

NHS Bolton CCG Mandatory Safeguarding Children, Looked After Children and Safeguarding Adults 'High Level' Training Matrix

Safeguarding Children	Level 1	Level 2	Level 3	Level 4 & 5	Board Level
	All CCG staff	Patient Contact	Working with children	Named or Designated	Executive
Staff Group	All CCG staff including executive members	All clinical staff and non-clinical staff who may have contact with children i.e. CHC staff, coms team, Children's Commissioning Team	All clinical staff working with children and young people i.e. CHC Children's Nurse (classed as a specialist role)	Named GP, Designated Professionals	Chair, Chief Officer Board members including Executives, Non-Executives and Lay Members
Requirement	Level 1 - E learning. Every 3 years and within 6 weeks of starting in post.	Level 1 (once) plus 3 hours of level 2 training which must be repeated in every 3 year period. This may be on line or face to face Must complete training at Level 1 initially before level 2	Level 1 & 2 (once), then 12 hours of level 3 training which is repeated in every 3 year period. LSCB; internal multi- disciplinary; topic based Must have completed level 1 & 2 to proceed to level 3	Minimum of 24 hours of education training and learning over a 3 year period plus regular supervision No requirement for refresher training at 1-4	Must complete Level 1 & additional strategic safeguarding training 1 hour.

Children looked after	Level 1	Level 2	Level 3	Level 4 & 5	Board Level
	All CCG staff	Patient Contact	Working with children	Named or Designated	Executive
Staff Group	All staff including executive members	All clinical staff and non-clinical staff who may have contact with children i.e. CHC staff, coms team, Children's Commissioning Team	All clinical staff contributing to care plans for children looked after i.e. CHC Children's Nurse (classed as a specialist role)	Named GP, Designated Professionals	Chair, Chief Officer Board members including Executives, Non-Executives and Lay Members
Staff Group	Included within safeguarding training as above	Included within safeguarding training as above	Training to be based on role requirements and agreed following appraisal – to access training within providers	As per safeguarding children	As per safeguarding children

Safeguarding Adults	Level 1	Level 2	Level 3	Level 4 & 5	Board Level
	All CCG staff	Patient Contact	Working clinically with adults	Named or Designated	Executive
Staff Group	Induction (New Staff)/ within 6 weeks of starting / once completed no need to complete again for next 3 years	All clinical & non-clinical staff who have contact with adults i.e. CHC Staff (band 5, 6, 7's, 8). This includes Admin who have telephone contact require face to face training, pharmacy staff, Demand Management, Mental Health commissioners, Comms Team, Governance Team, etc	All clinical staff working with Adults at Specialist level i.e. Band 7's and 8.	CCG Designated Safeguarding Professionals	Chair, Chief Officer Board members including Executives, Non-Executives and Lay Members
Requirement	E learning Safeguarding Adults, Prevent & Mental Capacity Act	Must complete training at Level 1 to complete level 2	Must have completed level 1 & 2 to proceed to level 3	Supervision, professional courses, peer review, reflection Degree & holds a Masters	Must complete Level 1 & an additional strategic safeguarding training 1 hour.

Note: Depending on roles and responsibilities some staff may require additional hours of training. This would be identified on a case to case basis in line with the Intercollegiate Document for children and adults **or as part of your annual appraisal.**

Matrix is for year 17/18 and will be reviewed thereafter by the safeguarding team.