



Training and Development Directory for Professionals working with Children

2024-2025

Safeguarding

Management

Governors

Staff

Parents

Pupils

Vulnerable Learners

Management

Emotional Social & Mental Health

Behaviour

Staff Support

Leadership Solutions

First Aid

Attendance

HR

Clennell Education Solutions Training and Development

Dear Colleagues

Welcome to the CES Training and Development Directory.

CES is an organisation aimed at ensuring schools and professionals are fully equipped in dealing with Safeguarding related matters.

In addition to our consultancy service we offer a number of high quality training sessions.

We are proud to announce we have achieved accredited CPD status with the CPD Standards Office for many of our training courses. To achieve the accreditation Clennell Education Solutions has undergone a rigorous assessment process that focuses on the development and delivery of our training, how we collect and utilise our delegate feedback, and ensuring our content is kept up to date.

Now Clennell Education Solutions have achieved this accreditation and status as an accredited CPD provider, we are committed to working hard to maintain and exceed the excellent standard we have already set.

Look out for the logo



The CES team look forward to working with you and hope you enjoy our training!

Further information is available on our website:

www.clennelleducationsolutions.org

Regards

A handwritten signature in black ink, appearing to read 'Ian Clennell'.

Ian Clennell

Director

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Sections

Our training directory is now broken down into categories to help our schools find courses easier.

Section 1 - Safeguarding

Management

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Designated Safeguarding Lead Refresher – Accredited	SM002
Comprehensive Review	SM003
Safeguarding Audit	SM004
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Understanding serious case reviews/serious adult reviews	SM006

Governors

Annual Safeguarding Refresher for Governors – Accredited	SG001
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Staff

New staff safeguarding training (Full session) – Accredited	SS001
Staff annual safeguarding refresher – Accredited	SS002
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Staff training: Completing a CPOMS incident form effectively and consistently	SS010
Effective use of your record keeping system to produce safeguarding report	SS011
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Creating a calm lunchtime environment	SS013
Online Safety – Staff	SS014
Code of Conduct (Generic Session)	SS015
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Parents

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1-1 Assessment and Intervention for Vulnerable Learners	VM002
Intensive Support for Staff of Vulnerable Learners	VM003
Mediation with Parents of Vulnerable Learners	VM004
Personalised Training with Staff of Vulnerable Learners	VM005

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SEND Focus day	VS001
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Consultation	VS002
SEND Review and Action Plan – Full Day	VS003
SEND Review – Half Day	VS004
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SENCo Support/Supervision	VS006
Access Arrangements Assessments	VS007
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Promoting Positive Behaviour for Learning for Pupils With SEND	VS009
Support Staff: Developing knowledge and awareness of best practice when supporting pupils with send	VS010
An Introduction to Neurodiversity	VS011
Key elements of effective SEND Governance	VS012
Providing Intimate care for children	VS013
Educational Psychology Consultation	VS014

Emotional Social & Mental Health

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Pastoral Support

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Behaviour

Behaviour filter/dealing with difficult behaviours	VB001
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Section 3 - Staff Support

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Section 4 – Leadership Solutions

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Achievement Partner (AP) Processes	LS006
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Headteacher Wellbeing	LS008
‘Mastermind’ Sessions	LS009
Leading Teaching	LS010
Curriculum Development	LS011
Leading Behaviour	LS012
Life Skills	LS013
‘Minding the Gap’	LS014
New to Headship/SLT	LS015
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Middle Leadership & Subject Leadership	LS017
School Budget/Financial Monitoring Support	LS018
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Organisational Management – People	LS020

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Level 3 Award in First Aid at Work – Requalification	FA003
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Level 3 Award in Paediatric First Aid	FA005
Annual Refresher for First Aid at Work & Emergency First Aid at Work	FA006
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Level 1 Award in Awareness of First Aid for Mental Health Half Day	FA008
Level 2 Award In First Aid for Mental Health	FA009
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In School Attendance Support	AS001
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Working Together to Improve School Attendance	AS005
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Section 7 - HR

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Safer Recruitment (Full Day) - Accredited	HR002
Safer Recruitment (Refresher) - Accredited	HR003
Single Central Record Training	HR004
Conducting Online Searches in Recruitment	HR005
HR Services	HR006
Client Resources Centre	HR007
Independent Investigations	HR008

Section 8 – Hays Education

Hays Education Online Platform	HE001
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Membership Levels (SLA 2024-25)

Enhanced SLA Members

School based sessions are available to Enhanced SLA members, at no additional cost, using the credit system.

Each school with an Enhanced SLA will be allocated credits per year from the start of their SLA (this may differ if your school has bought in as an academy trust – if you unsure please contact our office). Over the year, schools can use their credits to organise a range of sessions, depending on the individual needs of the school. This is to ensure schools get maximum benefits from their SLA.

In addition to the credits, schools with an enhanced SLA also benefit from operational support, including Community issues, Critical incidents and complaints and access to our website.

Core SLA Members

School based sessions are also available to Core SLA members at a reduced cost. Please refer to our training directory for costs for our sessions.

Core schools have access to our website and telephone advice.

Please see the table on the following page as to what each level entitles the schools to, if you have any questions regarding the SLA's we offer please contact our office on 0191 2146724.

Additional credit cost

	Enhanced SLA	Core SLA	Non Member
1 Credit	£100	£125	N/A

	Enhanced	Core	Non member
Named consultant, minimum 3 visit per year	✓	✓	N/A
Operational Support, including Community issues, Critical Incidents and Complaints	✓	£75 per hour or Additional £500pa	N/A
Telephone Advice	✓	✓	N/A
Access to the CES Website	✓	✓	N/A
Access to updated policies and procedures	✓	✓	N/A
Access to network meetings	✓	✓	£75pp
Supported termly audit with resources	✓	✓	N/A
Annual Governor update	✓	✓	N/A
New staff training	✓ Central session	✓ Central session	£100pp Central Session
One annual refresher to be delivered by CES Or one of the following <ul style="list-style-type: none"> • Online safety for staff (recommended by KCSIE to be completed annually) code: SS014 • Effective Record Keeping: SS004 • Code of Conduct: SS008 • Anti bullying KS1:SPU001 • Anti bullying KS2: SPU002 • Anti bullying KS3: SPU003 • Anti bullying KS4: SPU004 	✓	✓	N/A
*Any mop ups/extra sessions are chargeable			
New Designated Safeguarding Lead training	✓ Central session	✓ Central session	£300pp Central session
Annual refresher for Designated Safeguarding Lead	✓ Central session	✓ Central session	£100pp Central session
Safer Recruitment – Fully Accredited	✓ Unlimited Central session	1 Free place £125pp additional Central session	£250pp Central session
Safer Recruitment Refresher	✓ Unlimited Central session	£50pp Central session	£100pp Central session
Places on central training provided by CES (unless otherwise stated)	✓	£50pp	£100pp
School based sessions	Credits	Reduced rates	POA
Under 150 Pupils	£2000 + VAT 8 Credits	£1000 + VAT	N/A
150 – 350 Pupils	£3000 + VAT 10 Credits	£1500 + VAT	N/A
351 – 700 Pupils	£4000 + VAT 12 Credits	£2000 + VAT	N/A
Over 700 Pupils	£5000 + VAT 14 Credits	£2500 + VAT	N/A
Additional Credits	£100 per credit	£125 per credit	N/A

We are now able to offer some of our sessions virtually, please check on the course you wish to book to see if virtual is an option.

- Bookings for in-school training will be taken on a first come first served basis.
- An In-school booking will only be accepted on receipt of a fully completed booking form emailed to
 - training@clennelleducationsolutions.org Booking forms are available on our website on the training page.
- Please ensure that if you are requiring face to face training in your school that you have the following...
 - IT facilities, including computer access and projector/smartboard, audio & video facility (if we are not able to use our memory sticks for security reasons please inform us of this on the booking form)
 - A suitable room including tables to complete activities, free from disruption and not in view of children and young people.
- We ask schools to give a selection of preferred dates, when booking a school based session as we may need to source trainers externally.
- Once your booking is confirmed you will receive an email confirming all of the details. If this is not received within 1 week of sending in the request please contact our office on 0191 2146724.
- Please note all delegates are required to arrive/be logged on promptly for all training. The time booked is the start time of the training, delegates **must** arrive/be logged on ready to start the training promptly.
- Delegates arriving late can disrupt the flow of the session. Trainers are entitled to turn away late comers.
- Settings are advised to keep a record of all training attended by their staff.
- Where required please ensure any evaluation forms requested for the course are returned to our trainer to allow us to assess the effectiveness and make changes where necessary. Alternatively, if you have any

Charges will be incurred for cancellation less than 48 hours prior to the date at 50% and 100% for cancellation on the day

Central training – Face to Face

At CES we aim to make training as accessible as possible. Training venues will be specifically chosen to ensure staff throughout the North east can attend.

To ensure that the courses are able to run smoothly and with maximum attendance it is important that you read the following information in relation to the course bookings:

- When considering a course please ensure you belong to the appropriate target audience.
- Bookings must be made via our website on the training page.
- Once you have booked your place you will receive a confirmation email, You will also receive a reminder email a few days before the session.
- Please note places are limited therefore if you are unable to attend a session you are booked on, please let our office know immediately. Charges will be incurred for non-attendance or less than 48 hours' notice of cancellation.
- Due to Covid-19 it is very important that we have the most up to date contact details for you. Please do not send another delegate in your place without the consent of our office. If a delegate attends who is not on our register they **will** be turned away.
- Please ensure you bring your booking confirmation with you to the session.
- A register will be taken at the beginning of the session so that we are aware of who attended our session for certificate purposes.
- Where lunch is not provided please bring a packed lunch to full day courses
- Where refreshments are not provided you are advised to bring a soft drink to training.
- You are required to arrive promptly for all training. The times advertised are the start and finish times of the training, you must arrive at the venue at least 5 minutes prior to the start of the training in order to be directed to the correct room and to be seated prior to the training starting.
- Delegates arriving late to events can disrupt the flow of the sessions. Trainers are entitled to turn away late comers. If you are refused entry to a training event because you were late the cancellation and non-cancellation policy will be applied.
- Where required please complete any evaluation form requested for the course to allow us to assess the

effectiveness and make changes where necessary.
Alternatively, if you have any suggestions or comments you
can email us at: info@clennelleducationsolutions.org

**Charges will be incurred for non-attendance or less than
48 hours-notice of cancellation. Part day £15 Full day £40.**

Central training – Virtual

To ensure that the courses are able to run smoothly and with maximum attendance it is important that you read the following information in relation to the course bookings:

- When considering a course please ensure you belong to the appropriate target audience.
- Bookings must be made via our website on the training page.
- Once you have booked your place you will receive a confirmation email, You will also receive a reminder email a few days before the session these will both contain a link to the training and your passcode.
- Please note places are limited therefore if you are unable to attend a session you are booked on, please let our office know immediately. Charges **will** be incurred for non-attendance or less than 48 hours' notice of cancellation.
- Please do not share link or passcode with anyone else.
- A register will be taken at the beginning of the session so that we are aware of who attended our session for certificate purposes.
- You are required to be logged on promptly for the training. The times advertised are the start and finish times therefore you must be logged on at least 5 minutes prior to the start in order to allow the training to start promptly.
- Delegates logging on late can disrupt the flow of the session. Trainers are entitled to turn away late comers. If you are refused entry to a training event because you were late the cancellation and non-cancellation policy will be applied.
- Where required please complete any evaluation form requested for the course to allow us to assess the effectiveness and make changes where necessary. Alternatively, if you have any suggestions or comments you can email us at: info@clennelleducationsolutions.org

Charges will be incurred for non-attendance or less than 48 hours-notice of cancellation.

Certificates

For all sessions which are certificated, certificates will either be...

- handed out by the trainer on the day for face to face sessions
- emailed/handed to the person who booked the session for in-school sessions. In this case please ensure only staff who have attended the training receive a certificate
- emailed directly to the delegate for virtual sessions

Please note in all cases you should receive your certificate within a week of taking the training. If you have not received your certificate you must contact us within 2 weeks.

Replacement certificates will be charged for, at a cost of £10.00+VAT per certificate (please note this may be higher if it is an accredited outside trainer)

Please be reminded that it is the school's responsibility to keep their CPD records up to date.

SECTION 1

Safeguarding

Safeguarding Management

Introduction

This training is specifically designed for staff who have been asked to become a Designated Safeguarding Lead or Deputy. Only after completion of the course can they act as Designated Safeguarding Lead.



Attendees: This training is suitable for the following members of staff:

For all staff who are responsible for safeguarding matters, including:

- Head Teachers
- Deputy Head Teachers
- Senior Leaders
- New Designated Safeguarding Leads

Learning Outcomes:

By the end of the training, participants will be able to:

- Understand their role as a Designated Safeguarding Lead
- Understand the referral process and when to refer a concern
- Identify risks levels of potential cases
- Record effectively
- Have knowledge of how to deal with staff allegations
- Knowledge of current guidance and legislation

Venue:

Venues will be confirmed per session so please check the location prior to attending. Lunch and refreshments are provided on this course. Please let us know if you have any dietary requirements.

See our training plan for forthcoming dates.

Length of course: 1 day

Cost	Core	Enhanced	Non-SLA
In School	N/A	N/A	N/A
Central/Zoom	Free	Free	£300



Introduction

This session is amended annually to ensure Designated Safeguarding Leads are kept up to date with current issues and guidance. Using national and regional information we develop the session to be specific to the role.

Attendees: This training is suitable for the following members of staff:

For all staff who are responsible for safeguarding matters, including:

- Head Teachers
- Deputy Head Teachers
- Senior Leaders
- Designated Safeguarding Leads

Learning Outcomes:

By the end of the training participants will be able to:

- Understand and know the key changes within Keeping Children Safe in Education 2022 (KCSIE)
- Explore and revisit their own role and responsibility
- Think about what constitutes a 'safe' working culture and implement this into practice
- Understand key legalisation and policy which underpins their practice
- Understand and manage low level concerns and allegations against staff
- Explore the role of the local authority designated officer
- Think about what prevents staff from reporting concerns- Is there anything you can do in your school to change / improve this?
- Understand the importance of effective record keeping

Venue:

Venues will be confirmed per session so please check the location prior to attending.

Length of course: 2 hours

Cost	Core	Enhanced	Non-SLA
In School	N/A	N/A	N/A
Central/Zoom	Free	Free	£100

Introduction

The purpose of the review is to assist the school in ensuring safeguarding procedures are compliant and that the school is meeting its statutory responsibilities for keeping children safe. It further extends the audit, and other challenge and monitoring processes.

A consultant will visit the school to conduct a comprehensive review of safeguarding practice across the whole school environment.

The review process will involve:

- An examination of key safeguarding documentation, policies and website
- Safeguarding learning walk around the school site and the learning environment
- Observation of the children entering the school in the morning
- Detailed review of the school's single central record and safer recruitment procedures
- A consultant interview with:
 - Headteacher / Designated safeguarding lead (DSL)
 - Members of school staff
 - Link governor for safeguarding
 - A group of children
 - A group of parents
 - School business manager

This review is suitable for:

- School leadership including the governance monitoring process
- Trust CEOs as part of the due diligence process of trusts looking to adopt new schools
- Schools planning and preparing for future Ofsted / ISI inspections
- Schools who need to get a full picture of strengths and weaknesses in safeguarding

Outcomes

A detailed report identifying:

- Background and context to the review
- Key safeguarding documentation and procedures established and embedded
- Good practice and potential gaps in each of the areas reviewed
- Summary and areas for consideration

Length of session: 6 hours in school, preparation and report writing

Cost	Core	Enhanced	Non-SLA
In School	£750	6 Credits	£900

Introduction

CES provide schools with an Audit/Self Review document which can be completed individually, or in discussion with your identified CES consultant.

The Audit addresses:

- The key areas of the statutory Section 175 process and allows schools to self-review school safeguarding practice across a range of domains and then identify areas for improvement
- 10 key areas of safeguarding activity and enables schools to identify strengths and areas for improvement

The audit document can be downloaded from the member section of the website for all schools who purchase an SLA from ourselves.

Audit length to be agreed with the consultant.

Cost	Core	Enhanced	Non-SLA
In School	Free	Free	£300

Introduction

The purpose of the review is to assist the school in ensuring safeguarding procedures are compliant and that the school is meeting its statutory responsibilities for keeping children safe. Although not all of the Key Performance Indicators are statutory, they identify good practice in safeguarding to evidence compliance.

A consultant will visit the school to review the safeguarding procedures as detailed in the Key Performance Indicators.

The review process will involve:

- An examination of key safeguarding documents and procedures
- Discussions with the Designated Safeguarding Lead

Attendees: This review is suitable for:

- School leadership including the governance monitoring process
- Trust CEOs as part of an assurance process to check individual trust schools have key safeguarding procedures in place

Outcomes

A concise report identifying:

- Key safeguarding documents and procedures established and embedded
- Future actions and timescales
- Specific elements of good practice
- Possible whole trust / federation consistencies of approach (where relevant)

Length of session: Half day in school followed by report writing

Cost	Core	Enhanced	Non-SLA
In School	£375	3 credits	£450

Understanding serious case reviews/serious adult reviews and learning from experience

**Code:
SM006**

Introduction

This course will provide staff with an awareness and understanding of serious case reviews and serious adult reviews

Attendees: This session is suitable for:

This training is suitable for all staff, including, management, school/organisation staff, family support staff, residential staff, support workers and attendance staff.

Outcomes

- What is a Serious Case Review/Safeguarding Adult Review and why are they carried out?
- Who is involved in a Serious Case Review/Safeguarding Adult Review?
- Recurring issues found in Serious Case Reviews
- How to reduce risk and develop best practice

Length of session: 1 hour

Cost	Core	Enhanced	Non-SLA
In school	£125	1 credit	£150

Safeguarding Governors

Introduction

Governors are facing an increasing level of scrutiny in Ofsted inspections. At CES we encourage Governors to not only participate in school-based staff training but to also attend a session specifically designed to enable Governors to fulfil their statutory duties.



