

Arrangements for Staff Safeguarding Training

1. Purpose and content

The purpose of this appendix of the UCQ Safeguarding Policy is to provide a clear set of guidelines to students, their parent/carers, staff and other workers within the UCQ community regarding how UCQ will ensure staff are trained in safeguarding by setting out the required mandatory training for different groups and the actions to be taken in the event of non-compliance.

The Safeguarding Policy has been developed in line with statutory guidance. The policy applies to all students and all staff (including agency, associate and hourly paid staff) irrespective of anyone’s position or role at UCQ, together with the Academic Council and any workers who are at UCQ on a voluntary or placement basis.

Training is planned by the HR department, in conjunction with the Strategic Safeguarding Lead. Progress and tracking is monitored by HR and reported to SLT.

2. Training requirements

Staff Safeguarding Training - Requirements						
Type of training	Target audience and timeframe	Responsible Dept	Responsible Senior Manager	Detail	Follow up	Further action
Initial safeguarding briefing	All staff: To take place on, or prior to, the date of appointment	HRM	VP	Staff Code of Conduct and policies to be provided with a safeguarding briefing which includes the role of the Designated Safeguarding Lead and staff responsibilities	Induction checklist to record provision of policies and briefing.	Induction checklist to be stored in HR file when complete
Annual update safeguarding training including	<ul style="list-style-type: none"> New staff: To be completed within 8 weeks of appointment 	HRM	VP	Professional Services Administration Officer (PASO) will notify new and existing staff (and line managers) of	PASO will notify line managers of the names of all staff who have not completed training	Line Manager to follow up with disciplinary action if training is not completed.

Staff Safeguarding Training - Requirements						
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policy & practice in relation to Prevent	<ul style="list-style-type: none"> Existing staff: To be completed annually Volunteers/those in placement: to be completed prior to appointment and then repeated annually in line with existing staff 			planned safeguarding training	<p>within the appropriate timeframe.</p> <p>Line Manager to advise the person that the training must be booked on, and completed within, the next month.</p>	Information to be included in annual appraisals/performance reviews.
Education & Training Foundation (ETF) or equivalent online safeguarding training	<ul style="list-style-type: none"> All staff: Within 8 weeks of appointment Training to be updated within each subsequent 3 year period Volunteers/those in placement: to be completed prior to appointment and then updated every 3 years 	HRM	VP	<ul style="list-style-type: none"> PASO to organise online training as part of induction Staff to forward certificate/s to HRM when complete 	<p>PASO to notify line manager if the certificate is not received within 8 weeks</p> <p>Line Manager to advise the person that the training must be completed within the subsequent 10 working days</p>	Line Manager to follow up with disciplinary action if training is not completed.
Keeping Children Safe in Education	<ul style="list-style-type: none"> All staff: Within 8 weeks of appointment Declaration to be updated within annually 	HRM	VP	<ul style="list-style-type: none"> PASO to organise document declaration as part of induction 	<p>PASO to notify line manager if the declaration is not received within 8 weeks</p>	Line Manager to follow up with disciplinary action if training is not completed.

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document declaration	<ul style="list-style-type: none"> Volunteers/those in placement: to be completed prior to appointment and then updated annually 			<ul style="list-style-type: none"> Staff to forward declaration to HRM when complete 	Line Manager to advise the person that the declaration must be completed within the subsequent 10 working days	
Education & Training Foundation (ETF) or equivalent Equality and Diversity Training	<ul style="list-style-type: none"> All staff: Within 8 weeks of appointment Training to be updated within each subsequent 3 year period Volunteers/those in placement: to be completed prior to appointment and then updated every 3 years 	HRM	VP	<ul style="list-style-type: none"> PASO to organise online training as part of induction Staff to forward certificate/s to HRM when complete 	<p>PASO to notify line manager if the certificate is not received within 8 weeks</p> <p>Line Manager to advise the person that the training must be completed within the subsequent 10 working days</p>	Line Manager to follow up with disciplinary action if training is not completed.
UCQ Equality and Diversity Policy declaration	<ul style="list-style-type: none"> All staff: Within 8 weeks of appointment Declaration to be updated within annually 	HRM	VP	<ul style="list-style-type: none"> PASO to organise policy declaration as part of induction 	PASO to notify line manager if the declaration is not received within 8 weeks	Line Manager to follow up with disciplinary action if training is not completed.

