



## **Policy & Procedure on Training in Positive Behaviour Support & Physical Interventions**

### **Purpose**

The purpose of this policy is to ensure that organisations commissioning training from Sherwood Training Limited adhere to the Restraint Reduction Network (RRN) Training Standards 2019 when booking, attending or delivering in-house training in Positive Behaviour Support and Physical Interventions.

### **Scope**

This policy applies to all employees, volunteers and any other representatives of the commissioning organisation who have access to its services for people who may at times present challenging behaviours or those who work in some capacity to support them (Support Workers, Managers etc). Everyone using Sherwood Training within the organisation must be made aware of this policy and procedure either directly or through the development of a local policy providing equivalent guidance and procedures.

### **Rationale**

This policy is necessary to fulfill our legal obligations and to operate under best practice, which is set out in:

- Health & Safety at Work Act (1974) and associated regulations
- Restraint Reduction Network (RRN) Training Standards (2019) Version 1.2
- Mental Health Units (Use of Force) Act (2018)
- DfES/DH (2002) Guidance on the Use of Restrictive Physical Interventions for Staff Working with Children and Adults who Display Extreme Behaviour in Association with Learning Disability and/or Autistic Spectrum Disorders
- UK Standards (2009) National Occupational Standards for Prevention and Management of Work-Related Violence
- HSE RR495 (2006) Violence management training. The development of effective trainers in the delivery of violence management training in healthcare settings
- DH (2014) Positive and Proactive Care: reducing the need for restrictive interventions
- DfE (2013) Use of reasonable force: Advice for head teachers, staff and governing bodies
- Care Quality Commission (2010) Essential standard of quality & safety - guidance on compliance with Health and Social Care Act (2008)
- The Mental Capacity Act (2005)
- The Mental Capacity Act: Deprivation of Liberty Safeguards (2007)
- NICE (2015) NG10: Violence and aggression: short-term management in mental health, health and community settings

## **Policy Statement**

**Sherwood Training** believes that all people using education, health and social care services should be treated with dignity, empathy and respect and that their physical, emotional, social and material well-being should be maximised through every available means.

**Sherwood Training** believes that people who present challenging behaviour should continue to exercise and enjoy the same human rights and freedoms as any other citizen and that any challenging behaviours should be managed in a safe and dignified way.

**Sherwood Training** is committed to ensuring the health, safety and well-being of all who come to use its training programmes including training in the use of RPI.

*People who commission and use our services need to have confidence in the organisations ability to provide training that will assist in safely managing behaviours of concern and adhere to the RRN Training Standards 2019.*

## **Procedure**

### **Contents**

1. Key Principles
2. Levels of Training Appropriate to Service
3. Purchasing/Commissioning Training
4. Behavioural Audits
5. Duration of Training Programmes
6. Number of Participants per Course/Trainer
7. Pre-Course Information
8. Venues
9. Managing Attendance
10. Assessing Behaviours and Attitudes
11. Health Questionnaires and Risk Assessment
12. Feedback and Referral
13. Commissioning Organisation's Responsibilities for Associate Trainers
14. Record Keeping and Audits
15. Refresher Training
16. Trainers' Qualifications
17. Senior Trainers
18. Quality Assurance
19. Checking First Aid Training Status for Level 3 (RPI) Training
20. Trainer's Access to Information Appropriate to the Specific Course
21. Senior Trainer's Responsibilities for Emergency First Aid

### **1. Key Principles**

**Last Resort** – Sherwood Training's philosophy is that Restrictive Physical Interventions (RPI) will only be used as a last resort when other (non-physical) strategies have been tried and failed to ensure the safety of the person and/or others **OR** in an emergency situation when the risks of using the RPI are outweighed by the risks of inaction.

**Part of a Wider Positive Behaviour Support Plan** – The use of RPI must only be used as part of a wider positive behaviour support plan. It is not justifiable to rely solely on RPI to ensure a person's safety and to manage high-risk behaviours.

**Justifiable, Legal & Ethical** – The use of RPI must be justifiable in the circumstances, legally defensible and fit with current ethical approaches to behaviours of concern as outlined in the RRN Training Standards 2019.

**Risk Assessment** – Any physical skills used (breakaway/self-protection and RPI) must be risk assessed for use with the service user(s) concerned. This should take into account the physical and mental health and well-being of the person. The risk assessment is the responsibility of the commissioning organisation.