Attendees: This training is suitable for:

- Governors who have attended previous safeguarding training

Course contents:

- National update
- Keeping Children Safe in Education
- Responsibilities and understanding
- Specific safeguarding issues
- What to do if you are concerned

Learning Outcomes

- Be up to date with current national safeguarding guidance
- Be aware of the school's safeguarding policies and procedures
- Understand the responsibilities of governors
- Have an awareness of a range of safeguarding issues
- Have an understanding of monitoring safeguarding

Length of training: ½ - 1 hour

Cost	Core	Enhanced	Non-SLA
In School	Free	Free	N/A
Central/Zoom	Free	Free	N/A

Introduction

Governors are facing an increasing level of scrutiny in Ofsted inspections. At CES we encourage Governors to not only participate in school-based staff training but to also attend a session specifically designed to enable Governors to fulfil their statutory duties.



THE CPD STANDARDS OFFICE
 CPD PROVIDER: 21872
 2022-2024
www.cpdstandards.com

Attendees: This training is suitable for:

- Link governor for safeguarding

Course contents:

- National update
- Keeping Children Safe in Education
- Responsibilities and understanding
- Tools to support governor monitoring
- Expectations and planning of governor monitoring
- What to do if you are concerned

Learning Outcomes

- Be up to date with current national safeguarding guidance
- Be aware of the school's safeguarding policies and procedures
- Understand the responsibilities of the link governor
- Have a good understanding of the monitoring process
- Be able to plan a bespoke monitoring programme
- Be able to effectively challenge and support the leadership on safeguarding

Length of training: 1½ hours

Cost	Core	Enhanced	Non-SLA
In School	N/A	N/A	N/A
Central/Zoom	Free	Free	N/A



Introduction

Governors are facing an increasing level of scrutiny in Ofsted inspections. At CES we encourage Governors to not only participate in school based staff training but to also attend a session specifically designed to enable Governors to fulfil their statutory duties.

Attendees: This training is suitable for:

- All governors new to the role

Course contents:

- Timeline and National update
- Keeping Children Safe in Education
- Safeguarding on a daily basis
- Role of governors
- Responsibilities and understanding
- Specific safeguarding issues
- Tools to support governor monitoring
- What to do if you are concerned

Learning Outcomes

- Be up to date with current national safeguarding guidance
- Be aware of the school’s safeguarding policies and procedures
- Understand the responsibilities of governors
- Have an awareness of a range of safeguarding issues
- Have an understanding of monitoring safeguarding

Length of training: 1½ - 2 hours

Cost	Core	Enhanced	Non-SLA
In School	N/A	N/A	N/A
Central/Zoom	Free	Free	N/A

Safeguarding Staff



Introduction

The aim of this training is to help to understand what is meant by child abuse and neglect, how to recognise common signs of abuse and how to act if you have concerns about children’s care or safety, plus how to keep yourself safe by ensuring you follow your schools code of conduct. Staff who are new to the role / setting must complete this session as part of their induction.

Attendees: This training is suitable for the following members of staff:

For all staff who are in contact with children, for example:

- Teachers, Pastoral Staff
- Support Staff, Admin, Teaching Assistants, First Aiders
- School Outreach Workers, PSAs, Family Support Officers, Attendance Officers
- Management
- Lunch time Supervisors

Learning Outcomes:

By the end of the training participants will be able to:

- Reflect on current practice
- Identify the signs and symptoms of child abuse
- Understand safeguarding procedures
- Describe the importance of sharing information and whistle blowing
- Explore the potential consequences of poor practice including social networking
- An understanding of new guidance including Child Exploitation, Female Genital Mutilation, Sexual violence and Harassment

Length of course: 2 hours

First session when joining CES is free, any additional ‘In school’ sessions will be chargeable.

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

Introduction

This session is amended annually to ensure staff are kept up to date with current issues and guidance. Using national and regional information we are able to develop the training to be relevant to a variety of school roles.

Attendees: This training is suitable for:

All staff who are in contact with children, including:

- Management
- Teachers, Pastoral Staff
- Support Staff, Admin, Teaching Assistants, First Aiders, caretakers, lunchtime staff
- School Outreach Workers, PSAs, Family Support Officers, Attendance Officers

Learning Outcomes:

By the end of the training, participants will:

- Be aware of their role and responsibilities in relation to safeguarding
- Have a clear understanding of the DfE current guidance
- Understand specific issues related to safeguarding
- Have a clear understanding of how to deal with disclosures
- Know what to do if concerned about a child

We advise that schools deliver this session when returning to school in September. The session is best delivered by Designated Safeguarding Leads to remind staff they are the named safeguarding person/s. Alternatively School SLA members can book the annual refresher as a school based session later in the term.

Can be used as the 'one free-of-charge option' for Core or Enhanced schools.

Length of course: 1 hour

Cost	Core	Enhanced	Non-SLA
In School	Free	Free	N/A
Central/Zoom	Free	Free	N/A

Introduction

This session is one of our themed safeguarding sessions, previously delivered as our 2017-18 staff refresher. Increasingly, staff are dealing with sexualised behaviour in schools. As this is a key agenda item for DfE we have developed the session to ensure staff in schools are able to identify concerns and manage any presenting sexualised behaviour appropriately.

Attendees: This training is suitable for:

All staff who are in contact with children, including:

- Management
- Teachers
- Pastoral Staff
- Support Staff
- School Outreach Workers

Learning Outcomes:

By the end of the training participants will be aware of:

- Their role and responsibilities in relation to safeguarding
- Have a clear understanding of the DfE current guidance including Keeping Children Safe in Education
- Types of sexualised behaviour and threshold levels
- Signs and symptoms of age-related behaviour
- Sexual harassment and bullying in schools
- Managing and responding to sexualised behaviour

Length of course: 1.5 hours

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

Introduction

We recommend that schools ensure their staff are recording effectively. This session was developed by one of our trainers when it was found that many education staff had never received any training on recording effectively, which was resulting in avoidable mistakes and legal cases. This session ensures there is a clear understanding of the importance of effective record-keeping and that staff and organisations are aware of their responsibility in relation to recording.

Attendees: This training is suitable for:

- Those in direct contact with children and families, regardless of the organisation
- All staff required to keep records including Family Workers, Welfare, Teachers, education staff and admin
- Those supervising staff

Learning Outcomes:

- Develop new skills/methods for recording
- Describe the importance of effective record-keeping and safe practice
- Explore the potential consequences of poor practice
- Gain an understanding and develop good practice
- Detail the protocols and procedures to be followed regarding safe storage of records

Length of course: 1 hour

Cost	Core	Enhanced	Non-SLA
In School	£125	1 credit	£150

Introduction

It is important that schools not only safeguard children but also staff who may be isolated or working alone. Once managers are trained, we recommend they return to school and implement an action plan using our materials to ensure their staff are following guidance. The session can be delivered in 3 ways:

1. Session for managers
2. Session for staff
3. Session for both managers and their staff

Attendees: This training is suitable for:

Head Teachers / Deputy Head Teachers and any line managers of:

- Nursery Staff who carry out lone or joint home visits
- Outreach staff such as PSAs/School Welfare/School Attendance/ Family Support Officers
- Any pastoral staff who carry out lone or joint home visits

Learning Outcomes:

By the end of the training participants will be able to:

- Understand the role and responsibilities of those managing staff and employees
- Describe what lone working is
- Identify staff who may be at risk
- Develop a school action plan
- Implement policies and procedures regarding lone working
- Understand the importance of risk assessments

Length of course: 1 hour

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

Introduction

This session is one of our themed safeguarding sessions previously delivered as our 2018-19 staff refresher. Increasingly staff are dealing with new specific safeguarding areas. Staff should have an understanding of specific safeguarding areas as this is a key agenda item for DfE. We have developed the session to ensure staff in school have a knowledge of the range of safeguarding issues they may face and ensure they are able to identify and respond to those concerns effectively.

Attendees: This training is suitable for:

All staff who are in contact with children including:

- Management, Teachers, Pastoral Staff, Support Staff and School Outreach Workers

Course Content:

By the end of the training participants will be aware of:

- Their role and responsibilities in relation to safeguarding
- Have a clear understanding of the DfE current guidance including Keeping Children Safe in Education
- Understand specific issues relating to safeguarding
- Have a clear understanding of how to deal with disclosures
- Know what to do if concerned about a child

Length of course: 1.5 hours

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

Introduction

The staff workshops have been designed as a follow on from sessions delivered by CES. Each session is activity based and explores key safeguarding themes. The workshop can be delivered by a CES trainer or by the school DSL (members only). The sessions can be downloaded from the members' section of the website by visiting the "training workshop" doorway. New sessions in key areas will be added throughout the academic year.

Our current sessions include:

Recording in schools Code: SS007	Code of Conduct for Staff Code: SS008
<p><u>By the end of the training participants will be aware of:</u></p> <ul style="list-style-type: none"> ✓ Their roles and responsibilities in relation to recording in schools ✓ Have a clear understanding of the DfE current guidance on recording ✓ Understand the importance of recording ✓ Have a clear understanding of how to record effectively 	<p><u>By the end of the training participants will be aware of:</u></p> <ul style="list-style-type: none"> ✓ Their roles and responsibilities in relation to staff behaviour in schools ✓ Understand the process of allegations and why they arise ✓ Current DfE guidance on keeping yourself safe ✓ Have increased knowledge on areas of vulnerability ✓ Recognise the importance of keeping yourself safe

Length of training: 1 hour

Cost	Core	Enhanced	Non-SLA
In School	£125	1 credit	£150

Or free if school delivered their own annual refresher.

Review of record keeping system: support session

Code: SS09

Introduction

This session supports school leaders to review their current record keeping system (including CPOMS, Bromcom, MYCONCERN) and ensure that they are using their system effectively. Keeping Children Safe in Education states that schools should review their record keeping systems regularly.

Many schools may have organised the set-up of their system some time ago. Our consultant offers a bespoke 1:1 or small group session to support you to ensure your system is compliant with Keeping Children Safe in Education and reflects current safeguarding procedures in your school.

Attendees: This session is suitable for:

- Staff with admin rights to the CPOMS system
- Designated Safeguarding Leads (DSLs) / Leadership

Session content:

- An audit of your current system to ensure categories are appropriate, restrictions are in place
- Ensure safeguarding compliance
- Explore all available features

We advise that schools review their record keeping system on a regular basis at least annually.

Length of course: 2 hours

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

Staff training: Completing a CPOMS incident form effectively and consistently

Code: SS010

Introduction

This training session reiterates the importance of effective record keeping for all staff and outlines the key expectations of high quality records. It aims to ensure that staff fully understand the importance of consistency in the quality of all incidents submitted.

Many schools may have organised the set-up of their system some time ago and staff may never have received specific training. Our consultant offers an interactive session with several examples shared as learning points.

Attendees: This training is suitable for:

All staff who are in contact with children and are expected to record incidents on CPOMS, including:

- Designated safeguarding leads and senior leaders
- Teachers, pastoral staff, admin, teaching assistants, first aiders, caretakers, lunchtime staff
- Family support officers, welfare staff, attendance officers, school counsellors

Learning Outcomes:

By the end of the training, participants will be aware of:

- Their responsibilities in relation to recording safeguarding incidents
- The importance of recording incidents, impact and actions effectively on CPOMS
- When follow up action is required
- What to consider when recording
- The importance of choosing the correct category to ensure data is correct

We advise that schools refresh staff annually on the expectations of record keeping within

Length of course: 1 hour

Cost	Core	Enhanced	Non-SLA
In School	£125	1 credits	POA

Effective use of your record keeping system to produce safeguarding reports

Code: SS011

Introduction

This session supports school leaders to use their record keeping system (including CPOMS, Bromcom, MYCONCERN) to create high quality, meaningful reports.

Keeping Children Safe in Education states that schools should review their record keeping systems regularly. Our consultant offers a bespoke 1:1 or small group session to support you to look closely at using the reporting feature to demonstrate the impact of safeguarding systems and processes in school.

Attendees: This session is suitable for:

- Designated Safeguarding Leads (DSLs) / Leadership

Session content:

- Ensure reports accurately reflect the number of incidents within school
- Ensure reports accurately reflect the effectiveness of safeguarding systems and procedures
- Reports that can be shared with relevant stakeholders and agencies

Length of course: 1 hour (but can be extended to two hours, please note this will change the price to Core £250 and enhanced 2 credits)

Cost	Core	Enhanced	Non-SLA
In School	£125	1 credits	POA

Supported quality assurance of recorded safeguarding incidents

Code: SS012

Introduction

This session supports school leaders to drill down and quality assure specific safeguarding incidents within their record keeping system (including CPOMS, Bromcom, MYCONCERN).

Keeping Children Safe in Education states that schools should review their record keeping systems regularly. Our consultant offers a bespoke 1:1 or small group session to support you to look closely at specific incidents such as bullying, sexualised behaviour and disclosures against a set of clear expectations for high quality, effective records.

Attendees: This session is suitable for:

- Designated Safeguarding Leads (DSLs) / Leadership

Session content:

- A formal review of specific incidents to ensure consistency of quality and effectiveness
- Ensure records of incidents are compliant
- Ensure that all features of the system are being used to optimum effect
- A written record of incidents that have been quality assured

We advise that schools to formally quality assure incidents on a regular basis at least termly. This session offers an independent review of records.

This session can be extended to support the school to produce a handbook guide for all staff on submitting high quality, effective incidents

Length of course: 1 hour (but can be extended to two hours, please note this will change the price to Core £250 and enhanced 2 credits or Core £375 and enhanced 3 credits with bespoke handbook)

Cost	Core	Enhanced	Non-SLA
In School	£125 £250 (bespoke handbook produced)	1 credits 2 credits (bespoke handbook produced)	POA

Introduction

This session is designed specifically for lunch time staff. This can be delivered at a time suitable for the school.

Attendees: This training is suitable for:

- Lunchtime staff
- After school club staff

Learning Outcomes:

- Keeping yourself safe in school
- Thinking about the benefits and barriers of a calm lunchtime environment
- Exploring behavior strategies
- Understanding child on child abuse
- It happens here- exploring a real life story
- SCAR approach
- Thinking about how to understand and actively listen to a child's feelings and emotions
- Exploring challenging behaviors and how you can deescalate a situation effect
- Thinking about how you can effectively deal with disclosures

Length of Training: 1 hour

Cost	Core	Enhanced	Non-SLA
In School	£125	1 Credit	£150

Introduction

This session looks at the issues children potentially face online while accessing the internet, social media, and games. It looks at practical ways you as staff can support children to keep themselves safe. The session also looks at how staff can effectively keep themselves safe while using the internet.

Attendees:

This session is suitable for:

- Staff

Course Content:

By the end of the training participants will be aware of:

- The risks that children and young people potentially face while exploring online
- How to effectively support children and young people to keep themselves safe online
- How staff can keep themselves safe while using the internet, accessing apps, social media and / or games
- The importance of privacy and security settings including the use of passwords
- The impact of inappropriate posts on social media and how they can impact a person's ambition and career

Length of Training: 1 Hour

Cost	Core	Enhanced	Non-SLA
In School/Zoom	£125	1 Credit	£150

Introduction

This session looks at staff Code of Conduct and is suitable for all staff within all organisations. It will help you explore and think about your role and responsibility within your organisation, while also considering your behaviour within your personal life and the impact this could have professionally.

The session will help you to recognise and think about your strengths and weaknesses and identify the importance of challenge while also understanding when it is necessary to seek support and / or help.

Attendees: This training is suitable for all members of staff

Learning Outcomes:

Following this session, you will understand:

- Your role and responsibility in relation to your Code of Conduct both in and outside of your organisation
- The policy and procedures in place to ensure a safe and effective workplace
- How to effectively respond, record and report a concern about another member of staff
- The importance of challenge and seeking support when this is necessary
- The value of a positive and inclusive workforce

Length of Training: 1 Hour

Cost	Core	Enhanced	Non-SLA
In School	£125	1 Credit	£150

Video: An introduction to classroom management and other school practices

Code: SS016

Introduction

This video explores classroom practice including the role of support practitioners in classroom management, factors which impact behaviour presentation and practical tips to support a culture of positive behaviour for learning.

Attendees: This training is suitable for agency staff

Learning Outcomes:

Following this session, you will understand:

- What is meant by the term 'behaviour'
- Appropriate/inappropriate classroom behaviour
- Potential causes of inappropriate behaviour
- Effective behaviour management practice

Length of Training: Video Length 13 minutes. You can either purchase to have the video for two weeks or a year. Please see the prices below

Cost	Core	Enhanced	Non-SLA
2 weeks access	£125	1 Credit	£150
1 year access	£750	6 Credits or £600	£900

Video: An introduction to safeguarding and classroom management

Code: SS017

Introduction

This video explores statutory responsibilities relating to safeguarding including how to keep yourself and others safe, roles and responsibilities, dealing with disclosures and reporting and recording safeguarding concerns. The second part of the session explores classroom practice including the role of support practitioners in classroom management, factors which impact behaviour presentation and practical tips to support a culture of positive behaviour for learning.

Attendees: This training is suitable for agency staff

Learning Outcomes:

Following this session, you will understand:

- The guidance and expectations related to keeping children safe
- Appropriate safeguarding procedures and responses
- The importance of information sharing and whistleblowing
- Appropriate/inappropriate classroom behaviour
- Potential causes of inappropriate behaviour
- Effective behaviour management practice

Length of Training: Video Length 24 minutes. You can either purchase to have the video for two weeks or a year. Please see the prices below

Cost	Core	Enhanced	Non-SLA
2 weeks access	£125	1 Credit	£150
1 year access	£750	6 Credits or £600	£900

Video: An introduction to the role of the cover supervisor

Code: SS018

Introduction

This video explores the role of the cover supervisor, responsibilities, and practical tips to undertake the role. It looks at the skills and qualities required to undertake this role, key aspects of the role and strategies to support classroom management, including preparation, routines and supporting a culture of positive behaviour for learning.

Attendees: This training is suitable for:

- Cover Teachers
- Cover Supervisors
- Higher Level Teaching Assistants
- Agency Staff

Learning Outcomes:

Following this session, you will understand:

- What makes an effective cover supervisor
- What we mean by effective preparation and readiness
- Strategies to support classroom management
- Strategies to promote positive behaviour
- The importance of operating within the whole school model

Length of Training: Video Length 20 minutes. You can either purchase to have the video for two weeks or a year. Please see the prices below

Cost	Core	Enhanced	Non-SLA
2 weeks access	£125	1 Credit	£150
1 year access	£750	6 Credits or £600	£900

Introduction

An in-depth series of four videos that cover a series of contextual safeguarding issues. The videos provide pastoral staff with an awareness and understanding of the issues that may face children.

