

Safeguarding Children & Young People

Appendix C

Safeguarding C&YP	Description	Time	Scope	Proposed Timings	Actions	Refresher training
Level 1 (Introduction)	90 minute 'E' learning package designed by OSCB for general awareness Tracking via OSCB	90 minutes	Mandatory for all staff and members To be included in induction programme for new staff	'E' learning package available from Sept 09	Statement to highlight mandatory completion	Not required but access to E learning package
Level 2 (Generalist)	Detailed course including definitions, abuse indicators and how to deal with concerns for welfare	4 hours	For all staff falling within the policy criteria	Accredited In-house trainer training takes place in Oct & Nov 09 Commence delivery end Nov 09	Identify staff falling into policy criteria Compile database against Job profiles Deliver courses and maintain database Develop long term programme	Every 2 to 3 years Part of a continual in-house programme
Level 3 (Specialist)	Specialist course to enable people to be able to manage safeguarding children responsibilities	Full day	For any employees who work with children young persons, vulnerable adults, families or carers and who are lead/designated/named members for CDC with a specific responsibility for safeguarding children within their job role.	Dates available from Sept 09	Book relevant people onto available courses	Every 3 years delivered by external specialists

Safer Recruitment	Description	Time	Scope	Proposed Timings	Actions	Refresher training
Update workshop	Session to raise awareness of the law and implications of Safer recruitment	2 hours	All staff who have attended the new Recruitment Interviewing Skills course (approx 25)	Commence Nov 09 post in-house trainer accreditation	Design workshop and roll out to relevant employees	Part of rolling programme
Current Recruitment Interviewing skills course	Existing mandatory course for staff to be able to sit on interviewing panel and to include briefing above. Deadline Jan 10	Full day	10 staff booked onto two courses between now and Dec	To continue as scheduled 2 course through to Dec		Part of rolling programme
Module 1	A course designed to cover the legal aspects, principles, process, and short listing issues	3 hours	All staff involved in the recruitment process including writing job descriptions, adverts, short listing and interviewing	Delivery from Jan 2010	Design and develop module	Part of rolling programme
Module 2	Skills based to support module 1 to include in-depth practice with questioning skills (attitudes and values)	4 hours	All staff involved in the recruitment process including writing job descriptions, adverts, short listing and interviewing	Delivery from Jan 2010	Design and develop module	Part of rolling programme