**Restraint Reduction** – RPI should never be viewed as a long-term solution in supporting people with behaviours of concern. In some exceptional cases it may be necessary but nevertheless, those responsible for the care of the individual should always seek to find alternative and less restrictive ways of keeping the person and others safe.

## **2. Levels of Training Appropriate to the Service / Service User**

Sherwood Training in Positive Behaviour Support & Physical Interventions is delivered on 3 Levels:

- **Level 1** – Understanding Behaviours of Concern and Developing Positive Behaviour Support Strategies (Primary / Proactive Strategies)
- **Level 2** – All of Level 1 + De-escalation (Secondary Strategies), The Law and National Guidelines relating to responding to Behaviours of Concern, Breakaway and Self-Protection Skills (Non-Restrictive Tertiary Strategies)
- **Level 3** – All of Levels 1 & 2 + Restrictive Physical Intervention Skills (Restrictive Tertiary Strategies) and supporting theoretical content

The training is only to be delivered to staff groups who work in support of people, or in services where a formal **Training Needs Analysis** justifies the level of training (See 4). This is formalised through a **Training Agreement** reached between Sherwood Training and the commissioning organisation.

Sherwood Training also offers a **Train-the-Trainer Programme** which enables successful candidates to deliver the RRN accredited training programmes (Levels 1, 2 and 3) under license within their employing organisation.

Any organisation choosing to nominate employees to become in-house trainers becomes, and is referred to as an **Affiliate Organisation**. Accordingly, their trainers are referred to as **Associate Trainers**. **Associate Trainers** are subject to the possibility of direct training observations being conducted by Assessors from the Restraint Reduction Network (RRN). Also, Sherwood Training aim to visit each Affiliate Organisation to observe training delivery in situ on an annual basis.

**Shortened Courses** – The RRN Training Standards do make provision for shortened training programmes that would include as a minimum, understanding behaviours of concern, an overview of Positive Behaviour Support (PBS) and de-escalation and breakaway skills. These courses are ONLY provided to staff groups whose primary role does not include directly supporting people who have behaviours of concern. It may for example, apply to ancillary staff, cooks, cleaners, drivers and

workers that may have short-term intermittent contact with the individuals but do not have responsibility for safe management of the behaviours (some therapists and community workers may fall into this category). If you do think a shortened programme is appropriate for some or all of your employees, this will be determined through the **Training Needs Analysis** and subsequent **Training Agreement**.

### **3. Purchasing/Commissioning Training**

Initial enquiries for the provision of training may be done through direct telephone call, ordering via the website (<http://sherwoodtraining.co.uk>) or by email ([office@sherwoodtraining.co.uk](mailto:office@sherwoodtraining.co.uk)).

The decision to agree to provide training is made by a Senior Trainer under the supervision of a Director. All purchasing/commissioning organisations must be made aware of their obligations under the RRN Training Standards 2019 and this policy document.

Firstly, any organization requesting training in restrictive physical interventions (RPI)/restraint must be able to demonstrate that they have adopted or make a clear statement of intent towards adopting, the **6 Key Restraint Reduction Strategies** as fundamental pillars of good practice:

#### **Strategy One: Leadership.**

The organisation develops a mission, philosophy and guiding values which promote non-coercion and the avoidance of restraint. Executive leaders commit to developing a restraint reduction plan which is implemented and measured for continuous improvement.

#### **Strategy Two: Performance Measurement.**

The organisation takes a 'systems' approach and identifies performance measures which determine the effectiveness of its restraint reduction plan and which measure key outcomes for customers.

#### **Strategy Three: Learning and Development.**

The organisation develops its staff with the knowledge and skills to understand and prevent crisis behaviour. Training is provided which gives staff the key competencies and supports the view that restraint is used as a last resort to manage risk behaviour associated with aggression, violence and acute behavioural disturbance.

#### **Strategy Four: Providing Personalised Support.**

The organisation uses restraint reduction tools which inform staff and shape personalised care and support to customers.

#### **Strategy Five: Communication and Customer Focus.**

The organisation fully involves customers in a variety of roles within the service, identifies the needs of customers and uses these to inform service provision and development.

#### **Strategy Six: Continuous Improvement.**

The principle of post-incident support and learning is embedded into organisational culture.