Attendees:

This session is suitable for:

This session is suitable for all pastoral staff, SLT, family support staff, residential staff, support workers and attendance staff.

Course Content:

The issues covered in the videos are:

- County lines
- Drugs
- Gang culture
- Knife crime

Each video lasts approximately 20 minutes, you will have access to the videos for 2 weeks

Cost	Core	Enhanced	Non-SLA
	£125	1 Credit	£150

Introduction

As a professional, you need to understand the key terms and importance of equality, diversity, and inclusion within a school or organisation. This session will look at the definitions of all three elements, explore the Equality Act 2010, and help staff understand the importance of promoting equality, diversity, and inclusion throughout an organisation.

Attendees

This training is suitable for all staff, including, management, school staff, family support, residential staff, support workers, and attendance.

Course content:

- An understanding of what is meant by 'protective characteristics'
- Responding to inappropriate comments (whether intentional or unintentional)
- Using these incidents as opportunities for teaching
- Addressing misconceptions
- Exploring changes in terminology
- Responding to issues confidently and effectively

Length of course: 1 hour

Cost	Core	Enhanced	Non-SLA
In School/Zoom	£125	1 Credit	£150

Safeguarding Parents

Introduction

This session is aimed at parents / carers to broaden awareness of bullying /anti-bullying issues within schools. This is an interactive presentation and participants will have the opportunity to share experiences and ask questions.

The presentation and session also involves videos which help to support the delivery of the key messages

Attendees: This training is suitable for:

- Parents
- Carers
- Grandparents / relatives
- Community Members

Learning Outcomes:

- What is bullying?
- To explore the difference between bullying and social / friendship issues
- How parents can teach their child to deal effectively and safely with conflict
- How parents can support their child if they are experiencing bullying
- Where support can be accessed
- Parents will be made aware of valuable resources

Length of Training: 1 hour

Cost	Core	Enhanced	Non-SLA
In School/Zoom	£125	1 Credit	£150

Introduction

We recognise that parenting can be one of the most challenging roles. In this session we explore the difficulties faced on a daily basis by parents. Working together in the session we look at ways to improve behaviour to complement school's procedures.

This is an interactive session, participants will have the opportunity to share experience and ask questions in relation to their own children.

Attendees: This training is suitable for:

- Parents
- Carers
- Grandparents / relatives
- Community Members

Learning Outcomes:

- Participants will have the opportunity to reflect on their role as a parent
- Explore appropriate expectations around behaviour
- Explore a range of techniques for managing behaviour effectively
- Consider how to discipline children safely
- To consider the role of parenting programmes as support for managing behaviour at home

Length of Training: 2 hours

Cost	Core	Enhanced	Non-SLA
In School/Zoom	£250	2 Credits	£300

Introduction

This session is aimed to support and educate parents around online safety. It equips parents with the tools to effectively support their children when it comes to the online world. It prepares parents for what their child may be subject to / accessing as they get older and provides them with the skills and understanding to reduce the risks around this.

The session is interactive; parents will have the opportunity to ask question and the session includes videos to support the delivery of the key messages.

Attendees:

This session is suitable for:

- Parents
- Carers
- Grandparents / relatives

This session is **NOT** suitable for children. Attendees should not bring any children to the session.

Course Content:

What parents will take away from the session:

- Knowledge and understanding around the online world
- Information and guidance around parental controls
- Knowledge around social media, and gaming. Thinking around age recommendations and why these are in place
- An understanding of cyberbullying
- Knowledge and understanding around the online risk children may face as they get older
- Where parents can gain support and guidance from if they have any worries regarding the online world
- Resources they can access following the session

Length of Training: 1 Hour

Cost	Core	Enhanced	Non-SLA
In School/Zoom	£125	1 Credit	£150

Introduction

This session is aimed to support and educate participants around online safety. It equips parents with the tools to effectively support their children when it comes to the online world. It prepares parents for what their child may be subject to / accessing and provides them with the skills and understanding to reduce the risks around this.

The session is interactive; participants will have the opportunity to ask question and the session includes videos to support the delivery of the key messages.

Attendees:

This session is suitable for:

- Parents
- Carers
- Grandparents / relatives

This session is **NOT** suitable for children. Attendees should not bring any children to the session.

Course Content:

What parents will take away from the session:

- Knowledge and understanding around the online world
- Information and guidance around parental controls
- Knowledge around social media, and gaming. Thinking around age recommendations and why these are in place
- An understanding of cyberbullying
- Knowledge and understanding around the online risk including sexting and online grooming
- Where parents can gain support and guidance from if they have any worries regarding the online world
- Resources they can access following the session

Cost	Core	Enhanced	Non-SLA
In School/Zoom	£125	1 Credit	£150

Length of Training: TBC with trainer / up to 1.5 hours

Safeguarding Pupils

Introduction:

This session has been developed to support children in KS1 to understand the importance of being kind.

A story book which provides the basic messages around bullying and the importance of kindness will be delivered. Following the story, there is an interactive question and answer presentation relating to the story. This will help to explore the children's knowledge and understanding around bullying and ensure they know where to gain support if they are worried about being bullied.

Both story books we have available have an interactive presentation, with questions and answers.

The children will receive some colouring resource sheets following the session so they can revisit what they have learnt during the session.

This training is suitable for:

- KS1 Children

Learning Outcomes:

What the children will take away from the session:

- The importance of being kind; being a friend
- A basic understanding around what bullying is
- The importance of recognising everyone's unique characteristics and the fact that we are all different and this is a good thing
- What to do if they are being bullied and where they can gain support

Length of Session: 30 Minutes

Cost	Core	Enhanced	Non-SLA
In School	£125	1 Credit	£150

Introduction:

This session has been developed to support children in KS2 to understand what bullying is and the importance of being kind. The session will give them skills and knowledge around the different types of bullying and where they may take place.

It will remind children of the importance of kindness and where they can gain help and support safely if they are feeling worried.

The presentation is interactive and includes videos to deliver the key messages. The children will have an opportunity to ask questions

This training is suitable for:

- KS2 Children

Learning Outcomes:

What the children will take away from the session:

- The importance of being kind; being a friend
- An understanding around what bullying is and the different types of bullying
- Where bullying can take place
- The importance of recognising everyone's unique characteristics and the fact that we are all different and this is a good thing
- It will help children to think about the impact of their actions on other people
- What to do if they are being bullied and where they can gain support

Length of Session: 45 Minutes

Cost	Core	Enhanced	Non-SLA
In School	£125	1 Credit	£150

Introduction:

This session has been developed to support children in KS3/4 to understand what bullying is and the importance of being kind. The session will give them skills and knowledge around the different types of bullying and where they may take place.

It will remind children of the importance of friendship and where they can gain help and support safely if they are feeling worried.

The presentation is interactive and includes videos to deliver the key messages. The children will have an opportunity to ask questions

This training is suitable for:

- KS3/4 Children

Learning Outcomes:

What the children will take away from the session:

- An understanding around what bullying is and the different types of bullying
- Where bullying can take place
- The importance of recognising everyone's unique characteristics and the fact that we are all different and this is a good thing
- It will help children to think about the impact of their actions on other people
- What to do if they are being bullied and where they can gain support

Length of Session: 1 hour

Cost	Core	Enhanced	Non-SLA
In School	£125	1 Credit	£150

Introduction:

This session has been developed to support children in KS3/4 to understand what bullying is and the importance of being kind. The session will give them skills and knowledge around the different types of bullying and where they may take place.

It will remind children of the importance of friendship and where they can gain help and support safely if they are feeling worried.

The presentation is interactive and includes videos to deliver the key messages. The children will have an opportunity to ask questions

This training is suitable for:

- KS3/4 Children

Learning Outcomes:

What the children will take away from the session:

- An understanding around what bullying is and the different types of bullying
- Where bullying can take place
- The importance of recognising everyone's unique characteristics and the fact that we are all different and this is a good thing
- It will help children to think about the impact of their actions on other people
- What to do if they are being bullied and where they can gain support

Length of Session: 1 hour

Cost	Core	Enhanced	Non-SLA
In School	£125	1 Credit	£150

Introduction:

This session is aimed at KS1 children; it includes a storybook delivering the key messages around keeping themselves safe online. There is an interactive question and answer time following the session which is linked to the storybook delivered.

Following the session, there is a resource sheet that the children can take away to revisit their knowledge and understanding.

This session is suitable for:

- KS1

Can be delivered as a class and / or assembly

Course Content:

This course includes one of our stories around keeping yourself safe online.

All stories have interactive presentations / questions and answers to complete following their delivery.

Following the delivery of the session the children will have an understanding of the online world, the basics around keeping themselves safe and ensuring they remain kind.

Length of Training: 20-30 Minutes

If booked with Online Safety – KS2, to be delivered on the same day consecutively you will only be charged 1 credit for enhanced, £125 for core and £150 for Non-SLA for both sessions. If they are booked on the same day but not consecutively you will be charged the prices separately

Cost	Core	Enhanced	Non-SLA
In School	£125	1 Credit	£150

Introduction:

This session is aimed at KS2 children providing them with a basic overview of how to effectively keep themselves safe online.

It will explore and help children to think about what kind of world they would like to live in and to think about their actions and how this can impact on other people.

The children will leave the session with the understanding around where they can gain help and support if they are worried.

Attendees:

This session is suitable for:

- KS2 children

Can be delivered as a class and / or assembly

Course Content:

The participants will leave the session with knowledge and understanding around:

- The SMART rules
- Social media and gaming
- Age ratings and why they are in place
- Online grooming- what does this mean?
- Cyberbullying and the impact
- Where and who they can get support from

Length of training: 45-60 Minutes

If booked with Online Safety– KS1, to be delivered on the same day consecutively you will only be charged 1 credit for enhanced, £125 for core and £150 for Non-SLA for both sessions. If they are booked on the same day but not consecutively you will be charged the prices separately

Cost	Core	Enhanced	Non-SLA
In School	£125	1 credit	£150

Introduction

This workshop has been devised to educate young people from the age of 11 to 17 years about the potential dangers of being involved in County lines & gangs. County lines are a very serious issue where criminal gangs set up a drug-dealing operation in a place outside their usual operating area. This can have a really big effect on the community and people who live there, bringing with it serious criminal behaviour.

Attendees: This training is suitable for:

All staff who are in contact with children including:

- Management, Teachers, Pastoral Staff, Support Staff and School Outreach Workers
- Young people – aged 11 to 17

Course Content:

By the end of the training participants will have an understanding of:

- Why young people become involved in gangs.
- The definition of County Lines
- How social media has a big impact on gangs, county lines and drugs.
- How young gang members can be exploited and blackmailed into selling and dealing drugs
- Risks of gang culture and how county lines are threatening young people's lives.

Length of course: 1 hour

Cost	Core	Enhanced	Non-SLA
In School	£125	1 credit	£150

Introduction

The aim of this course is to educate young people about the dangers of community-based risks including knives and sharpened instruments, gangs, drugs, self-esteem and anger management. Sessions can be focused on any area where there is serious risk of harm or criminalisation.

Attendees: This training is suitable for:

All staff who are in contact with children including:

- Young people – Y5 to Y13

Course Content:

By the end of the training participants will have an understanding of:

- Risk-taking behaviour of young people.
- Laws around carrying weapons and offending behaviour
- Knowing the area they live in (areas not to go)
- Keeping themselves safe
- Increased awareness of the outcomes of offending behaviour

The outcomes for self-esteem and anger management sessions will vary but is aimed at giving the young people skills to cope with their everyday lives and tools support aggressive outbursts or anger.

Length of course: 1 hour minimum – anger management and self-esteem sessions minimum of 3 hours

Cost	Core	Enhanced	Non-SLA
In School	£125	1 Credit	£150

Introduction:

The aim of this course is to educate and support young people around managing exam stress. It gives staff an overview around how they can support young people when it comes to them feeling anxious. Young people will gain reassurance around how they feel in regards to exams, while recognising anxiety is a normal emotion. Young people will gain understanding and knowledge around the mindfulness principle. They will gain strategies and techniques around how they can manage their emotions when it comes to exam stress, considering mindfulness as a positive intervention.

Parents and young people will have the opportunity to discuss any concerns or worries and ask questions relating to the session.

Attendees:

School staff, parents and young people Yr 6+

Course Content:

By the end of the training participants will have an understanding of:

- What exam stress is, and how this impacts of young people
- What anxiety is
- How to help our young people suffering from anxiety?
- What mindfulness is
- Different techniques which may help reduce stress and anxiety

Cost	Core	Enhanced	Non-SLA
In School	£125	1 Credit	£150

Introduction:

This session has been developed to support young people in regards to sexual violence and harassment. We hope it will equip them with the skills to help support keeping them safe.

The session looks at what sexual harassment / violence is, and helps young people to explore their own relationships. It gives them the opportunity to reflect and think about the importance of consent.

This training is suitable for:

- Young people 13+

Learning Outcomes:

What young people will take away from the session:

- What sexual harassment / violence is
- Indicators
- The impact
- The age of criminal responsibility
- What we mean by 'sexting'
- The consequence of taking, sending and /or distributing naked images
- An understanding of 'upskirting' and the law around this
- What do we mean by 'online grooming' and fake profiles?
- What revenge porn is
- What to do if they experience sexual harassment / violence and where they can gain support

This presentation is interactive and includes videos to deliver the key messages.

Length of Session: 60 Minutes

Cost	Core	Enhanced	Non-SLA
In School	£125	1 Credit	£150

Introduction

This workshop has been designed to be delivered to children and young people. This is a bespoke session that looks at online safety but specifically communicating with people online.

Attendees

- This training is suitable for children and young people KS2+

Workshop content:

- This workshop will provide children with the opportunity to reflect on their own communication
- We will provide children with the opportunity to think about the apps, games and social media forums they are using
- This workshop will provide children with an understanding in relation to grooming
- We will help children spot signs and indicators of grooming
- This workshop will help children to understand the meaning of 'trust'
- We will explore how easy it is for individuals to create fake profiles and the risks around this
- The workshop allows children to witness the risks around communicating with people online who they do not know (*This will be achieved through the story of Sarah*)
- We will explore where children can seek support

Length of Session: 60 Minutes

Cost	Core	Enhanced	Non-SLA
In School/Organisation	£125	1 Credit	£150

Good manners, respectful behaviour and understanding consent

Code: SPU012

Introduction

Respectful behaviour helps everyone to feel valued and important.

Helping children to understand good manners and the difference between respectful and disrespectful behaviour teaches empathy. Giving and receiving respect helps children to feel safe.

Gaining consent helps to develop positive relationships, with clear boundaries demonstrating respect both ways.

This session will build the foundation to develop such behaviours.

Workshop:

This workshop has been designed to be delivered to smaller groups of children within a learning setting.

The workshop will provide key messages for children to take away while giving them the opportunity to reflect on their manners and behaviour.

The workshop is interactive and includes activities around respectful and disrespectful behaviours.

The session provides the participants with an understanding around personal space, appropriate and inappropriate touch.

The session will also help children to understand the importance of giving and receiving consent.

The workshop is delivered over 1 hour

Attendees

This training is suitable for children up to and including KS2

Length of course: 60 minutes

Cost	Core	Enhanced	Non-SLA
In School/Organisation	£125	1 Credit	£150

SECTION 2

Vulnerable Learners

SECTION 2 of Directory

Vulnerable Learners

Vulnerable Learners' Support

Throughout this section of the directory you will find a wide range of options to provide educational settings and schools with effective support to enable the best possible outcomes for the most vulnerable learners.

This includes those with:

- Special educational needs and disabilities including those with:
 - Sensory needs
 - Speech and language needs
 - Autism and social communication needs

- Social emotional and mental health difficulties

- Pastoral Support for those identified as:
 - Hard-to reach
 - A cause for concern
 - At risk of exclusion

- Challenging behaviour (individual, group and staff support/training)

Our support team consists of a highly-skilled and knowledgeable group of professionals. If different needs emerge we have a range of specialist staff on hand.

We are committed to delivering the highest quality service in our pursuit of achieving the best possible outcome for your children, staff and whole school community. Our staff have worked with young people in a range of settings including mainstream education, special education, secure units and residential care.

Our approach is effective, flexible and responsive but most of all highly personalised to meet the needs of your school and all those involved.

Main areas of support include:

- Initial consultation/planning (refer to VM001)
- Assessment and intervention (refer to VS001)
- Intensive support (refer to VS002)
- Mediation (refer to VS003)
- Personalised training with staff (refer to VS004)

SECTION 2 of Directory

Send

Special Educational Needs and Disabilities (SEND)

Throughout this section of the directory, you will find a wide range of options to provide educational settings and schools with effective guidance and tools to enable the best possible outcomes for children and young people with additional needs related to the four broad areas of need as set out in the SEND Code of Practice 2015:

- Cognition and Learning
- Social, Emotional and Mental Health
- Communication and Interaction
- Sensory and Physical

Our support team consists of a highly-skilled and knowledgeable group of professionals who are experienced leaders and have all previously undertaken the role of SENCo. Our staff have experience as Designated Safeguarding Leads, Designated Looked after Teacher and working within the Local Authority.

We are committed to delivering the highest quality service in our pursuit of achieving the best possible outcomes for your children, staff and school community. Our approach is flexible and responsive to the needs of your setting, providing a core offer alongside tailored support to ensure provision for children and young people with additional needs is effective.

Main areas of support include:

- SEND Audits and review (whole school, deep dive area and whole trust reviews available)
- Training
- SENCo Supervision/coaching
- Mediation with parents/carers
- Access Arrangement Assessments
- New SENCo training/support
- SEND Networks (SENCoS and Governors)
- Consultation/planning
- Policies/Statutory Responsibilities

Working With Stakeholders

Introduction

Consultation sessions are available to support the school to safeguard vulnerable learners with behavioural, SEND and Emotional and Mental Health needs. We can offer a fresh pair of eyes through our team of highly experienced practitioners in these specialised areas.

The consultation sessions are designed to be fully flexible to meet the specific needs of the school, the child/ren and all those involved. The sessions can be used for planning for unfamiliar behaviours and additional needs as well as longer consultation periods to look at policy, procedure and the creation of bespoke development plans with regards to safety, behaviour, emotional development and welfare.

