

## Cherwell District Council (CDC) and South Northants Council (SNC) Safeguarding Training Framework

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### 1.0 Introduction

Safeguarding is everyone's responsibility.

We, as District Councils, have a statutory duty to have appropriate arrangements and procedures in place to safeguard and promote the welfare of the children, young people and vulnerable adults, living in our community.

This Training Framework acts as a core part of these arrangements and aims to ensure that employees and members are equipped with the relevant knowledge and skillset to be able to identify safeguarding (and also criminal) concerns and report them to the appropriate person/agency in a timely manner.

The training framework is risk based and so the level of training you will be required to complete and evidence will be based on the exposures and responsibilities of your role in relation to the aforementioned vulnerable groups.

The following sections provide greater clarity on how roles have been assessed and categorised; defines the training levels and requirements and outlines evidencing and recording procedures.

### 2.0 Role Categorisation by Exposure Level

All roles across CDC and SNC have been assessed and categorised in accordance with the following:

**Level 1 (Awareness Only)** – For roles which have no direct exposure to children, young people or vulnerable adults as part of their role, but require a basic understanding of the safeguarding principles and their responsibilities.

**Level 2 (Generalist)** - For roles which have contact with children, young people and vulnerable adults during the course of their day to day activities. This includes: roles which have regular or intense contact; those in enforcement roles; and those who have contact within a single setting, such as family homes, community events or schools or at Council offices to access services.

**Level 3 (Specialist)** - For the named safeguarding leads for CDC/SNC or employees who have a specific responsibility for safeguarding children, young people and vulnerable adults as part of their role and/or for the oversight of others who do so.

### 3.0 Mandatory Training Requirements

**3.1** The following provides details of the training requirements for each level (separate requirements are outlined for Members, see 3.5 below). Completion of these is mandatory.

These requirements are devised on the assumption of a role being shared across both Councils. If this is not the case for your role, please contact the Safeguarding Officer (Maria Wareham) who will notify you of alternative requirements.

#### 3.2 Level 1 Awareness Training

**Frequency: Every three years.**

Description		Links	How to evidence completion?
<b>Safeguarding Children, Young People and Vulnerable Adults, Policy and Procedures</b>	To read, understand and confirm adherence to the Safeguarding Children, Young People and Vulnerable Adults Policy and Procedures and any other team/role specific safeguarding procedures that may be in place.	<a href="#">CDC Policy</a> <a href="#">SNC Policy</a>	Complete and submit the Safeguarding Policy and Procedure Declaration  <i>[Insert Link to Achieve Declaration form]</i>
<b>'Safeguarding Everyone - Protecting Children, Young People and Adults at Risk' E-learning (by Virtual College)</b>	Completion of this e-learning course which is available via the Northamptonshire Safeguarding Children’s Board (NSCB) Training Portal*. It provides a general awareness about the types and signs of abuse for all vulnerable groups.	<a href="#">Northamptonshire Safeguarding Children Board (NSCB) Training Portal</a>	Save PDF of the certificate received following completion and email to the Safeguarding mailbox.

	<p>*Access to Virtual College e-learning courses was removed from the OSCB Training Portal on 31<sup>st</sup> July 2017. Access to this general course is therefore via the NSCB Training Portal only at this time.</p>	<p>See Appendix 1 for more guidance on how to register/select a course.</p>	<p>(N.B: When you select the 'Press to Print Certificate' button, you can select 'PDF Creator', click 'print' and it will then give you the option to save to file. If you do not print or save the certificate the training system will not record you as having completed the training).</p>
<p><b>E-Learning Training on PREVENT</b></p>	<p>Provided by the Home Office, this course offers an introduction to the Prevent duty, and explains how it aims to safeguard vulnerable people from being radicalised to supporting terrorism or becoming terrorists themselves.</p> <p>This training will provide you with a basic awareness of the signs and signals of vulnerability to radicalisation and also demonstration of radicalised behaviours. It is vital that we remain vigilant to these signs and signals when operating with people within the community and report any concerns you may have via the See It – Report It mechanism.</p>	<p><a href="#">PREVENT E-Learning</a></p> <p>You will be required to register to complete the course.</p>	<p>Save PDF of the certificate received following completion and email to the Safeguarding mailbox.</p>