In addition, the following conditions must be met in order to provide training:

The commissioning organisation must provide a **Training Needs Analysis (TNA)** that clearly identifies the training required by staff in the service(s) concerned (Standard 1.1.1) – it should extend beyond simply the justification of the physical interventions training but should identify the complimentary training that will enable staff to work towards restraint reduction (this could include training related to the specific needs of the group such as autism, mental health, dementia etc or more broadly to skills that will enhance good quality care and support - person-centred planning for example). Where restrictive physical intervention training is requested, the commissioning organisation must be able to confirm that all staff involved in the application of restrictive physical intervention procedures either possess or are working towards an appropriate qualification in first aid that includes immediate life support training.

The training needs analysis (TNA) must be completed by someone in the commissioning organisation who holds responsibility for restrictive intervention governance and reduction. This could be someone with a specific job description for this responsibility or a person within a senior position with the designation responsibility.

The training needs analysis (TNA) must be received before the commencement of training allowing sufficient time for the curriculum to be agreed and the necessary risk assessments and behavioural audits completed (Standard 1.1.5). It will be reviewed annually with the both the organisation and Sherwood Training being responsible for ensuring that the continued teaching of RPI skills remains justifiable and appropriate.

The commissioning organisation must provide information concerning any elevated risk factors relating to the use of restraint among the population of people they serve. This should be submitted in an anonymised form along with the completed TNA and should include:

- Range of ages, gender identities, cultural heritages and diagnoses
- Any known sensory issues that may elevate risk (sensory impairments or sensitivities)
- Any known physical characteristics or health problems that may elevate risk
- Any known emotional or psychological characteristics, current or potential issues that may elevate risk. This should include where relevant any known history of past trauma
- Any known developmental issue that may elevate risk

If the commissioning organisation identifies a need **for restrictive physical interventions (RPIs)**, they are required to complete an individual **Behavioural Audit** for each person concerned. See Section 4. In addition, they must provide a **Risk Assessment** for the use of specific RPIs for each individual concerned. This will be held in anonymised form by the trainer(s) during delivery of the training in order that any risks and vulnerabilities can be highlighted to staff.

If approved, one of Sherwood Training's Directors will write to the commissioning organisation with a **Training Agreement** – this will include:

- A Course Outline/Outlines (including aims, objectives and learning outcomes)
- Course timings including start and finish times
- Training Methods Used
- Assessment Methods Used

- Rationale that justifies the inclusion of each restrictive physical intervention (RPI)
- Information related to risk and health and safety during training

The Director will also send a **Training Information Sheet** providing an overview of the proposed training including:

- Overview of theory
- Overview of practical elements
- Any physical requirements regarding the participants
- Suitable clothing and footwear
- How to get further information

The commissioning organisation will be provided with the **risk assessment** for each RPI skill to be taught. The risk assessment is reviewed every two years. Any updated or revised risk assessment will be sent out to the commissioning organisation. The risk assessments are completed by an independent health and safety consultancy (Browns Health and Safety).

The commissioning organisation will be provided with a skills information sheet for every physical skill taught on the proposed programme(s).

**PLEASE NOTE:** Although the provision of the training is conditional on meeting the above criteria, in some exceptional circumstances, training may be delivered to address urgent safety needs as long as the commissioning organisation expresses a clear commitment to do so. Sherwood Training and its Senior Trainers will offer support to organisations in order to achieve compliance with the above and with the RRN Training Standards 2019. However, training provided in such circumstances must be approved by the Training Manager. There must be in place an agreement to work toward compliance and failure to make reasonable progress towards meeting the requirements will result in a withdrawal of Sherwood Training's services. The ultimate implication being that the organisation has failed to meet its obligations and accordingly invalidated the accreditation status of the training provided.

#### 4. Behavioural Audits

Restrictive physical interventions training is only provided on the basis of a clearly identified need relating to the individual(s) being supported by the service. As described in Section 3, this requires the completion of a **Behavioural Audit**.

The completed Behavioural Audit will be examined by a Senior Trainer and will in part, inform the decision as to whether to provide the training requested. If agreed and approved, the written rationale for the course content specifying the physical skills components will be included in the Training Agreement be sent either by post or email to the commissioning manager.

