Key Evidence Required for Certification

This document aims to outline the basic evidence requirements for an application for certification against the RRN Training Standards.

This is not an exhaustive list of all the evidence required, but applicants should aim to have these key items in place before applying.

1. Training Needs Analysis

This is a tool for information gathering and an assessment of the training needs of the commissioning organisation.

It should be based on up to 2 years' worth of incident data and, where possible, should be completed at service or ward-level.

Where incident data is not available, e.g., in the cases of new services or training being delivered to agencies, then the TNA should be based on the characteristics of the populations that the services are designed to support.

It should include information about the people being supported, their behaviours, diagnoses, and any elevated risks or co-morbid conditions.

It should detail the roles and individual needs of any staff who may come into regular contact with distressed people or challenging situations, including any elevated risks or reasonable adjustments they may have.

It should include details of any training that staff have already had, and any relevant policies and procedures that the commissioning organisation has.

The document must be signed and dated by the person who holds responsibility for restrictive interventions within the commissioning organisation and should be reviewed at least annually.

Trainers should have access to this information before delivering training.

See RRN Training Standards: 1.1.1, 1.1.2, 1.1.3, 1.1.4, 1.1.5, 1.3.5, 1.4.3, 1.6.6, 3.6.2, 4.3.3.

2. Training Proposal

This document should outline the training that is to be delivered, and any specific arrangements relevant to the delivery of training.

Key Evidence Required for Certification

It should detail who the training is for, the aims, objectives and outcomes, and the training methods to be used, and how participant understanding will be assessed.

The training proposal should provide clear evidence of the course timings, including how much time is allocated to theory and practical delivery.

It should also outline any requirements for the training venue, information for participants, and information about trainer to participant ratios.

The training proposal should include detailed information about the different physical skills which will be taught, along with the rationale for their inclusion in the programme.

The Training Proposal should be dated and reviewed at least annually.

In cases where this information is contained within a Trainer's Manual or Guide, or Lesson Plans, these too should be reviewed at least annually.

See RRN Training Standards: 1.2.1, 1.2.2, 1.2.3, 1.2.4, 1.2.5, 1.4.1, 1.4.3, 1.6.1, 1.6.2, 1.6.3, 1.6.4, 1.6.5, 1.6.6, 3.1.1, 3.1.2, 3.1.3, 3.1.4, 3.1.5, 3.1.6, 3.2.1, 3.2.2, 3.6.2.

3. Technique Risk Assessments

All physical skills included within the curriculum must be risk assessed. The Standards outline the criteria which risk assessments must cover. This includes both the physical and the psychological impacts of the techniques.

Risk assessments should be dated and reviewed at least every 2 years.

Risk assessments should be written by a person, or people, with the relevant skills, knowledge, and experience. Applicants will be expected to provide evidence of such competence.

Once completed, risk assessments must also be independently and externally reviewed by a person with experience of restrictive interventions, for example, a person with lived experience, or a representative from another certified training service.

See RRN Training Standards: 1.3.1, 1.3.2, 1.3.3, 1.3.4, 1.3.5, 1.3.6, 1.3.7.

4. Training Materials for Each Curriculum

Key Evidence Required for Certification

Applicants are required to provide any lesson plans, presentations, handouts, videos, quizzes/tests, evaluation forms, or other resources that form part of their curricula.

Any Trainer's Manuals or Guides which detail how trainers should deliver the curriculum should also be provided.

These will be examined by an assessor for congruence with the RRN Training Standards.

There are specific standards detailing the required content for breakaway curricula, physical restraint curricula, mechanical restraint curricula, and refresher curricula.

See RRN Training Standards: 1.2.3, 1.5.1, 2.1.1 - 2.15.2, 3.1.1, 3.1.2, 3.1.3, 3.1.4, 3.4.1, 3.6.1, 3.6.3, 4.4.2, 4.6.2, 4.6.3.

5. Insurance Cover

All training providers and any trainers who are employed by them must be covered by both professional indemnity and public liability insurance.

This must be in-date at the time of certification.

See RRN Training Standards: 1.6.7, 4.5.1.

6. Venue Risk Assessment or Checklist

Before any training occurs, trainers must undertake a formal risk assessment of the training environment to satisfy themselves that the space is free from hazards, provides enough room to move around safely and is suitable and conducive to successful training delivery.

Checks should also cover the availability of first aid equipment and access to emergency services.

Where a dedicated training room is used an annual risk assessment, supplemented by daily checks, is sufficient.

Where training is held in unfamiliar or hired premises, it is expected that a more thorough risk assessment is performed each day.

See RRN Training Standards: 1.6.2, 4.6.1, 4.6.7, 4.6.8.

7. Training Administrative Resources

Training Providers are expected to maintain records of all courses delivered. This includes items such as:

- registers / attendance lists
- health declarations / fitness to train forms
- logs of injuries or concerns
- logs of techniques taught
- logs of participants who pass / fail / are referred

The assessor will need to see evidence of how organisations store and maintain their course records.

See RRN Training Standards: 1.6.3, 3.1.1, 3.1.2, 3.1.5, 3.1.6, 3.2.1, 4.1.2.

8. Policies

Organisations seeking certification against the RRN Training Standards are expected to have, and be able to provide evidence of, the following policies or procedural documents:

- GDPR / Confidentiality
- Quality Assurance
- Complaints
- Handling concerns that arise during training
- Restraint Reduction Plan
- Trainer Agreement / Code of Conduct
- CPD requirements for trainers

See RRN Training Standards: 1.1.2, 1.4.1, 1.4.4, 1.6.4, 1.8.1, 3.2.2, 3.2.3, 3.3.1, 3.4.1, 3.5.1, 4.1.3, 4.3.5, 4.4.1, 4.4.2, 4.5.1, 4.6.1, 4.6.2, 4.6.3, 4.6.4, 4.6.5, 4.6.6, 4.6.7, 4.6.8, 4.7.1, 4.7.2.

9. Publicly Available Information About the Training

Training Providers must make information about the training accessible and available to anyone who might be directly or indirectly impacted by the training, for example, service users, parents, carers, social workers, teachers, medical professionals, commissioners, and other stakeholders.

Key Evidence Required for Certification

The information should cover theoretical concepts covered by training, as well as a description of the interventions and the rationale for their inclusion.

See RRN Training Standards: 1.7.1.

10. The Competency of Trainers

The RRN Training Standards outlines the various competencies that all trainers must hold.

Training Providers are required to provide evidence of trainer competency, including certificates for all relevant qualifications claimed. These include evidence of:

- Teaching / Training competence (4.2.1)
- Valid first aid certificate (4.2.2)
- Professional experience/qualification (4.3.1)
- Sector experience (4.3.2)
- Evidence of trainer training / curriculum orientation (4.3.3)

It is expected that all trainers will be able to provide their portfolio of evidence to any assessor carrying out a classroom observation.

It should be noted that there are also a set of annual requirements:

- Annual Update/Refresher (4.3.3, 4.4.4)
- Annual Assessment of Skills (4.3.3)
- Annual Quality Assurance (3.5.1)
- Annual CPD (4.3.5)
- Annual Peer Review (4.7.2)

All qualifications (e.g., First Aid) must be in-date at the time of certification.

See RRN Training Standards: 4.1.1, 4.1.3, 4.2.1, 4.2.2, 4.3.1, 4.3.2, 4.3.3, 4.3.4, 4.3.5, 4.5.4, 4.6.3, 4.7.1, 4.7.2.