

## Child Protection and Safeguarding Training: Guidance for Schools – September 2023

Governing bodies and proprietors must ensure that they comply with their duties under legislation and local guidance to ensure that the policies, procedures and training in their schools or colleges are effective and comply with the law at all times.

This document sets out Bath and North East Somerset Community Safety and Safeguarding Partnership (BCSSP) guidance on the recommended minimum levels of Child Protection and Safeguarding Training for schools and staff working within them.

Inter-agency Safeguarding and Child Protection Training is provided by the BCSSP. The BCSSP Introduction to Child Protection Course is a pre-requisite for those wishing to attend the Advanced Inter-agency Child Protection Course.

BCSSP documents and information can be found on the website: <https://bcssp.org.uk> [please note policies under review / awaiting review may refer to B&NES previous Local Safeguarding Board - LSCB]

Please refer to the table of charges for BCSSP training including late cancellation and non-attendance costs, which can be found [www.bathnes.gov.uk/childprotectiontraining](http://www.bathnes.gov.uk/childprotectiontraining)

### Roles and recommended training

Role	Recommended Training
All school staff	<p><b>Induction</b></p> <p>It is essential that everybody working in a school or college understands their safeguarding responsibilities. <b>All</b> staff members should be aware of systems within their school or college which support safeguarding and the early help process and these should be explained to them as part of staff induction. This includes:</p> <ul style="list-style-type: none"><li>• the school's or college's child protection policy (which should amongst other things also include the policy and procedures to deal with child on child abuse);</li><li>• the school's or college's behaviour policy (which should include measures to prevent bullying, including cyberbullying, prejudice-based and discriminatory bullying);</li><li>• the school's or college's staff behaviour policy (sometimes called a code of conduct) which should amongst other things, include low-level concerns, allegations against staff and whistleblowing</li><li>• the safeguarding response to children who are absent from education, particularly on repeat occasions and/or prolonged periods; and</li><li>• the role of designated safeguarding lead (including the identity of the designated safeguarding lead and any deputies).</li></ul> <p>All staff and volunteers should be given copies of policies and know the procedures to follow if concerns are held about a member of staff, understand the whistle blowing procedures and be provided information on the NSPCC whistleblowing helpline.</p>

	<p>Part one of Keeping Children Safe in Education should also be provided to staff at induction. It is recommended that the headteacher/principal/designated safeguarding lead takes steps to ensure that all staff have read this document and sign to confirm they have done so. Annex A (a condensed version of Part one) can be provided (instead of part one) to those staff who do <b>not</b> directly work with children, if the governing body or proprietor think it will provide a better basis for those staff to promote the welfare of and safeguard children.</p> <p>All staff should receive appropriate training and updates in line with paragraphs 14 through to 24 of Part One of Keeping Children Safe in Education.</p> <p>Whole School Child Protection Training, updated at least every 3 years. This is <b>single agency training</b> and can be delivered by the school's DSL using the BCSSP Single Agency Training Pack. <b>All</b> staff should attend including catering, cleaning staff, MDSAs and volunteers.</p> <p>In addition all teachers (as defined by the education act 2002) should be made aware of their mandatory reporting requirement regarding Female Genital Mutilation and all staff should receive regular safeguarding and Child Protection updates (eg: via email, e-bulletins and staff meetings) as required, <b>but at least annually</b>, to provide them with relevant skills and knowledge to safeguard children effectively.</p>
<p><b>Governors</b></p>	<p><b>Induction</b></p> <p>Induction training must include training on safeguarding children to enable child protection responsibilities to be fulfilled effectively and to comply with the responsibilities of governing bodies in statutory guidance Keeping Children Safe in Education. This training should equip governors and trustees with the knowledge to provide strategic challenge to test and assure themselves that the safeguarding policies and procedures in place in schools and colleges are effective and support the delivery of a robust whole school approach to safeguarding</p> <p>All governors and trustees should receive appropriate refresher training, such as attending (at least every 3 years) the school's whole school training or by completing:</p> <ul style="list-style-type: none"> <li>• E-learning module – Safeguarding and Child Protection</li> </ul> <p>For more information and to access the e-learning go to: <a href="https://extlearning.bathnes.gov.uk">https://extlearning.bathnes.gov.uk</a></p> <p>The following training options are also available if appropriate:</p> <ul style="list-style-type: none"> <li>• Safer Recruitment (if involved in recruitment and selection)</li> </ul> <p>[Please note the NSPCC offer an online safeguarding course for school governors and boards, for more information go to <a href="https://learning.nspcc.org.uk/training/child-protection-school-governors">https://learning.nspcc.org.uk/training/child-protection-school-governors</a>]</p>

