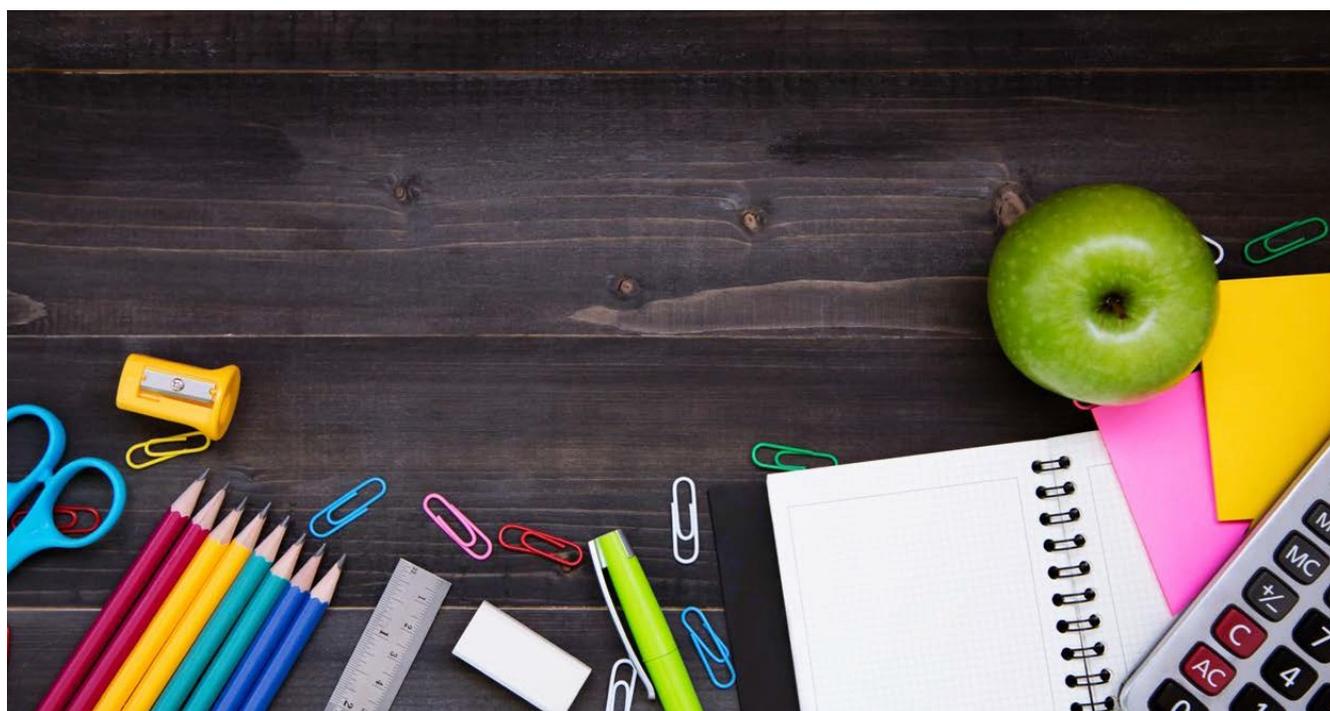


# Safeguarding training directory

January 2021 to July 2021

**Version 13 (correct 13.04.2021)**



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## Service Level Agreement (SLA)

All safeguarding training listed in this directory is **ONLY** available to those schools that have purchased the Education Safeguarding Support Service Level Agreement (SLA).

If you have not yet purchased the SLA and are interested in accessing the training available please contact the training team on 01905 844 420 or email [WorkforceSupport@worcschildrenfirst.org.uk](mailto:WorkforceSupport@worcschildrenfirst.org.uk)

## Coronavirus

To support our trainers, delegates and venues with managing the risk and spread of COVID-19, if any of the statements below apply to you:

- You are experiencing symptoms of the virus
- You have been abroad and must quarantine or feel you have been put at risk and should self-isolate.
- You are required to care for or isolate with someone in your family who has virus symptoms
- You are required to care for someone in your family because their usual care provision has been disrupted due to the virus, i.e. school or facility closure

Then

1. Notify your school / setting / governing board immediately, if this has not already been done
2. Contact the training team on 01905 844 420 or email [WorkforceSupport@worcschildrenfirst.org.uk](mailto:WorkforceSupport@worcschildrenfirst.org.uk) where we will organise a transfer to another course.

