

# Safeguarding Training Brochure

September 2017



## Safeguarding

**Safeguarding is everyone's responsibility.** Core safeguarding training modules aim to promote a safer church across church communities from members of our congregations to our senior leaders. Whilst for some completion of safeguarding training is an expectation as we strive to achieve best practice, for others it is a mandatory requirement for the role that they fulfil.

The Church of England has a safeguarding learning and development framework which ensures that training is available to everyone in every Church of England community to enable them to safeguard children and adults and to work and worship safely together. The framework was approved by the House of Bishops in December 2015 and has been revised and reissued in January 2017.

The Diocesan Safeguarding Trainer, along with volunteer trainers from across the diocese provide a range of training courses in safeguarding situated within the context of the Church. The courses aim to equip participants with the knowledge and skills in knowing what, when and how to report concerns and to embed healthy safeguarding practice

A full range of Safeguarding training opportunities are available as listed in this brochure. To find out who is required to complete which modules please see the table at the end of this brochure.

Core modules (beginning with 'C') are either recommended or required for those in named roles. Specialist courses are either essential or desirable depending on the role or in some cases they are indicated as being relevant to a role.

Glenys Armstrong, the Diocesan Safeguarding Adviser, (DSA), and Helen Humphreys, Assistant Safeguarding Adviser, are available by telephone and email to answer Safeguarding queries and advise on policy and practice. Vicky Christophers, the Diocesan Safeguarding Trainer is available to advise on training and other safeguarding practice issues. You can find their contact details on page six.

## Available Courses

Please see our website for course availability and bookings.

<http://www.bathandwells.org.uk/safeguarding-training>

### Core Modules

#### **C0 Online Basic Awareness in Safeguarding**

This course is recommended for anyone who needs a basic level of awareness of safeguarding. Now available as an online course which you can access using this link

<https://safeguardingtraining.cofeportal.org/>

. Instructions for registering an account and logging on to the portal can be downloaded from the Safeguarding Training page of the diocesan website

<http://www.bathandwells.org.uk/safeguarding-training>.

#### **C1 Safeguarding Foundation**

Duration: 3 hours

Delivered either by the Diocesan Safeguarding Trainer or volunteer safeguarding trainers, this basic course explores safeguarding in the church context and equips participants with the skills and knowledge to know when and how to report concerns.

#### **C2 Safeguarding Leadership**

Duration: 3 hours

This course is required for anyone who has safeguarding leadership responsibilities or responsibility for leading activities involving children, young people and/or adults who may be vulnerable.

#### **C3 Safeguarding for Licensed Clergy & Lay Ministers**

Duration: 3 hours

Required for those holding a license, commission, authorisation, permission to officiate from a Bishop – Ordained or Lay.

### Specialist Modules

#### **S1 Safer Recruitment**

Duration: 3 hours

Explore statutory legislation and guidance and the House of Bishops safer recruitment procedures, policies and practice guidance.

Other modules will be available from January 2018, including:

**S2 Pastoral Care, Confidentiality and Confession**

**S3 Responding to Domestic Abuse**

**S4 Grooming and Sexual Abuse and responding to survivors**

**S5 Assessing and Managing Risk**

## Specialist and bespoke training

### **Parish and Safeguarding Officer Induction**

Duration: 3 hours

An introductory session for new Parish Safeguarding Officer's which explores the role, relevant policy, guidance and processes and sources of support.

### **Train the Trainer**

Duration: 3 hours

This module equips volunteer trainers to deliver specific safeguarding training modules within their own parish or across the diocese if approved to do so.

## Further learning opportunities

All Local Safeguarding Children Boards provide safeguarding children's training. Local Authorities may also provide safeguarding adults training. Whilst this cannot be substituted for the House of Bishops approved modules, they provide additional detail on a range of topics. Check your Local Authority Children and Adult Safeguarding Board Websites for information.

## Current Training Opportunities

All courses can be booked online. Please click on the link to be redirected to the booking page.

### C1- Safeguarding Foundation

[C1 – Foundation – 20th September 2017 \(Locking Castle Church, Jasmine Way, Weston-super-Mare BS24 7JW 6.30pm for 7pm start – 9pm\)](#)

[C1 – Foundation – 12th October 2017 \(St George’s Parish Centre, Wembdon, TA6 7RR 6.30pm for 7pm start – 9pm\)](#)

[C1 – Foundation – 19th October 2017 \(Crocombe Village Hall, Fayreway, BA5 3RA 6.30pm for 7pm start – 9pm\)](#)

### C2 – Leadership

[C2 – Leadership – 27th September 2017 \(Old Deanery, Wells – 9.30am for 10am start – 1pm\) followed by S1 – Safer Recruitment \( 1.30pm – 4pm\)](#)

[C2 – Leadership – 5th October 2017 \(Old Deanery, Wells 6pm for 6.30pm start – 9pm\)](#)

[C2 – Leadership – 22nd November 2017 \(Christchurch, Nailsea 9.30am for 10am start – 1pm\)](#)

[C1/C2 – Foundation & Leadership – 17th October 2017 \(St Mary’s Church, Chard\). C1 – 9.30am for 10am start – 1pm, C2 – 1.30pm for 1.45pm start – 4.30pm.](#) Please indicate in the notes section of the booking form whether you intend to stay for one or both of the sessions.