<p><b>Nominated Governor</b>          Para 80          Keeping Safe says          “Governing bodies and proprietors should have a senior board level (or equivalent) lead to take leadership responsibility for their school’s or college’s safeguarding arrangements. “</p>	<p><b>Induction</b></p> <ul style="list-style-type: none"> <li>• Safeguarding Induction Training – see section for ‘All School Staff’</li> <li>• E-learning module – Safeguarding and Child Protection</li> </ul> <p>For more information and to access the e-learning go to: <a href="https://extlearning.bathnes.gov.uk">https://extlearning.bathnes.gov.uk</a></p> <p><b>Single agency training</b></p> <ul style="list-style-type: none"> <li>• Attend any whole school child protection training (at least every 3 years).</li> </ul> <p>The following training options are also available if appropriate:</p> <ul style="list-style-type: none"> <li>• Introduction to Child Protection Training</li> <li>• Safer Recruitment (if involved in recruitment and selection) cohort</li> </ul>
<p><b>Head teachers</b></p>	<p>For staff new to this role it is recommended that they complete:</p> <p><b>Single agency training</b></p> <ul style="list-style-type: none"> <li>• Safeguarding Induction Training – see section for ‘All School Staff’</li> <li>• E-learning module – Safeguarding and Child Protection</li> <li>• Whole School Child Protection Training (at least every 3 years)</li> </ul> <p>For more information and to access the e-learning go to: <a href="https://extlearning.bathnes.gov.uk">https://extlearning.bathnes.gov.uk</a></p> <p>It is also recommended that all head teachers complete the DSL Multi-Agency training pathway, as below. Child Protection Training should be updated every 3 years. It is also advisable that headteachers have up-to date Safer Recruitment training to facilitate appointment processes and to ensure that the school is meeting its safer recruitment responsibilities. (Please note that it is a statutory requirement that at least one member of an interview panel has completed safer recruitment training.)</p>

**Designated  
Safeguarding  
Lead / Deputy  
Designated  
Safeguarding  
Lead**

**Single agency training**

- Safeguarding Induction Training – see section for ‘All School Staff’
- Whole School Child Protection Training (at least every 3 years)

N.B. DSLs who wish to deliver the Whole School Child Protection Training must complete a Training for Trainers course run by the B&NES Community Safety and Safeguarding Partnership.

**Multi-Agency training**

In addition the role requires a multi-agency perspective and DSLs and Deputy DSL’s should complete BCSSP Multi-agency Child Protection and Safeguarding Training as follows:

- Introduction to Child Protection (if not completed previously)
- Advanced Interagency Child Protection
- Prevent Awareness training
- Regular inter-agency training in line with this guidance (see below)
- Safer Recruitment (if involved in the recruitment of staff)

**Updating your training**

Once the Advanced Inter-agency Child Protection course has been completed then DSLs can keep their training up to date by attending an appropriate advanced or specialist level course at least every 2 years.

Please note that because the inter-agency processes and procedures for children who are at risk of, or who are, suffering significant harm change in response to national and local guidance, DSLs should attend the Advanced Inter-agency Child Protection course or the Advanced Inter-agency Child Protection Update Course at least every 4 years.

For information on all BCSSP courses and to book a place go to <https://extlearning.bathnes.gov.uk>

In addition to their formal training, as set out above, DSL’s knowledge and skills, should be refreshed (this might be via e-bulletins, meeting other designated safeguarding leads, or simply taking time to read and digest safeguarding developments) at regular intervals, as required, and at least annually, to allow them to understand and keep up with any developments relevant to their role. To assist DSLs in this responsibility the BCSSP provide regular newsletters, policies and Partnership information which can be accessed on the BCSSP website or on the resource pages of the Hub.

Additionally School’s Child Protection forums are held on a 6 monthly basis.

