

Statutory and Mandatory Training Policy

W32

Additionally refer to: W36 Management of Local and Corporate Induction

Version:	V2
V1 issued	November 2011
V2 approved by	JNCC
V2 date approved	September 2021
V2 Ratified by:	SLC
V2 Date ratified:	January 2022
Document Lead	Head of Education
Lead Director	Director of People & OD
Date issued:	February 2022
Review date:	February 2025
Target audience:	All Staff; Line Managers

Document Lead/Contact:	Head of Education
Version	2
Status	Final
Date Equality Impact Assessment completed	September 2020
Issue Date	February 2022
Review Date	February 2025
Distribution	Please refer to the intranet version for the latest version of this policy. Any printed copies may not necessarily be the most up to date
Key Words	Statutory and Mandatory Training, Risk
Dissemination plan	HR pages on the Intranet, Learning Zone, e-mail to managers,

Version history

Version	Date	Author	Status	Comment – include reference to Committee presentations and
	Nov 2011	M Beales	FINAL	New Policy. Previously included in Corporate and Local Induction. Now separate Policies.
	Mar 2017	M Beales	FINAL	Review Date extended
	Sept 2020	M Beales	DRAFT	Reviewed to incorporate additional Statutory and Mandatory Training requirements and annual review process.
	Jul 2021	M Beales	DRAFT	Amended to update to take account of organisational changes. Title changed to Statutory and Mandatory Training Policy to reflect content more accurately.

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Policy on a Page – Statutory and Mandatory Training Policy

Summary of key content of this policy

This policy describes the process for ensuring that there is a systematic approach to risk management training for Trust staff which reflects current practice.

It ensures that there is a clear understanding of what statutory and mandatory training is and what expectations are placed on each and every member of staff. In the document and the attached training needs analysis (Appendix A), it outlines:

- the subjects covered
- what staff groups are required to complete training
- how this is monitored
- what corrective action is taken in the event of non-compliance
- how the process is effectively managed

It should be noted that, as a statutory and mandatory training policy, the training needs analysis reflects the training required for risk management purposes. It does not cover training for core skills expected of professional staff as part of their clinical practice, nor training for skills development of clinical and non-clinical staff specific to professions.

Summary of key responsibilities

1. All staff members must complete statutory and mandatory training as a condition of their contract of employment.
2. Managers are required to ensure that their staff members complete their statutory and mandatory training and remain up to date.
3. Completion of statutory and mandatory training is recorded on ESR/OLM by the Corporate Education team and reported on the monthly Statutory and Mandatory Training Staff Compliance Report, which is analysed by the Workforce Committee of the Trust and is one of the key performance indicators in external assessment by the Care Quality Commission.
4. New Staff members who have previously completed statutory and mandatory training, that meet the requirements of the NHS Core Training Framework and is within the relevant time scale, may be exempt from having to repeat this training again. Evidence or previous completion must be provided and the line manager must be assured that patient or staff safety is not compromised by missing locally-provided information and training.
5. Failure to complete statutory and mandatory training may result in probationary periods not being passed, any relevant pay progression withheld and disciplinary action taken against the individual and the line manager.
6. Checklists are provided to assist line managers and staff to identify what statutory and mandatory training is required.

Policy Statement

This policy describes the process for ensuring that there is a systematic approach to statutory and mandatory training for Trust staff which reflects current practice.

It ensures that there is a clear understanding of what is regarded as statutory and mandatory training and what expectations are placed on each and every member of staff. In the document and the attached training needs matrix (Appendix A), the content outlines:

- the subjects covered
- what staff groups are required to complete training
- how this is monitored
- what corrective action is taken in the event of non-compliance
- how the process is effectively managed

It is important for the effective implementation of this policy that staff are informed and supported at each stage of the process

1.0 Overview

This policy addresses the requirement for all staff to complete statutory and mandatory training. It explains the procedures to be followed and also describes how this policy will be monitored. This policy is designed to ensure that the Trust meets the requirements for compliance with the relevant risk management standards and current legislative requirements.

All staff members are required to comply with this policy and managers are required to ensure it is fully implemented and monitored within their areas of control.

Failure to comply with this policy will be investigated and, where appropriate, will be managed in accordance with the Trust's performance and disciplinary policies. It is therefore essential that all employees complete their relevant statutory and mandatory training, whether staff are temporary or permanent, whatever their occupation or profession and whatever their grade. There are no exclusions to this policy

2.0 Definitions

This section lists and describes the meaning of key terms used within the context of the document.

