

STANDARD 5

TRAINING AND SUPPORT FOR KEEPING CHILDREN SAFE GUIDANCE FOR INDICATOR 5.3

5.3B Process for the Registration of Trainers with the NBSCCCI

In accordance with Guidance 5.3A, delivery of the full-day child safeguarding training programme can only be carried out by trainers who are registered with the NBSCCCI. To ensure the quality of training and trainers, a robust registration, support and re-registration process has been established. This is outlined below.

Initial registration

1. Training to become a trainer lasts five days and is delivered by the training manager and other registered trainers and personnel from the NBSCCCI and from key statutory agencies.
2. After this training, an assessment is carried out by a tutor or the training manager, alongside the other prospective trainers who attended the training course. This assessment appraises the facilitation of one training session by the prospective trainer from the training manual provided by the NBSCCCI. Oral and written feedback is given to the prospective trainer to help them identify areas for improvement.
3. An assessment of the full day's training is carried out by a tutor in the setting where the prospective trainer works. At this stage the tutor can recommend the registration of the prospective trainers for three years to the training manager.
4. If registration is not recommended, the prospective trainer is given written and oral feedback from the tutor, and a new delivery date is established to carry out another assessment in their local setting. This allows them time to practice and improve on any issues they have.
5. A second assessment in the prospective trainer's local setting is carried out by a tutor who can recommend the registration of the prospective trainer to the NBSCCCI for three years. This registration will only be recommended if the prospective trainer has successfully delivered the training session from the training manual, in accordance with the standards identified by the NBSCCCI.
6. If registration is again not recommended, the tutor will speak to the training manager to identify what further support is needed, prior to a final assessment by the training manager.
7. The final assessment is carried out by the training manager in the prospective trainer's local setting. If registration is not recommended at this stage, the person concerned cannot carry on the process any further.
8. On successful completion of the registration process, the tutor presents the new trainer with a certificate registering them for three years.

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Maintaining registration

Once a certificate is issued, following the registration process outlined on the previous page, the trainer is registered with the NBSCCCI for three years, **provided they deliver a minimum of one full-day training programme or two information sessions per year** in order to maintain their registration with the NBSCCCI.

This training is evidenced by the following:

- At the start of each training session, the trainer asks participants to complete an attendance list (5.3B Template 1);
- At the end of each training session, the trainer asks participants to complete an evaluation form (5.3B Template 2);
- Using the evaluations (5.3B Template 2), a returns form is completed by the trainer for each training event they facilitated. This is then given to the child safeguarding committee, who collate all the returns and forward them to the NBSCCCI at the end of every year (5.3B Template 3);
- The NBSCCCI will collate the records to ensure that the registration requirements for each trainer are fulfilled.

Support

There are seven tutors across Ireland, appointed by the NBSCCCI. Part of their role is to support trainers in their local ecclesiastical provincial area, and to meet trainers in each ecclesiastical provincial area twice a year. Issues or questions around training that the tutor cannot address are communicated to the training manager, who meets with the seven tutors three times a year. Trainers are encouraged to contact the training manager if they require any additional support, or if they feel they cannot discuss the issues with their relevant tutor.

Re-registration

After three years of registration, the NBSCCCI will contact trainers who are affected and outline the process for their re-registration.