

SAFEGUARDING CHILDREN IN EDUCATION TRAINING PROGRAMME

2021- 2022



Nottingham
City Council



NOTTINGHAM CITY
Safeguarding
Children
PARTNERSHIP

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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 behaviour 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 Training Programme 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 programme 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 non-maintained education establishments, i.e. schools, academies, independent, private, alternative or further education providers.

Course Practicalities

There is a blended approach to training being delivered across the 2021-2022 training pathway, either through MS Teams or face to face. Confirmation of training type/venue will be confirmed at the point of booking.

Training delivered at Loxley House

Where training is delivered face to face at this venue there are refreshments 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.

Training delivered at the Nottingham Nursery School and Training Centre – (NNSTC)

Where training is delivered face to face at this venue drinks are provided. The NNSTC is across from Radford Primary school. There is no onsite parking but ample parking is available on the streets around the venue. There is a fridge available should you wish to take your own lunch. The trainer will negotiate time for lunch which will include if you need to go off site to local shops to purchase lunch.

Training delivered on MS Teams

Where training is delivered virtually we ask that you ensure that you have the link to the course prior to the day of training and that you have accepted the invite. Please can we ask that your camera is on at all times to allow all participants to benefit fully from the course content and objectives.

You will receive an email confirmation of your application prior to the course.

If you DO NOT receive confirmation, then you do not have a place on the course due to it being

full. Please do not turn up for the course unless you have had a confirmation, as it is likely you will be turned away.

Whole school INSET training

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). 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 10 and a maximum of 50 delegates on whole school training. To enquire about 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.

Additional charges will be made for all additional preparation and delivery time spent developing/ delivering bespoke courses- these can be discussed at point of enquiry.

Bespoke Training

The training team also offer schools the option to commission a bespoke training package for Basic Awareness in Safeguarding, Introduction to Safeguarding 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 bespoke courses- these can be discussed at point of enquiry.

Course costs

Full days training	£100.00
Half days training	£50.00

Cancellation

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.**

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 at safeguardingineducation@nottinghamcity.gov.uk

Nottingham City Safeguarding Children Partnership (NCSCP) Training

In addition to the training included in this programme the NCSCP provide separate safeguarding training that focuses on multiagency interventions and is based upon encouraging and developing effective working relationships and sustaining inter-agency working. They have also published an excellent e-Learning portfolio of external training. Full details can be found at [Safeguarding Training](#).

Training Venues

It is recommended that public transport is used to get to Loxley House which is the main venue for all NCSCP training courses (please ensure you check your confirmation email for training venue and times).

Loxley House
Station Street
Nottingham
NG2 3NG

Nottingham Nursery School and Training Centre (NST courses only)
Denman Street West
Nottingham
NG7 3AB

Tram: The tram terminus is opposite the Loxley House building. Click the following link to use the NET journey planner service- [Nottingham Express Transit \(NET\) - Timetable & Frequency Guide \(thetram.net\)](#).

Train: The Loxley House building is opposite the Nottingham Railway Station in the centre of Nottingham. The following link may be helpful if travelling by train- Nottingham Train Station | Nottingham Station Information [Trainline \(thetrainline.com\)](#)

Bus: As a City Centre location, there are numerous bus stops within walking distance of Loxley House. Click on the following link to use the NCT journey planner service- [Nottingham City](#)

[Transport \(nctx.co.uk\)](http://nctx.co.uk)

Car: Limited parking is available at Loxley House – on a first come, first served basis and costs £8 per day. For participants with a disability, please contact us to discuss your requirements.

