



January - March 2023

# Training & Events Programme

Our training courses and networking events are developed to respond to the needs of voluntary organisations and charities in Berwickshire. Our courses are delivered by expert trainers with in-depth knowledge of the third sector. We also work closely with partner organisations, offering affordable and free courses either in person or online.



# Programme at a glance

Every 3 weeks on a Thursday	Talk Thursdays - Supporting Communities Surgeries 19 Jan, 9th Feb, 2 and 23 Mar
Wed 18 Jan	Energy efficiency advice training
Wed 25 Jan	Risk Assessment, Step by Step
Wed 25 Jan	Meaningful Community Engagement
Thurs 9 Feb	Data Protection Essentials
Thurs 23 Feb	Emergency First Aid at Work
Wed 1 Mar	Safeguarding, a Trustee Responsibility
Tues 7 Mar	Networking Blether
Thurs 16 Mar	Meaningful Community Engagement
Wed 22 Mar	Data Protection for Trustees

## Available from other organisations:

Cyrenians	Elementary Food Hygiene
Borders Care Voice	Trauma Informed Training

All funded, places limited, booking essential.

Updated details and booking links can be found on our website:

[www.bavs.org.uk/training-events](http://www.bavs.org.uk/training-events) or call 01361 883137

# Talk Thursdays

**Thursdays 10am - 3pm**  
**19 Jan, 9 Feb,**  
**2 and 23 Mar**

Bavs Office - Board Room

Are you a community group, charity, village hall or social enterprise, or do you have an idea about setting up a new group? Bavs can give advice on setting up, as well as advise on governance, legal structures, running your committee, funding, and other areas relating to running a group or organisation.

We are continuing our surgery style scheme to ensure all new enquiries are seen quickly and you are placed with the staff member best placed to give advice or signpost you to other relevant organisations. These will be held every three weeks during the term. You are welcome to drop in, but if you book a slot we will arrange a time to meet you.

We will be inviting experts along to some of the sessions for you to talk with, and Bavs staff will be on hand for other enquiries. Keep an eye on our website and Facebook page for details, or call the office.



# Energy efficiency advice training

**Wed 18 Jan**  
**6:30 - 8pm**

Online workshop

## About the workshop

As our communities face the cost of energy crisis, Roxburgh & Berwickshire Citizens Advice Bureau want to arm frontline workers and voluntary community group leaders with some basic energy advice and details of where people can access specialist support.

If you provide a direct service in the community and have some spare time, sign up and come along to find out how you can help. Its on ZOOM so get comfy, grab a brew, blanket and a few biscuits. Please be aware, there will be open discussion but no individual cases will be discussed.

## The Trainer

Annett McGraith - Berwickshire and Roxburgh Citizen's Advice Bureaux



Need advice  
on energy  
issues?

**We can help.**

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# Risk Assessment, Step by Step

**Wed 25 Jan**  
**1 - 2:30pm**

Online workshop

## About the workshop

How do you conduct a health and safety risk assessment? Using a workplace hazard chosen by the group as an example, this short workshop will take you through the practical steps needed to ensure that hazards are properly assessed and evaluated; and that you are meeting your legal duties towards others (including the public). It is aimed at anyone responsible for health and safety within their organisation.

## Outcomes

By the end of the workshop, participants will:

- (a) Understand what is required to conduct a risk assessment.
- (b) Be aware of their organisation's duties towards staff, volunteers and the public.
- (c) Be more confident in applying best practice to health and safety.

## The Trainer

David Green has extensive experience in the health and safety field, having previously been chair of the national Further Education Safety and Health Forum which brought together employers, trades unions and the Health and Safety Executive. He has run a number of courses on health and safety for small charities.



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<https://greenpepperconsulting.co.uk>

# Meaningful Community Engagement

**Wed 25 Jan**  
**Thur 16 Mar**  
**6:30 - 8pm**

Coldstream Community Centre  
Chirnside Community Centre



## About the workshop

Place Making or Community Led Planning is a process where people come together to identify and take action on issues that are important to them.

This course is a practical approach to helping communities in Berwickshire organise and identify opportunities they want to explore or improvements they want to make. At the heart of all community development is meaningful engagement with the people who live, work or visit the place.

## Outcome

A realistic plan for engaging with the people in your community and listening to their needs and aspirations.

## Trainer

Anne McNeill is a Trustee of A Heart for Duns and facilitates the Berwickshire Alliance. She grew up in Duns and returned to live in the area after a career as a consultant working internationally on business and economic development.

# Data Protection Essentials

**Thur 9 Feb**  
**1 - 2:30pm**

Online workshop

## About the workshop

What can you and can't you do with other people's personal data? This workshop looks at the key rules when it comes to collecting and using personal data; and the type of measures needed to keep such data safe. It will consider the essential elements of data protection law; and the secure handling of personal data. It will be of use to anyone in charities, the voluntary sector and social enterprises that handles personal data.

