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 Weeks  All staff | First few contacts with  Barnardo’s All volunteers | To be confirmed | 45 minutes |
| **Equality & Diversity**  (Access via eLearning site) | Equality, Diversity and Inclusion | Yes  Ask your Local People Team | First Two Weeks All staff | Read the code of  conduct  All Volunteers | Not required but  should remain aware of any developments | 40 minutes |
|  | Equality, Diversity and Inclusion Classroom: contact your Local People Team | No | First Six months  All staff | N/A | Every 3 years | Three hours |
| **Health & Safety**  (Access via eLearning homepage) | H&S Induction Course | Workbook  Ask your Local People Team | First Two Weeks  All staff | First month  All Volunteers | Every 3 years | 35 minutes |
| **Introduction to IT**  (Access via eLearning homepage) | Introduction to IT in  Barnardo’s | n/a | First Two weeks  All staff with a log-in | First few contacts with  Barnardo’s  All volunteers with a log-in | No | 30 minutes |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Safeguarding**  (Access via eLearning site) | Introduction to  Safeguarding and Protecting Children | Introduction to  Safeguarding and Protecting Children PDF: ask your Local People Team  Safeguarding 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 but  should 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 (Volunteers  with regular 1:1 contact with children/families) | - | 2 days |
| Specialist Practitioner  Training | n/a | Ongoing – as need  dictates CS Staff working in | n/a | - | 1-2 days |
| Management Training:  Course – 2 days Follow Up – I day | n/a | Ongoing – as need  dictates First 6–9 Months New & Existing CS | n/a | - | 3 days |
| Continuous Improvement ongoing training  Annual Safeguarding Day | n/a | Every Year  Children’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.