**Appendix 4:**

**Checklist for face to face training for both internal and external trainers**

|  |
| --- |
| **Trainer skills** |
| **Questions to consider** | **Details**  | **Date completed** |
| Have the trainers got the relevant experience, skills knowledge to deliver the programme?  |  |  |
| Are they aware of any recent changes in legislation/guidance i.e. Care Act 2014, Working Together? |  |  |
| Is the trainer familiar with the SET safeguarding adult guidelines and/or SET child protection and safeguarding procedures? |  |  |
| Has the trainer delivered training in this subject area before?  |  |  |
| Can they provide you feedback or evaluation from previous training courses? Can you speak with the previous commissioner of the training or the individual manager? |  |  |
| Is the trainer familiar with your organisations safeguarding policy and is this linked to the training? |  |  |
| **Specific considerations for internal trainers** |
| **Questions to consider** | **Details**  | **Date completed**  |
| How is the trainer supported by the organisation to deliver the training? |  |  |
| Are they given sufficient time to prepare for the training course and to follow up on feedback post course? |  |  |
| Are they given time to update their knowledge and skills and is there evidence of how they do this? |  |  |
| Does the trainer have the relevant skills knowledge and experience?  |  |  |
| **Course session plan (both internal and external trainers)** |
| **Action** | **Details**  | **Date to be completed**  |
| Have you seen the session plan and course materials for the training course? |  |  |
| Is there someone with knowledge of the subject area that can check the materials are accurate and up to date? |  |  |
| Who is providing the training materials and what format will they be provided? |  |  |
| Does the content reference the learning from serious case reviews and safeguarding adults review as appropriate? |  |  |
| Does the training course use different methods of delivery to meet different learners needs and ensure that the material is able to be transferred into real life? For example;* + Scenarios
	+ Group exercises
 |  |  |
| Does the trainer know who your designated safeguarding lead is and have they discussed any specific requirements, organisational messages etc. that they will need to include in the training?  |  |  |