Education Safeguarding Team

Cambridgeshire and Peterborough Training Programme

September 2019 – July 2020
## Contents

<table>
<thead>
<tr>
<th>Contents</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Introduction</strong></td>
<td>2 - 3</td>
</tr>
<tr>
<td><strong>Statutory Courses</strong></td>
<td></td>
</tr>
<tr>
<td>Designated Safeguarding Lead/Deputy Lead - Two Day Training</td>
<td>4</td>
</tr>
<tr>
<td>Designated Safeguarding Lead/Deputy Lead Refresher Training</td>
<td>5</td>
</tr>
<tr>
<td>Basic Safeguarding Training</td>
<td>6</td>
</tr>
<tr>
<td>School Governance – An Introduction to Child Protection and Safeguarding</td>
<td>7</td>
</tr>
<tr>
<td><strong>Other Topics</strong></td>
<td></td>
</tr>
<tr>
<td>Child Criminal Exploitation</td>
<td>8</td>
</tr>
<tr>
<td>Domestic Abuse: The Role of the Domestic Abuse Lead in Schools and Colleges</td>
<td>9</td>
</tr>
<tr>
<td>Domestic Abuse – An Introduction to Risk Assessments and Safety Planning for Schools</td>
<td>10</td>
</tr>
<tr>
<td>Loss and Separation</td>
<td>11</td>
</tr>
<tr>
<td>Online Safety Lead Training</td>
<td>12</td>
</tr>
<tr>
<td>Prevent Lead Training</td>
<td>13</td>
</tr>
<tr>
<td>Protective Behaviours Accredited Foundation Training</td>
<td>14</td>
</tr>
<tr>
<td>Supporting Primary Aged Children who Display Harmful Sexual Behaviours</td>
<td>15</td>
</tr>
<tr>
<td>Understanding and Supporting children with Anger Management</td>
<td>16</td>
</tr>
<tr>
<td>Working with Children and Young People who Self Harm</td>
<td>17</td>
</tr>
<tr>
<td><strong>Professional Development Opportunities for all Staff</strong></td>
<td></td>
</tr>
<tr>
<td>Basic Safeguarding</td>
<td>18</td>
</tr>
<tr>
<td>Protective Behaviours – 1 day Training</td>
<td>19</td>
</tr>
<tr>
<td>Protective Behaviours – 3 hour Training</td>
<td></td>
</tr>
<tr>
<td><strong>Twilight Sessions</strong></td>
<td></td>
</tr>
<tr>
<td>Angry Children</td>
<td>20</td>
</tr>
<tr>
<td>Children and Domestic Abuse</td>
<td>20</td>
</tr>
<tr>
<td>Child Criminal Exploitation</td>
<td>20</td>
</tr>
<tr>
<td>Having Difficult Conversations with Parents</td>
<td>20</td>
</tr>
<tr>
<td>Logging and Record-keeping</td>
<td>20</td>
</tr>
<tr>
<td>Protective Behaviours</td>
<td>21</td>
</tr>
<tr>
<td>Protective Ethos and Safer Working Practices</td>
<td>21</td>
</tr>
<tr>
<td>Working with Children and Young People who Self Harm</td>
<td>21</td>
</tr>
<tr>
<td><strong>Child Protection Information Network Meetings</strong></td>
<td>22</td>
</tr>
<tr>
<td><strong>Domestic Abuse Conference</strong></td>
<td>23</td>
</tr>
<tr>
<td><strong>Annual Safeguarding Subscription Package for Academies and Independent Schools</strong></td>
<td>24</td>
</tr>
<tr>
<td><strong>Booking Terms and Conditions, Cancellation Policy and Changes to Courses</strong></td>
<td>25</td>
</tr>
</tbody>
</table>
Introduction

Welcome to our training programme for 2019 - 2020

In these pages you will find a range of training opportunities on the theme of safeguarding children. We believe there is likely to be something for every one of your staff. Some of the courses have a specific education focus, but many are suitable for participants from other agencies working in the area of safeguarding and child protection.

We have a model of training that meets the statutory requirement outlined in Keeping Children Safe in Education, 2019 for all Designated Safeguarding Leads and Deputies in schools and colleges. We deliver a two-day course for all those who are new to the role of Designated Safeguarding Lead in schools. If you have already completed our two-day course, your name will appear on our records and we will contact you every two years and ask you to update your training by attending a one-day refresher course.

We would very much appreciate having as much notice as possible about new Designated Safeguarding Personnel so that we can plan our courses accordingly to ensure enough places are available for all those who need to attend. Please contact Tracey Carter on 01223 729039 to discuss your training needs in relation to Designated Safeguarding Personnel.

A further requirement is that whole school staff groups should be updated “regularly”. On page 18 you will see details of the Basic Safeguarding INSET course that we can deliver at your school or establishment. This is a full three hour course and is usually delivered on a training day. Since training days are busy times for us as a team, it would be advisable to book up well in advance. It is especially helpful if you could arrange a training day that is one of the optional days to maximise flexibility. If you would like to book an INSET, please contact us by emailing: ECPS.CourseBookings@cambridgeshire.gov.uk

If, as a Designated Safeguarding Lead/Deputy Lead, you would prefer to deliver Basic Safeguarding training to your staff, we have produced a training pack, consisting of a PowerPoint presentation including teaching notes for each slide, an information handout for staff, case studies, a certificate template and other materials. The pack is updated every year and costs £100 for Cambridgeshire and Peterborough establishments and £120 for establishments in other Local Authorities. Please email ECPS.CourseBookings@cambridgeshire.gov.uk to request the training pack.

I would like to draw your attention to the following courses on offer this year:

- **Online Safety Lead** - this area is constantly changing as technology advances but the basic principles of keeping safe still apply. Keeping Children Safe in Education has outlined the expectation of schools and colleges in relation to Online Safety and so we are recommending that every establishment has an Online Safety Lead who has done additional training in this area. This new course, run by our colleagues from The ICT Service, will enable you to fulfil that role in line with KCSiE. See page 12

- **Child Criminal Exploitation** – another area of increasing concern whether that be sexual exploitation or criminal exploitation leading to County Lines. This new course delivered alongside the MET Hub and the Safeguarding Board’s Exploitation Coordinator will look at the local context, referral pathways and how to work with children and young people who may be being exploited. See page 8

- **Protective Behaviours Foundation Training** – We are fortunate to have a member of our team, Fiona Fletcher, who is accredited in this training and so we can offer this 2 day course and further training opportunities in using Protective Behaviours (PB) - a practical, down to earth approach to personal safety. The Foundation course introduces the 5 elements of the PB process and provides opportunities to experience the 7 strategies in action. See page 14
We are also pleased to announce that we have organised a one day Domestic Abuse conference and have secured nationally and internationally renowned keynote speakers and experts in their fields as well as local specialists. For more information see page 23

Please also have a look at the other topics we are able to offer for your whole-school professional development in the section starting on page 18. We continually try to respond to current issues and concerns which are necessary to update your staff’s knowledge and skills. If you would like to discuss these professional development opportunities, or if you have a specific training need, we are happy to talk through your individual requirements.

