

Safeguarding and duty of care package (UK): courses

Our safeguarding and duty of care package offers up to 100 hours of learning and enables you to keep your whole school up-to-date with the latest training and gain peace of mind that your school has fulfilled its legal and moral obligations.

Within the safeguarding and duty of care package the courses are arranged in four focus areas. Your school will have full access to all the courses in these focus areas – and any new courses that we add – during your subscription. Each course will work towards CPD accreditation points. The hours of learning listed per courses are indicative of the number of CPD accreditation points available for each course.



This package is suitable for UK primary and secondary schools.

| Course | Hours of learning | Key audience | | | | | | | |
|--|-------------------|---------------------|--------------------------|-------------------------------------|----------------------|-----------|--|----------------|--|
| | | Teaching assistants | Newly qualified teachers | Non-specialist experienced teachers | Science/lab teachers | ICT staff | Designated safeguarding leads/deputies | Pastoral staff | |
| Safeguarding | | | | | | | | | |
| Adverse Childhood Experiences (ACEs) | 2 | ● | ● | ● | ● | | ● | ● | |
| Child Exploitation | 2 | ● | ● | ● | ● | | ● | ● | |
| Child Neglect | 3 | | ● | ● | ● | | ● | ● | |
| Child Protection in Education | 5 | ● | ● | ● | ● | ● | ● | ● | |
| Child Protection in Sport and Active Leisure | 5 | | | | | | | | |
| Child Protection Refresher | 3 | ● | ● | ● | ● | | ● | ● | |
| Domestic Abuse: Children and Young People | 2 | ● | ● | ● | ● | | ● | ● | |
| Female Genital Mutilation Awareness | 1 | ● | ● | ● | ● | | ● | ● | |
| Harmful Sexual Behaviour | 2 | ● | ● | ● | ● | | ● | ● | |
| Preventing Bullying | 4 | ● | ● | ● | ● | | ● | ● | |
| Raising Awareness of Honour-Based Abuse and Forced Marriage | 2 | ● | ● | ● | ● | | ● | ● | |
| Raising Awareness of Peer-on-Peer Abuse | 2 | ● | ● | ● | ● | | ● | ● | |
| Raising Awareness of Trafficking and Modern Slavery | 2 | ● | ● | ● | ● | | ● | ● | |
| Reflective Safeguarding Practice for Schools | 1 | ● | ● | ● | ● | | ● | ● | |
| Safeguarding Young People | 4 | | ● | ● | ● | | ● | ● | |
| Serious Youth Violence | 2 | ● | ● | ● | ● | | ● | ● | |
| Sexual Violence and Harassment between Children and Young People | 2 | ● | ● | ● | ● | | ● | ● | |
| Staying Safe Online | 2 | ● | ● | ● | ● | ● | ● | ● | |
| Substance Misuse Risks | 2 | ● | ● | ● | ● | | ● | ● | |
| The Prevent Duty | 1 | ● | ● | ● | ● | ● | ● | ● | |
| Understanding the Role of the Safeguarding Lead | 1 | ● | ● | ● | ● | ● | ● | ● | |

Key

- Mandatory
- Recommended
- f Food
- hs Health and safety
- pe P.E. staff
- s Sports coach
- v Voluntary

