

Training Programme Statement

Introduction - Casual and Permanent staff Training

Challengers provide training including an induction to all staff. This is made up mostly of internal training with external providers where specialism necessitates. There are three main levels of training, and staff should complete each level before moving on to the next. We keep records on our database of the training that staff members have done which helps us to monitor what training to offer and when to do refresher courses.

Training workshops are usually arranged on specific training events, Sundays or evenings in a suitable scheme venue, often in our Farnham or Guildford centres. Travel expenses over 20 miles will be paid back to you and you will be advised how in the invite emails. You will be invited via email to the courses appropriate to you, whether they are Foundation or Intermediate workshops you have not attended, Refresher sessions to keep your skills active, or Advanced courses your Leaders or Project Officer would like you to attend. Please respond to the emails to confirm your attendance! The courses you must attend are New Recruit and yearly Safeguarding refreshers, but we hope you attend all Foundation and Intermediate courses to support your development in the role. You will also receive information on when you are offered new Online training courses. If you are interested in attending any Advanced courses, please speak to your Leaders or Project Officer first.

Foundation Workshops

Workshop name	When should you attend?	Workshop content and benefits	Additional information
New Recruit (3.5h, paid) <ul style="list-style-type: none">• Challengers Culture• Inclusion and disability awareness• Basic Safeguarding	As soon as possible!	Generic introduction to working for Challengers. We overview what we expect of our staff, how to understand issues around disability and inclusion, and how to keep children and young people safe at Challengers.	You cannot book to work on Play or Youth scheme before attending this course.
Behaviour Management (3.5h)	Within the first 6 months	Understanding behaviour of children and young people in the schemes, what is acceptable and strategies to deal with challenging behaviour.	Practical elements included – wear comfortable clothing!

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Online Training

Workshop name	When should you attend?	Workshop content and benefits	Additional information
Practical Skills <ul style="list-style-type: none"> • Medical Awareness • Personal Care • Communication Skills 	As soon as possible – within 3 months of starting	<u>Medication Awareness</u> : procedures you may see and how you can help. <u>Personal Care</u> : feeding people and helping them with going to the toilet. <u>Communication Skills</u> : Various skills including basic finger spelling, Makaton, symbol systems and Picture Exchange Communication System (PECS).	Recommended to complete before Basic Life Support
Manual Handling	As soon as possible – within 3 months of starting	Basic Manual Handling information for all staff at Challengers: Legislation, Back Care and Risk Assessment.	Must complete before Moving People workshop.
Epilepsy Awareness	Within 6 months of starting	This course includes more in-depth information on epilepsy, including how to recognise different seizures and epilepsy care at Challengers.	Recommended to complete before Basic Life Support
Food Allergy Awareness	Within 3 months of course allocation	The differences between allergy and intolerances, and common food allergies.	Available on alternating years
Fire Safety Awareness	Within 3 months of course allocation	Basic information on Fire Safety and what to do in fire emergencies. The course is good introduction prior to Fire Marshal workshop.	Available on alternating years
Various blended courses	Depends on course schedule	Many of our courses now have blended online and workshop elements. These might include completing a theory course online first, followed by a workshop. Other courses, such as Safeguarding refreshers, alternate between workshop and online every other year.	See the workshop courses information – marked with a * on the flowchart

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Intermediate Workshops

Workshop name	When should you attend?	Workshop content and benefits	Additional information
*Safeguarding refreshers (2.5h, paid for workshops)	Once yearly – first one year after New Recruit	Different advanced workshops covering various aspects of safeguarding, including vulnerability of disabled children and changing national and Challengers-specific focus points.	Must be attended once a year (online available after 2 years)
Playwork & Activities (3.5h)	Within the first 6 months	Basic Playwork theory for various ages, and group activities on how to promote imaginative inclusive play and activities on schemes.	
Moving People (5.5h)	Within the first 6 months (after online Manual Handling)	How to move and support children and young people with limited mobility with different equipment (hoists, sliding sheets) and in different environments.	Refreshers required every 2 years to maintain skills
Minibus Escorts (2.5h)	Within the first 12 months	This externally provided course focuses on escorting children and young people safely in minibuses, including emergency evacuation and securing a wheelchair in a minibus.	Only needed if you escort children/ young people in minibuses
Basic Life Support (3h)	When required (after all other Intermediate)	A basic overview of primary first aid, medical awareness and medication witnessing. You will need to attend this course before other medical courses!	Refreshers required every 3 years to maintain skills
Scheme Specific training (various)	Whenever needed – training usually just before holiday schemes	Playwork and Youthwork specific workshops, focusing on issues specific to different schemes.	Held in various schemes

