

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 need to download a travel expenses form from the website <https://disability-challengers.org/team-challengers/useful-information/staff-downloads/>. You will receive your own training programme that will highlight the courses that we recommend you undertake. Please use the booking website to book on for courses! You will be able to see confirmation on your rota. The courses you must attend are New Recruit, online behaviour management and yearly Safeguarding refreshers, but we hope you attend all Foundation and Intermediate courses to support your development in the role. If you are interested in attending any Advanced courses, please speak to your Leaders or Project Officer first.

Foundation Workshops

Workshop name	Paid or unpaid	When should you attend?	Workshop content and benefits	Additional information
New Recruit (3.5h,) <ul style="list-style-type: none"> • Challengers Culture • Inclusion and disability awareness • Basic Safeguarding 	Paid	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)	Unpaid	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!

Online Training

Online Course name		When should you attend?	Workshop content and benefits	Additional information
Basic Behaviour Management	Paid (if started post Nov 2017)	Before you start on scheme	Introduces you to how we manage behaviour at Challengers. Looking at triggers and causes of behaviour and how to manage escalating situations verbally.	You cannot book to work on Play or Youth scheme before attending this course. <i>Must complete before Behaviour Management workshop.</i>
Practical Skills <ul style="list-style-type: none"> • Medical Awareness • Personal Care • Communication Skills 	Unpaid	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	Paid (if started post June19)	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	Unpaid	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	Unpaid	Within 3 months of course allocation	The differences between allergy and intolerances, and common food allergies.	Available on alternating years
Fire Safety Awareness	Unpaid	Within 3 months of course allocation	Basic information on Fire Safety and what to do in fire emergencies. The course is a good introduction prior to Fire Marshal workshop.	Available on alternating years

Various blended courses	Unpaid	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
General Data Protection	Unpaid	As soon as possible- within 3 months of joining	Information in the regulation within EU law on data protection and privacy for all individuals in the EU	

Intermediate Workshops

Workshop name		When should you attend?	Workshop content and benefits	Additional information
*Safeguarding refreshers (2.5h)	Paid for workshop	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 every other year)
Playwork & Activities (3.5h)	Unpaid	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.	Must attend this before attending the Signing course
Moving People (5.5h)	Unpaid	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)	Unpaid	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)	Unpaid	When required (after all other Intermediate)	A basic overview of primary first aid, medical awareness and medication witnessing. You will	Refreshers required every 3 years to maintain skills

			need to attend this course before other medical courses!	
Introduction to Signing	Unpaid	Within the first 12 months	This is an introduction to signing to enable communication with	Playwork and Activities must have been completed
Scheme Specific training (various)	Unpaid	Whenever needed – training usually just before holiday schemes	Playwork and Youthwork specific workshops, focusing on issues specific to different schemes.	Held in various schemes

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 after the course.	Refreshers required every 2 years to maintain skills
Paediatric First Aid (13h)	Unpaid	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 and elsewhere.	Full course attended every 3 years to maintain skills

Additional medical courses (various)	Paid	When required	Additional medical courses can be arranged according to individual child or young person need. Please contact the Training Manager 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

Refresher Workshops

Workshop name		When should you attend?	Workshop content and benefits	Additional information
Moving People refresher (3h)	Unpaid	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)	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 (2.5hr)	Paid	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	Paid	2 years after the initial course	Blended course- You will refresh your knowledge with online learning and then attend a workshop to assess your skills.	Refreshers required every 2 years to maintain skills

