

SAFEGUARDING CHILDREN IN EDUCATION TRAINING PROGRAMME

2023- 2024



Nottingham
City Council



NOTTINGHAM CITY
Safeguarding
Children
PARTNERSHIP

Page	CONTENTS
3	Introduction
3	Course Practicalities
4	Whole School INSET Training
4	Bespoke Training
5	Cancellation
7-18	Course Calendar

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 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 any individual who works within a school or education setting within Nottingham City.

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.

KCSIE, September 2022 states that schools and colleges give 'appropriate safeguarding and child protection training (including online safety) to all staff at induction. The training should be regularly updated. In addition, all staff should receive safeguarding and child protection (including online safety) updates (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'.

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 KCSIE, September 2022 for the full guidance on safeguarding training requirements.

Course Practicalities

Training delivered through the Safeguarding in Education training programme during 2023-2024 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 this programme and additionally provided upon securing a place on the relevant course.

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.

You will receive an 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/educational provision INSET training

Whole school/educational setting 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/educational setting 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 within a whole school Inset day or divided into a number of 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/ educational 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 may incur charges which are to be discussed at point of enquiry.**

Bespoke Training

The NCSCP also offer schools/educational settings the option to commission a bespoke training package for the 'Introduction to Safeguarding and Child Protection training', 'KCSIE and Contextual Annual Training' and the 'DSL Update' training courses. 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 challenges, which are specific to your educational setting.

***Additional charges may 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 how busy the role of educational professionals is and that, within the role of safeguarding staff particularly, 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 start of the course date. A fee of £30 will be charged for any cancellations or absence not received within 2 working days and will be sent to your settings finance department. 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.

Bookings

All training is bookable by selecting the appropriate link in the course calendar on pages 7-13 below. All bookings are made in Eventbrite. If you have any difficulties making a course booking please email safeguardingineducation@nottinghamcity.gov.uk.

Nottingham City Safeguarding Children Partnership (NCSCP) Training

In addition to the training included in this programme the NCSCP provide a separate safeguarding training pathway 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 e-Learning portfolio of external training. Full details can be found on the partnership website.

Training Venues

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).

Address for Loxley House training is:
Loxley House,
Station Street,
NG2 3NG

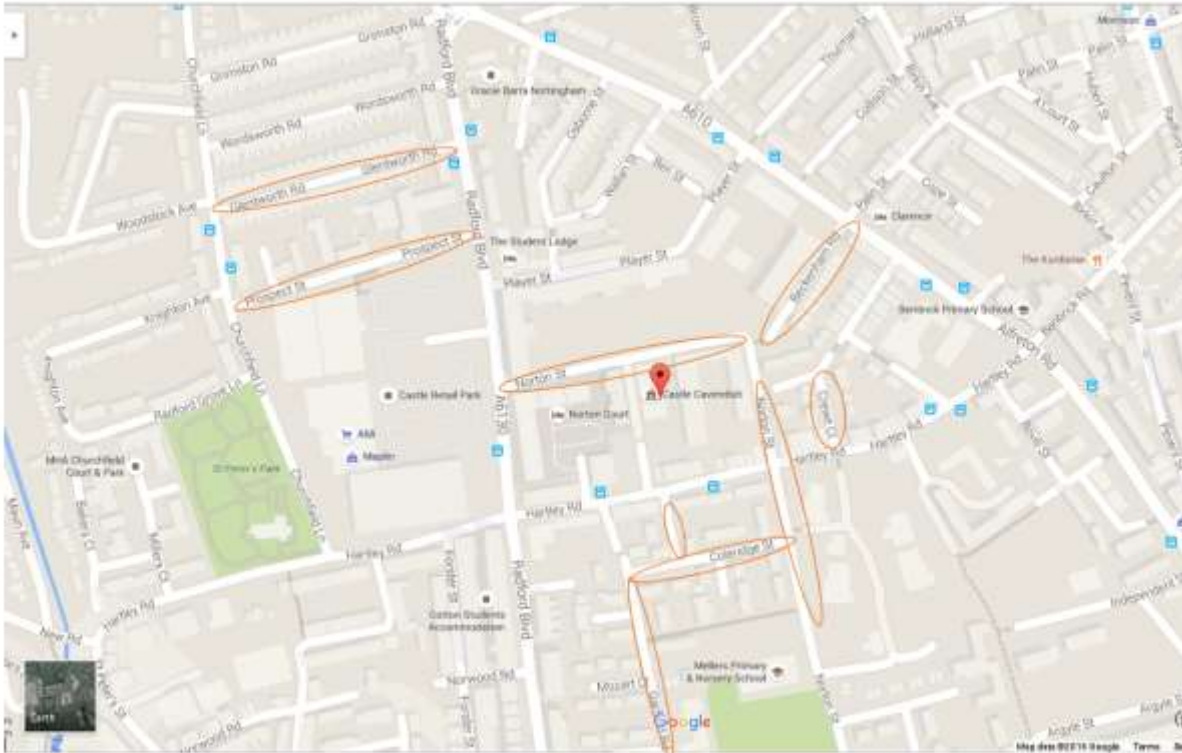
Address for Castle Cavendish is:
Dorking Road,
NG7 5PN