Course Calendar September 2021 - 2022

Course dates and times	Venue	Trainers	Aims / Outcomes / Information
<p>Basic Awareness in Safeguarding and Promoting Children and Young People's Welfare (BA1)</p> <p>Thursday 14th October 2021, 09.30-11.30 (Delivered by NCC) Book here</p> <p>Monday 28th March 2022, 09.30-11.30 (Delivered by NCC) Book here</p>	<p>Virtual</p> <p>Virtual</p>	<p>Advanced Designated Safeguarding Leads/ Schools and Education Safeguarding Coordinator</p>	<p>Target Audience: This course is designed for those staff working in an educational setting/organization that do have contact with children and young people however not directly or necessarily face to face for example site staff, governors, and midday assistants. The course will help such staff understand the wider safeguarding context and that of the setting/organization they work for.</p> <p>NCSCP recommend that all staff update this training every 3 years.</p> <p>Aims: To raise awareness of safeguarding and promoting the welfare of children and young people in a school environment.</p> <p>To enable participants to understand schools' roles and responsibilities in safeguarding and promoting the welfare of children</p> <p>Objectives: By the end of the course, participants will be able to:</p> <ul style="list-style-type: none"> • Describe what safeguarding is, identify the different ways in which children can be harmed and recognise and describe indicators of child abuse and neglect • Appreciate their own role and responsibilities and those of others in safeguarding and promoting the welfare of children • Outline what to do if they have concerns about a child in line with the school's Safeguarding Policy • Describe areas of working practice that can make children and staff vulnerable

<p>Friday 24th September 2021, 09.00-3.30pm (with Part 2 being delivered on Friday 01st October 2021, 09.00-3.30pm (Delivered by NST on behalf of NCC) Book here SOLD OUT</p>	<p>Nottingham Nursery School and Training Centre</p>		<p>Safeguarding training (see above).</p> <p>Participants need to complete both Part 1 AND Part 2 of the course to receive certification.</p>
<p>Monday 15th November 2021, 09.00 -3.30pm (with Part 2 being delivered on Wednesday 24th November 2022, 09.00-3.30pm (Delivered by NCC) Book here</p>	<p>Virtual</p>		<p>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.</p> <p>Participants who have already completed this course AND part 2 also, should refresh their training every 2 years by attending an appropriate DSL Update course or by regular certified attendance at the DSL Network forum which is by invitation only.</p>
<p>Wednesday 12th January 2022, 09.00-3.30pm (with Part 2 being delivered on Thursday 20th January 2022, 09.00-3.30pm) (Delivered by NST on behalf of NCC) Book here</p>	<p>Nottingham Nursery School and Training Centre</p>		<p>Aims 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.</p>
<p>Wednesday 25th May 2022, 09.00-3.30pm (with Part 2 being delivered on Thursday 09th June 2022, 09.00-3.30pm (Delivered by NST on behalf of NCC) Book here</p>	<p>Nottingham Nursery School and Training Centre</p>		<p>Objectives By the end of the course participants will:</p> <ul style="list-style-type: none"> • 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.

Designated Safeguarding Lead (DSL) Part 2 – Managing Safeguarding in Schools (DSL2)		Advanced Designated Safeguarding Leads/ Schools and Education Safeguarding Coordinator	Participants should not attend this course until they have completed Part 1: DSL - Roles and Responsibilities.
Friday 1st October 2021, 09.00-3.30pm (Delivered by NST on behalf of NCC)	Nottingham Nursery School and Training Centre		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.
Book here SOLD OUT			
Wednesday 24th November 2021, 09.00-3:30pm (Delivered by NCC)	Virtual		Participants who have already completed DSL training in the past should refresh their training every 2 years by attending an appropriate DSL Update course or by regular certified attendance at the DSL Network forum which is by invitation only.
Book here			Aims To provide delegates with the practical knowledge and skills to carry out their safeguarding and child protection duties safely and effectively.
Thursday 20th January 2022, 09.00-3.30pm (Delivered by NST on behalf of NCC)	Nottingham Nursery School and Training Centre		Objectives By the end of the course participants will:
Book here			<ul style="list-style-type: none"> • 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 multiagency 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.
Thursday 9th June 2022, 09.00-3.30pm (Delivered by NST on behalf of NCC)	Nottingham Nursery School and Training Centre		
Book here			