<b>Volunteers</b>	<p><b>Volunteers who work with children</b> need to be made aware of the school’s arrangements for child protection and their responsibilities, including to whom concerns must be reported.</p> <p>In addition the following training options are available and appropriate:</p> <ul style="list-style-type: none"> <li>• E-learning module – Safeguarding and Child Protection</li> <li>• attend the whole school child protection training</li> </ul> <p>For more information and to access the e-learning go to: <a href="https://extlearning.bathnes.gov.uk">https://extlearning.bathnes.gov.uk</a></p>
<b>Contractors, supply staff, agency staff, specialist sports drama or music staff, &amp; similar</b>	<p>The school must carry out checks to confirm that these individuals have had child protection training from their own organisation, and that this has been kept up to date.</p>

**Record of training** - schools need to be able to demonstrate compliance with guidance on training. Accordingly clear record keeping is essential. It must be possible to identify from the record any staff / governor / volunteer / other who requires update training.

• **Schools will need to have a clear record of the following:**

- Name and position of member of staff / governor / volunteer / other
- Date joined the school / appointment to the post
- Date of CP induction training
- Brief outline of what was covered
- Date of refresher training, covering the same information as above.
- It is recommended that all of the above training information is kept with the school’s wider Safeguarding Evidence folder-together with CP policies, Safeguarding Action Plan, audits etc.

For information about how to make best use of the online booking system please visit <https://extlearning.bathnes.gov.uk>

If you need further advice or support please contact the Children’s Workforce Training Team at:

Email: [Childrensandadultsworkforce\\_training@bathnes.gov.uk](mailto:Childrensandadultsworkforce_training@bathnes.gov.uk)

Post: Children’s Workforce Training, Bath & North East Somerset Council, (Keynsham Civic Centre), Manvers Street, Bath BA1 1JG

## Appendix 1-Summary of relevant legislation

Below is a summary of some key pieces of legislation and guidance relevant to safeguarding. Please refer to the full and up to date versions of these documents for details.

**Keeping Children Safe in Education 2023** is statutory guidance from the Department for Education issued under:

- Section 175, Education Act 2002;
- Education (Independent School Standards) Regulations 2014,
- Education (Non-Maintained Special Schools) (England) Regulations 2015
- Apprenticeships, Skills, Children and Learning Act 2009 [Please note KCSIE applies to providers of post 16 education as set out in this Act]

Schools and colleges in England must have regard to it when carrying out their duties to safeguard and promote the welfare of children. For the purposes of this guidance children includes everyone under the age of 18.

The guidance contains information on what schools and colleges “must” and “should” do, using the term “must” when the person in question is legally required to do something and “should” when the advice set out should be followed unless there is good reason not to. It should be read alongside statutory guidance - Working Together to Safeguard Children 2018, and departmental advice - What to do if you are Worried a Child is Being Abused - Advice for Practitioners

[Please note that previous departmental advice - Sexual Violence and Sexual Harassment Between Children in Schools and Colleges has been merged into KCSIE.]

### Who this guidance is for

This statutory guidance should be read and followed by:

- governing bodies of maintained schools (including maintained nursery schools) and colleges and colleges which includes providers of post 16 Education as set out in the Apprenticeships, Skills, Children and Learning Act 2009 (as amended): 16-19 Academies, Special Post-16 institutions and Independent Training Providers
- proprietors of independent schools (including academies, free schools and alternative provision academies) and non-maintained special schools. In the case of academies, free schools and alternative provision academies, the proprietor will be the academy trust;
- management committees of pupil referral units (PRUs); and
- senior leadership teams.

Throughout the guidance, reference to “governing bodies and proprietors” includes management committees unless otherwise stated

### Multi-agency working

- Governing bodies and proprietors should ensure that the school or college contributes to inter-agency working in line with statutory guidance Working Together to Safeguard Children 2018.

- Schools (including those in multi-academy trusts) and colleges in the local area should be fully engaged, involved, and included in safeguarding arrangements
- Governing bodies, proprietors, management committees and their senior leadership teams, especially their designated safeguarding leads should make themselves aware and follow the new local arrangements.
- Governing bodies and proprietors should understand the local criteria for action and the local protocol for assessment and ensure they are reflected in their own policies and procedures. They should also be prepared to supply information as requested by the safeguarding partners.
- Schools and colleges should work with local authority children's social care, the police, health services and other services to promote the welfare of children and protect them from harm. This includes providing a coordinated offer of early help when additional needs of children are identified and contributing to inter-agency plans to provide additional support to children subject to child protection plans.

