



Safeguarding training offer

September 2025 to July 2026

Edition 2 (correct 11 August 2025)



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Service Level Agreement (SLA)

All safeguarding training listed in this directory is available to any school / college in the county.

Any price reduction indicated will be applied to each booking at the point of invoicing and this is based upon whether or not your school / college **has** purchased the Education Safeguarding Support Service Level Agreement (SLA).

If you have not yet purchased the SLA and would like to then please do this via [e-Store](#) ([opens in new window](#))

Training team availability

Availability

- The training & conference team will be available to speak to directly between .30am to 4pm by calling 01905 844 420 / 844 030
- Any voicemails received will be responded to accordingly based on date / time.
- If we are not available, we highly recommend emailing workforcesupport@worcestershire.gov.uk. All emails will be responded to based upon date / time of enquiry.

Course place availability

Our trainers have confirmed the maximum number of delegates per course. This will be based upon previous course delivery, logistical management of breakout rooms / numbers for virtual delivery, and specific requirements from the training. Based on this the WCC training team cannot exceed maximum numbers based upon what has already been agreed. We therefore strongly recommend and encourage planning your training needs and booking promptly.

Universal Training available to all

WCC DSL network meetings

These meetings are a chance to hear local and national updates, to share good practice and meet other DSLs / Deputy DSLs within Worcestershire.

Cost: Free

Date	Time		CPD course code	CPD session code
11 November 2025	3pm to 4.30pm	Virtual Delivery	10438	91715
13 November 2025	3pm to 4.30pm	Virtual Delivery	10438	91716
17 March 2026	3pm to 4.30pm	Venue TBC	10438	91717
19 March 2026	3pm to 4.30pm	Worcester	10438	91718
16 June 2026	3pm to 4.30pm	Virtual Delivery	10438	91719
18 June 2026	3pm to 4.30pm	Virtual Delivery	10438	91720

Core SLA Training

Introduction to the Role of the Designated Safeguarding Lead (DSL)

A specific 6-hour course for NEW Designated Safeguarding Leads (DSL) and Deputy DSL's to support them in their understand of the role and responsibilities.

Delegates on completion of this course would be expected to progress onto the Full day Designated Safeguarding Lead (DSL) training course.

Cost:

- Free to schools who have purchased the Education Safeguarding Support SLA
- If schools have not purchased the Safeguarding Support SLA, then the price is £186 + VAT.

Date	Time		CPD course code	CPD session code
24 September 2025	9am to 4pm	Virtual Delivery	10590	91732
29 September 2025	9am to 4pm	Virtual Delivery	10590	91733
14 October 2025	9am to 4pm	Virtual Delivery	10590	91734
05 December 2025	9am to 4pm	Virtual Delivery	10590	91735
14 January 2026	9am to 4pm	Virtual Delivery	10590	91736
20 March 2026	9am to 4pm	Worcester	10590	91737
19 May 2026	9am to 4pm	Worcester	10590	91738
22 June 2026	9am to 4pm	Worcester	10590	91739

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.
- If schools have not purchased the Safeguarding Support SLA then the price is £186+ VAT.

Autumn Term 2025

Date	Time		CPD course code	CPD session code
30 September 2025	9am to 4pm	Virtual Delivery	10591	91744
02 October 2025	9am to 4pm	Virtual Delivery	10591	91745
07 October 2025	9am to 4pm	Virtual Delivery	10591	91746
10 October 2025	9am to 4pm	Virtual Delivery	10591	91747
22 October 2025	9am to 4pm	Virtual Delivery	10591	91748
07 November 2025	9am to 4pm	Virtual Delivery	10591	91749
17 November 2025	9am to 4pm	Virtual Delivery	10591	91750
18 November 2025	9am to 4pm	Virtual Delivery	10591	91751
26 November 2025	9am to 4pm	Virtual Delivery	10591	91752
02 December 2025	9am to 4pm	Virtual Delivery	10591	91753
08 December 2025	9am to 4pm	Virtual Delivery	10591	91754

Spring Term 2026

Date	Time		CPD course code	CPD session code
09 January 2026	9am to 4pm	Virtual Delivery	10591	91755
15 January 2026	9am to 4pm	Virtual Delivery	10591	91756
19 January 2026	9am to 4pm	Virtual Delivery	10591	91757
29 January 2026	9am to 4pm	Virtual Delivery	10591	91758
04 February 2026	9am to 4pm	Virtual Delivery	10591	91759
10 February 2026	9am to 4pm	Virtual Delivery	10591	91760
27 February 2026	9am to 4pm	Worcester	10591	91761
06 March 2026	9am to 4pm	Virtual Delivery	10591	91762
09 March 2026	9am to 4pm	Worcester	10591	91763
23 March 2026	9am to 4pm	Virtual Delivery	10591	91764

