

# Safeguarding Adults and Children

## Mandatory Training Plan for Sirona care & health Employees



### 1. Introduction

Sirona care & health is committed to the delivery of high quality care & health services that respond to the needs of the communities we serve. As existing and new services merge, develop and expand, Sirona has championed the safeguarding of adults and children in the services our staff deliver.

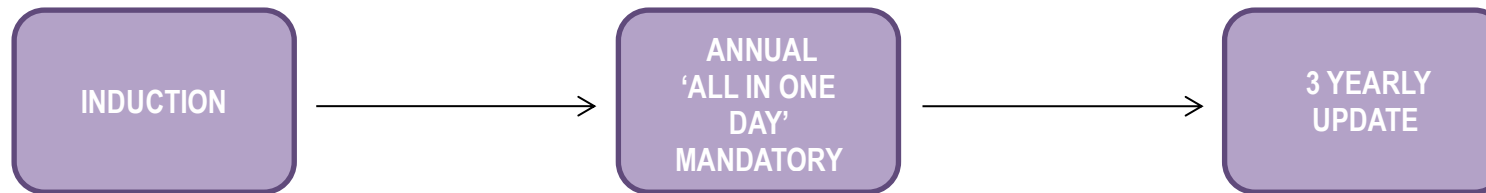
One of Sirona care & health's top priorities is that all staff should feel confident to take appropriate action if they have concerns about the safety of an adult or child.

**All staff** will undertake **Level 2 Safeguarding Adults and Safeguarding Children** training in the first three weeks of employment as part of their induction programme. This training will also ensure all our staff are compliant in both **Mental Capacity Act** and **PREVENT** training also.

Staff who are required to complete **Level 3 Safeguarding Adults and/or Safeguarding Children** training are required to complete this within the first six months of their employment.

**Staff will not be able to progress through their probationary period if this is not completed.**

**All staff** trained to Level 2 or 3 are required to refresh their training *within* 3 years.



\* Staff who require training at Level 1 only must attend the 'All in One Day' mandatory refresher training **annually**.

**It is the responsibility of each member of staff and his/her manager to ensure that they are up-to-date with their training to ensure they feel confident and competent to safeguard children and adults. This will be discussed and reviewed as part of your Performance and Development Review.**

## 2. Staff Working in Adult Services

At a *minimum*, all staff working directly with Adults must complete **Level 2 Adults and Children's Safeguarding Training** but certain staff groups are required to have an advanced knowledge of Adults and/or Children's Safeguarding and must complete **Level 3 Training**. To identify which level you require please refer to the flowcharts below:



