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| What training? | Who does it? | How often? | Who says it needs to be done? | How to access it in Wakefield. | Duration of course in Wakefield. |
| Basic Awareness for Everyone | All Staff. Should match to your full staff list. | Stat guidance says ‘Regular’. Local recommendation- this course every 2 years with DSL teams topping staff up in between. | DfE/Ofsted | Available via recording on Traded Services Website. Can be delivered face to face but only in exceptional circumstances. Book early in the academic year to use all year. | 3 hrs  Designed for whole school/group viewing with a DSL present. A whole school cert issued. Can be used as a mop up/induction. |
| Safer Working Practice | All Staff coming into contact with students. | Every 2 years, local recommendation with HT giving regular reminders of code of conduct etc to staff in between. | Local requirement.  Strongly advised. | Available via recording on Traded Services website. Can be delivered face to face but only in exceptional circumstances. Book early in the academic year to use all year. | 1 hr  Designed for whole school/group viewing with DSL present. A whole school cert issued. Can be used as a mop up/induction. |
| CPOMS training videos  (If your school uses the system) | All staff  DSL team | Once or twice a year as reminder of best practice.  As needed to fully understand the system. Also see regular featured webinars for Q and A sessions. | Strongly recommended to ensure all are using the system correctly and to its full advantage | [Home (site.com)](https://raptor.my.site.com/CPOMS/s/) | Videos from 2 mins to 30 mins. |
| DSL | All those doing the DSL role/part of the safeguarding team.  Additionally senior staff (principles/ Exec HT/Trust) who supervise these staff, and therefore require more understanding of the role, are welcome. | Every 2 years with evidence of top ups in between e.g. attending DSL forums/conferences/masterclasses  Only redo the Initial course if it has been significantly over 2 years since your last DSL training with no top ups. | DfE/Ofsted | Book these face to face courses through Traded Services website. | Initial – 2 days.  Refresher – 1 day.  (Current DSL’s moving from another district can do the refresher course to be inducted to Wakefield) |
| Prevent  ACT for Education  (Action Counters Terrorism) | The DSL team.  Staff and governors will need to be aware.  Recommended for all school staff | Recommended every 2 yrs. | DfE/Ofsted  DfE Protect UK | FREE Recorded training sessions available on WSCP website incl. links to national courses by Home Office etc. | Dependent on the course chosen.  Approx 1-2 hrs |
| Strategic Governor.  Staff governors will need this course as it is strategic level i.e. different from the operational training they will have received. | All governors (since Sept 22.)  It is very useful to have a DSL present at this training to explain the individual school processes to governors. | At induction then every 2 years – local recommendation. | DfE/Ofsted | This face to face course is available for individuals to book through Governor services. WSCP offer bespoke whole school/college governing board training. Online option is also available through governor services however face to face is recommended. | 3 hr course – face to face. |
| Safer Recruitment  (by Safer Recruitment Consortium trainers) | At least one individual on each interview panel.  Local recommendation- anyone who is regularly involved in interview panel. | Every 5 years. However guidance changes with every KCSIE update therefore reading and implementing Ch 3 every year is required to ensure your processes are compliant. | DfE/Ofsted | This face to face course is booked through Traded services. | Initial – 1 day  Refresher – half a day. |
| Single Central Record | Whoever maintains the SCR and whoever oversees/signs off- senior DSL. | As often as is needed. Also see Ch 3 of KCSIE. | Strongly Advised.  Webinar by KCSIE. | Recording  Link on WSCP website | 1 hr. |
| Managing Allegations against Staff | Headteacher/ Chair of Governors/Senior staff who case manage allegations. | As needed. | Not mandatory if HT/ case manager/CoG have read and understood Ch 4 KCSIE. | FREE Recording can be booked through WSCP website. | 2 hrs. |
| Working Together to Safeguarding Children - A Shared Responsibility. (A multi- agency course) | DSL’s | Every 2 years. | Not mandatory but recommended locally in the year in between DSL courses. | FREE Face to face multi-agency course booked through WSCP website. | 1 day. |
