



FOUNDATION SAFER TRAINING PROGRAMME

Scope

This policy applies to all Foundation colleagues, including those on temporary contracts or who have been working at the Foundation through a recruitment agency for more than 12 weeks. It does not apply to agency workers who have worked at the Foundation for less than 12 weeks, consultants or self-employed contractors.

Principle

The Foundation's Safer practice training has been introduced to continuously upskill staff and volunteers on how to safeguard anyone that may be delivering, taking part, observing or having any other involvement with any of the Foundation's activities.

Safeguarding Framework / Training

In addition to the online training modules staff and volunteers are categorised into groups depending on their role and levels of engagement with children and adults at risk. These groups are used to identify their required level of safeguarding competency and individual responsibilities.

Level	Description
1	Staff/ volunteers who have limited contact with children/young people or adults at risk
2	Staff/ volunteers who have significant contact with children/young people or adults at risk or project leads for a department or programme with significant contact with children/young people or adults at risk.
3	Designated Safeguarding Officers

Safeguarding competency frameworks have been identified for each level required as follows:

Level 1

- Understanding of basic safeguarding principles and being able to recognise potential signs and indicators of abuse and neglect.
- Awareness of the organisation's basic safeguarding children, young people and adult at risk procedures.
- Awareness of who within the organisation should be contacted regarding any concern about, a child young person or adult at risks safety or welfare (including who to contact if that person is unavailable).
- Awareness of who within the organisation should be contacted regarding any concern about a colleague's behaviour towards a child, young person or adult at risk or any potential risk that they may present.
- Awareness of the expected standards of behaviour towards children, young people or adults at risk.
- Maintain the accurate and timely reporting of safeguarding concerns to designated safeguarding officers.



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Level 2

- Heightened awareness of Safer Practice and the expected standards of behaviour towards children, young people or adults at risk.
- Maintain best practice principles in safeguarding and work with their organization's safeguarding lead and wider team to create a safer organization
- Recognise their own and other's values and attitudes and the impact of these on professional practice in safeguarding
- Maintain the accurate and timely reporting of safeguarding concerns with an underpinning knowledge of best practice principles

Level 3

- Reflect on their role and responsibilities as a Safeguarding Officer in the context of their organisation's safeguarding governance framework
- Play a proactive role in the organisation's safeguarding team and governance framework
- Maintain best practice principles in safeguarding and work with their organisation's safeguarding lead and wider team to create a safer organisation
- Understand the current legal framework and national guidance for safeguarding and protecting children and how this informs policy and operational procedure
- Recognise their own and other's values and attitudes and the impact of these on professional practice in safeguarding
- Maintain the accurate and timely recording and reporting of safeguarding concerns with an underpinning knowledge of best practice principles
- Understand the safeguarding referral process and their role within the multi-agency safeguarding pathways and procedures
- Equip themselves and others to analyse risk and make defensible decisions about safeguarding concerns in line with policy and procedures
- Demonstrate an appreciation of the emotional component of safeguarding practice and establish a network for support and supervision

Training specific to each category will be required as follows:

Level 1

- Premier League E learning (where available)
- Foundation safeguarding policies online modules
- Foundation's bespoke situation training delivered face-to-face (this may be via video conferencing platforms). Session content created based on learnings and department needs. Training to be delivered by the Foundation's Designated Safeguarding Officer and the Football Club's Head of Safeguarding and / or Senior Safeguarding Manager.



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Level 2

- Premier League E learning (where available)
- FA Safeguarding Children Workshop (renewed every 3 years)
- Foundation safeguarding policies online modules
- Foundation's bespoke situation training delivered face-to-face (this may be via video conferencing platforms). Session content created based on learnings and department needs. Training to be delivered by the Foundation's Designated Safeguarding Officer and the Football Club's Head of Safeguarding and / or Senior Safeguarding Manager.

Level 3

- Premier League E learning (where available)
- FA Safeguarding Children Workshop (renewed every 3 years)
- Designated Safeguarding Officer NSCP Training
- Foundation safeguarding policies online modules
- My Concern Induction
- Plus, additional training as directed by Lead Safeguarding Trustee, Chief Executive Officer or Club's Head of Safeguarding as deemed appropriate.

All training as detailed above is monitored and recorded via the Foundation's Operations Team.

Online Trainer Pro

The Foundation's Safer programme an internal programme that is offered in addition to the FA safeguarding course and DBS renewal every three years. All staff and volunteers are required to attend one of the Foundation's annual refresher sessions using the Online Training Tool. Any new staff or volunteers are required to be trained in the Foundation's safer practice as part of their induction process before any customer facing or activity with direct contact with children and or adults at risk is commenced.

The Foundation uses the Online Trainer Pro powered by Training Tools to provide online training to its staff and volunteers as follows:

- Foundation's Senior Safeguarding Manager and Designated Safeguarding Officers review policies, legislations and key trends annually. This is process is supported by the Club's Head of Safeguarding.
- Foundation's Senior Safeguarding Manager and Designated Safeguarding Officer questions provided to Compliance and Impact Manager for the training module to be created on Online Trainer Pro annually or following changes in legislation, Foundation updates or identified key trends. This is process is supported by the Club's Head of Safeguarding.
- Training link is sent to all staff and volunteers for completion including a deadline date.
- The completion rate is monitored by one of the Designated Safeguarding Officer and the Compliance and Impact Manager.
- Any person that does not meet the 70% pass rate is flagged has the opportunity to re-sit the training, if the person fails on their second attempt they will receive face to face



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training with a Designated Safeguarding Officer. They will then be required to retake the online training module for a third time.

- All persons that complete the module with a 70% and above pass rate will be issued with a certificate.
- Records of training are maintained and reviewed by Compliance and Impact Manager.

The Safeguarding refresher training will offer guidance and support, but not limited to the following:

- Legal Responsibilities
- Good Practice for Safeguarding
- Promoting the Safety and welfare of children
- Promoting the safety and welfare of adults at risk
- The Foundation's safeguarding policy and procedures
- Signs of abuse
- Mental ill-health
- Prevent Agenda
- Staff Well-being
- At Risk Reporting / Responding to safeguarding concerns
- Key contact details

Policy review

Policy Issue Date **April 2021**
Date of Next Update **April 2022**

All safeguarding policies and procedures are due for a general review on the above date. They may however be reviewed and updated earlier, in the event of a change in Foundation requirements, or relevant legislation.