#### 5. Duration of Training

- Level 1 is a 1-day programme (8hrs including breaks)
- Level 2 is a 2-day programme (16hrs including breaks)
- Level 3 is a 3-day programme (24hrs including breaks)
- Annual Refresher Training is a 1-day programme (7hrs including breaks)
- The Train-the-Trainer course is a 5-day programme (40hrs including breaks)



- Annual Refresher for Associate Trainers is a 1-day programme (7hrs including breaks)

All training programmes will run in accordance with the timings above. Delivering the programmes over a shorter period of time will invalidate the accreditation of the training and is strictly forbidden under this policy.

In exceptional circumstances, it may be possible to deliver the course over split days or longer days as long as the full course content is delivered over the required hours.

If a bespoke shortened training programme has been agreed through the Training Needs Analysis (TNA) and Training Agreement (See Section 2), it must be delivered in accordance with the duration specified (no less).

## **6. Number of Participants per Course/Trainer**

The ratio of trainer to participant for Level 1 theory only courses is 18 to 1 trainer.

The maximum permissible number of course participants for courses covering theory and low risk, non-restrictive breakaway techniques (Level 2) is 18 to 1 trainer. However, we recommend a maximum group size of 12.

For restrictive physical intervention (RPI) techniques (restraint) training (Level 3), the maximum ratio is 12 to 1 trainer or 13-18 to 2 trainers. 18 is the maximum permissible group size for Level 3 training.

In some circumstances, where there might be the use of simulated resistance and/or role-play as part of the training, it will be necessary to ensure the presence of a second trainer in order to ensure safety. Our experience in delivering training to various organisations since 2010 is that delivery of our RPI/restraint training by one trainer to groups of up to 12 does not represent a risk sufficient to warrant a second trainer. However, this is something that is discussed with the commissioning organisation and the agreed training ratios will be specified in the Training Agreement.

The Lead Trainer is allowed to exercise some discretion in terms of group size based on the size and suitability of the venue. However, this must be within the permissible maximum ratios (as specified above).

## **7. Pre-Course Information**

Pre-course information must be sent to all participants by the commissioning organisation at least 14 days before the planned training date. This is in the form of the **Training Information Sheet** but would include the specific dates, times, venue. It provides practical information as necessary including a health and safety statement advising participants of the physical elements of the course and the need to complete a health declaration on attendance.

On booking a specific course, commissioning organisations are requested to provide information regarding any reasonable adjustments for participants in order for their effective participation. This could include reading support (or additional time for completing written assessments) for those with dyslexia or a translator for BSL users.

## **8. Venues**

Venues for training must be of an adequate size and have clear space for physical skills practice. Ideally at least the size of a small sports hall or community hall. We generally find 10m x 10m upwards a manageable space for up to 12 participants but would prefer 10mx15m for a group of 18.

There must be adequate and appropriate first aid facilities available to the trainer at the training venue. If there are no first aid facilities, this could be addressed by the trainer taking an emergency first aid kit with them to the venue.

The Trainer is responsible for risk assessing the venue at the beginning of each course and if unsuitable should cancel the course and inform the commissioning organisation.

Venue bookings will be made by agreement with the commissioning organisation who will provide details of the size and layout of the venue at least 2 weeks in advance of the course dates. Sherwood Training reserves the right to refuse to use a venue on the grounds of health and safety.

## **9. Managing Attendance**

Participants must attend the course on the times specified in the pre-course information letter.

Staff arriving late may be refused access to the course and/or may fail to attend for the required hours. The Trainer may exercise some discretion regarding lateness but failure to attend more than an hour of the training (cumulative) will result in the person concerned being referred and having to re-take the whole course at a later date.

The Trainer will report any issues regarding attendance back to the employee's line manager using the referral process.

## **10. Assessing Behaviours and Attitudes**

The Trainer is responsible for assessing the competence of all participants and must decide whether participants meet the required level. If a participant fails to meet the required level of competence, they will not be issued with a certificate and will be 'referred' for further training. The 'referral' will take the form of a letter or email to the participant's line manager outlining the reasons and recommendations for further training.

Any participant assessed as competent will be issued with a certificate.