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. 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. There is an on- site car park however limited parking available however there are several car parks (closest being Broadmarsh Car Park) and the venue is accessible by all local methods of transport. It is recommended that public transport is used to get to the Loxley House venue which is the Local Authorities central venue in Nottingham City centre.

Training delivered at Castle Cavendish

Where training is delivered face to face at this venue there are refreshments available throughout the training duration. There is a fridge available should you wish to take your own lunch and the trainer will negotiate time for lunch which will include if you need to go off site to local shops to purchase lunch. There is a small amount of on- site parking otherwise local on street parking nearby.



Parking rules may change and you should always check on street signs.

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 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 September 2023 - 2024

Course dates and times	Venue	Validity	Trainers	Aims / Outcomes / Information
KCSIE and Contextual Annual Training (KCAT) Wednesday 6th September 2023, 09.30-11.30am Book here	Online	NCSCP recommend that all staff complete this training annually and certificate accordingly	Advanced Designated Safeguarding Leads/ Schools and Education Safeguarding Coordinator	Target Audience <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, KCSIE 2023. In addition, local trends and contextual safeguarding topics will be covered.
Tuesday 10th October 2023, 09.30-11.30am Book here	Online			Aims <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. Objectives By the end of the course, participants will be able to: <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 (ISI) Thursday 21st September 2023, 09.00-1.00pm Book here	Castle Cavendish	NCSCP recommend that all staff complete this training every three years and certificate accordingly	Advanced Designated Safeguarding Leads/ Schools and Education Safeguarding Coordinator	Target Audience <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. NCSCP recommend that all staff update this training every 3 years. Aims <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. Objectives <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 Share information effectively
Tuesday 5th December 2023, 09.00-1.00pm Book here	Castle Cavendish			
Monday 29th April 2024, 09.00-1.00pm Book here	Castle Cavendish			

Course dates and times	Venue	Validity	Trainers	Aims / Outcomes / Information
<p>Designated Safeguarding Lead (DSL) Part 1 - Safeguarding and Child Protection – Roles and Responsibilities (DSL1) and Part 2- Managing Safeguarding in Schools (DSL2)</p> <p><i>(This is a 2-part course programme. Participants must book and complete both Part 1 and Part 2 course to receive certification)</i></p> <p>Tuesday 19th September 2023, 09.00am-4.00pm (Part 1) and Tuesday 26th September 2023, 09.00-4.00pm (Part 2) Book here (part 1)</p> <p>Book here (part 2)</p> <p>Wednesday 17th January 2024, 09.00-4.00pm (Part 1) and Wednesday 24th January 2024, 09.00am-4.00pm (part 2) Book here (part 1)</p> <p>Book here (part 2)</p>	<p>Castle Cavendish</p> <p>Castle Cavendish</p>	<p>NCSCP recommend that all staff complete this training every two years and certificate accordingly</p>	<p>Advanced Designated Safeguarding Leads/ Schools and Education Safeguarding Coordinator</p>	<p>Target Audience</p> <ul style="list-style-type: none"> This course is aimed at new Designated Safeguarding Leads with responsibility for Child Protection. <p>Course Pre-requisite Delegates must hold a current certificate for the ‘Introduction to Safeguarding and Child Protection’ training (see above for course information).</p> <p><u>Participants need to complete both Part 1 and Part 2 of the course to receive certification.</u></p> <p>Part 1- focuses on the specific roles, responsibilities, and duties of DSLs in educational settings.</p> <p>Part 2- focuses on the day to day operational activities of the DSL.</p> <p>Participants who have already completed this course (both part 1 and 2) should refresh their training every 2 years by attending an appropriate DSL Update course (see below for course information) or by regular certified attendance at the NCSCP DSL Network forum which is by invitation only three times a year (attendance at 2 or more DSL networks will be automatically certificated every summer term).</p> <p>Aims 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</p>

