

Safeguarding Training Requirements

We all know that those people who come into contact with children almost every day are those who are best placed to recognise when children are at risk. This makes staff training a fundamental aspect of developing an effective whole school approach to safeguarding children. To help schools with their planning I have outlined the basic requirements below. To ensure that your staff are confident and have regular opportunities to update and enhance their safeguarding knowledge and skills, I have also added some Training Top Tips further down. Remember that you also need to keep a record of safeguarding training that staff have received.

| Training | Requirement |
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| <p>Title: Safeguarding Induction</p> <p>Who: Whole school including supply staff, visitors and volunteers</p> <p>Frequency: At the start of employment/work</p> | <p>Statutory requirement (DfE, KCSiE)</p> <p>Induction should be differentiated based on the role and status. The statutory elements of induction are:</p> <ul style="list-style-type: none"> • Child protection procedures • Staff behaviour policy (code of conduct/safer working practices and online/ICT use) • The role of the DSL • Copies of policy and Part one of DfE KCSiE • Safeguarding and child protection training <p>There should also be mechanisms in place to share pupil level information appropriately and effectively to safeguard children.</p> |
| <p>Title: Safeguarding and child protection training</p> <p>Who: Whole school</p> <p>Frequency: Regularly updated</p> | <p>Statutory requirement (DfE, KCSiE)</p> <p>The guidance does not prescribe how this should be delivered. It is expected that schools will source training that meets their needs. However, KCSiE does set out the requirement that <i>“all staff should have sufficient knowledge and understanding to safeguard children and receive appropriate safeguarding and child protection training which is regularly updated”</i>.</p> <p>As an absolute minimum, the training should cover the following areas:</p> <ul style="list-style-type: none"> • Awareness and understanding of different types of abuse and neglect • How to identify when children need help or protection and what to do • Managing disclosures • Confidentiality and information sharing guidance • Continuum of need and the early help process • Making referrals and contribution to multi-agency working and the child protection process • Learning from serious case reviews • Whistleblowing procedures. |

| Training | Requirement |
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| <p>Title: Safeguarding updates</p> <p>Who: Whole school</p> <p>Frequency: At least annually</p> | <p>Statutory Requirement (DfE, KCSiE)</p> <p>KCSiE requires that in addition to whole school training “<i>all staff members should receive safeguarding and child protection updates (for example, via email, e-bulletins and staff meetings) as required, but at least annually, to provide them with relevant skills and knowledge to safeguard children effectively</i>”.</p> |
| <p>Title: Safer Recruitment</p> <p>Who: At least one member of every recruitment panel</p> <p>Frequency: Once</p> | <p>Statutory Requirement (DfE, KCSiE)</p> <p>As a minimum, safer recruitment training should cover the Safer Recruitment guidance set out in KCSiE. Whilst there is no requirement to refresh this training, it is good practice to do so, particularly in light of changing requirements for vetting checks. As a minimum, it is expected that the Headteacher and Chair of Governors undertake this training but it is good practice to extend this to the DSL, SLT members and particularly those who are also responsible for the recruitment process and management of the single central record.</p> |
| <p>Title: Designated Safeguarding Lead Training</p> <p>Who: Designated Safeguarding Leads, Deputy Designated Safeguarding Leads</p> <p>Frequency: Every two years</p> | <p>Statutory requirement (DfE, KCSiE)</p> <p>Designated Safeguarding Leads and Deputy Designated Safeguarding Leads must attend training specific to their role every two years.</p> <p>At least one Deputy Designated Safeguarding Lead should be identified and depending on the level of need and availability, more than one Deputy Designated Safeguarding Lead may be appointed. Many schools have a team of three or four Deputy DSLs, all of which must be trained to the same level as the Designated Safeguarding Lead.</p> |
| <p>Title: Governor Training</p> <p>Who: Governors, trustees</p> <p>Frequency: Not specified</p> | <p>Good practice</p> <p>To ensure governance is effective, all governors need to understand the statutory requirements placed on schools and how to ensure safeguarding arrangements are compliant and effective. Safeguarding Lead Governors may also benefit from additional training such as Designated Safeguarding Lead Training and Safer Recruitment.</p> |
| <p>Title: Prevent duty – Radicalisation and Extremism</p> <p>Who: Whole school</p> <p>Frequency: Not specified</p> | <p>Statutory requirement (Counter Terrorism and Security Act, 2015)</p> <p>All staff should be knowledgeable and confident enough to identify concerns and respond appropriately. Staff should also be able to manage difficult and sensitive conversations with children. Headteachers, governors and DSLs will also need to understand the Prevent Duty placed on schools, what this means and how to ensure that the school’s arrangements are compliant and effective.</p> |
| <p>Area: Specific safeguarding issues</p> <p>Who: Whole school</p> <p>Frequency: Not specified</p> | <p>Good practice</p> <p>Areas and frequency not specified but KCSiE and Ofsted expects staff to be knowledgeable about a range of safeguarding issues, this list is not exhaustive and all training should be informed by the school’s needs.</p> <ul style="list-style-type: none"> • Risks posed by others who use the internet to bully, groom or abuse children • Female genital mutilation • Child sexual exploitation • Children missing education. |

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| <p>Title: Casework Supervision</p> <p>Who: DSL and Safeguarding Team</p> <p>Frequency: Monthly/Half Termly</p> | <p>Statutory (HM Government, Working together to safeguard children)</p> <p>Supervision arrangements should be in place for all staff working directly and regularly with children whose safety and welfare are at risk.</p> |

Training Top Tips:

- Ensure safeguarding features highly in the induction process and create a safeguarding induction check list with links to key documents to make sure all areas are covered.
- Communicate your commitment to safeguarding as part of your signing in system and create a quick glance safeguarding leaflet that tells visitors everything they need to know.
- Develop an annual safeguarding CPD Plan. As well as meeting the statutory requirements, training should reflect the needs of the school community.
- When planning safeguarding training, consider the learning styles of your staff. Whilst online training has its place, it does not allow for personalisation, clarification or interaction. If cost is a factor, commissioning a safeguarding trainer can also be more cost effective.
- When keeping a record of all staff training, it can be useful to retain copies of certificates and materials used.
- Evaluate the training that you have provided so that it can inform future training, ask staff to keep their own learning records so they can be reflected on as part of their supervision and appraisal.
- Plan twilights across the year to share updates and focus on specific safeguarding issues. This will enhance staff skills and knowledge and communicate the high priority given to safeguarding in your school.
- Obvious I know... but rather than saving your updates for once a year, include safeguarding as a standing agenda item at team meetings. Go a step further and share weekly top tips or soundbites that can be adapted for and communicated to staff, parents and pupils.
- Carry out due diligence before booking a safeguarding trainer – How credible is the trainer? How have other customers rated them? How reliable are they? Does the training on offer meet your needs?
- When securing supervision arrangements make sure the supervisor has suitable experience and skills. Supervision is a formal arrangement so there should be a supervision agreement in place and a written record of each session.