2.1 Statutory and Mandatory Training

Statutory and mandatory training is training that should be done by all staff or specialist staff (according to role) to ensure that we have a well-informed, safe and competent workforce. Risk management training is a means to ensure that the organisation minimises its exposure to risk by addressing vulnerabilities associated with adverse incidents

2.2 Statutory and Mandatory Training

Statutory and Mandatory training is that which is specified either by legislation, or other governing bodies, or is required by the Trust. Statutory and Mandatory training is a sub-

set of Risk Management training and refers to that which is recorded and monitored centrally and which applies to the majority of staff.

2.3 Permanent Staff

Staff employed on permanent indefinite contracts.

2.4 Temporary Staff /Fixed Term/Locum Staff/Agency Staff

Staff employed on fixed term contracts or temporary staff contracts with an end date specified or staff employed as temporary staff or by Agencies on placement with the Trust.

2.5 Volunteers

Volunteers are people working in or for the Trust who receive no remuneration or financial reward. The definition of volunteering used is taken from the Compact on Relations between Government and the Voluntary and Community Sector: “An activity that involves spending time, unpaid, doing something that aims to benefit the environment or someone (individuals or groups) other than or, in addition, to close relatives¹.” The training of Volunteers is conducted in accordance with the Volunteers Policy which is administered and monitored by the Volunteers Office and is designed to meet legal requirements, good practice and risk management.

2.6 Student or Clinical Placements

A student is an individual on a Higher Education course, studying for a qualification leading to professional registration who is undertaking a clinical practice placement within SaTH. This may include nursing, midwifery and AHP students etc

3.0 Duties within the Organisation

3.1 Workforce Committee

The Workforce Committee is accountable to the Trust Board and is responsible for ensuring that this policy and its arrangements are suitable and sufficient and are implemented and monitored effectively with corrective action taken as necessary.

The Workforce Committee will be sent reports on the implementation of this policy and it is responsible for monitoring the action plans which detail the corrective actions required via the Education Group.

3.2 Chief Executive

The Chief Executive is responsible for ensuring that the Workforce Committee is able to discharge its duties.

3.3 Workforce, Nursing and Medical Directors

The Workforce and Medical Directors are responsible for ensuring that the organisation supports the implementation and monitoring of this policy.

3.4 Care Group Deputy Chief Operating Officers and Heads of Department

Care Group Deputy Chief Operating Officers and Heads of Department are responsible for ensuring the implementation and monitoring of this policy within the Care

Group/Department that they manage. They must ensure that staff complete Statutory and Mandatory Training and that completion rates are monitored within their Care Group/Department, with corrective action taken to ensure compliance as necessary.

3.5 Head of Education

The Head of Education has overall responsibility for the day to day management of statutory and mandatory training as specified in this policy. This ensures that the Corporate Education Department is able to discharge its duties as specified in 3.7 below.

3.6 Training and Presenting Staff on Statutory and Mandatory Training

All staff contributing or presenting sessions at Statutory and Mandatory training are required to agree the contents of their session with the Head of Education (or as delegated) and submit a full training plan and copy of training materials to the Head of Education in April of each year. They must also ensure that every presentation is up to date containing concise and timely information. Presenting staff are required to ensure that they do not duplicate material already covered by other means (e.g. mandatory e-learning, junior doctors e-learning and induction etc).

Because of the increasing number of subjects which need to be covered at Induction, contributors to the programmes are required to work with the Corporate Education Department to agree effective and efficient methods of delivery of the content, such as e-learning.

All staff members presenting or training on Statutory and Mandatory training are required to ensure they attend each session in a timely fashion or provide a suitably skilled and knowledgeable deputy. Intermittent attendance by presenters is not acceptable and may result in the subject area being removed from face to face training and provided in a different way as decided by the Head of Education.

3.7 Corporate Education Department Staff

The Corporate Education Team will arrange for suitable and sufficient places for training for staff with regards to Statutory and Mandatory training programmes.

The Corporate Education Department is responsible for establishing an annual training schedule for all Statutory and Mandatory training programmes. Such a schedule will be sufficient to provide managers with options to book their staff onto their respective courses over the year. The schedule will be advertised in advance with a minimum notice of 3 months. The Corporate Education Department is responsible for arranging and co-ordinating each of the training programmes within the training schedule. The arrangements will include administrative duties such as ensuring availability of suitable venues, availability of teaching aids, co-ordination of speaker programmes etc. The Corporate Education Department will advise line managers and supervisors on reasonable adjustments on equality grounds.

The Corporate Education Department will preserve electronic records of all attendance to sessions, part days of courses and completion of e-learning or other required modules.

The Corporate Education Department will ensure appropriate evaluation of Statutory and Mandatory training and propose improvements to content and delivery to meet changing legal, organisational and participant requirements. This will include reviewing methods of delivery to take advantage of technological developments in learning and development.