Course dates and times	Venue	Validity	Trainers	Aims / Outcomes / Information
<p>Tuesday 12th March 2024, 09.00 – 4.00pm (Part 1) and Monday 18th March 2024, 09.00 – 4.00pm (Part 2) Book here (part 1) Book here (part 2)</p>	Castle Cavendish			<p>the roles and responsibilities of the Designated Safeguarding Lead and to develop competence and confidence in carrying out this role.</p> <p>Objectives By the end of the course participants will:</p> <p>Part 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>Part 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
<p>Thursday 20th June 2024, 09.00am – 4.00pm (part 1) and Thursday 27th June 2024, 09.00am – 4.00pm (part 2) Book here (part 1) Book here (part 2)</p>	Castle Cavendish			

Course dates and times	Venue	Validity	Trainers	Aims / Outcomes / Information
Designated Safeguarding Lead Update Training (DSL) Wednesday 6th December 2023, 1.00-3.00pm Book here	Online	NCSCP recommend that all staff complete this training every two years and certificate accordingly	Advanced Designated Safeguarding Leads/ Schools and Education Safeguarding Coordinator	Target Audience This is the second stage of the course specifically for Designated Safeguarding Leads with responsibility for Child Protection. This course is the update training for DSL's who have completed the 'DSL Part 1 and 2' course previously within the last two years and must be updated accordingly every two years.
Friday 26th April 2024, 09.30 -11.30am Book here	Online	Attendance at two or more DSL Networks each academic year will be automatically certificated every summer term by the NCSCP as completion of DSL Update training.		Aims To provide participants with updated awareness of local and national safeguarding issues and to develop further their safeguarding practice and skills.
Thursday 27th June 2024, 09.30-11.30am Book here	Online			Objectives <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
Train the Trainer (TTT1)		NCSCP recommend that all staff complete this training every three years	Advanced Designated Safeguarding Leads/ Schools and Education Safeguarding Coordinator	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 NCSCP 'Introduction to safeguarding and Child Protection' and 'KCSIE and Contextual Annual Training' material

Course dates and times	Venue	Validity	Trainers	Aims / Outcomes / Information
<p>Tuesday 12th September 2023, 09.00am – 4.00pm Book here</p>	Castle Cavendish			<p>specifically in their own educational setting only.</p> <p>The course requires renewal every three years.</p> <p>Aims 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> <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 • 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><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 use in their setting only.</i></p>
<p>Thursday 29th February 2024, 09.00am – 4.00pm Book here</p>	Castle Cavendish			
<p>Tuesday 2nd July 2024, 09.00am – 4.00pm Book here</p>	Castle Cavendish			

Course dates and times	Venue	Validity	Trainers	Aims / Outcomes / Information
<p>DSL Network (DSLN)</p> <p>Tuesday 17th October 2023. <i>There is the option to attend either the morning OR the afternoon session as the content within both sessions will be identical.</i></p> <p>Delegates must book onto <u>ONE</u> session only, either session 1 being held in the morning OR session 2 being held in the afternoon:</p> <p>Session 1- 9:30am -12:00pm Book here</p> <p>OR</p> <p>Session 2- 1:00pm -3:30pm Book here</p>	<p>National Justice Museum, High Pavement, NG1 1HN</p>		<p>The Nottingham City Safeguarding Children Partnership (NCSCP)</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 of Nottingham. 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>A booking must be made via the DSL webpage and Eventbrite link to secure a place at each network.</p> <p>Attendance at two or more DSL Networks each academic year will be automatically certificated every summer term by the NCSCP as completion of DSL Update training.</p>
<p>Wednesday 21st February 2024, 09.30am-12pm Book here</p>	<p>Notts County Football Club, NG2 3HJ</p>			
<p>Tuesday 21st May 2024, 09.30am-12pm Book here</p>	<p>Online</p>			