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	<ul style="list-style-type: none"> Volunteers/those in placement: to be completed prior to appointment and then updated annually 			<ul style="list-style-type: none"> Staff to forward declaration to HRM when complete 	Line Manager to advise the person that the declaration must be completed within the subsequent 10 working days	
Home Office or equivalent online Channel and Prevent training	<ul style="list-style-type: none"> All staff: Within 8 weeks of appointment Training to be updated within each subsequent 3 year period Volunteers/those in placement: to be completed prior to appointment and then updated every 3 years 	HRM	VP	<ul style="list-style-type: none"> PASO to organise online training as part of induction Staff to forward certificate/s to HRM when complete 	<p>PASO to notify line manager if the certificate is not received within 8 weeks</p> <p>Line Manager to advise the person that the training must be completed within the subsequent 10 working days</p>	<p>Line Manager to follow up with disciplinary action if training is not completed.</p> <p>Information to be included in annual appraisals/performance reviews.</p>
Online Safer Recruitment Training	All managers involved in recruitment within 8 weeks (within normal term time) of appointment and then to be updated every 3 years	HRM	VP	<ul style="list-style-type: none"> PASO to organise online training as part of induction Staff to forward certificate/s to HRM when complete 	<p>PASO to notify line manager if the certificate is not received within 8 weeks</p> <p>Line Manager to advise the person</p>	<p>Line Manager to follow up with disciplinary action if training is not completed.</p> <p>Information to be included in annual</p>

Staff Safeguarding Training - Requirements						
Type of training	Target audience and timeframe	Responsible Dept	Responsible Senior Manager	Detail	Follow up	Further action
					that the training must be completed within the subsequent 10 working days	appraisals/performance reviews.
Annual update safer recruitment training	All managers involved in recruitment within 8 weeks (within normal term time) of appointment with a subsequent yearly update	Vice Principal	VP	PASO will notify appropriate staff of planned training	<p>PASO will notify the relevant member of the senior leadership team (SLT) of managers who have not completed training within the appropriate timeframe.</p> <p>SLT member to advise the manager that the training must be booked on, and completed within the next month.</p>	<p>SLT member to follow up with disciplinary action if training is not completed.</p> <p>Information to be included in annual appraisals/performance reviews.</p>
Education & Training Foundation (ETF) or equivalent online safer recruitment training	All managers involved in recruitment within 8 weeks (within normal term time) of appointment	HRM	VP	PASO to identify who needs to complete the training and provide the link to the online training with details to the member of staff within 2 working weeks of the appointment date.	<p>PASO to notify the relevant member of SLT if the certificate is not received within 8 weeks</p> <p>Member of SLT to advise the person</p>	<p>Member of SLT to follow up with disciplinary action if training is not completed.</p> <p>Information to be included in annual</p>

Staff Safeguarding Training - Requirements						
Type of training	Target audience and timeframe	Responsible Dept	Responsible Senior Manager	Detail	Follow up	Further action
	Training updated within each subsequent 3 year period			The member of staff to forward certificate to HRM when complete	that the training must be completed within the subsequent 10 working days	appraisals/performance reviews.
Annual update health and safety session	Session will be provided annually. Attendance will be mandatory	HRM with HSO	VP	PASO will notify new and existing staff (and line managers) of planned H&S update training	<p>PASO will notify line managers of the names of all staff who have not completed training within the appropriate timeframe.</p> <p>Line Manager to advise the person that the training must be booked on, and completed within, the next month.</p>	<p>Line Manager to follow up with disciplinary action if training is not completed.</p> <p>Information to be included in annual appraisals/performance reviews.</p>
Consumer Rights training	<ul style="list-style-type: none"> All staff: Within 8 weeks of appointment Training to be updated within each subsequent 3 year period <p>Volunteers/those in placement: to be</p>	Head of Policy & Governance	HPG	<ul style="list-style-type: none"> HPG to organise online training as part of induction Staff to achieve minimum 8/10 on assessment to pass. Results are sent 	<p>HPG to notify line manager if the training result is not received within 8 weeks</p> <p>Line Manager to advise the person that the training must be completed</p>	<p>Line Manager to follow up with disciplinary action if training is not completed.</p> <p>Information to be included in annual appraisals/performance reviews.</p>

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Type of training	Target audience and timeframe	Responsible Dept	Responsible Senior Manager	Detail	Follow up	Further action
	completed prior to appointment and then updated every 3 years			directly to HPG who will report to HRM.	within the subsequent 10 working days	
Designated Safeguarding Training	<ul style="list-style-type: none"> Designated Safeguarding Leads Training to be updated within each subsequent 3 year period 	HRM	VP	<ul style="list-style-type: none"> PASO will notify appropriate staff of planned training 	<p>PASO will notify the relevant member of the senior leadership team (SLT) of DSLs who have not completed training within the appropriate timeframe.</p> <p>SLT member to advise the DSL that the training must be booked on, and completed, within the next month.</p>	<p>SLT member to follow up with disciplinary action if training is not completed.</p> <p>Information to be included in annual appraisals/performance reviews.</p>