## Service delivery COVID-19 statement

Our priority is to continue to deliver high quality educational support to schools and settings, whilst maintaining focus on the health, safety and wellbeing of our employees and colleagues.

We are working in partnership with the local authority, monitoring the spread of COVID-19 and government guidelines in order to react to the dynamically changing situation and adapt our measures accordingly.

Our venues and method of delivery have been carefully considered with your safety in mind. We are only using venues that can comply with appropriate social distancing requirements and safely operate with suitable measures in place, to ensure the health and wellbeing of our staff and delegates.

Delegates attending events in-person are encouraged to wear masks. Hand sanitizer and/or hand washing facilities will be available; however, delegates are welcome to bring their own hand sanitizer.

## Designated Safeguarding Lead (DSL) training

Aims and objectives:

- For Designated Safeguarding Leads (DSL), designed to refresh and update knowledge on the early help and child protection procedures.
- To understand DSL roles and responsibilities
- To understand how and when to make a referral to Family Front Door (FFD)
- To be confident when to share/not share and/or seek advice about information sharing
- To be confident in undertaking an Early Help Assessment

**Cost:** Free to schools who have purchased the Education Safeguarding Support SLA

**Virtual delivery:** will be via zoom or Microsoft teams and joining instructions will be issued 7 days before.

### Summer 2021 term

**Virtual delivery:** will be via zoom or Microsoft teams and joining instructions will be issued 7 days before.

- 23 April 2021, 9am to 4pm, course code: SCH/20/369
- 27 April 2021, 9am to 4pm, course code: SCH/20/384 (was face to face delivery)
- 07 May 2021, 9am to 4pm, course code: SCH/21/019 (was face to face delivery)
- 12 May 2021, 9am to 4pm, course code: SCH/20/366
- 14 May 2021, 9am to 4pm, course code: SCH/20/370
- 19 May 2021, 9am to 4pm, course code: SCH/20/385 (was face to face delivery)
- 20 May 2021, 9am to 4pm, course code: SCH/20/388 (was face to face delivery)
- 24 May 2021, 9am to 4pm, course code: SCH/20/371
- 08 June 2021, 9am to 4pm, course code: SCH/20/367
- 15 June 2021, 9am to 4pm, course code: SCH/20/372
- 21 June 2021, 9am to 4pm, course code: SCH/20/373
- 30 June 2021, 9am to 4pm, course code: SCH/20/368

**Face to face delivery:** lunch will be organised in line with the current government guidance at the time of your course

- 11 June 2021, 9am to 4pm, Redditch, course code: SCH/20/389
- 16 June 2021, 9am to 4pm, Worcester, course code: SCH/20/386
- 23 June 2021, 9am to 4pm, Wyre Forest, course code: SCH/20/390
- 05 July 2021, 9am to 4pm, Redditch, course code: SCH/20/387
- 13 July 2021, 9am to 4pm, Worcester, course code: SCH/20/391

## Domestic abuse Training

Aims and objectives

- Increase awareness of the insidious nature of domestic abuse and the invisibility of coercion and control.
- Highlight the prevalence and statistics of domestic abuse

- Increase confidence to be professionally curious and to ask about domestic abuse in a way that makes it easier and safer for people to disclose.
- Increase understanding of victims' responses to domestic abuse including why they may stay in an abusive relationship
- Explore the links between pregnancy and domestic abuse and the impacts on children both pre-birth and at various stages of development
- Explore the additional impacts on people from marginalised groups including adults with support and care needs, older people and LGBT and minority communities
- Highlight the need for a multi-agency approach and roles of agencies in relation to risk identification and management
- Increase knowledge of how to refer to relevant services when appropriate, including referral to local and national specialist services for victims and perpetrators.