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Advanced Workshops

Workshop name	When should you attend?	Workshop content and benefits	Additional information
MAPA - Managing Actual and Potential Aggression (13h, paid)	When required (after Behaviour Management)	An advanced Behaviour Management course offering detailed theory and practical skills on understanding behaviour, preventing escalation of aggression and how to apply physical interventions when required.	Refreshers required every year to maintain skills
*Gastrostomy (2.5h, paid)	When required (after Basic Life Support)	Assisting a child or young person with a gastrostomy feeding tube. You will need to fill in a theory workbook online prior to the course and demonstrate skills before becoming competent to practice.	Refreshers required every 2 years to maintain skills
*Medication Administration (3.5h, paid)	When required (after Basic Life Support)	Administering medication, such as Diazepam or Midazolam, to a child/young person. You will need to fill in a theory workbook online prior to the course.	Refreshers required every 2 years to maintain skills
Paediatric First Aid (13h, paid)	When required (after Basic Life Support)	The course gives an advanced overview of primary first aid and advanced medical procedures for children and young people. It will qualify you to be a First Aider on scheme.	Full course attended every 3 years to maintain skills
Additional medical courses (various)	When required	Additional medical courses can be arranged according to individual child or young person need. Please contact the Training Officer with details!	Refreshers may be required
Fire Marshal (3h, paid)	When required	This external course offers theory and practical skills relating to Fire Safety. It will qualify you to be a Fire Marshal on scheme.	Full course attended every 3 years to maintain skills

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Refresher Workshops

Workshop name	When should you attend?	Workshop content and benefits	Additional information
Moving People refresher (3h)	2 years after the initial course	Reviewing how to move and support children and young people with limited mobility with different equipment (hoists, sliding sheets) and in different environments.	Refreshers required every 2 years to maintain skills
MAPA refresher (6.5h, paid)	1 year after the initial course	Reviewing the advanced Behaviour Management course offering detailed theory and practical skills on understanding behaviour, preventing escalation of aggression and how to apply physical interventions when required.	Refreshers required every year to maintain skills
*Gastrostomy refresher	2 years after the initial course	You will refresh your theory knowledge by filling in a workbook online. After this, you will have a meeting with the trainer nurse to assess your skills on scheme during a work shift.	Refreshers required every 2 years to maintain skills
*Medication Administration refresher	2 years after the initial course	You will refresh your theory knowledge by filling in a workbook online. After this, you will have a meeting with the trainer nurse to assess your skills on scheme during a work shift.	Refreshers required every 2 years to maintain skills

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Additional training for Senior and/or Office staff

Workshop name	When should you attend?	Workshop content and benefits	Additional information
Leader/Deputy meetings	Monthly	Senior members of staff meet on a monthly basis to share information and experiences and receive updates regarding policy changes or new procedures. Some of the advanced workshops are delivered at these sessions and staff may be invited to these as a one off.	
Food Hygiene Level 2	When required	Online Level 2 Qualification covering Health & Safety aspects for staff preparing food for and with children and young people.	Refreshers required every 3 years to maintain skills
Health & Safety Level 2	When required	Online Level 2 Qualification covering various Health & Safety issues, including Risk Assessment, for Leaders and Deputies .	Refreshers required every 3 years to maintain skills
Safeguarding training with Surrey Safeguarding Children Board	When required for Project Officers/ Service Managers/ Trainers etc.	Foundation modules 1 & 2 followed by speciality courses in a variety of Safeguarding issues.	Refreshers may be required.
NVQ (various levels and qualifications)	When required and available.	We work hard to offer support for people to access further education courses where appropriate/necessary or an opportunity presents itself.	Please contact the Training Officer for further details.
Minibus Driver (including MIDAS and D1/large Minibus licence)	When required	This external course will qualify you to be a Minibus Driver on scheme. You should be over 25 years old and have a valid UK driving licence for this course. You will be assessed by a local organisation (either by SEMC or Hampshire county council).	Refreshers required every 5 years to maintain skills

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Workshops showed in an orange box, Online Training in a white box. Safeguarding refreshers are Workshops and Online alternative years. Food Allergy and Fire Safety Awareness are available online on alternative years. See more details on course descriptions!

Foundation Workshops & Online Training

Intermediate Workshops

Advanced and refresher Workshops

Leader/ Senior staff