			<ul style="list-style-type: none"> Be able to confidently share and record information and know how to implement effective case management systems.
<p>Designated Safeguarding Lead Update Training (DSLU)</p> <p><i>Thursday 25th November 2021, 1.15-3.00pm</i> (Delivered by NST on behalf of NCC) Book here SOLD OUT</p> <p><i>Monday 10th January 2022, 09.30 -11.30am</i> (Delivered by NCC) Book here</p> <p><i>Wednesday 22nd June 2022, 09.30-11.30am</i> (Delivered by NST on behalf of NCC) Book here</p>	<p>Nottingham Nursery School and Training Centre</p> <p>Virtual</p> <p>Nottingham Nursery School and Training Centre</p>	<p>Advanced Designated Safeguarding Leads/ Schools and Education Safeguarding Coordinator</p> <p>Advanced Designated Safeguarding Leads/ Schools and Education Safeguarding Coordinator</p>	<p>Target Audience This is the second stage of the course for Designated Safeguarding Leads with responsibility for Child Protection</p> <p>This course is the update training for DSLs who have completed the 'Introduction to Safeguarding and Child Protection' course and also the 'DSL Parts 1 and 2' previously within the last two years.</p> <p>Aims To provide participants with updated awareness of local and national safeguarding issues and to develop further their safeguarding practice and skills.</p> <p>Objectives</p> <ul style="list-style-type: none"> 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.
<p>Train the Trainer (TTT1)</p> <p><i>Tuesday 28th September 2021, 09.30 – 3.30pm</i> (Delivered by NST on behalf of NCC) Book here</p>	<p>Nottingham Nursery School and Training Centre</p>	<p>Advanced Designated Safeguarding Leads/ Schools and Education Safeguarding Coordinator</p>	<p>Target Audience This course is designed specifically for professionals in educational settings who are senior members of staff, have a minimum of three years' experience in a safeguarding role and previously delivered whole staff training of some capacity. Once complete professionals can then deliver Basic Awareness in Safeguarding, Introduction to</p>

<p>Tuesday 1st March 2022, 09.30 – 3.30pm (Delivered by NCC) Book here</p> <p>Tuesday 17th May 2022, 09.30-3.30pm (Delivered by NST on behalf of NCC) Book here</p>	<p>Nottingham Nursery School and Training Nottingham Nursery School and Training Centre</p>		<p>safeguarding and child protection and Safeguarding Update. The course requires completion every three years.</p> <p>Aims To provide Designated Safeguarding Leads with the understanding and resources to effectively deliver basic and introduction level safeguarding children training to colleagues.</p> <p>Objectives By the end of the course, participants will have:</p> <ul style="list-style-type: none"> • 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.
<p>How to make a strong MARF referral (MARF1)</p> <p>Wednesday 13th October 2021, 3.00-4.30pm (Delivered by NST on behalf of NCC) Book here</p> <p>Tuesday 8th February 2022, 09.00-10.30am (Delivered by NCC) Book here</p>	<p>Virtual</p> <p>Virtual</p>	<p>Advanced Designated Safeguarding Leads/ Schools and Education Safeguarding Coordinator</p>	<ul style="list-style-type: none"> • Overview of making a referral to social care and next steps • Children and Families Direct, Family Support Pathway, Assessment Framework • How to complete a MARF • Nottingham City’s approach to early intervention in safeguarding children • Nottingham City’s model for prevention and early intervention

<p>DSL networks (DSLN)</p> <p><i>Wednesday 6th October 2021, 9:30</i> Book here</p> <p><i>Wednesday 9th February 2022</i> Book here</p> <p><i>Wednesday 18th May 2022</i> Book here</p>	<p>Virtual</p> <p>Virtual</p> <p>Virtual</p>	<p>The Nottingham City Safeguarding Children Partnership</p>	<p>The NCSCP coordinate a Designated Safeguarding Lead network whereby all designated safeguarding professionals from across the city's educational settings are invited to attend and participate in a conference type event focusing on safeguarding priorities and emerging trends across the city.</p> <p>The events have been exceptionally well attended by a wealth of professionals in the educational sector and are an opportunity to network, share knowledge and key priority updates as well as continuing to promote working together as a collective body, holistically to improve safeguarding practices and processes for our children, young people and their families.</p> <p>A booking must be made via the DSL webpage and Eventbrite link to secure a place at each network.</p>
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