FRONTLINE  
STAFF  
WORKING WITH  
ADULTS

SAFEGUARDING  
CHILDREN AND  
ADULTS TRAINING

**INDUCTION**

'ALL IN ONE DAY'  
MANDATORY  
REFRESHER

**ANNUALLY**

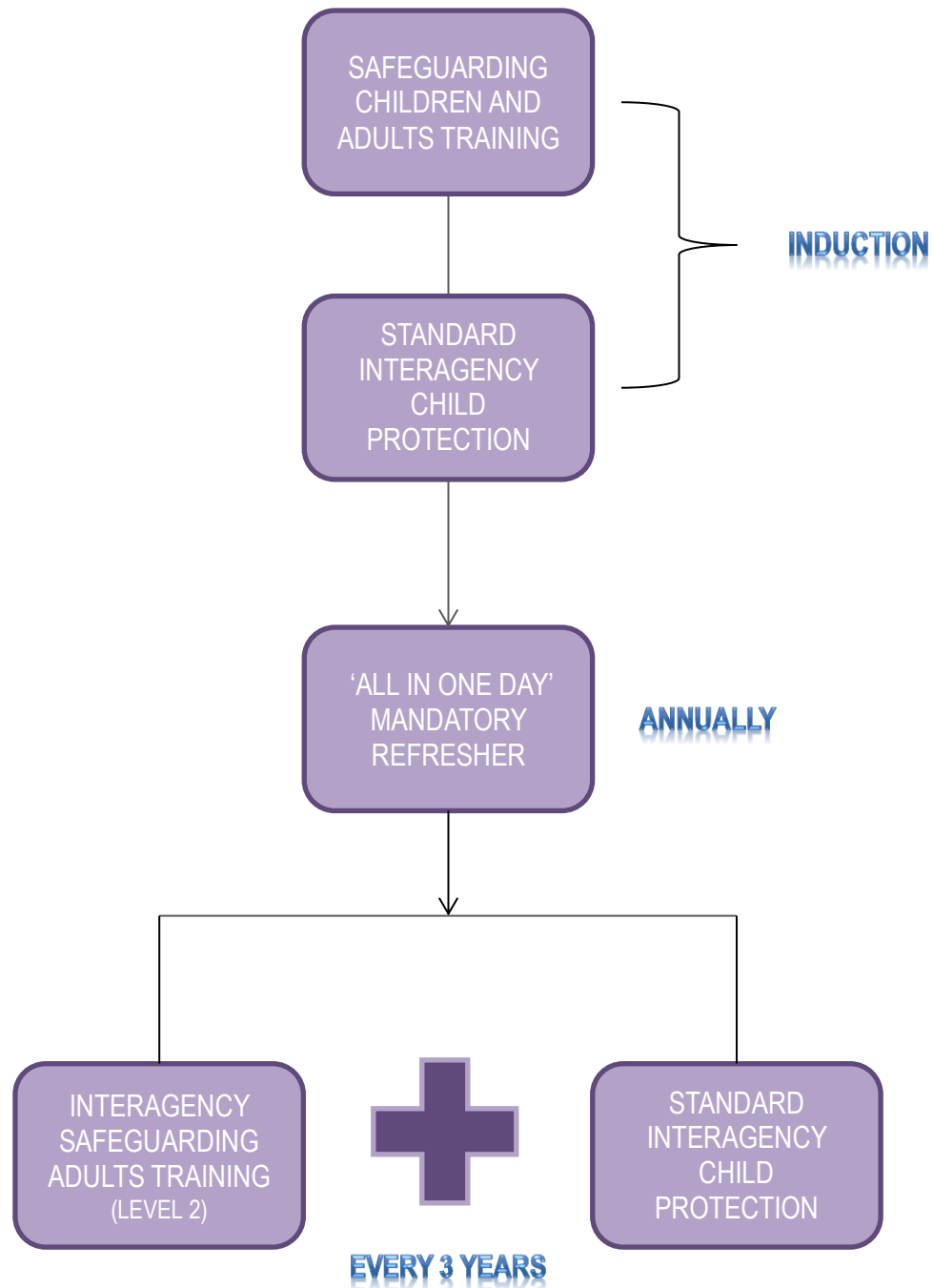
INTERAGENCY  
SAFEGUARDING  
ADULTS TRAINING  
(LEVEL 2)



SAFEGUARDING  
CHILDREN  
E-LEARNING  
(LEVEL 2)