Ground rules are discussed at the beginning of each session and the trainer will emphasise the importance of appropriate conduct. Behaviours that will not be tolerated are for example:

- Dangerous or overzealous behaviour when practicing physical skills
- Refusal to participate in sessions (without legitimate reason)
- Inappropriate or abusive language
- Sexist, racist comments, language or behaviours
- Inappropriate attitudes towards service users



The trainer is expected to deal with any such behaviours as they occur. In the first instance it would be expected that the person be taken to one side and the concerns about their behaviour discussed. However, in extreme circumstances or when a participant does not adapt their behaviour after being spoken to by the trainer, or if their behaviours are causing distress and/or disruption or are putting anyone's health and safety at risk, under our training policy the trainer may ask a participant to leave the course. In the event, the trainer will at the earliest possible opportunity inform the participant's line manager of their decision and the reasons behind it (including a written report by letter or email).

Behaviours and attitudes are monitored by the trainer on an ongoing basis throughout the training. Participants are expected to have positive attitudes towards their work and the people they support/work with. The trainer records any concerns on the course portfolio. However, positive attitudes and behaviours should also be noted and entered in the notes section of the person's course registration document by the trainer.

## **11. Health Declarations and Risk Assessments**

All training will be delivered in accordance with the Health & Safety at Work Act (1974) and associated regulations.

The commissioning organisation is responsible for ensuring that nominated course participants are sufficiently fit to attend.

All participants must complete the health declaration in the registration form prior to participating in physical skills training. The trainer must read and sign off each declaration based on their risk assessment and according to the information declared by the individual. The trainer is responsible for making a decision as to whether the person may or may not continue with the training. Sometimes it is possible for the person to observe and help coach colleagues if they have a particular health issue. Other conditions may mean that the person will be asked to leave the course. As the person responsible for health and safety during the training course, the trainer's decision is final.

If a participant fails to declare a known pre-existing injury or health condition and suffers further injury or ill-health as a result, they cannot hold the trainer or Sherwood Training in any way liable.

## **12. Feedback and Referral**

Commissioning employers are given feedback on the performance of each participant on completion of the course. Usually this will be in the form of a list of those who have successfully completed the course with any additional comments (as required).

Failure to achieve the required standard to pass the course leads to referral.

The participant will be informed (discreetly) of this decision by the Trainer or Senior Trainer. The discussion will take the form of advice and support with the person being encouraged to pursue further training as soon as can be arranged.

The commissioning organisation will be informed – usually this would be in the form of a letter or email to the participant's line manager. It will include:

- the areas in which they have failed to provide evidence of competence
- actions that can be taken to enable them to achieve evidence of competence
- implications the referral may have for the participant's practice/safety/competence at work

**NB** Any consequent implications on the person's employment are not the responsibility of Sherwood Training. However, the employer is responsible in ensuring the health, safety and well-being of its employees and service users in accordance with health and safety law and regulations.

### **13. Affiliate Organisation's Responsibilities for Associate (In-House) Trainers**

The responsibilities of the Affiliate Organisation in respect of their own Associate Trainers are:

- to maintain a record of all who are permitted to train
- require trainers to keep records of all training
- ensure a regular and systematic audit of training records
- ensure trainers update skills every 12 months by attending a trainer refresher course
- ensure trainers comply with all of the requirements set out in the RRN Training Standards 2019 in respect of their qualifications, experience and CPD (Continuing Professional Development)
- to provide supervision relating to the role of in-house trainer
- provide sufficient time during normal working hours for pre-course and post-course administration (we recommend 2hrs pre-course preparation and 3hrs post-course administration)
- provide the necessary equipment and resources to deliver the training
- provide suitable venues that are risk assessed as suitable by the in-house trainer
- a suitable insurance policy covering the teaching of physical intervention skills to staff by Associate Trainers (employees of your organisation)

### **14. Record Keeping and Audits**

Sherwood Training keeps records relating to all training delivered. These records are stored securely, administered in accordance with its Data Protection Policy. Records are audited annually to ensure they are complete and accurate.

Commissioning Organisations who employ in-house trainers have the responsibility for ensuring training records are kept up to date and accordingly ensuring there is an audit process in place. Sherwood Training will provide copies of its own auditing tool for this purpose on request.

### **15. Refresher Training**

Staff must attend as a minimum requirement, annual refresher training in order to maintain their certification. Failure to attend a refresher course in effect means that the person concerned can no longer safely practice physical skills.

The maximum permissible time between refreshers is 12 months.

Failure to attend a refresher course within 12 months will result in the person having to attend a full training course.