## Outcomes

By the end of the workshop, participants will:

- (a) Understand what is and is not allowed, in terms of the law.
- (b) Understand the importance of, and steps needed to keep personal data secure.
- (c) Be more confident in applying best practice to data protection.

## The trainer

David Green has been providing consultancy and delivering courses on data protection since before the introduction of the GDPR. He has written privacy notices and data protection policies; and helped organisation carry out internal data audits.



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# Emergency First Aid at Work

**Thurs 23 Feb**  
**9am - 5pm**

Bavs Office - Board Room

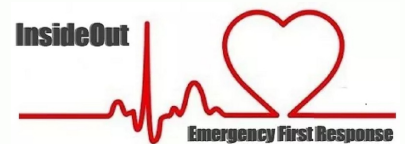
This course is suitable for people who work or volunteer in low hazard environments (for example a community venue, office or shop), or where Health and Safety Executive (HSE) guidelines indicate staff should hold a certificate in emergency first aid at work.

It gives learners the skills and confidence to respond to a range of accidents and first aid emergencies they may encounter in the workplace.

Certificates are valid for three years.

Wear loose fitting clothing and bring a packed lunch - hot drinks provided.

First Aid Instructor: Jane Dixon, Inside Out



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# Safeguarding, a Trustee Responsibility

**Wed 1 Mar**  
**1 - 2:30pm**

Online workshop

## About the workshop

Aimed at charity trustees, this workshop will look at their duties and responsibilities in respect of safeguarding; and the actions they should be taking to meet the requirements of the OSCR (Scottish Charity Regulator).

(Note. This workshop is not suitable for frontline staff).

## Outcomes

By the end of the workshop, participants will:

- (a) Be aware of their duties and responsibilities in respect of safeguarding.
- (b) Know the practical measures they should be taking to ensure the effective management of safeguarding.
- (c) Be better placed to embed safeguarding into the culture of their organisation

## The trainer

David is a former charity trustee. During that time, he was the trustee lead for safeguarding within the organisation.



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# Networking Blether

**Tues 7 Mar**  
**10am-noon**

Coldstream Community Centre

These are networking events for anyone who volunteers, works, or is a trustee for a charity, community group, village hall or social enterprise.

Come along, hear a speaker talk about a currently relevant topic, network, enjoy a late breakfast and catch up with new friends and old.

Speakers to be confirmed



# Data Protection for Trustees and Senior Staff

**Wed 22 Mar**  
**1 - 2:30pm**

Online workshop

## About the workshop

Fines for data breaches can be large, even when your own organisation is the victim of hackers. So, what should trustees and senior staff do to ensure compliance with data protection law? This workshop considers the principles of processing personal data, and in particular, the new principle of accountability. It looks at how you can meet your organisation's responsibilities; and the steps you can take to demonstrate compliance with data protection law.

It is aimed at members of trustee boards and senior staff in small charities, voluntary groups and social enterprises.

## Outcomes

Participants will:

- (a) Be aware of the seven principles behind UK data protection law.
- (b) Understand your organisation's responsibilities when processing personal data.
- (c) Know what is needed to demonstrate compliance with the law.



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## Elementary Food Hygiene

Cyrenians have been funded by SBC to deliver food hygiene training across the Scottish Borders.

Elementary Food Hygiene provides the basic knowledge and understanding of food hygiene, the effects of poor standards and prevention measures, and the legal aspects in Scotland

- Online course
- 6 hours of self-directed learning online with telephone, email and/or Zoom support available as needed from our REHIS accredited trainer
- This is followed by a short multiple-choice exam conducted either in person or remotely via Zoom
- This course is available throughout the year at a date and time suitable to you
- Usually £65 per person, but free

For more details and to book email:  
[sueoneill-berest@cyrenians.scot](mailto:sueoneill-berest@cyrenians.scot)

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# Trauma Informed Training



Borders Care Voice Learning Network offers free training to people who work or volunteer in health and social care in the Scottish Borders and unpaid carers.

As part of their training programme for next term they will be offering trauma informed training, which covers the following:

## Understanding trauma

- Understanding childhood trauma – adverse childhood events
- Trauma in adulthood
- Long term impact of trauma
- Skills for working with victims of trauma

For more details and bookings visit their website:

<https://bordercarevoice.org.uk/training/>

**NHS Scotland** also have upcoming trauma informed training on 9th January. Visit their website for details and booking:

<https://transformingpsychologicaltrauma.scot/events/nhttp-jan-2023/>



**Bavs is a partner in the Borders Third Sector Interface**

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