These sessions are suitable for:

All staff who are in contact with children including:

- School leaders including pastoral and SEND

Session content:

Outcomes will be specific to the needs of the school and may include:

- A consultation to discuss school issues or individual case concerns resulting in a clear plan of action
- Signposting to other support and resources available
- Bespoke development of individual pupil plans and risk assessments
- Advice on referrals and relevant paperwork including funding applications and reviews
- Clinical case discussion
- Support with policy writing

Length of course: 1 hour (minimum) to unlimited

Cost	Core	Enhanced	Non-SLA
In School	POA	POA	POA

Introduction

On occasion schools will be faced with dealing with young people who are struggling significantly in the school setting. This session includes an initial assessment of needs and in school / classroom support from our team of highly experienced practitioners to identify and overcome potential barriers and challenges. We will work closely with the child to support them to develop tools and strategies to move forward.

This support package is designed to be fully flexible to meet the specific needs of the child/ren and all those involved.

These sessions are suitable for:

- Vulnerable learners
- Those children struggling to keep themselves and others safe
- Those children struggling to access their learning

Session content:

This will be tailored to the needs of the child and may include:

- Pupil observation
- 1:1 work with the child
- Developing and implementing effective strategies to overcome barriers
- A review of systems already in place
- Offering an independent voice for the child
- Rehabilitation work if needed
- Assembly / class-based input of agreed themes and issues.

Length of session: 1 hour for initial observation. Number of input sessions will be agreed following this.

Cost	Core	Enhanced	Non-SLA
In School	POA	POA	POA

Introduction

On occasion schools will be faced with dealing with young people who are struggling significantly in the school setting. This session is aimed at supporting the staff members who have been identified to work with these pupils.

The session will offer bespoke advice from our team of highly experienced practitioners on how to support vulnerable learners with behavioural, SEND and Emotional and Mental Health needs and to give these staff the confidence that they are acting in an appropriate and safe manner.

This support package is designed to be fully flexible to meet the specific needs of the staff involved.

These sessions are suitable for:

All staff who are in contact with those vulnerable learners including:

- Teachers, support staff and 1-1 workers

Session content:

This will be tailored to the needs of the staff and may include:

- Individual case discussion
- Identifying challenges and barriers and finding solutions
- Identifying good practice
- Exploring effective decision making
- Reflective practice and discussion
- Staff wellbeing and support

Length of session: 1 hour (minimum) to unlimited

Cost	Core	Enhanced	Non-SLA
In School	POA	POA	POA

Introduction

There are times when relationships are at risk of breaking down between school and home and some outside intervention is required to solve problems, find solutions and ultimately move forward. These sessions are bespoke and are arranged to meet the needs of those involved.

The support offered includes discussing issues with parents of vulnerable learners with behavioural, SEND and Emotional and Mental Health needs. We can offer independent support and advice from our team of highly experienced practitioners and mediate meetings to find ways to make changes and build relationships whilst putting the child's needs at the centre of the process.

These sessions are suitable for:

- School leaders
- Parents of vulnerable learners

Session content:

- Telephone call, virtual or face to face meeting with parents to discuss offer independent advice and support
- Strategy planning: developing and implementing effective strategies at home
- Responding to complaints
- The opportunity to discuss and resolve issues informally.
- Offering an independent voice so the parent feels heard

Length of Training: 1 hour (minimum) to unlimited

Cost	Core	Enhanced	Non-SLA
In School	POA	POA	POA

Introduction

Staff need conviction and confidence to support vulnerable learners effectively and achieve the best outcomes. An initial discussion with school leaders will establish the focus of the training and identify the most appropriate trainer. Our team of highly experienced practitioners work with vulnerable learners with behavioural, SEND and Emotional and Mental Health needs.

These sessions are suitable for:

- Teachers, Pastoral Staff
- Support Staff
- SEN staff / Teaching Assistants

Session content:

This training is designed to be fully flexible to meet the specific needs of the school.

Possible areas of focus could include:

- Meeting the needs of all learners. Unpicking barriers to learning.
- Understand children's behaviours and stress responses
- Supporting children to develop effective strategies
- Managing your emotions
- Safeguarding children with autism / ADHD / attachment.
- Effective interactions with children
- Understanding relationships & dynamics within the classroom.

Length of Training:

This will depend upon the specific needs of the school.

Cost	Core	Enhanced	Non-SLA
In School	POA	POA	POA

Vulnerable Learners

SEND

Introduction

Blocks of days are available to settings to use for different pieces of work. The agenda can be flexible to take into account the needs of the setting but typically may focus on:

- SENCo support/training/case management
- Policy review/writing
- Statutory Assessment
- Setting up SEND provision/systems
- Individual cases
- Mini deep dives
- Exam Access Arrangement Procedures
- Targeted sessions with support staff
- Psychometric testing to understand individual pupil needs

Length of Training:

Full day (7 hours including travel)

Cost	Half day	1-9 days	10 days	20 days
Member	£300	£500 per day	£3900	£7000
Non Member	£350	£600 per day	£4800	£8000

Travel costs:

0 – 40 miles (up to 80 mile round trip)	No Charge
41 – 75 miles (up to 150 mile round trip)	£30
76 – 100 miles (up to 200 mile round trip)	£60
100 – 140 miles (up to 280 mile round trip)	£90
Over 140 miles	POA
Overnight stay	£100

Mileage will be calculated from Clennell Education Solutions offices to the destination of training

Introduction

Consultation sessions are available to support the educational setting in thinking through different aspects of SEND provision and processes. Our team of highly experienced SEND practitioners will be on hand to provide consultation on a range of aspects of SEND. Sessions are designed to be fully flexible to meet the specific needs of the setting but areas of focus may include:

- Individual cases
- Policies
- Statutory Assessment
- Safeguarding and SEND
- Exam Access Arrangement Procedures
- Deployment of resources/staffing

Attendees: These sessions are suitable for:

- School leaders including those with responsibility for SEND
- Special Educational Needs Coordinators (SENCOs)
- SEND managers (non-teaching) / Higher Level Teaching Assistants with responsibility for a specific area of SEND

Outcomes will be discussed with individual settings but may include:

- A consultation to discuss school issues or individual case concerns resulting in a clear plan of action
- Signposting to other support and resources available
- Bespoke development of individual pupil plans and risk assessments
- Advice on referrals and relevant paperwork
- Clinical case discussion
- Support with policy writing

Cost	Core	Enhanced	Non-SLA
In School	£125 p/h	1 credit p/h	£150 p/h

Introduction:

SEND reviews help to explore statutory compliance, areas of strength, best practice, and areas to develop. A full review will take place in the setting to assess the effectiveness of SEND processes and provision. This is followed by a report and skeleton action plan for school leaders to develop a short term, medium term and long-term action plan which embeds the recommendations from the audit. A follow up visit to review how the action plan is being implemented can be added separately.

A consultant will visit the school to conduct a comprehensive review of SEND practice across the whole school environment or a specific area identified by school.

This review is suitable for the following:

- Schools and Post 16 settings
- School leaders including the Governors
- Schools planning and preparing for Ofsted
- Schools who need to get a full picture of strengths and areas for development in SEND provision

The review process will involve:

- The school's vision for SEND and how this is embedded across the whole school
- An examination of SEND documentation, including policies and information on students' individual needs shared with staff
- An examination of the SEND register and processes for reviewing the register
- How the school follows the assess, plan, do, review cycle
- How the school engages with stakeholders
- A learning walk around the school site and the learning environment
- Interviews with a range of stakeholders including pupil voice

Outcomes:

Outcomes will be agreed with individual settings but may include:

- Summary of background and context for the school
- The effectiveness of processes to identify and review SEND provision
- Identified strengths and evidence of good practice
- Identified areas for development
- Feedback to school leaders
- Skeleton action plan

Length: full day in school followed by report writing.

Cost	Core	Enhanced	Non-SLA
In School	£1125	9 credits or £900	£1350

Introduction:

SEND reviews help to explore statutory compliance, areas of strength, best practice, and areas to develop. A half day review will take place in the setting to focus on a key area of SEND practice within school. The focus and intended outcome is agreed with individual settings but could include:

- Specific curriculum pathway for SEND learners
- An area of the Code of Practice
- SEND review processes
- Transition for SEND learners
- Staff deployment/impact
- SEND outcomes

A comprehensive review will take place in school over half a day followed by feedback and a short report which outlines strengths and areas for development. The recommendations can then be converted into an action plan by school leaders and a follow up visit to review how the recommendations are being implemented can be added separately.

This review is suitable for the following:

- Schools
- Alternative Provision
- Post 16 settings

The review process/ area of focus will be determined by the needs of individual settings. Outcomes are likely to include:

- The effectiveness of processes within the focus area
- Identified strengths and evidence of good practice
- Identified areas for development
- Feedback school leaders
- Short report

Length: half day in school followed by report writing.

Cost	Core	Enhanced	Non-SLA
In School	£750	6 credits or £600	£900

Introduction:

Collecting voice in educational settings supports an ethos that all stakeholders are an integral part of shaping the school community. All stakeholders play a key role in actively contributing to outcomes for children and young people with additional needs. Our experienced consultants can complete pupil voice, staff voice, parent voice, providing a platform for them to share their views and experiences which is fed back to school.

The voice activities are suitable for the following:

- Schools
- Alternative Provision
- Post 16 settings

Outcomes are likely to include:

- Focus on one or more key stakeholder groups and key data on how stakeholders understand and feel about different aspects of school.
- Quantitative data shared from the selected stakeholder voice activity
- Instant feedback to key staff in school.

Length: 2 hours

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

Introduction:

Planned, professional supervision and case discussion is at the heart of safe and effective decision making. Our consultants are able to provide SENCo support/supervision as one hour sessions to support SENCos through different aspects of their role. The sessions are discussion based and can be formal with an agreed agenda or can be flexible and led by the needs of staff member. They may focus on:

- Targeted support for new SENCos
- Exploring decision making processes for individual cases
- Identifying challenges/barriers and finding solutions
- Identifying good practice
- Reflective practice and discussion
- Staff wellbeing

Sessions are voluntary and confidential. The aim is to empower SENCo's to carry out their role.

Length of session: 1-hour -x 6 sessions (one per half term)

Cost	Core	Enhanced	Non-SLA
In School	£375	3 Credit	£450

Introduction

The Joint Councils for Qualification (JCQ) sets out the processes for evidencing Exam Access Arrangements. These are reasonable adjustments settings make to allow a level playing field for all learners. Psychometric tests can be used to evidence need and assessments are completed on behalf of school which is combined with evidence of the learner's normal way of working allowing SENCo's to determine what Access Arrangements to put in place for each learner. Settings are also able to access psychometric tests to establish learning needs not related to exam access arrangements; they include tests on reading ability, speed of processing, memory and speed of writing. Assessments can be completed with individual students to help determine a picture of need and support moving forward.

This provision is suitable for the following:

- Schools
- Registered Alternative Provision (check)
- Post 16 settings

Outcomes:

- Outcomes are determined by each individual setting but are likely to include:
- Consultation with the setting to agree learners in need of assessments
- Review of evidence in place
- Access Arrangement testing for students from Year 9 upwards to determine reasonable adjustments for exams
- Completion of the Assessors part of the form 8

Length: full day (7 hours including travel) - unlimited

Cost	Half day	1-9 days	10 days	20 days
Member	£300	£500 per day	£3900	£7000
Non Member	£350	£600 per day	£4800	£8000

Travel costs:

0 – 40 miles (up to 80 mile round trip)	No Charge
41 – 75 miles (up to 150 mile round trip)	£30
76 – 100 miles (up to 200 mile round trip)	£60
100 – 140 miles (up to 280 mile round trip)	£90
Over 140 miles	POA
Overnight stay	£100

Mileage will be calculated from Clennell Education Solutions offices to the destination of training

Introduction

This session is an interactive session exploring autism and how it may present in your setting. The session aims to give an understanding of the pupils' strengths and differences in relation to autism. We will explore how to identify and build on pupils' strengths, promote a positive climate of neurodiversity and identify practical strategies to support pupils engage in school.

Attendees:

This training is suitable for:

- Teachers
- Teaching Assistants
- Higher Level Teaching Assistants
- SENCos and School leaders
- Operational staff (e.g. admin/care takers/dinner staff)
- Supply agency staff

Learning outcomes:

- To consider Autism as a difference rather than disorder using the definition set out by the Autism Education Trust
- To consider strengths and how these can be promoted
- To think about approaches we can use to support Autistic pupils

Length: 2 hours

Cost	Core	Enhanced	Non-SLA
Central	£75pp	£50pp	£100pp
In School	£250	2 credits	£300

Introduction

This session explores what we mean by behaviour, what influences behaviour and how to adapt practice to support a culture of positive 'behaviour for learning'. Focussing on how SEND needs can impact pupil presentation we explore how to identify and understand individual needs followed by practical tips to adapt our practice to become responsive to individual need. This includes exploring relationships, effective communication, adapting learning, de-escalation, and supporting regulation. It aims to support an understanding of inclusive cultures so pupils can positively engage in school.

Attendees: This training is suitable for:

- Teachers
- Teaching Assistants
- Higher Level Teaching Assistants

Learning Outcomes

- To consider what we mean by the term 'behaviour'
- To explore factors which influence behaviour including SEND
- To identify practical strategies to support pupils to engage in positive behaviour for learning
- To reflect on our own presentation and how this may impact pupil responses

Length of Course: 2 hours

Cost	Core	Enhanced	Non-SLA
Central	£75pp	£50pp	£100pp
In School	£250	2 credits	£300

Introduction

This course explores the key elements of the role of support staff, in particular learning support assistants and higher-level teaching assistants. Using the Teaching Assistants Standards as a guide we will explore how we can embed the four themes '*Personal and Professional Conduct*', '*Knowledge and Understanding*', '*Teaching and Learning*' and '*Working with Others*' in practice. The course explores the terminology of SEND, collaborative working to create an inclusive and accessible learning environment and give insight into best practice and current guidance on how to adapt teaching and learning activities to support pupils with SEND.

Attendees: This training is suitable for:

- Teaching Assistants (Learning Support Assistants, 1:1 Teaching Assistants, Curriculum Support Assistants)
- Nursery nurses
- Higher Level Teaching Assistants
- Other support staff involved in the support of pupils with SEND

Learning Outcomes

Throughout the training session we will develop an understanding of:

- The differing types of Special Educational Needs and Disabilities
- What professional conduct looks like in practice and how safeguarding plays a role in the work you do in schools
- The different aspects of our role as support staff
- How we build an understanding of pupils' needs and develop our knowledge to provide effective support
- How to create an inclusive learning environment
- Communication and joint working with stakeholders
- Adapting learning so it is accessible for SEND pupils

Course requirements: Attendees will be required to complete a work book and short assessment as part of the course.

Please see next page for prices

Length of training: 5 hours

This training can be delivered as a:

- 2x 2.5 hour afternoon central session
- Full day delivered in your setting
- 5 one hour long sessions delivered in your setting

Cost	Core	Enhanced	Non-SLA
Virtual Central	£125pp	£100pp	£150pp
Face to face Central	£150pp	£125pp	£200pp
Face to face in school/trust	POA	POA	POA

Introduction

This session explores what we mean by the term neurodiversity and how we can support a culture of inclusion. Throughout the session we will explore neurodiverse conditions and consider them in relation to the strengths and barriers people may face. We aim to develop an understanding from the perspectives of neurodiverse people and work to explore reasonable adjustments we can make to ensure they are able to access services and provision.

Attendees: This training is suitable for:

- Corporate organisations
- Public Services
- Private Services
- Employers
- Teachers
- Education staff
- Cleaners and site staff
- Security staff

Learning Outcomes

- To consider what we mean by the term 'neurodiversity'
- Understand some of the challenges neurodiverse people face and how we can mitigate those challenges
- Consider how to create an inclusive and diverse setting
- Reflect on our setting/practice

Length of Course: a 1 hour session and a 2 hour session is available

Cost	Core	Enhanced	Non-SLA
Central (1 hour)	£75pp	£50pp	£100pp
In School (1 hour)	£125	1 credits	£150
In School (2 hour)	£250	2 credits	£300

Introduction

This session explores the key elements of effective SEND governance including operating within the law and statutory guidance, the cycle of governor scrutiny, the features of effective governance and practical strategies which enable governors to provide a balance of support and challenge to settings.

Attendees: This training is suitable for:

- The link SEND Governor/s
- Governors
- Trust board members

Learning Outcomes

Throughout the training session we will develop an understanding of:

- Creating an inclusive culture
- Features of effective SEND governance
- Key questions which identify strengths and areas to develop
- Scrutiny, analysis and impact

Length of training: 1 hour 30mins

Cost	Core	Enhanced	Non-SLA
Central	£75pp	£50pp	£100pp
In School	£250	2 credits	£300

Introduction

This session explores what we mean by the term intimate care and explores reasons why children and young people may require short-term or long-term intimate care. It aims to give an overview of the different types of intimate and personal care which may be required. We will outline the duties placed on everyone involved in intimate care and the importance of following intimate care policies and plans.

Attendees: This training is suitable for:

- Teachers
- Higher Level Teaching Assistants
- Teaching Assistants or other appropriate support staff
- SENCo's
- DSL's
- Nursery nurses/assistants

Learning Outcomes

- To understand what we mean by 'intimate' and 'personal' care
- To consider how we follow intimate care policy and plans
- To explore procedures including recording and reporting
- To consider vulnerabilities associated with intimate care

Length of Course: 1 hour

Cost	Core	Enhanced	Non-SLA
Central	£50pp	£25pp	£75pp
In School	£125	1 credit	£150



Introduction

We are delighted to be working in partnership with ASK Psychology to offer virtual consultations. These individual consultation sessions will consist of a 50min virtual or telephone meeting followed by a summary and agreed next steps. Please see attached information leaflet to help you decide if Educational Psychology consultation will meet your needs. [[Download Leaflet](#)]

Please note, we will be offering a trial period of consultations. During the trial we may need to restrict the number of consultations each setting can access.

Outcomes

Once the referral has been received this will be triaged and a member of ASK Psychology will be in touch.

