Appendix C

Arrangements for Staff Safeguarding Training

1. Purpose and content

This appendix supports UCQ's statutory safeguarding responsibilities, including those under Keeping Children Safe in Education, the Prevent Duty, and relevant health and safety and equality legislation. Along with the UCQ Safeguarding Policy and appendices, it provides a clear set of guidelines to students, their employers, carers (if applicable), 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, all staff and any workers who are at UCQ on a voluntary or placement basis. For the purposes of this document, "staff" includes full-time, fractional, agency, associate, hourly paid, Academic Board and Board of Governor members.

Training is planned by the Human Resources (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	HR	VP	Staff Code of Conduct and policies to be provided with a safeguarding/prevent briefing (including sexual misconduct and harassment) 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

Staff Safeguarding Training - Requirements						
Type of training	**Target audience and timeframe**	**Responsible Dept**	**Responsible Senior Manager**	**Detail**	**Follow up**	**Further action**
Annual update safeguarding training including policy & practice in relation to Prevent, sexual misconduct and online safety including filtering & monitoring	• New staff: Must be completed within 8 weeks of appointment • Existing staff: Must be completed annually • Volunteers/those in placement: must be completed prior to appointment and then repeated annually in line with existing staff	HR	VP	Professional Services Administration Manager (PASM) will notify new and existing staff (and line managers) of planned safeguarding training	PASM will notify line managers of the names of all staff who have not completed training within the appropriate timeframe. Line Manager to advise the person that the training must be booked on, and completed within, the next month.	Line Manager to consider appropriate action in line with the Disciplinary Policy where non-compliance continues without reasonable justification. Information to be included in annual appraisals/performance reviews.
Education & Training Foundation (ETF) or equivalent online safeguarding training	• All staff: Within 8 weeks of appointment • Training to be updated within each subsequent 3 year period • Volunteers/those in placement: must be completed prior to appointment and then updated every 3 years	HR	VP	• PASM to organise online training as part of induction • Staff to forward certificate/s to HR when complete	PASM to notify line manager if the certificate is not received within 8 weeks Line Manager to advise the person that the training must be completed within the subsequent 10 working days	Line Manager to consider appropriate action in line with the Disciplinary Policy where non-compliance continues without reasonable justification.

Staff Safeguarding Training - Requirements						
Type of training	**Target audience and timeframe**	**Responsible Dept**	**Responsible Senior Manager**	**Detail**	**Follow up**	**Further action**
Keeping Children Safe in Education document declaration	• All staff: Within 8 weeks of appointment • Declaration to be updated within annually • Volunteers/those in placement: must be completed prior to appointment and then updated annually	HR	VP	• PASM to organise document declaration as part of induction • Staff to forward declaration to HR when complete	PASM to notify line manager if the declaration is not received within 8 weeks Line Manager to advise the person that the declaration must be completed within the subsequent 10 working days	Line Manager to consider appropriate action in line with the Disciplinary Policy where non-compliance continues without reasonable justification.
Education & Training Foundation (ETF) or equivalent Equality, Diversity and Inclusion Training	• All staff: Within 8 weeks of appointment • Training to be updated within each subsequent 3 year period • Volunteers/those in placement: must be completed prior to appointment and then updated every 3 years	HR	VP	• PASM to organise online training as part of induction • Staff to forward certificate/s to HR when complete	PASM to notify line manager if the certificate is not received within 8 weeks Line Manager to advise the person that the training must be completed within the subsequent 10 working days	Line Manager to consider appropriate action in line with the Disciplinary Policy where non-compliance continues without reasonable justification.

Staff Safeguarding Training - Requirements						
Type of training	**Target audience and timeframe**	**Responsible Dept**	**Responsible Senior Manager**	**Detail**	**Follow up**	**Further action**
UCQ Equality Diversity and Inclusion Policy declaration	• All staff: Within 8 weeks of appointment • Declaration to be updated within annually • Volunteers/those in placement: must be completed prior to appointment and then updated annually	HR	VP	• PASM to organise policy declaration as part of induction • Staff to forward declaration to HR when complete	PASM to notify line manager if the declaration is not received within 8 weeks Line Manager to advise the person that the declaration must be completed within the subsequent 10 working days	Line Manager to consider appropriate action in line with the Disciplinary Policy where non-compliance continues without reasonable justification.
Home Office or equivalent online Channel and Prevent training	• All staff: Within 8 weeks of appointment • Training to be updated within each subsequent 3 year period • Volunteers/those in placement: must be completed prior to appointment and then updated every 3 years	HR	VP	• PASM to organise online training as part of induction • Staff to forward certificate/s to HR when complete	PASM to notify line manager if the certificate is not received within 8 weeks Line Manager to advise the person that the training must be completed within the subsequent 10 working days	Line Manager to consider appropriate action in line with the Disciplinary Policy where non-compliance continues without reasonable justification. Information to be included in annual appraisals/performance reviews.

