

# Safeguarding training plan example

 Right people, right role, right knowledge

## Standard 7

### Ongoing education and training

#### Criteria 7.1

Personnel are trained and supported to implement the safeguarding policies and procedures.

#### Indicators

7.1.1 Personnel are provided regular education and training on safeguarding policies and procedures.

Education and Training Activities	Scope/Actions	Requirement	Quality Assurance and Mode of delivery
Recruitment and Selection	<ul style="list-style-type: none"> <li>• Ensure awareness of safeguarding requirements and entity expectations incorporated in recruitment (5.1)</li> </ul>	<ul style="list-style-type: none"> <li>• This is for all staff and volunteers</li> <li>• Includes specific requirements for child related roles (clearances, qualifications, procedures)</li> </ul>	<ul style="list-style-type: none"> <li>• This is ongoing for all recruitment across the entity</li> <li>• Is reviewed at least annually to ensure consistency with changing legislation and other requirements</li> </ul>
Personnel receive an Induction upon commencement of a role (5.3.1 and 5.8.2)	<ul style="list-style-type: none"> <li>• Induction provides awareness of safeguarding policies and practices and the NCSS (7.1).</li> <li>• Clearly outlines the entity's commitment to safeguarding and personnel expectations</li> </ul>	<ul style="list-style-type: none"> <li>• All personnel must participate in an Induction program before they commence work with children and/or adults at risk</li> <li>• Are provided information on:               <ul style="list-style-type: none"> <li>o Safeguarding policies and procedures</li> <li>o Code of Conduct and Integrity in the Service of the Church</li> <li>o Reporting processes</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• This is ongoing for all recruitment across the organisation</li> <li>• Personnel undertake refresher training in safeguarding policies and practices</li> <li>• Face to face with direct line manager/report</li> <li>• Personnel acknowledge completion of Induction &amp; records maintained</li> <li>• Is reviewed periodically for continuous improvement</li> </ul>

<p>Personnel receive training on the nature and indicators of child abuse and adult abuse (7.2 and 7.3)</p>	<ul style="list-style-type: none"> <li>• Education regarding both the broader issues and contextual issues within the Church entity</li> <li>• Education to identify harmful behaviours by a child towards another child</li> <li>• Identify risk factors, such as abuse of power and exploitation</li> </ul>	<ul style="list-style-type: none"> <li>• Identify roles within the entity which need this specific education</li> <li>• Ongoing training and professional development for personnel is documented and tailored to respond to the needs of groups with differing contact/responsibility for children</li> </ul>	<ul style="list-style-type: none"> <li>• Annually for identified personnel</li> <li>• Combined strategies: <ul style="list-style-type: none"> <li>o Face to face</li> <li>o eLearning</li> <li>o Professional Development activities (workshops, industry forums)</li> </ul> </li> <li>• Is reviewed periodically for continuous improvement</li> </ul>
<p>Personnel receive training to enable them to respond effectively to issues of child and adult safety and maintain a safe culture (7.4)</p>	<ul style="list-style-type: none"> <li>• Is evidenced based and substantiates safeguarding activities</li> <li>• Education about how to respond and support those raising a concern (4.1)</li> <li>• Education about information sharing and record keeping (1.6)</li> </ul>	<ul style="list-style-type: none"> <li>• Personnel are provided with ongoing professional development to ensure their skills are appropriate when dealing directly with children and adults at risk.</li> </ul>	<ul style="list-style-type: none"> <li>• Delivered annually – personnel to refresh on a 3-yearly cycle</li> <li>• Combined strategies: <ul style="list-style-type: none"> <li>o Face to face</li> <li>o eLearning</li> <li>o Webinars</li> </ul> </li> <li>• Is reviewed periodically for continuous improvement</li> </ul>
<p>Personnel receive training and information on how to build culturally safe environments for children and adults at risk (7.5)</p>	<ul style="list-style-type: none"> <li>• Education to equip personnel to create culturally safe environments for Aboriginal and Torres Strait Islander peoples and peoples from culturally and</li> </ul>	<ul style="list-style-type: none"> <li>• Personnel develop skills to be culturally responsive to the needs of Aboriginal and Torres Strait Islander peoples, peoples</li> </ul>	<ul style="list-style-type: none"> <li>• Delivered annually – personnel to refresh on a 3-yearly cycle</li> <li>• Combined strategies:</li> </ul>

	<p>linguistically diverse backgrounds (7.5.1 and 7.5.2)</p>	<p>with a disability and peoples from diverse backgrounds.</p>	<ul style="list-style-type: none"> <li>o Face to face</li> <li>o eLearning/Webinars</li> <li>o Guest speaker</li> <li>o Professional Development activities (workshops, industry forums)</li> <li>• Is reviewed periodically for continuous improvement</li> </ul>
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