**Training Matrix for Primary Care 2017**

**Safeguarding children training matrix for Primary Care- summary guidance**

This guidance summarises recommendations from *‘Safeguarding Children and Young people: roles and competencies for health care staff. Intercollegiate Document,* 2014. This Intercollegiate Document (ratified by all the royal colleges) outlines the level of training, skills and competencies in safeguarding children recommended for health staff in different roles. The guidance is used by the Care Quality Commission (CQC) as part of their registration process for all healthcare providers.

These recommendations are not mandatory and this summary is intended as a guide for practices to identify the training requirements for their staff.

| **Level of safeguarding children training** | **Recommended staff groups** | **Frequency of training** | **Length of training** | **Training options** |
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| Level 1 All non-clinical staff working in health care settings: | * Receptionist,
* Administrator
* Secretaries
* Practice managers
 | Minimum every 3 years.(competencies reviewed annually as part of the appraisal) | 2 hours | Can include a combination of :* E-learning package (1 hour)
* Review practice Safeguarding policy (1 hour)
* Training supplied by practice through link GP (resource available from Bristol CCG)
* Being part of any practice review related to safeguarding
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| Level 2 All clinical staff who have any contact with children, young people and or parents/ carers | * Nurse Practitioners/ Practice nurse/ treatment room
* Health care assistance
* Pharmacy staff
 | Minimum of every 3 years(competencies reviewed annually as part of appraisal) | 3-4 hours | Can include a combination of :* Training offered by LMC (2-3 hours)
* Attend Bristol Safeguarding children’s Board (BSCB) training (3-7 hours per course- these are fee paying courses)
* Other Safeguarding training resources including E-learning http://www.e-lfh.org.uk/
* Practice based discussions to aid reflective learning related to safeguarding children. eg critical incidents, clinical audit, vulnerable family meetings
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| Level 3 a/CoreAll clinical staff working with children/ young people/ parents and carers who could contribute to the assessing , planning and evaluation of the needs of children and their carers parenting abilities to safeguard and protect children | * GPs
* Counsellors / mental health workers
* Staff working with substance misuse services
 | 3 hrs annually or a whole day (8 hrs) training course every 3 years.Approximately 3 hours in each 3 years should be multidisciplinary (i.e. involving non health agencies)(level 3 learning)(This training should include personal reflection, scenarios based discussions/ case studies and lessons from research) | 3 hours annuallyorA whole day (min 8 hours) every 3 years | * Training offered by the CCG safeguarding team recommended as a minimum once every 3 years. (3 hours including reflective practice) This training is multidisciplinary/level 3
* Arrange practice based session to reflect on cases as part of annual practice training programme. (Best practice to involve agencies outside of health eg BDP, Next link, social care , Police voluntary sector workers)
* Attend case conference/ core groups/ strategy discussions/ Multi-professionals meeting and use as a basis for reflective piece of work.
* E-learning training related to safeguarding children
* Attend Bristol Safeguarding children’s Board (BSCB) training (3-7 hours per course- these are fee paying courses)
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| Level 3 bAdditional specialist | * Link GP for safeguarding children
 | 12-16 hours over 3 yearsApproximately 5 hours in each 3 years should be multidisciplinary (i.e. involving non health agencies)(level 3 learning) | 5 hours annuallyOr 12-16 hours over 3 years | * Attend and contribute to the training offered by the CCG minimum. (2 hours with reflection 3 hours) as above
* Attend the GP safeguarding link meetings (2 hours with reflection and reading minutes 3 hours)
* Attend a minimum of 1 BSCB or equivalent multi-agency training event every 3 years (2-7 hours depending on course The CCG will fund one of these courses every 3 years for a Link GP )
* Access regional and national training events related to safeguarding children
* Facilitate and participate in practice based sessions to reflect on safeguarding issues.
* Arrange practice based session to reflect on cases as part of annual practice training programme. Best practice to involve agencies outside of health (eg BDP, Next link, social care , Police voluntary sector workers)
* Attend case conference/ core groups/ strategy discussions/ Multi-professionals meeting and use as a basis for reflective piece of work
* E-learning training related to safeguarding children
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| Level 4 | Named GP | Annually24 hours every 3 years | 8hours annually | * Attend, local, regional and national training events
* Designing and delivering training
* Supporting the serious case reviews process
* Offering guided supervision to other GPs
* Receiving Supervision/ reflective practice with Designated Professionals
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**Access to Training Resources**

* Accredited E-learning course- <http://www.e-lfh.org.uk/programmes/safeguarding-children/>
* Bristol Clinical Commissioning Group (CCG) training- Annual flyer sent to every Link GP and Practice manager offering the dates for the whole year- booking and information available from the CCG safeguarding children team on tel: 0117 9002384
* BSCB training (The BSCB charge for these courses the fee is £40.00 for a half day and £80.00 for a whole day – 2017costs) - <https://bristolsafeguarding.org/>

(**Link GP’s can access a free place via the CCG to book training contact safeguarding childrens team tel : 0117 9002384)**

* Bristol Against Violence and Abuse (BAVA) training- <http://www.bava.org.uk/professionals/training/>
* Free e-learning on Female Genital Mutilation (FGM) Home office web site- <http://www.fgmelearning.co.uk/>
* Intercollegiate document 2014: <http://www.rcpch.ac.uk/child-health/standards-care/child-protection/updates/child-protection-updates>

<https://www.rcn.org.uk/professional-development/publications/pub-004542>