Our Child Protection Information Network (CPIN) meetings will continue this year to further update staff on both national and local developments and initiatives. The meetings will run once a term in each area and please see page 22 for further details. The Autumn term meetings topic will be Child Criminal Exploitation including input from our MET Hub. Later meeting dates and topics to be discussed will be sent out separately. We would also welcome any suggestions you may have for future courses or professional development and topics to be considered at CPIN meetings. We would also appreciate offers from schools to host future meetings. If you can offer your school as a venue, please email nicky.o’connell@cambridgeshire.gov.uk

It is highly recommended that further inter-agency training is undertaken by Designated Safeguarding Personnel, in addition to their school-focused training. Cambridgeshire and Peterborough Safeguarding Children Partnership Board (CPSCPB) training courses attract participants from a wide range of agencies. One of the advantages of attending an SCPB course is the opportunity to network with other professionals and to gain an understanding of their work. The training available from the SCPBs is published on their website http://www.safeguardingcambspeterborough.org.uk/children-board/

We would also welcome any suggestions you may have for future courses or professional development.

If you would like to know more about any of the opportunities listed in these pages, please email ECPS.CourseBookings@cambridgeshire.gov.uk Details of how to book places on any of our courses can be found at the foot of each page. This training brochure is also available on the Cambridgeshire and Peterborough SCPB website alongside their SCPB training schedule.

We very much look forward to seeing you in 2019 - 2020.
Designated Safeguarding Lead/Deputy Lead
Two Day Training

This two-day course is recommended by the Local Authority for new Designated Safeguarding Leads and Deputy Leads in Education. It equips participants, who have not previously been trained in Cambridgeshire or Peterborough, to take on the role of Designated Safeguarding Lead or Deputy, as outlined in Keeping Children Safe in Education, 2019. The course will highlight good practice in child protection and safeguarding issues and the knowledge and skills required to undertake the role in a school or college.

You will be competent to practice for two years from the time the course is completed. A time-limited certificate will be issued upon the successful completion of the course. You will be required to update your skills and knowledge every two years by attending the one-day ‘Safeguarding Refresher Course for Designated Personnel’.

Aims and outcomes:

- To understand your role as a Designated Safeguarding Lead, share best practice and develop confidence in managing child protection and safeguarding issues in your school
- Understand the legal framework for child protection work
- Identify and support children at risk
- Develop skills in listening and responding to children
- Know how to produce and manage safeguarding records
- Provide your staff with the information they will need
- Understand the roles and responsibilities of partner agencies and the role of the DSL
- Understand how to work effectively with other agencies
- Understand the inter-agency safeguarding procedures
- Understand the importance of a ‘protective ethos’ within schools

Trainers: Sara Rogers and Nicky O’Connell (Cambridgeshire)
          Sara Rogers and Helen Scrivner (Peterborough)

Dates: Available from Tracey Carter – see booking information below

Time: Day 1 - 9.30 am – 4.00 pm;     Day 2 - 9.30 am – 3.30 pm
      Lunch and refreshments are provided

Charge: £220 for Cambridgeshire and Peterborough Local Authority Schools, CCC and PCC staff
        £260 for Academies/Independent Schools subscribing to Education Safeguarding Team
        Safeguarding Subscription Package 2019/2020*
        £290 for FE Colleges
        £310 for non-subscribing Academies, Independent Schools

* See Page 24 for details of the Education Safeguarding Team Annual Safeguarding Subscription Package

I now feel more confident about what to do in different situations
Thanks for making it as fun and engaging as possible. It was perfect!
Feeling more confident than before! Thank you – brilliant training!
It’s been excellent, thorough and useful. Excellent delivery and content, thank you
Trainers very knowledgeable and made the course enjoyable, thank you

Booking information:

If you wish to book a place on this course, or discuss your training needs, please contact Tracey Carter at the Education Safeguarding Team on 01223 729039 or by e-mail: tracey.carter@cambridgeshire.gov.uk
Designated Safeguarding Lead/Deputy Lead Refresher Training

The Government guidance Keeping Children Safe in Education requires all Designated Safeguarding Leads and Deputy Leads to update their training every two years.

This one-day refresher course is suitable for all those who have previously completed the two-day Designated Safeguarding Lead/Deputy Lead training.

You will be contacted by Tracey Carter when your Refresher training is due, to arrange a convenient date. It is for this reason that dates are not published.

Aims and outcomes:

❖ To bring participants up-to-date with new developments in safeguarding and child protection
❖ To share experiences of being a designated person in relation to good practice
❖ To consider the various aspects of wider safeguarding on children and young people
❖ To receive updates on current online safety issues and digital awareness

It is imperative that you make every effort to attend on the day that has been booked to ensure that your training does not become out of date as we cannot guarantee that another place can be made available before the expiration of your certificate.

Trainer: Sara Rogers or Nicky O'Connell (Cambridgeshire)
         Sara Rogers or Helen Scrivner (Peterborough)

Dates: Available from Tracey Carter – see booking information below

Time: 9.30 am – 3.30 pm.
      Lunch and refreshments are provided

Charge: £110 for Cambridgeshire and Peterborough Local Authority Schools, CCC and PCC staff
        £135 for Academies/Independent Schools subscribing to Education Safeguarding Team
        Safeguarding Subscription Package 2019/2020*
        £145 for FE Colleges
        £170 for non-subscribing Academies, Independent Schools

* See Page 24 for details of the Education Safeguarding Team Annual Safeguarding Subscription Package

There are several things I’ve learnt today that will enhance current practice
Well paced, range of content delivered really well….and with interest and appropriate humour
The training is excellent, thorough and well presented
Very heavy and serious subject matter presented with empathy and high levels of knowledge to back it up
Superbly led as always.
Good and lively training, really informative.

Booking information:

If you wish to book a place on this course, or discuss your training needs, please contact Tracey Carter at the Education Safeguarding Team on 01223 729039 or by e-mail: tracey.carter@cambridgeshire.gov.uk
Basic Safeguarding Training

This is a three hour safeguarding and child protection training which we deliver as “mop up” sessions for those staff who are new or who may have missed your whole school training.

The training will focus on all aspects of safeguarding and child protection that will enable staff in schools to understand their responsibilities, identify when a child may be being harmed and know how to act appropriately if they suspect a child is suffering abuse or neglect.

Please note: a maximum of 5 participants from each school may attend at any one time.

