



Safeguarding Training Policy

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Target audience:	All ICB staff including GPs employed by the ICB.

CONSULTATION SCHEDULE

Name and Title of Individual	Groups consulted	Date Consulted
	Staffordshire and Stoke-on-Trent CCGs Safeguarding Adult and Children Group	17/11/2021
	Health Safeguarding Forum	14/06/2023
	Staffordshire and Stoke-on-Trent Integrated Care System Health Safeguarding Forum	14/02/2024

RATIFICATION SCHEDULE

Name of Committee approving Policy	Date
Quality & Safety Committee (in common)	10/12/2021
Governing Bodies (in common)	25/02/2021
Quality & Safety Committee	13/09/2023
Integrated Care Board	21/09/2023
Integrated Care Board	15/05/2024

VERSION CONTROL

Version	Version/Description of amendments	Date	Author/ amended by
1	New policy	09/12/2020	S Nightingale
2	Updated to ICB Policy; updated roles and responsibilities.	28/12/2022	S Nightingale
3	Changes to reflect updated statutory guidance	03/01/2024	S Nightingale

IMPACT ASSESSMENTS – available on request

	Stage	Complete	Comments
Equality Impact Assessment		October 19	
Quality Impact Assessment			
Privacy Impact Assessment			

SUMMARY

This document defines the Safeguarding Training Policy for the Staffordshire and Stoke-On-Trent Integrated Care Board (ICB).

- This policy applies to all staff working within the ICB, volunteers and students.
- The Chief Nurse and Therapies Officer is accountable for the safeguarding aspects of the ICB role, and is supported in the delivery by the Associate Director for Safeguarding and the statutory Designated Nurses for Safeguarding.
- This policy reflects the requirements to comply with legislative duties to safeguard both children and adults including, but not limited to: the Children and Families Act 2014, the Care Act 2014, Working Together to Safeguard Children 2023, the Mental Capacity Act 2005 and the Counter-terrorism and Border Security Act 2019 as part of the training provision.
- All staff are individually responsible for meeting their mandatory training requirements including learning related to safeguarding. The level of training is role dependent and directed by the Intercollegiate documents: Roles and Competencies of Healthcare Staff (Adults 2018) (Children 2019).
- The requisite portfolio recording and reflection of learning required by regulatory bodies such as General Medical Council and Royal College of Nursing and Royal College of Midwives remains the responsibility of the individual.

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An Equality Impact Assessment has been undertaken.

1. Introduction

All staff working within the ICB have a responsibility to safeguard and promote the welfare of all children and adults they come into contact with and should know what to do if they have concerns about safeguarding. This should be considered as an integral part of their everyday role and function as a Staffordshire and Stoke-On-Trent ICB employee/partner. To fulfil this responsibility all health staff should have access to appropriate safeguarding training opportunities along with support to facilitate their understanding of safeguarding and to understand the importance of their role in information sharing and understand where and whom to report concerns.

This Training Policy reflects the commitment of the ICB to enable every member of staff to have the competencies to recognise child and adult vulnerability and maltreatment and to take appropriate responsive action. All staff should access training appropriate to their role.

2. Scope of the Safeguarding Training Policy

- 2.1 This policy applies to all staff working within the ICB (including GPs), volunteers and students.
- 2.2 ICB Managers must ensure their staff have awareness of, and are able to access this policy and ensure it is implemented within their line of responsibility and accountability.
- 2.3 The ICB is committed to processes that safeguard all citizens and aims to commission and provide safeguarding services that will ensure equal access to all; without discrimination or prejudice to age, disability, gender reassignment, race, religion or belief, sexual orientation, marriage and civil partnership, pregnancy and maternity (Equality Act 2010).

3. Aim and Objectives of the Safeguarding Training Policy

3.1 Aim

The aim of the Training Policy is to provide all staff with a framework by which they acquire the knowledge and skills to enable them to be competent and confident in carrying out their safeguarding responsibilities.

3.2 Objectives

- To ensure ICB employees are equipped to respond with confidence when dealing with matters relating to safeguarding.

For staff to:

- Understand and access related ICB safeguarding policies and procedures.
- Recognise the ICB Safeguarding Team, Designated and Named Professionals within the organisation.
- Recognise vulnerability, types and signs of abuse, neglect and risk factors.
- Know what to do in the event of having a safeguarding concern and understand their duty to respond and report it.

- Understand the importance of information sharing, multi-agency partnership working and ability to share relevant and proportionate information to safeguard individuals at risk.
- Understand own role and responsibility and the escalation procedure.
- Maintain a person-centred focus when managing safeguarding issues.
- Apply a 'Think Family' holistic approach to safeguarding issues.
- Understand the importance of learning from Child Safeguarding Practice Reviews, Safeguarding Adult Reviews and Domestic Homicide Reviews.
- Maximise flexible learning opportunities to acquire and maintain knowledge and skill.