Course dates and times	Venue	Validity	Trainers	Aims / Outcomes / Information
<p>Cyber Security Training (CST) Join East Midlands Special Operations Unit, as they host a free Webinar on how you can keep yourself safe online both at home and at work.</p> <p>Cyber Security is the protection of your hardware, software and data from unauthorised access and cyber-attacks.</p> <p>Hear from East Midlands Special Operations Cyber Protect Officers on the latest threats to you and how to stop them from happening.</p> <p>June 7th, 2023, 5pm to 7pm Book here</p> <p>October 10th, 2023, 4pm to 6pm Book here</p> <p>February 6th, 2024, 2pm to 4pm Book here</p> <p>May 7th, 2024, 2pm to 4pm Book here</p>	<p></p> <p>Online</p> <p>Online</p> <p>Online</p> <p>Online</p>	<p>1 year</p>	<p>East Midlands Special Operations unit, Nottinghamshire Police</p>	<p>Target Audience</p> <ul style="list-style-type: none"> This session is for all school staff that are using devices (phones, tablets or computers) connected to the school network as part of their job role. <p>Aims</p> <ul style="list-style-type: none"> The aim of this private session will be to educate school staff on best practice when it comes to basic cyber security like strong passwords, two step verification, avoiding phishing scams, securing both work and personal devices and keeping your online accounts secure and private. <p>Objectives</p> <ul style="list-style-type: none"> To give staff some context around current threats schools face in today's cyber landscape and increase protection against cyber incidents.

Course dates and times	Venue	Validity	Trainers	Aims / Outcomes / Information
<p>PREVENT Awareness Training (PAT)</p> <p><i>Thursday 16th November 2023, 9:30am-11:00am</i> Book here</p> <p><i>Monday 26th February 2024, 9:30am-11:00am</i> Book here</p> <p><i>Wednesday 15th May 2024, 9:30am-11:00am</i> Book here</p>	<p>Loxley House</p> <p>Loxley House</p> <p>Loxley House</p>	<p>1 year</p> <p>(We recommend that this course be complete every 2 years by all DSL/DDSL's with the below course, <i>Prevent Annual Refresher</i>, complete during the alternative year)</p>	<p>Prevent Education Officer, Nottingham City Council</p>	<p>Target Audience This course is specifically for Designated Safeguarding Leads (DSL's) and Deputy Designated Safeguarding Leads (DDSL's) only and is recommended to be complete bi annually to ensure safeguarding leads are kept up to date with the local profile and risks associated with this area of responsibility in their day to day role of safeguarding.</p> <p>Aims This training aims to improve understanding of the Prevent Duty and enable safeguarding leads to spot the signs of radicalisation, offer support to their staff and setting and make appropriate referrals. It will build on the online Home Office Prevent training by giving local insight and opportunities for discussion.</p> <p>Objectives</p> <ul style="list-style-type: none"> • Understand the aims of Prevent. • 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 are able to influence and manipulate others to commit crimes. • Recognise when a vulnerable individual may be in need of your help. • How to manage conversations with parents/carers • How to manage ongoing cases or concerns as they are adopted or signposted back to the education setting for management • Where to go for further information on substantiating

Course dates and times	Venue	Validity	Trainers	Aims / Outcomes / Information
				<p>different concerns (e.g whether a phrase, symbol type of online activity is a concern or not).</p> <p>By the end of the course, participants will be able to:</p> <ul style="list-style-type: none"> • Understand the statutory responsibility of the Prevent Duty and what it means for practitioners. • Identify the different ideologies that can drive extremism. • Understand the differences between hate/Extremism and Terror. • Understand the common vulnerabilities and signs of radicalisation • Understand the techniques radicalisers use to groom vulnerable children (both locally and online) • Look at how you can help protect children against radicalisation through your work (online safety, critical thinking skills etc.) • Understand what Prevent referral process/the threshold for a referral and how to report and share disclosures within their own setting. • Understand the Channel process. • Learn who to call and what support is available for both policy and practice

Course dates and times	Venue	Validity	Trainers	Aims / Outcomes / Information
<p>PREVENT Annual Refresher (PAR)</p> <p>Monday 11th September 2023 9:30-10:30 Book here</p> <p>Wednesday 10th January 2024 9:30 – 10:30 Book here</p> <p>Wednesday 12th June 2024 9:30 – 10:30 Book here</p>	<p>Loxley House</p> <p>Loxley House</p> <p>Loxley House</p>	<p>1 year</p>	<p>Prevent Education Officer, Nottingham City Council</p>	<p>Target audience: 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, governors, learning support staff, year leaders and mentors.</p> <p>Learning objectives:</p> <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 MARF?				Aims
Wednesday 19th July, 2:00pm – 4:00pm Book here	Online	NCSCP recommend that all staff complete this training every three years	Nottingham City MASH	<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 a MARF form
Wednesday 27th September, 12:00pm – 2:00pm Book here	Online			
Wednesday 22nd November, 2:00pm – 4:00pm Book here	Online			
Wednesday 24th January, 12:00pm – 2:00pm Book here	Online			
Wednesday 27th March, 2:00pm – 4:00pm Book here	Online			
Wednesday 29th May, 2:00pm – 4:00pm Book here	Online			

*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.