Aims and Outcomes:

To develop confidence in managing child protection and safeguarding issues in schools through increased knowledge of:

- Duties and responsibilities
- Systems and procedures
- Indicators of abuse and neglect
- Managing disclosures
- Logging concerns
- Safer working practice

Trainer: A Safeguarding Children Adviser from the Education Safeguarding Team

Date: 3rd October 2019  
Venue: Huntingdon Primary School Development Centre

Date: 27th November 2019  
Venue: Deafblind UK, Hampton

Date: 11th December 2019  
Venue: Cambridge Professional Development Centre

Date: 15th January 2020  
Venue: South Fens Business Centre, Chatteris

Date: 18th March 2020  
Venue: Deafblind UK, Hampton

Date: 31st March 2020  
Venue: Cambridge Professional Development Centre

Date: 14th May 2020  
Venue: Deafblind UK, Hampton

Date: 10th June 2020  
Venue: Huntingdon Primary School Development Centre

Time: 9.30 am – 12.30 pm

Refreshments are provided on arrival and mid-morning

Charge: £35 for Cambridgeshire and Peterborough Local Authority Schools, CCC and PCC staff  
£40 for Academies/Independent Schools subscribing to Education Safeguarding Team  
Safeguarding Subscription Package 2019/2020*  
£45 for non-subscribing Academies/Independent/FE Colleges

* See Page 24 for details of the Education Safeguarding Team Annual Safeguarding Subscription package

Very good pace and information. Very well presented and delivered  
It was very useful and certainly helped me feel more confident.

Really well delivered and engaging. A tricky subject, but delivered so well  
Best version of this training I’ve been to, excellent! Very good reminder of very important information

Booking information:

Please book on-line via the Learn Together Cambridgeshire website, using the following link:  
https://www.cambslearntogether.co.uk/pupil-and-family-support/education-child-protection-service/
School Governance – An Introduction to Child Protection and Safeguarding

This course is organised by the School Governance Team.

Governing bodies have a crucial role in ensuring that their school or college is complying with the requirements of Keeping Children Safe in Education. The School Governance Team want to ensure that all schools are supported to effectively safeguard and promote the welfare of children and know how to respond when a child may be being abused.

This course will explore safeguarding and child protection from the governors' perspective. It will provide background information, changes to legal requirements, opportunities to discuss case studies and being prepared for Ofsted.

Aims and Outcomes:

- To explore the difference between safeguarding and child protection
- To familiarise governors with the child protection procedures in Cambridgeshire
- To look at the role and responsibilities of the governing body
- To explore the monitoring of safeguarding progress within school

Date: 8th October 2019
Venue: Cambs FA, Histon
Time: 9.30 am – 12.30 pm

Date: 13th May 2020
Venue: South Fens Business Centre, Chatteris
Time: 9.30 am – 12.30 pm

Date: 25th February 2020
Venue: Hunts FA
Time: 1.30 pm – 4.30 pm

Charge: No charge for schools subscribing to the School Governance Team
Non subscribing schools should contact the School Governance Team to confirm the cost

This has been extremely useful.
This has been really good in helping to understand how I can get involved as a safeguarding governor.
Very informative and well-delivered.
Thank you for such a comprehensive morning; I have learnt a great deal and feel this will increase my confidence as a governor.

Booking information:
Bookings for School Governance courses should be made via the Learn Together website, using the following link https://www.cambslearntogether.co.uk/school-improvement/school-governance/
Child Criminal Exploitation

The rise in knife crime linked to County Lines and the sexual exploitation of our young people is one of the greatest concerns we all have currently. Our most vulnerable young people are at risk of exploitation in all its forms.

Child Criminal Exploitation is where an individual or group takes advantage of an imbalance of power to coerce, control, manipulate or deceive a child or young person under the age of 18 into any sexual or criminal activity in exchange for something the victim needs or wants; and/or for the financial or other advantage of the perpetrator or facilitator; and/or through violence or the threat of violence.

This new course will explore what is meant by Child Exploitation, look at possible signs and indicators and the risks posed and look at how we can all safeguard our young people. We will work through the Exploitation Risk Assessment and Management Tool that will support any referral needed for a young person. We will look at the local picture, what we know about activity across Cambridgeshire and Peterborough and how schools and colleges can support the disruption work being undertaken by partners.

The course will be supported by the Safeguarding Children Partnership Board’s Exploitation Strategy Coordinator and by colleagues from the MET (Missing, Exploited and Trafficked) Hub based in the MASH.

This course is suitable for Designated Safeguarding Personnel, Pastoral Staff, School Nurses and other staff who may be involved in supporting children and young people.

Aims and Outcomes:

- To provide an understanding of all types of Criminal Exploitation
- To explore the signs and indicators and look at the risks involved
- To understand how partner agencies can work together to disrupt activity
- To look at the work of the MET Hub
- To improve participant’s confidence in using the referral and risk management process and tools.

Trainers: Sara Rogers, Education Safeguarding Manager and Dave Sargent, Exploitation Strategy Coordinator

Date: 25th November 2019

Venue: Huntingdon Primary School Development Centre

Time: 9.30 am – 4.00 pm
Lunch and refreshments are provided

Charge: £135 for Cambridgeshire and Peterborough Local Authority Schools, CCC and PCC staff
£155 for Academies/Independent Schools subscribing to Education Safeguarding Team Safeguarding Subscription Package 2019/2020*
£200 for non-subscribing Academies/Independent Schools/FE Colleges

* See Page 24 for details of the Education Safeguarding Team Annual Safeguarding Subscription Package

Booking information:

Please book on-line via the Learn Together Cambridgeshire website, using the following link: https://www.cambslearntogether.co.uk/pupil-and-family-support/education-child-protection-service/
Domestic Abuse: the role of the Domestic Abuse Lead in schools and colleges

National research shows that the impact on children and young people experiencing or witnessing domestic abuse can be wide ranging. Besides having a major impact on safeguarding, it can impair their achievement, alter their behaviour and may lead to their becoming victims themselves; the lasting effects mean that early support and intervention are crucial. Children and young people affected by domestic abuse may find it difficult to disclose what they have witnessed, with consequences for their behaviour in and outside of school and in the wider community. Some may feel that it is not worth reporting their concerns, or may be too embarrassed to disclose, or be afraid that they risk being taken away from their parents/carers if they do.

This course is suitable for trained Designated Safeguarding Personnel who will gain the knowledge necessary to become the Domestic Abuse Lead for their setting and enable them to deal confidently with disclosures and provide support for children and families. The session will include reference to Domestic Abuse referral and assessment processes, including the Multi-Agency Risk Assessment Conference (MARAC) and will include input from an Independent Domestic Violence Adviser who will describe their role in supporting victims. In addition, participants will consider the wider implications of domestic abuse on the exploitation of children and young people including Child Sexual Exploitation, Gangs and Drug Exploitation and Honour Based Crimes.

There will be a reading pack for participants as a follow-up to the course.