### 3.3 Level 2 Generalist Training

Frequency: Every two years

Description	Links	How to evidence completion?	
<b>Level 1 training requirements, plus:</b>			
<b>OSCB Generalist Safeguarding Training</b>	Provided by the OSCB, this face to face course provides greater detail on the types and signs of child abuse and gives a greater understanding of the multi-agency approach to safeguarding in the County and the associated reporting mechanisms.	<a href="#">Oxfordshire Safeguarding Children Board (OSCB) Training Portal</a>  <i>Link to be amended</i>	Send a copy of your certificate to the Safeguarding mailbox  (Certificate becomes available following completion of the course and is accessible via the 'Your History & Bookings' section of the OSAB Training Booking System).
<b>AND/OR*</b>			
<b>Level 2 (Frontline Worker) Adult Safeguarding Training</b>	Provided by the OSAB, this face to face course provides greater detail on the types and signs of abuse most commonly associated with vulnerable adults. It provides a greater understanding of the multi-agency approach, the implications of the Mental Capacity Act and concern reporting mechanisms.	<a href="#">Oxfordshire Safeguarding Adults Board (OSAB) training portal</a>  You will be required to complete a simple registration process prior to selecting a course.	Send a copy of your certificate to the Safeguarding mailbox  (Certificate becomes available following completion of the course and is accessible via the 'Your History & Bookings' section of the OSAB Training Booking

		Please select 'District Council – Cherwell' from the drop down of organisation types.	System).
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\*If your role exposes you to only children/young people **OR** vulnerable adults, then you are only required to attend the face to face course that is most relevant to you. If you are exposed to children/young people **AND** vulnerable adults, then you must attend both the OSCB and OSAB face to face training courses. It is your responsibility to ensure you attend the training courses required for your role.

### 3.4 Level 3 Specialist Training

Frequency: Every two years

Description		Links	How to evidence completion?
<b>Level 2 training requirements, plus:</b>			
<b>OSCB Designated/Lead Safeguarding Training</b>	Provided by the OSCB, this face to face course provide a more thorough consideration of the multi-agency partnership and the role of the designated lead in ensuring an organisations compliance with relevant statutory duties.	<a href="#">Oxfordshire Safeguarding Board (OSCB) Training Portal</a>  <a href="#">LINK TO BE AMENDED</a>	Send a copy of your certificate to the Safeguarding mailbox  (Certificate becomes available following completion of the course and is accessible via the 'Your History & Bookings' section of the OSAB Training Booking System).

### 3.5 Members Training

Frequency: Every three years

Description		Links	How to evidence completion?
<b>Safeguarding Children, Young People and Vulnerable Adults, Policy and Procedures</b>	To read, understand and confirm adherence to the Safeguarding Children, Young People and Vulnerable Adults Policy and Procedures and any other team/role specific safeguarding procedures that may be in place.	<a href="#">CDC Policy</a> <a href="#">SNC Policy</a>	Complete and submit the Safeguarding Policy and Procedure Declaration <i>[Insert Link to Achieve Declaration form]</i>
<b>Safeguarding Awareness briefing</b>	An annual Safeguarding Awareness briefing will be held at both Bodicote House and The Forum.  Members will be invited and expected to attend these briefings no less than once every three years (more frequent attendance may be required if there has been a material change to policy or procedures).	N/A	Signing attendance register at briefing.

### **3.6 Timeliness of Completion:**

New employees are required to have achieved and evidenced completion of level 1 training within their first month of employment. This will form part of the Corporate Induction Programme.

Where employees are required to complete level 2 and/or 3 training, this is to be completed within the first three months of employment.

When renewals are due, these must be completed within two months of the expiration date of the previous completion (see the frequency noted at the start of each training level above).

### **3.7 Cost of Non-Attendance**

If you cannot attend a face to face course for which you have registered, you must email the relevant Safeguarding Board as early as possible.

If you do not attend a training course on which you are registered and you have not given notice in accordance with the applicable cancellation policy (and it is not an emergency situation), CDC and/or SNC will be charged a non-attendance fee.

The Safeguarding Leads Group will review non-attendance charges periodically.

### **3.8 Non-Mandatory Training Courses:**

A variety of safeguarding training courses are available via the Safeguarding Board websites as well as other providers. Whilst not mandatory to meet the training requirements of this framework, employees and members are encouraged to complete whatever training they believe may be helpful for them to perform their role to the best of their ability whilst ensuring the safeguarding of the most vulnerable groups in our communities.

Periodically we will run ad-hoc awareness sessions for relevant subject matters and these will be advertised. Members will be invited to these sessions however their attendance is not mandatory.

Whilst attendance registers will be in place for any awareness events run internally, we would be grateful if you could let us know by emailing the Safeguarding mailbox if you have completed/attended any other courses as this is all vital data to capture on our training register and demonstrates that our employees go beyond what is required of them to ensure the protection of these vulnerable groups.

### **3.9 Champion Training**

Safeguarding champions will be appointed across CDC and SNC who will be expected to be, or become, looked upon as subject matter experts in relation to particular areas of safeguarding or abuse. In this event, specialist training will be provided which will be recorded in line with 4.2 below.

