**Safeguarding Children and Adults at Risk: Guidance Note 5**

**Training requirements**

Completion of the following training is required by the University:

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| **Group** | **Training Required** | **Medium** |
| * Lead and Principal Safeguarding Officers * Designated and Deputy Safeguarding Officers | Legal position and role responsibilities  (mandatory) | Classroom based |
| * Staff engaged in research activity that will bring them into contact with children | Legal, procedural, good practice  (recommended) | Classroom based |
| * Staff, students or volunteers involved in engagement, student recruitment activity or service provision | Awareness, good practice and procedure  (recommended) | Classroom based |
| * All staff | Awareness and procedure  (recommended) | At induction/PDR |

The classroom based workshops will appear as part of the staff development programme. Staff may reserve a place on the workshops (descriptions below) offered in the Staff Development Programme via their Core Portal:

<https://my.corehr.com/pls/coreportal_cdup/cp_por_public_main_page.display_login_page>

Any other safeguarding training undertaken (locally organised) must be logged by the relevant administrator on the University’s CORE system. Information about training undertaken by students and volunteers should be logged by the designated officer for the activity and kept with other relevant documentation for the activity.

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|  | **WORKSHOP DESCRIPTIONS** |
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| [**Safeguarding, Good practice and Procedure**](https://intranet.cardiff.ac.uk/staff/your-employment/training-and-development/training-courses/equality-and-diversity#safeguarding_good_practice_and_procedure) **for Designated Role Holders (1 day)** | This is a mandatory session for any staff who are designated role holders in respect of the University’s Safeguarding Children and Adults policy. The course covers responsibilities under Welsh social care legislation and Cardiff University's policy and Prevent responsibilities.  It will focus on the responsibilities of role holders and the legal context as well as the practical elements of identifying signs of abuse and placing these in context of what constitutes significant harm to children and young people and adults. The course will provide an opportunity to explore areas of potential conflict when looking at issues of neutrality, consent and confidentiality for staff members. |
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| **Learning outcomes** | • Understand the responsibilities of designated role holders in the legal and policy framework;  • Understand the key legislation and related guidance to protect adults and children in Wales.  • Recognise the context, signs and symptoms of abuse and neglect for both adults and children  • Be able to respond effectively to concerns about a person at risk of harm and where there are disclosures about abuse.  • Understand the roles and responsibilities of professionals in other agencies working in child and adult protection.  • Identify and use effective record keeping, information sharing and confidentiality in relation to child and adult protection and the referral process.  • Understand professional abuse in the workplace and the importance of whistle blowing  • Understand individual roles and responsibilities in respect of Safeguarding Children and Adults policy and Prevent. |
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| [**Safeguarding Training for Researchers (Child and Vulnerable Adult Protection)**](https://intranet.cardiff.ac.uk/staff/your-employment/training-and-development/training-courses/cardiff-researcher-programme/domain-c-research-governance-and-organisation#safeguarding_training_for_researchers) **(half day)** | This is an introductory session for all academic staff who come in contact with children and young people in some capacity through their research role. The course covers responsibilities under child welfare legislation and Cardiff University's Safeguarding Children and Vulnerable Adults policy linked to key guidance.  It will focus on identifying signs of abuse and placing these in context of what constitutes significant harm to children and young people. The course will provide an opportunity to explore areas of potential conflict when looking at issues of neutrality, consent and confidentiality for the researcher. |
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| **This course is for people who are** | • Undertaking research directly with children.  • Undertaking research with adults who are parents of dependent children.  • Undertaking research with groups of adults and children.  • Going into family homes as a result of their research.  • Going into settings where there are children e.g. schools, hospitals, daycare provision. |
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| **Learning outcomes** | • Understand the key legislation and related guidance for child protection in Wales.  • Recognise the context, signs and symptoms of child abuse and neglect.  • Apply good practice when dealing with concerns and disclosures about abuse.  • Understand professional abuse and the importance of whistle blowing  • Understand the roles and responsibilities of professionals in other agencies working in child protection.  • Identify and use effective record keeping, information sharing and confidentiality in relation to child protection and the referral process. |
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| **3.Safeguarding, Good practice and Procedure (half day)** | This is an introductory session for all staff who come in contact with children, young people and vulnerable adults in some capacity through their role. The course covers responsibilities under Welsh social care legislation and Cardiff University's Safeguarding Children and Adults policy and Prevent responsibilities linked to key guidance.  It will focus on identifying signs of abuse and placing these in context of what constitutes significant harm to children and young people and adults. The course will provide an opportunity to explore areas of potential conflict when looking at issues of neutrality, consent and confidentiality for the staff member. |
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| **Learning outcomes** | • Understand the key legislation and related guidance to protect adults and children in Wales.  • Recognise the context, signs and symptoms of abuse and neglect for both adults and children  • Be able to respond effectively to concerns about a person at risk of harm and where there are disclosures about abuse.  • Understand the roles and responsibilities of professionals in other agencies working in child and adult protection.  • Identify and use effective record keeping, information sharing and confidentiality in relation to child and adult protection and the referral process.  • Understand professional abuse in the workplace and the importance of whistle blowing  • Understand individual roles and responsibilities in respect of Safeguarding Children and Adults policy and Prevent. |
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