



# **Guildford Borough Council Safeguarding Policy and Procedure**

## **Part 3 – Training Framework**

### **Document Information**

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## **Guildford Borough Council Training Pathways**

Guildford Borough Council recognise that for staff to fulfil their own duties in line with our statutory safeguarding duties, they will have different training needs, which are dependent on their degree of contact with the public including children and adults and their job role. Each role within the organisation will be grouped between 1-4. Dependent on your role, you may be expected to complete additional safeguarding training. This is outlined below. Managers can decide whether additional training is required for their teams based on their roles and responsibilities but below is detailed the minimum training that staff must complete

**Managers** are responsible for:

- ensuring staff complete mandatory safeguarding training as part of their induction
- ensuring their staff access the appropriate level of training freely available through the relevant safeguarding board/partnership
- reviewing and monitoring safeguarding training including refreshers through one to one's and PAM's ensuring safeguarding training is recorded

The Care Act statutory guidance states: 'Employers must ensure that staff, including volunteers, are trained in recognising the symptoms of abuse or neglect, how to respond and where to go for advice and assistance' (Care Act statutory guidance section 14.102).

Guildford Borough Council has adopted a four-level approach:

Level 1 – All staff

Level 2 – Aimed at anyone with a safeguarding responsibility

Level 3 – Specialist roles

Level 4 – Management

### ***What safeguarding training is available?***

[SCCP](#) training and [SSAB](#) training provide a broad annual programme of both online and face to face training in all areas of safeguarding. This training can be accessed free of charge. All training undertaken is recorded through personal log ins to the course portals.

### ***Surrey Safeguarding Children Partnership***

SSCP provides around 60 partnership safeguarding workshops for practitioners, managers, and volunteers through the Surrey Children's Services Academy. They are provided to meet statutory duties and develop additional skills and knowledge for those working with children, young people, and their families in Surrey.

The workshops reflect learning and good practice from case reviews, audits, domestic homicide reviews and child deaths as well as changes in legislation, policy, and guidance. They are provided to meet statutory duties and develop additional skills and knowledge

**This Policy must be read alongside our Safeguarding Policy (Part 1) & Procedures (Part 2)**

Learning is multi agency, providing professionals with a vital opportunity to learn from each other and with each other; ensuring that professionals work together and share information within the safeguarding process to ensure positive outcomes for children and families.

***Surrey Safeguarding Adults Board***

SSAB provides a range of learning opportunities to support Surrey adult social care providers through the Surrey Skills Academy. It is the role of the Surrey SSAB to ensure that staff who work with adults with care and support needs can effectively and appropriately meet their statutory responsibilities and have received the necessary training.

**Safer Guildford Partnership annual programme**

The Safer Guildford Partnership provide a free annual training programme for all partner members and their staff. Training themes are based on the SGP priorities:

- Suicide awareness
- Domestic Abuse
- Prevent
- Fraud

<b>Group</b>	<b>Descriptor</b>	<b>Typical roles</b>	<b>Training</b>
<b>1</b>	All Staff	All Staff and councillors, including any agency/temp workers or volunteers	<p><b>E-learn safeguarding course via WorkRite</b></p> <p>To be completed within the first 3 months of employment and refreshed every 3 years.</p> <p>For those with no access IT, bespoke training will be provided face to face</p> <p>Councillors will also receive further safeguarding training via teams as part of their induction with the Assistant Director of Communities.</p>
<b>2</b>	Staff in infrequent or indirect contact with children, young people and/or parents/carers who may become aware of possible abuse or neglect.	Customer service, environmental health, compliance, park rangers, heritage and leisure staff, community centre staff, community safety teams, aids and	Above training must be completed as well as the following: some roles will need to complete both, some will only do one e.g. care officers working at the HIVE would only need to complete the adult safeguarding essentials training as this is specific to their role and they do not have contact with children

	Staff contact with adults with care and support needs who may become aware of possible abuse or neglect.	adaptation teams, careline teams	<p><b>Working Together to Safeguard Children</b></p> <p>E-learning via the SSCP.</p> <p>To be completed within the first 6 months of employment</p> <p>Length – one hour</p> <p>Refresher – every three years</p> <p><b>Adult Safeguarding Essentials</b></p> <p>In person/online via SSAB</p> <p>To be completed within the first 6 months</p> <p>Refresher set by SSAB</p>
<b>3</b>	Those in regular contact or have a period of intense but irregular contact, with children, young people, parents/carers	housing staff, family support team, playworkers, sports and leisure staff, disability specialists, community youth groups, play scheme volunteers	<p>Above training must be completed as well as the following:</p> <p><b>Safeguarding in Surrey: Multi Agency Safeguarding Children (SCSA)</b></p> <p>Instructor led training via the SSCP</p> <p>To be completed within the first 6 months of employment</p> <p>Length – 6 hours</p> <p>Refresher set by SSCP</p>
<b>4</b>	Managers of teams who are in group 3, including assistant directors and directors	Managers within community services, housing managers	<p><b>Advanced Safeguarding in Surrey: Child Protection Process and Children in Care (SCSA)</b></p> <p>Instructor led training via the SSCP</p> <p>To be completed within the first 6 months of employment</p> <p>Length – 6 hours</p> <p>Refresher set by SSCP</p>

			<p><b>Contributing to a section 42 enquiry</b></p> <p>Instructor led training via the SSAB</p> <p>To be completed within the first 6 months of employment</p> <p>Length – one day</p> <p>Refresher set by SSAB</p>
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There are a whole host of other courses that become available through the SSAB and SSCP, it is the managers responsibility to check that their teams are equipped to do their jobs but above is the bare minimum safeguarding training that must be completed. If there is any uncertainty, reach out to a safeguarding lead to discuss.