

Safeguarding Support Officer Level 3 Programme Plan

Duration: 8–12 months



OFF-THE-JOB LEARNING ACTIVITIES

Learners complete 326 hours of Off-the-Job Learning throughout the apprenticeship. Learning takes place during paid working hours and supports the development of apprenticeship knowledge, skills and behaviours.

Activities include:

Core Learning

- Interactive workshops
- Independent research
- Professional discussions
- Reflective practice
- Portfolio development

Workplace Learning

- Safeguarding meetings
- Multi-agency working
- Referral activities
- Case reviews
- Supervision activities

Professional Development

- Safeguarding training
- Audits and inspections
- Policy reviews
- Awareness activities
- Leadership development

Sector Contextualisation

- Workplace-specific safeguarding activities
- Local safeguarding reviews
- Legislative updates
- Organisational improvement projects

PROGRAMME STRUCTURE

The Safeguarding Support Officer Level 3 apprenticeship develops the knowledge, skills and behaviours required to support safeguarding processes, promote a positive safeguarding culture and contribute to the protection of children, young people and adults at risk.

The apprenticeship is delivered through:

- Interactive workshops
- Workplace-based learning
- Portfolio development
- Workplace observations
- One-to-one coaching and support
- Formal progress reviews

END-POINT ASSESSMENT (EPA)

The apprenticeship concludes with an independent End-Point Assessment. Learners receive dedicated preparation through mock activities, presentation practice and professional discussion preparation.

Assessment includes:

- Presentation with questioning
- Professional discussion underpinned by portfolio evidence

Successful apprentices achieve the nationally recognised:
Safeguarding Support Officer Level 3 Apprenticeship Standard.

ASSESSMENT METHODS

Assessment is portfolio-based and demonstrates competence in both knowledge and workplace practice.

Examples include:

- Professional discussions
- Presentations
- Reflective accounts
- Case study analysis
- Workplace observations
- Safeguarding reports
- Training delivery activities
- Supervision activities
- Witness testimonies



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PROGRAMME DELIVERY

The programme combines safeguarding knowledge, workplace application and professional development to support occupational competence.

Monthly online workshops cover:

Safeguarding Officer Role

- Safeguarding principles
- Safeguarding legislation
- National and local guidance
- Organisational policies
- Safeguarding processes

Supporting Others in Safeguarding Practice

- Providing safeguarding advice
- Supporting colleagues
- Promoting safeguarding responsibilities
- Delivering safeguarding training
- Developing safeguarding awareness

Managing and Reviewing Safeguarding Cases

- Safeguarding concerns
- Risk assessment
- Escalation processes
- Case reviews
- Learning from safeguarding reviews

Safeguarding Referrals and Information Sharing

- Referral processes
- Escalation pathways
- Multi-agency working
- Information sharing
- Accurate record keeping

Managing Information and Safeguarding Records

- Data protection
- Confidentiality
- Case management
- Safeguarding logs and registers
- Secure information handling

Safeguarding Reviews, Inspections and Audits

- Safeguarding audits
- Inspection readiness
- Evidence gathering
- Continuous improvement
- Action planning

Reflective Practice and Professional Development

- Reflective practice
- Continuous professional development
- Resilience and wellbeing
- Learning from practice
- Professional growth

Safeguarding Training and Awareness

- Delivering safeguarding messages
- Developing resources
- Supporting stakeholder learning
- Evaluating effectiveness
- Promoting safeguarding culture

Safeguarding Supervision

- Models of supervision
- Supporting colleagues
- Professional support
- Compassionate leadership
- Reflective discussions

PROGRAMME OUTCOME

Apprentices will be able to:

- Manage safeguarding concerns effectively
- Promote a positive safeguarding culture
- Support safeguarding referrals and processes
- Maintain accurate safeguarding records
- Apply safeguarding legislation and guidance
- Support colleagues and stakeholders
- Deliver safeguarding awareness activities
- Contribute to audits, inspections and reviews
- Work effectively across agencies and services
- Support safer outcomes for children, young people and adults at risk

Safeguarding Caseload Management

- Case management
- Prioritisation
- Team working
- Applying safeguarding theory to practice
- Supporting positive outcomes

Person-Centred Communication and Wellbeing

- Person-centred communication
- Communication styles
- Cultural awareness
- Professional boundaries
- Personal wellbeing and resilience

CAREER DEVELOPMENT AND SUPPORT

Throughout the programme learners receive:

- Dedicated Skills and Development Coach
- Career Information, Advice and Guidance (CIAG)
- Formal progress reviews
- Regular one-to-one coaching sessions
- Additional learning support where required
- Online taught sessions

Successful learners achieve the nationally recognised:

Level 3 Safeguarding Support Officer Apprenticeship Standard.

PROGRESSION OPPORTUNITIES

Following successful completion, learners may progress to:

- Designated Safeguarding Lead (DSL) roles
- Safeguarding Coordinator positions
- Pastoral Lead roles
- Welfare and Inclusion roles
- Care Management pathways
- Health and Social Care leadership qualifications
- Education leadership qualifications
- Specialist safeguarding roles



 **Dynamic Training**

020 8607 7850
ask@dynamictraining.org.uk