

SAFEGUARDING CHILDREN IN EDUCATION

**TRAINING PROGRAMME
2025-2026**



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 their 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 may encounter daily. 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 free of charge to specific individuals who work within a school or education setting within Nottingham City in a front facing role. For individuals who do not work within one of our city educational settings please do not book via this programme as we cannot allow you access to these courses.

The Training Programme is a toolkit which professionals should use to ascertain the most appropriate training required for 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 and ensure certification is kept up to date in advance of expiration at all times. It is the individual setting's responsibility to record and maintain all training records at point of induction and on an ongoing basis throughout employment for all staff including permanent, temporary, and casual staff both school-based and non-school-based.

Keeping Children Safe in Education (KCSIE) states that schools and colleges should ensure that all staff 'receive appropriate safeguarding and child protection training (including online safety which, amongst other things, includes an understanding of the expectations, applicable roles and responsibilities in relation to filtering and monitoring) which is regularly updated.' In addition, all staff should receive safeguarding and child protection updates (including online safety) (for example, via email, e-bulletins, and staff meetings), as required, and at least annually, to provide them with relevant skills and knowledge to safeguard children effectively. (KCSIE, p.144-145).

Once training has been delivered, it is the individual settings responsibility to ensure that staff training records are updated, and evaluations kept as evidence. These would sit alongside any other training records to form a complete safeguarding training portfolio for each member of staff.

Please refer to [Keeping children safe in education 2025](#) the full guidance on safeguarding training requirements.

Course Practicalities

Training delivered through the *Safeguarding in Education* training programme during 2025-2026 will be via a combination of face to face and online events. This is to help achieve learning aims and objectives and gain the assurances required when training on such a pivotal area of responsibility. Course venue, times and other practical information is included within each specific course information and additionally provided upon booking confirmation once a place has been secured.

It is important to note that all delegates are expected to attend courses on time and in full for assurance of learning and certification- late arrivals may not be permitted due to the disruption that this may cause and missed learning meaning that the course objectives cannot be met.

You will receive email confirmation of your place on the identified course prior to the course delivery date. 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 confirmation, as it is likely you will be turned away.

Whole school provision 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 the safeguarding sphere of your setting.

Many of our courses can be delivered within a whole school Inset day or divided into several twilight sessions (usually 2 x 2-hour sessions). Please note that to ensure there is full participation of all delegates there must be a minimum of 10 and a maximum of 75 delegates on whole school training. To enquire about whole school setting training please email the safeguarding in education address: safeguardingineducation@nottinghamcity.gov.uk

Where agreed training takes place, the educational setting 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).
- Produce course material handouts for all staff attending, which will be sent electronically ahead of the training date (All handouts to be given to delegates when training starts – not distributed in advance).
- Complete the booking form detailing all attendees and other required information.
- Provide a flip chart stand, paper, and pens.
- Provide a screen / projection surface (with an extension lead and table) – if this isn't available, please advise at time of booking.

***Such training will incur charges which are to be discussed at point of enquiry.**

Bespoke Training

The Nottingham City Safeguarding Children Partnership (NCSCP) also offer school settings the option to commission a bespoke training package for some of the courses within this programme for example 'DSL Update'. This means that these courses can be tailored to address your school's individual needs and requirements in addition to the core content covered.

Bespoke training can offer:

- a more comprehensive training package which is tailored to reflect a settings own policy, procedures, reporting and recording systems.
- a targeted training package aimed at addressing issues or contextual challenges, which are specific to your educational setting.

***Additional charges will be made for any additional preparation and delivery time spent planning and delivering bespoke courses- these can also be discussed at point of enquiry.**

Cancellation

We do appreciate and understand the busy role(s) of educational professionals specifically within the role of safeguarding, urgent scenarios can occur. However, to allow for effective and efficient delivery of our training to all our educational sector staff, it is expected that we are notified of any cancellation a minimum of **2 working days** before the course delivery date. A fee of £30 will be charged to your settings finance department for any cancellations or absence not received within this cancellation period. It is important to note that all delegates are expected to attend courses on time and in full for assurance of learning and certification- late arrivals may not be permitted due to the disruption that this may cause and missed learning implications.

Bookings

All training is bookable by selecting the appropriate link in the course calendar below. If you have any difficulties making a course booking, please email safeguardingineducation@nottinghamcity.gov.uk.

Training Venue

For the academic year 2025-2026 all face-to-face courses will be delivered at **Nottingham Nursery School and Training Centre**.