**Please note:** Under health and safety legislation, it is the employer's responsibility to ensure the ongoing competency of their employees in the skills required to maintain their health and safety and their duty of care. Accordingly, the employer must make a decision as to whether annual refreshers are sufficient for this purpose. If not, more frequent refresher periods must be set in order to ensure that the necessary requirements are met.

## 16. Trainers Qualifications

Any Trainer delivering Sherwood Training's RRN Certificated Programmes (both Senior Trainers and Associate Trainers) must hold a current qualification to teach the relevant level approved by Sherwood Training Limited and evidenced by the possession of a current valid certificate.

Trainers should have a minimum experience of 2 years working in a relevant setting where the safe management of behaviours of concern and use of physical interventions forms part of that experience.

Trainers hold (or are working towards) a relevant adult education teaching qualification e.g. C&G 730, ENB 998, PTLLS.

Trainer should hold a current valid first aid qualification relevant to their role in delivering training which must include the ability to perform emergency resuscitation procedures and the ability to assess the need for medical or urgent medical treatment (i.e. when to advise a visit to a GP and when to call an ambulance).

Senior Trainers employed by Sherwood Training Limited also comply with all of the requirements set out in RRN Training Standards 2019.

## 17. Senior Trainers

**Senior Trainers** are those employed directly by Sherwood Training to deliver its RRN certified programmes. They may work as direct employees or freelance consultants. In addition to the requirements set out in Section 16. Trainer's Qualifications.

With the exception of the Directors, all senior trainers will be employed on the basis of appropriate qualifications and **2 satisfactory references**, one of which is from a former (or current) employer. These are retained by Sherwood Training in the individual's personnel file.

All Senior Trainers are required to have an **Enhanced DBS** check. Any adverse findings which may indicate a risk to children or vulnerable adults will disbar the applicant from working as a Senior Trainer. The results of the DBS check are retained by Sherwood Training in the individual's personnel file.

All Senior Trainers must participate in an **annual 2-day refresher** to ensure that their physical skills are consistent and accurate and that they maintain the necessary skills to teach the skills effectively. The refresher will also cover any relevant changes to the training materials (theoretical content), legislation and guidance.

Senior Trainers will be **formally observed** delivering training at least once a year by a Company Director. The Senior Trainer's performance will be assessed and recorded using the *Senior Trainer Observations* form. They are given feedback from

the Director and a copy of the record of observations. The record will be stored in their personal file.

Senior Trainers will be provided with regular **supervision** by a Director - at least once every six months. The supervision will be conducted in accordance with *Trainer's Supervision Form*. Supervision records are kept in the trainer's personal file.

Senior Trainers will be expected to attend **quarterly team meetings** with all of the Senior Trainers and Directors present. Minutes of the meetings are disseminated to all present and kept on file at Sherwood Training's offices.

Directors who also function as Senior Trainers will also need to comply with the above requirements. However, observations and supervisions will be conducted on a peer-to-peer basis i.e. the Directors will function as assessors/supervisors for each other.

## 18. Quality Assurance

Approval under the RRN scheme in itself provides a significant degree of quality assurance in respect of the training. Nevertheless, it is essential that Sherwood Training has in place measures to ensure that its training courses and the delivery of its courses are subject to measures that maintain high standards and adherence to the RRN Training Standards 2019. It is also our commitment to seek continual improvement to the services we offer to our customers.

- **Trainer's Qualifications** – Sherwood Training will ensure that all trainers (Senior and Associate Trainers) are suitably qualified in accordance with the RRN Training Standards 2019.
- **Continued Professional Development** – All trainers (Senior and Associate Trainers) are expected to complete at least 2 days CPD activity every year. A record of CPD is kept by Sherwood Training for all trainers.
- **Training Observations** – We aim to observe Senior Trainers delivering training in situ on an annual basis. Affiliate Organisations will receive one training observations visit each year. Over time we aim to observe ALL Associate Trainers delivering training in situ.
- **Supervisions** – Senior Trainers receive formal supervision once every six months (for Director, this takes the form of peer supervision). It is expected that Affiliate Organisation offer supervision to Associate Trainers at least once every six months. Trainer's Supervisions are conducted according to the pro form provided by Sherwood Training.
- **Annual Refreshers** – Senior Trainers attend a 2-day refresher workshop each year led by the Directors. Associate Trainers must attend an annual 1-day Trainer Refresher Course facilitated by Sherwood Training.
- **Course Evaluation and Feedback** – Sherwood Training will ensure that each course delivered provides participants with the ability to complete evaluation and feedback at the end of each programme. Sherwood Training have set up an online service with *CourseCheck* for this purpose. Associate

Trainers are provided with course feedback forms for this purpose to be used internally.