3.8 Medical Staffing Manager and Medical Staffing Department

The Medical Staffing Manager and Medical Staffing Department are responsible for ensuring that new Doctors are booked onto the relevant Statutory and Mandatory training programmes (including Junior Doctors who are required to attend the Junior Doctor Induction Programme, and Senior Medical Staff who attend both the Statutory and Mandatory training and the follow up Medical Induction Day). The Medical Staffing Manager and Medical Staffing Department also ensure that doctors that start outside the August programme are booked onto and complete the relevant programmes. The Medical Staffing Department monitors the completion by doctors and junior doctors and takes corrective action where appropriate.

3.9 Medical Education Team

The Medical Education Team is responsible for organising the July/August Junior Doctor Induction programme with sufficient places for all those identified by the Medical Staffing Manager. This Induction ensures new Junior Doctors are up to date with the Statutory and Mandatory training requirements when starting with the Trust.

3.10 Managers, Line Managers and Supervisors

Managers, Line Managers and Supervisors are required to ensure compliance with the Trust Policies and Procedures. To this end, they must ensure that all staff members within their departments and areas of control receive suitable and sufficient information, instruction, training and supervision.

Managers and supervisors are responsible for ensuring that all new staff attend Statutory and Mandatory training as required.

Line managers are responsible for ensuring that staff only undertake tasks for which they are safe and competent. Line managers are required to complete and record an individual risk assessment for new staff who start patient handling duties without having completed a Trust moving and handling programme or a competency test.

Reasonable Adjustments

Managers and supervisors must ensure that specific needs of their staff on equality grounds that may impact in their participation in training are identified and, wherever possible, support is put in place which could include reasonable adjustments for example hearing loops, the production of induction materials in large format, the sensitive notification of speakers with regards to individual requirements in large groups settings such as hearing impairment or the requirement for frequent breaks. Line managers and supervisors must liaise with the Corporate Education team who will advise presenters of programmes.

3.11 Individuals

All Employees have a statutory duty to co-operate with their manager and to attend Statutory and Mandatory training as required. Staff members who have been released from their normal work areas and fail to attend without reasonable justification may be subject to disciplinary action.

Staff will receive payment/paid time off for attending statutory training courses. If staff attend or complete statutory and mandatory training in their own time they will discuss arrangements with their manager for payment/time in lieu.

Individual staff members are expected to demonstrate Trust Values throughout training, particularly around demonstrating respect for others. They are also responsible for ensuring that they familiarise themselves with the content of the training material provided to them prior to attending the course and after the course in order to maximise their learning.

3.12 Part Time Staff

Part time staff are required to attend/complete Statutory and Mandatory training courses. In recognition of the personal and operational difficulties this may cause in terms of time, staff may need to attend the Trust Statutory and Mandatory courses outside their normal working hours at a mutually agreed time. In this case, following discussion and agreement between employee and manager, either payment at plain time rates or time off in lieu will be given.

3.13 Agency Staff

The Recruitment team (part of the Workforce Directorate) is responsible for ensuring that all Agency staff have completed appropriate statutory and mandatory training in accordance with their role, prior to working in the Trust.

4.0 Policy Detail

4.1 Training Needs Analysis

It is the responsibility of the Head of Education, in consultation with managers and specialist staff, to collate identified statutory and mandatory learning needs developed by specialists into an overarching policy corporate document.

The details of statutory and mandatory learning needs will be published on the Intranet.

Role specific requirements are identified on staff Statutory and Mandatory Training Sheets which may be generic or role specific.

Responsibility for agreeing the contents of the Statutory and Mandatory training programme rests with the Head of Education who will seek professional advice as appropriate.

New subjects added to Statutory and Mandatory training for non-medical staff must be formally approved by the Education Group and ratified by the Workforce Committee after consultation.

New subjects added to Statutory and Mandatory training for medical staff must be formally approved by the Education Group and ratified by the Medical Leadership Team after consultation.

Where staff members have recent evidence of statutory training that is in date and which meets the NHS Core Skills Training Framework¹ or Intercollegiate guidelines, they may be exempt from elements of Statutory and Mandatory training. Certificates or other evidence of completion must be approved by the Corporate Education Team and the relevant refresher date will be entered on the Electronic Staff Record/Oracle Learning Management (ESR/OLM).

4.2 Booking Process for Statutory and Mandatory training

- Staff members or managers are able to book onto Statutory and Mandatory training. This can be done for face to face courses via the Trust's Training Diary on the Intranet
- Staff members can enroll on e-learning directly - links are provided for registration and e-learning on the Learning Zone of the Intranet

4.3 Attendance at Statutory and Mandatory training Programme - All Staff (excluding Doctors in Training see Section 4.4 below)

The Trust aims for a minimum of 90% of staff to be compliant with their Statutory and Mandatory training. Compliance records forms part of the regular reporting to the Workforce Committee.

Programmes are held regularly throughout the year and are booked via the Learning Zone on the Intranet. Non-attendance is recorded by the Corporate Education Department on ESR/OLM and reported to line managers by e-mail.

