

SECTION 7 of Directory

HR

Section 7- HR

Single Central Record - Short Review	HR001
Safer Recruitment (Full Day) - Accredited	HR002
Safer Recruitment (Refresher)	HR003
Single Central Record Training	HR004
Conducting Online Searches in Recruitment	HR005
HR Services	HR006
Client Resource Centre	HR007
Independent Investigations	HR008
Effective Investigation and Management of Complaints	HR009
Sexual Harassment Training for Staff	HR010
Sexual Harassment Training for Managers	HR011

Introduction

This review will be carried out by an experienced consultant who will undertake a review of your SCR and associated Safer Recruitment processes. We will provide your school with a report detailing compliance issues and good practice recommendations.

This is a valuable 'SCR health check' for all schools but in particular for those potentially awaiting an OFSTED inspection or those schools who have not been inspected for several years.

Attendees: This session is suitable for:

Headteachers / Principals

SLT and DSL with responsibility for safeguarding

School Business and Finance Officers with responsibility for maintaining the SCR

Outcomes

Your school will receive a detailed report which will describe SCR compliance issues gaps and areas requiring attention, information regarding Safer Recruitment issues, recent changes and good practice recommendations.

This report will be provided to you within 5 working days of the date of the review.

Length of session: 1 hour on site and 1.5 hours' report write up

Cost	Core	Enhanced	Non-SLA
In School	£250	2 credits	£300

Introduction

This full day session ensures delegates are up to date and compliant with all requirements of the Safer Recruitment process and expectations. The course is fully accredited through the **Safer Recruitment Consortium**, working alongside the **Lucy Faithfull Foundation**.

Attendees: This training is suitable for:

- Management responsible for recruiting , HR staff, and Governors

Learning Outcomes:

- Identify the key features of staff recruitment that help deter or prevent the appointment of unsuitable people
- Background and context to safer recruitment
- Consider policies and practice that minimise opportunities for abuse or ensure prompt reporting
- Help participants begin to review their policies and practice in recruitment with a review to creating a safer culture

The session is delivered in 4 parts:-

- Part 1: Data/Research and characteristics of potential perpetrators
- Part 2: Safer recruitment process, checks and establishing a consistent approach
- Part 3: Application, references, interview and DBS: relevance of previous convictions
- Part 4: Establishing a culture of vigilance and maintaining a focus on safeguarding.

Delegates are 'tested' during the course of the day to reinforce learning and key messages and will have the opportunity to share practice, explore case examples with colleagues, ask questions and consider ways in which practice within your setting can be further strengthened.

Length of course: 1 day

Cost	Core	Enhanced	Non-SLA
In School	POA	POA	POA
Central/Zoom	1 Free place (£125 additional)	Free	£250pp

Introduction

Although there is no requirement to update 'Safer Recruitment training' this session is aimed at those who feel they would benefit from a refresher. Please note this session is not accredited. If you require accredited training please refer to our full session.

Attendees: This training is suitable for:

- Management responsible for recruiting
- HR staff
- Governors

Learning Outcomes:

- Up to date guidance on recruiting safely
- Examining self-practice
- The link to safeguarding children and staff
- Identifying risk through case examples and discussion
- Strategies to improve processes

Length of course: 2 hours

Cost	Core	Enhanced	Non-SLA
In School	POA	POA	POA
Central/Zoom	£50pp	Free	£100pp

Introduction

It is a statutory requirement for schools and colleges to maintain a 'Single Central Record (SCR)' of recruitment vetting conducted on those working with children. This session aims to equip those with responsibility for maintaining or checking the SCR with the knowledge and skills to ensure they fulfil both statutory requirements and best practice.

Please note this session is not accredited. If you require accredited training for those who will be leading recruitment processes in schools or colleges, please refer to our full safer recruitment session.

