

Cabinet

14 October 2025

Part 1 - Public

Executive Non-key Decision



Cabinet Member

Cllr Des Keers - Communities

Responsible Officer

Damian Roberts – Chief Executive

Report Author

Gill Fox – Corporate Policy & Communities Manager
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Staff Training – Safeguarding and Equalities and Diversity

1 Summary and Purpose of Report

- 1.1 The Annual Service Delivery Plan for 2025/26 includes actions for Cabinet to approve staff training plans in relation to safeguarding and equalities and diversity. This report seeks approval of the suggested staff training plans.

2 Corporate Strategy Priority Area

- 2.1 Efficient services for all our residents, maintaining an effective council.
- 2.2 Council staff have an important role to ensure we consider and support children and adults at risk of harm and that we deliver services where everyone feels respected, represented and able to thrive.

3 Recommendations

- 3.1 That Members **ENDORSE** the training plans set out in Annex 1 and Annex 2.

4 Introduction and Background

- 4.1 The 2025/26 Annual Service Delivery Plan sets out a commitment to approve a training plan for both safeguarding and equality and diversity. In each case, tiered training is suggested depending on the roles and responsibilities of the officer.
- 4.2 We propose the implementation of a tiered training framework, delivered through a rolling programme that ensures:
- All staff receive appropriate training aligned to their role
 - Training is refreshed at regular intervals to maintain awareness and competence

- A centralised record of training completion is maintained for audit and assurance purposes

5 Proposal

5.1 Training will be delivered via a combination of:

- E-learning modules
- Face-to-face workshops
- Scheduled refresher sessions
- Monitoring via HR systems

5.2 Attached at Annex 1 is the proposed training structure for Safeguarding.

5.3 Attached at Annex 2 is the proposed training structure for Equality and Diversity.

6 Other Options

6.1 There are many other training options for safeguarding, however the decision has been taken to focus on topics that have been highlighted in Safeguarding Child and Adult Reviews as a priority. In addition, those topics that staff are encountering have also been given a greater priority.

6.2 EDI training will focus on ensuring staff are fully aware of the need for fair, inclusive and respectful services for all, to ensure they can provide the best possible service to residents.

7 Financial and Value for Money Considerations

7.1 The online training courses for both safeguarding and equality and diversity are already available on the e-learning platform used by the council, there will therefore be no additional cost.

7.2 Most of the additional e-learning can be assessed via the kent safeguarding partnerships which is available for the council to use as a partner agency.

7.3 External expertise may be required to deliver some in person training. Where necessary training costs incurred from the use of external providers will be met from the training budget.

8 Risk Assessment

8.1 N/A

9 Legal Implications

9.1 By undertaking appropriate training, Tonbridge and Malling Borough Council meets its legal obligations under the Care Act 2014, Working Together to

Safeguard Children (2023), and the Public Sector Equality Duty (section 149 of the Equality Act 2010).

10 Consultation and Communications

- 10.1 Training will be rolled out in a timely manner to all staff. Information and details about the courses will be shared with staff via Staffnet messages.

11 Implementation

- 11.1 Details of tiered training requirements are set out in Annex 1 and Annex 2.
- 11.2 Mandatory e-learning Equalities and Diversity training to be undertaken by all staff with a completion date of 17 October 2025.
- 11.3 Mandatory e-learning for adult safeguarding to be completed 1 Nov – 15 December 2025 (this coincides with Safeguarding Adults Awareness Week)
- 11.4 Mandatory e-learning for child safeguarding, to be completed 15 January – 31 February 2026.
- 11.5 Training to be refreshed every two years.

12 Cross Cutting Issues

12.1 Climate Change and Biodiversity

- 12.1.1 Climate change advice has not been sought in the preparation of the options and recommendations in this report.

12.2 Equalities and Diversity

- 12.2.1 Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to (i) eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010, (ii) advance equality of opportunity between people from different groups, and (iii) foster good relations between people from different groups. The decisions recommended through this paper directly impact on end users. The impact has been analysed and does not vary between groups of people. The results of this analysis are set out immediately below.

- 12.2.2 This initiative will make a positive contribution in supporting those with protected characteristics.

12.3 Other If Relevant

- Human Resources
- Health and Safety
- Healthy Lifestyles

12.3.1 Training will be delivered and monitored with support from the Human Resources Team. Staff Safeguarding and EDI training promote an inclusive, safe and respectful environment, supporting the council's aim to protect wellbeing, prevent harm and encourage healthy lifestyles.

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| Background Papers | None |
| Annexes | Annex 1 – Tiered Safeguarding Training Annex 2 – Tiered Equality and Diversity Training |