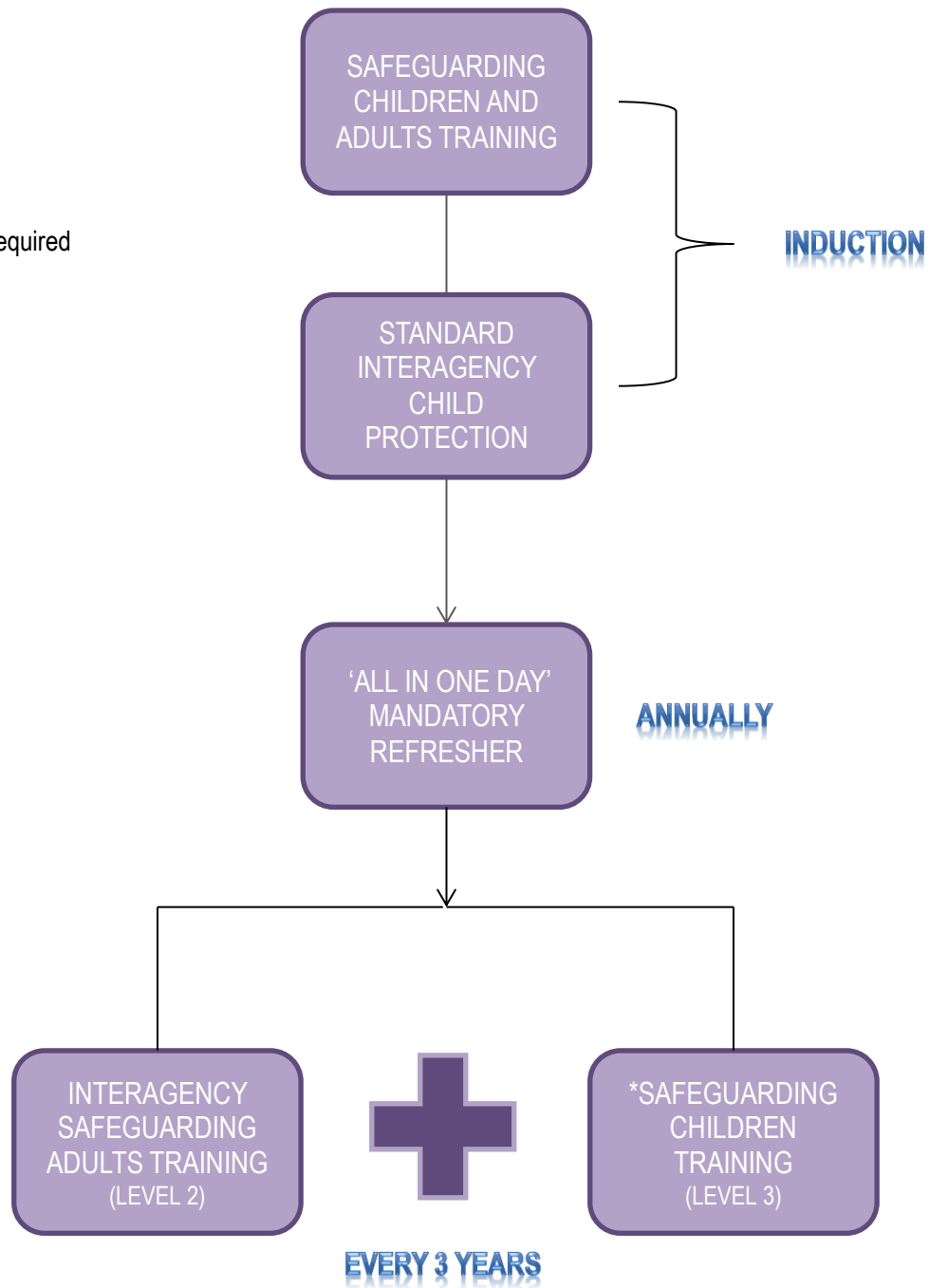
**EVERY 3 YEARS**

CLDT/OT'S/  
PHYSIO'S AND  
PODIATRISTS  
(BAND 7 OR ABOVE)

