

Guidance policy for organisations and settings on Oxfordshire Safeguarding Children Board training requirements May 2023

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.

The course content will be updated every three years and it is recommended that practitioners refresh their training within the same time frame.

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 **2022**' OR 'Level 2: Awareness of Child Abuse and Neglect **2023**' 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.

Once attended, the certificate of attendance will be valid for 3 years from the date of the course.

Level 3 safeguarding training: Two options for practitioners wanting to complete level 3 safeguarding training.

This course is currently a combined course for both those practitioners who regularly work with any children and young people on a one-to-one basis (Advanced level), **and** 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: Advanced / Designated Safeguarding Lead **2022**' OR 'Level 3: Advanced / Designated Safeguarding Lead **2023**' 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: Advanced / 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.