



**Learn-AT**  
Learning ~ Fellowship

## **Safeguarding Training Framework Policy**

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**Please note that this policy supersedes and replaces any equivalent policies or sections of policies. This policy is non contractual and can therefore be amended without consultation. Before you use this policy, please check you have the latest version using the footer reference and Learn-AT Policy Index.**

**This policy applies to all Learn Academies Trust schools and should be read in conjunction with the latest associated guidance issued by Learn-AT.**

## **1. Introduction**

- 1.1. Learn-AT is committed to the protection and safety of its pupils, staff and all those who work within any of its settings. The Trust is committed to providing staff with the support and development they need to be able to ensure the highest standards of safeguarding so it is at the heart of its work, especially within each Academy. The provision of training throughout the Trust is considered essential to achieve this.
- 1.2. All staff across the Trust will undertake safeguarding training appropriate to their role. This will include staff within the Central Team as well as Principals. Trust Board members will have appropriate training to enable them to understand their role and expectations as Trustees.
- 1.3. In terms of training children and young people themselves in matters of safeguarding, it is important that pupils of all ages know where to go for help, for themselves or others and/or how to make complaints about the way they may be being treated. This is a high priority for the Trust and staff will be creative and sensitive to how the day to day curriculum may allow such topics to be introduced and how appropriate and sensitive information can be made available as required.
- 1.4. This Safeguarding Training Policy sets out the requirements for training for the varied groups of staff across the Trust to ensure compliance with the high standards that safeguarding requires in terms of knowledge and competence.

## **2. Process of Training**

- 2.1. Safeguarding training will be delivered through a mixture of externally delivered training and in-school training. Face-to-face training in school will be delivered by appropriately trained staff, provided with appropriate training materials and resources.
- 2.2. Detailed records will be kept of staff participation in training to make sure it is possible to check that their training is current. It will be the responsibility of individual members of staff also to monitor their own training needs and to be proactive in ensuring they are met through appropriate and timely training.
- 2.3. It will be especially important that refresher training is given a high priority to ensure on-going compliance with new local and national safeguarding developments.

### 3. New Staff and Volunteer Induction

- 3.1. All new staff joining Learn-AT, no matter where they work and in what role, will undertake a basic introduction to safeguarding as part of induction.
- 3.2. The induction process will involve the new member of staff or *volunteer* meeting with the DSL for their setting to discuss the local arrangements for safeguarding.
- 3.3. During this meeting the new member of staff or volunteer will be issued with the following documents:
  - Learn-AT Safeguarding Practice Guidance;
  - Learn-AT Safeguarding Policy
  - Learn-AT (LA Model) Staff Code of Conduct;
  - Keeping Children Safe in Education 2020 – Part 1; and Annex A
  - Learn-AT Safeguarding Induction Checklist
  - LA Safer Working Practice Leaflet
  - The academy's (LA model) Child Protection Policy
  - Academy's Behaviour policy
  - Learn-AT E-Safety policy
- 3.4. The DSL will arrange to meet the new member of staff or volunteer after a period of 2 weeks to arrange for them to complete the KCSIE Quiz, answer any questions that may have arisen from the induction and to collect the completed Learn-AT Safeguarding Induction Checklist.

### 4. Safeguarding Training for DSLs

- 4.1. Keeping Children Safe in Education 2020 recognises that the DSL and deputy DSLs should undergo training regularly. **Mandatory training for DSLs is refreshed with the LA Safeguarding Unit every two years.**
- 4.2. The on-going professional development of DSLs and their deputies is a key priority for the Trust and they will be released to attend training as appropriate with their LA/LSCB.

### 5. Safeguarding Training for Children and Young People

- 5.1. Learn-AT acknowledges the importance of children and young people in all its Academies knowing where to go for help for themselves or others. Within each Academy staff will create a culture that allows them to be able to discuss relevant and appropriate safeguarding topics that promote healthy conclusions and provide clarity on where to go for help and support.
- 5.2. At all times and in all appropriate subjects within the curriculum, staff will ensure children and young people know who to talk to within and outside of the Academy should they have any concerns relating to safeguarding.
- 5.3. The Trust and its individual academies will, from time to time, consider whether it

will be appropriate to run campaigns, deliver additional lessons or awareness-raising workshops for children and young people on safeguarding themes which have a relevance to their daily lives.

## **6. Safer Recruitment Training**

- 6.1. All recruitment panels must include one person who has up-to-date Safer Recruitment training. This is available through the LA Safeguarding Unit face-to-face, or online from various providers, including the NSPCC. It must be refreshed every two years.

