

Safeguarding Policy (Section D) / Training Policy and Procedure	FOR ALL CSE STAFF
Updated: November 2018	Due to be reviewed: November 2019

Application of Policy and Procedure: This policy and procedure is to be read and acknowledged by all members of staff at Capital School of English who are responsible for organising training for administration staff and academic staff (teachers).

Content:

- D0. Overview
- D1. Responsibility
- D2. How training is delivered

Overview

Capital School of English (CSE) believes that all students have a right to live, study, develop and achieve in a safe and supportive environment. CSE arranges the following training for its staff:

- A. Safeguarding
- B. First aid
- C. Fire warden
- D. Prevent
- E. Safer recruitment
- F. E-safety
- G. Mental health first aid

D1. Responsibility

All training is organised by management. The level of training required is different for different roles. Such training provided is dependent on the needs of an individual's position/role within the school and is determined by management.

D1A. Safeguard training:

The table below shows the levels of safeguard training each member of staff has completed.

Safeguard training	Formally known as	Completed by...
CSE Online Safeguarding course		All interns
Basic Awareness	Level 1	All members of staff (see staff ID cards)
Advanced	Level 2	Some members of staff (see staff ID cards)
Multi Agency Safeguarding	Level 3	Finance Director Managing Director Director of Studies Under 18 Welfare Officer

D2B. First aid training:

First aid training	Duration of course	Completed by...
Emergency First Aid at Work (aimed at low risk workplaces)	1 day	(see staff ID cards)
First Aid at Work (aimed at high risk workplaces)	3 days	Academic Administrator/U18 Welfare Officer
Adult Mental Health First Aid	2 days	Academic Administrator/U18 Welfare Officer

D2C. Fire warden training:

1. Most members of staff (see staff ID cards)

D2D. Prevent training:

1. All members of staff (see staff ID cards)

D2E. Safer recruitment

1. This is completed by all members of staff involved in recruiting staff

D2F. E-safety training:

1. Most members of staff (see staff ID cards)

D2G. Mental health first aid training:

1. This will be introduced for all key first aiders (see staff ID cards)

D2. How training is delivered

Training is delivered by either online or face-to-face courses.