



**celt**

**CENTRE FOR ENGLISH  
LANGUAGE TEACHING**

6 Salisbury Road  
Cardiff CF24 4AD  
United Kingdom

**Tel: +44 (0)29 2033 9290**

**Fax: +44 (0)29 2033 9515**

Website: <http://www.celt.co.uk>

E-mail: [english@celt.co.uk](mailto:english@celt.co.uk)

**CELT**

**Safeguarding  
Children  
&  
Adults at Risk Policy  
  
D Training**

Contents

Section D TRAINING ..... 4

    D1 Responsibility..... 4

    D2 Different Levels of Training ..... 4

    D3 How Training Is Delivered and How Often ..... 4

    D4 Content ..... 5

    D5 Ensuring Understanding ..... 7

    D6 Recording Training..... 7

    Other Related Training..... 7

    Related Policies and Documents..... 7

## Document Revision

Date	Staff Involved
Policy written by:	Neil Harris
Policy reviewed by:	Grace Durighello, Greg Nelson, Mike Burden, (Designated Safeguarding Staff)
Policy approved by:	Grace Durighello
Policy publication date:	December 2018
Policy amended:	
Next policy review date:	December 2019

### SENIOR DESIGNATED SAFEGUARDING STAFF

#### **Mike Burden (Director of Studies), Designated Safeguarding Person**

[mike@celt.co.uk](mailto:mike@celt.co.uk) +44(0) 29 2033 9290

#### **Neil Harris (Academic Projects Development Manager), Assistant Designated Safeguarding Person**

[neil@celt.co.uk](mailto:neil@celt.co.uk) +44(0) 29 2033 9290

#### **Grace Durighello (Academic Director), Senior Manager with overall responsibility for Safeguarding**

[grace@celt.co.uk](mailto:grace@celt.co.uk) +44(0) 29 2033 9290

#### **Greg Nelson (Principal), Designated Staff (Trained to Specialist Level 3)**

[greg@celt.co.uk](mailto:greg@celt.co.uk) +44(0) 29 2033 9290

#### **Alyssia Jones (Accommodation Officer), Designated Staff (Trained to Advanced Level 2)**

[alyssia@celt.co.uk](mailto:alyssia@celt.co.uk) +44(0) 29 2033 9290

#### **Chen Hodges (Admin Assistant), Designated Staff (Trained to Advanced Level 2)**

[chen.hodges@celt.co.uk](mailto:chen.hodges@celt.co.uk) +44(0) 29 2033 9290

## Section D TRAINING

### D1 Responsibility

The DSP has overall responsibility for ensuring that all adults have training to the appropriate level. The DSP will be assisted in this task by the ADSP and Senior Manager. Training must take place before any staff or contractors come into contact with children.

### D2 Different Levels of Training

At CELT the expected level of training is:

Status	Level of Training
DSP	Specialist (Level 3) Safeguarding Has followed English UK Safer Recruitment & Safeguarding Webinar
ADSP	Specialist (Level 3) Safeguarding Has followed English UK Safer Recruitment & Safeguarding Webinar
Senior Manager with Responsibility for Safeguarding (DSS)	Specialist (Level 3) Safeguarding Has followed English UK Safer Recruitment & Safeguarding Webinar
Principal (DSS	Specialist (Level 3) Safeguarding
DSS x2	Advanced (Level 2) Safeguarding
All teachers	Basic (Level 1) Awareness Training – online followed by face to face training with DSP or ADSP
All admin staff	Basic (Level 1) Awareness Training – online followed by face to face training with DSP or ADSP
All homestay providers	Basic (Level 1) Awareness Training online
Cleaner & Handyman	Basic (Level 1) Awareness Training online
Visitors	Unaccompanied visitors are given safeguarding leaflets which they are expected to read before being allowed into the school. They are also required to wear a visitor lanyard which also has a safeguarding reminder in it

### D3 How Training Is Delivered and How Often

#### Basic Awareness

The Basic Awareness (Level One) online training is now done online using the free British Council safeguarding training at <https://accreditation-uk.english.britishcouncil.org/> Previously training was offered using the Gallery Teachers safeguarding training at <https://galleryteachers.com/service/safeguarding-basic-awareness-course/> with follow up face-to-face training done in-house by members of the Safeguarding Team who are Specialist Safeguarding (Level 3) trained.