## **7. Lessons from Practice – ‘a learning organisation’**

- 7.1. All training at any level and with any group of staff will integrate lessons learned from both national and local cases. It is important that training is made relevant to the work of the Trust both in reference to Trust policy and procedure and in sharing, anonymously, the types of learning from situations more likely to occur within Trust settings. Given its commitment to being a learning organisation, day to day lessons remain a key ingredient to improving standards. Lessons learned are considered as part of DSL refresher training and as part of the ongoing review work of the Designated Safeguarding Leads Network Group, which meets every half term

## **8. Recording Training Outcomes**

### **New Staff and Volunteer Induction**

- 8.1. At the end of the safeguarding induction process the DSL must collect the completed Learn-AT Safeguarding Induction Training Return Form (Appendix 1- Safeguarding Training Framework) and any quiz answer sheets and record the outcomes locally. If there is any further follow-up this must also be actioned and recorded in reasonable time.

### **Annual Safeguarding Inset**

- 8.2. Following the annual inset training for safeguarding all staff must complete an Learn-AT Safeguarding Training Return Form and return it to the DSL. If there is any further follow-up this must also be actioned and recorded in reasonable time.
- 8.3. This is also a good opportunity to ensure all staff have access to the latest policies and guidance relating to safeguarding. The DSL will be responsible for issuing part 1 of the most recent Keeping Children Safe in Education document and conducting the accompanying KCSIE Quiz. Each staff members provides formal confirmation on the training evaluation form that he or she has received a physical copy of the document, has read the document and that they understand it in relation to their role.

### **External and LSCB Training**

- 8.4. DSLs will need to keep a record of external training completed externally including certificates of completion. A copy of the outcome of training accessed by DSLs

and their deputies must be sent to the Trust Operations Manager.

All safeguarding training undertaken by staff in each school is recorded at the schools in a Safeguarding Training Record. This is an excel spreadsheet, maintained in the school office.

## 9. Safeguarding Training

Training	Who for?	When?	How?	Delivered by?
<b>Annual Safeguarding Inset Training</b>	All staff	Annually in Autumn 1	School based session (teacher training day or twilight)	DSL
<b>Regular safeguarding updates (newsletters/briefing papers provided by LA Safeguarding Unit)</b>	All staff	Every half term	Staff meeting or briefing meeting	DSL
<b>LA DSL refresher training for existing DSLs</b>	DSLs and Deputy DSLs	Every 2 years	Whole day at training venue	LA Safeguarding Unit
<b>LA training for new DSLs</b>	DSLs or Deputy DSLs	When appointed	Whole day at training venue	LA Safeguarding
<b>Staff Safeguarding Induction</b>	All new staff	First week in post	School-based	DSL
<b>Essential Reading: Keeping Children Safe in Education: Part 1 and Quiz</b>	All staff	At induction and refresher training		
<b>Keeping Children Safe in Education: Part 2 – Management of Safeguarding</b>	All governors	Annually and at induction	School based	DSL
<b>Governor Safeguarding Training</b>	All governors	Every two years	Trust school based	DSL or external provider
<b>Governor safeguarding Induction</b>	New Governors	First month after appointment	School based	DSL
<b>Managing Allegations against Staff</b>	Headteacher and Chair of Governors	Within the first 6 months of appointment or as soon as possible thereafter.	Whole day training	LA safeguarding unit.

		Refresh every 5 years.		
<b>Safer Recruitment</b>	Headteacher Chair of Governors any other senior staff or governors involved in recruitment as appropriate	Every 5 years	Online or face-to-face	NSPCC or LA Safeguarding Unit

### Keeping a record of training

***All Trust academies should keep a central electronic training record (Excel) which includes a list of all paid staff, all governors and all regular volunteers. This must be kept up-to-date, any gaps highlighted and training needs met urgently.***

## Appendix 1: Safeguarding Induction Training Return Form

Academy			
Trainer			
Training			
Date			
Please indicate below whether you feel confident that you have met each objective or whether you require further training in this area.			
Yes		I require further training in this area	
I understand clearly my role in safeguarding children from harm.			
Yes		No	
I understand the Academy procedures on how and when to report a safeguarding concern.			
Yes		No <i>(Please provide details)</i>	
I know how to respond appropriately to allegations against a member of staff.			
Yes		No <i>(Please provide details)</i>	
I know the four categories of child abuse and can recognise the signs to look for.			
Yes		No <i>(Please provide details)</i>	
I have access to and have read the Academy's Child Protection Policy.			
Yes		No <i>(Please provide details)</i>	
Please indicate below whether you feel confident that you have met each objective.			
Yes		No – I require further training	
I have access to and have read the Trust Safeguarding Policy.			
Yes		No	
I have access to and have read the Trust Staff Code of Conduct.			
Yes		No	
I have a paper copy of Part 1 of Keeping Children Safe in Education (September 2020), I			



<b>have read and understand this document in relation to my role. I have completed the Learn-AT KCSIE Quiz.</b>			
<b>Yes</b>		<b>No</b>	
<b>Please complete this form and return it once signed to the DSL for your site within two weeks of the inset session.</b>			
<b>Name</b>		<b>Signed</b>	
<b>Role</b>		<b>Date</b>	
<b>For DSL Use</b>			
<b>Have any issues been identified that require follow up?</b>			
<b>Yes (give details)</b>			<b>No</b>