

# NETHERHALL SAFEGUARDING TRAINING

## PLAN

Training type	Who should complete?	How often?	Timeline	Where will evidence be kept?
Reading.  KCSIE Document	<b>All</b> 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	Every September	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.
Reading.  What to do if you're worried a child is being abused	<b>All</b> 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	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.
Reading.  Working together to safeguard children	All staff before commencing employment – this would include supply staff, temporary staff, and trainees.	Whenever the document is updated	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.

	All staff means teachers and all support staff including Sports Centre staff.			
Level 1 Online training (National College)	<b>All</b> 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.	Every three years	New staff to complete within a month of starting work. All other staff to complete as necessary in September or January INSET.	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.
Online Safety Training (National College)	<b>All</b> school staff before commencing employment	Every three years	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. Safeguarding Excel spreadsheet to be updated by LAH on receipt of certificate.
Annual training (Face to Face)	<b>All</b> 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.	Every year	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	<b>All</b> staff before commencing employment – this would	Once.	New staff to complete within a month of commencing	Staff to complete and hand in to LAH. LAH will keep a copy in the safeguarding filing

	include supply staff, temporary staff, and trainees. All staff means teachers and all support staff including Sports Centre staff.		work.	cabinet.
Level 2 training	Designated Safeguarding Lead and safeguarding team/Head Teacher / SENCo	Every two years	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	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	Every three years	Each individual member of staff will be responsible for keeping their training up to date.	LAH to be given a copy of any certificates for the training spreadsheet. The Governing Body will ensure that at least one person on any appointment panel has undertaken safer recruitment training and that the training is updated as necessary.
Parent Safeguarding Awareness	All parents will be invited.	As and when necessary	Various depending on focus i.e. anti-	DSL to keep a log of all training offered to parents and attendance

training		.	bullying, sexting, texting, child sexual exploitation etc Yr6-7 induction evening	to the training.
Staff Safeguardin g Awareness Briefings including online safety.	All teaching staff	Half termly	Started April 2017	LAH will keep a training timeline of the aspects covered. All staff must attend if they are in school that morning. A register of attendance should be kept.