Aims and Outcomes:

- to gain a deeper understanding of what constitutes domestic abuse
- to consider the behaviours of adults experiencing/perpetrating domestic abuse
- to examine the long term effects of domestic abuse on academic achievement and emotional wellbeing of children and young people
- to develop a good knowledge of multi-agency processes used in the prevention, support and management of domestic abuse cases
- to introduce the Barnardo’s Domestic Violence Risk Identification Matrix and explain its use
- to understand the wider implications of domestic abuse on the exploitation of children and young people including Child Sexual Exploitation, Child Criminal Exploitation (Gangs and County Lines) and Honour Based Crimes
- to discuss approaches to create a supportive ethos that will encourage children and young people to feel confident in disclosing domestic abuse
- to increase knowledge and evaluate resources that can be used to raise staff and pupil awareness of domestic abuse

Trainer: Jackie Cannell

Date: 5th November 2019  Date: 3rd December 2019
Venue: South Fens Business Centre, Chatteris  Venue: Deafblind UK, Hampton
Date: 12th March 2020  Date: 7th May 2020
Venue: Huntingdon Primary School Development Centre  Venue: Deafblind UK, Hampton
Time: 9.30 am – 4.00 pm.
Lunch and refreshments are provided

Charge: £135 for Cambridgeshire and Peterborough Local Authority Schools, CCC and PCC staff
£155 for Academies/Independent Schools subscribing to Education Safeguarding Team Safeguarding Subscription Package 2019/2020*
£200 for non-subscribing Academies/Independent Schools/FE Colleges

* See Page 24 for details of the Education Safeguarding Team Annual Safeguarding Subscription Package

It was excellent A++. I will be more mindful of the immediate presenting evidence and approach to support. Feel much better informed about dealing with DV. My confidence has improved greatly due to this training. I now have a fuller understanding of the processes and roles that are in place to support.

Booking information:

Please book on-line via the Learn Together Cambridgeshire website, using the following link: https://www.cambslearntogether.co.uk/pupil-and-family-support/education-child-protection-service/
Domestic Abuse – An Introduction to Risk Assessments and Safety Planning for Schools

With growing numbers of domestic abuse cases being reported that involve children, alongside the need to safeguard those affected by domestic abuse, education settings are increasingly being asked to coordinate arrangements to protect not only the children in their care but also their staff.

Recognising that not all schools will have staff experienced to assess and manage risk, this course will introduce you to the process using case studies to develop risk assessments and safety plans that are both proportionate and effective in the disbursement of our safeguarding duties.

This practical course is aimed at experienced Designated Safeguarding Personnel and is intended as a follow-up to the one-day Domestic Abuse Lead training.

Aims and Outcomes:

- To be aware of the agencies in place who manage referrals and support the victims of domestic abuse
- To look at legal frameworks and statutory guidance that underpin safety planning processes
- To increase knowledge and develop confidence through case studies in the principles and production of a basic safety plan for schools
- To discuss and work through actual case studies and scenarios to develop ‘model’ safety plans

Trainer: Jackie Cannell

Date: 10th December 2019  Date: 19th May 2020
Venue: Deafblind UK, Hampton  Venue: Huntingdon Primary School Development Centre

Time: 9.30 am – 4.00 pm.
Lunch and refreshments are provided

Charge: £135 for Cambridgeshire and Peterborough Local Authority Schools, CCC and PCC staff
£155 for Academies/Independent Schools subscribing to Education Safeguarding Team Safeguarding Subscription Package 2019/2020*
£200 for non-subscribing Academies/Independent Schools/FE Colleges

* See Page 24 for details of the Education Safeguarding Team Annual Safeguarding Subscription Package

Very informative, organised and well presented.
Have much more in my toolkit and feel more confident.
The resources provided are very useful and will allow me to develop procedures in school.
Excellent and very informative training with practical suggestions for implementation.

Booking Information:
Please book on-line via the Learn Together Cambridgeshire website, using the following link: https://www.cambslearntogether.co.uk/pupil-and-family-support/education-child-protection-service/
Loss and Separation

Each day, 40 children under the age of 16 face the death of a parent; many more are bereaved of a grandparent, sibling, schoolmate or friend. Currently, 25% of children will see their parents divorce. Clearly the effects of bereavement and loss through death or divorce/separation are serious and complex. In this course we will look at the emotional, psychological and practical aspects of bereavement and loss for children. Further, we will consider how we can help to support children whilst considering how to access sources of support for ourselves.

This course is suitable for Designated Safeguarding Personnel, Pastoral Staff, School Nurses and other staff who may be involved in supporting children and young people.

Aims and Outcomes:

- To explore children’s experiences of loss and separation
- To consider the impact of loss and separation on children and adults
- To look at the ways in which adults react to these issues
- To explore ways of working constructively with children and young people on loss and separation

Trainer: Fiona Fletcher

Date: 29th January 2020

Venue: Huntingdon Primary School Development Centre

Time: 9.30 am – 12.30 pm.

Refreshments are provided on arrival and mid-morning

Charge: £70 for Cambridgeshire and Peterborough Local Authority Schools, CCC and PCC staff
£85 for Academies/Independent Schools subscribing to Education Safeguarding Team Safeguarding Subscription Package 2019/2020*
£100 for Academies/Independent Schools/FE Colleges

* See Page 24 for details of the Education Safeguarding Team Annual Safeguarding Subscription Package

Very useful information about bereavement and loss. I will develop a whole school plan.
Great handouts to take away and also suggested books to use with children.
Excellent training and very well presented. I will cascade it to the rest of our staff.
This course has given me the strength to talk to young people about their losses.

Booking information:

Please book on-line via the Learn Together Cambridgeshire website, using the following link:
https://www.cambslearntogether.co.uk/pupil-and-family-support/education-child-protection-service/
Online Safety Lead Training

This course is suitable for the Online Safety Leads and Designated Safeguarding Lead/Deputy Leads working in Nursery, Primary, Secondary and Special Schools. We would encourage schools to nominate an Online Safety Lead Person or Team who will have an overview of the whole school approach to keeping children safe online.

Online safety remains an increasing area of concern for all those working in schools but with an awareness of the issues and careful management, the benefits of using technology far outweigh the potential risks. Both children and staff need support to keep safe online, to understand the risks and build resilience.

This one-day course has a local focus in terms of policies, procedures and guidance. It will also look at statutory requirements and expectations and nationally produced materials to use with children and young people to help them keep safer in our rapidly changing online world. The course will help schools consider how they can raise parents’ awareness of the risks involved in using technology and also the benefits so that they can support its use beyond the school.