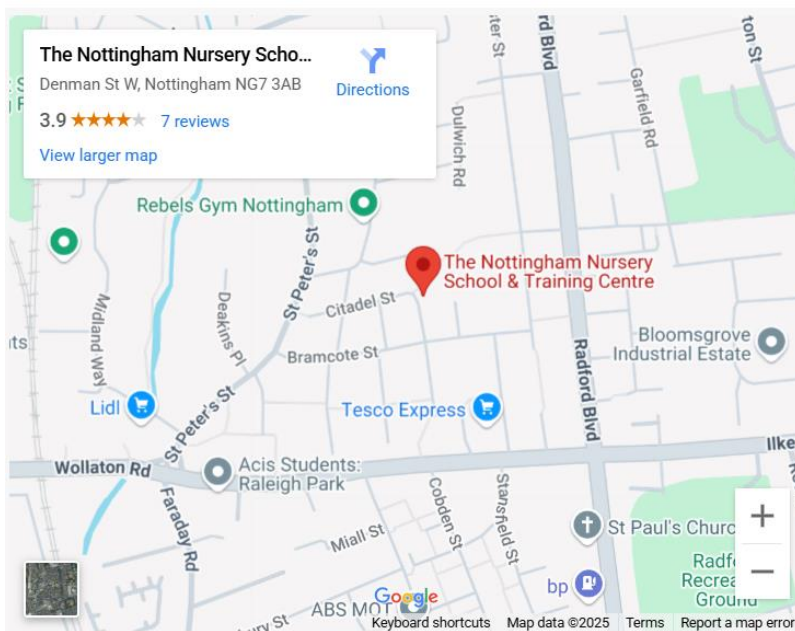
Please note that the trainer will negotiate time for lunch which will include if you need to go off site to local shops to purchase lunch.

The address is:

**Denman Street West,
Radford, Nottingham,
NG7 3AB**

(Sat nav users please use: NG7 3DF for on street visitor parking)

[Contact Us - Nottingham Nursery School & Training Centre](#)



For all training bookings you are required to check carefully the booking confirmation details including venue information within this programme and allow sufficient time for travel to the venue in advance of your course start time (please ensure you check your confirmation email for training venue and times).

Training delivered on MS Teams

Where training is delivered virtually by MS Teams, 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 always on to allow all participants to benefit fully from the course content, objectives, and assurances the course leaders require to certificate your training.

Please note it is the responsibility of the educational setting and individual professional to ensure that all safeguarding training is maintained and up to date. The validity length for each of our courses is noted within the course description and the certificate of attendance.

Course Calendar 2025 – 2026

Course dates and times	Venue	Validity	Trainers	Aims / Outcomes / Information
KCSIE and Contextual Annual Training Wednesday 03rd September 2025, 09.30-11.30am Book here	Online	NCSCP recommend that all staff complete this training annually and certificate accordingly	Advanced Designated Safeguarding Leads/ School and Education Safeguarding Coordinator	<p>Target Audience</p> <ul style="list-style-type: none"> This course is specifically for staff working with children and young people in an educational setting e.g., all teaching staff, teaching assistants, administrative staff, learning support and mentors. This course explores key updates found within the statutory safeguarding guidance, <i>Keeping Children Safe in Education</i>. In addition, local trends and contextual safeguarding topics will be covered. <p>Aims</p> <ul style="list-style-type: none"> To raise awareness and knowledge of the legal duties that govern schools and colleges in England when carrying out their duties to safeguard and promote the welfare of children under the age of 18 years alongside local contextual safeguarding matters. To enable participants to understand their roles and responsibilities in safeguarding and promoting the welfare of children. <p>Objectives</p> <p>By the end of the course, participants will be able to:</p> <ul style="list-style-type: none"> Understand their statutory responsibility to protect and promote the welfare of children. Define child abuse and recognize potential indicators. Understand the principle of prevention and early intervention. Understanding of how to report and share disclosures within their own setting.