**Cost:** Free to schools who have purchased the Education Safeguarding Support SLA

**Virtual delivery:** will be via Microsoft teams and joining instructions will be issued with your confirmation from CPD

- 26 April 2021, 3.30pm to 6.30pm, course code: SCH/20/376 (was face to face delivery)
- 11 May 2021, 9am to 12pm, course code: SCH/20/377 (was face to face delivery)
- 25 May 2021, 3.30pm to 6.30pm, course code: SCH/20/364

**Face to face delivery**

- 07 June 2021, 3.30pm to 6.30pm, Wyre Forest, course code: SCH/20/378
- 06 July 2021, 9am to 12pm, Bromsgrove, course code: SCH/20/379

## Prevent training

This training is a two-hour session for DSL and deputy DSL's. The learning outcomes are DSLs will have a greater understanding of both the PREVENT strategy and recognizing the early identification of children and young children who are at risk of being radicalized. Prevent is part of the UK Counter-Terrorism Strategy 'CONTEST', aimed at preventing people being involved in or supporting terrorism.

### Aims and objectives:

- To understand the aims of prevent;
- Consider who might be vulnerable;
- See why some people can influence and manipulate others to commit crimes;
- Recognise when a vulnerable individual may need help;
- To be clear about what support is available and who you should contact if you have a concern.

**Cost:** Free to schools who have purchased the Education Safeguarding Support SLA

**Virtual delivery:** will be via zoom or Microsoft teams and joining instructions will be issued with your confirmation email.

- 29 April 2021, 3pm to 5pm, course code: SCH/20/360
- 20 May 2021, 3pm to 5pm, course code: SCH/20/361
- 29 June 2021, 3pm to 5pm, course code: SCH/20/362
- 12 July 2021, 3pm to 5pm, course code: SCH/20/363

## GET SAFE training

Safeguarding Children, young people and vulnerable adults is everybody's responsibility. This raising awareness of exploitation & vulnerability course aims to raise your awareness of:

- Vulnerability, adverse childhood experiences, organised crime groups/gangs
- Modern day slavery, consent for sexual activity
- Child Sexual Exploitation (CSE), criminal exploitation
- Appropriate language and use of
- National referral mechanism
- GDPR/disclosure
- Pathways/ diversionary/sharing of intelligence

### Objectives:

- Highlight personal and situational factors of vulnerability, thereby raising the awareness of adverse childhood experiences and ways to address them
- Definitions covering vulnerability, consent, criminal & sexual exploitation, modern day slavery, OCG's and gangs
- Develop an understanding of indicators that may show within various forms of exploitation/modern day slavery, with push and pull factors
- Understand the national referral mechanism, knowing whether their agency is a first responder and if not how to raise concerns to ensure the vulnerable are protected

- Identify the key considerations necessary when receiving a disclosure and the impact of trauma on any disclosure
- Understand the individual's professional accountability and responsibility for sharing under GDPR thereby recognising the importance of documentation and record keeping in the effective protection of those identified as vulnerable, ensuring non victim blaming language is used and relevant and appropriate intelligence/information is shared
- Understand the processes to get the right help at the right time for the identified vulnerable person(s), being fully aware of agencies/services that people can be signposted too within the local borough, pathways inclusive of the PCC's diversionary portfolio.