4.0 Core Standards for Safeguarding Training

In order for training to be effective, the following core set of standards should apply:

4.1 Organisational and operational commitment to training:

- Online Safeguarding Children, Adult and Prevent Training is an essential requirement for ALL staff and should be reflected in the ICB Mandatory Training Matrix.
- Managers must ensure all new starters undertake safeguarding mandatory training within 6 weeks of commencement, as part of the induction package.
- Managers and staff themselves, have a responsibility to ensure that staff have accessed and completed the appropriate level of training for their role. Competencies should be reviewed annually as part of staff appraisal in conjunction with individual learning and development plans.
- Advanced training will be sourced in-house or from appropriate accredited trainers or training partners.
- Interagency training is supported by the Stoke-On-Trent Safeguarding Children Partnership and the Staffordshire Safeguarding Children Board and there is an online multi agency basic awareness training package available on the Staffordshire & Stoke-on-Trent Safeguarding Adult Partnership Board website.
- Levels 1 & 2 are currently available via the e-learning platform on the electronic staff record (ESR).
- Levels 3 & 4 e-learning are available via eLearning for Health or FutureLearn.
- Level 3 face to face children's training – a training programme runs throughout Staffordshire and Stoke-On-Trent and is accessible to ICB staff.
- Level 4 face to face training is accessible to ICB Named and designate professionals via the regional and national safeguarding networks.
- Level 5 training is provided by external agencies.

4.2 Equality and Diversity:

- The training will respect and acknowledge equality and diversity.
- The training will reflect the different training needs of a diverse workforce.
- The training will reflect the diversity of the communities served.
- The training will reflect an understanding of the rights of the individual.

4.3 Implementing the training Programmes:

- E-Learning will be provided by accredited NHS providers for safeguarding training.
- Face to face training will be delivered by trainers who have the knowledge and skills to facilitate active learning around safeguarding and promoting the welfare of children and adults.
- Training will be evidence-based, informed by lessons from child safeguarding practice reviews and child death reviews, adult safeguarding reviews, domestic homicide reviews and reflect local and national developments and trends.
- Face to face training content will be mapped to the learning needs of the participants.
- All face-to-face training will be quality assured.
- Training will endeavour to identify and manage emotional responses that working with safeguarding concerns training can evoke.

5. **Strategic Priorities**

5.1 Training Needs Analysis

- The ICB working in partnership with the CSU, will develop processes to enable them to identify and monitor the total number of staff requiring training at each level.
- The ICB will utilise the serious untoward incidents, child safeguarding practice reviews, safeguarding adult reviews, domestic homicide reviews and outcomes from the Joint Self-Assessment and Assurance Tool to inform the development of the safeguarding training programme.
- The ICB should act as a 'critical friend' for Board delivered training programmes.
- The ICB will ensure the Stoke-on-Trent Safeguarding Children Partnership, the Staffordshire Safeguarding Children Boards and the Staffordshire & Stoke on Trent Adult Safeguarding Partnership Board priority agendas are included in training delivered.

5.2 Training Provision

- The ICB must identify a budget for safeguarding training.
- The ICB and Managers must support staff to attend training internally and externally.
- Training methods will reflect the different learning styles of attendees and incorporate the diversity of communities and individuals, including those with disabilities.

- Training opportunities will be provided equitably across Staffordshire and Stoke-On-Trent.
- The ICB will ensure varied and accessible training sessions are available internally and regularly advertise external multi-agency training courses via newsletters and staff communications.
- The ICB need to have mechanisms in place to support staff who are affected by the impact of emotional responses that safeguarding training can evoke. The ICB will ensure that trainers have completed an appropriate 'Safeguarding Trainer' programme and are equipped to deliver such training.

5.3 Monitoring and Quality Assurance

- The ICB are to maintain quality assurance processes to enable scrutiny of every aspect of the training arrangements for staff.
- The ICB are to maintain a staff training database and report on compliance figures.
- The ICB are to develop and maintain a process of monitoring and review of effectiveness of training at different levels and to ensure fitness for purpose, utilising national guidance from the Intercollegiate Documents (2018 & 2019).
- Findings from regulatory inspection activity and relevant single and multi-agency audits are to be collated and recommendations applied accordingly.

6. **Safeguarding Training Competencies**

Adult Safeguarding: Roles and Competencies for Health Care Staff 2018

Level 1 Adult

ALL staff in healthcare settings – this also includes volunteers and students.