| | Key audience | | | | | | | | | | | | | | | | |
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| | Housemaster/mistress | Counsellor | Business manager/bursar | Head of department | Deputy headteacher with pastoral and SEND | Deputy headteacher/vice principal | Headteacher/principal | Governors/Trustees | Estates manager | Premises team | Administrative staff | Staff with first aid responsibility | Wrap around carers | External sports coaches | Voluntary staff | Catering staff | Cleaners, other ancillary staff (drivers, etc) |
| Safeguarding | | | | | | | | | | | | | | | | | |
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| | | Teaching assistants | Newly qualified teachers | Non-specialist experienced teachers | Science/lab teachers | ICT staff | Designated safeguarding leads/deputies | Pastoral staff |
| Wellbeing | | | | | | | | |
| Dealing with Bereavement and Loss | 2 | ● | ● | ● | ● | | ● | ● |
| Looked After Children | 1 | ● | ● | ● | ● | | ● | ● |
| Mental Wellbeing for Children and Young People | 4 | ● | ● | ● | ● | | ● | ● |
| Mindfulness in the Classroom | 2 | ● | ● | ● | ● | | ● | ● |
| Overcoming Loneliness | 2 | ● | ● | ● | | | ● | ● |
| Supporting Staff Wellbeing in Schools | 2 | ● | ● | ● | ● | ● | ● | ● |
| Young Carers | 1 | g | g | g | g | | b | ● |
| Compliance | | | | | | | | |
| A Practical Guide to GDPR in Education | 2 | ● | ● | ● | ● | ● | ● | ● |
| Equality and Diversity | 1 | ● | ● | ● | ● | ● | ● | ● |
| Safer Recruitment in Education | 4 | | | | | | ● | |
| The SEND Code of Practice | 4 | | | | | | | |
| Health and safety | | | | | | | | |
| Administration of Medication in Schools | 2 | | | ●v | | | ● | ●v |
| Concussion Awareness | 1 | | | ●pe | | | | ● |
| Fire Safety in Education | 4 | ● | ● | ● | ● | ● | ● | ● |
| First Aid Essentials | 3 | ● | ● | ● | ● | ● | ● | ● |
| Food Hygiene and Safety | 4 | ●f | | ●f | | | | |
| Health and Safety in Education: Senior Leadership and Management | 2 | | | | | | | |
| Health and Safety in Education: Staff Awareness | 2 | | | | ● | ● | | |
| How to be an Effective Fire Warden or Fire Marshal | 1 | | | | ● | | | |
| Moving and Handling | 2 | | | | ● | | | |
| Raising Awareness of Asbestos | 1 | | | | ● | | | |
| Raising Awareness of Legionella | 1 | | | | ● | | | |
| Use of Reasonable Force in Schools | 1 | ● | ● | ● | ● | ● | ● | ● |

| Key audience | | | | | | | | | | | | | | | | |
|--------------------------|------------|-------------------------|--------------------|---|-----------------------------------|-----------------------|--------------------|-----------------|---------------|----------------------|-------------------------------------|--------------------|-------------------------|-----------------|----------------|--|
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| Wellbeing | | | | | | | | | | | | | | | | |
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Safeguarding **21 courses** **50 hours****Adverse Childhood Experiences (ACEs)****2 hours**

This course will help anyone working with children and young people to:

- Learn what adverse childhood experiences are, including the two categories of direct and indirect ACEs
- Explore trauma including the concept of 'Fight, Flight or Freeze' mode
- See what toxic stress is and its effects on the developing brains of children and adolescents
- Learn attachment theory and the differences between secure and insecure attachment in children
- Discover the potential negative impact that being exposed to ACEs as a child can have on adult wellbeing, mental and physical health
- Explore what protective factors are, and how these can help to offset the negative impact that ACEs can have
- Review what children and young people who experience trauma need to cope and overcome the negative impact of ACEs
- Develop resilience and explore how working with parents can help a child become more resilient
- Learn what they can do to help break the cycle of ACEs when working with children and families

Child Exploitation**2 hours**

This course will help anyone working with children and young people to:

- Explore the different models and forms of exploitation that a child or young person may be subjected to
- Explore an example case of exploitation
- Learn the physical and psychological signs a child or young person might exhibit if they're being exploited
- Review the different factors that can increase a person's vulnerability to exploitation including certain transition points in a young person's life
- Discover the barriers a young person faces when considering a disclosure
- Learn what to do if they are worried about a child, plus organisations that can provide advice and guidance if they know or suspect a person is a victim of exploitation

Child Neglect**3 hours**

This course will help anyone working with children and young people to:

- Learn what neglect is
- Explore the prevalence of neglect
- See what harm neglect can do in key development areas
- View a scenario exploring child neglect
- Discover why children and young people are neglected
- See how to identify potential signs of neglect
- Learn good practice for reporting neglect

