

**School Improvement Service:**

**Leadership and Management of Safeguarding Course Offer 2023-2024**

The School Improvement Service team offers a range of ‘bitesize’ virtual courses (between 60-90 minutes) on the leadership and management of safeguarding in schools. Two sessions are also running as face-to-face sessions this year, located at Sunley House, Papworth Everard.

**Audience:**

Headteachers, Senior Leaders, Designated Safeguarding Leads, Aspiring Leaders in schools and academies across all phases.

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| **NEW - Dealing with Challenging Parents** This 90-minute session aims to provide strategies and guidance to assist school leaders in dealing with challenging parents. This will cover areas such as social media posts, aggressive behaviour, harassment, and threatening communications. All participants will receive a free toolkit of resources to support the school in responding appropriately to this growing concern. | **Face to face**  08/11/23 9:00 – 10:30am  19/01/24 9:00 – 10:30am  **Webinar**  11/12/23 9:30 – 11:00am  20/03/24 9:30 – 11.00am  07/06/24 9:30 – 11.00am |
| **NEW - Managing Complaints (including Serial and Unreasonable Complaints)** This session, for senior leaders, will discuss the changes and updates to the Cambridgeshire 2023 model policy (and guidance) with consideration to process, timescales, and roles. It will discuss what may constitute an unreasonable or serial complaint and consider strategies that could be used to respond to persistent complainants. | 29/09/23 11:30 – 12:30pm  11/12/23 1:30 – 2:30pm  15/03/24 11:30 – 12:30pm |
| **NEW - Managing Allegations and Low-Level Concerns**  This session will support Headteachers and School Leaders in developing their understanding of allegations and low-level concerns. By the end of the session leaders will have reflected on a range of scenarios, be confident about when to make referrals to LADO and in following the appropriate processes. | 31/10/23 1:30 – 2:30pm  12/01/24 11:30 – 12:30pm  26/04/24 1:30 – 2:30pm |
| **Developing and Evaluating your Wider Safeguarding Culture**  This 90-minute session combines two courses (previously offered separately). It explores how we can develop a safeguarding culture in school and evaluate the extent to which it is embedded in practice. You will leave with some ready to use strategies to help monitor and evaluate your systems and environment. | 06/11/23 11.00 – 12:30pm  24/01/24 1.30 – 3.00pm  01/03/24 9.30 – 11.00am |
| **Single Central Record**  This workshop focuses on all the key checks required to ensure your single central record is kept fully compliant and ’Ofsted ready’. You will leave with an improved knowledge and understanding of all the statutory requirements, and how to apply them, together with a free copy of an audit tool to enable you to review your school single central record with confidence. This course will also be particularly applicable for administrative staff who have a responsibility for managing the SCR. | 16/10/23 1:30 – 2:30pm  08/12/23 11:30 – 12:30pm  28/02/24 1:30 – 2:30pm  19/04/24 1:30 – 2:30pm |
| **Critical Incident Planning**  How would you put Cambridgeshire’s critical incident guidance into practice, quickly and appropriately, were an emergency response required? Due to the unpredictability and impact of these events, you need to have plans and procedures in place. This workshop will help schools be prepared for a critical incident and to ensure effective management in a difficult situation. | 17/11/23 9.30 – 10:30am  24/04/24 1:30 – 2:30pm |
| **Safeguarding for Support Staff**  Your support staff are crucial in ensuring the safeguarding culture is embedded in your school. This session discusses some of the challenges facing support staff and provides a package of ready-made training resources so you can run one or more sessions for your non-teaching team. This will consider boundaries, code of conduct, and include reference to key areas which are sometimes the focus of allegations. | 11/01/24 9:30 – 10:30am  19/04/24 9:30 – 10:30am |

**Cost Details**

£35 per place per session for Cambridgeshire LA maintained schools (hour course) / £55 for 90-minute course.

£45 per place per session for out of county, Cambridgeshire academy and independent schools / £70 for 90-minute course.

Alternatively, any of these courses may be booked separately by schools for whole staff meetings/Governing Body training for up to 25 delegates.

60 minute session - £100 (£150 academies); 90 minute session - £150 (£225 academies).

**How to Book:**

Each of the above courses is bookable via the [Cambridgeshire School Improvement Service course booking system](https://cambridge.council.bookingbug.com/home/w2489610) under the ‘Leadership and Management of Safeguarding’ tab.

If you have any questions please contact Course Booking at [Course.Booking@cambridgeshire.gov.uk](mailto:Course.Booking@cambridgeshire.gov.uk)

For further details please contact [phil.nash@cambridgeshire.gov.uk](mailto:phil.nash@cambridgeshire.gov.uk) or [rachael.schofield@cambridgeshire.gov.uk](mailto:rachael.schofield@cambridgeshire.gov.uk) .

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School Improvement Service

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