**Version 1.3 – February 2017**

January 2017

**Training Policy**

**Sutton Coldfield Adventure Unit**

**Review Date: January 2019**

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| **Reviewer:** | **Greg Stevens** | |
| **Version** | **Amendments** | **Approved by Trustees** |
| 1.2 | Revision Training Policy | 20/01/2015 |
| 1.3 | Update of Training Policy |  |
|  |  |  |
| **Next review: February 2019** | | |

# Training

Sutton Coldfield Adventure Unit sees training as an essential requirement to ensure that adults supervising the youngsters within the Unit are able to do so safely and effectively. There is a wealth of training available for leaders to attend but the cost, both in financial and time terms, can make certain courses more prohibitive than others.

It is considered that training falls into three categories:

* Essential Training.
* Ideal Training
* Advancement Training

## Essential Training

These are the courses that SCAU will ensure that each adult and URSA leader has attended an accredited two day first aid course which will require refreshing every three years. It is also recommended that young leaders attend a basic one day first aid course that will be refreshed every two years. The below are the current training courses identified as essential and the timescale for refreshment:-

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| --- | --- | --- |
| **Training Course** | **Refresher Target** | **Refresher required** |
| First Aid at Work Training (External accredited course) | Refresher course every 3 years | Leader will be deemed to be ‘untrained’ after 4 years |
| Safeguarding – online (EDUCARE) | Every Two Years (this ensures staff are aware of any legal developments) | Qualification will lapse after year 3 |
| Safeguarding – Group delivery (internally run) | Every three years | As Target |

## Ideal Training

This is training that enables leaders to run certain activities with the youngsters. The below list is far from exhaustive but gives an indicator of the type of course referred to in this section. Refresher details will be bespoke to the course which will be run by external providers suitably qualified in the particular area.

* Hill walking & Night Hiking – This is not essential from a legal perspective but ensures that those running these activities are suitably trained to make the relevant safety assessments**. No hill walking activity will be conducted without at least one Leader having the requisite qualification suitable to the terrain**, the details of which will be included in risk assessment for the activity. Ratio of one trained leader to every twelve children taking part in activity.
* Cycling courses – some are provided free through Birmingham City Council which reinforce best practice and a knowledge of any recent developments in safety and law in the area (lights, etc). Additional courses are available (e.g. mountain biking) which provides added expertise in this area and increases the credibility of the activities.
* Archery – This training, although listed as ‘ideal’ is **essential** if the activity is provided by SCAU (as with canoeing, rifle shooting and similar activities). These courses are invariably provided by nationally accredited trainers and are essential due to safety and insurance requirements.  
  Canoeing – where this activity is to be run by the Unit adult or URSA leaders must be suitably qualified attaining an accredited course prior to the event.
* Duke of Edinburgh Course – ensuring that DofE can be offered to the members of SCAU, increasing the independence of the unit.
* First Aid – additional first aid courses are available and are deemed essential for DofE Expeditions in certain locations and at certain levels.

## Advancement Training

This is the type of course that would advance the quality of the activities on offer for those that attend SCAU. A good example of such a course would be a Bushcraft Course which would enable the leaders to offer a more informed ‘Survival’ camp for the youngsters.

## Management

Due to the increasing size of the leadership team, it is deemed necessary to incorporate within the Trustees a designated role of ‘Training co-ordinator’. This identified individual will maintain a spreadsheet/database which includes details of all leaders. The dates of all completed training will be recorded and at each Executive meeting, a report will be compiled which will include the following:-

* The expiry dates of essential training for leaders.
* Training courses completed since previous meeting
* Planned training courses
* A list of advancement training requests submitted from the Leaders Group meetings.

It will be the responsibility of the Training Co-ordinator to raise the issues and risks regarding the need for/availability of funds for both essential and non-essential courses to the Operations Group.

The Training Coordinator will also provide update reports for information to all the Executive Meetings and provide any additional information as requested.

Training co-ordinator as appointed January 2015 is Greg Stevens.