Outcomes are agreed between the Educational Psychologist and the setting but could include:

- reflecting upon and developing the SEND support plan for a child
- exploring the specific strengths and barriers to access
- considering reasonable adjustments and the school's graduated approach
- thinking about approaches to engage with a family
- developing approaches to engage a child expanding on a multi-disciplinary understanding of a situation or profile of additional needs

Please complete the Educational Psychology referral form found at the top of the Training/Directory page on the website

Length of consultation: 50minutes plus follow up summary/actions plan

Costs:

Cost	Core	Enhanced	Non-SLA
In School	£160	£160	N/A

Vulnerable Learners

Emotional Social & Mental Health

Introduction

This session will help to understand relationships & dynamics within the classroom. We will explore the patterns of attachments and unpick barriers to learning.

Attendees: This training is suitable for:

- Teachers, Pastoral Staff
- Support Staff
- SEN staff / Teaching Assistants
- Outreach staff working with families where attachment is an issue

Learning Outcomes:

By the end of the training participants will be able to:

- Understand attachment theory and patterns of attachment
- Understand children's behaviours and patterns relating to staff and peers
- Consider for adolescence and adulthood
- Gain personal and professional awareness with regards to interactions with children and colleagues
- Gain an understanding of how to manage themselves more effectively in their interactions with children and young people

Length of Training: 2 hours

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

Introduction

This session explores the link between the brain, emotional development and behaviour. Anyone working directly with children would benefit from this training to help inform their role within the child's development.

Attendees: This training is suitable for:

- Teachers, Pastoral Staff and those working in behaviour units
- Support Staff, SEN staff, Teaching Assistants
- School Outreach Workers, PSAs, Family Support Officers, Attendance Officers
- Management

Learning Outcomes:

- The impact trauma has on the brain
- The reasons behind children and young people's behaviour
- Greater understanding of the child's frame of reference
- Strategies to help manage and cope with children and young people's emotional behavioural presentation

Length of Training: 2 hours

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

Introduction

This session explores the stages of Grief and the elements of Loss which children, young people and families may experience. We will explore the stages of loss and grief and the Grief response.

Attendees: This training is suitable for:

- Management
- Teachers, Pastoral Staff
- Support Staff, Teaching Assistants
- School Outreach Workers

Learning Outcomes:

By the end of the training participants will be able to:

- Understand the grieving process and the impact on children and young people's mental health and emotional wellbeing
- Gain an insight into a child's capacity to process death
- Understand the impact of loss and grief on children's behaviour and their barriers to learning
- Take part in clinical case discussion
- Understand interventions and strategies to support grieving children

Length of Training: 2 hours

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

Introduction

This session explores the developing child and gives staff techniques in dealing with challenging behaviour.

Attendees: This training is suitable for:

- Management
- Teachers, Pastoral Staff
- Support Staff, Admin, Teaching Assistants, First Aiders
- School Outreach Workers, PSAs, Family Support Officers, Attendance Officers

Learning Outcomes:

By the end of the training participants will be able to:

- Understand children's behaviours and patterns of behaviour towards and their peers
- Develop self-awareness and an understanding of the child
- Gain personal and professional awareness with regards to interactions with children and colleagues
- Gain an understanding of how to manage children's presenting behaviours and how to manage themselves more effectively in their interactions
- Take part in clinical case discussion
- Understand interventions, strategies and resources to support children

Length of Training: 2 hours

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

Introduction

An average young person spends over 24,000 hours attending lessons at school and it is fair to say that little is offered by way of drug and alcohol awareness and harm prevention to keep young people safe.

Research suggests the likelihood of pupils taking drugs increases with age, from 11% of 11 year olds to 37% of 15 year olds using substances. An estimated 580,000 secondary school- aged pupils in England (18%) reported having taken at least one drug in the last year. Drinkaware research suggests that 43% of young people aged 10-17 say they have had an alcoholic drink, and among those, 19% of young people said they drink at least once a week.

Attendees: This training is suitable for:

- Management, Teachers, Pastoral Staff, Support Staff and School Outreach Workers
- Pupils
- Parents/Carers and family members

Learning Outcomes:

Sessions are delivered by a qualified trainer with experience of drug and alcohol addiction and who has sustained long-term personal recovery.

By the end of the session participants will have an awareness of:

- a hard hitting and unique insight into the lived experience of someone who has suffered with alcohol and drug addiction.
- what different drugs look like and how they impact physically and emotionally on those who use them.
- how drug and alcohol use impacts on the individual and the wider family unit.
- why people use substances and what to do when things go wrong.
- how positive communication can influence a person to be open and honest about alcohol and drugs.

Length of course: 1.5 hours

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

Introduction

The pupil support programmes are designed to cover key areas of work for young males with regards to their welfare and development. The areas covered are: Self Esteem – Anger Management – Peer Pressure – Offending Behaviour and Drugs and Alcohol. The sessions have been developed to give a basic understanding of these key areas and to identify and manage the risks that come with them.

Attendees: This training is suitable for:

Male pupils year 6 to year 11:

- Pupils - particularly vulnerable groups and groups at risk of exploitation

Learning Outcomes:

By the end of the training participants will be aware of:

- Basic understanding of areas that can affect the development of young males
- Types of behaviours that can lead to risk
- Basic understanding of identifying risk
- Risk management and peer pressure
- Consequence of risk and offending behaviour

Length of course: 1 hour

Cost	Core	Enhanced	Non-SLA
In School	£125	1 credit	£150

Introduction

The targeted pupil support programme is designed to cover key areas of work for young males with regards to their welfare and development. The areas covered are chosen from Self Esteem – Anger Management – Peer Pressure – Offending Behaviour and Drugs and Alcohol awareness. The sessions are developed to give in-depth support to targeted groups of young males. Each programme can be mixed and matched to cover a number of the key areas.

Attendees: This training is suitable for:

Male pupils year 6 to year 11:

- Pupils - particularly vulnerable groups and groups at risk of exploitation

Learning Outcomes:

By the end of the training participants will be aware of:

- Comprehensive overview of the individual identified key area
- Risk management and strategies to support
- Triggers and how peer pressure can affect decisions
- Consequence and impact of decisions
- Exploitation with regards to escalation of behaviour and offending behaviour
- Choices, decision making and reflecting on behaviours to promote positive choice
- Understanding risk

Length of course: 5 hours (5 x 1 hour sessions)

Cost	Core	Enhanced	Non-SLA
In School	£625	5 credits	£750

Introduction

As part of the Enhanced School Service Level Agreement we are offering 6 hours of Kalmer counselling.

Kalmer established itself in order to create a strong foundation and structure for those counsellors seeking to impact on children's emotional wellbeing, mental health and safe guarding strategies of providing a multi-agency professional support to schools.

In order to create change by means of empirically proven interventions, they believe that the alliance is the essential aspect in all of our therapeutic and professional relationships. All of their counsellors value the benefits, and highly advocate working as a part of the multi-disciplinary team while seeking to enhance a strong framework with other lead professionals within mental health and education.

The Counsellors at Kalmer have extensive training backgrounds in working with children, adolescents, parents and families. In theories ranging from:

- Person-Centred
- Cognitive Behavioural Therapy
- Psychodynamic
- Psychotherapy

How you can use the 6 hours:

Kalmer counsellors work primarily with the child and young person in the format of 1-1, group work, family intervention and 1-1 work with parents. This also encompasses working with school and staff on how to manage presenting behaviours.

Please speak to one of our team to arrange.

Cost	Core	Enhanced	Non-SLA
In School	£375	3 credits	£450

Vulnerable Learners

Pastoral Support

Offer	Duration	Cost (per pupil)
Programme 1 (VP001) 1 hour per week face to face with pupil	6 weeks (minimum)	£50 per hour A charge of £100 for consultation, administration and meetings.
Programme 2 (VP002) 2 hours per week face to face with pupil	6 weeks (minimum)	£50 per hour Additional administration charges will be applied for consultation, completion of documentation, meetings and contact with stakeholders. To be agreed during initial planning.
Specialist interventions	As required	£115 for Enhanced Schools (or use of credits) £125 for Core Schools
Please note, we can discuss other options for programme duration as required.		

Introduction

The

Pastoral Support Programme (PSP) is a bespoke package of measures designed to help pupils remain engaged in school and learning and to build a secure network to provide longer term support.

The programme provides a dedicated member of CES staff to work closely with key stakeholders and to act as an advocate for the child, the family and the school.

We support pupils identified as:

- Vulnerable
- Hard-to-reach
- A cause for concern
- Receiving suspensions

Aims:

- Identify and address barriers to engagement and learning, including unidentified special educational needs (SEND) / social, emotional and mental health needs (SEMH).
- Improve or maintain attendance.
- Strengthen links between home and school.
- Improve engagement with learning and a desire for progress.
- Strengthen relationships with school, staff, peers.
- Collaboration of stakeholders to develop a shared focus.
- Establish a secure network to provide continued support (post PSP).

Programme 1	Programme 2
<p><u>Process and outcomes:</u></p> <ul style="list-style-type: none"> ➤ Initial discussion with dedicated member of the CES Pastoral Team. ➤ Completion of referral form by school. ➤ Triage meeting with school (to discuss issues / context / barriers). ➤ Meeting with pupil and parent/carer to discuss Support Plan. ➤ Completion of contextual information including: <ul style="list-style-type: none"> Pupil questionnaire Parent questionnaire Student profile (completed by 3 key members of staff). ➤ Provide ongoing communication with school, home, pupil. ➤ Meetings with pupil and key stakeholders. ➤ Evaluation, final review with Next Steps Plan shared. 	<p><u>As Programme 1 plus the following</u></p> <ul style="list-style-type: none"> ➤ Write up and share ‘The Right Path Plan’. ➤ Right Path Programme commences (advice, mentoring, mediation, restorative practice, attendance support, guidance and support with writing referrals, interventions as identified). ➤ Parental engagement / advocacy. ➤ Interim review. ➤ Post programme review.

Specialist interventions 1-1 or Group work (2 hours maximum)
<p><u>Examples:</u></p> <p>Staff training Therapeutic support Counselling Building positive relationships Wellbeing / self-esteem Self-harm Managing physical aggression Drug awareness / support (external) Alcohol awareness / support (external) E-safety Behaviour in the community (knife crime / County Lines / drugs / alcohol) Anti-social behavior</p>

Vulnerable Learners

Behaviour Related Training

Introduction

School staff members have to deal with behaviour concerns on a regular basis. This session has been developed to allow staff to explore the type of behaviours they are likely to face and to identify strategies to support these behaviours. The emphasis of the session is on giving staff the confidence to deal with concerns effectively and how to filter behaviour concerns using positive transition.

Attendees: This training is suitable for:

All staff who are in contact with children including:

Management, Teachers, Pastoral Staff, Support Staff and School Outreach Workers

Course Content:

By the end of the training participants will be aware of:

- Courses of action to support challenging situations
- Techniques to manage behaviours that challenge
- How staff act as the behaviour filter
- Basic understanding of how to deal with conflict

Length of course: 1 hour

Cost	Core	Enhanced	Non-SLA
Online	£125	1 credit	POA

De-escalation and dealing with difficult behaviour

Code: VB002

Introduction

Staff role, responsibility and response to crisis situations can influence the outcome of incidents. This session is aimed at sharing skills and techniques with staff on how to remain calm and respond appropriately during the most challenging of situations. Identifying the moments where strategies are required plays a key role in this session.

Attendees: This training is suitable for:

All staff who are in contact with children including:

Management, Teachers, Pastoral Staff, Support Staff and School Outreach Workers

Course Content:

By the end of the training participants will be aware of:

- Basic de-escalation techniques
- Basics of self-control and positive approach
- Role and responsibility of staff members during crisis situations
- Basic techniques on how to remain calm during a crisis

Length of course: 1 hour

Cost	Core	Enhanced	Non-SLA
Online	£125	1 Credit	POA

Introduction

DfE guidance informs us that all schools should have plans in place to support a reduction in serious incidents and incidents of physical intervention. This session's aim is to give a basic understanding on how to record, reflect and plan for incidents involving serious behaviour concerns.

Attendees: This training is suitable for:

All staff who are in contact with children including:
Management, Teachers, Pastoral Staff, Support Staff and School Outreach Workers

Course Content:

By the end of the training participants will be aware of:

- Basic methods of recording incidents
- The importance of breaking the cycle using reflection and risk assessment
- Risk assessment advice
- General advice on responsibility when recording

Length of course: 1 hour

Cost	Core	Enhanced	Non-SLA
Online	£125	1 Credit	POA

Creating and maintaining positive relationships with pupils

Code: VB004

Introduction

This session is aimed at giving an understanding of what a positive staff – pupil relationship looks like. Strategies are discussed on how we initially create and then continue to promote positive relationships using approach and verbal/non-verbal cues. Positive consequence, tone and volume are areas that are also discussed during the session.

Attendees: This training is suitable for:

All staff who are in contact with children including:
Management, Teachers, Pastoral Staff, Support Staff and School Outreach Workers

Course Content:

By the end of the training participants will be aware of:

- Positive use of tone and volume
- Setting the standards
- Positive approach
- Speaking with pupils
- Consistency
- Where to draw the line and use positive consequence

Length of course: 1 hour

Cost	Core	Enhanced	Non-SLA
In School/Online	£125	1 Credit	POA

Setting Specific Consultation and/or bespoke behaviour support sessions

Code: VB005

Introduction

Consultation sessions are designed to offer behaviour support for areas that are not covered in any of our other programmes. The sessions can be used for planning for unfamiliar behaviours as well as longer consultation periods to look at policy, procedure and the creation of bespoke development plans with regards to safety, behaviour, development and welfare. Bespoke presentations can be developed for staff CPD events.

Attendees: This training is suitable for:

All staff who are in contact with children including:
Management, Teachers, Pastoral Staff, Support Staff and School Outreach Workers

Course Content:

By the end of the training participants will be aware of:

- Behaviour policy support
- Individualised staff training plans
- Targeted intervention for unfamiliar behaviours
- Bespoke development of pastoral plans
- Behaviour observations
- This session can accommodate other specified areas on agreement prior to commencement. We can support in most areas of behaviour so please contact us with any requests you may have using the VB005 code on your request form.

Length of course: 2 hours (minimum) to unlimited. The first hour is used as planning for the delivery of the sessions. If a written report is requested, then an additional 1 hour should be added to the total. An example of this would be a 5 hour in school session would accumulate 7 hours in total. 1 hour planning. 5 x 1-hour long sessions. 1 hour report. Total hours = 7.

Cost	Core	Enhanced	Non-SLA
In School	£375 for 2 hours	3 Credit for 2 hours	POA

Additional hours after 2 hours will be POA

Introduction

On occasion schools will be faced with dealing with young people who display dangerous and aggressive outbursts. This session is aimed at supporting the staff members who have been identified to work with these pupils. The session will offer bespoke advice on how to deal with occurring situations and to give confidence that the staff members are acting in an appropriate and safe manner.

Attendees: This training is suitable for:

All staff who are in contact with children including:

- 1-1 workers, outreach workers, targeted support staff, high ratio staff 2-1 etc

Course Content:

By the end of the training participants will be aware of:

- How to deal with aggressive behaviour when working alone
- Individualised planning for working with challenging behaviour
- Basic elements of the law and guide to maintaining safety
- Risk assessing and planning for aggressive behaviours
- Supporting risk and risk management

Length of course: 2 hours (minimum) to unlimited. The first hour is used as planning for the delivery of the sessions. An example of this would be a 3 hour in school session would accumulate 4 hours in total. 1 hour planning. 3 x 1-hour long sessions. Total hours = 4.

Cost	Core	Enhanced	Non-SLA
In School	£375 for 2 hours	3 Credit for 2 hours	POA

Additional hours after 2 hours will be POA

Introduction

Bullying is always high on the agenda in schools and particularly with parents. DfE guidance states that all schools should have measures in place to tackle bullying. This session is aimed at ensuring the staff team is aware of what bullying is and methods to document and deal with it effectively. Roles and expectations of staff feature throughout this session.

Attendees: This training is suitable for:

All staff who are in contact with children including:

Management, Teachers, Pastoral Staff, Support Staff, Pupils and School Outreach Workers.

This session can also be delivered to parent groups and as a pupil workshop.

Course Content:

By the end of the training participants will be aware of:

- Process, procedure and expectations
- Reporting and documenting incidents of bullying
- What bullying is and how we deal with it – roles and expectations of staff
- Vulnerable groups and vulnerable area support
- Bullying statistics and impact data
- DfE guidance
- Understanding impact on communities from bullying (parents' session)

Length of course:**In School**

Children and parents - 1 hour per session. Group sessions for children will be delivered to class groups only and is not suitable for large assemblies.

Length of course: 1 hour

Cost	Core	Enhanced	Non-SLA
Online	£125	1 Credits	POA
In School	£250	2 Credits	POA

Introduction

Staff members face situations which, at times, may involve a degree of physical intervention. This session is aimed at providing underpinning knowledge of DfE guidance and the law, as well as covering the role and expectations of staff members during serious incidents. The overall aim of the session is to give staff the confidence and knowledge to approach all situations in a safe, legal and appropriate manner.

This session does not include any physical intervention techniques, it is guidance only.

Attendees: This training is suitable for:

All staff who are in contact with children including:

Management, Teachers, Pastoral Staff, Support Staff and School Outreach Workers

Course Content:

By the end of the training participants will be aware of:

- Role and expectations during serious incidents
- DfE guidance and legal guidance behind the use of reasonable force inside schools
- Safety points to support safety during physical interventions
- Responding appropriately to occurring situations

Length of course: 1 hour

Cost	Core	Enhanced	Non-SLA
Online	£125	1 Credit	POA

Introduction

This is an accredited 1-day programme which comprehensively covers all aspects of dealing with serious incidents in schools. The training is designed to support staff members in dealing with low level behaviour through to high-risk behaviour. Strategies and safe holding techniques are displayed to support safety for all involved. The programme is delivered in 4 modules – The Law, De-escalation, Physical Holding and Recording, Reflection and Planning. All physical techniques are independently risk assessed from Dr Tony Bleetman who is one of the governments leading advisors on avoiding injury resulting from physical intervention.

Accreditation lasts for 2 years from the date of your physical session.

This session can also be delivered via a mixture of video learning and in-person training. The mixed session can be found under heading VBO11. VB011 is more cost effective and has increased flexibility for staff time.