Course dates and times	Venue	Validity	Trainers	Aims / Outcomes / Information
Introduction to Safeguarding and Child Protection Tuesday 09th September 2025, 9am-12pm Book here Tuesday 13th January 2026, 9am-12pm Book here	Nottingham Nursery School and Training Centre	NCSCP recommend that all staff complete this training every three years and certificate accordingly	Advanced Designated Safeguarding Leads/ School and Education Safeguarding Coordinator	<p>Target Audience</p> <ul style="list-style-type: none"> This course is specifically for staff working with children and young people in an educational setting e.g., all teaching staff, teaching assistants, administrative staff, learning support and mentors. <p>Aims</p> <ul style="list-style-type: none"> To raise staff awareness of the principles of safeguarding and promoting the welfare of children and young people. To enable participants to understand their roles and responsibilities in safeguarding and promoting the welfare of children. <p>Objectives</p> <p>By the end of the course, participants will be able to:</p> <ul style="list-style-type: none"> Understand their statutory responsibility to protect and promote the welfare of children. Define child abuse and recognize potential indicators. Understand the principle of prevention and early intervention. Manage disclosures of abuse appropriately. Manage allegations against staff appropriately. <p>Share information effectively.</p> <p>NCSCP recommend that all staff update this training every 3 years.</p>

Course dates and times	Venue	Validity	Trainers	Aims / Outcomes / Information
Designated Safeguarding Lead Day 1 - Safeguarding and Child Protection/Roles and Responsibilities and Day 2- Managing Safeguarding in Schools <i>(This is a 2-day course. Participants <u>must</u> complete both day 1 and day 2 course to receive certification)</i> Friday 12th September 2025, 9am-3pm (Day 1) and Friday 19th September 2025, 9am-3pm (Day 2) Book here Tuesday 18th November 2025, 9am-3pm (Day 1) and Tuesday 25 th November 2025, 9am-3pm (Day 2) Book here Thursday 15th January 2026, 9am-3pm (Day 1) and Friday 23 rd January 2026 9am – 3pm (Day 2) Book here	Nottingham Nursery School and Training Centre	NCSCP recommend that staff complete this training every two years and certificate accordingly Participants who have already completed this course (both day 1 and 2) should refresh their training every 2 years by attending an appropriate DSL Update course (see below for course information).	Advanced Designated Safeguarding Leads/ School and Education Safeguarding Coordinator	Target Audience <ul style="list-style-type: none"> This course is aimed at new Designated Safeguarding Leads (DSL's) with responsibility for Child Protection. Course Pre-requisite Delegates must hold a current certificate for the 'Introduction to Safeguarding and Child Protection' training (see above for course information). <u>Participants need to complete both Day 1 and Day 2 to receive certification.</u> Day 1- focuses on the specific roles, responsibilities, and duties of DSLs in educational settings. Day 2- focuses on the day to day operational activities of the DSL. Aims <ul style="list-style-type: none"> To provide delegates with the practical knowledge and skills to carry out their safeguarding and child protection duties safely and effectively. 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. Objectives By the end of the course participants will:

Course dates and times	Venue	Validity	Trainers	Aims / Outcomes / Information
<p>Wednesday 04th March 2026, 9am-3pm (Day 1) and Tuesday 10th March 2026, 9am-3pm (Day 2) Book here</p> <p>Tuesday 05th May 2026, 9am-3pm (Day 1) and Tuesday 12th May 2026, 9am-3pm (Day 2) Book here</p> <p>Wednesday 24th June 2026, 9am-3pm (Day 1) and Wednesday 01st July 2026, 9am-3pm (Day 2) Book here</p>				<p>Day 1;</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. <p>Day 2;</p> <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. • Be able to confidently share and record information and know how to implement effective case management systems.

Course dates and times	Venue	Validity	Trainers	Aims / Outcomes / Information
Train the Trainer Thursday 18th September 2025, 9am-12.30pm-12.30pm Book here Tuesday 14th July 2026, 9am-12.30pm Book here	Nottingham Nursery School and Training Centre Nottingham Nursery School and Training Centre	NCSCP recommend that all staff complete this training every three years. <i>*Please note for all delegates that are on the Train the Trainer register they will be issued with 'Introduction to Safeguarding and Child Protection' and 'KCSIE and Contextual Annual Training' power points each summer for delivery by themselves only in their setting only.</i>	Advanced Designated Safeguarding Leads/ School and Education Safeguarding Coordinator	<p>Target Audience</p> <ul style="list-style-type: none"> 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 NCSCP 'Introduction to safeguarding and Child Protection' and 'KCSIE and Contextual Annual Training' material specifically in their own educational setting only. <p>Aims</p> <ul style="list-style-type: none"> To provide Designated Safeguarding Leads with the understanding and resources to effectively deliver introduction level safeguarding children training to colleagues and annual KCSIE updates. <p>Objectives</p> <p>By the end of the course, participants will have:</p> <ul style="list-style-type: none"> Been refreshed about key safeguarding children's messages. 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>This course requires renewal every three years.</p>