Aims and Outcomes:

- To help participants to understand the potential as well as the risks of technology
- To help schools and settings to meet national and local expectations for online safety
- To develop participants skills in planning for and managing online safety issues
- To review associated policies and documentation
- To look at a range of materials and activities that can be used with pupils, appropriate to their age and ability

Trainer: Craig Thompson – School’s Technology Adviser, The ICT Service

Date: 1st November 2019
Venue: Cambridge Professional Development Centre
Date: 6th February 2020
Venue: Huntingdon Primary School Development Centre
Date: 4th March 2020
Venue: Deafblind UK, Hampton

Time: 9.30 am – 4.00 pm
Lunch and refreshments are provided

Charge: £135 for Cambridgeshire and Peterborough Local Authority Schools, CCC and PCC staff
£155 for Academies/Independent Schools subscribing to Education Safeguarding Team Safeguarding Subscription Package 2019/2020*
£200 for non-subscribing Academies/Independent Schools/FE Colleges

* See Page 24 for details of the Education Safeguarding Team Annual Safeguarding Subscription Package

This was an excellent reminder of the importance of keeping up-to-date.
Lots of ideas for how to improve the school’s e-safety policy and how to keep parents informed.
Fantastic course – very informative. Liked that there was time to reflect, plan and look at resources.
Really high quality training that can be used back at school.
Liked that there was time to reflect, plan and look at resources.

Booking information:
Please book on-line via the Learn Together Cambridgeshire website, using the following link:
https://www.cambslearntogether.co.uk/pupil-and-family-support/education-child-protection-service/
**Prevent Lead Training**

The Counter Terrorism and Security Act 2015 places a duty on “specified authorities”, to have “due regard to the need to prevent people from being drawn into terrorism”. Schools and colleges are deemed to be specified authorities so must fulfil their Prevent Duty. Under this Duty, schools and colleges will need to train staff to recognise possible radicalisation and extremism, assess the risk and develop an action plan to reduce that risk.

All schools and colleges need to have a nominated Prevent Lead who coordinates this and who ensures that the school or college has fulfilled the Prevent Duty and works alongside other agencies where necessary. The Prevent Lead will require the necessary Home Office training which will enable them to fulfil their duty including disseminating this training to all school staff.

This two-hour course would best fit with the role of one of the school or college Designated Safeguarding Personnel.

**Aims and Outcomes:**

- To be able to identify children who are vulnerable to radicalisation
- To know what to do when such children are identified
- To recognise that risk of radicalisation is part of their safeguarding duties whether from within the family or from outside influences
- To build resilience to radicalisation, including the ability to challenge extremist arguments

**Trainer**  Nicky O’Connell

**Date:** 8th October 2019  
**Venue:** Cambridge Professional Development Centre

**Date:** 10th March 2020  
**Venue:** Huntingdon Primary School Development Centre

**Date:** 19th June 2020  
**Venue:** South Fens Business Centre, Chatteris

**Time:** 9.30 – 11.30 am  
Refreshments are provided on arrival

**Charge:** There is no charge for this course

**Booking information:**

Please book on-line via the Learn Together Cambridgeshire website, using the following link: [https://www.cambslearntogether.co.uk/pupil-and-family-support/education-child-protection-service/](https://www.cambslearntogether.co.uk/pupil-and-family-support/education-child-protection-service/)
This exciting two-day course is for anyone who lives and/or works with children, young people or adults. The day sessions are separated by a week to allow time for reflection and practice.

Protective Behaviours is a practical down to earth approach to personal safety. It is a process that encourages self-empowerment and brings with it the skills to raise self-esteem and to help avoid being victimised. This is achieved by helping individuals to recognise and trust their intuitive feelings (Early Warning Signs) and to develop strategies for self-protection. The Protective Behaviours process encourages an **adventurous** approach to life that satisfies the need for **fun** and **excitement** without violence and fear.

The process can be used in many ways including abuse prevention, staff wellbeing, practical tools for direct work, crisis intervention, bullying prevention, policies, managing challenging behaviour, crime prevention, counselling, assertiveness training, staff development, parent support work, Restorative Justice, mediation and conflict resolution to name a few. Because of the universal 'we all' in PBs it can be, and is, used by anyone irrespective of their ability, belief system, race, gender, sexual orientation, profession, age, physical or mental abilities.

The Foundation course introduces the 5 elements of the PB process and provides opportunities to experience the 7 strategies in action. The Foundation course is the pre-cursor to attending the 4 day Specialist Practitioner course.

On completion of this course, attendees will receive login details to access on-line resources to support the application of PBs.

**Aims and Outcomes:**

- To understand what makes up the Language of Safety and are able to use this in order to communicate in a way that enhances relationships and empowers all involved
- To explain some of the possible effects of Unwritten Rules
- To describe the relationship between Feelings, Thoughts and Behaviour and use this model to problem solve events
- To clarify Rights and Responsibilities
- To define a personal concept of Safety
- To describe the function of Early Warning Signs in the PB process
- To describe how a person might use the idea of Personal Networks of support
- To describe how someone could use the seven Strategies as an integral part of the Protective Behaviours process in practice
- To devise a Personal and/or Group Plan to use the Protective Behaviours process
- To make links with the Protective Behaviours process and things that people may already statutorily have to do or choose to do.

**Trainer:** Fiona Fletcher  
**Time:** 9.30 am – 4.00 pm both days  
**Lunch and refreshments are provided**

<table>
<thead>
<tr>
<th>Date:</th>
<th>26th November and 3rd December 2019</th>
<th>Date: 13th March and 20th March 2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Venue:</td>
<td>Cambridge Professional Development Centre</td>
<td>Venue: Deafblind UK, Hampton</td>
</tr>
</tbody>
</table>

**Charge:** £150 per person for both days

**Booking information:**

Please book on-line via the Learn Together Cambridgeshire website, using the following link:  
[https://www.cambslearntogether.co.uk/pupil-and-family-support/education-child-protection-service/](https://www.cambslearntogether.co.uk/pupil-and-family-support/education-child-protection-service/)
Supporting Primary aged children who display Harmful Sexual Behaviours

With the introduction of ‘Part five: Child on Child Sexual Violence and Sexual Harassment’ in “Keeping Children Safe in Education”, there are strengthened expectations upon schools regarding their management of peer on peer abuse. This course offers colleagues an opportunity to consider the ways in which they respond to children displaying harmful sexual behaviours.

**Morning Session:** The role of Preventative Education: Teaching Personal Safety through Protective Behaviours

Introducing the Protective Behaviours process with a focus upon how adopting this approach can support our teaching of personal safety including the principles of healthy sexual behaviour. Protective Behaviours is a practical down to earth approach to personal safety which aims to build self-esteem, teach a range of safety skills and develop an internal measure of whether we feel safe or not. The process develops individual based strategies and solutions to situations, which can be applied to a range of scenarios, including abusive situations.

**Afternoon Session:** Responding to Harmful Sexual Behaviours

Participants will look at a number of case studies and make use of the “Brook Sexual Behaviours Traffic Light Tool” to assess and consider the next steps. They will also explore the ways in which the “Risk Assessment for Children and Young People who Exhibit Sexually Inappropriate/Harmful Behaviours” can support the management of situations in school. Time will also be spent considering how to manage communications with parents, including parental complaints.

