**Appendix 1**

**Considerations prior to commissioning all safeguarding training – a checklist**

| **Consideration** | **Details** | **Date completed any by whom** |
| --- | --- | --- |
| What are the reasons for commissioning the event – how has the training need been identified? |  |  |
| Who needs to be trained? |  |  |
| What is the best method of delivering the training – face to face or via e learning for example |  |  |
| What is the planned impact of the training/ learning and development? |  |  |
| How is the organisation going to measure to what extent were the learners' objectives achieved? |  |  |
| What commitment will the learners need to make about the learning they are going to implement on their return to work? |  |  |
| Who is going to monitor how successful participants have been in implementing actions plans from training? |  |  |
| How will management support individuals in taking forward learning from the training? |  |  |
| What benefits are there for the organisation? |  |  |