4.4 Doctors in Training

The Medical Education team ensure that all statutory and mandatory training requirements are covered for Doctors in Training. This includes e-learning and face to face elements.

4.5 Recording of attendance

On face-to-face courses, all staff are required to sign an attendance register and this is passed to Corporate Education for recording on ESR/OLM within 7 days of the training.

Courses completed remotely or electronically may be recorded on ESR/OLM by the Corporate Education Team (by means of a monthly report, such as for e-Learning for Health) or by means of separately submitted certificates of completion by individuals or their managers (such as for workbook completions or external e-learning).

A monthly report is published for every member of staff showing the date their next training is due.

4.6 Temporary Staff

Temporary staff must complete relevant statutory and mandatory training in the same way as any other member of staff. The Temporary Staffing Department is responsible for monitoring the non-attendance of temporary staff on Statutory and Mandatory training. Temporary staff members that are persistently non-compliant will be prevented from working in the Trust until they become compliant.

4.8 Recording Completion of Statutory and Mandatory training

Completion of Statutory and Mandatory training is recorded on ESR/OLM by administration staff from the Corporate Education Team, for monitoring and reporting purposes.

A monthly report is accessible to all staff via the Intranet and a report that can be reviewed at team or at department level is published on a shared drive. The line manager (or Temporary Staffing Department for temporary staff/Medical Department for doctors) is required to monitor the completion of staff training and take remedial action in the event of non-compliance.

The line manager is required to notify Corporate Education by e-mail of any discrepancies in data reporting and ensure an appropriate correction is agreed.

4.9 Non-attendance at Corporate and Local Induction

The Corporate Education team will record the attendance sheets from Statutory and Mandatory training and e-learning. Non-attendance at face to face sessions will be notified to the line manager by e-mail by the Corporate Education team as soon as possible and normally within 2 days.

Wherever possible 'Did Not Attend' data will be recorded on ESR/OLM and reported on a monthly basis via the staff compliance reports (available to Team managers on a shared drive).

Failure to complete Statutory and Mandatory training within the required timescale is published on a quarterly basis. Staff identified as non-compliant after 3 months may be unable to attend any other non-statutory training until all the required elements of statutory and mandatory training have been completed (where possible). Repeated non-compliance at individual, department or staff group level will be escalated by the Workforce Committee to the appropriate Confirm and Challenge meeting for remedial action.

This process applies to all permanent staff including Medical Staff. Temporary staff are monitored in accordance with 4.6 above.

Where individuals repeatedly fail to attend any of the required elements of either Corporate or Local induction as requested by their line manager without reasonable justification, disciplinary or performance management action may be taken.

5.0 Training Needs

The mandatory training associated with this policy is identified in Appendix A. If staff members have queries they should contact their line manager in the first instance.

6.0 Review process

This policy will be reviewed in 5 years unless there are significant changes at either national policy level or locally. In order that this document remains current, any of the appendices to the policy can be amended and approved during the lifetime of the document without the document strategy having to return to the ratifying committee.

7.0 Standards/Key Performance Indicators

The Trust's Key Performance Indicator for this is a minimum of 90% of all staff being compliant with their mandatory training requirements. This is monitored monthly and is reported on a quarterly basis (minimum) to the Workforce Committee.

8.0 Equality Impact Assessment (EQIA)

An EQIA has been carried out on this policy which has been found not to have a negative impact on groups of staff or potential members of staff.

9.0 Standards of Business Conduct

The Trust follows good NHS Business practice as outlined in the Code of Conduct and Management of Conflicts of Interest in the NHS Policy and has robust controls in place to prevent bribery. Due consideration has been given to the Bribery Act 2010 in the review of this policy document and no specific risks were identified.

10.0 Process for monitoring compliance

Element to be monitored	Lead	Tool	Frequency	Reporting arrangements	Acting on recommendations and Lead(s)	Change in practice and lessons to be shared
Duties	To be addressed through the monitoring below				The Head of Education will review the policy with stakeholders and changes required and shortfalls will be reported to the Education Group on a 6-monthly basis and an action plan maintained and monitored. Learning points will be identified at the Education Group and disseminated by the Head of Education as appropriate.	Required changes to practice will be identified and actioned within a specific time frame. A lead member of the team will be identified to take each change forward where appropriate. Lessons will be shared with all the relevant stakeholders.
Subjects required for statutory and mandatory programmes for permanent and temporary staff	Head of Education	Review of programme subjects and requirements at Education Group meeting and minutes of same	Annual	Six-Agenda monthly report to Education Committee		
Approval for changes proposed to this policy RM04	Head of Education	Education Group report to Workforce Committee	Annual or as required	Education Group report to Workforce Committee		
The process for ensuring that all permanent, and temporary staff complete statutory and mandatory	Head of Education	Monthly reporting published. Line managers ensure staff are compliant.	Monthly	Monthly report published		

training						
The process for ensuring that all staff that fail to complete statutory and mandatory training are followed up	Head of Education	Staff contacted by Corporate Education. Non-compliance escalated (over 6 months) escalated to Workforce Committee and Confirm and Control meetings.	Monthly	Monthly Exec Report		
The policy appendices accurately reflect the process employed and that they are kept up to date as appropriate	Head of Education	Review of policy and appendices at Education Group	Annual	Six-monthly report to Education Group		