Attendees: This training is suitable for:

- School Business Managers and administrators with responsibility for the SCR
- HR staff
- School leaders and Governors with responsibility for safeguarding compliance

Learning Outcomes:

- Up to date guidance on recruiting safely
- Examining self-practice
- The link to safeguarding children and staff
- Identifying risk through case examples and discussion
- Strategies to improve processes

Length of course: 2 hours

Cost	Core	Enhanced	Non-SLA
In School	£250	2 Credits	£300
Central/Zoom	Free	Free	£75pp

Introduction

Following the recommendation to conduct online searches on shortlisted job applicants within Keeping Children Safe in Education, we are offering a 1 hour briefing with the aim of equipping both those with responsibility for conducting the online search and those who will conduct recruitment interviews with the knowledge and skills to carry out the searches effectively and fairly.

Please note this session is not accredited. If you require accredited training for those who will be leading recruitment processes in schools or colleges, please refer to our full safer recruitment session.

Attendees: This session is suitable for:

- School Business Managers and administrators with responsibility for the SCR
- HR staff
- School leaders and Governors with responsibility for safeguarding compliance

Outcomes

- Why should schools conduct online searches
- Statutory requirements and best practice
- How and when to conduct online searches
- How to manage search information
- Recording and monitoring for compliance

Length of session: 1 hour

Cost	Core	Enhanced	Non-SLA
In School	N/A	N/A	N/A
Central	£75pp	£50pp	£100pp

Introduction

We are expanding our offer to include the provision of Human Resource services.

Services will be delivered by Chartered Institute of Personnel and Development qualified advisors with experience working in the education and school sector.

Services Available

Services include attendance at meetings, drafting correspondence on behalf of school/trust leaders, undertaking research and advising on letters, management reports and statements of case in relation to the following areas:

- Management of Employee Relations casework including
 - Sickness absence
 - Disciplinary and grievance
 - Performance management and Capability
 - Dignity at work/bullying
 - Whistleblowing
- Management of allegations against staff
Providing independent HR advice to ensure management of allegations in line with the requirements of Part 4 of Keeping Children Safe in Education
- Pay and Grading
Support and guidance on pay and grading issues including annual salary review process for teachers
- Workforce Planning
Support and guidance on management or organisational change including structure reviews and workforce reduction programmes (including management of redundancies and redeployment).
- Recruitment and selection
Independent advice on selection panels, providing advice on job descriptions, person specifications and recruitment processes.
- Human Resource Policies and Correspondence
Reviews of HR policies and school/academy documentation in order to ensure compliance with statutory requirements and best practice

Additional Services

Additional HR services not listed are available on request

Membership packages/Costs:

• Cost	10 days per year	20 days per year	Pay as You Go
Core	£4400	£7600	£69 per hour
Enhanced	£3900	£7000	£59 per hour
Non-SLA	£6000	£11000	£100 per hour

1 day is based on 7 hours.

To purchase pay as you go, please fill in a in school booking form found on our training/services directory page. To purchase 10 days per year or 20 days per year please contact the office on 01912146721 or email info@clennelleducationsolutions.org to discuss.

Introduction

In partnership with Debbie Judd Human Resources schools can access the debbiejuddhr client resource centre (CRC) with updates provided through the debbiejuddhr information forum (IF).

The CRC contains a suite of human resources: policies, procedures, standard letters, check-lists, scripts for difficult meetings, performance management, appraisal and recruitment documentation, guidance and other supporting documentation which comply with employment legislation, teacher and support staff terms and conditions of employment, School Staffing (England) Regulations 2009, HR practice within Keeping Children Safe in Education and HR best practice. The policies may be adapted to meet individual organisational needs and must be adopted by the relevant decision-making body.

ACCESS TO THE CLIENT RESOURCES CENTRE COSTS (including updates through debbiejuddhr Information Centre)	
Number of Employees in Organisation	Cost per annum 2023/23
Up to 20 employees	£550.00 (Minimum Charge)
For organisations with more than 20 employees, £550 plus £20.00 per each additional employee examples below	
21 employees	£570.00
25 employees	£650.00
30 employees	£750.00
100 employees	£2,150.00
150 employees	£3,150.00
For organisations with 151 employees or more, price is available on request from debbiejuddhr	

To purchase this service, please contact the office on 01912146721 or email info@clennelleducationsolutions.org to discuss.