**Aims and Outcomes:**

- To be familiar with the principles which underpin a Protective Behaviours approach
- To consider how a Protective Behaviours approach can be applied when teaching personal safety
- To understand our statutory duty in response to ‘peer on peer’ abuse
- To use the ‘Brook Sexual Behaviours Traffic Light Tool’ to identify problematic sexual behaviour
- To reflect on how the Education Safeguarding Team risk assessment can be used to manage situations in school
- To consider the challenges of communicating with parents and the complaints process.

Participants will be expected to attend both morning and afternoon sessions.

Trainers: Helen Scrivner
Date: 28th November 2019
Venue: Deafblind UK, Hampton
Time: 9.30 am - 4.00 pm.
Lunch and refreshments are provided
Charge: £135 for Cambridgeshire and Peterborough Local Authority Schools, CCC and PCC staff
£155 for Academies/Independent Schools subscribing to Education Safeguarding Team Safeguarding Subscription Package 2019/2020*
£200 for non-subscribing Academies/Independent Schools/FE Colleges

* See Page 24 for details of the Education Safeguarding Team Annual Safeguarding Subscription Package

**Booking information:**

Please book on-line via the Learn Together Cambridgeshire website, using the following link: [https://www.cambslearntogether.co.uk/pupil-and-family-support/education-child-protection-service/](https://www.cambslearntogether.co.uk/pupil-and-family-support/education-child-protection-service/)
Understanding and Supporting Children with Anger Management

Frustration and anger can quickly turn into defiance, disrespect, aggression, and temper tantrums if the child or young person doesn't know how to deal with their emotions. Children and young people are still learning about their emotions and may not have the experience yet of using healthy ways to deal with angry feelings.

Anger is a normal and natural emotion, we all get angry, but it is how we control it and express it that is important. Anger can be positive if expressed in the right way but problem anger, if left unchecked, can cause poor mental health, rejection, lead to poor academic progress, self harm and low self esteem. We will look at the reasons behind children’s anger, the physical and psychological process of anger and how we can try and help our children and young people understand it better and learn ways of controlling their anger.

The afternoon session will provide an opportunity to focus on participants' own 'cases' within a small group setting, to explore, with the help of colleagues, new approaches to supporting children.

Richard Gilham is a former teacher and educational psychologist and now works as a consultant clinical psychologist and professional lead for psychological therapies. He also lectures on child development, behaviour difficulties and divorce and separation.

This course is suitable for any staff working directly with children in school who display angry and challenging behaviour.

Aims and Outcomes:

- To understand the reasons for children's anger
- To understand the 'anger cycle'
- To learn strategies for helping children to manage their own anger
- To look at strategies that can be used in school

Trainers: Sara Rogers and Richard Gilham

Date: 20th November 2019       Date: 10th June 2020
Venue: Deafblind UK, Hampton   Venue: Cambridge Professional Development Centre

Time: 9.30 am - 3.30 pm.
Lunch and refreshments are provided

Charge: £135 for Cambridgeshire and Peterborough Local Authority Schools, CCC and PCC staff
£155 for Academies/Independent Schools subscribing to Education Safeguarding Team Safeguarding Subscription Package 2019/2020*
£200 for non-subscribing Academies/Independent Schools/FE Colleges

* See Page 24 for details of the Education Safeguarding Team Annual Safeguarding Subscription Package

Very informative and helpful, everything was great.
Great training, really interesting.
Well delivered, lots of useful info and ideas to take back.

Booking information:
Please book on-line via the Learn Together Cambridgeshire website, using the following link:
https://www.cambslearntogether.co.uk/pupil-and-family-support/education-child-protection-service/
Working with Children and Young People who Self Harm

This course is suitable for Designated Safeguarding Personnel, Pastoral Staff, School Nurses and other staff who may be involved in supporting children and young people who self harm.

In recent years there has been increasing concern about self-harm in children and young people. Self-harm often happens during times of anger, distress, fear, worry, depression or low self-esteem in order to manage or control negative feelings. Self-harm can also be used as a form of self-punishment for something someone has done, thinks they have done, are told by someone else that they have done, or that they have allowed to be done to themselves.

Children and young people who self harm are often misunderstood and experience negative reactions from those that they turn to for help. School-based work appears to be one of the most promising areas where the prevention of self harm can be tackled successfully. Therefore, it is important that staff supporting children and young people in school have an understanding and awareness of the issues and can offer appropriate support.

Aims and Outcomes:

- To understand why children and young people may self harm and the impact it has on them
- To understand the risk factors involved
- To look at the challenges for schools and individuals
- To look at ways to support children and young people

Trainer: Sara Rogers

Date: 14th January 2020  Date: 2nd June 2020
Venue: Huntingdon Primary School  Venue: Deafblind UK, Hampton
Development Centre

Time: 9.30 am – 4.00 pm  Lunch and refreshments are provided

Charge: £135 for Cambridgeshire and Peterborough Local Authority Schools, CCC and PCC staff  
£155 for Academies/Independent Schools subscribing to Education Safeguarding Team Safeguarding Package 2019/2020*  
£200 for non-subscribing Academies/Independent Schools/FE Colleges

* See Page 24 for details of the Education Safeguarding Team Annual Safeguarding Subscription Package

It was perfect. Loads of great resources and ideas.  
I now feel able to approach sensitive issues related to self harm with greater confidence.  
An excellent course all round, thank you.

Booking information:

Please book on-line via the Learn Together Cambridgeshire website, using the following link:  
https://www.cambslearntogether.co.uk/pupil-and-family-support/education-child-protection-service/
Professional Development Opportunities for All Staff

The Education Safeguarding Team is able to provide a range of professional development opportunities appropriate for all staff. We are happy to discuss the possibility of adapting courses in order to tailor them to your individual needs.

With the increased responsibility on schools and colleges to safeguard and promote the welfare of children, we believe it is important to encourage all staff, whatever their role, to enhance their knowledge and experience in this area. The following courses provide a range of opportunities that can support all staff in fulfilling their responsibilities effectively.

**The following course is recommended as a 3 hour morning session:**

**Basic Safeguarding**

This three hour in-school session can be tailored to meet the needs of groups of staff working in educational establishments in whatever capacity.

**Bookings will be taken for groups of up to 25. Groups larger than 25 will require additional trainers.**

**Aims and Outcomes:**

To develop confidence in managing child protection and safeguarding issues in schools through increased knowledge of:

- Duties and responsibilities
- Systems and procedures
- Indicators of abuse and neglect
- Managing disclosures
- Logging concerns
- Safer working practice

**Charge:**

- £300 per group of 25 participants for Cambridgeshire LA Schools < 250 on roll
- £350 per group of 25 participants for Cambridgeshire LA Schools > 250 on roll
- £380 per group of 25 participants for FE Colleges
- £415 per group of 25 participants for Cambridgeshire Academies and Independent Schools subscribing to Education Safeguarding Team Safeguarding Package 2019/2020*
- £500 per group of 25 participants for non-subscribing Cambridgeshire Academies and Independent Schools
- £560 per group of 25 participants for Out of County Establishments

* See Page 24 for details of the Education Safeguarding Team Annual Safeguarding Subscription Package

---

*This was the most beneficial training I have ever been to*

I feel well equipped to deal with any safeguarding and child protection issues now, thank you

Excellent training – very well balanced in terms of listening and activity

A difficult subject handled with sensitivity

I feel much more confident to report/log any issues I come across.