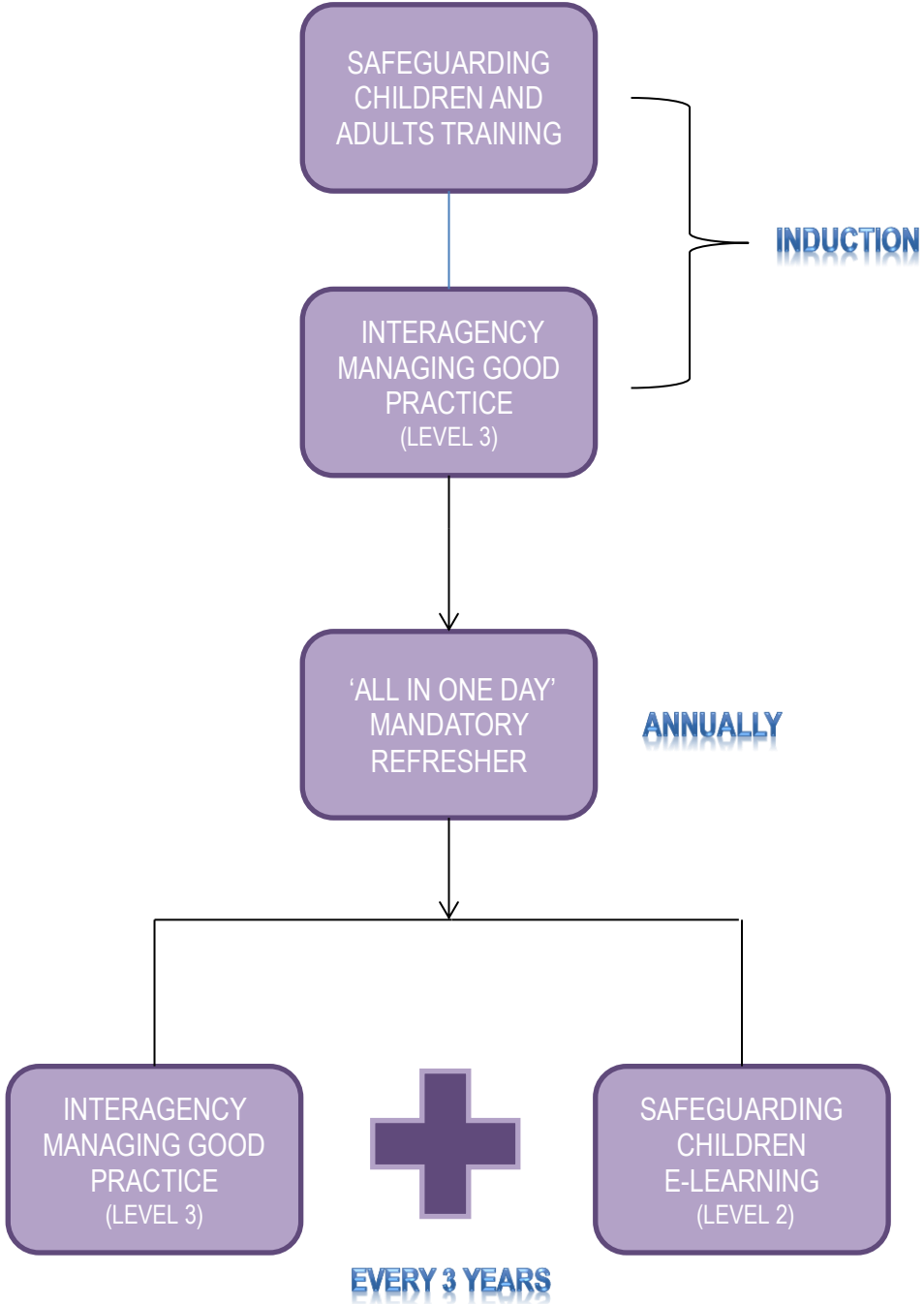


**\*MINOR  
INJURIES TEAMS  
WORKING WITH  
CHILDREN AND  
ADULTS**

**\* Specialist Child Protection Training Required**



MANAGERS –  
ADULT  
SERVICES



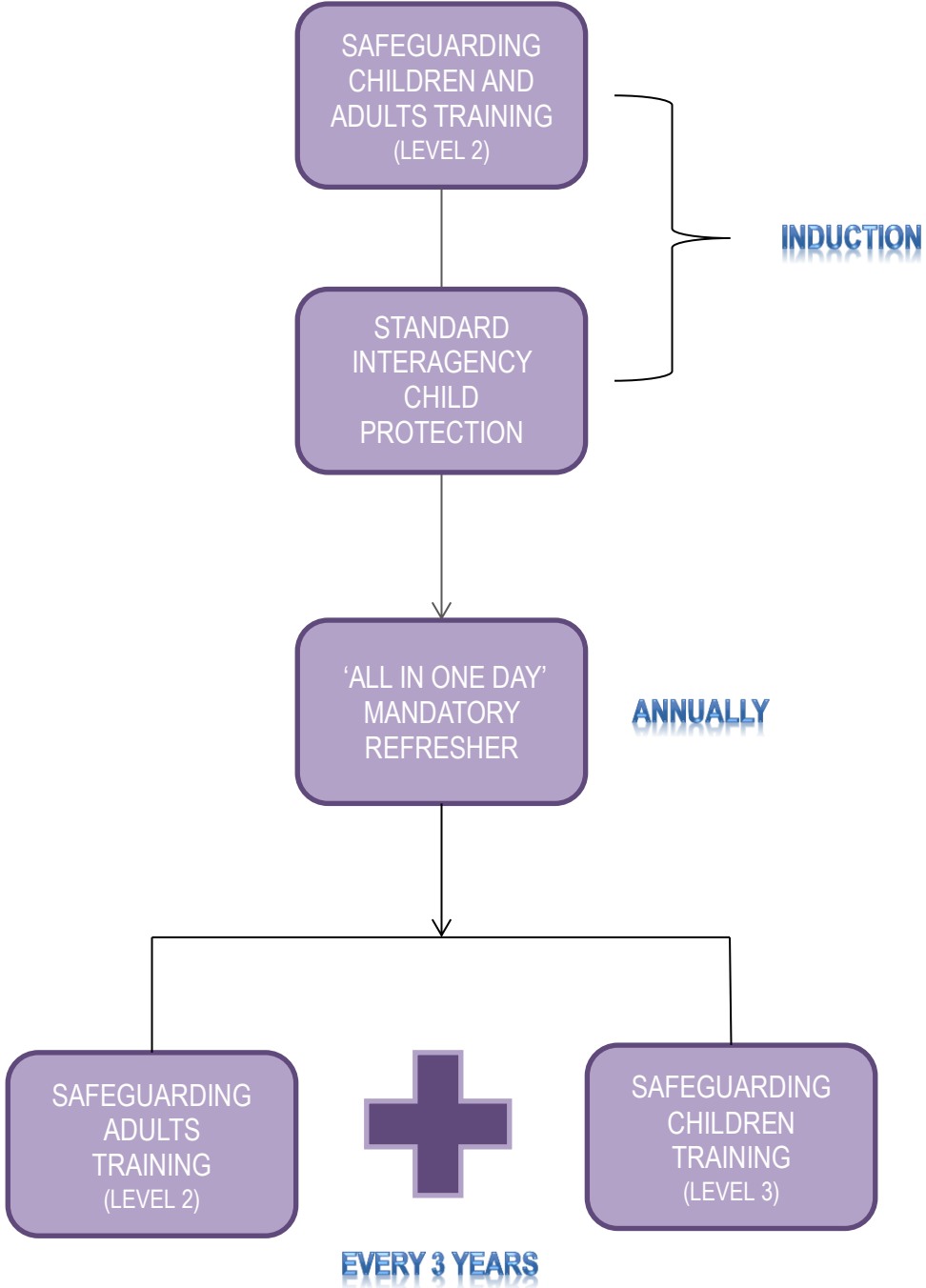
### 3. Staff working In Children's Services

