

Guidance policy for organisations and settings on Oxfordshire Safeguarding Children Board training requirements 2024 - 2025

This policy is updated on an annual basis and includes guidance on the OSCB's core safeguarding courses; including eLearning, webinars and face to face training and replaces all previous policies.

Practitioners are able to choose to attend:

- ***virtual training (eLearning followed by an online webinar)***
or
- ***a face-to-face course***

The Board is not able to recognise online or face to face courses from other providers as these courses do not contain local information, local reporting procedures or local contact details and it will not be possible to quality assure the content.

- To access the OSCB's training portal on their website, please follow the link below for instructions as to how to create a user profile (if you don't already have one) which you will need to access courses; [Create a user account](#)
- If you already have a user account; please follow the link to the OSCB training page to log in and access training courses [Events list](#)
- It remains the responsibility of both practitioners and their managers to ensure that training is undertaken in a timely manner and at the appropriate level
- As per the [OSCB's 'Terms and Conditions'](#), if a delegate cancels their booking outside of the cancellation period or does not attend on the day, they will become liable for a cancellation charge of £50
- ***Delegates who miss 15 minutes or more of any course will be marked as NOT having attended the course and may be refused admission***

Oxfordshire Safeguarding Children Board's Core Safeguarding Training Programme

is outlined below:

Core Course programme

'Level 1: Introduction to Safeguarding 2023 (recommended course for Volunteers)' eLearning course (eLearning course only requirement)

This e-learning course is aimed at any individual who may come into contact with children, young people and/or their families for short periods of time during the course of their work. It introduces key principles and responsibilities that practitioners may have working with children, young people and their families.

It is recommended that practitioners refresh this training every three years.

Level 2 safeguarding training: Two options for practitioners wanting to complete level 2 safeguarding training.

These courses are for practitioners who have contact with children for 3 hours or more a month, including those practitioners who work in an Early Years Setting.

Option 1: Online route

- 'Level 2: Awareness of Child Abuse and Neglect **2023**' **OR** 'Level 2: Awareness of Child Abuse and Neglect **2024**' **eLearning** course and
- 'Level 2: Generalist' **webinar**

Once **both** eLearning and an online webinar have been completed, the certificate of attendance will be valid for a period of 3 years from the date at which the eLearning course was successfully completed.

Option 2: Face to face route

'Level 2: Generalist' **face to face**

This course is for practitioners who have contact with children for 3 hours or more a month, including those practitioners who work in an Early Years Setting. The course will take place face to face in a classroom type setting with no eLearning required.

Advanced Safeguarding training (Specialist Level 3)

This eLearning course is for those practitioners who regularly work with a child or children and young people **on a one-to-one basis, i.e. as a lone adult**. This course is specialist (level 3) and has been designed for practitioners who could potentially contribute to assessing, planning, intervening and evaluating the needs where there are safeguarding/child protection concerns, including those practitioners who work in an Early Years Setting.

This eLearning course **IS NOT SUITABLE** for those practitioners who are the Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL) for their organisation and who therefore have responsibility for other team members in their job role.

'Generalist' level 2 training **must have** been completed in the **previous 12 months** before practitioners attempt the completion of '**Advanced**' eLearning for the first time.

This can be either:

- 'Level 2: **eLearning**' followed by attendance at a 'Level 2: **webinar**' (both parts need to be completed)

OR

- Attendance at a **face to face** 'Level 2: Generalist Safeguarding' course

At subsequent two-yearly intervals, practitioners only need to complete the advanced safeguarding eLearning to remain up to date.

Level 3: Designated Safeguarding Lead (DSL) training: Two options for practitioners wanting to complete DSL safeguarding training.

This course is for those practitioners with leadership or management responsibilities (DSL level) for safeguarding children and young people within their role and/or are the named lead or designated safeguarding leads for their organisation or setting, including those practitioners who work in an Early Years Setting.

Option 1: Online route

- **'Level 3: Designated Safeguarding Lead 2023' OR 'Level 3: Advanced / Designated Safeguarding Lead 2024' eLearning course followed by**
- **'Level 3: Designated Safeguarding Lead' webinar**

Once **both** eLearning and an online webinar have been completed, the certificate of attendance will be valid for a period of 2 years from the date at which the eLearning course was successfully completed.

Option 2: Face to face route

'Level 3: Designated Safeguarding Lead' face to face course.

Once attended, the certificate of attendance will be valid for 2 years from the date of the course.

If practitioners in a DSL role are new to working in Oxfordshire and have not completed OSCB safeguarding training before, it is expected that they should complete the **'Level 2: Awareness of Child Abuse and Neglect' eLearning course** prior to completing Level 3 training. This applies to practitioners in Early Years settings as well as all other settings.