Really well presented, honest and clear, thank you

---

**Booking information:**

If you wish to book a Basic Safeguarding training please contact the Education Safeguarding Team on by e-mail: ECPS.CourseBookings@cambridgeshire.gov.uk
Protective Behaviours – 1 Day training

Protective Behaviours is a practical down to earth approach to personal safety. It is a process that encourages self-empowerment and brings with it the skills to raise self-esteem and to help avoid being victimised. This is achieved by helping individuals to recognise and trust their intuitive feelings (Early Warning Signs) and to develop strategies for self-protection. The Protective Behaviours process encourages an adventurous approach to life that satisfies the need for fun and excitement without violence and fear.

This one day Inset session enables all staff to have a working knowledge and understanding of the PB Process and to look at ways to implement it in your school.

Charge: £550 per group of 25 participants for Cambridgeshire LA Schools < 250 on roll
£600 per group of 25 participants for Cambridgeshire LA Schools > 250 on roll
£550 per group of 25 participants for FE Colleges
£600 per group of 25 participants for Cambridgeshire Academies and Independent Schools
subscribing to Education Safeguarding Team Safeguarding Package 2019/2020*
£650 per group of 25 participants for non-subscribing Cambridgeshire Academies and Independent Schools
£700 per group of 25 participants for Out of County Establishments

Protective Behaviours – 3 hour training

An introduction to the Protective Behaviours Process, which can be used both proactively and reactionary to better support children and young people. The process starts from the premise that ‘we all have the right to feel safe all the time’ and ‘we can talk with someone about anything, even if it feels awful or small.’ This 3 hour session will look at the 7 Strategies of the process and how you could use them on a daily basis with those that you live and work with.

Charge: £300 per group of 25 participants for Cambridgeshire LA Schools < 250 on roll
£350 per group of 25 participants for Cambridgeshire LA Schools > 250 on roll
£380 per group of 25 participants for FE Colleges
£415 per group of 25 participants for Cambridgeshire Academies and Independent Schools
subscribing to Education Safeguarding Team Safeguarding Package 2019/2020*
£500 per group of 25 participants for non-subscribing Cambridgeshire Academies and Independent Schools
£560 per group of 25 participants for Out of County Establishments
The following courses are suitable as in-school twilight sessions

We continually try to respond to current issues and concerns which are necessary to update your staff’s knowledge and skills. If you would like to discuss these professional development opportunities, or if you have a specific training need, we are happy to talk through your individual requirements.

Angry Children

This abridged version of the full day course will help participants to understand the anger cycle and the reasons why some children are so angry and therefore disruptive. It will also look at strategies to manage and support these children in school and how to intervene successfully.

Children and Domestic Abuse

This session is suitable for anyone working in schools and provides a basic awareness of the effects of domestic abuse on children and young people. Linked with the ‘Domestic Violence Guidance for Schools and Colleges’ it explores what staff can do to support child victims and their families.

Child Criminal Exploitation

Child Criminal Exploitation is an increasing area of concern for schools. The exploitation can involve sexual exploitation, gangs and/or radicalisation. This twilight session can be modified to suit your needs, whilst adhering to a basic awareness raising format. As a twilight session, we examine the types of exploitation, the identified vulnerabilities in children and young people, and ways of following up suspected or established cases. We also look at sources of information and resources for use with children and young people.

Having Difficult Conversations with Parents

Having honest conversations with parents about our concerns is one of the most challenging things we are required to do in safeguarding work. This session will explore what we find difficult, the importance of having those conversations and some strategies for achieving positive outcomes for the parent(s), the member of staff and, most importantly, the child(ren).

Logging and Record Keeping

Research shows that accurate record keeping is a key feature in the effective management of risk to children and young people in schools. The OFSTED framework for inspection requires that records of concern are inspected as part of the school safeguarding inspection.

Target audience: Any staff in schools who will be required to record safeguarding concerns. Please note this training is not for Designated Safeguarding Personnel.

Booking information:
If you wish to book an in-school twilight session please email ECPS.CourseBookings@cambridgeshire.gov.uk
**Protective Behaviours**

A brief overview of the PB Process, highlighting the Strategies and themes, OR an opportunity to follow up previous training looking at activities and their use in your school or a parents session to introduce the PB process to parents/carers.

**Protective Ethos and Safer Working Practices**

This course will help school staff to focus on developing a protective ethos through safer working practices for both staff and children. It is vital that schools regularly review and modify their practice and procedures in order to strengthen safeguards. In this way we hope to work towards, not only safeguarding children and young people, but also reducing the risk of false allegations.

**Working with Children and Young People who Self Harm**

This course will help participants to understand better why some children and young people use self harm as a coping mechanism and how best to support them within school.

Charge per group of up to 25 staff:

- £150 for Local Authority Schools < 250 on roll
- £175 for Local Authority Schools > 250 on roll
- Free (one twilight) for Academies/Independent Schools subscribing to the Education Safeguarding Team Safeguarding Package 2019/2020* - £250 for additional twilights
- £250 for FE Colleges
- £330 for non-subscribing Cambridgeshire Academies and Independent Schools

* See Page 24 for details of the Education Safeguarding Team Annual Safeguarding Subscription Package

**Booking information:**

If you wish to book an in-school twilight session please email ECPS.CourseBookings@cambridgeshire.gov.uk
Child Protection Information Network (CPIN) Meetings

The Education Safeguarding Team will be facilitating meetings across the county. Topical issues relating to safeguarding will be discussed and guest speakers will be asked to present on occasions. The Autumn term meetings will be held as follows:

**Huntingdonshire**

19th September 2019  
Longsands Academy, St. Neots

**Cambridge City and South Cambs**

17th September 2019  
Sawston Village College

**Fenland**

18th September 2019  
Sir Harry Smith Community College, Whittlesey

**East Cambridgeshire**

16th September 2019  
Ely College

The focus topic for these meetings will be:

- The role of the MET (Missing/Exploited/Trafficked) Hub in working with young people at risk of, or experiencing, any form of exploitation. Evidence suggests that the children at risk of Criminal Exploitation are now as young as primary age.
- We will be joined by colleagues from the MET Hub, based in the MASH and Dave Sargent, Exploitation Strategy Co-ordinator, Safeguarding Children Partnership Board.

These meetings are from 4.00 – 5.30 pm. Refreshments will be available from 3.45 pm. There is no charge and a certificate of attendance will be provided.

Meetings will also be held during the Spring and Summer terms 2020 and the dates for these will be advertised by flier nearer the time.