Course dates and times	Venue	Validity	Trainers	Aims / Outcomes / Information
DSL Network Tuesday 14th October 2025, 9.30am-12pm Book here	Broadway Cinema, 14-18 Broad Street, Nottingham, NG1 3AL		The Nottingham City Safeguarding Children Partnership (NCSCP) and other statutory partners or organisations.	<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 of Nottingham.</p> <p>The events have been exceptionally well attended by 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>An advance booking must be made via the DSL webpage and Universe link to secure a place at each network.</p>
Tuesday 10th February 2026, 9.30am-12pm Book here	Virtual			
Tuesday 19th May 2026, 9.30am-12pm Book here	Virtual			

Course dates and times	Venue	Validity	Trainers	Aims / Outcomes / Information
Cyber Security Training (CST) Join Nottinghamshire police and the East Midlands Special Operation Unit, as they host a free Webinar for parents, carers and school staff to support anyone living or working with children to support their learning of how to protect yourself and your child's online security, privacy and parental controls. Cyber Security is the protection of devices, online account data and software to protect them from unauthorised access and cyber-attacks. Thursday 11th September 2025 (17:00-18:30) Wednesday 12th November 2025 (13:00-14:30)	 Virtual Virtual	1 year	East Midlands Special Operations unit, Nottinghamshire Police	Target Audience <ul style="list-style-type: none"> This session is for all designed for all parents, carers, school staff and anyone else either caring or working with children that are using devices. Aims <ul style="list-style-type: none"> The aim of this private session will be to educate parents/carers and anyone working with children when it comes to basic cyber security like strong passwords, 2-step verification, parental controls, top tips with managing children's devices and keeping online accounts secure and private. Objectives <ul style="list-style-type: none"> To give delegates some context around current threats schools and parents/carers experience in today's cyber landscape and increase protection against cyber incidents.

Course dates and times	Venue	Validity	Trainers	Aims / Outcomes / Information
<i>PREVENT Annual Refresher</i> Wednesday 04th September 2025, 9.30-11am PREVENT Refresher Training - Universe Wednesday 14th January 2026, 9:30 – 11am PREVENT Refresher Training - Universe Wednesday 10th June 2026, 9.30 – 11am PREVENT Refresher Training - Universe	 Nottingham High School Nottingham High School Nottingham High School	1 year	Prevent Education Officer, Nottingham City Council	Target audience: <ul style="list-style-type: none"> This course is specifically for staff working with children and young people in an educational setting in a front facing role e.g., teaching staff, teaching assistants, administrative staff, safeguarding governor, year leaders etc. Learning objectives: <ul style="list-style-type: none"> Identify the objectives around prevention and early intervention. Be aware of the main threat and risks impacting young people locally and nationally. Think about who may be vulnerable to radicalisation and violent extremism. See why some people can influence and manipulate others to commit crimes. Recognise when a vulnerable individual may need your help. Be clear on what help, and support looks like, and who you could turn to if you have concerns. <p><i>*It is advised that DSL/DDSL's complete this course bi-annually following completion every 2 years of the PREVENT Awareness Training course (the Prevent Awareness Course is specifically for DSL/DDSL's only)</i></p>

Course dates and times	Venue	Validity	Trainers	Aims / Outcomes / Information
What makes a good E-MARF (Multi Agency Referral Form)? Thursday 02nd October 2025, 09.30-11am Book here Monday 02nd February 2026, 09.30-11am Book here Tuesday 09th June 2026, 9.30-11am Book here	 Online Online Online	NCSCP recommend that all staff complete this training every three years	Nottingham City MASH	Target Audience <ul style="list-style-type: none"> This course is specifically for Designated Safeguarding Leads (DSL's) and Deputy Designated Safeguarding Leads (DDSL's) with responsibility for child protection and referrals to City MASH Aims <ul style="list-style-type: none"> To raise awareness of the Nottingham City's MASH referral process To offer tips and advice around completing a good safeguarding referral To enable you to feel more comfortable in completing an E-MARF form

*Please note that it is the responsibility of the educational setting and individual professional to ensure that all safeguarding training is renewed when required. The length in which each of our courses is valid for is noted within each course description and certificate issued.