| Designated teacher Training - Looked After Children (and previously LAC) | All DTs and staff who support | Stat guidance suggests every 3 years as a minimum from your own LA Virtual School | DfE/Ofsted | Available on Traded Services Website.  Dates are available every term and also on every email from the Virtual School.  One to one available for new DTs for an introduction on how to get started | 2 hours  Designed for DTs across Wakefield to view at the same time. Sharing of good practice within the session. |
| Short courses on any specific safeguarding topic.  e.g. Online Safety/Impact of Porn/CSAM/Domestic Abuse/Operation Encompass/Neglect/  Early Help Assessments/Mental Health issues/ Suicide/Exploitation/  Trauma/Babies and Infants/FII and Perplexing presentations/Harmful Sexual Behaviour HSB  etc. | Any staff. | As needed.  Many of these key topics are covered briefly in basic level and in DSL training. However DSL’s/staff are encouraged to do further courses on topics relevant to their settings.  Domestic Abuse – incl understanding of Operation Encompass/Neglect/Online Safety/Mental Health are common issues locally and DSL’s are strongly encouraged to do topic specific training. | DfE/Ofsted  Staff need to evidence top ups. | FREE Available on WSCP website. | Depending on the course.  From 20 mins- 3 hrs. |
| DSL Forums | DSL’s – a rota of attendance between your DSL team. | Every half term. | DfE Ofsted/Local.  DSL’s need to evidence updates. | FREE Booking required on WSCP website.  Via Teams. | 1.5 hrs  Recording is available afterwards. |
| Sign up to WSCP E - bulletin | All DSL’s. Any other staff member who may be interested | Sent out monthly | Local recommendation, to evidence linking locally and keeping up to date locally. | [WSCP e-Bulletin (mailchi.mp)](https://mailchi.mp/99b6d0728c4e/wscp-e-bulletin) | [WSCP e-Bulletin (mailchi.mp)](https://mailchi.mp/99b6d0728c4e/wscp-e-bulletin) |
| Senior Mental Health Lead training | Member of SLT or someone with authority to influence and lead strategic change. | Once for this specific course. | DfE/Ofsted  (not mandatory – yet!) | DfE grant available to state funded schools.  [Senior mental health lead training - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/senior-mental-health-lead-training) | See list of providers;  Senior mental health lead training - GOV.UK (www.gov.uk) |
| Cyber security training | Staff with access to your IT network must take basic cyber security training every year.  At least one member of the governing body should complete the training. | Annually (since Sept 23) | DfE digital and technology standards for schools/colleges | [Meeting digital and technology standards in schools and colleges - Cyber security standards for schools and colleges - Guidance - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/meeting-digital-and-technology-standards-in-schools-and-colleges/cyber-security-standards-for-schools-and-colleges)  [Cyber security training for school staff - NCSC.GOV.UK](https://www.ncsc.gov.uk/information/cyber-security-training-schools) | 40 mins |

Wakefield Traded Services;

[Wakefield Traded Services](https://tradedservices.wakefield.gov.uk/)

[Wakefield Safeguarding Children Partnership | Wakefield Traded Services](https://tradedservices.wakefield.gov.uk/Services/3783)

WSCP Schools and colleges Page;

[Schools & Colleges - Wakefield Safeguarding Children (wakefieldscp.org.uk)](https://www.wakefieldscp.org.uk/schools-colleges/)

**Other courses may also link to wider safeguarding requirements e.g. First Aid, Team Teach etc.**

Using Wakefield/WSCP training ensures you are getting local information/lessons learnt and evidences your school/college linking in with Local Safeguarding Children Partnerships – a recommendation from Ofsted reviews.

Recorded training such as Basic and Safer Working Practice has the same content and status as face to face. Do not solely rely on E learning to train staff in Safeguarding as this will not allow for discussion/reflection and questions.

NB Levels do not exist in school safeguarding training e.g. level 1 or level 3 training.

Record all training in a training file with sign in sheets, certificates and DSL reflections/evidence that staff have understood e.g. quizzes.

Certificates are not always provided especially for WSCP recorded training, it is your responsibility to keep evidence for your records for example keep a flyer and reflection action log as your evidence of attendance.