

16 December 2021

Information Rights & Compliance Team
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Our Ref: FOI/04209

Thank you for your request concerning List of Mandatory Training.

Your request has been considered and processed in accordance with the requirements of the Freedom of Information (FOI) Act 2000.

- 1. I would like to request a list of mandatory training within CAMHS for Band 7 and above in relationship to managing people. Examples I can think of would be subjects like bullying & harassment, discrimination awareness, flexible working, reasonable adjustment requests, whistle blowing.**

I am looking to see what mandatory training is in place to protect employees.

Please see below list of Mandatory Training for all staff

- Equality, Diversity & Human Rights
- Moving & Handling
- Fire Safety
- Health, Safety & Welfare
- Data Security Awareness
- Infection, Prevention & Control Level 1
- Safeguarding Adults
- Safeguarding Children
- Relating to People
- Complaints

We also have a Management Fundamental's course that has the following sessions:

1. Supporting wellbeing
2. CQI taster session
3. Responding and learning from feedback
4. Performance management and disciplinary process
5. Bullying and harassment
6. Absence management
7. Flexible working
8. What is information, management and technology
9. Incident review and management
10. Recruitment process

However, the management fundamentals training is not mandatory but is available for all managers or anyone that supervises staff.

We are always looking at improving our offer for staff. We are currently developing a range of guides and tools for staff and managers to deal with inappropriate behaviour and develop safer team cultures. Again this is not mandatory but it builds on our Trust values and will be available across the organisation for all staff.

Should you require further clarification, please do not hesitate to contact me.

Please find enclosed an information sheet regarding copyright protection and the Trust's complaints procedure in the event that you are not satisfied with the response.

Yours sincerely

Sue Smith

Sue Smith
Information Rights Officer

Enc: Copyright Protection and Complaints Procedure Information Leaflet.

If you would like to complete a short survey in relation to your Freedom of Information request please scan the QR code below or click [here](#).

