

P4 Safeguarding Training Plan and Record

Training needs matrix · Annual training plan · Individual training records

Purpose

This document helps organisations plan, deliver and record safeguarding training. It has three parts: (A) a training needs matrix showing the training required for each role; (B) an annual training plan; and (C) an individual training record. The training topic headings in Part A are aligned with F0 Section H.2.

Part A: Training Needs Matrix

Complete this matrix before the year begins. It shows which training is required for each role. "Required" means the person cannot work with participants until this training is complete.

Training topic (aligned with F0 Section H.2)	
Safeguarding awareness and the legal framework	Required — advanced level
Recognising abuse, neglect and safeguarding concerns	Required — advanced level
Receiving disclosures and the five-step response	Required — advanced level
The DSL role and seven-step response procedure	Required — specialist level
Concern classification: Minor, Moderate and Major	Required — specialist level
Recording and reporting (I1, I2, F0 Section L)	Required — specialist level
Confidentiality and GDPR in safeguarding (O3, F0 Section K)	Required — specialist level
Internal investigation procedure (I4)	Required — specialist level
Cross-border and partnership safeguarding (O1, O2, A2)	Required for DSL in partnership projects
Child protection measures (R3)	Required where under-18s are involved
Adult participants at risk (R4)	Required where adult participants at risk are involved



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Specific context risks: radicalisation, trafficking, FGM (R5)	Required or recommended depending on project context
Online and digital safeguarding (A3)	Required for projects with online components

Note: staff and volunteers require all topics at foundation/awareness level. See F0 Section H.2 for the full training standards framework.

Part B: Annual Training Plan

Training topic	Format
DSL-level training: [Insert topic]	[In-person / online / self-study]
Staff induction (P3): new starters	[In-person / online / self-study]
Annual refresher: all staff and volunteers	[In-person / online / self-study]
Specialist training: [Insert topic e.g. R3, R4, R5]	[Insert format]
Board / trustee awareness (P5)	[In-person / self-study]

Part C: Individual Training Records

Complete one record per person. File in personnel or volunteer records. Update whenever training is completed.

Name	[Insert]
Role	[Insert]
Training topic	Date
Safeguarding induction (P3)	[Insert]
DSL-level training (if applicable)	[Insert]
[Additional training]	

References



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F0 Safeguarding Policy Framework Section H.2 (Training Standards). P1 DSL Appointment Section 5 (Training Providers). P3 Staff and Volunteer Induction Pack. O4 Annual Self-Assessment (training completion is reviewed here).
Glossary of Key Terms (Safe Spaces) — for definitions of all bolded terms in this document.



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