11.0 References

- Skills for Health UK Core Skills Training Framework Statutory/Mandatory Subject Guide Version 1.6 (June 2019)

Risk Management Training & Learning Needs - Statutory & Mandatory Training Matrix (September 2020)

<ul style="list-style-type: none"> • Subject Areas (below page 2 onwards) underpinned by a Learning Needs Analysis (LNA) giving required content, completion methods (including e-learning), and frequency. • Each LNA is reviewed annually by the subject lead and is published on the Learning Zone of the Intranet. • Each Staff Group (right) has a generic Stat & Mand Training Sheet which gives the details of their required training in a concise format. • Some specialisms also have agreed Stat and Mand Training Sheets. • The up-to-date versions of these can be found on the Trust's Intranet and are reviewed at least annually. • Stat and Mand Training Sheets are issued to new staff on starting. • Learning identified in this training matrix for staff is published monthly on the Learning Zone of the Intranet 	Admin & Clerical (Clinical Areas)	Admin & Clerical (non-Clinical Areas)	Allied Health Professionals	Catering Staff	Doctors in Training	Doctors and Surgeons	Domestic Staff	Healthcare Assistants	Healthcare Scientists	Housekeepers	Locum Medical Staff > 3 months	Midwifery	Nursing (incl Nursing Associates)	Porters	Senior Managers	Student/Trainee placements > 12 mths	Volunteers	Temp/ Bank Staff Patient Handlers	Temp/ Bank Staff non-Patient Handlers	Women' s Services Assistants
Induction																				
Corporate Induction Includes Infection Control and Hand Hygiene , Equality and Diversity Fundamentals, Patient Safety, Health & Safety, Fire Safety, Complaints, Safeguarding Children & Safeguarding Adults, Information Governance, , SaTH Values in Practice, Dementia Awareness	✓	✓	✓	✓		✓	✓	✓	✓	✓		✓	✓	✓	✓			✓		✓
Medical Induction Day Includes Safe Moving and Handling, CPR & PBLs, Infection Prevention & Control and Hand Hygiene)					✓															
Doctors In Training e-learning modules					✓															
Doctors In Training Induction Days					✓															
Volunteer Induction Day																	✓			
Local Induction and Checklist Completion – complete with Line Manager within 1 month of starting and keep on Staff File	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Practical Induction Sessions for Patient Handlers Includes Patient Moving and Handling, CPR, Medical Devices as appropriate			✓					✓			✓	✓	✓	✓				✓		✓
Practical Induction Session for Non-Patient Handlers Load Moving and Handling	✓	✓		✓	✓		✓		✓	✓					✓		✓		✓	