All staff working directly with Children must complete **Level 2 Adults and Children's Safeguarding** and **Level 3 Safeguarding Children's Training**. The type of Level 3 training you require depends on your role. To identify which level you require please refer to the flowcharts below:



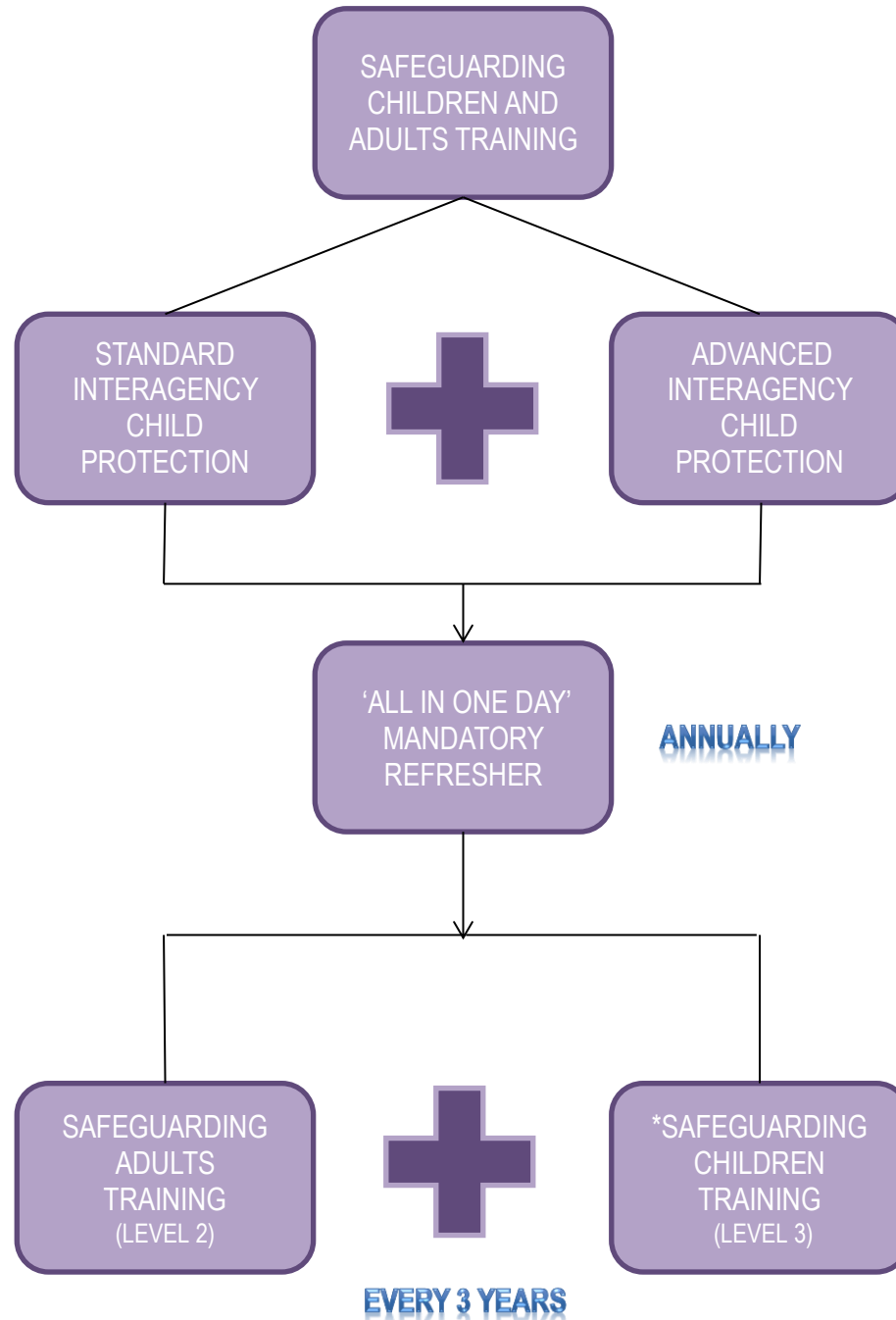


CORE  
FRONTLINE  
STAFF  
WORKING WITH  
CHILDREN INC.  
LIFETIME SUPPORT  
WORKERS



**\*SPECIALIST  
FRONTLINE  
STAFF  
WORKING  
WITH  
CHILDREN**

\* Please refer to p.14 to identify if you require Specialist Child Protection Training.



