# Training Matrix

| Role | Training Requirements | Delivery Mechanisms | Progress June21 | Responsibility |
| --- | --- | --- | --- | --- |
| **All Staff** | | |  |  |
| General Staff | The majority of University Staff do not have regular contact with children or vulnerable adults. They require an awareness of the policy and know how to refer concerns; the policy is accessible via the website and Designated Safeguarding Officers handle referrals and can be consulted with. | Policy online and accessible including contact details.  Quarterly Policy reminders | Complete | VCO: University Secretary |
| **Named Roles in Safeguarding Policy and Student Support Staff** | | |  |  |
| Designated Safeguarding Officers | Level 1 and Level 2 adult and child safeguarding training to manage referrals to statutory services.  WRAP | Kirklees Safeguarding Board Face to Face and Online learning  Kirklees Prevent hub | Complete | Student Services: Designated Safeguarding Officers |
| School and Service Safeguarding Champions | Level 1 safeguarding training  WRAP | Level 1 training Marshalls e-learning module  Kirklees Prevent hub | Promoted from May 2021. |
| Regular policy and topics refresher through attendance at champions network (termly) | Attendance at Network | Scheduled and Minuted |
| Wellbeing, Disability Staff, Specialist Tutors and Mentors | Level 1  WRAP | Marshalls e-learning module  Kirklees Prevent hub | Promoted from May 2021.  Tutors and Mentors being enrolled. |
| Disability Support workers (note takers, sighted guides) | Level 1 | Marshalls e-learning module | Being enrolled |
| School Support and Guidance Staff | Level 1  WRAP | Marshalls e-learning module  Kirklees Prevent hub | Promoted and enrolled from May 2021. |
| School Roles and Arrangements | | |  |  |
| Managers of DA programs | Level 1 | Marshalls, HAYS or E-learning for health | School Responsibility | Managers of DA programmes |
| HHS Degree Apprenticeship Teaching and Support Staff | Level 1 and 2 - Child and Adult. | E-learning for health | School Responsibility |
| SEPD Teacher Training and Degree Apprenticeships | All School Staff | HAYS – Safeguarding Children |  |
| HBS – Degree Apprenticeship Teaching and Support Staff | To have read and understood Safeguarding Policy and [Student Wellbeing And Mental Health Support Framework And Guidance](https://students.hud.ac.uk/media/universityofhuddersfield/studentshud/helpandsupport/documents/StudentMentalHealthGuidance2019.pdf) | Marshalls e-learning module |  |
| **Refresher Training** | | | | |
| Staff Training to be refreshed and updated at every two years | | | | |