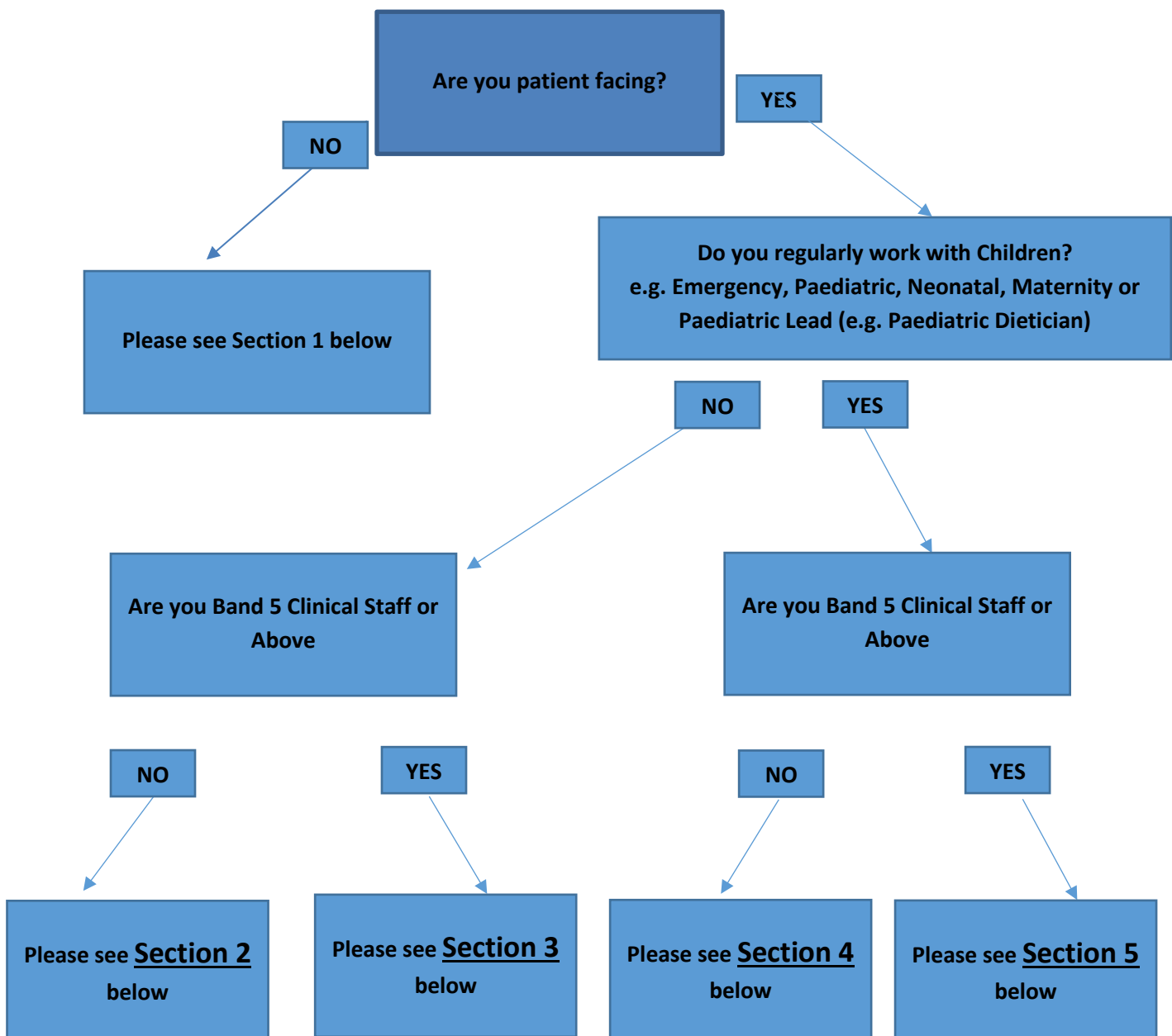
Statutory and Mandatory Training – Items marked with an asterisk * have an e-learning or workbook alternative to face-to-face training for some or all staff groups for core training or refresher training.	Admin & Clerical (Clinical Areas)	Admin & Clerical (non-Clinical Areas)	Allied Health Professionals	Catering Staff	Doctors in Training	Doctors and Surgeons	Domestic Staff	Healthcare Assistants	Healthcare Scientists	Housekeepers	Locum Medical Staff > 3 months	Midwifery	Nursing (incl Nursing Associates)	Porters	Senior Managers	Student/Trainee placements > 12 mths	Volunteers	Temp/ Bank Staff Patient Handlers	Temp/ Bank Staff non-Patient Handlers	Women' s Services Assistants
	Fire Awareness*	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Infection, Prevention and Control*	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Safeguarding Adults*	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Safeguarding Children*	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Mental Health Act*			✓									✓	✓				✓			
Mental Capacity Act*/ Deprivation of Liberty Safeguards*	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓
Prevent Level 1*		✓		✓					✓		✓					✓				
WRAP*	✓		✓		✓		✓	✓		✓		✓	✓	✓	✓		✓		✓	✓
Load Moving and Handling*	✓	✓		✓			✓		✓	✓					✓		✓		✓	
Patient Moving and Handling			✓		✓	✓		✓			✓	✓	✓	✓		✓		✓		✓
Hand Hygiene Competence			✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓			✓	✓		✓
Health and Safety	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Adult Basic Life Support			✓		✓	✓		✓			✓	✓	✓	✓				✓		✓
Paediatric Basic Life Support (if working with Children)					✓	✓		✓			✓		✓					✓		
Food Safety and Hygiene			✓	✓				✓		✓		✓	✓				✓	✓		✓
Conflict Resolution Awareness Training*	✓		✓					✓		✓		✓	✓	✓				✓		
Equality Diversity and Inclusivity*	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Information Governance*	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Sepsis*	✓		✓		✓	✓		✓		✓	✓	✓	✓	✓				✓		✓
End of Life Care*			✓		✓	✓		✓				✓	✓					✓		✓
Dementia Awareness*	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Learning Disability Awareness	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Early Warning Score			✓		✓	✓		✓			✓	✓	✓					✓		✓
Prevention of Falls*			✓		✓	✓		✓			✓	✓	✓	✓		✓		✓		✓
Blood Transfusion Theory*					✓	✓		✓			✓	✓	✓					✓		✓
Blood Transfusion Collection Competence*								✓				✓	✓					✓		✓
Blood Transfusion Administration Competence*												✓	✓							✓

What Safeguarding Training do I need to complete? **(Intercollegiate Training Requirements)**

Safeguarding our patients and visitors, both children and adults is a key priority at the Trust. We expect all our staff to be able to identify a safeguarding concern if it arises and to respond appropriately and promptly to minimise harm.