### **3.10 Training for External Parties:**

Whilst we are not responsible for the provision of safeguarding training to our third parties (i.e. those performing services on our behalf), there may be occasions where it is appropriate for us to organise and host such events due to contracts or licences being subject to completion of safeguarding training, for example taxi drivers will not be issued with a HCV/PHV drivers badge until they have successfully received safeguarding training and passed a test.

We may also provide training to parish councils and run ad-hoc awareness events for the voluntary community.



## 4.0 Training Recording and Renewal

### 4.1 Evidencing Completion:

In order to be recorded as having completed the training outlined in section 3.0, the individual or their line manager must provide evidence that the e-learning has been completed or face to face session attended.

This evidence should ideally be in the form of the certificate provided following completion of all training sessions referenced in 3.0 above. A copy of this certificate, ideally electronically, should be sent to the Safeguarding mailbox, within two weeks of completing the training.

If a certificate isn't available, an alternative method of evidence should be sought and in exceptional circumstances, verification of attendance from the employee's line manager may be permitted.

**PLEASE NOTE:** For face to face courses, you will be required to complete a feedback form via the training portal following attendance at the course and only upon completion of this will you be recorded as having completed the course and be able to print/save your certificate.

### 4.2 Record Keeping

A training register will be maintained by the Safeguarding Officer which reflects the safeguarding training status of all employees across CDC and SNC. This register documents the training level attributed to each role and tracks completion of the training requirements for each level. It will also capture completion of non-mandatory training.

Where training is not completed within the prescribed frequency and timeframe (see 3.1 and 3.2 above), this will be flagged and reported to Service Management on a quarterly basis. In future, this will also form part of a suite of Key Performance Indicator's which will be reviewed as part of the Safeguarding Leads' quarterly meeting.

Where training is due for renewal, the Safeguarding Officer will send reminders of training due at least one month ahead of expiry. The employee has two months from the date of expiration for the training and necessary policy declarations to be recompleted and evidence sent to the Safeguarding mailbox (if a face to face training course is required to be attended and no dates are available during the period, please notify the Safeguarding Officer as soon as possible).

On a quarterly basis a report is provided to the Safeguarding Officer by the Safeguarding boards outlining all training completed by CDC and SNC employees. This will be used to verify completions and it does not negate the need for employees to notify the Safeguarding mailbox directly of training completed.

#### **4.3 Personal Development Plans**

Managers should ensure that Safeguarding Training requirements form a core part of employees Personal Development Plans.

### **5.0 Governance**

The Safeguarding Officer is responsible for the day to day oversight and management of the Safeguarding Training Framework for CDC and SNC. Overarching governance is provided by the Internal Safeguarding Leads Group and Oxfordshire and Northamptonshire Safeguarding Boards:

#### **5.1 Safeguarding Leads Meeting**

The Safeguarding Leads Group Meeting consists, along with the Designated Safeguarding Lead and Safeguarding Officer for CDC/SNC, of key managers from across the business who are responsible for safeguarding children, young people and vulnerable adults as part of their role and for the oversight of others who do so.

The Safeguarding Leads Group meets quarterly and will review training completions to ensure compliance with this framework. Where failings are noted an action plan will be devised, documented and tracked to completion.

## **5.2 Safeguarding Boards**

On an annual basis CDC and SNC has a statutory duty to provide the respective children's and adult's Safeguarding Boards in Oxfordshire and Northamptonshire with a Safeguarding Self-Assessment return. This return outlines how CDC and SNC have performed against its statutory objectives and the adequacy of our training framework will form part of this assessment.

Alongside the Safeguarding Boards themselves, agencies are requested to scrutinise and question each other's responses to ensure the greatest level of integrity.

Where we have fallen short of any requirements, we will be requested to document what action we are proposing to take and the Safeguarding Boards will monitor our completion of this.

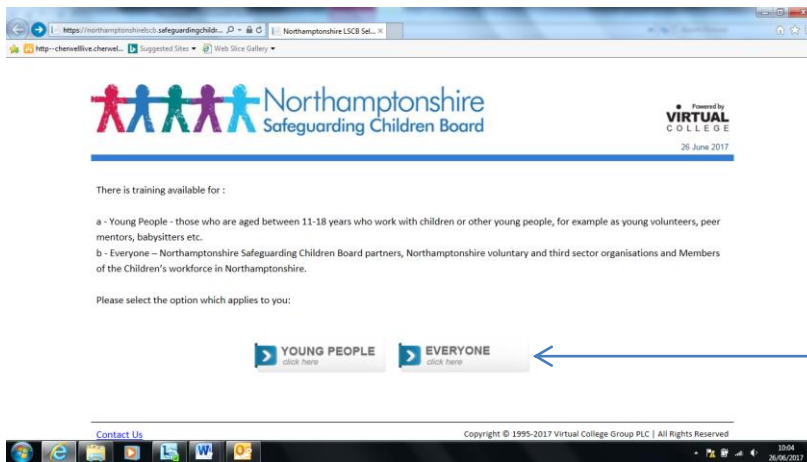
## **5.3 Compliance Monitoring**

Periodically monitoring reviews will be conducted by the Safeguarding Officer to ensure compliance with the requirements of this training framework alongside the broader safeguarding policy and procedures.