**INDUCTION**

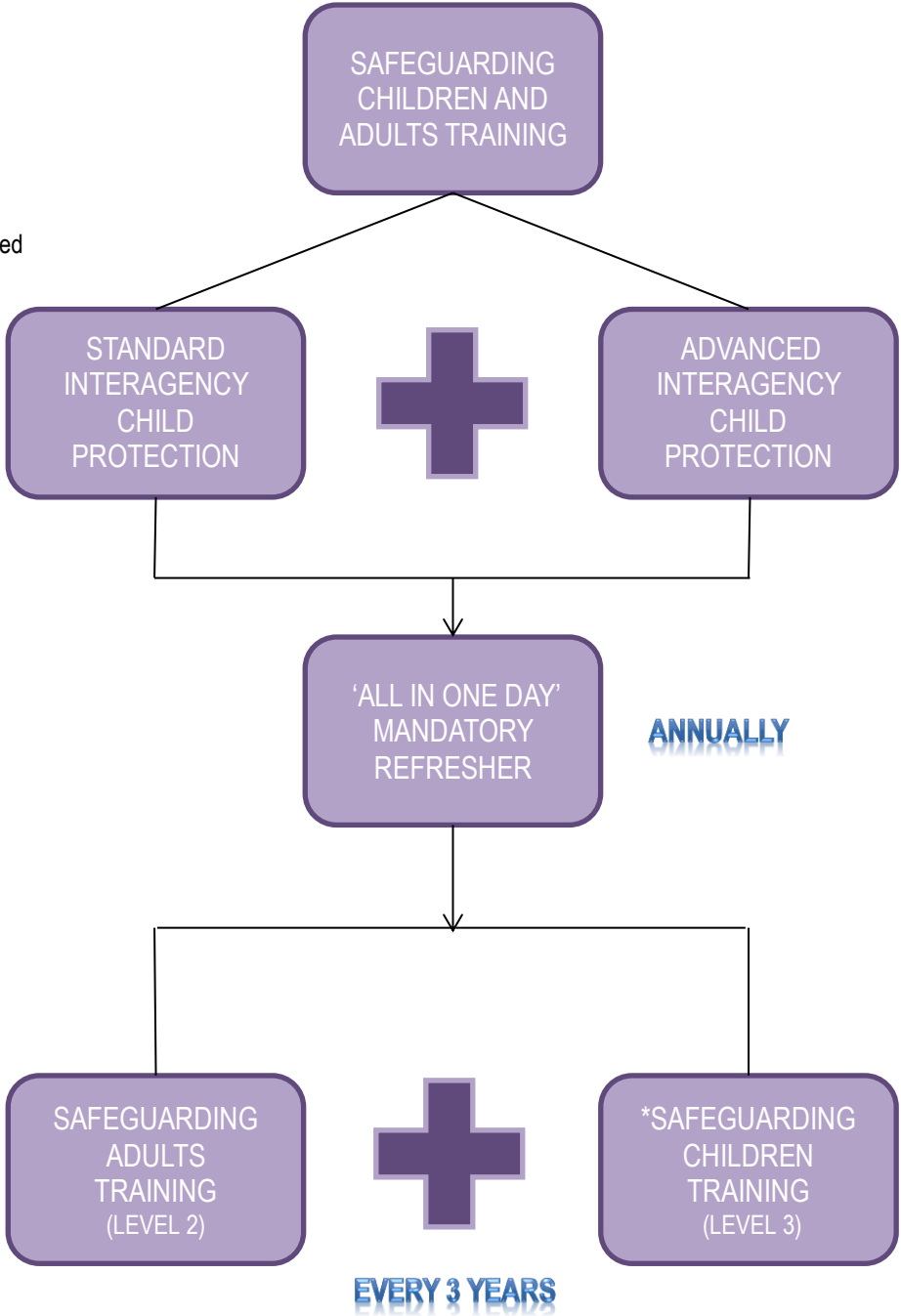
**ANNUALLY**

**EVERY 3 YEARS**

\*Practitioners requiring Specialist Child Protection Training are required to complete 12 – 16 hrs of learning over a 3 year cycle. This can be a combination of learning, e.g. Supervision, Group Supervision, mandatory training and/or other formal training.

