

**REQUIRED LEARNING AND REFRESHER LEARNING FOR STAFF AND VOLUNTEERS**  
visit the eLearning site for more information  
updated May 2018

Area of Training	Course Title	Alternative or Offline Version?	Staff Timescales	Volunteer Timescales	Refresher Training Required?	Expected Duration
<b>GDPR</b> (Access via eLearning site)	General Data Protection Regulations	Yes	First Two Weeks All staff	First few contacts with Barnardo's All volunteers	To be confirmed	30 minutes
<b>Equality &amp; Diversity</b> (Access via eLearning site)	Equality, Diversity and Inclusion	Yes Ask your Local People Team	First Two Weeks All staff	Read the code of conduct All Volunteers	Not required but should remain aware of any developments	40 minutes
	Equality, Diversity and Inclusion Classroom: contact your Local People Team	No	First Six months All staff	N/A	Every 3 years	Three hours
<b>Health &amp; Safety</b> (Access via eLearning homepage)	H&S Induction Course	Workbook Ask your Local People Team	First Two Weeks All staff	First month All Volunteers	Every 3 years	35 minutes
<b>Introduction to IT</b> (Access via eLearning homepage)	Introduction to IT in Barnardo's	n/a	First Two weeks All staff with a log-in	First few contacts with Barnardo's All volunteers with a log-in	No	30 minutes

<b><u>Safeguarding</u></b>  (Access via eLearning site)	Introduction to Safeguarding and Protecting Children	Introduction to Safeguarding and Protecting Children PDF: ask your Local People Team  Safeguarding Leaflet for Retail staff	First Two Weeks All Staff	All Volunteers: those who work with Service Users must complete prior to first contact	Not required but should remain aware of developments	40 minutes
<b><u>Safeguarding</u></b>  (Access via Local People Team)	Core 1	n/a	First 6 months (CS Staff)	First 6 months (Children's Services Volunteers)	-	1 day
	Core 2	n/a	First Year ( CS Staff)	First Year (Volunteers with regular 1:1 contact with children/families)	-	2 days
	Specialist Practitioner Training	n/a	Ongoing – as need dictates CS Staff working in	n/a	-	1-2 days
	Management Training: Course – 2 days Follow Up – 1 day	n/a	Ongoing – as need dictates First 6–9 Months New & Existing CS	n/a	-	3 days
	Continuous Improvement ongoing training Annual Safeguarding Day	n/a	Every Year Children's Services Staff	Every Year	-	1 day

**Your job role may require you to undertake additional statutory or locally-required courses. Please contact your line manager, Local People Team or Volunteer Coordinator as appropriate for further information.**