

NETHERHALL SAFEGUARDING TRAINING PLAN

Training type	Who should complete?	How often?	Timeline	Where will evidence be kept?
KCSIE Document	All staff before commencing employment – this would include supply staff, temporary staff, contractors, visitors and trainees. All staff means teachers and all support staff including Sports Centre, canteen and cleaning staff.	Whenever the document is updated	<ul style="list-style-type: none"> Every September or on commencing employment if different. 	A declaration will be signed by all staff, depending on staff member will depend on whether they read whole document, part one or appendix A. Main school staff will also complete a question sheet on the document. Both these will be kept by LAH in the safeguarding training filing cabinet. For teaching staff, they will tick to confirm they have read the document on CPOMS.
What to do if you're worried a child is being abused. Document title and source needed..	All staff before commencing employment – this would include supply staff, temporary staff, and trainees. All staff means teachers and all support staff including Sports Centre staff.	Whenever the document is updated	<ul style="list-style-type: none"> Within the first half term of commencing work 	New staff will be asked to confirm they have read the document in an online or paper form and all staff who have a CPOMS account will tick to confirm in the library.
Working together to safeguard children	All staff before commencing employment – this would include supply staff, temporary staff, and trainees. All staff means teachers and all support staff including Sports Centre staff.	Whenever the document is updated	<ul style="list-style-type: none"> Within the first half term of commencing work 	New staff will be asked to confirm they have read the document on an online form and all staff who have a CPOMS account will tick to confirm in the library.
Level 1 online training (national college)	All staff before commencing employment – this would include supply staff, temporary staff, and trainees.	Every three years	<ul style="list-style-type: none"> New staff to complete within the month of commencing work. 	Individuals to keep their own certificates. LAH to keep a copy of the certificates in the central Safeguarding Training filing cabinet in LAH's Office.

	All staff means teachers and all support staff including Sports Centre staff.		<ul style="list-style-type: none"> All other staff to complete when needed and renewed September or January INSET. 	Safeguarding Excel spreadsheet to be updated by LAH on receipt of certificate.
<p>Online Safety Training (National College)</p> <p>Can this be done face to face for governors?</p>	All school staff before commencing employment and all governors on appointment to the board.	Every three years	<ul style="list-style-type: none"> New staff to complete within the month of commencing work. Governors to complete as soon as possible after joining the board where necessary. 	<p>Individuals to keep their own certificates. LAH to keep a copy of the certificates in the central Safeguarding Training filing cabinet in LAH's Office. Safeguarding Excel spreadsheet to be updated by LAH on receipt of certificate.</p> <ul style="list-style-type: none"> Clerk to governors will inform DSL of new appointments to the governing board. DSL should then liaise with the new governor to facilitate the completion of the online training where necessary.
Annual safeguarding training (Face to Face)	<p>All staff will complete within the year. All staff means teachers and all support staff including Sports Centre staff, supply staff, temporary staff, cleaners, canteen staff and trainees.</p> <p>Governors too?</p>	Every year	<ul style="list-style-type: none"> At least one INSET Day/after school session or briefing within the academic year. Delivered by DSL or book in external agencies focussing on current SSI's. 	DSL to update staff training log and show attendance to INSET.
CSCP Treasure Hunt	All staff before commencing employment – this would include supply staff, temporary staff, and trainees. All staff means teachers and all support staff including Sports Centre staff.	Once. ?	<ul style="list-style-type: none"> New staff to complete within the month of commencing work. 	Staff to complete and hand in to LAH. LAH will keep a copy in the safeguarding filing cabinet.

Level 2 training	Designated Safeguarding Lead and safeguarding team/Head Teacher / SENCo	Every two years	<ul style="list-style-type: none"> Each individual member of staff will be prompted to renew their level 2 when required. LAH will organise this. 	Individuals to keep their own certificates. LAH to keep a copy of the certificates in the central Safeguarding Training filing cabinet in LAH's Office. Safeguarding Excel spreadsheet to be updated by LAH on receipt of certificate.
Level 3 training	DSL and safeguarding team/ Head Teacher	Every two years	<ul style="list-style-type: none"> Each individual member of staff will be prompted to renew their level 3 when required. LAH will organise this. 	Individuals to keep their own certificates. LAH to keep a copy of the certificates in the central Safeguarding Training filing cabinet in LAH's Office. Safeguarding Excel spreadsheet to be updated by LAH on receipt of certificate.
Safer Recruitment Training	Headteacher Deputy Headteacher DSL Any others on SLT & Middle leaders? Chair of Governors	Every three years	<ul style="list-style-type: none"> Each individual member of staff will be responsible for keeping their training up to date. 	Clerk to Governors to promote the training and keep a record of who has been and when – give copy to LAH for training spreadsheet. Chair of Governors to ensure any interviews whether external or internal has someone who is Safe Recruitment trained on the interview panel. Notes of interviews to record who has the training and who asked at least 1 safeguarding question has been asked.
Governor Safeguarding Training (National College or NGA)	DSL. Advised/optional for the Link governor for Safeguarding.	As and when necessary.	<ul style="list-style-type: none"> When Link governor is appointed. Updated as and when needed. 	Individuals to keep their own certificates. LAH to keep a copy of the certificates in the central Safeguarding Training filing cabinet in LAH's Office. Safeguarding Excel spreadsheet to be updated by LAH on receipt of certificate.
Parent Safeguarding Awareness training	All parents will be invited.	As and when necessary.	<ul style="list-style-type: none"> Various depending on focus i.e. anti-bullying, 	DSL to keep a log of all training offered to parents and attendance to the training.

			sexting, texting, child sexual exploitation etc Yr6-7 induction evening	
Staff Safeguarding Awareness Briefings including online safety.	All teaching staff	Half termly	<ul style="list-style-type: none"> Started April 2017 	LAH will keep a training timeline of the aspects covered with assumption that all staff attend if they are in school that morning.