivery staff) to SLSCB on a regular basis  Staff to forward certificate/s to HR when complete  Some groups (cleaners, invigilators and volunteers /those on placement) are only required to complete ETF training	HR to notify HoD if the certificate is not received within 8 weeks  HoD to advise the person that the training must be completed within the subsequent 10 working days	HoD to follow up with disciplinary action if training is not completed.  Department will be charged for all candidates who do not complete SLSCB training within 12 weeks. Information to be included in PRs by HR and appraisals by HoDs (where relevant)
ETF online Prevent training	All staff: Within 8 weeks of appointment <i>NB cleaning staff have the option to complete face to face training instead of the online programme</i>	Human Resources	HR to provide link to training in induction  Staff to forward certificate to HR when complete	HR to notify the HoD if the certificate is not received within 8 weeks  HoD to advise the person that the training must be completed within the	HoD to follow up with disciplinary action if training is not completed.  Information to be included in PRs by HR and appraisals by HoDs (where relevant)

Safeguarding Training - Requirements					
Type of training	Target audience and timeframe	Responsible department	Detail	Follow up	Further action
	Training to be updated within each subsequent 3 year period Volunteers/those in placement: to be completed prior to appointment and then updated each 3 years			subsequent 10 working days	
Annual update safer recruitment training including College policy & practice	All managers involved in recruitment within 8 weeks (within normal term time) of appointment with a subsequent yearly update	Human Resources	HR will notify appropriate staff of planned training	HR will notify the relevant member of the senior leadership team (SLT) of managers who have not completed training within the appropriate timeframe.  SLT member to advise the manager that the training must be booked on, and completed within the next month.	SLT member to follow up with disciplinary action if training is not completed.  Information to be included in Performance Reviews (PRs) by HR and appraisals by SLT member (where relevant)
Education & Training Foundation (ETF) online	All managers involved in recruitment within 8 weeks (within normal term time) of appointment	Human Resources	HR to identify who needs to complete the training and provide the link to the online training with details to the	HR to notify the relevant member of SLT if the certificate is	Member of SLT to follow up with disciplinary action if training is not completed.

<b>Safeguarding Training - Requirements</b>					
<b>Type of training</b>	<b>Target audience and timeframe</b>	<b>Responsible department</b>	<b>Detail</b>	<b>Follow up</b>	<b>Further action</b>
safer recruitment training	Training updated within each subsequent 3 year period		member of staff within 2 working weeks of the appointment date. The member of staff to forward certificate to HR when complete	not received within 8 weeks  Member of SLT to advise the person that the training must be completed within the subsequent 10 working days	Information to be included in PRs and appraisals (where relevant)
Governor annual update safeguarding training (including Prevent)	Session will initially be provided annually at Governor workshops or meetings.  A further session/s will be provided for Governors unable to attend	Clerk to the Governors (training arrangements) / Designated Safeguarding Lead (training content and delivery)	Clerk to the Governors will notify Governors of planned safeguarding training	Chair of Governors informed if failure to attend after two sessions	Chair to consider further actions if not completed
ETF Prevent & safeguarding training	All Governors within 8 weeks of appointment  Training to be updated within each subsequent 3 year period	Clerk to the Governors	Clerk to the Governors to provide link to training in induction  Governor to forward certificate to Clerk to the Governors when complete who will forward to HR	Clerk to the Governors to notify Chair of Governors if the certificate is not received within 8 weeks  Chair of Governors to advise the Governor that the training must	Chair to consider further actions if not completed

Safeguarding Training - Requirements					
Type of training	Target audience and timeframe	Responsible department	Detail	Follow up	Further action
				be completed within the subsequent 10 working days	
Prevent Training (WRAP)	Designated Safeguarding Lead  Deputy Designated Officers  Within 6 months for new staff, then every 3 years.	Designated Safeguarding Lead/HR	Designated Safeguarding Lead/HR will source training from the Local Authority Community Safety and Security Manager  Once training date is established HR to arrange training and invite attendees for mandatory training	Follow up non attendees for secondary session booking dates	Executive Director Quality and Standards to consider actions if not completed.
Safeguarding Child Foundation Course (Stockton LSCB)	Designated Safeguarding Lead  Deputy Designated Officers  Within 6 months for new staff, who have no previous local authority safeguarding training	Designated Safeguarding Lead/HR	Designated Safeguarding Lead/HR will source training from the Local Authority Community Safety and Security Manager  Once training date is established HR to arrange training and invite attendees for mandatory training	Follow up non attendees for secondary session booking dates	Executive Director Quality and Standards to consider actions if not completed.