REQUIRED LEARNING AND REFRESHER LEARNING FOR STAFF AND VOLUNTEERS

visit the eLearning site for more information updated May 2021

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Area of Training** | **Course Title** | **Alternative or Offline Version?** | **Staff Timescales** | **Volunteer Timescales** | **Refresher****Training Required?** | **Expected Duration** |
| **Data Protection**(Access via eLearning site) | Data Protection & Security | Yes | First Two WeeksAll staff | First few contacts withBarnardo’s All volunteers | To be confirmed | 45 minutes |
| **Equality & Diversity**(Access via eLearning site) | Equality, Diversity and Inclusion | YesAsk your Local People Team | First Two Weeks All staff | Read the code ofconductAll Volunteers | Not required butshould remain aware of any developments | 40 minutes |
|  | Equality, Diversity and Inclusion Classroom: contact your Local People Team | No | First Six monthsAll staff | N/A | Every 3 years | Three hours |
| **Health & Safety**(Access via eLearning homepage) | H&S Induction Course | WorkbookAsk your Local People Team | First Two WeeksAll staff | First monthAll Volunteers | Every 3 years | 35 minutes |
| **Introduction to IT**(Access via eLearning homepage) | Introduction to IT inBarnardo’s | n/a | First Two weeksAll staff with a log-in | First few contacts withBarnardo’sAll volunteers with a log-in | No | 30 minutes |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Safeguarding**(Access via eLearning site) | Introduction toSafeguarding and Protecting Children | Introduction toSafeguarding and Protecting Children PDF: ask your Local People TeamSafeguarding Leaflet for Retail staff | First Two Weeks All Staff | All Volunteers: those who work with Service Users must complete prior to first contact | Not required butshould remain aware of developments | 40 minutes |
| **Safeguarding**(Access via Local People Team) | Core 1 | n/a | First 6 months (CS Staff) | First 6 months(Children’s Services Volunteers) | - | 1 day |
| Core 2 | n/a | First Year ( CS Staff) | First Year (Volunteerswith regular 1:1 contact with children/families) | - | 2 days |
| Specialist PractitionerTraining | n/a | Ongoing – as needdictates CS Staff working in | n/a | - | 1-2 days |
| Management Training:Course – 2 days Follow Up – I day | n/a | Ongoing – as needdictates First 6–9 Months New & Existing CS | n/a | - | 3 days |
| Continuous Improvement ongoing trainingAnnual Safeguarding Day | n/a | Every YearChildren’s Services Staff | Every Year | - | 1 day |

Your job role may require you to undertake additional statutory or locally-required courses.

Please ask your line manager, Local People Team or Volunteer Coordinator as appropriate for further information.