We would welcome any suggestions for topics to be considered at these CPIN meetings and would also appreciate offers from schools to host future meetings. If you can offer your school as a venue or would like to suggest a topic to be considered, please email nicky.o'connell@cambridgeshire.gov.uk

**Booking information:**

Please book on-line via the Learn Together Cambridgeshire website, using the following link: [https://www.cambslearntogether.co.uk/pupil-and-family-support/education-child-protection-service/](https://www.cambslearntogether.co.uk/pupil-and-family-support/education-child-protection-service/)
Domestic Abuse Conference

The Education Safeguarding Team is very pleased to announce its first ever Domestic Abuse Conference which is taking place on:

**Thursday, 21st November 2019**
9.30 am – 4.10 pm
Huntingdon Marriott Hotel, Hinchingbrooke Business Park, Kingsfisher Way, Huntingdon

Key Note presentations will be provided by nationally and internationally renowned speakers and experts in their fields:

**Dr Russell Wate** - Independent Chair of Safeguarding Children and Adults Boards, Russell will discuss findings from Domestic Homicide Reviews

**Luke and Ryan Hart** – Share their experiences of coercive control leading up to the murder of their mother and sister by their father in July 2016

**Dr Jessica Eaton (FRSA)** - An international speaker on sexual violence, exploitation, abuse and victim blaming of women and girls.

We have also secured local specialists and speakers from the Cambridgeshire Police domestic abuse and Honour Based Violence teams, the Independent Domestic Violence Advisory service and Cambridge Women’s Aid.

There will be the opportunity to network with a range of exhibitors, all representing various aspects of information and support available to education professionals involved in managing domestic abuse cases in their schools e.g. the Cambridgeshire & Peterborough Domestic Abuse and Sexual Violence Partnership team, the White Ribbon Campaign, Women’s Refuge, Rape Crisis and the Sexual Assault Referral Services. In addition, delegates will have the opportunity to purchase books written by the key note speakers at a discounted rate from a range of publications available on the day.

**Charge:**
- £80 for Cambridgeshire and Peterborough Local Authority Schools and CCC and PCC staff
- £80 for Academies/Independent Schools subscribing to Education Safeguarding Team Safeguarding Subscription Package 2019/2020*
- £95 for non-subscribing Academies/Independent Schools and FE Colleges
- £95 for Early Years and Childcare Settings

* See Page 24 for details of the Education Safeguarding Team Annual Safeguarding Subscription Package

**Booking information:**
Please book on-line via the Learn Together Cambridgeshire website, using the following link:
https://www.cambslearntogether.co.uk/pupil-and-family-support/education-child-protection-service/
Annual Safeguarding Subscription Package for Academies and Independent Schools

The Education Safeguarding Team contributes to protecting and safeguarding children and young people by training and supporting staff in schools and educational settings. By raising awareness of safeguarding issues, this enables staff to keep up-to-date with ever changing safeguarding legislation and government guidance and, in turn, fulfil their responsibilities in relation to this.

We greatly value the relationship we have with our school based colleagues and are proud of the fact that the vast majority of schools across Cambridgeshire use our service to support their training and guidance needs. We are keen to continue to offer this support and engage with schools by offering an annual safeguarding model which has been very successful and benefitted those schools that have chosen to take this up.

If you choose to subscribe to the package, from the point of subscription, you will receive:

### Academies

- The **Basic Safeguarding training package**, which includes a PowerPoint presentation with teaching notes, an information booklet, a certificate template, a participant list template and case studies. This will enable you to train your whole staff in-house at your convenience, should you wish to do so.
- Regular updates relating to local and national guidance, including the **Education Safeguarding team termly newsletters**;
- All new and updated **Policy and Guidance documents** pertaining to safeguarding, which will ensure compliance with Statutory Regulations;
- Please note that these documents will **NOT** be sent to non-subscribing schools
- **A discounted rate for costs of all courses and conferences** offered by the Education Safeguarding Team;
- **A free in-school twilight training session** for up to 25 people on the topic of your choice. Topics include Criminal Exploitation; Angry Children; Self-harm and Suicide; Domestic Violence/Abuse; Record Keeping; Safer Working Practice. However, if you have a particular training need or topic you would like staff to receive training in, we can also tailor a session to address this;
- **Access to The Learn Together Hub**, an online collaborative platform used to share documents, information, conversation and ideas. Safeguarding documents relating to a range of topics are available to read and/or download. You will receive a notification of updates and amended documents as soon as they are uploaded. (Please note: where users have signed up previously but their school does not continue to subscribe this year, their access to the Learn Together Hub will be withdrawn);
- **Access to an email address** where you can request advice on all safeguarding procedural matters;
- **Crisis support** where necessary. This can take the form of telephone or, if necessary, in-school face-to-face support. You will receive step-by-step guidance on dealing with particularly difficult cases.

### Independent Schools

**All of the above**, plus the following:

- The proforma for the **Annual Child Protection Monitoring Report for Governors** will be sent to you automatically in May 2018;
- The **Safeguarding Children in Education – a Check List for Governing Bodies** audit which supports the Annual Child Protection Monitoring Report for Governors;
- **An annual safeguarding review and file audit** upon request, which will be completed in school at your convenience.

We are very much hoping that you will see the benefits of subscribing to the package and, in order for you to be able to start receiving these, please contact **Tracey Carter** on **01223 729039** or e-mail: **tracey.carter@cambridgeshire.gov.uk** for further information, including package prices.
Booking Terms and Conditions

The Education Safeguarding Team is committed to providing services that are of the highest standard and met the needs of course participants.

The following terms and conditions are standards across all courses, except Governor training and the Designated Safeguarding Person training:

A booked place on an event can be transferred to another suitable staff member up to five working days prior to the event date. Most of our courses are oversubscribed, and carry waiting lists. Please let us know as soon as possible if you are unable to attend a course you have booked. Catering and venue costs have to be paid even if the participant does not attend and it is frustrating if someone on the waiting list is denied a place in these circumstances. Any transfer within five working days will be accepted only in the case of exceptional circumstances. Notification of this should be emailed to ECPS.CourseBookings@cambridgeshire.gov.uk

It is expected that all places booked will be paid in full prior to attendance. The Education Safeguarding Team reserves the right to refuse entry to any attendees who have not paid. Any payments not received prior to the event will be expected to be settled immediately. For those customers in receipt of an invoice, the payment will be due within the invoice payment term.

Cancellation Policy

If a participant does not attend the course, or cancels giving less than ten working days notice, the full cost of the course will be levied unless there are extenuating circumstances. Extenuating circumstances must be agreed with the Manager of the Education Safeguarding Team.

It is an expectation that course participants attend for the whole duration of the course.

Changes to Courses

The Education Safeguarding Team will endeavor to provide courses as advertised. However, we reserve the right to change the date, location or the course trainer. These changes will not automatically result in refund.

All course bookings are subject to these terms and conditions. You will be asked for confirmation of agreement to the conditions upon booking. Payment received for a course acts as automatic agreement to the terms and conditions.