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Induction Courses

These courses are the very best way to ensure a new member of staff or volunteer acquires the ‘basic’ knowledge as soon as they start work with you. The whole induction, comprising of 5 courses should take no more than 10 hours in total and can be started/stopped at any time.

Awareness of Child Abuse and Neglect – Foundation

Aimed at those who have direct contact with children

Common Core Skills and Knowledge

This module is designed to be relevant for all staff, paid and voluntary, working with children and young people

Early Child Development – Foundation

This course provides learners with an increased awareness of child development issues and highlights the factors that affect the individual pathway along which each child develops

Equality and Inclusion in Health, Social Care or Children’s and Young People’s Settings

This module has been designed to provide learners with the knowledge and skills required to promote and implement equality and inclusion

Health & Safety in the Workplace

This online Health and Safety course helps you to fulfil legal requirements for providing workplace training; it also promotes staff awareness that can lead to greater efficiency, lower insurance costs and a reduction in lost time.
Basic Awareness Courses

We recommend that you complete one of these courses first.

Awareness of Child Abuse and Neglect Suite:

These three courses cover a variety of child protection and safeguarding children issues and are suitable for anyone who comes into contact with children. They aim to inform about the various types of abuse or neglect to a child and then explain what you must do if you suspect that a child is being abused or neglected.

Awareness of Child Abuse and Neglect – Core:

This course is suitable for everyone who works directly with children and young people, including frontline professionals. This course covers a variety of child protection and safeguarding children issues and is suitable for anyone who regularly comes into contact with children or who may be asked to contribute to the assessment of children in need.

The course aims to inform about the various types of abuse and neglect that can happen to a child and then explain what you must do if you suspect a child is being abused or neglected.

This course allows you to choose the legislation which applies to your country, should it be England, Wales, Scotland or Northern Ireland.

_A section of this course looks into multi-agency cooperation focusing specifically at Police, Social Services, Social Housing, Healthcare, Education (Early Years, Primary, Secondary, Further or Higher), Prisons, Secure Units, Probation, Youth Justice Youth Groups Community Groups & Voluntary groups._

Awareness of Child Abuse and Neglect – Foundation: Aimed at those who have direct contact with children. This is a slightly shorter version of the Awareness of Child Abuse and Neglect - Core, and it is designed to be suitable for all, not just child specialists.

Introduction to Safeguarding: Aimed at those who have occasional contact with children.
Further General Courses

Basic Awareness of Child and Adult Sexual Exploitation

This course is designed to explain what sexual exploitation is and to help learners identify the vulnerability factors. Upon completion, learners should be able to recognise the signs and indicators of sexual exploitation, understand the importance of multi-agency working and the safeguarding frameworks in place to manage concerns of sexual exploitation, and act appropriately if they have a concern.

Confidentiality in the Workplace

This course aims to give an understanding of; what confidentiality is and why it is important, the four key requirements of the Confidentiality model and your role in creating a confidential service.

Equality and Diversity

This course aims to give an understanding of; what is meant by equality and diversity, how the law impacts on equality and diversity, what needs to be done and the promotion of best practice within the organisation.

Health & Safety in the Workplace

This online Health and Safety course helps you to fulfil legal requirements for providing workplace training; it also promotes staff awareness that can lead to greater efficiency, lower insurance costs and a reduction in lost time.

This online training has been approved by The Royal Society for the Prevention of Accidents (RoSPA).
The People Manager Toolkit suite of courses (unaccredited)

Choose from the following courses:
- Understanding the Role of Manager
- How to Delegate Effectively
- How to Develop a Culture of Openness and Trust
- How to Develop an Effective Induction
- How to Manage Capability
- How to Manage Coaching
- How to Manage Conflict
- How to Manage Discipline and Grievance
- How to Manage Effective Meetings
- How to Manage Equality and Diversity
- How to Manage Learning and Development
- How to Manage Performance Reviews
- How to Manage Recruitment and Selection
- How to Manage Redundancy
- How to Manage Retirement
- How to Manage Sickness and Absence
- How to Manage Through Change
- How to Manage Volunteers
- How to Manage Working Parents
- How to Recognise and Reward Your Team

The People Manager Toolkit Essentials Level (accredited)

These are the same as the courses listed previously but come with a City & Guild accredited certificate.

You must choose Understanding the Role of Manager; followed by any 5 of the above courses.