MANAGERS – CHILDREN'S SERVICES

\* Specialist Child Protection Training Required

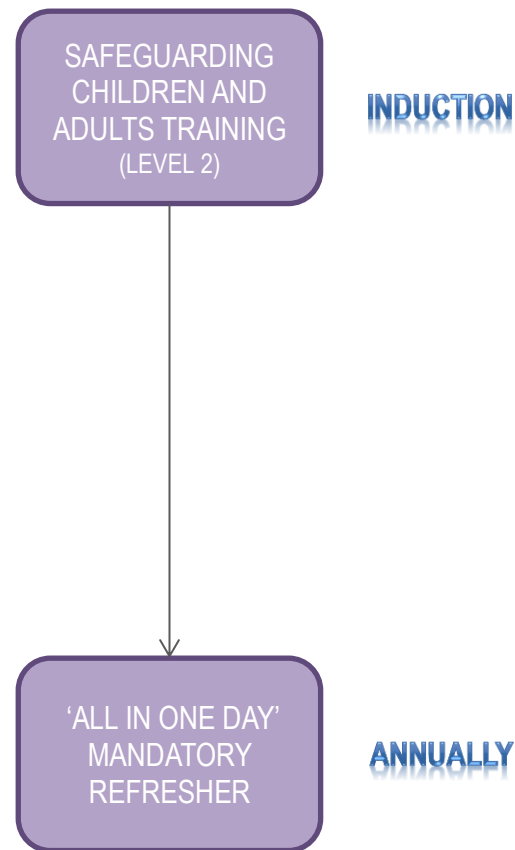


INDUCTION

\*Practitioners requiring Specialist Child Protection Training are required to complete 12 – 16 hrs of learning over a 3 year cycle. This can be a combination of learning, e.g. Supervision, Group Supervision, mandatory training and other formal training.

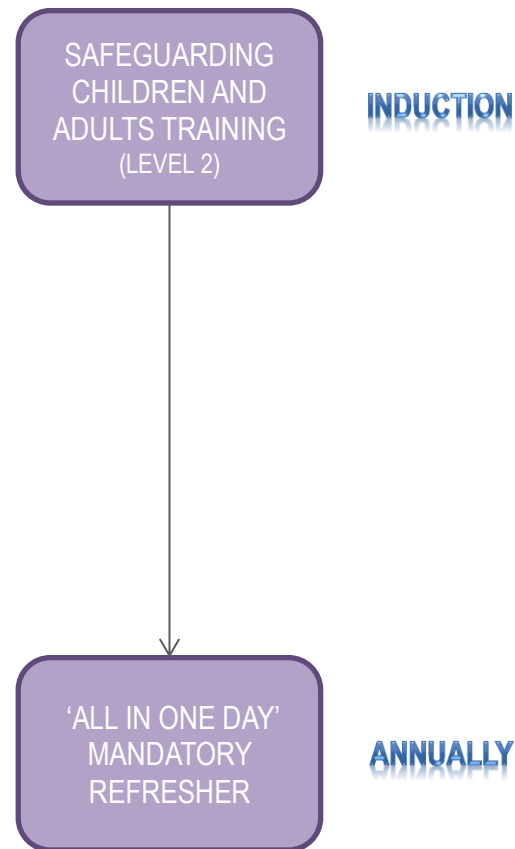
#### 4. Administrative Staff

All Administrative staff will complete Level 2 Adults and Children's Safeguarding Training during their induction and then will refresh their Safeguarding Training via the 'All in One Day' Mandatory refresher training, annually.



## 5. Board and Senior Leadership Team

The Intercollegiate document on Safeguarding Training for Children and Adults stipulates that all Board members and Senior Executives must be trained to Level 1. To support them in their roles they will draw on the knowledge, skills and experience of the Designated Safeguarding Leads within the organisation.



## 6. Specialist Children's Safeguarding Training

Some specific staff members are required to complete advanced, specialist Safeguarding Children Training. This means that you are required to complete 12 -16 hours of Continual Professional Development on Safeguarding Children over a three year cycle; this can be completed in a variety of ways. To identify if you are required to complete Specialist training, please check the table below:

DO YOU NEED  
SPECIALIST  
SAFEGUARDING  
CHILDREN  
TRAINING?

- Health Visitors and Community Nursery Nurses
- School health nurses including
- Family Nurses and Family Nurse Partnership supervisor
- Paediatricians
- Specialist nurses working with paediatricians
- MIU Nurses
- Lifetime nurses
- Specialist nurses for safeguarding children
- Designated and specialist nurses for looked after children
- All managers of the above services

## 7. Booking onto a Course

As part of our Safeguarding responsibilities, we should always work in a multi-agency way, developing partnerships to ensure that as a care and health system we are working together to safeguard vulnerable children and adults.

We also adopt this multi-agency, partnership approach to training and so we are working with our partners at Bath & North East Somerset, South Gloucestershire, Bristol Councils and Clinical Commissioning Groups to ensure we update and refresh our knowledge together.

When you join Sirona, you will always receive Safeguarding Induction Training via our own Learning & Development Team. If you require further specialist training, dependent on your role, then you will access this from the local authority in which you work.

Please refer to the tables below to identify which training you require and how to go about booking onto the course/s you require.