Staff Safeguarding Training - Requirements						
Type of training	**Target audience and timeframe**	**Responsible Dept**	**Responsible Senior Manager**	**Detail**	**Follow up**	**Further action**
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	PASM will notify appropriate staff of planned training	PASM will notify the relevant member of the senior leadership team (SLT) of managers who have not completed training within the appropriate timeframe. SLT member to advise the manager that the training must be booked on and completed within the next month.	SLT member to consider appropriate action in line with the Disciplinary Policy where non-compliance continues without reasonable justification. Information to be included in annual appraisals/performance reviews.
Education & Training Foundation (ETF) or equivalent online safer recruitment training	All managers involved in recruitment within 8 weeks (within normal term time) of appointment Training updated within each subsequent 3 year period	HR	VP	PASM 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. The member of staff to forward certificate to HRM when complete	PASM to notify the relevant member of SLT if the certificate is not received within 8 weeks Member of SLT to advise the person that the training must be completed within the subsequent 10 working days	SLT member to consider appropriate action in line with the Disciplinary Policy where non-compliance continues without reasonable justification. Information to be included in annual

Staff Safeguarding Training - Requirements						
Type of training	**Target audience and timeframe**	**Responsible Dept**	**Responsible Senior Manager**	**Detail**	**Follow up**	**Further action**
						appraisals/performance reviews.
Annual update health and safety session	Session will be provided annually. Attendance will be mandatory as part of UCQ's wider safeguarding duty of care framework.	HR with HS Team	VP	PASM will notify new and existing staff (and line managers) of planned H&S update training	PASM will notify line managers of the names of all staff who have not completed training within the appropriate timeframe. Line Manager to advise the person that the training must be booked on, and completed within, the next month.	Line Manager to consider appropriate action in line with the Disciplinary Policy where non-compliance continues without reasonable justification. Information to be included in annual appraisals/performance reviews.
Consumer Rights training	• All staff: Within 8 weeks of appointment • Training to be updated within each subsequent 3 year period Volunteers/those in placement: must be completed prior to appointment and then updated every 3 years	HR	HPG	• HPG to organise online training as part of induction • Staff to achieve minimum 8/10 on assessment to pass. Results are sent directly to HPG who will report to HR.	HPG to notify line manager if the training result is not received within 8 weeks Line Manager to advise the person that the training must be completed within the subsequent 10 working days	Line Manager to consider appropriate action in line with the Disciplinary Policy where non-compliance continues without reasonable justification. Information to be included in annual

Staff Safeguarding Training - Requirements						
Type of training	**Target audience and timeframe**	**Responsible Dept**	**Responsible Senior Manager**	**Detail**	**Follow up**	**Further action**
						appraisals/performance reviews.
Designated Safeguarding Training	• Designated Safeguarding Leads • Training to be updated within each subsequent 3 year period in line with statutory guidance expectations.	HR	VP	• PASM will notify appropriate staff of planned training	PASM will notify the relevant member of the senior leadership team (SLT) of DSLs who have not completed training within the appropriate timeframe. SLT member to advise the DSL that the training must be booked on, and completed, within the next month.	SLT member to consider appropriate action in line with the Disciplinary Policy where non-compliance continues without reasonable justification. Information to be included in annual appraisals/performance reviews.
Sexual Misconduct Training	• All staff: Within 8 weeks of appointment • Training to be updated within each subsequent 3 year period • Volunteers/those in placement: must be completed prior to appointment and then	HR	HPG	• HPG to organise online training as part of induction • Copy of completion certificate to be kept on file	HPG to notify line manager if the training result is not received within 8 weeks Line Manager to advise the person that the training must be completed within the subsequent 10 working days	Line Manager to consider appropriate action in line with the Disciplinary Policy where non-compliance continues without reasonable justification. Information to be included in annual

Staff Safeguarding Training - Requirements						
Type of training	**Target audience and timeframe**	**Responsible Dept**	**Responsible Senior Manager**	**Detail**	**Follow up**	**Further action**
	updated every 3 years					appraisals/performance reviews.

Document history

ISSUE NO.	DATE	PAGE	REVIEWER	DETAIL OF AMENDMENT
07	31/01/2024	1, 2	Michelle Elliott	Periodic review conducted. Amendments to provide clarity, including training on sexual misconduct
08	30/01/2025	All	Michelle Elliott	Period review conducted. Policy names updated.
09	22/05/2026	All	Michelle Elliott	Purpose and content updated for clarity; Definition of "staff" clarified; Further action updated to consider non-compliance; Sexual Misconduct Training added to list.