

Designated training

One person in every setting should be designated as the lead person in the following areas:

- Special educational needs.
- Equality and Diversity.
- Health and Safety.
- Paediatric First Aid (one person with PFA must be present at all times, including on outings).
- Safeguarding.
- CAF awareness (every setting must have at least one member of staff who has attended this training and who will be responsible for feeding back information to the rest of the staff team).
- Behaviour Management.

This person is expected to hold a current qualification in their specialist area and to keep up to date with current legislation linked to their job role.

The designated person has a responsibility to carry out relevant procedures and maintain relevant documentation.

The designated person is expected to cascade training and to ensure all staff are inducted into relevant procedures and documentation.

Priority on all training will be given to designated members of staff and supply cover will not be paid for any additional staff members attending training who are not fulfilling the designated role.

The designated person is required to be an experienced, senior member of staff, preferably, with a Level 4 qualification or at least at Level 3.

The training relevant to these designated posts is listed in the following pages.

Managers and designated staff should meet regularly to ensure appropriate release time to the staff member to carry out their designated role.

It is recommended that the same staff member be the designated person in the following areas:

- Special educational needs and Equality and Diversity.
- Health and Safety, Risk Assessment and Paediatric First Aid (one person with PFA must be present at all times, including on outings).
- Safeguarding, CAF awareness, Integrated Working, Contact Point and Information Sharing (every setting must have at least one member of staff who has attended this training and who will be responsible for feeding back information to the rest of the staff team).

Designated training is a requirement of the Early Years Foundation Stage as follows:

Behaviour management

The Statutory Framework for the Early Years Foundation Stage requires that:

A named practitioner should be responsible for behaviour management issues. They should be supported in acquiring the skills to provide guidance to other staff and to access expert advice if ordinary methods are not effective with a particular child.

Health and safety

Fire Awareness and Fire Warden training.

The Statutory Framework for the Early Years Foundation Stage requires that:

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises in the case of fire and must have a clearly defined procedure for emergency evacuation of the premises. Providers must have appropriate fire detection and control equipment (for example, fire alarms, smoke detectors, fire extinguishers and fire blankets) which are in working order.

Food safety in catering

This designated person for this training is required to be the settings designated person for all areas of health and safety.

The main person for handling and preparing food within the setting is required to undertake the Food Safety Level 2 course. This person must ensure that all remaining practitioners in the setting are trained in Food Safety procedures including maintaining the Food safety policy and all related documentation. The setting is required to register with Environmental Health Department and have a copy of the Food Better Business booklet to record training.

If a setting has a food safety/handling related incident which results in legal action liability will fall as follows:

- If the designated person who has attended the Food Safety Level 2 training has been negligent and is responsible for the incident then they would be personally liable.
- If the designated person who has attended the Food Safety Level 2 training has ensured that all staff are trained in Food safety procedures and another person is negligent then that person is personally liable.
- If staff have not received training then the manager would be liable.

The Statutory Framework for the Early Years Foundation Stage requires that:

Providers should be aware of their responsibilities under food hygiene legislation including registration with the relevant Local Authority Environment Health Department.

Paediatric First Aid

The designated person for this training is required to be the settings designated person for all areas of health and safety.

The Statutory Framework for the Early Years Foundation Stage requires that:

At least one person who has a current paediatric first aid certificate must be on the premises at all times when children are present. There must be at least one person on outing who has a current paediatric first aid certificate. First aid training must be approved by the local authority and consistent with guidance set out in the Practice Guidance for the Early Years Foundation Stage.

Risk Assessment

The Statutory Framework for the Early Years Foundation Stage requires that:

The provider must conduct a risk assessment and review it regularly – at least once a year or more frequently where the need arises. The risk assessment must identify aspects of the environment that need to be checked on a regular basis: providers must maintain a record of three particular aspects and when and by whom they have been checked. Providers must determine the regularity of these checks according to their assessment of the significance of individual risks.

Safeguarding and CAF Awareness, Integrated Working, Contact Point and Information Sharing

The Statutory Framework for the Early Years Foundation Stage requires that:

A practitioner must be designated to take lead responsibility for safeguarding children within the setting and liaising with local statutory children's services agencies as appropriate. They must also attend a child protection training course.

The designated person must ensure that all practitioners in the setting understanding of safeguarding children issues and be able to implement the safeguarding children policy and procedure appropriately. Policies should be in line with LSCB local guidance and procedures.

All staff should be able to respond appropriately to any:

- Significant changes in children's behaviour.
- Deterioration in their general well-being.
- Unexplained bruising, marks or signs of possible abuse.
- Signs of neglect.
- Comments children make which give cause for concern.

Special Educational Needs and Equality and Diversity

Introduction to the role of the SENCO Part 1- 4 and Disability equality training.

The Statutory Framework for the Early Years Foundation Stage requires that:

All providers must have and implement an effective policy about ensuring equality of opportunities and for supporting children and learning difficulties and disabilities.

The policy on equality of opportunities should include:

- Information about how the individual needs of all children will be met.
- Information about how all children, including those who are disabled or have special educational needs will be included, valued and supported and how reasonable adjustments will be made for them.
- A commitment to working with parents and other agencies.
- Information about how the SEN Code of Practice is put into practice in the provision (where appropriate).
- The name of the Special Educational Needs Co-ordinator (in group provision).
- Arrangements for reviewing, monitoring and evaluating the effectiveness of inclusive practices.
- Information about how the provision will promote and value of diversity and differences.
- Information about how inappropriate attitudes and practices will be challenged
Information about how the provision will encourage children to value and respect others.