Focused Level 1 training is a requirement of all new staff as part of their induction; ongoing in-house training takes place whenever there is a significant update and is also covered in staff

meetings and in dedicated safeguarding training. The school receives the Gallery Teachers Safeguarding newsletter and this is shared with the teaching and admin staff.

### Advanced and Specialist

All members of CELT's Safeguarding Team receive Advanced (Level 2) or Specialist (Level 3) training from either via English UK or direct from Blueberry Safeguarding and Compliance.

Focused Advanced (Level 2) and Specialist (Level 3) training is arranged for new staff appointed to roles which require higher level Safeguarding training. Ongoing in-house training takes place whenever there is a significant update and is also covered in staff meetings. The school receives the Gallery Teachers Safeguarding newsletter and this is shared with the teaching and admin staff.

### Refresher training (All levels)

As serious safeguarding issues are unlikely to happen frequently, CELT believes it is important that refresher training is an essential aspect of our commitment to safeguarding.

Basic Awareness refresher training (Level 1) happens at least annually and/or if there are any changes to policy or legislation and/or if a serious incident occurs.

Advanced & Specialist refresher training for the DSP, ADSP and DSSs occurs at least every 2 years and is then filtered down to other CELT staff (teaching and admin) at the earliest available opportunity.

In addition, there are:

- Updates on policy, brief reminders, questions and feedback in staff meetings once every main term.
- Formal refresher training sessions for admin and for teachers
- As part of the annual Safeguarding Review, the Safeguarding Team verifies the training that has taken place in the year, making sure that it is current and up to date.

### Visitors

Visitors are given a flyer on arrival, explaining that there are under 18s in school and listing key expectations of the visitor's behaviour whilst around those students. Visitors are also required to wear a lanyard which identifies them as visitors and which has inside it a reminder of their duty of care to report any concerns to the school.

### D4 Content

Basic Awareness (Level 1) training includes:

- raising awareness that everyone is involved (staff & other adults) and that everyone has a legal Duty of Care to safeguard

- making sure everyone knows who CELT's Designated Safeguarding Staff are and how to contact them (there are posters with photos in every classroom) knowing the systems for reporting concerns
- information on how to recognise signs of abuse
- information on how to respond if an allegation is made
- receive copy of condensed safeguarding policy and know where to find full policy
- Code of Conduct; expectations of behaviour from all adults working with under 18s
- awareness that all staff have a duty to look out for each other's behaviour and report anything inappropriate (whistleblowing), and will be supported and that confidentiality is assured
- Prevent training

Advanced (Level 2) training, which provides trained staff with an understanding of how to respond to situations and how to contact local authorities, includes:

- Role, Responsibilities and Duty of Care
- Legislation, Guidance and Policy
- Raising Awareness
- Implementing Safeguarding and Child Protection
- Primary and Secondary Forms of Abuse
- Recognising Signs of Abuse and Early Help
- Managing Concerns, Allegations and Disclosures
- Bullying
- Implementing Safeguarding
- Online Safety
- Training
- Code of Conduct
- Prevent

Specialist (Level 3) training, which enables trained staff to take full responsibility and lead over any safeguarding incident and to understand how CELT's local authority works and to have good awareness of ELT-related safeguarding, includes:

- Role, Responsibilities and Duty of Care of DSL
- Legislation and Guidance
- Raising Awareness
- Working with LSCBs
- Thresholds for Referring: EHA, CIN, Child at Risk of Significant Harm
- Managing Concerns and Allegations/Incidents
- Record Keeping & Confidentiality
- Safeguarding Policy
- Training and Raising Awareness for Stakeholders
- Internet Safety
- Code of Conduct
- Application of Safeguarding to Current Situation
- Prevent

#### D5 Ensuring Understanding

It is important that mechanisms are in place to ensure that participants have understood the Level 1 Basic Awareness level training. This is achieved for admin staff and teachers in workshops and staff meetings by peer discussion, verbal and written testing.

#### D6 Recording Training

Safeguarding training is evidenced by the collection of certificates at initial and refresher stages. This is recorded on the single central record showing the date of training, the name of the person completing the training, the content of the training (wherever possible) and evidence that it was completed and understood. In-house training is recorded as is all internal written testing.

#### Other Related Training

First Aid training (4 staff, 2 men and 2 women + one of maternity leave)

Fire Marshall Training (4 staff)

Prevent Training (2 staff)

#### Related Policies and Documents

Please see Section A11 Associated Policies for a list of related policies and documents.