If you wish to choose this option please email academy@centralbedfordshire.gov.uk with your request.
Further Safeguarding Children Courses

Safeguarding Children in Education

In this course, you’ll learn how to safeguard children in an educational setting and about the legislation that governs this. By the end of the course you should be able to recognise the legislation and guidance that governs safeguarding children in education and recognise the signs of abuse and neglect. You should be able to identify safe working practices in education settings, identify what to do if you have concerns about children and recognise the importance of early intervention.

Safer Recruitment

Any employer or volunteer co-ordinator is responsible for ensuring that staff and volunteers are recruited safely to work with children and young people. This course covers knowledge required by anyone recruiting so that best practice and legal safer recruitment requirements are met.

Safeguarding Children and Young People from Abuse by Sexual Exploitation

Increases awareness of the main issues in the sexual exploitation of children and young people and raises awareness of the legislation and guidance that applies to vulnerable groups and how these policies can be applied in practice. Aimed at anyone who comes into contact with children and young people during the course of their work.

Safeguarding Children Refresher

It is a statutory requirement for anyone who works with children to update their knowledge of legislation and guidance in order to maintain the ability to act on any concerns that reflect the welfare of children and young people.

Safeguarding Everyone – Protecting Children, Young People and Adults at Risk

This course provides the knowledge required to recognise the signs of abuse and an understanding of how to respond appropriately to suspected or alleged abuse.
Basic Awareness of Domestic Abuse including the impact on children:

Helps you to explain, describe and recognise the signs of domestic violence and neglect. It will also help you identify ways to support victims, identify the ‘dos and don’ts’, recognise when it is appropriate to assist, know where and when to get help and be aware of best practice.

Trafficking, Exploitation and Modern Slavery

This course is about understanding, combating and helping people who are being trafficked, exploited or used in modern slavery. It examines different types of exploitation, how individuals become victim to abuse and what actions professionals should take to recognise victims and help them.

Understanding Pathways to Extremism and the Prevent Programme

This course is aimed at all professionals who work in sectors where they come into contact with people who may be vulnerable to radicalisation, whether they are adults, children or young people. The aim of the course is to give you an awareness of the radicalisation process so you can feel confident about being proactive in taking a multi-agency approach to early intervention and support.

Self-harm and Suicidal Thought in Children and Young People

This course aims to educate learners about the warning signs, risk factors and actions to take should they suspect a child or young people is self-harming or having suicidal thoughts.

Risk Assessment in Safeguarding

This course is about understanding, combating and helping people who are being trafficked, exploited or used in modern slavery. It examines different types of exploitation, how individuals become victim to abuse and what actions professionals should take to recognise victims and help them.
An Introduction to FGM, Forced Marriage, Spirit Possession and Honour Based Violence

Provides an understanding of Female Genital Mutilation, Honour Based Violence, Spirit Possession and Forced Marriage. These are the four main types of abuse that stem from culture related traditions and this course increases awareness of specific cultural and religious needs whilst providing the knowledge practitioners need to be confident when conversing with those from a different cultural background around the subjects.

E-Safety – Guidance for Practitioners

Safeguarding risks are associated with the internet and other forms of modern technology. This course helps you understand the different ways children and young people use technology and how this can make them vulnerable.

Hidden Harm

When it comes to drug and alcohol misuse in adults focus is often on the parent. This course aims to emphasis the effects on children and young people, raises awareness and helps spot signs and identify appropriate windows to help break the cycle and safeguarding the child.

Parental Mental Health

This course raises awareness of the main issues surrounding mental health in parents and focuses on how this can impact children and young people. It increases understanding of the causes and symptoms of mental health and knowledge of how to advise and support parents, children and young people. This course is strongly recommended as a prior learning activity for the face to face Impact of Parental Illness LSCB course.

Safeguarding and Leadership

This course is intended for operational managers at all levels, including supervisors, frontline managers, managers of child protection units and those involved in the specification, commission and monitoring and / or provision of services to children, young people and their families. It provides an understanding of what is required to ensure that appropriate safeguarding training, monitoring and leadership is embedded through all organisations.
Collaborative Working: A Whole Family Approach

This course provides the learner with an understanding of the impact of whole family working and the key principles of whole family intervention.

An Introduction to Integrated Working (The Early Help Assessment / Lead Professional / Information Sharing)

Since its introduction, integrated working has become the cornerstone of professionals’ working practices; and coupled with the Early Help Assessment now provides a solid basis for delivering frontline services.

Information Sharing Level 2

This course aims to change the perception that information sharing and data security are complex issues by simplifying and clarifying the processes so that the learner feels more confident in understanding what they can share, when they can share it and with whom.

Safe Sleeping for Babies – Reducing the risk of SIDS

This course promotes and supports key safe baby sleeping messages, raising the awareness of parents, family members or other people who come into contact with families.