The intercollegiate document on safeguarding asks that all staff working within the NHS have some form of safeguarding training depending on their role, which can take between 3 to 18 hours to complete, which is refreshed every 3 years. Staff members who require Level 3 training will also need to complete a Safeguarding Passport with their manager annually.

To find out what training you need to complete and how to complete it please work through the diagram below and then move to the relevant section. If you are still unsure after completing the below please contact the Safeguarding Team for guidance.



Section 1 – Non patient facing

You will need to complete:-

Corporate Induction Day is currently paused so this is being completed via eLearning for Health by completing the below three modules contained within the Statutory Mandatory Training (SMT) Course:-

- Safeguarding Children Level 1
- Safeguarding Adults Level 1
- Preventing Radicalisation – Basic Prevent Training

This can be done via [eLearning for Health](#) by completing the above three modules contained within the **Statutory Mandatory Training (SMT) Course**.

Section 2 – Clinical below band 5 without regular contact with Children

You will need to complete:-

- Safeguarding Children Level 1
- Safeguarding Adults Level 1
- Preventing Radicalisation – Level 3

This can be done via [eLearning for Health](#) by completing the above three modules contained within the **Statutory Mandatory Training (SMT) course**.

- Safeguarding Children Level 2
- Safeguarding Adults Level 2
- Mental Capacity Act & DoLS Training
- Domestic Violence Awareness

Option 1 - This can be completed face to face by attending **SSU 3 Yearly Safeguarding Course** booked via the Training Diary.

Option 2 – This can be completed via eLearning for Health by completing

- The Safeguarding Children Level 2 & Safeguarding Adults Level 2 modules contained within the **Statutory Mandatory Training (SMT) Course**.
- All modules contained within the **Domestic Violence and Abuse (DVA)** course.
- The Mental Capacity Act as Part of Human Right, Assessing Mental Health and Mental Capacity Act and Adult Safeguarding modules contained within the **Mental Capacity Act (MCA)** course.

Section 3 – Clinical band 5 or above without regular contact with Children

You will need to complete:-

- Safeguarding Children Level 1
- Safeguarding Adults Level 1
- Preventing Radicalisation – Level 3

This can be done via [eLearning for Health](#) by completing the above three modules contained within the **Statutory Mandatory Training (SMT) course**.

- Safeguarding Children Level 2
- Safeguarding Adults Level 2
- Mental Capacity Act & DoLS Training
- Domestic Violence Awareness

Option 1 - This can be completed face to face by attending **SSU 3 Yearly Safeguarding Course** booked via the Training Diary.

Option 2 – This can be completed via eLearning

- The Safeguarding Children Level 2 & Safeguarding Adults Level 2 modules contained within the **Statutory Mandatory Training (SMT)** course at eLearning for Health.
 - All modules contained within the **Domestic Violence and Abuse (DVA)** course at eLearning for Health.
 - The Mental Capacity Act and Deprivation of Liberty Safeguard course on the [Medical Protection website](#). **NOTE – Please send a copy of your Certificate to the Corporate Education Department.**
- Safeguarding Adults Level 3
 - Option 1 – This can be completed face to face by attending Safeguarding Adult 3 under the Safeguarding category booked via the Training Diary
 - Option 2 - – This can be completed online via the [Safeguarding Adults Level 3 Training at Future Learn](#). **NOTE – The course takes 3 weeks to complete with 1 hour of weekly study and has various start dates throughout the year, once completed a copy of the certificate will need to be forwarded to the Corporate Education Department for recording.**
- You will also need to complete the [Safeguarding Adult Level 3 Passport](#) documentation and submit to [Corporate Education](#).

Section 4 – Clinical below band 5 who has regular contact with Children

You will need to complete:-

- Safeguarding Children Level 1
- Safeguarding Adults Level 1
- Preventing Radicalisation – Level 3

This can be done via [eLearning for Health](#) by completing the above three modules contained within the **Statutory Mandatory Training (SMT)** course.

- Safeguarding Children Level 2
- Safeguarding Adults Level 2
- Mental Capacity Act & DoLS Training
- Domestic Violence Awareness

Option 1 - This can be completed face to face by attending **SSU 3 Yearly Safeguarding Course** booked via the Training Diary.