Summer Term 2026

Date	Time		CPD course code	CPD session code
20 April 2026	9am to 4pm	Virtual Delivery	10591	91783
29 April 2026	9am to 4pm	Virtual Delivery	10591	91784
07 May 2026	9am to 4pm	Worcester	10591	91785
13 May 2026	9am to 4pm	Venue tbc	10591	91786
21 May 2026	9am to 4pm	Kidderminster	10591	91787
05 June 2026	9am to 4pm	Worcester	10591	91788
10 June 2026	9am to 4pm	Venue TBC	10591	91789
25 June 2026	9am to 4pm	Kidderminster	10591	91790
03 July 2026	9am to 4pm	Worcester	10591	91791
07 July 2026	9am to 4pm	Virtual Delivery	10591	91792

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 2024/2025), 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: This course is heavily subsidised to schools who have purchased the Education Safeguarding Support SLA

- FREE for those who have the Safeguarding SLA
- £138 + VAT for those schools who have not purchased the Safeguarding SLA
- £33 + VAT for PVI Early Years Settings

Date	Time	Delivery style	CPD course code	CPD session code
24 October 2025	9am to 12pm	Virtual Delivery	10589	91704
27 November 2025	1pm to 4pm	Virtual Delivery	10589	91705
27 January 2026	9am to 12pm	Virtual Delivery	10589	91706
12 March 2026	1pm to 4pm	Virtual Delivery	10589	91707
15 May 2026	9am to 12pm	Virtual Delivery	10589	91708
09 July 2026	9am to 12pm	Virtual Delivery	10589	91709

Additional Safeguarding training available

Early years and childcare designated safeguarding lead (DSL) training

This training is specifically for the Designated Safeguarding Lead, Deputy DSL or those who are looking to become the DSL / Deputy DSL in early years and childcare settings across Worcestershire. The training has been devised to support DSL's who are new to the role, experienced and extremely experienced.

Content is updated regularly and includes a detailed look at signs and symptoms, legislation, guidance and responsibilities, record keeping, making referrals, multi-agency working, child protection meetings, serious case reviews, and exploring barriers to good practice.

The training meets the Worcestershire Safeguarding Children's Partnership requirements for Designated Safeguarding lead training, includes the role of the DSL and additional content relating to the EYFS and inspection.

Cost: £50 + VAT

Schools who have purchased the Safeguarding SLA for 2025/2026 will get this course free - the training team will check to see if an E-store purchase for the SLA has been made at the time of invoicing.

- 10 and 17 October 2025, 09.30am to 12.30pm, virtual delivery, course code: 10052 / 91258
- 13 and 20 November 2025, 6.30pm to 9.30pm, virtual delivery, course code: 10052 / 91259
- 04 and 11 December 2025, 7pm to 10pm, virtual delivery, course code: 10052 / 91260
- 09 and 16 January 2026, 9.30am to 12.30pm, virtual delivery, course code: 10052 / 91261
- 25 February and 04 March 2026, 7pm to 10pm, virtual delivery, course code: 10052 / 91263
- 16 and 23 March 2026, 6.30pm to 9.30pm, virtual delivery, course code: 10052 / 91264

Safeguarding Children in Education – Governors Roles & responsibilities

This course will:

- inform governors about recent legislative national and local developments in child protection.
- clarify the roles and responsibilities of governors in relation to safeguarding and promoting the welfare of children and young people in their schools.
- provide a basic awareness of child abuse and the effect it can have on children.

Cost: This course is heavily subsidised to schools who have purchased the Education Safeguarding Support SLA

- £63 + VAT for those who have the Safeguarding SLA
- £138 + VAT for those schools who have not purchased the Safeguarding SLA

Date	Time	Delivery style	CPD course code	CPD session code
12 November 2025	6.30pm to 8.30pm	virtual delivery	10123	91726
22 January 2026	6.30pm to 8.30pm	virtual delivery	10123	91727
10 March 2026	6.30pm to 8.30pm	virtual delivery	10123	91728
20 May 2026	6.30pm to 8.30pm	virtual delivery	10123	91729
02 July 2026	6.30pm to 8.30pm	virtual delivery	10123	91730

Please note this course MUST be booked via the clerk / person who books your governing board training.