**Cost:** Free to all schools, DSL and DDSLs to attend

**Virtual delivery:** will be via Microsoft teams and joining instructions will be issued as part of the CPD confirmation

- 12 May 2021, 7pm to 8.30pm, course code: EY/21/051
- 18 May 2021, 1pm to 2.30pm, course code: EY/21/053
- 21 May 2021, 9.30am to 11am, course code: EY/21/054

## Designated Senior Mental Health Lead (DSM-HL)

- To enable Senior Leaders to understand the role of the Designated Senior Lead Mental Health Lead (DSM-HL) and have a clearer understanding of the current context surrounding mental health and wellbeing of children, young people and adults working in UK schools.
- To enable Senior Leaders to effectively assess their school's current mental health and wellbeing provision and to develop a clear plan for improvement.
- To enable and empower senior leaders (DSM-HL) to prioritise and develop the mental health and wellbeing of their students and staff through the development of a practical, sustainable and cost-effective long-term mental health and wellbeing strategy.

**Cost:**

- This course is heavily subsidised to schools who have purchased the Education Safeguarding Support SLA
- Price for delegate £140 + VAT (£168 inc VAT)

**Virtual delivery:** will be via zoom and joining instructions will be issued with your CPD confirmation. A specific pack will be posted to the school address before the course starts

- 19 and 20 July 2021, 9am to 4pm, course code: SCH/21/104

## Youth mental health awareness (training accredited by MHFA)

**Aims and objectives:**

- This introductory three-hour session raises awareness of young people's mental health. It aims to enhance knowledge around:
- Some of the common mental health issues affecting young people, including depression, anxiety, eating disorders and psychosis
- Skills to work more effectively with young people living with mental health issues

- Ways to support young people with a mental health issue and relate to their experiences

**Cost:**

- This course is heavily subsidised to schools who have purchased the Education Safeguarding Support SLA
- Price for delegate £50 + VAT (£60 inc VAT)

**Face to face delivery**

- 17 June 2021, 3.30pm to 6.30pm, Wyre Forest, course code: SCH/20/381

## MHFA youth mental health champion

**Aims and objectives:**

The one-day course qualifies you as a Youth MHFA Champion and the course aims to equip delegates with:

- An understanding of common mental health issues and how they can affect young people
- The ability to spot signs of mental ill health in young people and guide them to a place of support

**Cost:**

- This course is heavily subsidised to schools who have purchased the Education Safeguarding Support SLA
- Price for delegate £80 + VAT (£96 inc VAT)

**Virtual delivery:** will be via zoom and joining instructions will be issued once approved by MHFA England

- 16 March 2021, 9am to 4.30pm, course code: SCH/20/175

**Face to face delivery:** lunch will be provided and ordered in line with current government guidance

- 12 July 2021, 9am to 4.30pm, Worcester, course code: SCH/20/380

## MHFA Mental Health First Aider Qualification

**Aims and objectives:**

The Youth MHFA two-day course qualifies you as a Youth Mental Health First Aider and this aims to provide you with

- An in depth understanding of young people's mental health and factors that affect wellbeing
- Practical skills to spot the triggers and signs of mental health issues
- Confidence to reassure and support a young person in distress
- Enhanced interpersonal skills such as non-judgemental listening
- Knowledge to help a young person recover their health by guiding them to further support – whether that's through self-help sites, their place of learning, the NHS, or a mix – engaging with parents, carers and external agencies where appropriate

- The ability to support a young person with a long-term mental health issue or disability to thrive
- Tools to look after your own mental wellbeing

**Cost:**

- This course is heavily subsidised to schools who have purchased the Education Safeguarding Support SLA
- Price for delegate £140 + VAT (£168 inc VAT)

**Virtual delivery:** will be via zoom or Microsoft teams and joining instructions will be issued 7 days before.

- 20 and 21 May 2021, 9am to 4.30pm, Worcester, course code: SCH/20/382

**Face to face delivery:** lunch will be provided and ordered in line with current government guidance

- 30 June and 01 July 2021, 9am to 4.30pm, Bromsgrove, course code: SCH/30/383

## Safeguarding training currently not part of the Safeguarding SLA

The following courses are currently being offered as stand-alone courses therefore they are open to anyone from any school regardless of whether they have purchased the Safeguarding SLA or not.