If you attend Safeguarding Training that meets the required Level for your role, and is not provided by Sirona or one of our Local Authority partners, you must ensure that you inform Learning & Development so that your records can be updated.

The information required is:

- Course Title
- Date Attended
- Provider of Course
- Course Length

This information will often be provided as a Certificate of Attendance.

Please email this information to: [mandatory.training@sirona-cic.org.uk](mailto:mandatory.training@sirona-cic.org.uk)

### Staff Working in Adult Services

	Staff working in South Gloucestershire	Staff working in Bath & North East Somerset
<b>Level 1 &amp; 2 Induction</b>	Safeguarding Children & Adults Training (Sirona Learning & Development)	Safeguarding Children & Adults Training (Sirona Learning & Development)
<b>Level 1 Refresher</b>	All in One Day Mandatory Training (Sirona Learning & Development)	All in One Day Mandatory Training (Sirona Learning & Development)
<b>Level 2 Refresher</b>	Interagency Safeguarding Adults Alerter Training + Awareness of Child Abuse and Neglect E-Learning (South Glos Council Learning & Development)	Safeguarding Adults Awareness Training + Introduction to Safeguarding and Child Protection E-Learning (B&NES Council Learning & Development)
<b>Level 3 Induction</b>	Managing Good Practice in Safeguarding Adults (South Glos Council Learning & Development)	Undertaking Safeguarding Enquiries (B&NES Council Learning & Development)
<b>Level 3 Refresher</b>	Managing Good Practice in Safeguarding Adults + Awareness of Child Abuse and Neglect E-Learning (South Glos Council Learning & Development)	Undertaking Safeguarding Enquiries + Introduction to Safeguarding and Child Protection E-Learning (B&NES Council Learning & Development)
	For Council-run courses, register and book your course at: <a href="https://learning.southglos.gov.uk">https://learning.southglos.gov.uk</a>	For Council-run courses, register and book your course at: <a href="http://bathnes.learningpool.com/">http://bathnes.learningpool.com/</a>



## Staff working in Children Services

	Staff working in South Gloucestershire	Staff working in Bristol
<b>Level 1 &amp; 2 Induction</b>	Safeguarding Children & Adults Training (Sirona Learning & Development)	Safeguarding Children & Adults Training (Sirona Learning & Development)
<b>Level 1 Refresher</b>	All in One Day Mandatory Training (Sirona Learning & Development)	All in One Day Mandatory Training (Sirona Learning & Development)
<b>Level 2 Refresher</b>	Interagency Safeguarding Adults Alerter Training (South Glos Council Learning & Development)	Safeguarding Adults Foundation (Bristol City Council Learning & Development)
<b>Level 3 Specialist Induction</b>	Interagency Child Protection+ Advanced Interagency Child Protection (South Glos Council Learning & Development)	Initial Child Protection Training + Advanced Child Protection (Bristol City Council Learning & Development)
<b>Level 3 Specialist Refresher</b> (12 – 16hrs over 3 yrs)	Child Protection Training at Level 3 + Interagency Safeguarding Adults Alerter Training (South Glos Council Learning & Development)	Child Protection Training at Level 3 + Safeguarding Adults Foundation (Bristol City Council Learning & Development)
<b>Level 3 Core Induction</b>	Interagency Child Protection (South Glos Council Learning & Development)	Initial Child Protection Training (Bristol City Council Learning & Development)
<b>Level 3 Core Refresher</b> (6hrs over 3 yrs)	Child Protection Training at Level 3 + Interagency Safeguarding Adults Alerter Training (South Glos Council Learning & Development)	Child Protection Training at Level 3 + Safeguarding Adults Foundation (Bristol City Council Learning & Development)
	For Council-run courses, register and book your course at: <a href="https://learning.southglos.gov.uk">https://learning.southglos.gov.uk</a>	For Council-run courses, register and book your course at: <a href="https://www.bristol.gov.uk/policies-plans-strategies/bscb-training-courses">https://www.bristol.gov.uk/policies-plans-strategies/bscb-training-courses</a>

## 8. Safeguarding Contacts in Sirona care & health

Safeguarding Children	Safeguarding Adults
<p><b>Jill Chart</b> Named Nurse for Safeguarding t. 07515 191 912 e. <a href="mailto:jill.chart@sirona-cic.org.uk">jill.chart@sirona-cic.org.uk</a></p>	<p><b>Simon Allen</b> Strategic Lead (Safeguarding &amp; Social care) t. 07812 654 561 e. <a href="mailto:simon.allen@sirona-cic.org.uk">simon.allen@sirona-cic.org.uk</a></p>
<p><b>Dr. Richard Williams</b> Named Doctor for Child Protection t. 0117 340 8080 e. <a href="mailto:richard.williams@cchp.nhs.uk">richard.williams@cchp.nhs.uk</a></p>	