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 and how abusers operate within organisations.
- Features of a safer recruitment process and planning a safer recruitment process
- Making the right decisions: interview and selection
- Setting acceptable standards of behaviour and maintaining an ongoing culture of vigilance

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

Cost: This course is heavily subsidised to schools who have purchased the Education Safeguarding Support SLA

- For schools with the Safeguarding SLA - £93 + VAT
- For schools WHO HAVE NOT purchased the Safeguarding SLA - £186 + VAT
- Cost: for EY PVI settings - £60 + VAT per person

Date	Time	Delivery style	CPD course code	CPD session code
02 and 09 October 2025	9.30am to 12.30pm	virtual delivery	10132	91721
27 November and 04 December 2025	9.30am to 12.30pm	virtual delivery	10132	91722
05 and 12 February 2026	9.30am to 12.30pm	virtual delivery	10132	91723
23 and 30 April 2026	9.30am to 12.30pm	virtual delivery	10132	91724
11 and 18 June 2026	9.30am to 12.30pm	virtual delivery	10132	91725

Understanding the Single Central Record requirements

A two-hour course delivered virtually that will look at what is a Single Central Record (SCR), why we need a SCR, who is responsible for the SCR and what are the statutory requirements from Ofsted.

Audience: Anyone reviewing or managing the Single Central Record (SCR) for example Business / Finance Manager, Safeguarding Governor, Head or Deputy Head, administrative staff.

Cost: This course is heavily subsidised to schools who have purchased the Education Safeguarding Support SLA

- For schools with the Safeguarding SLA - £53 + VAT
- For schools WHO HAVE NOT purchased the Safeguarding SLA - £105+ VAT

Safeguarding Governors will need to have places booked via CPD by their Clerk, or whoever within the school has responsibility for booking governor training.

Date	Time	Delivery style	CPD course code	CPD session code
15 October 2025	9.30am to 11.30am	virtual delivery	10174	91710
10 December 2025	1.30pm to 3.30pm	virtual delivery	10174	91711
04 March 2026	9.30am to 11.30am	virtual delivery	10174	91712
06 May 2026	1.30pm to 3.30pm	virtual delivery	10174	91712
01 July 2026	9.30am to 11.30am	virtual delivery	10174	91714

In-house training / Whole school training

We offer opportunities throughout the year for training on issues relevant to schools and academies in the local area which can also be bespoke training to meet the individual requirements of schools and settings and whole school safeguarding training.

	Duration in hours	School or MAT / Trust	Max spaces	Price with SLA	Price without SLA	Charge regardless of SLA purchase
Whole School Safeguarding Training	3	Per School	Unlimited	n/a	n/a	£325 + VAT
School Safeguarding Designated Safeguarding Lead Training (bespoke package to support school's needs)	6	MAT / Trust / Larger schools	30	£405+ VAT	£1215 + VAT	n/a
Understanding the Single Central Record	2 to 3	MAT / Trust	Max 30	£363 + VAT	£798 + VAT	n/a

To book any in-house training, please contact the training & conference team by calling 01905 844 420 or emailing workforcesupport@worcestershire.gov.uk. If there is anything specific, you would like that is not listed please contact the team to discuss.

Multi- Agency Safeguarding Training

The following courses are available on the WCC Learning & Development site to book, please ensure you follow the instructions outlined below to book correctly.

Early Help training

The following Early Help courses

- Completing an Early Help Assessment (EHA),
- Holding a Team Around the Family (TAF),
- How to creatively gather the child's voice,
- What is Early Help, are being offered on a rolling programme of dates so please check the site regularly.

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 and Pathways/ diversionary/sharing of intelligence.

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

Reducing Parental Conflict (Harmony at Home)

Harmony at Home is Worcestershire's approach to the Reducing Parental Conflict (RPC) initiative in partnership with the Department for Work and Pensions (DWP) and organisations from our multi-agency Reference group

How to book Multi-Agency Training

Book via WCC Learning & Development site: [WCC L&D Booking site](#),

Once you have opened [WCC L&D Booking site](#), please ensure that your name is not stated in the right hand corner, if it does click your name and then logout. Now please follow the Instructions below:

- Do you have an account – No thanks
- Course price – as the course is free click in public circle
- Select organisation from dropdown box – Public
- Put in your address
- Then click book course

If you require support with booking, please contact WCC Learning & Development team directly on 01905 844 544 or email LAdmin@worcestershire.gov.uk

Third Party Safeguarding Training

Domestic Abuse

Domestic Abuse training is being offered currently FREE, virtual delivery, via Sarah Wigley Associates. The training seeks to raise awareness and increase understanding of the dynamics of abuse, including coercive control. Support professionals to better identify, signpost and support victims as well as considering safe ways of responding to perpetrators. The training is made up of three modules and participants will be encouraged to complete the modules **in order** as the training is layered.

Module 1: Understanding and Responding to Domestic Abuse. This session will provide a map of the legislative framework of domestic abuse. Through the session case examples and reflections on real experiences to enable delegates to explore how professionals can better recognise domestic abuse, support, and signpost to local services.

Module 2: Working with Domestic Abuse within the context of Multi Agency. This session will further develop understanding of coercive control including aspects that perpetrators use to maintain or regain control e.g. parental alienation and gaslighting. Case examples and reflections on real experiences will be used throughout the session.