Child Protection in Education**5 hours**

This course will help anyone working with children and young people to:

- Learn the difference between child protection and safeguarding
- Discover child development milestones and needs
- Explore positive and negative influences on development
- Recognise forms of child abuse
- Review specific safeguarding issues such as child sexual exploitation and children missing education
- Learn how to recognise and respond to abuse
- See how to report abuse
- Promote good practice

Child Protection in Sport and Active Leisure**5 hours**

This course will help anyone working with children and young people to:

- Learn the difference between child protection and safeguarding
- Review child development milestones and needs
- Discover positive and negative influences on development
- Recognise forms of child abuse
- Review specific safeguarding issues such as child sexual exploitation and children missing education
- Learn how to recognise and respond to abuse
- See how to report abuse
- Promote good practice
- View information on how to access help and support

Child Protection Refresher 2020**3 hours**

This course will help anyone working with children and young people to:

- Update themselves with recent legislation and guidance
- Learn the types of child abuse and the physical and behavioural signs of each type of abuse
- Learn about specific safeguarding issues including child criminal exploitation and homelessness
- Learn how to recognise and respond to abuse
- Discover learnings from serious case reviews and criminal investigations
- Realise the potential impact of the coronavirus pandemic on children and young people

Domestic Abuse: Children and Young People**2 hours**

This course will help anyone working with children and young people up to the age of 25 to:

- Learn what domestic abuse is and what forms it can take
 - See what controlling and coercive behaviour is
 - Discover the Power and Control Wheel (The Duluth Model) that highlight the range of tactics that perpetrators of coercive and controlling behaviour use against women
 - Realise the prevalence of domestic abuse supported by government statistics, including in adolescent and LGBT relationships
 - Explore the key risk factors to be aware of when considering the level of risk and support needed; for example, parental mental health problems, history of violence, and substance misuse
 - Learn some of the trigger events that can lead to violence
 - Discover the impact domestic abuse can have on children in different age groups and the warning signs of possible abuse taking place
 - Find out what protective factors are and how these can help children to recover from the effects of domestic abuse
 - Learn what to do when they suspect a child or young person is witnessing and/or experiencing domestic abuse by the introduction of key practice points
 - See what support, help and advice is available
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Female Genital Mutilation Awareness (June 2018)**1 hour**

This course will help anyone who comes into contact with girls up to the age of 18 to:

- Understand what FGM is, and the motives for performing it
- Know the four different types of FGM, as classified by the World Health Organisation
- Learn about the different names for FGM as well as resources that list the names for FGM in different languages
- Learn about the prevalence of FGM in England and abroad, as well as important statistics and figures as reported by UNICEF
- Understand both the short and long-term consequences of FGM
- Learn about the risk factors of FGM, as well as the signs that FGM may have taken place
- Learn about the different laws that are in place to protect girls from FGM, including FGM Protection Orders
- Understand what the Mandatory Reporting Duty is and who it applies to
- Recognise the roles and responsibilities of professionals, including the importance of working together to safeguard children
- Learn about guidance on what to do if they suspect FGM has taken place or may take place

Harmful Sexual Behaviours**2 hours**

This course will help anyone who comes into contact with girls up to the age of 18 to:

- Learn what sexual violence is and sexual harassment between children
- Keep children safe in education
- Explore what constitutes sexual violence and sexual harassment
- Learn what consent is
- Understand harmful sexual behaviour
- Discover the prevalence of sexual violence and harassment between children
- Know the law and statutory guidance
- Learn contextual safeguarding
- Respond to and manage sexual violence and sexual harassment
- Safeguard and support children, young people and vulnerable groups
- Identify school responsibilities
- Create preventative strategies for schools and colleges
- Provide support and signposting

Preventing Bullying (2019)**4 hours**

This course will help anyone working with children and young people to:

- Define bullying including the five key components of bullying behaviour
 - See bullying as a group behaviour including the various roles played: victim, participant/bully, reinforcer, defender and bystander/outsider
 - Discover forms of bullying
 - Learn about cyberbullying including the roles played by social networking sites, trolling, email, online games, mobile phones and instant messaging
 - See statistics on who is affected and where bullying is most likely to occur
 - Review the main legislation
 - Learn the common characteristics of those who are bullied and those who bully
 - Discover how to recognise a child who is being bullied
 - See the damaging physical and emotional effects of bullying behaviour
 - Know how to deal with bullying behaviour
 - Prevent bullying behaviour
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Raising Awareness of Honour-Based Abuse and Forced Marriage**2 hours**

This course will help staff to:

- Learn more about honour-based abuse and forced marriage
- Understand what honour-based abuse is as well as the different terms used to describe it
- Realise motives that may prompt a forced marriage
- Look at the differences between a forced marriage and an arranged marriage
- Review Government definitions of coercive and controlling behaviour, and how these are used in an honour system
- View two case studies and their consequences where young girls were used as part of a promise of future marriage
- Read helpline statistics from Karma Nirvana, including top calling areas and other significant statistics
- Discover what the Forced Marriage Unit is and explore cases where the FMU provided support
- Take a look at the law including when being forced to marry is a criminal offence and other offences that may result in someone being prosecuted
- Learn about Forced Marriage Protection Orders
- Explore potential warning signs that may indicate someone is experiencing honour-based abuse
- Learn about the barriers faced by victims of honour-based abuse and how someone gains honour and breaks honour
- Receive further contacts and guidance to support those who encounter honour-based abuse and forced marriage

Raising Awareness of Peer-on-peer Abuse**2 hours**

This course will help anyone who comes into contact with children and young people up to the age of 25 to:

- Understand what peer-on-peer abuse is
- Understand the different types of peer-on-peer abuse
- Understand special categories of peer-on-peer abuse
- Understand who peer-on-peer abuse may affect and the external factors that put young people at risk
- Become aware of the prevalence of peer-on-peer abuse
- Understand social norms and peer pressure
- Recognise what socially acceptable behaviour is
- Appreciate brain development and how it affects young people
- Adopt a contextual safeguarding approach
- Recognise early signs that might indicate abuse
- Know what action to take if they know or suspect that a young person is experiencing abuse
- Implement preventative strategies within a school or college

Raising Awareness of Trafficking and Modern Slavery**2 hours**

This course will help staff to:

- Learn more about trafficking and modern slavery in the UK and internationally
 - Discover what modern slavery and trafficking are
 - Learn about The Modern Slavery Act 2015
 - Explore types of trafficking
 - Bust myths about trafficking
 - Learn who trafficking affects and why it's possible
 - Explore internal trafficking and county lines
 - Learn how to spot signs of trafficking
 - Know how to report concerns about a trafficked child or adult
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Reflective Safeguarding Practice for Schools**1 hour**

This course will help staff to:

- Learn the skills needed to recognise and reflect on experiences in order to learn from them
 - Reflect on five safeguarding/child protection scenarios: peer-to-peer abuse, grooming, online grooming, mental wellbeing and dealing with a disclosure
 - Review actions in light of the scenarios that fit the policies for their school
 - Explore good practice principles for schools
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Safeguarding Young People**4 hours**

This course will help anyone who comes into contact with children and young people up to the age of 25 to:

- Understand who may be at risk and areas of potential vulnerability
 - Understand what abuse is including the ten categories of abuse
 - Explore the impact of abuse including its long lasting and serious effects
 - Discover signs and indicators of abuse, including physical and behavioural signs
 - Responding to safeguard concerns
 - Deal with allegations against staff
 - Explore good practice guidelines
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Serious Youth Violence**2 hours**

This course will help anyone who comes into contact with children and young people to:

- Understand what is meant by the term serious youth violence and the impact it has on individuals and the community
 - Clarify what we already know about serious youth violence
 - Take an in-depth look at the vulnerabilities and risk factors that can lead to criminal exploitation and consequent instances of serious youth violence
 - Review the process of recruitment and the four main stages: targeting, experience, hooked and trapped
 - Learn about child criminal exploitation and county lines, including their definitions
 - Explore what a gang is and the different terminologies such as "gang", "youth group" and "serious organised crime group"
 - Discover the reasons why young people say they carry a weapon and the different criminal offences associated with knives and offensive weapons
 - Learn what contextual safeguarding is and how it's used to understand and respond to young people's experience of significant harm beyond their families
 - Learn the importance of using the correct language including terminology used by both professionals and young people
 - Discover the importance of early intervention, and how recognising and responding to the indicators of potential vulnerability can be effective
 - Learn the signs and behaviours that may identify a child or young person as being exploited and at risk of serious youth violence
 - Review case studies to understand what young people can and do experience
 - Read a scenario and input their thoughts on what they know, the facts and what their concerns are
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Sexual Violence and Harassment between Children and Young People**2 hours**

This course will help anyone who comes into contact with children and young people up to the age of 18 to:

- Identify what sexual violence and sexual harassment is between children
- Learn how to keep children safe in education
- Know what consent is
- Identify harmful sexual behaviour
- Discover the prevalence of sexual violence and harassment between children
- Know the law and statutory guidance
- Understand contextual safeguarding
- Respond and manage sexual violence and sexual harassment
- Explore how to safeguard and support children and young people
- Gain awareness of vulnerable groups
- Discover school responsibilities
- Explore preventative strategies for schools and colleges
- Learn where to get further support

Staying Safe Online**2 hours**

This course will help anyone working with children and young people to:

- Understand online safety
- Learn why children and young people spend time online
- Understand potential risk factors
- Explore types of online content such as social networking, gaming, streaming and adult content
- Learn about the types of contact that a child can make and receive
- Develop a safe online culture that promotes good practice
- Know how to have positive conversations around online safety

Substance Misuse Risks**2 hours**

This course will help anyone who comes into contact with children and young people to:

- Develop a greater awareness of what substance misuse is and its prevalence
 - Understand the categories of drugs and their effects
 - Know more about the law and consequences
 - Gain an increased understanding of why young people use drugs and alcohol
 - Recognise the early signs of drug or alcohol use
 - Understand the impact that substance misuse has on a family
 - Know how to take action if they know or suspect that a child or young person is using drugs or alcohol
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The Prevent Duty**1 hour**

This course will help anyone who comes into contact with children and young people under 25 to:

- Understand the difference between extremism and radicalisation
- Learn about the different terrorist threats the UK faces such as Northern Ireland, right wing and Islamist terrorism
- Look at who may be at risk of being radicalised and how young people are radicalised
- See how groups make use of the internet to promote extremist materials and use social media to recruit and radicalise individuals
- Review a detailed timeline of Safaa Boular, the youngest teenager to be found guilty of planning a terror attack in the UK
- Learn what Prevent is and how it aims to reduce the threat of terrorism by stopping people becoming terrorists or supporting terrorism
- Read information on The Prevent Duty, which places a duty on special bodies to have due regard to prevent people from being drawn into terrorism
- Learn what is expected of those in leadership positions in special bodies such as health and social care, criminal justice, schools, colleges and universities
- Look at Prevent referrals and 'Channel', which identifies and provides support to individuals at risk of being radicalised
- Explore the signs to look out for and what to do if they have a concern

Understanding the Role of the Safeguarding Lead**1 hour**

This course will help everyone working or volunteering in a school to:

- Get background information and statistics on child abuse and neglect
 - Learn about legislation and guidance
 - Explore the role and responsibilities of the safeguarding lead
 - Understand the processes of raising and reporting concerns, and the next steps following a report
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Wellbeing **7 courses** **14 hours****Dealing with Bereavement and Loss****2 hours**

This course will help anyone working in an education setting to:

- Learn about the effects of grief on a child or young person
- See how a death may impact school life, and how information about the death should be shared with pupils and staff
- Discover how bereavement can be handled either as a whole school or individually, including remembrances and returning to school after a death
- Learn how to manage potentially difficult topics and avoid unnecessarily painful comments when communicating with a bereaved pupil
- Explore how to communicate with children and young people about tragic events in the media
- See the factors relating to how children or young people will respond to a death
- Learn how to ensure the bereaved pupil's needs are respected and supported by all staff who come into contact with them
- See what should be included in a bereavement policy and the guidance staff need to support everyone during a potentially difficult time
- Know when to seek further help and support on bereavement for children or young people, their families or staff members

Looked After Children**1 hour**

This course will help anyone working with children and young people to:

- Understand what defines a looked after child and their characteristics
- Learn about types of placements and why placements break down
- Explore relevant nation-specific legislation
- Understand the needs of a looked after child
- Learn about the duty of the school and the role of the designated teacher
- Learn how to make a positive impact

Mental Wellbeing in Children and Young People**4 hours**

This course will help anyone who comes into contact with children and young people to:

- Understand what mental health is in the context of the mental health continuum
- Identify some common issues faced by children and young people with regard to mental health
- Recognise some of the signs and symptoms that indicate mental health issues in children and young people
- Understand key risk factors that make some children and young people vulnerable to mental health issues
- Learn about protective factors that build resilience in children and young people and some of the myths and stigma surrounding mental health
- Pick up practical advice to support children and young peoples' mental health and emotional wellbeing

Mindfulness in the Classroom**2 hours**

This course will help anyone working in a classroom setting to:

- Understand what mindfulness is and why it's important
- Learn how to respond with mindfulness
- Discover the core elements of mindfulness: sensory, body, movement, breath
- Get tips for delivering authentic mindfulness in the classroom

Overcoming Loneliness**2 hours**

This course will help anyone who comes into contact with children and young people to:

- Identify the key transitional times (for example, changing school or moving home) and why they cause loneliness.
- Review scenarios about different children and young people who feel lonely to see how varied the causes of loneliness are and the impact that it has
- Learn definitions of loneliness and how it feels to be lonely
- Research the scale of the issue and how loneliness affects different groups
- Get statistics from The Children's Society showing patterns of loneliness by age group
- Discover what can trigger loneliness (for example, bereavement or bullying)
- Know why some young people are more likely to experience loneliness; for example, young carers and children with a disability
- Review the short-term effects, such as social isolation and low self-esteem and the long-term effects, such as illness and risk of being exploited
- Get ideas for helping young people and discover what schools and FE/HE institutions can do to help

Supporting Staff Wellbeing in Schools**2 hours**

This course will help staff to:

- Discover the meaning of mental health and wellbeing
- Realise the cost of mental health problems
- Learn about common mental health problems and work-related stress
- Take a holistic approach to wellbeing
- Learn how to support colleagues, senior leadership teams and governing bodies
- Reflect on scenarios describing situations where staff wellbeing is at risk

Young Carers**1 hour**

This course will help anyone who comes into contact with children and young people to:

- Understand who young carers are and what they do
- Learn about the signs that might indicate someone is a young carer and what their needs might be
- Explore a young carer's rights in law and consider what support they need
- Understanding the context of caring
- Learn how to listen and make a positive impact

The course is written in partnership with The Children's Society.

Compliance **4 courses** **11 hours****A Practical Guide to the GDPR for Education****2 hours**

This course will help anyone working in an education setting to:

- Know what personal data is and how it is used
- Discover why there is a need for a change in data protection
- Learn about the new GDPR and legal requirements
- Explore data maps
- Learn about Privacy Impact Assessments
- Know how to dispose of and recycle data
- Learn the new rights for data subjects
- Promote good practice through the use of practical scenarios

Equality and Diversity (May 2018)**1 hour**

This course will help anyone working in an education setting to:

- Learn what equality and diversity mean and how they affect you
- Recognise the barriers that can prevent equality from being realised such as prejudice, stereotyping, discrimination, victimisation and harassment
- Learn key legislation and both employers' and employees' responsibilities in relation to it
- Review The Equality Act 2010 and the 'protected characteristics' that form the basis of the law