### Safer recruitment in educational settings

This course covers the following areas;

- Safer recruitment and the wider context of safeguarding
- Prevalence of abuse and profile of abusers
- How abusers operate within organisations
- Features of a safer recruitment process
- Planning a safer recruitment process
- Making the right decisions: interview and selection
- Setting acceptable standards of behaviour
- Maintaining an ongoing culture of vigilance

**Aims:**

- To identify the key features of staff recruitment that help deter or prevent the appointment of unsuitable people.
- To be able to produce policies and practices that minimise opportunities for abuse or ensure its prompt reporting.
- To begin to review their own organisation's places and practices to make them safe.

Audience: DSL / Deputy DSL's, Head or Deputy Teachers, any staff involved in recruitment process

Cost: £80 + VAT

**Virtual delivery:** will be via zoom or Microsoft teams and joining instructions will be issued 7 days before.

- 10 May 2021, 9am to 4pm, course code: SCH/20/358

**Face to face delivery:** lunch will be provided and ordered in line with current government guidance

- 09 July 2021, 9am to 4pm, Bromsgrove, course code: SCH/20/359

## Managing Allegations

This course is aimed at those head teachers, chairs of governing bodies and other senior managers with responsibility for dealing with allegations of abuse against teachers and other staff, including supply teachers and volunteers.

The course will cover all aspects of Part 4 of Keeping Children Safe in Education (September 2020), including your duties as an employer, initial considerations when an allegation is received, providing support and managing the situation.

It will provide information which will help you to better understand the Management of Allegations processes, the role of the Local Authority Designated Officer (LADO), and the role of the multi-agency network.

It will provide you details on the legislation, procedures and processes; ensure you know what to do if there is an allegation against a professional; and better understand your role as professionals working in regulated activity.

The course objectives include how to identify children and young people who are suffering or likely to suffer significant harm and then take action with the aim of making sure they are kept safe.

Cost: £50 + VAT

**Virtual delivery:** will be via zoom or Microsoft teams and joining instructions will be issued 7 days before.

- 13 May 2021, 4pm to 7pm, course code: SCH/21/038

**Face to face delivery:**

- 14 June 2021, 4pm to 7pm, Bromsgrove, course code: SCH/21/039

## Booking information

### How to book using CPD online:

- Visit [Worcestershire Children First CPD online \(opens in new window\)](#)
- Enter your user ID and password to continue into CPD online.
- Select the search events option and use either the date calendar or search engine to find the course.
- Select full details for further course information.
- Select request a place to book staff onto the course.
- Each member of staff must be individually booked.

### Problems with CPD online

Technical problems, account queries, password re-sets, staff not attached to your establishment, staff that have left, duplicate staff, and any questions regarding booking training then contact training team, telephone 01905 844 420 or email [WorkforceSupport@worcschildrenfirst.org.uk](mailto:WorkforceSupport@worcschildrenfirst.org.uk)

### Confirmation

All course confirmations occur at the time of the booking on CPD online therefore no further joining instructions will be sent out. It is the responsibility of those booking training to ensure that all cancellations and transfers follow our terms and conditions.

Please ensure that any handouts attached to the confirmation email are brought along to the training.

### Waiting lists

We operate waiting lists for all our courses. As places become available, they will be allocated based upon the date and time of your original booking. You will be contacted by telephone/email to offer you the available place.

### Respect for others

When attending any training all delegates are politely requested to give their full attention to the trainer and follow their instructions regarding the use of mobile phones. Inappropriate conduct at training events will be reported to setting managers and/or registered providers

### Certificates

Certificates will now be provided for all courses via CPD with the exception of Get Safe and Mental Health courses as these will be issued via an alternative method.

To access your certificate, you will need to speak to the person who booked your training (as they have the CPD leader login details to access CPD), then log into CPD, click on My CPD online, scroll to CPD leader tools and click events attended. There will be a variation to this process if your CPD leader also books for your governing board or another school. Please refer to the [CPD user guide \(opens in new window\)](#) pages 14 to 16.

## Terms and conditions

All bookings must be made using Worcestershire Children First CPD online.