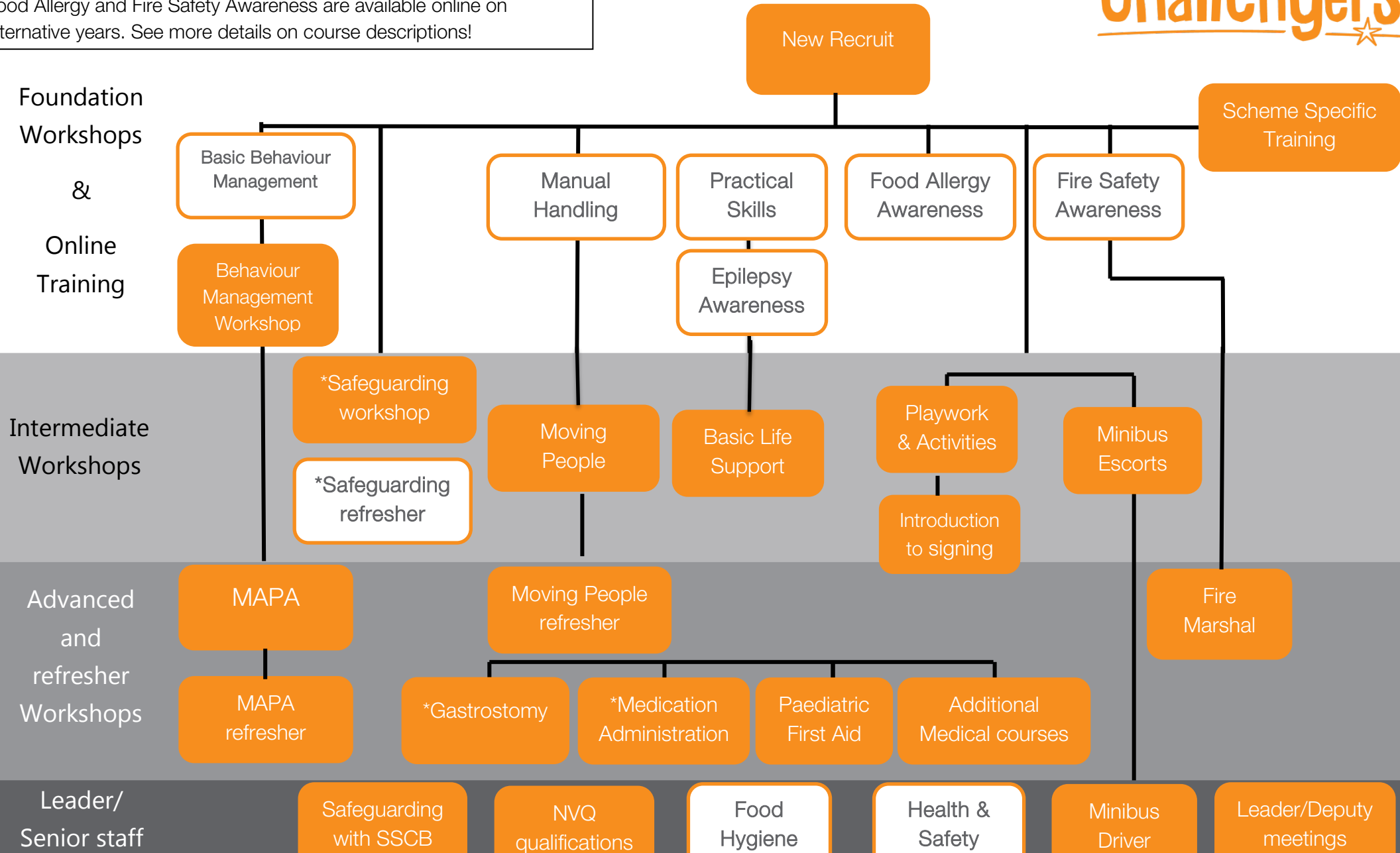
Safeguarding Refresher	Unpaid	Annually	Different v aspects of safeguarding, including vulnerability of disabled children and changing national and Challengers-specific focus points.	As on June 2019 to be completed annually online
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Additional training for Senior and/or Office staff

Workshop name		When should you attend?	Workshop content and benefits	Additional information
Leader/Deputy meetings	Paid	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	Unpaid	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	Unpaid	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	Paid	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)	Unpaid	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 Manager r for further details.
Minibus Driver (including MIDAS and D1/large Minibus licence)	Paid	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

Challengers, Stoke Park, Guildford, GU1 1TU

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!



Attendance

Challengers require that you attend training sessions in order to be given shifts on our staff rota. Within your first year of employment there are a number of workshops we will expect you to attend and after those have been completed we will ask you to attend training at least once annually and this must be a Safeguarding course. We pay staff to attend the mandatory training courses: New Recruit (this will be in your first pay after you have worked at least one shift) and Safeguarding refresher workshop. We also pay people to attend some of our advanced training courses where an element of responsibility on scheme is involved, these include: MAPA, Fire Marshall, Gastrostomy Administration, Medication Administration and for other complex medical procedures. You will not be paid to attend other training sessions, we hope you agree that the skills you gain attending this training will be useful for you outside of Challengers schemes and we will email you certificates of attendance afterwards to show other employers.

Unfortunately we have experienced a significant amount of no-shows at training sessions over the last year, where attendees have cancelled with very little notice or not shown up at all. This is particularly difficult where we pay an external trainer for the course or rent a venue, as it forces us to arrange more courses than we have budgeted for, as well workers missing out on vital training opportunities as we have no chance to offer the space to other workers. Due to the impact of this on the organisation we introduced a “No show/late cancellation” fee. If you repeatedly (more than once per year) do not show up to a booked course or give us less than 10 days’ notice of cancellation of your booking, we will deduct a £10 fee from your next pay slip for each no show or late cancellation. The courses that this applies to are indicated with an asterisk. Of course we understand that there are emergencies and illnesses that affect our availability to attend, and so you must email the Training Manager (EllaArbelaez-Rodriguez@disability-challengers.org) or your Project Manager by or on the day of training to notify why you cannot come. If you attend a course with a workbook (Gastrostomy or Medication Administration), you must return the workbook within the required time or you may also be charged. Your Line manager will be made aware if you do not show for courses.

Please sign and date so we know you have understood the Training Statement

Name	
Signature	
Date	