Attendees: This training is suitable for:

All staff who are in contact with children, including:
Management, Teachers, Pastoral Staff, Support Staff and School Outreach Workers

Course content:

By the end of the training participants will be aware of:

- The law, legal responsibility and DfE guidance on the use of reasonable force
- Physical intervention guidance and techniques
- Safety aspects of physical intervention
- Approach to dealing with serious incidents
- Self-control and positive approach
- De-escalation strategies to support serious incidents
- Appropriate recording methods
- Reflection and planning for serious incidents
- Roles and responsibility

This is for the in-school option where we come into your school and deliver all aspects in person.

Length of course: 6 hours – on arrangement this can be split into 2 x 3-hour sessions, this will incur an additional charge. Numbers for this session are limited to a maximum of 20 for the displayed cost. We will accommodate up to 30 staff per session. Each additional staff member attending over the number of 20 will be charged at an additional cost per person

Please see prices on next page

Accredited 1-day de-escalation and physical intervention programme:

Cost	Core	Enhanced	Non-SLA
Central	£125pp	£100pp or 1 credit pp	£250pp
In School Completed in 1 day	£1000	8 Credits	POA
In school Completed in 2 x 3-hour sessions	£1250	10 Credits	POA
Additional people over 20 price per person	£50pp	£40pp	POA

Once you have completed this training a refresher course is available. Please see code: VB014 for more information

Accredited Course in Physical Intervention and Legal Guidance

Code: VB010

Introduction

It has become more common for staff to have to deal with serious incidents and use, on occasion, some form of physical intervention. This is an accredited course that covers 1 hour of legal guidance and expectations when dealing with serious incidents. A further 2 hours is spent on physical holding and safety when dealing with physical intervention. The overall emphasis of this session is that physical intervention is only ever used as a last resort.

This is a basic entry level to support physical intervention in schools and does not cover de-escalation, recording or planning. This session can also be delivered via a mixture of video learning and in-person training. The mixed session can be found under heading VBO12. VB012 is more cost effective and has increased flexibility for staff time. This session also serves as a refresher course for any staff that have undertaken any of our full physical intervention sessions (VB009 or VB011).

Attendees: This training is suitable for:

All staff who are in contact with children, including:

Management, Teachers, Pastoral Staff, Support Staff, School Outreach Workers

Course content:

By the end of the training participants will be aware of:

- Legal guidance when dealing with serious incidents
- Role and responsibility of staff during serious incidents
- Physical intervention guidance
- Safety aspects of physical intervention
- Approach to dealing with serious incidents

Length of course: 3 hours – this session cannot be split, however, VB012 offers an alternative delivery method for this session. Numbers for the physical session are limited to a maximum of 20 for the displayed cost. We will accommodate up to 30 staff per physical session. Each additional staff member over the number of 20 will be charged at an additional cost per person.

Cost	Core	Enhanced	Non-SLA
In School	£750	6 Credits	POA
Additional people over 20 price per person	£50pp	£40pp	POA

Accredited 1-day De-escalation and Physical Intervention programme - Online Version

Code: VB011

Introduction

This course offers the exact same outcome as session VB009. The difference between this session and VB009 is that the online version is delivered in a different way. It's carried out by all non-physical elements being undertaken via video. A 2.5-hour physical session is then carried out in school. This session offers greater flexibility for schools as all non-physical elements can be carried out at a time that is suitable to your staff team. This reduces the need for a 6-hour in person session and is more cost effective.

Attendees: This training is suitable for:

All staff who are in contact with children, including:
Management, Teachers, Pastoral Staff, Support Staff and School Outreach Workers

Course content:

By the end of the training participants will be aware of:

- The law, legal responsibility and DfE guidance on the use of reasonable force
- Physical intervention guidance and techniques
- Safety aspects of physical intervention
- Approach to dealing with serious incidents
- Self-control and positive approach
- De-escalation strategies to support serious incidents
- Appropriate recording methods
- Reflection and planning for serious incidents
- Roles and responsibility

Length of course: 5 hours – Split - 2.5 hours on-site training - 2.5 hours online. Numbers for the physical session are limited to a maximum of 20 for the displayed cost. We will accommodate up to 30 staff per physical session. Each additional staff member over the number of 20 will be charged at an additional cost per person.

Once you have completed this training a refresher course is available. Please see code: VB014 for more information

Cost	Core	Enhanced	Non-SLA
In School	£750	6 Credits	POA
Additional people over 20 price per person	£50pp	£40pp	POA

Accredited Course in Physical Intervention and Legal Guidance – Online Version

Code: VB012

Introduction

This course offers the exact same outcome as session VB010. The difference between this session and VB010 is that the online version is delivered in a different way. It's carried out by the legal guidance session being undertaken via video. A 2-hour physical session is then carried out in school. This session offers greater flexibility for schools as all non-physical elements can be carried out at a time that is suitable to your staff team. This reduces the need for a 3-hour in person session and is also more cost effective. This session can also serve as a refresher course for any staff that have undertaken any of our full physical intervention sessions (VB009, VB011 or P&I 1-day central session).

Attendees: This training is suitable for:

All staff who are in contact with children, including:

Management, Teachers, Pastoral Staff, Support Staff and School Outreach Workers

Course content:

By the end of the training participants will be aware of:

- Legal guidance when dealing with serious incidents
- Role and responsibility of staff during serious incidents
- Physical intervention guidance
- Safety aspects of physical intervention
- Approach to dealing with serious incidents

Length of course: 2.5 hours – split - 2 hours on site physical session - 30 minutes online. Numbers for the physical session are limited to a maximum of 20 for the displayed cost. We will accommodate up to 30 staff per physical session. Each additional staff member over the number of 20 will be charged at an additional cost per person.

Cost	Core	Enhanced	Non-SLA
In School	£625	5 Credits	POA
Additional people over 20 price per person	£50pp	£40pp	POA

County Lines, Gangs and Young People – Accredited Session

Code: VB013

Introduction

This workshop has been devised to improve staff and pupil awareness about the potential danger of being involved in County lines & gangs. County lines is a very serious issue where criminal gangs set up a drug-dealing operation in a place outside their usual operating area. This can have a big effect on the community and people who live there, bringing with it serious criminal behaviour. The serious criminal behaviour can include knives and weapons. Staff sessions are aimed at – What to look out for.

Pupil sessions are aimed at – Keeping yourself safe.

Attendees: This training is suitable for:

All staff who are in contact with children including:

Management, Teachers, Pastoral Staff, Support Staff and School Outreach Workers

Young people – aged 6 to 17 (small groups – not designed for assemblies)

Course Content:

- Why young people become involved in gangs
- The definition of County Lines
- How young gang members can be exploited and blackmailed into selling and dealing drugs
- Risk of gang culture, knives, weapons and how county lines is threatening young people's lives
- How to spot signs of county lines activity

Length of course:

Staff 1-hour online session. This session can also be delivered in school in person.

Children 1-hour sessions in school.

1 hour per session. Group sessions for children will be delivered to class groups only and is not suitable for large assemblies.

Length of course: 1 hours

Cost	Core	Enhanced	Non-SLA
Online	£125	1 Credit	POA
In School	£250	2 Credits	POA

Introduction

For any staff members or schools who have undertaken any of our full 1-day training programmes (VB009, VB011 or the P&I training 1 day programme central session), this session serves as a refresher and will keep your certification current. Your school or staff members must have attended VB009, VB011 or the P&I training 1 day programme central session a maximum of 27 months from the date of your last practical, physical intervention session. This will be the date specified on your certificate which will tally up with our registration system.

Attendees: This training is suitable for:

All staff who have previously attended any of the following... VB009, VB011 or the P&I training 1 day programme central session. To attend this session your current registration should not be older than 27 months from the date you attended your last physical intervention session.

Course Content:

By the end of the training participants will be re-certified in the following areas:

- The law, legal responsibility and DfE guidance on the use of reasonable force
- Physical intervention guidance and techniques
- Safety aspects of physical intervention
- Approach to dealing with serious incidents
- Appropriate recording methods
- Reflection and planning for serious incidents
- Roles and responsibility

In school length of course: 3 hours – this session cannot be split. Numbers for the physical session are limited to a maximum of 20 for the displayed cost. We will accommodate up to 30 staff per physical session. Each additional staff member over the number of 20 will be charged at an additional cost per person. Central refresher training is carried out over a period of 3 hours at one of our central venues and is charged at price per person.

Cost	Core	Enhanced	Non-SLA
In School	£750	6 Credits	POA
Additional people over 20 price per person	£50pp	£40pp	POA
Central	£65pp	£50pp	£150pp

SECTION 3

Staff support

Introduction

Planned, professional supervision and case discussion is at the heart of safe and effective decision making in safeguarding and child protection practice.

CES can provide pastoral staff / Family Support and Attendance staff with specialist supervision as part of our offer to schools and academies.

Sessions last for one hour and can be delivered termly or half termly depending upon school / staff needs.

The session is facilitated by a skilled and experienced consultant, and considers issues including

- Individual case discussion
- Identifying challenges and barriers and finding solutions
- Identifying good practice
- Exploring safe decision making
- Reflective practice and discussion
- Staff wellbeing and support

Sessions are discussion based, and can be delivered formally with an agenda and agreed action points for the participant.

Sessions are voluntary, confidential and are as far as possible flexible to the needs of the participant.

Length of session: 1-hour x 6 sessions (one per half term)

Cost	Core	Enhanced	Non-SLA
In School	£375	3 Credits	£450

Introduction

This course will provide staff with an awareness and understanding in relation to self-care. It will help staff to reflect and explore how they can incorporate self-care strategies into their daily routines.

Attendees

This training is suitable for all staff, including, management, school/organisation staff, family support, residential staff, support workers and attendance.

It is important staff are provided with the choice as to whether they want to attend this workshop and this workshop is not enforced but encouraged.

Course content:

- Understanding the 5 areas of self-care
- Exploring the meaning of self-care
- The importance of self-care
- What it means to be 'burnt out'
- Building a self-care plan and exploring how to effectively maintain this
- Looking at the importance of boundaries
- Top tips to improve wellbeing

Length of course: 1.5 hour

If you as a school/organisation have bought in supervision sessions, you will receive this workshop free of charge.

If you would like this workshop as stand alone prices are as follows:

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

SECTION 4

Leadership Solutions

SECTION 4 of Directory

Leadership Solutions

Leadership Support

Leadership Solutions offers robust educational leadership support for today's leadership challenges. We aim to positively influence the individuals, culture and capacity within the school settings we engage with, ultimately supporting leadership teams in fostering sustainable and tangible school improvement.

Leadership Consultancy

Leadership Solutions acknowledges that every setting and leadership team is unique. Our experienced educational consultants will work with leadership teams to understand the specific context of the challenges and provide the necessary support to help them succeed. Every piece of support begins with an initial meeting with our team to determine the required support and outline the leadership activities over the short and longer term.

Capacity to Support

Leadership Solutions will be supported by other experienced and accredited school partners to implement a mutually agreed support timetable. Our capacity is substantial in that our consultants will be supported by experienced leadership associates linked to the CES family of schools.

Setting Clear Goals

Leadership consultants will collaborate with school leaders to establish a clear purpose, strategies and goals for their support work. School leaders will understand their objectives and the steps needed to achieve them. We will work closely with school leaders to implement improvement initiatives through an agreed-upon cycle of development, as well as support to enhance their skills and capacity.

Experienced Consultants

Our consultants are actively involved in supporting school leadership and governors, each with over 30 years of school leadership experience. They have experience in school leadership in working with schools in a variety of contexts and are committed to delivering the highest quality service in our pursuit of achieving the best possible outcomes for the children, staff and whole school community.

Quality Assurance

At every stage of the development process, our consultants will formally document the project's intent, implementation and outcomes. Our consultants are experienced in project management and understand the importance of gathering evidence to support stakeholders. Consultants will ensure that the quality of reporting effectively contributes to the project and that quality assurance is maintained throughout to guarantee value for money.

Cost of Leadership Solutions

Leadership support begins with a conversation between our consultants and school leaders to understand the organisation's needs. During this initial meeting, we will outline the time and costs involved, ensuring we provide the most cost-effective leadership solutions for schools. We recognise that customised support may be necessary for individuals or groups of schools working collaboratively. In such cases, we aim to offer bespoke packages to meet the needs of the settings. The following costs serve as a guideline and will be the basis for discussing tailored projects and time projections with individual schools or trusts.

Cost	1 day	10 days	20 days
Enhanced	£500	£4,500	£8,000
Core	£550	£5,500	£9,000
Non-SLA	£650	£6,000	£10,000

Packages of Support

We can develop bespoke packages to meet the needs of schools and trusts in managing their leadership support. All of our programmes will be customised to meet the unique needs of each school. During the initial meeting, we will discuss the duration of leadership support to ensure that the time frames align with the responsibilities of school leaders and the specific projects involved.

Introduction

Experienced educational consultants will support school leaders in carrying out a specific school project related to an area of development. This may include conducting an initial audit on particular areas of school life and implementing a strategic plan in response to the area of need.

Rationale

We understand that leaders must skilfully prioritise areas of school life for development alongside a well-considered implementation plan. Leadership will be supported throughout the project's implementation process, from its inception to its successful conclusion. All stakeholders need to be cognisant of the process and their role in achieving the key milestones.

These sessions are suitable for:

School leadership teams working on a specific area of school development.

Supporting Capacity

Consultants will support the school in developing their leadership capacity. They will monitor the implementation of strategies, as well as enhance the project support team through additional expertise.

Content

- Initial consultant meeting
- The project planning process identified
- Strategic milestones agreed
- Monitoring and implementation process
- Interim and summative reviews and reporting

Introduction

Collaborate with consultants to craft robust reviews of the whole school vision, values, aims, mission and priorities through strategic long-term plans, precise timelines and clear milestones to overcome specific challenges.

Rationale

We understand the need to develop culture and ethos by continually focusing stakeholders on the core purpose and priorities of the organisation. Leadership will be supported through the 'visioning' process so that staff have a clear understanding of the aims of the setting and how they are to be achieved. In particular, we will look closely at the core values underpinning work across the setting and how to encourage others to strive to support the school mission and priorities in their daily work.

These sessions are suitable for:

School leadership teams who are new to a setting or those looking to revisit their vision or develop a new mission for the school.

Supporting Capacity

Consultants will support the school in developing their leadership capacity. They will work with leaders to engage with stakeholders in defining a clear direction for the setting so that the school is successful in achieving its aims.

Content

- Initial consultant meeting
- Whole school review of 'the vision'
- Consultation with stakeholders
- Implementing 'the vision'
- Interim and summative reviews and reporting

Introduction

Establishing school improvement capacity through an evaluation of the capability of the workforce and an analysis of school improvement needs in support of development planning.

Rationale

We know that going beyond headlines, getting down to the classroom level and drawing upon multiple evidence sources gives leaders the confidence to implement the right interventions in the right places.

These sessions are suitable for:

School leadership teams working to support improvements in teaching and learning.

Supporting Capacity

Consultants will support the school in developing their leadership capacity. They will work with leaders to identify improvement priorities in teaching and learning, as well as enhance classroom delivery through additional expertise.

Content

- Initial consultant meeting
- Analysis of evidence - data/review of provision
- Strategic planning milestones agreed
- Monitoring and implementation process
- Interim and summative review and reporting

Introduction

Working to hone a leadership group's behaviours will be key to a setting's capacity. Consultants will work with individuals and leadership groups in a coaching and mentoring capacity to develop 'the team' and their strategies for improvement. Individual members of teams (e.g. SLT, middle leadership, or year group) will become increasingly aware of their leadership attributes that enhance wider support for whole school strategies.

Rationale

We know that an understanding of our individual and group strength will assist us in supporting positive leadership behaviours. We know that a shared vision and an effective contribution to leadership in a school setting are critical so that those responsible for strategy take others with them on the journey of improvement.

These sessions are suitable for:

School leaders who need to develop wider leadership capacity. Consultants will work with leaders to analyse the team's strengths and to employ strategies to develop their leadership attributes.

Supporting Capacity

Consultants will support the school in developing their leadership capacity. They will work with leaders to identify relative leadership strengths to enhance the overall capacity of the leadership team.

Content

- Initial consultant meeting
- Skills analysis - group consultation/group coaching
- Individual team member coaching
- Monitoring and mentoring process
- Interim and summative review

Introduction

Examine specific areas of provision, such as curriculum, pupil support, subject specialism, or staff organisation. The setting will receive expert input to enhance staff knowledge and skills in any identified area of deficit or where more specialist knowledge needs to be supported.

Rationale

Schools may require specific input where capacity is not apparent within the setting. In this instance, leadership will be supported through the implementation process of a specific area of development alongside experienced consultant leaders or subject specialists.

These sessions are suitable for:

Senior or middle leaders who require support on a specific area of school development or where whole staff training and development is required.

Supporting Capacity

Consultants will support the school in developing their leadership capacity. They will work with senior and middle leaders to identify areas of need, as well as enhance the project support team through additional expertise.

Content

- Initial consultant meeting
- Audit of capacity needs
- Strategic planning - milestones agreed
- Monitoring and implementation process
- Interim and summative reviews and reporting

Introduction

School leaders will be able to liaise closely with an experienced consultant to navigate an agreed-upon 'AP process' across the school year. This will include meetings to ascertain leadership and whole school goals in line with school development planning objectives, monitoring of the identified aims and review alongside those responsible for governance. Included in the process will be support for headteacher performance management as part of an appraisal process.

Rationale

We recognise that appropriate levels of support and challenge for the implementation of the right strategies can help to grow confidence in those responsible for leadership and their decision-making. We know that good analysis and evidence gathering alongside leaders can better inform strategy and increase their confidence as they attempt to overcome barriers. It is vital that those responsible for governance also have full confidence in school leaders through a well-considered approach to leadership appraisal.

These sessions are suitable for:

Individual school leaders and those responsible for governance seeking to utilise an achievement partner (AP) as part of their appraisal process.

Supporting Capacity

Consultants will identify an appropriate achievement partner. Alongside those responsible for governance, they will outline an effective system for headteacher appraisal.

