



ST. BART'S
MULTI-ACADEMY TRUST

Employee Learning Journey

2026-2027

As an employee of St Bart's Multi-Academy Trust, you are required to complete the following mandatory training:

- Keeping Children Safe in Education
- NCSC Cyber Security Training for School Staff
- Equality, Diversity & Inclusion (EDI)
- Fire Safety
- Prevent Duty
- Health & Safety
- Sexual Harassment Awareness / Respectful Workplace
- Data Protection / GDPR

You can access each of the courses via [The Key](#)

These courses need to be completed by all staff over a three-year period; you may be required to undertake other training specific to your role.

PLEASE NOTE: Principals and line managers may require employees to complete additional training or professional development activities where these are necessary to meet the needs of their role, school, or individual development requirements.



ANNUAL TRAINING

Completed Every Year

Keeping Children Safe In Education 2026 | PART 1 ASSESSMENT

This is a short assessment covering the key points from part 1 of Keeping Children Safe in Education (KCSIE).



START TRAINING

TIME TO COMPLETE: 10-15 MINUTES

*The training should be completed by **14th September 2026** or within 2 months of induction.*

NCSC Cyber Security Training For School Staff | CYBER SECURITY

This training looks at what threats schools face and gives tips on good cyber hygiene that can help staff improve a school's cyber resilience.



START TRAINING

TIME TO COMPLETE: 40 MINUTES

*The training should be completed by **30th September 2026** or within 2 months of induction.*

Data Protection / UK General Data Protection Regulation (GDPR)

This training looks at the requirements under the UK GDPR, ensuring staff members know their data protection responsibilities, how to keep personal data safe, and what to do if there is a data breach.



START TRAINING

TIME TO COMPLETE: 50 MINUTES

*The training should be completed by **30th September 2026** or within 2 months of induction.*

ANNUAL TRAINING

Completed Every Year

Bitesize YouTube clips to be completed in September each year alongside annual INSET plan.

PLEASE NOTE: Once you have logged in to The Key, click on to the 'My Training' section to access the assigned training video.

SEXUAL HARASSMENT REFRESHER TRAINING



PLAY

THE EQUALITY ACT REFRESHER TRAINING



PLAY

UNCONSCIOUS BIAS REFRESHER TRAINING



PLAY

YEAR 2 TRAINING

Completed Once During Year 2

Fire Safety Awareness for School Staff | FIRE SAFETY

This training covers the basics of good fire safety and what this looks like, including how to prevent fire, what to do if it occurs and how to use different extinguishers.

[START TRAINING](#)

TIME TO COMPLETE: 30 MINUTES

Health & Safety for School Staff | HEALTH & SAFETY

This training looks at essential training on the most common risks, including on trips, the classroom and around the school building.

[START TRAINING](#)

TIME TO COMPLETE: 50 MINUTES

YEAR 3 TRAINING

Completed Once During Year 3

Preventing Radicalisation | THE PREVENT DUTY

This course provides essential training based on KCSIE 2025 and the Prevent duty guidance.



START TRAINING

TIME TO COMPLETE: 30 MINUTES

Sexual Harassment Training for School Staff | SEXUAL HARASSMENT

This training looks at what the law says and how to respond to an incident.



START TRAINING

TIME TO COMPLETE: 45 MINUTES

The Equality Act | EQUALITY, DIVERSITY & INCLUSION (EDI)

This training looks at the Equality Act 2010, protecting staff and pupils from discrimination, the 9 protected characteristics, reasonable adjustments for pupils, and how to foster an inclusive school community.



START TRAINING

TIME TO COMPLETE: 45 MINUTES



ST. BART'S

MULTI-ACADEMY TRUST

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