Safer Recruitment in Education**4 hours**

This course will help anyone working in an education setting to:

- Learn about the four key stages of the recruitment process
- See what staff need to have in place before they have any contact with potential candidates, including promoting their school's commitment to safeguarding on all relevant aspects of their organisation's communications
- Prepare the job description, job specification, application form and information pack
- Learn how to plan interviews and the job application and selection process
- Undertake pre-employment checks including DBS and prohibition checks
- Learn how to use the single central record
- Explore measures their organisation can take to ensure that all new recruits are observed and supervised during their induction period and beyond
- Develop their organisation's code of conduct and what it should include from safeguarding to staff behaviour
- Realise the importance of remaining vigilant to protect and promote the welfare of children and young people
- Understand the importance of dealing with allegations against staff and the procedures in place if an allegation arises in their organisation

The SEND Code of Practice

4 hours

This course will help anyone working in an education setting to:

- Understand the principles of the code
 - Encourage working together
 - Review what organisations must do
 - Understand The Local Offer of an EHC plan
 - View related legislation and guidance
 - Identify SEN provision in their school
 - Explore a 'graduated approach' to SEN support
 - Learn how to request an EHC needs assessment
 - Understand the role of the special educational needs coordinator (Senco)
 - Know what funding is available for SEN support
 - Understand assessments and plans
 - Know how to issue and write an EHC Plan
 - Know how to maintain and review the EHC Plan
 - Understand transport costs and EHC Plans
-

Administration of Medication in Schools**2 hours**

This course will help anyone working in an education setting to:

- Understand the law
- Learn the principles for safe practice in administering medication
- Find out how to undertake training
- Know how to keep records
- Know what to do on school trips
- Learn good practice in schools

Concussion Awareness**1 hour**

This course will help anyone working in an education setting to:

- Understand what concussion is
- Recognise the signs and symptoms that may suggest a concussion has occurred
- Learn what the immediate and ongoing management of concussion should be
- Become familiar with the 'red flags' that indicate an injured person should be transferred for urgent medical assessment
- Identify what the risks are following a concussion and how they can be minimised

Fire Safety in Education**4 hours**

This course will help anyone working in an education setting to:

- Understand the importance of fire safety procedures
- Understand the importance of fire safety training and the regulations in place to ensure their organisation's fire safety policy is adhered to
- Understand the three fire triangle elements including ways to reduce and manage the risks each element poses
- Learn the different classes of fire
- Understand how a fire is maintained and the four main ways fires can spread
- Explore fire risks and the processes that must be put in place to reduce the risk of fire
- Learn about the different types of fire extinguishers
- Understand the procedures for raising the alarm, where to find and how to operate the fire alarm call point
- Know what to do when evacuating the premises in the event of a fire
- Know how to call the fire and rescue service and what information they will need to provide to ensure full clarification of the situation regarding the fire

First Aid Essentials (2018)**3 hours**

This course will help anyone working in an education setting to:

- Know the different types of incidents – non-urgent, serious to life threatening and life threatening
- Learn vital information on how to perform chest compressions and rescue breaths (CPR) on adults
- Know how to perform CPR for neonate, infants and children, and understand how to undertake the procedure correctly
- Know when to call an ambulance, including further information on life threatening symptoms that may indicate a medical emergency
- Learn how to handle other serious incidents including choking, shock, anaphylaxis, heart attacks, drowning and strokes
- Know how to handle day-to-day incidents including sunburn, sprains, strains, nose bleeds and more
- Learn the steps to take when someone has been electrocuted, including what to do to avoid injuring yourself
- Take a look at insect bites and stings, how to reduce swelling and information on what to do when someone has an allergic reaction
- Discover what happens when someone has low blood sugar and treatment for conscious hypoglycaemia
- Know what to do when someone is suffering from an asthma attack

Food Hygiene and Safety**4 hours**

This course will help anyone who prepares or serves food to:

- Learn about food-borne illness, bacteria and prevention
- Understand food allergies and information about allergenic ingredients
- Learn about contamination, spoilage and prevention of food poisoning
- Learn about personal hygiene and effective cleaning
- Understand storage, Hazard Analysis Critical Control Point (HACCP) and the law

Health and Safety in Education: Senior Leadership and Management**2 hours**

This course will help school senior leadership and management to:

- Learn about recent health and safety statistics (HSE 2016/17)
- Understand statutory compliance – the legal framework and who enforces health and safety law in the UK
- Develop leadership and governance arrangements for managing health and safety, using the Plan, Do, Check, Act process
- Learn about policies and procedures
- Understand performance management and monitoring to ensure systems remain effective and highlight gaps in performance
- Realise the importance of staff training to embed a health and safety culture
- Understand risk assessments including the HSE's five-step process

Health and Safety in Education: Staff Awareness**2 hours**

This course will help anyone working in an education setting to:

- Understand the legal position and who enforces health and safety law in the UK
- Learn about health and safety policies and procedures
- Understand risk assessments – including the HSE's five-step process for undertaking them
- Realise the importance of communication, co-operation, co-ordination and consultation in their organisation
- Learn about statutory inspection, maintenance and monitoring of systems and equipment
- Understand specific health and safety considerations including fire/emergency procedures, first aid, display screen equipment, working at height, manual handling, hazardous substances, electricity, welfare, asbestos, water hygiene and lone working

How to be an Effective Fire Warden or Fire Marshal**1 hour**

This course will help anyone who undertakes additional fire safety roles and responsibilities within the workplace to:

- Learn the fire triangle and the common causes of fire in the workplace
- Explore the top five fire hazards and how to manage them in a safe and effective way
- Understand the different classes of fire and their meanings
- Learn how to prevent the spread of fire and what they need to know to save lives in the event of evacuation
- Know how to use fire measures, drills, signage and fire detection to aid in the safe evacuation of a building in the event of a fire and the uses of a range of firefighting equipment

Moving and Handling**2 hours**

This course will help anyone working in an education setting to:

- Appreciate the costs related to moving and handling injuries
- Learn about the TILE assessment process
- Understand and appreciate the principles of safe lifting techniques
- Identify effective control measures that can be used to reduce the risk of injury
- Support their organisation to develop a positive health and safety culture, applying a sensible proportionate approach

Raising Awareness of Asbestos**1 hour**

This course will help anyone who is likely to come into contact with asbestos to:

- Understand what asbestos is, its characteristics and where it's likely to be found
- Explore the three main types of asbestos
- View a list of common uses for asbestos
- Learn useful statistics from the Health and Safety Executive
- Learn what the Control of Asbestos Regulations say and the responsibilities of those in control of premises
- Read details on what not to do when asbestos is present, and information on carrying out maintenance work in areas where asbestos containing materials are thought to exist
- Take a look at property management, and a useful checklist to help manage anything asbestos related

Raising Awareness of Legionella**1 hour**

This course will help anyone who has a responsibility for maintaining premises, including landlords, employers and maintenance staff to:

- Learn what legionella is and the conditions of growth
- Understand how legionella is contracted
- Become aware of the illnesses caused by the legionella bacteria, such as Legionnaires' disease
- Understand staff responsibilities by looking at the risks and how to manage them
- Understand legislation and guidance relating to legionella

Use of Reasonable Force in Schools**1 hour**

This course will help anyone working in an education setting to:

- Understand what reasonable force is and who can use it
 - Learn when reasonable force can be used
 - Understand what happens in situations when reasonable force has been used
 - Identify good practice about incidents involving reasonable force
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Next steps

To find out more about how Tes Develop can help you deliver comprehensive, personalised training for all your staff book a guided demonstration, or request a quote for your school.

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Please note that we have endeavoured to ensure the accuracy of the information provided in this course list at the time of publication: January 2021. However, this information is issued as a guideline to interested parties. While we aim to implement what is outlined, we cannot undertake any obligation to provide the courses as stated and we reserve the right to amend course information, cancel, suspend or modify the courses at any time.