

Course	Safeguarding Level 1				Safeguarding Level 2 (Early Help and Child Action at Level 2)				Safeguarding Level 3				Safeguarding Level 3 Refresher			
Requirement	All staff				Those who work regularly with children and families at the Early Help level 1 & 2 of Framework for action				Manager, Deputy or Senior Practitioners who are identified as the designated / safeguarding lead				Manager, Deputy or Senior Practitioners who are identified as the designated / safeguarding lead			
Name of Staff	Date of cert	Expiry date	Date of renewal	Booked Y/N	Date of cert	Expiry date	Date of renewal	Booked Y/N	Date of cert	Expiry date	Date of renewal	Booked Y/N	Date of cert	Expiry date	Date of renewal	Booked Y/N

Course	Emergency Paediatric First Aid 6hrs				Paediatric First Aid –Full 12 Hours				Emergency First Aid at Work				First Aid at Work			
Requirement	All Staff				At least one person per setting at all times. This may warrant two to four people to cover outings and shift patterns				Identified Staff				Identified Staff			
Name of Staff	Date of cert	Expiry date	Date of renewal	Booked Y/N	Date of cert	Expiry date	Date of renewal	Booked Y/N	Date of cert	Expiry date	Date of renewal	Booked Y/N	Date of cert	Expiry date	Date of renewal	Booked Y/N

Course	Health and Safety / Fire Awareness				Manual Handling Inanimate objects				Manual Handling People				Risk Assessment			
Requirement	All Staff				All Staff				All Staff				Those dealing with task of risk assessing the workplace & / or Activities			
Name of Staff	Date of cert	Expiry date	Date of renewal	Booked Y/N	Date of cert	Expiry date	Date of renewal	Booked Y/N	Date of cert	Expiry date	Date of renewal	Booked Y/N	Date of cert	Expiry date	Date of renewal	Booked Y/N

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