30 minute induction within 6 weeks

2 hours training over 3 years

e-learning via ESR or eLfH resource

Level 2 Adult

All staff with regular patient contact *HCA's, phlebotomists, patient engagement leads*

30 minute induction within 6 weeks

4 hours training over 3 years

e-learning via ESR or eLfH resource

Level 3 Adult

All registered healthcare professionals *GP, Nurse, UCP, PA, Pharmacists, Counsellors, Primary Care Consultants*

30 minute induction within 6 weeks

Level 3 within 12 months

8 hours training over 3 years

Maximum 4 hours (50%) e-learning

e-learning package via FutureLearn platform

Minimum 4 hours face to face training/updates/case discussion/quality improvement

Inter-professional & inter-organisational encouraged

Documented with reflection
Face to face programme accessible to ICB staff

Level 4 Adult

Named Professionals for Safeguarding
30 minute induction within 6 weeks
24 hours training over 3 years including clinical leadership, appraisal and supervision training
National networks for Named professionals deliver level 4
Webinars accessible via eLfH

Level 5 Adult

Designated Professionals for Safeguarding
30 minute induction within 6 weeks
24 hours training over 3 years including clinical leadership, appraisal and supervision training
External specialist sourced training.

Adult Safeguarding Board Level

Requires level 1 with board specific element – Accountable Officer, Chief Nursing and Therapies Officer and Director of Nursing –Maternity and Safeguarding.

Safeguarding Children and Young People: Roles and Competencies for Health Care Staff 2019

Level 1 Children

ALL staff in healthcare settings – this also includes Lay members, volunteers and students.
30 minute induction within 6 weeks
2 hours training over 3 years
e-learning via ESR or eLfH resource
Activity Log, reflection template

Level 2 Children

All staff who have any contact with children and/or parents *Reception & admin team managers, practice managers, HCAs, phlebotomists, patient engagement leads*
30 minute induction within 6 weeks
Level 2 within 12 months
4 hours training over 3 years
e-learning via ESR or eLfH
Activity Log, reflection template

Level 3 Children

All clinical staff who have any contact with children and/or parents
AND
Who may contribute to assessing/planning/intervening in the needs of children and/or parenting capacity: *GP, Nurse, Physicians Associates, Pharmacists, Health Visitors, Midwives, Allied Health Professionals, urgent care practitioners*
30 minute induction within 6 weeks
Level 3 within 12 months
8 hours training over 3 years (GPs 12 hours)
Additional specific knowledge and skills sets for certain roles: GP, practice safeguarding leads, practice nurses, UCPs
Maximum 4 hours (50%) e-learning (GPs 6 hours max)
Minimum 4 hours face to face training/updates/case discussion/quality improvement
Inter-professional & inter-organisational encouraged

Activity log, reflection template and learning outcome record in guidance document appendix 4
Series of face-to-face safeguarding training
Stoke-On-Trent Safeguarding Children Partnership and Staffordshire Safeguarding Children Board training – events listed on web page.

Level 4 Children

Named Professionals for Safeguarding Children

30 minute induction within 6 weeks

24 hours training over 3 years including clinical leadership, appraisal and supervision training, Stoke-On-Trent Safeguarding Children Partnership and Staffordshire Safeguarding Children Board training – events listed on web page.

Level 5 Children

Designated Professionals for Safeguarding Children

30 minute induction within 6 weeks

24 hours training over 3 years including clinical leadership, appraisal and supervision training. External specialist sourced training.

Children Safeguarding Board Level

Requires level 1 with Board specific element – Accountable Officer, Chief Nursing and Therapies Officer and Director of Nursing –Maternity and Safeguarding.

7. Review and Maintenance of Policy

- 7.1 This policy will be subject to a routine biennial review, or as necessary and will also be subject to alteration if required through the creation of additional national policy, legislation or guidance and/or local guidance.

If revised, all stakeholders will be alerted to the new version. The review will be conducted by the Designated Professionals for Safeguarding.

- 7.2 The Safeguarding Training Policy will be equality impact assessed and the quality of the Equality Impact Assessments will be assessed by the Equality and Human Rights Advisors.

8. References

[Adult Safeguarding: Roles and Competencies of Healthcare Staff 2018](#)

Care Act (2014)

Children and Families Act (2014)

Counter Terrorism and border Security Act (2019)

Equality Act (2010)

Mental Capacity Act (2005)

[Safeguarding Children and Young People: Roles and Competencies of Healthcare Staff 2019](#)

Working Together to Safeguard Children 2023

Appendix - Accountability Structure for Safeguarding within the ICB



ICB Safeguarding Governance Structure – Children and Adults | August 2023

