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**Our Reference: FOI 6297 – follow up questions and answers**  
**Date: 23 February 2016**

Dear Ms Atkinson,

In response to your Freedom of Information please find the information you require below:

- 1. How is completion / attendance of training measured? All attendance and completion of training courses are recorded on the Trust's Training Management system.**
- 2. How often is training completed? Every member of staff employed by the Trust receives Safeguarding and Prevent training at induction, after which the Trust provides ongoing regular refresher training to all staff.**

**As you responded 'no' to the last four questions, am I right to assume that non-clinical front-facing staff are not trained in who to refer potential victims of human trafficking to?**

**No. All staff (clinical and non-clinical) complete the Trust's Safeguarding and Prevent training. While the training does not deal specifically with the topic of human trafficking itself, it does mention it. The training includes a clear reporting route that relates to all Safeguarding and Prevent issues for all staff to follow. Our training does not deal separately with human trafficking as the topic is considered to be part of the Safeguarding/Prevent agenda.**

If you feel your enquiry has not been dealt with appropriately, please refer any complaints to the Trust communications department, which will initiate an internal complaint procedure. Complainants who remain dissatisfied with the Trust at the end of the internal complaint procedure have the right to take their complaint to the Information Commissioner.

The Information Commissioner's Office address is: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Alternatively, you can call the ICO helpline on 0303 123 1113. For further information, please visit the Information Commissioner's website at: [www.ico.org.uk](http://www.ico.org.uk)

Yours sincerely,

Julie Morgan-Walters  
Communications Officer