

Which courses should staff complete?

We provide a wide range of training options with course pathways dependent on a member of staff's role.

Clearly not all staff need to complete every course within the suite.

To help you plan who should do what, please look at the tables below:

NEW EMPLOYEES:			
COURSE TITLES	IN REGULATED ACTIVITY	NOT IN REGULATED ACTIVITY	IN ADMINISTRATION ROLES
Administration of Medication	OPTIONAL	OPTIONAL	OPTIONAL
Child Protection part 1	✓		
Child Protection part 2	✓		
Child Protection - Administration Staff			✓
Child Protection - Administration Staff Refresher			
Child Protection - Ancillary Staff		✓	
Child Protection - Ancillary Staff Refresher			
Child Protection - Introduction to Thematics		✓	✓
Child Protection - Regulated Activity Refresher			
County Lines	✓		
CSE	✓		
CSE Refresher			
Domestic Abuse	✓	✓	✓
e-Safety	✓	✓	✓
FGM Awareness	✓		
FGM Awareness Refresher			
Fire Safety Awareness in Educational Settings	✓	✓	✓
Fire Warden in Educational Settings	OPTIONAL	OPTIONAL	OPTIONAL
Food Safety in Educational Settings	OPTIONAL	OPTIONAL	OPTIONAL
Forced Marriage	✓		
Forced Marriage Refresher			
GDPR	✓	✓	✓
HBV	✓		
HBV Refresher			
Health & Safety	✓	✓	✓
Policy in Practice	OPTIONAL	OPTIONAL	OPTIONAL
Prevent Duty	✓		
Prevent Duty Refresher			
Risk Assessment	✓	OPTIONAL	OPTIONAL
Safer Recruitment	OPTIONAL		OPTIONAL
Serious Violence	✓	✓	✓
Serious Violence Refresher			

EXISTING EMPLOYEES:						
COURSE TITLES	IN REGULATED ACTIVITY	NOT IN REGULATED ACTIVITY		ADMIN STAFF		
	HAS COMPLETED OUR CORE TRAINING COURSES?					
	NO	YES	NO	YES	NO	YES
Administration of Medication	OPTIONAL		OPTIONAL		OPTIONAL	OPTIONAL
Child Protection part 1	✓					
Child Protection part 2	✓					
Child Protection - Administration Staff					✓	
Child Protection - Administration Staff Refresher						✓
Child Protection - Ancillary Staff			✓			
Child Protection - Ancillary Staff Refresher				✓		
Child Protection - Introduction to Thematics			✓	✓	✓	✓
Child Protection - Regulated Activity Refresher		✓				
County Lines	✓	✓	✓			
CSE	✓		OPTIONAL			
CSE Refresher		✓		OPTIONAL		
Domestic Abuse	✓	✓	✓	✓	✓	✓
e-Safety	✓		✓		✓	✓
FGM Awareness	✓		OPTIONAL			
FGM Awareness Refresher		✓		OPTIONAL		
Fire Safety Awareness in Educational Settings	✓	✓	✓	✓	✓	✓
Fire Warden Educational Settings	OPTIONAL	OPTIONAL	OPTIONAL	OPTIONAL	OPTIONAL	OPTIONAL
Food Safety in Educational Settings	OPTIONAL		OPTIONAL			
Forced Marriage	✓		OPTIONAL			
Forced Marriage Refresher		✓		OPTIONAL		
GDPR	✓		✓		✓	✓
HBV	✓		OPTIONAL			
HBV Refresher		✓		OPTIONAL		
Health & Safety	✓		✓		✓	✓
Policy in Practice	OPTIONAL		OPTIONAL			
Prevent Duty	✓		✓			
Prevent Duty Refresher		✓		✓		
Risk Assessment	✓		OPTIONAL			
Safer Recruitment	OPTIONAL		OPTIONAL		OPTIONAL	OPTIONAL
Serious Violence	✓		✓		✓	
Serious Violence Refresher		✓		✓		✓

OTHER ROLES:						
COURSE TITLES	DSL		GOVERNORS / TRUSTEES		VOLUNTEERS	
	NEW TO ROLE ¹	HAS COMPLETED CORE TRAINING ²		NAMED	IN REGULATED ACTIVITY	NOT IN REGULATED ACTIVITY
Child Protection part 1					✓	
Child Protection part 2					✓	
Child Protection - Ancilliary Staff						✓
Child Protection - Introduction to Thematics			OPTIONAL	✓	✓	✓
Domestic Abuse	✓	✓	✓	✓	✓	✓
DSL (Core 3 parts Training)	✓					
DSL SEND (part 3)		✓ ³				
DSL Refresher		✓				
Food Safety in Educational Settings					OPTIONAL	OPTIONAL
GDPR			✓	✓	✓	✓
Health & Safety			OPTIONAL	OPTIONAL	OPTIONAL	
Policy in Practice			OPTIONAL	OPTIONAL		
Risk Assessment			OPTIONAL	✓		
Safeguarding for Governance			✓			
Safeguarding for Safeguarding Named Governor				✓		
Safer Recruitment			OPTIONAL	OPTIONAL		
Serious Violence	✓		✓		✓	
Serious Violence Refresher		✓		✓		✓

1 Note: Staff new to the DSL role should also have completed core child protection and thematics training. If not completed our core modules should be accessed.

2 Note: The core training referred to includes child protection and all thematic topics. If not completed our core modules should be accessed.

3 Note: For staff who have not completed SEND training.