Introduction

We are able to offer an independent investigation service for a variety of HR and school based issues.

Services Available

Undertaking full and thorough independent investigations on behalf of the Trust, School or organisation as follows:

- Disciplinary concerns including management of allegations against staff
- Formal complaints
- Grievances
- Performance management and Capability
- Dignity at work/bullying and harassment
- Whistleblowing

All investigations will be compliant with both relevant legislative requirements and Trust, School or organisational procedures.

Investigation services include:

- Attendance at fact-finding and investigatory meetings
- Review of related documentation
- Production of a detailed investigation report and supporting documentation
- Presentation of management case at formal proceedings (where necessary)

Membership Packages/ Costs:

• Cost	10 days per year	20 days per year	Pay as You Go
Core	£4400	£7600	£69 per hour
Enhanced	£3900	£7000	£59 per hour
Non-SLA	£6000	£11000	£100 per hour

1 day is based on 7 hours.

Effective Investigation and Management of Complaints

Code: HR009

Introduction

From identifying what constitutes a complaint and effective de-escalation through to the management of formal complaints where informal resolution is not possible, the session will provide practical examples and interactive training tasks to guide delegates through legislation, procedure and best practice to provide the skills and knowledge to effectively investigate and manage complaints.

Attendees: This training is suitable for:

- School and Trust leaders who have responsibility for the investigation and management of complaints

Learning Outcomes:

- What constitutes a 'complaint?'
- Statutory obligations and best practice
- How to avoid complaints and de-escalation strategies
- Protocols for investigating and managing complaints at informal level
- Protocols for investigating and managing complaints at formal level
- Presenting at a panel review/appeal meeting
- Communication and management of expectations
- Record keeping
- How to manage serial complainants

Length of course: 2.5 hours

Cost	Core	Enhanced	Non-SLA
In School	£375	3 Credits	£450
Central/Zoom	£150pp	£100pp	£200pp

Introduction

Following the implementation of the Worker Protection (Amendment of Equality Act 2010) Act 2023, we are offering a recorded training session to support organisations to ensure that all staff understand their obligations under the Act.

Designed for all staff and workers, this introductory briefing can be used as part of induction or for existing staff to supplement internal training. The session provides an overview of the legislation and what it means for staff and workers, and includes practical examples to support staff to identify and respond to potentially unacceptable behaviours.

Organisations are encouraged to use the session in a manner that allows them to reinforce key messages with bespoke examples relevant to the sector and to ensure all those watching the session have a full and clear understanding of those key messages.

Attendees: This training is suitable for:

- All staff and workers

Learning Outcomes:

- An understanding of the legislation and what it means for workers
- Conduct or behaviours that could constitute sexual harassment
- What to do if workers have a concern – informal and formal processes
- How to raise a concerns about third party workers or clients/service users
- The workers role in promoting a positive and inclusive workplace

Length of course: 22 minutes (Video)

Costs

Prices covers annual access to the video

1-50 employees	51-100 employees	101-150 employees	151+ employees
£250	£400	£550	£700

This course can also be delivered on site – price available on request

Introduction

Following the implementation of the Worker Protection (Amendment of Equality Act 2010) Act 2023, this session aims to equip managers with the skills and knowledge to meet their statutory obligations in taking steps to prevent sexual harassment in the workplace.

Through discussion, case studies and sharing of practical examples, session will support managers to identify and assess potential risks, identify and respond to concerns, understand obligations in relation to risks from third parties, and identify proactive steps that can be considered to reduce risks associated with sexual harassment.

Attendees: This training is suitable for:

All organisations leaders and managers

Learning Outcomes:

- An understanding of the legislation and what it means for employers
- Identifying conduct or behaviours that could constitute sexual harassment
- How to assess risk and mitigate against it
- How to effectively manage a concern
- How to effectively manage concerns regarding third party workers or service users
- Promoting a positive and inclusive workplace

Length of course: 2 hours

Cost	Core	Enhanced	Non-SLA
In School	POA	POA	POA
Central/Zoom	£100pp	£75pp	£150pp