- **Annual Feedback from Commissioning Organisations** – One month prior to the annual review meeting to review the TNA and progress against Restraint Reduction Plans, Sherwood Training will email the Commissioning Manager for feedback from an organisational point of view.
- **Annual Review Meeting with Commissioning Organisations** – Each year a Senior Trainer from Sherwood Training will meet with the Commissioning Manager to review the TNA and make any necessary changes/adjustment. This in turn will inform any changes to the training delivered across the organisation. There will also be a discussion of progress against restraint reduction plans supported by the availability of data from the organisation. Sherwood Training are committed to offering advice and support to Commissioning Organisations towards restraint reduction.
- **Independent Risk Assessment of Physical Skills** – All the physical skills (breakaway and restrictive physical interventions) are subject to an independent risk assessment by Browns Health & Safety consultancy. The risk assessment is reviewed and updated every 2 years. It is next due for review in December 2019 and then every two years thereafter.
- **Responding to Feedback and Evaluation Data** – Whenever issues come to light that require urgent attention, these will be addressed by the Directors within as short a timescale as practicably possible. Otherwise, all data relating to feedback will be formally reviewed by the Directors on annual basis which will be used to create an action plan to bring about changes aimed at continual improvement of Sherwood Training's services and training materials. This annual review will be schedule for January each year commencing January 2020.

## 19. Checking First Aid Training Status for Level 3 (RPI) Training

All staff involved in the application of restrictive physical intervention procedures must possess an appropriate qualification in first aid that includes immediate life support training.

Senior and Associate Trainer's delivering Level 3 Restrictive Physical Intervention (RPI) training must check the first aid training status of all of the participants. The Course Registration Form asks participants to indicate whether they have a current first aid qualification including basic life support (CPR). When checking the form, Trainers need to be satisfied that the participants have the appropriate qualification. In principle, staff without an appropriate first aid qualification should not be taught to use RPI and should be asked to leave the course or at the very least should be excluded from the RPI training and referred for further training pending completion of an appropriate first aid qualification.

The decision to exclude a participant from RPI training for this purpose should be communicated to their line manager as part of the referral process.

## 20. Trainer's Access to Information Appropriate to the Specific Course

All courses, particularly those that teach RPI (Level 3) are tailored to the organisation and staff group. The slide shows will refer to the specific organisational policies and procedures, recording and assessment forms and the specific needs of the population served. The trainer delivering the course must have access to the original documents.

One of the most important documents that must be in the possession of the trainer are the **Risk Assessments** relating to the use of RPI on any person using the relevant service at risk of being subject to RPI. They should be held in anonymised form and protected under the principles of Data Protection law and the GDPR. This information must be provided by the commissioning organisation.

Trainers must outline the risks of the application of RPI in respect of the population that the course participants work with both in general terms but also with reference to specific risks. The risks extend beyond the physical health risks and include psychological risks and the impact of trauma where it is identified as relevant to the person(s).

## 21. Senior Trainer's Responsibilities for Emergency First Aid

All Senior Trainers hold current Emergency First Aid at Work Qualifications which include life support training appropriate to their role. Sherwood Training is responsible for ensuring these qualifications are maintained. Free-lance trainer fund their own training in First Aid and if their certification lapses their ability to deliver physical skills training will be suspended until such a time as they have attended a suitable course.

All training venues are subject to a Venue Risk Assessment – as such a venue is only considered 'safe' if there are appropriate First Aid Facilities available on site.

All Senior Trainers carry a basic portable First Aid kit as part of their training equipment.

All Senior Trainers will have in their possession a mobile telephone that is switched on (set to silent during training delivery) at all times so that they can be used in the event of an emergency where for example there might be the need to call an ambulance.

**NB** This policy was last reviewed and revised on 25 November 2019.

Nick Butcher, Director/Senior Trainer  
30 January 2020

### Review Schedule (annual review required):

Date:	Action Required:	Name:	Signature:
January 2021			