Safeguarding Children with Disabilities

This course aims to raise awareness of specific needs of these disabled children in relation to their vulnerability and communication. The course contains an overview of the national and local agenda in relation to children with disabilities, basic knowledge of the range of protection needs of disabled children and information on how you can enable them to communicate about their experiences and provide support.
Safer Working Practices

This e-learning course has been produced to help staff establish the safest possible learning and working environments.

Early Child Development – Foundation

This course provides learners with an increased awareness of child development issues and highlights the factors that affect the individual pathway along which each child develops.

Child Accident Prevention for Parents and Carers

Accidents can happen anywhere in and around the home; there are potential hazards in every home, such as household chemicals, hot water, sharp objects and heights. Young children are not able to assess the risks all these hazards can present. The course will look at access to supplementary guidance, risk factors, preventative measures and treatments after accidents.

Risk Taking Behaviour

Risk Taking Behaviour can be defined as, ‘the tendency to engage in behaviours that have the potential to be harmful or dangerous, yet at the same time provide the opportunity for some kind of outcome that can be perceived as positive.’ Clearly from this definition we can see that although such behaviours may seem dangerous are wrong they do have an appeal factor for young people. This training will look at different forms of Risk Taking Behaviours allowing participants to raise awareness, minimise harm and foster a non-judgemental approach.

Supervision and Appraisal in Early Years Settings

This course provides advice and guidance that will help you make a smooth and fulfilling transition to a supervisory role and help to ensure that you enjoy a positive professional working relationship with your work colleagues.
Short Breaks for Disabled Children

The courses provide delegates with knowledge and skills in a range of topics from introducing disabilities, managing challenging behaviour, communicating with disabled children.

Wellbeing in Sexual Health

Sexual Health is an important aspect of our physical and mental wellbeing. While sexual behaviour is to be regarded as a natural part of life, certain aspects can also have a negative impact on our health.

Teenage Pregnancy

The aim of the module is to increase awareness of the main issues around teenage pregnancy and young people's sexual health. By helping to give the learner a better understanding of these issues, it will help to develop the learner to work in a way that improves outcomes for young people.

Runaways

This Virtual College course is for both individuals, working as volunteers, and staff, who will feel more confident that their response to runaways is effective and in accord with the agreed protocol in South Yorkshire.

Strategic Managers in Integrated Working

The focus of this course is the integrated working between these people, why it is important, who it can affect and the most effective way to achieve this through the use of three main components. Common Assessment Framework (CAF), Information Sharing and Lead Professional.
Common Core Skills and Knowledge

This module is designed to be relevant for all staff, paid and voluntary, working with children and young people.

Children’s and Young People’s Development in Health and Social Care Settings

This Virtual College course aims to increase awareness of the prime concerns around children’s and young people’s development. It presents learners with an increased understanding of the expected pattern of development and details the factors that can influence development.

Communication in Health and Social Care or Children’s and Young People’s Settings

This course has been designed to provide learners with a basic understanding of what communication is, and how it can be used to support people who need help.

Personal Development in Health, Social Care or Children’s and Young People’s Settings

This course has been designed for health and social care workers operating in a wide variety of health and social care settings.

Duty of Care in Health, Social Care or Children’s and Young People’s Settings

It is vital that those working within health, social care or children and young people’s settings not only understand what it means to have a duty of care in their work role but also how to effectively implement duty of care in everything they do.
Equality and Inclusion in Health, Social Care or Children’s and Young People’s Settings

This module has been designed to provide learners with the knowledge and skills required to promote and implement equality and inclusion.

An Introduction to the Autism Spectrum

This course hopes to provide learners with an increased awareness of the main characteristics of behaviour which children on the autism spectrum can commonly display, as well as an understanding of the strategies available to support these.

Childhood Obesity and HENRY

By the time children start school 10% are already obese, and babies who are overweight are 5 times more likely to develop obesity at some point in their lives. The details in this course will give you an extensive look into how the HENRY curriculum tries to combat obesity in children.

The Connected Baby Series: Motorways in the Brain - the Processes of Neural Development

This course explains how brains develop and explores questions such as: Why is it that human brains develop after birth? Why are relationships so crucial to their development? It also considers the implications that this neuroscientific information holds for a wide range of society’s challenges, from prisons to education and health.

The Connected Baby Series: Sabre Tooth Tigers and Teddy Bears: Understanding Attachment Coming soon

The Connected Baby Series: Born to Connect: Our Innate Capacity for Connection Coming soon
Safeguarding Adult Courses

**Mental Capacity Act**

The Mental Capacity Act is intended to assist and support people who may lack capacity and to discourage anyone who is involved in caring for someone who lacks capacity from being overly restrictive or controlling. This course aims to help care workers look at how the Act will affect them and to help them to develop best practice to include in the new legislation.