Option 2 – This can be completed via eLearning

- The Safeguarding Children Level 2 & Safeguarding Adults Level 2 modules contained within the **Statutory Mandatory Training (SMT)** course at eLearning for Health.
- All modules contained within the **Domestic Violence and Abuse (DVA)** course at eLearning for Health.
- The Mental Capacity Act and Deprivation of Liberty Safeguard course on the [Medical Protection website](#). **NOTE – Please send a copy of your Certificate to the Corporate Education Department.**

- Safeguarding Children Level 3

Option 1 – This can be completed face to face by attending Safeguarding Children Level 3 under the Safeguarding category booked via the Training Diary

Option 2 - – This can be completed online via [eLearning for Health](#) by completing all modules contained within Safeguarding Children – Level 3 module within the **Safeguarding Children and Young people (SGC)** course.

You will also need to complete the [Safeguarding Children Level 3 Passport](#) documentation and submit to [Corporate Education](#).

Section 5 – Clinical band 5 or above who has regular contact with Children

You will need to complete:-

- Safeguarding Children Level 1
- Safeguarding Adults Level 1
- Preventing Radicalisation – Level 3

This can be done via [eLearning for Health](#) by completing the above three modules contained within the **Statutory Mandatory Training (SMT)** course.

- Safeguarding Children Level 2
- Safeguarding Adults Level 2
- Mental Capacity Act & DoLS Training
- Domestic Violence Awareness

Option 1 - This can be completed face to face by attending **SSU 3 Yearly Safeguarding** Course booked via the Training Diary.

Option 2 – This can be completed via eLearning

- The Safeguarding Children Level 2 & Safeguarding Adults Level 2 modules contained within the **Statutory Mandatory Training (SMT)** course at eLearning for Health.
- All modules contained within the **Domestic Violence and Abuse (DVA)** course at eLearning for Health.
- The Mental Capacity Act and Deprivation of Liberty Safeguard course on the [Medical Protection website](#). **NOTE – Please send a copy of your Certificate to the Corporate Education Department.**

- Safeguarding Adults Level 3

Option 1 – This can be completed face to face by attending Safeguarding Adult 3 under the Safeguarding category booked via the Training Diary

Option 2 - – This can be completed online via the [Safeguarding Adults Level 3 Training at Future Learn](#). **NOTE – The course takes 3 weeks to complete with 1 hour of weekly study and has various start dates throughout the year, once completed a copy of the certificate will need to be forwarded to the Corporate Education Department for recording.**

You will also need to complete the [Safeguarding Adult Level 3 Passport](#) documentation and submit to [Corporate Education](#).

- Safeguarding Children Level 3

Option 1 – This can be completed face to face by attending Safeguarding Children Level 3 under the Safeguarding category booked via the Training Diary

Option 2 - – This can be completed online via [eLearning for Health](#) by completing all modules contained within Safeguarding Children – Level 3 module within the **Safeguarding Children and Young people (SGC)** course.

You will also need to complete the [Safeguarding Children Level 3 Passport](#) documentation and submit to [Corporate Education](#).

Equality Impact Assessment Form - Stage 1 – Initial Assessment

Managers Name	Mary Beales	Division	Workforce
Function, Policy, Practices, Service	Risk Management Training Policy	Purpose and Outcomes – intended and differential	The policy outlines the Trust arrangements for Risk Management Training. There are no unintended consequences identified.
Implementation Date	Aug 2021	Who does it affect?	Staff, Volunteers, Students and ultimately patients and service users
Consultation Process	JNCC Policy Group, JNCC, SLT, PAG, Workforce Committee and Trust Board ratification	Communication and awareness	Staff newsletter, Learning Zone on intranet, e-mail to department managers.

For completion of the following table please see point 7 in the guidance notes.

Equality Target Group	(a) Positive Impact	(b) Negative Impact	Reason/Comment	
Men	None	None	The policy is designed to ensure that the Trust meets the requirements for compliance with the relevant risk management standards and current legislative requirements related to the training of staff. This will result in an effective, efficient and appropriate way of ensuring the safety of our staff and our patients.	
Women	None	None		
Black/Black British	None	None		
Asian/Asian British	None	None		
Chinese	None	None		
White (including Irish)	None	None		
Other racial/ethnic group (please specify)	None	None		
Mixed race	None	None		
Disabled	Low	None		By making arrangements for staff requiring reasonable adjustments on training to enable them to participate fully, the policy is anticipated to have a low positive impact on people with disabilities.
Gay/Lesbian/Bi-sexual	None	None		
Transgender	None	None		
Younger People (17-25) and children	None	None		
Older People (50+)	None	None		
Faith groups (please specify)	None	None		

Following completion of the Stage 1 assessment, is Stage 2 (Full Assessment) Necessary? **No**

Date Completed: 26th September 2020 / reviewed July 2021

Signed by Manager completing the assessment:

Mary Beales, Head of Education