All confirmation emails must be forwarded to the delegate accordingly.

If needed a booking can be transferred to an alternative date with advance notice, to do this contact the relevant team below.

- Early Years, telephone: 01905 844 420, email: [WorkforceSupport@worcschildrenfirst.org.uk](mailto:WorkforceSupport@worcschildrenfirst.org.uk)
- Schools, telephone: 01905 844 420, email: [WorkforceSupport@worcschildrenfirst.org.uk](mailto:WorkforceSupport@worcschildrenfirst.org.uk)
- Conferences, telephone: 01905 844030, email: [Conferences@worcschildrenfirst.org.uk](mailto:Conferences@worcschildrenfirst.org.uk)

## Invoices

Invoices are generated at the point of booking your training course or conference and this does not affect your terms and conditions or cancellation rights.

Invoices will be sent via email to the main email address given, therefore it is essential that these emails are not sent to junk or spam folders.

Further information regarding invoices, disputes and payment are detailed below.

## Cancellations

All cancellations must be made on CPD online

If you wish to supply additional information in support of your cancellation, then please email the relevant team.

No cancellation charge applied	When the cancellation is made with 15 working days ** or more notice
No cancellation charge applied	Under extreme circumstances i.e. Ofsted, bereavement, hospitalisation and we ask that you inform us immediately
Full course fee applied	When the cancellation is made within 0 – 14 working days of the start date of the course (event) and there is no take up from waiting list
Full course fee applied	On return of the register where delegates did not attend and no notice for this was received

\*\* Working days are defined as Monday to Friday

## VAT

Worcestershire Children First is a VAT registered entity. Therefore, VAT at the prevailing rate will be added to all invoices. This is in line with HMRC rules and is consistent with services you may currently be purchasing from other external parties. In most cases the input VAT can be claimed back. Please seek independent financial advice should you be unsure about your VAT status.

VAT Code Explanation

Code	Description
S	Standard Rated Output VAT
L	Lower Rated Output VAT
LE	Exempt from Output VAT
O	Outside the scope of Output VAT
Z	Zero Rated Output VAT

## Payment methods

Please quote your invoice reference on all payments.

Please submit payment promptly in accordance with our payment methods.

### Bacs or bank transfer

- Sort Code: 20-98-87
- Account Number: 33962148

This is the most reliable, simple and secure way to make a payment. Please reference the invoice number from your Remittance Advice. If you are paying more than one invoice, quote your customer number as your reference.

### Automated telephone payments

Call 0300 456 2206. You will need your invoice number and debit or credit card details to hand. Your privacy and security are our prime concern and our payments system encrypts your personal information. Calls will be charged at the local call rate. If you have a calling plan which includes free local calls, then 0300 calls are also free and if you have a mobile contract, they are also included as part of any free minutes.

### Internet payment facility

Pay your invoice online at any time using your debit or credit card. We accept Delta, JCB, Maestro, MasterCard, Solo, Switch, Visa Electron & Visa.

To make a payment online go to [www.worcestershire.gov.uk](http://www.worcestershire.gov.uk) and click on 'Pay'. Go to the [secure online payments site](#) link and "select debtor invoices". When making online payments you can add multiple invoice numbers by selecting "add to list". Your privacy and security online are our prime concern and our payments system encrypts your personal information.

[Information on Are Online Payments Safe? \(opens in new window\)](#)

## Queries

Please have your account number and invoice reference ready.

We are open Monday to Friday 8:30am - 5:00pm

Any enquiries regarding the invoiced service contact

- training, telephone: 01905 844420, email: [WorkforceSupport@worcschildrenfirst.org.uk](mailto:WorkforceSupport@worcschildrenfirst.org.uk)

For enquiries regarding payment please contact

- telephone: 01905 676497 or email: [wccaccountsreceivable@linerata.com](mailto:wccaccountsreceivable@linerata.com)

To contact by letter: Worcestershire Children First, County Hall, Spetchley Road, Worcester WR5 2NP