### **Safeguarding policies**

- Governing bodies and proprietors should ensure there is an effective child protection policy in place together with a behaviour policy and a staff behaviour policy (code of conduct). These should be provided to all staff – including temporary staff and volunteers – on induction. The child protection policy should describe procedures which are in accordance with government guidance and refer to locally agreed inter-agency procedures, be updated annually, and be available publicly either via the school or college website or by other means.
- Headteachers and principals should ensure that the policies and procedures adopted by governing bodies and proprietors, particularly concerning referrals of cases of suspected abuse and neglect, are followed by all staff.

### **The designated safeguarding lead**

- Governing bodies and proprietors should appoint a senior member of staff of the school's or college's leadership team to the role of designated safeguarding lead. (It is not appropriate for the proprietor to be the designated safeguarding lead.) This should be explicit in the role-holder's job description (Annex C describes the broad areas of responsibility and activities related to the role). This person should have the appropriate authority and be given the time, funding, training, resources and support to provide advice and support to other staff on child welfare and child protection matters, to take part in strategy discussions and inter-agency meetings – and/or to support other staff to do so, contribute to the assessment of children and maintain child welfare and child protection records.
- The designated safeguarding lead should liaise with the local authority and work with other agencies in line with Working Together to Safeguard Children 2018.
- There should always be cover for this role.

### **Safer Recruitment**

- Governing bodies and proprietors should prevent people who pose a risk of harm from working with children by adhering to statutory responsibilities to check staff who work with children, taking proportionate decisions on whether to ask for any checks beyond what is required and ensuring volunteers are appropriately supervised. The school or college should have written recruitment and selection policies and procedures in place.
- The School Staffing (England) Regulations 2009 and the Education (Pupil Referral Units) (Application of Enactments) (England) Regulations 2007 require governing bodies of maintained schools to ensure that at least one person that at least one of the persons who conducts an interview has completed safer recruitment training.

## **Other relevant legislation and guidance:**

### **Working Together to Safeguard Children 2018**

Statutory guidance on inter-agency working to safeguard and promote the welfare of children which covers:

- the legislative requirements placed on individual services
- a framework for the three local safeguarding to make arrangements to work together to safeguard and promote the welfare of local children including identifying and responding to their needs
- a framework for the two child death review partners to make arrangements to review all deaths of children normally resident in the local area, and if they consider it appropriate, for those not normally resident in the area

### **The Children Act 1989**

A key piece of legislation, both in private law and public law, dealing with responsibilities of individuals and the state towards children and young people in meeting their welfare needs.

### **The Children Act 2004** (The Children Act 2004 amended the Children Act 1989)

This legislation drives the whole-system change in the delivery of children's services resulting from the Every Child matters agenda. In particular, it calls for:

- Improved outcomes for children and young people, to ensure that all children are healthy, stay safe, enjoy and achieve make a positive contribution and achieve economic well-being;
- A focus on opportunities for all and narrowing gaps;
- Support for parents, carers and families;
- A shift to prevention, early identification and intervention; and
- Integrated and personalised services

### **Ofsted's Education Inspection Framework**

The education inspection framework in use from September 2019 sets out the principles that apply to inspection, and the main judgements that inspectors make when carrying out inspections of maintained schools, academies, non-association independent schools, further education and skills providers and registered early years settings in England. Inspectors will always report on whether or not arrangements for safeguarding children and learners are effective.

### **Inspecting safeguarding in early years, education and skills settings**

This guidance sets out the key points inspectors need to consider when inspecting safeguarding in early years, education and skills settings. It needs to be read alongside the Education Inspection Framework.

### **Guidance for Safer Working Practice**

The document seeks to ensure that the responsibilities of educational settings leaders towards children and staff are discharged by raising awareness of illegal, unsafe, unprofessional and unwise behaviour. It should assist staff to monitor their own standards and practice and reduce the risk of allegations being made against them.



The guidance will also support employers in giving a clear message that unacceptable behaviour will not be tolerated and that, where appropriate, legal or disciplinary action is likely to follow. Once adopted, as part of an establishment's staff behaviour policy, the school or settings may refer to the document in any disciplinary proceedings

Please note: The guidance for Safer Working Practices was updated in Feb 2022 to incorporate both the GSWP Covid addendum (2020) and KCSIE expectations around low level concern reporting.

**NPCC- When to call the police - Guidance for schools & colleges**

This advice covers incidents on school and college premises where students have potentially committed a crime. It provides guidance on what schools and colleges should bear in mind when considering contacting the police. Please note the advice does not cover safeguarding incidents.