**Safeguarding Adults at Risk**

This training course is for anyone who encounters adults at risk of abuse in the community, in a person’s own home, in a hospital, in a day care or residential setting. This includes formal and informal carers, volunteers, health and social care professionals.

**Deprivation of Liberty Safeguards**

This module is aimed at everyone working in health and social care that makes decisions for people who may lack capacity and who require a knowledge of the Mental Capacity Act and, specifically, the issue of deprivation of liberty safeguards (often shortened to DOLS).

**Dignity in Care**

On completion of this course learners will: understand how the people we support might feel when not treated with dignity and respect; know what constitutes best practice; understand why inappropriate staff attitudes must be challenged; and ensure all staff working in adult social care employ best practice.

**Dementia Awareness**

This module aims to raise carers’ understanding about the lived experience of a person with dementia, looking at the person first and then exploring simple techniques to help keep the person with dementia independent for longer.
Hate Crime

This module aims to raise awareness of hate crime and hate incidents and their true extent in our communities. Having completed this e-learning course, learners will have an increased understanding of hate crime and the impact these types of crime have on victims. Learners will also be provided with advice and guidance on how to recognise hate crime as well the appropriate actions to take when reporting hate crime.

Medication Awareness

This course aims to provide learners with the knowledge required to support the use of medication in health and social care settings. It provides information on the different types, classifications and forms of medication, as well as providing guidance on safe storage and disposal.

Self-care

Self-care includes self-care and self-management. Self-care: individuals taking responsibility for their own health and wellbeing. Self-management: individuals making the most of their lives and coping with difficulties. This modules looks at the 4 elements of supporting self-care: skills, tools, advice and networks (STAN). On completion, learners will have a broad knowledge of what self-care is, have a basic knowledge of the seven common score principles and be able to offer examples of how each of the STAN elements can support self-care.

Moving and Handling Objects and People

Moving patients is one of the most important skills needed in an NHS or care environment. It is important to move patients carefully to avoid any injury. This moving and handling course provides learners with the knowledge they need in order to reduce the change of causing any injury whilst moving loads in their environment.
The Role of the Health and Social Care Worker

This course aims to provide learners with an increased understanding of the nature of working relationships within health and social care, as well as raise awareness of the importance of working in ways that are agreed with the employer and working in partnerships with others.

Person Centred Approach in Adult and Social Care Settings

Person centred planning is crucial to providing quality care and support. It helps professional care and support workers find out what is important to the person they support and enables services to be built around what matters most to that individual. This module has been designed to provide learners with the knowledge and skills required to promote and implement person-centred approaches in adult social care settings. On completion learners will have an increased understanding of person-centred approaches including the importance of consent and the role of risk assessment.

Health and Safety in Health and Social Care Settings

On completion, learners will have an increased understanding of their own responsibilities and the responsibilities of others, relating to health and safety in the work setting. The module provides learners with the required knowledge to prevent the spread of infection, promote fire safety and know how to handle hazardous substances and materials.

Falls and Fracture Prevention in Older People

The incidence of older people falling is much higher than within any other sector of the public. One third of older people are classified as recurrent fallers, meaning a fall suffered by an older person may not be a one off event. This in depth course covers a range of topic areas that will ensure that you can assess and identify when an older person may be at greater risk of a fall and the methods that can be implemented to reduce this risk.
The Management of Urinary Catheterisation for Adults

Having completed this e-learning course, learners will understand what the Management of Urinary Catheterisation for Adults involves and they should also be able to apply the principles learnt in this course into practice.

Tissue Viability

Pressure ulcers can be extremely painful, difficult to treat and in some extreme cases even life threatening. As a result, this module has been designed to provide learners with an increased awareness of the causes and contributing factors of skin pressure damage, referred to as ulcers. This module provides learners with an increased understanding of the regulatory requirements relating to tissue viability, as well as information on appropriate wound care.

An Introduction to Telecare and Telehealth

Telehealth is the delivery of healthcare-related services and information via telecommunication technologies. It supports independent living by providing healthcare services from a distance (e-health). This course is accredited by the Royal College of Nursing and, on completion, learners will; have a knowledge of telehealth and its functionalities; have a more focused understanding of how these initiatives may influence the ways in which they work; and understand the key drivers of the development and implementation of telecare and telehealth, including achieving more effective and higher-quality care.