Module 3: Understanding and Working with Perpetrators of Domestic Abuse. The session will include case study examples and exercises to help delegates understand perpetrator perspectives and develop their understanding of risk factors where there is domestic abuse. Delegates will learn about the risks of collusion and understanding the function of denial, blame, minimisation, and justification. Specific input will be given on how best to engage with those who perpetrate domestic abuse.

We recommend that you contact Sarah Wigley Associates directly, by emailing bookings@sarahwigleyassociates.co.uk to be notified of dates for the forthcoming term

Female Genital Mutilation (FGM)

Recognising and preventing FGM training is available for professionals with safeguarding responsibilities from the Home Office website. It gives an introduction to Female Genital Mutilation and the action you must take to protect girls who may be at risk.

To access FGM training visit <https://fgmelearning.vc-enable.co.uk/Register/>

Prevent training

DSL and deputy DSL's interested in undertaking prevent training will now be signposted to the Home Office version accessible via

<https://www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html>

The virtual training is designed so that DSLs / Deputy DSL's 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.

Booking information

How to book using CPD online:

1. Visit [WCC CPD](#)
2. Your School / Setting CPD Leader account needs to be used - enter your email and password.
3. Select the course via searching for a key word or use the course code i.e. 10591
4. Find the course and press select on the date you wish to book.
5. Press Book on Course
6. Check the details of the person booking the course aka the CPD leader are correct.
7. Confirm if the place is for the CPD leader or another member of staff and press next
8. If it's for the CPD leader, then you skip to step 10.
9. If it's for another member of staff complete all the fields
10. Press submit.
11. Confirmation is IMMEDIATELY issued to the delegate email provided.

Confirmation / Reminders

All course confirmations occur at the time of the booking on CPD online.

Reminders are issued approx. 10 days before the course starts and may include links to access course materials. Please ensure that any handouts / resources are brought along to the training.

If for any reason you need your joining instructions to be re-sent, please contact the training team a **minimum of 5 days** before your course is due to take place. The training & conference team can be contacted on 01905 844 420 or email workforcesupport@worcestershire.gov.uk

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 & conference team, telephone 01905 844 420 or email Workforcesupport@worcestershire.gov.uk

Support using CPD

From our website you can access our Support using CPD FAQ sections. Broken down into the following sections:

- Access support
- Booking, cancellations, transfers and substitutions
- Using the colleague's section
- Certificates and evaluation support
- CPD Maintenance

Visit – [Training and Conferences CPD](#)

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

Once a course is marked as held (bearing in mind a trainer has 10 days to return a register), certificates are immediately issued via email to the delegate email provided for this course.

Terms and conditions

- All bookings must be made using [CPD online](#)
- All confirmation emails are issued directly to the delegate and CPD leader. We recommend CPD Leaders forward copies to delegates accordingly.
- If necessary, a booking can be transferred to an alternative date with advance notice
- Name changes (substitutions) can be made at any point after booking

To make changes to a booking contact training & conference team:

- Email: workforcesupport@worcestershire.gov.uk
- Telephone: 01905 844420
- Telephone: 01905 844030

Invoices

Invoices are normally requested after the training course or conference has taken place. Please note that training / conferences during the month of March we do invoice upfront due to end of financial year. This does not affect your terms and conditions or cancellation rights.

Invoices are issued in one of two ways:

- via the Children's Services Portal (CSP)
- 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.

Cancellation charge and reason:

- **No cancellation charge applied** = When the cancellation is made with 14 days or more notice
- **No cancellation charge applied** = Under extreme circumstances i.e., Ofsted, bereavement, hospitalisation, and we ask that you inform us immediately
- **No cancellation charge applied** = Due to COVID-19 and variants, which has meant staff have had to be re-deployed to ensure the school / setting can open and run.
- **Full course fee applied** = When the cancellation is made within 0 – 13 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

VAT

Worcestershire County Council 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: S = Standard Rated Output VAT
- Code: L = Lower Rated Output VAT
- Code: LE = Exempt from Output VAT
- Code: O = Outside the scope of Output VAT
- Code: 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: 53583147
Account Name: WCC County Fund Account

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 4562206](tel:03004562206). 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 and Visa.

To make a payment online go to [Worcestershire County Council](#) 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.

Website: [Are online payments safe](#)

Queries

Please have your account number and Invoice reference ready.

We are open Monday to Friday 8:30am to 4:00pm

Any enquiries regarding the invoiced service contact:

Training & conference team:

- Email: workforcesupport@worcestershire.gov.uk
- Telephone: 01905 844420
- Telephone: 01905 844030

For enquiries regarding payment please contact:

- Email: wccaccountsreceivable@worcestershire.gov.uk
Phone: [01905 843400](tel:01905843400)

To contact by letter: Worcestershire County Council, Wildwood, Wildwood Way, Worcester, WR5 2PT