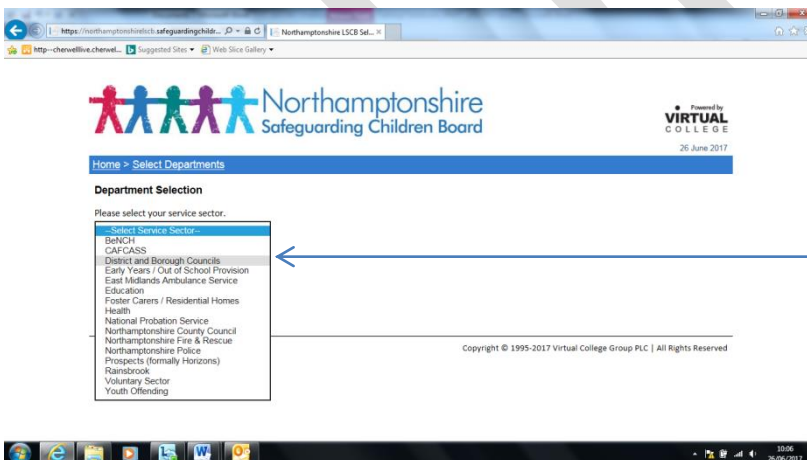
These reviews will also ensure that the framework remains fit for purpose and that all employees are able to demonstrate the level of safeguarding understanding and awareness in accordance with the level or exposure they face.

## Appendix 1: Northamptonshire Safeguarding Children's Board Training Portal Guidance

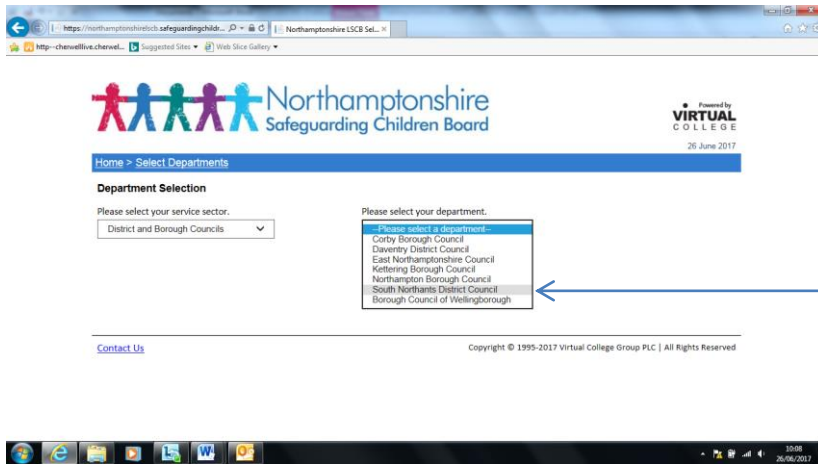
- Enter the NSCB Training Portal via this link: [Northamptonshire Safeguarding Children Board \(NSCB\) Training Portal](https://northamptonshirescb.safeguardingchildren.org.uk/)
- Select 'Everyone' from the buttons at the bottom of the home screen:



- Select District and Borough Councils from the drop down:



- Select South Northants District Council:



- Click 'Register'.
- You will then be asked to complete the new user registration. All fields marked with a \* are mandatory. **Please enter South Northants District Council as your Employer/Organisation.** Once complete click 'Register'.
- Your email address will be your username and you will be provided with a password on the next screen which can be changed once logged in.
- Select 'Click here to log on' and log on with the username and password credentials provided.
- Select 'Requested Learning' from the tabs at the top of the dashboard and then click 'Course Request'. This will bring you up a list of the courses available to you.

- Select the course you are interested in and click 'Request Course' at the bottom of the page (please only request one course at a time as the system does not carry through multiple selections and these will be lost).
- Read the summary and if appropriate, click 'Request Course' at the bottom of the page and fill in the details as requested (only fields with the red star are mandatory).
- There is no cost to us for these courses but a 0.00 must be put in the Course Cost field when asked.
- Click 'Submit Request' and the training course will have been placed in your 'Active Learning' dashboard. Click on it to begin.
- If you have requested attendance at a Face to Face course, this will be verified by email by the OSCB before appearing as confirmed on this dashboard.
- Once you have completed a course you must print the certificate to PDF to enable to training portal to register your completion. Then forward to certificate to the Safeguarding mailbox as evidence of completion.
- For face to face courses, you will be required to complete a feedback form via the training portal following the course and only upon completion of this will you be recorded as having completed the course and be able to print/save your certificate.