Content

- Initial consultant meeting
- Appraisal cycle and achievement partner identified
- Monitoring activities agreed
- Review and reporting alongside those responsible for governance

Introduction

School leaders will have the opportunity to examine their individual leadership attributes and professional behaviours so that they increase their understanding of their leadership strengths and areas for development. Consultants will assist leaders in understanding how to 'unlock' their leadership potential and opportunities for personal growth.

Rationale

We know the importance of allowing school leaders time to examine their approaches. Personal reflection to understand the features that support successful leadership is a key factor in this process. School leaders will have the opportunity to carry out tasks linked to their development and spend time reflecting on the success of particular approaches.

These sessions are suitable for:

Individual school leaders seeking to increase their understanding of how to develop their leadership attributes.

Supporting Capacity

Consultants will support the school in developing their leadership capacity. They will work with individual leaders to identify relative strengths to enhance the overall capacity of their leadership.

Content

- Initial consultant meeting
- Coaching opportunities and cycle identified
- Development attributes identified/development activities agreed
- Review

Introduction

School leaders will have the opportunity to work on a 1:1 basis in a confidential, safe and supportive environment. Each session will allow leaders to explore the ways in which they can build resilience to cope with the demands of the role in an ever-changing educational environment.

Rationale

Effective leadership is best undertaken when leaders are functioning optimally. When feeling at their best, leaders have clarity and confidence and can deal with problems effectively as well as approach leadership proactively.

These sessions are suitable for:

Trust executives, executive headteachers and headteachers who are looking for support from an impartial, external organisation.

Supporting Capacity

Consultants with considerable experience in change management will support school leaders to increase their ability to self-manage, as well as support their motivation levels and commitment to lifestyle changes. We will focus on improving health-related outcomes by working to set personalised goals to change behaviours.

Content

- Initial meeting to ascertain the needs, goals and outcomes of the session
- Subsequent bespoke sessions will be arranged for the needs of the individual
- Review

Introduction

Clennell Education Solutions consultants will facilitate bringing together like-minded school leaders at a termly 'Mastermind' event. You will work alongside other school leaders in a 'workshop' environment to solve shared challenges from across the sector. There will be the opportunity to explore scenarios and real-life problems, as well as interrogating solutions together.

Rationale

The opportunity to work with other school leaders is invaluable – especially where others have authentic experience in overcoming challenges. We understand the benefit of liaison, expanding leadership networks and the need for collaboration to inform an improved approach.

These sessions are suitable for:

School leaders wishing to develop their network of support and those attempting to seek solutions for specific educational challenges.

Supporting Capacity

Consultants with a track record of improvement will support the school in developing their leadership capacity. They will work with leaders to extend their professional opportunities to identify different solutions to current educational challenges.

Content

- Attendance at a 'Mastermind' event
- Workshop scenarios explored
- Post-workshop activity
- Review

Introduction

Consultants will work to support and deploy leadership to develop effective practice and expertise at the classroom level – getting the teaching right will be a clear focus here. The consultants will help leaders understand their capacity to develop teaching and how to work with staff to develop provision effectively.

Rationale

Teacher quality is the biggest single determinant of pupil performance and being cognisant of what makes 'great teaching' will support classroom delivery. We know that a shared pedagogical approach can be effective in the support of successful outcomes.

These sessions are suitable for:

School leadership teams aiming to support the effectiveness of teaching and ultimately improved outcomes for pupils.

Supporting Capacity

Consultants with a great deal of classroom experience will support the school in developing the leadership of teaching. They will work with leaders to review teaching and learning policies and practices. We will engage with practitioners in defining a clear direction for the setting so that the school is successful in improving the consistency of classroom delivery, as well as enhancing provision through additional expertise.

Content

- Initial consultant meeting
- Analysis of need
- The project planning process identified - strategic milestones agreed
- Monitoring and implementation process
- Review and reporting

Introduction

Consultants will work with leadership to take a look into the school's purpose through the curriculum outcomes for pupils. They will analyse how educational experiences can be effectively organised across the curriculum and how to determine whether the core purposes of the curriculum are being attained.

Rationale

A well-designed curriculum can help students achieve the appropriate learning outcomes and ensure that they are prepared for the next stage. It also helps teachers to identify the key learning outcomes, standards and core competencies. School leaders must be supported in developing their knowledge and skills to carry out curriculum-related interventions.

These sessions are suitable for:

School leadership teams working to improve specific areas of the curriculum or those attempting to enhance the curriculum improvement cycle.

Supporting Capacity

Consultants will support the school in developing their leadership capacity. They will work with leaders to review specific curriculum areas and to develop a curriculum improvement cycle. We will engage with practitioners in defining a clear curriculum direction for the setting so that the school is successful in improving consistency of subject delivery, as well as enhancing provision through additional expertise.

Content

- Initial consultant meeting
- Scrutiny of curriculum-related evidence
- Strategic milestones agreed
- Monitoring and implementation process
- Interim and summative reviews and reporting

Introduction

Consultants will work with school leaders to develop the way they curate strategies for behaviour management and set the standards of expected behaviour to ensure a safe, secure and effective learning environment. The alignment of staff around the behaviour policy will be key to this support.

Rationale

We understand the importance of promoting positive behaviour, empathy, respect, self-esteem, self-discipline and an awareness of appropriate behaviour sets children up for learning and later life. It is the concern of everyone in school and requires a whole-school approach. School leaders are the curators of behavioural support and need to work with others to overcome the challenges around behaviour. This support will assist them in understanding the myriad of features supporting the implementation of an effective behaviour policy.

These sessions are suitable for:

School leadership teams working to implement a new behaviour policy or those wishing to develop aspects of their approach to behaviour across schools. We will work with those with behavioural concerns at a whole school or class-based level.

Supporting Capacity

Consultants will support the school in developing their behaviour policy. They will work with leaders to review the alignment of staff towards policies and practices. We will engage with practitioners in defining a clear direction for the setting so that the school is successful in improving the consistency of behaviour.

Content

- Initial consultant meeting
- Analysis of evidence - including the current policy and consultation with stakeholders
- Implementation of behaviour-related activities, monitoring and implementation
- Review and reporting

Introduction

Consultants will work with school leaders to improve the provision of life skills across the curriculum. There will be a focus on creativity, critical thinking, problem-solving, decision-making, the ability to communicate, collaborate and develop self-confidence so that pupils can successfully deal with significant life changes and challenges. We will support school leaders in designing their PSHE curriculum appropriately but also work with them to build opportunities for outdoor adventure experiences, leading to personal growth.

Rationale

We understand that life skills are a set of basic skills enabling individuals and groups to effectively handle issues commonly encountered in daily life. We know that teachers are best placed to understand the needs of their pupils and to tailor their local PSHE program accordingly. We expect to support them to equip pupils with a sound understanding of risk and with the knowledge and skills necessary to make safe and informed decisions.

These sessions are suitable for:

School leadership teams working on experiential learning provision, the PSHE curriculum offer, as well as outdoor adventure opportunities.

Supporting Capacity

Leadership Solutions will utilise consultants with experience in providing stimulating learning experiences in the UK and overseas. They will look closely at the development of self, relations with others and the skills required in different environments to support challenge, adventure and creativity in and beyond the classroom. We will utilise our experience in programs such as Forest School to support learning opportunities.

Content

- Initial consultant meeting
- Evaluation of current provision
- Strategic planning, implementation process and monitoring
- Review and reporting

Introduction

Experienced educational consultants will look at how leaders work to close attainment gaps. This may be looking closely at the ways children from disadvantaged backgrounds are served. We will work to unpick the underlying issues and evidence strategies to address inequality. Consultants will help to develop strategies to close attainment gaps and measure their impact.

Rationale

We understand the link between family income and educational achievement has been more deep-seated since the pandemic. We know that we can support schools to overcome these challenges - as evidenced by almost a decade of closing the gap before COVID.

These sessions are suitable for:

School leadership teams working to explore underlying issues for disadvantaged pupils and those working to close any attainment gap.

Supporting Capacity

School leaders will work with consultants with experience reviewing provision for disadvantaged pupils by analysing teaching and learning, policies and practices. Consultants will support the school in developing its leadership capacity for disadvantaged pupils and the profile of its support across the setting. We will engage with practitioners in defining a clear direction for consistency of support for disadvantaged pupils.

Content

- Initial consultant meeting
- Analysis of evidence and outcomes
- Strategic development planning agreed, monitoring and implementation process
- Review and reporting

Introduction

Experienced educational consultants will mentor, coach, supervise and support those new to headship or those undertaking new senior leadership responsibilities for the first time. Consultants will ensure a focus on goals that are clear so those new to headship/SLT know what they are trying to achieve. There will be a strong focus on their leadership attributes and behaviours underpinned by strong values.

Rationale

We understand that senior leaders new to a role or setting require time and support to develop. We understand the steps new leaders require so they can feel confident about starting to work effectively towards their goals. This includes both emotional and wellbeing supervision as well as practical advice and coaching to unlock their leadership potential. The need to effectively support the range of professional attributes to overcome the challenges of those new to leadership roles has never been more apparent.

These sessions are suitable for:

School leaders new to headship, senior leadership and those new to a setting or with new leadership roles.

Supporting Capacity

Consultants with experience in supporting those new to headship/SLT will engage with leaders at an early stage in defining their leadership aspirations. They will assist them in realising a clear direction, their strengths and areas for development. They will regularly revisit their leadership goals to maintain and increase their commitment at this early stage.

Content

- Initial consultant meeting
- Coaching opportunities and cycle identified
- Development attributes identified/development activities agreed
- Review

Introduction

Experienced educational consultants will mentor, coach and support the effectiveness of chairs, vice-chairs, and those responsible within trustee boards, local governing boards and their committees. They will evaluate mechanisms and assist those responsible for governance in developing their support and challenge opportunities.

Rationale

The need to effectively support and challenge decisions is a critical part of the governance instrument. We understand that supporting how boards make well-informed decisions and act is critical to the confidence that all stakeholders have in the organisation's competence. We understand that those responsible for governance require good guidance, training and support to be effective in their roles.

These sessions are suitable for:

Settings looking to strengthen the support and challenge mechanisms of those responsible for governance. This includes entire boards or individuals requiring induction or training.

Supporting Capacity

Consultants with experience in a range of governing boards will support the school in developing their capacity for decision-making and effective governance. They will work with those responsible for governance to identify relative strengths to enhance their overall leadership contribution.

Content

- Initial consultant meeting
- Analysis and development process identified
- Strategic milestones agreed
- Monitoring and implementation process
- Review and reporting

Introduction

Experienced educational consultants will support middle leadership and subject leadership roles through individual and group coaching. Consultants will ensure a focus on goals that are clear - so middle and subject leaders know what they are trying to achieve. There will be a strong focus on their leadership attributes and behaviours underpinned by a knowledge of how to effectively implement initiatives and policy within the setting. This may include an audit of their areas of responsibility and implementing a strategic plan.

Rationale

We understand that devolved leadership can increase 'buy-in' from those at different tiers of leadership to offer expertise and support for the shared vision. We know that an effective implementation process is key to any new initiative. Middle leadership or subject leaders who understand and are supported through any change process for a project will increase their chances of achieving successful outcomes for pupils.

These sessions are suitable for:

Teachers with strategic leadership roles and school leadership teams working on a specific area of school development requiring support for projects from inception to conclusion.

Supporting Capacity

Consultants with a great deal of experience in change management will assist middle leaders/subject leaders in realising a clear direction for a particular project. They will focus the leaders on how to effectively implement a key initiative as part of their leadership responsibilities. The consultant will regularly revisit their leadership goals to maintain and increase their commitment to their middle/subject lead role initiatives.

Content

- Initial consultant meeting
- Audit and planning process identified
- Strategic milestones agreed
- Monitoring and implementation process
- Review and reporting

Introduction

Experienced educational consultants will guide leaders in effectively utilising budgeting tools and making informed decisions about fund allocation. Our consultants will assist you in understanding how to manage financial issues, interpret common budget reports, and handle the review process.

Rationale

We recognise that budgeting is a crucial process in schools, often requiring significant review and refinement. We acknowledge the strong connection between effective provision and a thorough budget process.

These sessions are suitable for:

Leaders seeking to support their insights into school finances, their techniques and confidence in managing and controlling budgets effectively.

Supporting Capacity

Consultants with a great deal of experience in exploring the links between financial planning and school improvement will work in developing an understanding of how to manage budgets effectively and identify opportunities for efficiency savings.

Content

- Initial consultant meeting
- Audit and planning process identified
- Monitoring and implementation process
- Review and reporting

Introduction

School budgets have always been limited but there are currently so many demands on our funding levels that schools are often fortunate if they can break even. This has the consequence that plans for improvement are curtailed because there are no funds to meet the costs of developing new resources, people, or spaces within the school. Consultants will work with school leaders to identify project aims and clarify the rationale that sits beneath a project. They will support the school in sourcing grant funding and look at the successful outcomes of an adequately funded project.

Rationale

We understand that being resourceful in challenging financial times is a growing necessity of the skillset for school leaders. We are also mindful of the need to support busy school leaders to find the right bid for the setting, including planning, researching and writing a high-quality bid.

These sessions are suitable for:

School leaders, including headteachers, school business managers, bursars and other school leaders looking for support in developing their knowledge of how to be successful in sourcing external funding and for practical assistance in the grant application process.

Supporting Capacity

Our consultants have experienced success in attracting grants into their schools of more than £1 million. We will work with leaders to identify the quantum of funding required to enable a project to proceed, identify sources of funding relevant to a planned project, clarify the key aspects of a grant application, support with gathering evidence and support leaders to complete grant applications.

Content

- Initial consultant meeting
- Project scoping
- Evidence gathering to support grant application
- Implementation of the grant application process
- Submission and review of outcomes

Introduction

School leaders who aim to be excellent employers are increasingly expected to have strong skills in human resources services. They often need to seek support and professional advice on various staffing and HR-related issues, including independent investigation services. Consultants provide organisational management support regarding people and school staffing matters, ensuring compliance with relevant legislative requirements as well as trust, school, or organisational procedures.

Rationale

Factors that contribute to organisational effectiveness are often undermined by staffing issues, which also negatively affect the management of employee relations. We understand that school leaders need support in managing their staff, as this task can be both complex and varied.

These sessions are suitable for:

School leaders looking to address staffing challenges and evaluate organisational strategies. This includes assistance with workforce planning, organisational change, recruitment, HR policies, staff allegations and pay grading.

Supporting Capacity

Services will be provided by advisors qualified by the *Chartered Institute of Personnel and Development*, who have experience in the education and school sector. They are skilled in developing strategies related to HR policies and school or academy documentation to ensure compliance with statutory requirements and best practices.

Content

- Initial consultant meeting
- Planning and investigation
- Strategy and milestones agreed
- Consultation, liaison, implementation and monitoring processes
- Reviews and reporting

SECTION 5

First Aid

Level 3 Award in Emergency First Aid at Work Accredited (RQF) - 1 Day

Code: FA001



Introduction

The 1-day Emergency First Aid qualification is the less comprehensive of the two main (non paediatric) First Aid Qualifications routinely used in Schools. This qualification is for low risk environments or for personnel assigned to support fully qualified First Aiders (those who have completed the 3 Day First Aid at Work qualification). The qualification meets the Emergency First Aid standard required by the Health & Safety Executive – The regulatory body for First Aid within the UK

Duration

A minimum of 6 hours learning.

Attendees: This training is suitable for:

- Any individual wishing act as a qualified Emergency First Aider within the workplace.

Syllabus.

A range of subjects are covered including:

• Responsibilities and reporting	• Minor injuries
• Assessment of the Situation	• Bleeding control
• Dealing with an unresponsive casualty	• Burns
• Basic hygiene in First Aid	• Choking
• Resuscitation and AED awareness	• Epilepsy
• Anatomy	• Shock

Certification

A Level 3 Award in Emergency First Aid will be issued to the learner, subject to successful assessment. This qualification is valid for three years from the date of achievement. First Aid Awards Ltd (FAA) are an Ofqual regulated Awarding Organisation.

Length of session: 1 Day. (7 hours including ½ hour lunch + two 15 minutes breaks)

Maximum Learners: 12

Cost	Core	Enhanced	Non-SLA
In School	£549	£499	£599
Central	£79pp	£69pp	£89pp

Level 3 Award in First Aid at Work Accredited (RQF) - 3 Days

Code: FA002



Introduction

This comprehensive three-day course covers a wide range of first aid events, enabling all participants to deal with emergency situations with confidence in a prompt, safe and effective way. In addition, this course will include any protocol changes that may have arisen since the Learner's last training course. This course will give the participants a qualification to the highest level of First Aid, meeting the statutory requirements of the Health and Safety (First Aid) Regulations 1981.

Duration

A minimum of 18 hours spread over at least three days. **(7 hours per day including ½ hour lunch + 2 15 minutes breaks)**

Attendees: This training is suitable for:

- Any individual wishing act as a qualified First Aider within the workplace

Syllabus.

Unit 1: Emergency First Aid in the workplace

Unit 2: Recognition and management of illness and injury in the workplace

• Legalities, responsibilities, and reporting	• Head injuries
• Dealing with an unresponsive casualty	• Chest injuries
• Fractures and spinal injuries	• Asthma
• Control of bleeding	• Stroke
• Poisoning	• Assessment of the situation
• Burns	• Shock (including Anaphylaxis)
• Epilepsy	• Choking
• Resuscitation and AED awareness	• Eye injuries
• Bandaging	• Sprains and strains
• Heart attacks	• Diabetes

Certification

A Level 3 Award in First Aid for Mental Health will be issued to the learner, subject to successful assessment. This qualification is valid for three years from the date of achievement. First Aid Awards Ltd (FAA) are an Ofqual regulated Awarding Organisation. **Length of session: 3 Days. Maximum Learners: 12**

Cost	Core	Enhanced	Non-SLA
In School	£1449	£1299	£1599
Central	£189pp	£169pp	£209pp

Level 3 Award in First Aid at Work – Re-qualification Accredited (RQF) – 2 Days

Code: FA003



Introduction

This 2-day First Aid at Work course is designed for those who currently hold a First Aid at Work qualification that is due to expire.

Please note. A First Aider can renew their FAW qualification by attending this 2-day requalification course if it's within 1 month past the expiry date.

