

## **Levels of Staff & identifying Training which is essential, recommended & optional**

How do you identify the Safeguarding Children training which is relevant to your role?

Depending on the level of interaction of staff (paid or unpaid) have with children young people & their families or wider partners. In order to decide which level of training you require we have split the workforce into 4 levels of staff (X, A, B, & C)

We have then listed the level of training course & indicated which training levels are relevant to each role;

<b>Essential (E)</b>	Those courses which are crucial to the role
<b>Recommended (R)</b>	Those courses which are important for the role
<b>Optional (O)</b>	Those which would be useful to the role
<b>Not recommended (N/A)</b>	Those which are not particularly recommended for the role

We recommend that practitioners complete courses in the following order;

1. Those courses which are Essential
2. Those courses which are Recommended can then be accessed
3. Those course which are Optional can then be accessed where the title & content are felt to be relevant to the role

Services should also be aware that those practitioners where a courses is deemed to be essential should attend those courses before practitioners where the same course is recommended or optional.

Course level	<b>Basic Introduction to Safeguarding Children</b>  (This level of training should be delivered in house by your agency- sometimes termed 'single agency' training)	<b>Working Together to Safeguard Children</b>	<b>Seminars</b>	<b>Specialist Safeguarding Children courses</b>
<b>Levels of staff &amp; volunteers</b>				
<b>X</b> Those staff with very little face to face contact with children, young people & parents & carers. Including all staff involved with information concerning children, young people & families (eg admin staff)	<b>E Essential</b>	<b>N/A Not Recommended</b>	<b>N/A Not Recommended</b>	<b>N/A Not Recommended</b>
<b>A</b> <b>All</b> those in regular contact with children, young people and adults who are parents/carers in their day to day work.	<b>E Essential</b>	<b>O Optional</b>	<b>O Optional</b>	<b>N/A Not Recommended</b>
<b>B</b> Those who work regularly with children, young people and adults who are parents/carers. Including those with <b>particular responsibility for safeguarding children</b> including designated child protection officers & managers who supervise practitioners and volunteers & those who attend Case Conferences & Core Groups regularly.	<b>E Essential</b>	<b>E Essential</b>	<b>R Recommended</b>	<b>O Optional</b>
<b>C</b> Those with a <b>particular responsibility for safeguarding children</b> in their job roles & those who have <b>strategic responsibility</b> for commissioning and providing services to children, young people and adults who are parents/carers including members of the Local Safeguarding Children Board.	<b>E Essential</b>	<b>R Recommended</b>	<b>O Optional</b>	<b>O Optional</b>