Duration

2 Days. A minimum of 12 hours spread over at least two days.

Attendees: This training is suitable for:

- Any individual wishing to **requalify** as a First Aider in the workplace

Syllabus:

A range of subjects are covered including:

• Legalities, responsibilities, and reporting	• Head injuries
• Dealing with an unresponsive casualty	• Chest injuries
• Fractures and spinal injuries	• Asthma
• Control of bleeding	• Stroke
• Poisoning	• Assessment of the situation
• Burns	• Shock (including Anaphylaxis)
• Epilepsy	• Choking
• Resuscitation and AED awareness	• Eye injuries
• Bandaging	• Sprains and strains
• Heart attacks	• Diabetes

Certification

A Level 3 Award in First Aid will be issued to the learner, subject to successful assessment. This qualification is valid for three years from the date of achievement. First Aid Awards Ltd (FAA) are an Ofqual regulated Awarding Organisation.

Length of session: 2 Days. (7 hours per day including ½ hour lunch + two 15 minutes breaks)

Maximum Learners: 12

Cost	Core	Enhanced	Non-SLA
In School	£999	£899	£1099
Central	£159pp	£139pp	£179pp

Level 3 Award in Emergency Paediatric First Aid Accredited (RQF) – 1 Day

Code: FA004



Introduction

The qualification is designed for learners with a responsibility for the care of children and babies and provides knowledge and skills to deal with a range of paediatric first aid conditions and incidents.

The Emergency Paediatric First Aid qualification is unit 1 of the full two-day Paediatric First Aid qualification. From gaining this Emergency Paediatric First Aid qualification learners could progress to completing unit 2 and being awarded the 2-day Award in Paediatric First Aid.

This course is NOT sufficient to meet the requirements of the DofE EYFS framework regarding Paediatric First Aid provision, in order to comply with this requirement please see Course FA005

Duration

1 Day (6 hours)

Attendees: This training is suitable for:

- Any individual wishing to fulfil the role of Emergency Paediatric First Aider

Syllabus:

Unit 1: Paediatric Emergency First Aid: A range of subjects are covered including:

• Responsibilities and reporting	• Resuscitation
• Dealing with an unresponsive casualty	• Minor injuries
• Assessment of the situation & prioritising actions	• Epilepsy
• Wounds and bleeding	• Anaphylaxia and shock

Certification

A Level 3 Award in Emergency Paediatric First Aid will be issued to the learner, subject to successful assessment. This qualification is valid for three years from the date of achievement. First Aid Awards Ltd (FAA) are an Ofqual regulated Awarding Organisation.

Length of session: 1 Day. (7 hours including ½ hour lunch + two 15 minutes breaks)

Maximum Learners: 12

Cost	Core	Enhanced	Non-SLA
In School	£549	£499	£599
Central	£79pp	£69pp	£89pp

Level 3 Award in Paediatric First Aid

Accredited (RQF) - 2 Days

Code: FA005



Introduction

This Paediatric First Aid qualification is for those who work in a childcare setting. This paediatric first aid course has been specifically designed to meet the paediatric first aid requirements in the statutory framework for the early year's foundation stage. This qualification provides learners with the opportunity to develop the skills and knowledge needed to deal with a range of paediatric first aid situations, illnesses, injuries and emergencies which can arise when looking after children.

Duration

2 Days

Attendees: This training is suitable for:

- Any individual wishing to fulfil the role of Paediatric First Aider.

Syllabus.

A range of subjects are covered including

• Role of the Paediatric First Aider	• Recovery Position
• Primary Survey	• Fractures
• Resuscitation (CPR including the safe use of an AED)	• Foreign bodies
• Wounds, bleeding and shock	• Diabetic emergencies
• Allergic reactions including anaphylaxis	• Asthma
• Head, neck and back injuries	• Meningitis
• Seizure	• Febrile convulsions
• Choking	• Extreme cold and heat
• Minor injuries	• Electrical incidents

Certification

A Level 3 Award in Paediatric First Aid will be issued to the learner, subject to successful assessment. This qualification is valid for three years from the date of achievement. First Aid Awards Ltd (FAA) are an Ofqual regulated Awarding Organisation.

Length of session: 2 Days. (7 hours per day including ½ hour lunch + two 15 minutes breaks)

Maximum Learners: 12

Cost	Core	Enhanced	Non-SLA
In School	£999	£899	£1099
Central	£159pp	£139pp	£179pp

Annual Refresher for First Aid at Work and Emergency First Aid at Work – Half Day

Code: FA006



Introduction

Re-qualification of First Aid at Work and Emergency First Aid at Work is mandatory after a period of three years. However, The Health & Safety Executive (HSE) "strongly recommends that first-aiders undertake **Annual Refresher** training during any three-year FAW/EFAW certification period. Although not mandatory, this will help qualified first-aiders maintain their basic skills and keep up-to-date with any changes to first-aid procedures".¹ This three-hour annual refresher course has been designed to meet this HSE recommendation and will help First Aiders to maintain their skills and knowledge whilst also keeping up-to-date with any changes to protocols.

Duration

A minimum of three hours

Attendees: This training is suitable for:

Any individual with wishing to refresh their First Aid at Work or Emergency First Aid at Work knowledge and skills. **NOTE: THIS IS NOT A REQUALIFICATION COURSE**

Syllabus

A range of subjects are covered including –

- | |
|-----------------------|
| ● Responsibilities |
| ● Primary Assessment |
| ● Recovery Position |
| ● Resuscitation |
| ● Wounds and Bleeding |
| ● Hygiene |

Certification

Delegates will receive a certificate of attendance.

Length of session: 3 Hours Maximum Learners: 12

Cost	Core	Enhanced	Non-SLA
In School	£399	£299	£499
Central	£68pp	£58pp	£78pp

Level 2 Award in Student First Aid Accredited (RQF) - 3 hours

Code: FA007



Introduction

As of the end of September 2020, the Government announced that health education will be compulsory in all state-funded schools in England and this includes basic first aid training.

This 3-hour Student First Aid course has been designed for key stage 3 and key stage 4 students (11+ years) and fulfils the requirements of the Department for Education in respect of first aid training.

By enrolling students Not only would secondary schools meet the statutory requirements for health education, but students will also have the opportunity to attain a nationally regulated qualification, enhance their CV and develop new life skills.

Duration

A minimum of three contact hours in the classroom, consisting of practical and theoretical activities.

Attendees: This training is suitable for:

- Key stage 3 and 4 Students (must be 11 years of age and above)

Syllabus.

A range of subjects are covered including:

• What is First Aid	• Head Injuries
• Primary Survey	• Cuts, grazes and bruises
• Recovery Position	• Nosebleeds
• Resuscitation	• Minor burns and scalds
• Safe use of an automated external defibrillator (AED)	• Fractures & Dislocations
• Choking	• Sprains & Strains

Certification

A Level 2 Award in Student First Aid will be issued to the learner, subject to successful assessment. First Aid Awards Ltd (FAA) are an Ofqual regulated Awarding Organisation.

Length of session: Half Day. Maximum Learners: 12

Cost	Core	Enhanced	Non-SLA
In School	£399	£299	£499

Level 1 Award in Awareness of First Aid for Mental Health Accredited (RQF) Half day

Code: FA008



Introduction

This half day awareness course is aimed at providing learners with the knowledge to maintain their own mental health. In addition, learners will be able to identify suspected mental health conditions, understand how to start a supportive conversation and be able to signpost the person towards professional help.

Note: This is an awareness level course and as such the learner would not be classed as a qualified Mental Health First Aider.

Pre-Requisite: None

Duration

A minimum of 4.5 hours

Attendees: This training is suitable for:

This awareness course is suitable for everyone as it provides learners with the knowledge to recognise a suspected mental health condition and the skills to start a conversation and be able to signpost a person towards professional help.

Syllabus.

A range of First Aid for Mental Health related subjects are covered including:

- What is First Aid for Mental Health?
- Identifying mental health conditions
- Providing advice and starting a conversation
- Stress
- Mental health conditions

Certification A Level 1 Award in Awareness of First Aid for Mental Health will be issued to the learner, subject to successful assessment. This qualification is valid for three years from the date of achievement.

First Aid Awards Ltd (FAA) are an Ofqual regulated Awarding Organisation.

Length of session: A minimum of 4.5 hours. Maximum Learners: 16

Cost	Core	Enhanced	Non-SLA
In School	£399	£299	£499
Central	£68pp	£58pp	£78pp

Level 2 Award in First Aid for Mental Health Accredited (RQF) 1 Day

Code: FA009



Introduction

This 1-Day course covers the content of the Level 1 course but also expands on the effects of drugs and alcohol, incorporates the First Aid for Mental Health Action Plan and covers ways in which a positive mental health culture can be supported within a workplace.

Pre-Requisite: None

Duration

A minimum of 6 hours

Attendees: This training is suitable for:

This course is suitable for everyone but has been designed to help employers to provide a positive mental health culture within the workplace and to provide learners with comprehensive knowledge on a range of the most common mental health conditions and the skills to be able to act should a condition be suspected.

Syllabus.

A range of First Aid for Mental Health related subjects are covered including:

- What is First Aid for Mental Health?
- Identifying Mental Health Conditions
- Providing advice and starting a conversation
- Stress
- Drugs & Alcohol
- First Aid for Mental Health Action Plan
- First Aid for Mental Health in the Workplace

Certification A Level 2 Award in First Aid for Mental Health will be issued to the learner, subject to successful assessment. This qualification is valid for three years from the date of achievement. First Aid Awards Ltd (FAA) are an Ofqual regulated Awarding Organisation.

Length of session: 6 hours. (7 hours including ½ hour lunch + two 15 minutes breaks)

Maximum Learners: 16

Cost	Core	Enhanced	Non-SLA
In School	£549	£499	£599
Central	£79pp	£69pp	£89pp

Level 3 Award In Supervising First Aid for Mental Health Accredited (RQF) 2 days

Code: FA010



Introduction

This 2-Day course covers a wider range of mental health conditions and the support and help provided by healthcare professionals. It contains and expands upon the content of both the Level 1 and Level 2 qualifications but is aimed at supervisor level within the workplace.

Pre-Requisite: None

Duration

A minimum of 12 hours

Attendees: This training is suitable for:

The course is suitable for all persons within a workplace but is aimed at those who hold a supervisory/managerial level position and who have responsibility for implementing a positive mental health culture and responsibility for First Aid for Mental Health within an organisation.

Syllabus.

A range of First Aid for Mental Health related subjects are covered including:

- What is First Aid for Mental Health?
- Identifying Mental Health Conditions
- Providing advice and starting a conversation
- Stress
- Anxiety
- Drugs and alcohol
- First Aid for Mental Health action plan
- First Aid for Mental Health in the workplace
- Depression
- Post-traumatic stress disorder
- Self-harm
- Suicide
- Eating disorders
- Personality disorders
- Bipolar disorder
- Psychosis
- Schizophrenia

Certification A Level 3 Award in Supervising First Aid for Mental Health will be issued to the learner, subject to successful assessment. This qualification is valid for three years from the date of achievement. First Aid Awards Ltd (FAA) are an Ofqual regulated Awarding Organisation.

Length of session: 2 days (7 hours per day including ½ hour lunch + two 15 minutes breaks)

Maximum Learners: 16

Cost	Core	Enhanced	Non-SLA
In School	£999	£899	£1099
Central	£159pp	£139pp	£179pp

SECTION 6

Attendance

Introduction

This session is to support senior staff with the management of school attendance in line with the school attendance policy as well as local and national guidance.

The session will allow for a brief overview of the school procedures, while supporting with key improvement areas, operational processes and best practice.

The session can be used to discuss specific cases, analyse whole school data and support with whole school approach.

The school attendance lead will visit the school and meet with the designated member(s) of the senior leadership.

Attendees: This session is suitable for:

- School leadership or school attendance champion
- Trust CEOs

Outcomes

- Resolve issues
- Future actions and timescales
- Specific elements of good practice
- Possible whole trust / federation consistencies of approach (where relevant)

Length of session: One hour

Cost	Core	Enhanced	Non-SLA
In school	£125	1 Credit	£150

Introduction

Schools can request a home visit for the following reasons:

- Safe & Well Check – If school have not seen a child for a period of days or have a concern over their whereabouts
- Attendance Visit – If the child is absent from school and you are concerned about:
 - The reason given for absence
 - Length of time absent
 - Lack of contact from home

Process

After completing the referral, a member of our team will contact you to receive the relevant information to complete the visit; this should include any safeguarding information that we should be aware of for our own safety and the family we are visiting.

Time Scales – Referrals received before midday will be allocated to a member of our team who will endeavour to complete these before then end of the next working day.

Emergency Response – In the event you require an emergency visit please follow your local procedure with children’s services or contact the police

Outcomes

Once we have completed the visit we will contact you by telephone to offer verbal feedback along with a written report to be placed onto the school information system / child’s file.

Duration

Minimum of 60 minutes (depending on return travel time)

5-mile radius is included in the price anything outside of this will be charged at 0.45p a mile.

Prices start from:

Cost	Core	Enhanced	Non-SLA
In school	£35.93 an Hour	£35.23 an Hour	£38.76 an Hour

Introduction

CES provide schools with an Audit/Self Review document, which can be completed individually; or in discussion with our Lead Attendance Officer.

The Audit addresses:

The document requires schools and academies to review and audit practice across a range of areas and provide a response and evidence to support their view in respect of the specific questions asked.

- Quick checklist for independent check
- Policy & Procedures
- Action planning
- Recording and monitoring of attendance
- Networking with other agencies
- Preventing absenteeism
- Promoting attendance
- Resources
- Transition
- Safeguarding of vulnerable children

This session is to support senior staff with the management of school attendance in line with the school attendance policy as well as local and national guidance.

The session will allow for a brief overview of the school procedures, while supporting with key improvement areas, operational processes and best practice.

The audit document can be downloaded from the member section of the website for all schools who purchase an SLA from ourselves.

Attendees: This session is suitable for:

- School leadership or school attendance champion
- School Governor

Length of session: Two hour

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

Comprehensive School Review of Attendance and Management Processes

Code: AS004

Introduction

The purpose of the review is to assist the school in ensuring that school attendance is managed properly and inline with the expectations of the DfE.

The review will analyse the attendance management systems, tracking of attendance and supporting children to improve their attendance; the review will also look at the school policies, legal referrals and the consistency within the school staff.

Our Attendance Lead will visit the school to conduct a comprehensive review across the whole school environment.

The review process will involve:

- An examination of key policies and website
- Learning walk around the school site and the learning environment
- Observation of the daily attendance process
- Interview's with:
 - Headteacher / Designated attendance lead
 - Members of school staff
 - Link governor for attendance
 - A group of children
 - A group of parents

This review is suitable for:

- School leadership including the governance monitoring process
- Trust CEOs as part of the due diligence process of trusts looking to adopt new schools
- Schools planning and preparing for future Ofsted / ISI inspections
- Schools who need to get a full picture of strengths and weaknesses in attendance.

Outcomes:

A detailed report identifying:

- Background and context to the review
- Good practice and potential gaps in each of the areas reviewed
- Summary and areas for consideration

Length of session: Full day in school followed by report writing

Cost	Core	Enhanced	Non-SLA
In school	£750	6 Credits	£900

Introduction

Staff will learn about the importance of completing accurate registers and the daily process that school staff undertake with attendance information to ensure all children are accounted for and safe.

The session will also cover the barriers that children and families are faced with; and how we can support to improve attendance before considering formal processes.

Learning Outcomes:

- Understanding new guidance
- Completing the register and why this is important
- Daily process within school
- What research tells us
- Why we see poor attendance
- Supporting children and families
- Formal procedures

Attendees: This session is suitable for:

- All staff

Length of session: 40 minutes

Cost	Core	Enhanced	Non-SLA
In school	£125	1 Credits	£150

Introduction to School Attendance

Code: AS006

Introduction

The session will introduce new staff to school attendance and offering insight into the school processes. During the session we will also discuss registration codes and the new guidance for some codes which offers clarity for more experienced delegates who attend.

Learning Outcomes

- What the laws states
- Ofstead and expectations
- In school process
- Registration marks
- Reasons for non-attendance
- Working together to improve school attendance
- Record keeping

Attendees:

All staff who play a part with operational attendance.

Length of session: 2 hours

Cost	Core	Enhanced	Non-SLA
In school	£250	2 Credits	£300

SECTION 7 of Directory

HR

Section 6- HR

Single Central Record - Short Review	HR001
Safer Recruitment (Full Day) - Accredited	HR002
Safer Recruitment (Refresher) - Accredited	HR003
Single Central Record Training	HR004
Conducting Online Searches in Recruitment	HR005
HR Services	HR006
Client Resource Centre	HR007

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 view 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	PAO	PAO	PAO
Central/Zoom	1 Free place (£125 additional)	Free	£250

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	£100

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

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.

SECTION 8 of Directory

Hays Education



Section 7 – Hays Education

[Hays Education Online Platform](#)

[HE001](#)



Clennell Education Solutions have partnered with Hays Education to bring together Clennell's Safeguarding Training materials into one, interactive online platform.

Clennell and Hays working together synchronises CES's expertise and training resources into the online world, allowing the materials to be easily accessible.

Recognising school's needs to provide staff with accessible materials to suit their busy work schedule, training can be accessed on-the-go as well as through a desktop. Whilst offering peace of mind through its pioneering Management Information system, the platform also ensures all training records are kept up-to-date, accurately logged, and easy to access. Information can be accessible at all levels, including MAT, Head Office and Individual.

Working for you, the platform offers a Single Sign On integration for easy access, along with being extensively PEN tested and GDPR Compliant to meet your needs.

The platform also allows you to add your own training materials to the platform by importing existing courses, share updates, add new staff and much more, allowing you to store everything in one place.

Included in the price your platform will also include free access to 23 health and wellbeing courses to improve staff resilience and retention:

- Create a happier, supportive working culture for new and existing staff
- Deploy staff wellbeing surveys to measure effectiveness
- Receive guidance that informs your wellbeing action plans
- Collate management information ready for inspections
-

Email CES@hays.com for more information or contact James Hall on

07789517998

For Schools who have already purchased an SLA with Clennell

£550 + VAT per school

Price per annum for unlimited users

This is the link to the demo site to find out more

[Demo Site](#)

Cost	Core	Enhanced	Non-SLA
In school	£550	£550	N/A