[C1/C2 – Foundation – 30th November 2017 \(Old Cleeve Parish, Minehead – venue to be confirmed\). C1 – 9.30am for 10am start – 1pm, C2 – 1.30pm for 1.45pm start – 4.30pm.](#) Please indicate in the notes section of the booking form whether you intend to stay for one or both of the sessions

### **C3 – Clergy and Lay Ministers**

C3 – 4th October 2017 (The Bishops Palace, Wells – 9.30am for 10am start – 4pm), by invitation only.

C3 – 5th February 2018 (Old Deanery, Wells 9.30am for 10am start – 4pm), by invitation only

[C3 – 18th April 2018 \(Old Deanery, Wells 9.30am for 10am start – 4pm\)](#)

[C3 – 21st June 2018 \(Old Deanery, Wells 9.30am for 10am start – 4pm\)](#)

C3 – 6th September 2018 (Old Deanery, Wells 9.30am for 10am start – 4pm), by invitation only

### **S1 – Safer Recruitment**

[13th October 2017- Old Deanery, Wells 9.30am for 10am start – 12.30pm](#)

Other courses may be running in your Parish which are not currently being advertised on the diocesan website. Please contact your Parish Safeguarding Officer for possible training opportunities. If you would like to make arrangements for a course to take place in your Parish, and you have more than 20 people who are likely to attend, please complete the booking form which can be downloaded from the safeguarding training section of the website. <http://www.bathandwells.org.uk/safeguarding-training>

**For more information about training opportunities please contact Vicky Christophers, Diocesan Safeguarding Trainer**

**Email: [vicky.christophers@bathwells.anglican.org](mailto:vicky.christophers@bathwells.anglican.org)**

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**Glenys Armstrong**

**Diocesan Safeguarding Adviser**

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**Helen Humphreys**

**Assistant Diocesan Safeguarding Adviser**

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**Tel: 01749 685103**

## Diocese of Bath and Wells Core Safeguarding Courses

	C0-Basic Awareness		C1 - Foundation	C2 - Leadership	C3 - Clergy and Lay Ministers	C4 Senior Staff
<b>Who is it for?</b>	Recommended for anyone who needs a basic level of awareness of safeguarding		Required for anyone who has safeguarding responsibilities/ contact with children and/ or vulnerable adults	Required for anyone who has safeguarding leadership responsibilities/ Leading activities involving children and / or vulnerable adults	Those holding a license, commission, authorisation, Permission to Officiate from a Bishop; Ordained or Lay	Senior staff who have key roles in safeguarding policy, strategy and practice
<b>Need to know</b>	This course is a prerequisite for attendance on any other Core training module it is available online or face to face		Completing C1 and C2 gives an equivalent level of training to C3 though there is different content and focus.		Delivered locally. Please contact Vicky Christophers for further information.	Delivered by the National Safeguarding Team
<b>Frequency</b>	Online: 3 years	Face to face: 3 years	Refreshed every 3 years			Refreshed every 3 years
<b>Who Books?</b>	Open access	Parish books trainer	Parish books trainer and advertised on Diocese website	Individual via Diocesan website	Individual via Diocesan website	Diocese via National team

## Diocese of Bath and Wells Core Safeguarding Courses

	C0-Basic Awareness	C1 - Foundation	C2 - Leadership	C3 - Clergy and Lay Ministers	C4 Senior Staff
Timescale	Within 3 months	Within first year	Within first year		
Vergers	✓	X	X	X	X
Servers	✓	X	X	X	X
Welcomers	✓	X	X	X	X
Caretakers	✓	X	X	X	X
Refreshment helpers	✓	X	X	X	X
Shop staff	✓	X	X	X	X
Sidespersons	✓	X	X	X	X
Flower arranger	✓	X	X	X	X
Church Administrative Staff	✓	✓	X	X	X
Bell ringers	✓	X	X	X	X
Choir Members/Music Group members (inc. sound/AV)	✓	X	X	X	X

	C0-Basic Awareness	C1 - Foundation	C2 - Leadership	C3 - Clergy and Lay Ministers	C4 Senior Staff
Parish workers with children/vulnerable adults (paid or volunteer)	✓	✓	X	X	X
Supervisors of work with children/vulnerable adults (paid or volunteer)	✓	✓	✓	X	X
Safeguarding Officer (Parish/Church/Cathedral)	✓	✓	✓	X	X
Church Operations Manager	✓	✓	X	X	X
Church Wardens	✓	✓	✓	X	X
PCC member	✓	X	X	X	X
PCC safeguarding Lead	✓	✓	✓	X	X
Youth and Children's Pastors	✓	✓	✓	X	X
Directors of Music/Music Group leader	✓	✓	✓	X	X
Choir Leaders	✓	✓	✓	X	X
Bell Tower Captains	✓	✓	✓	X	X

	C0-Basic Awareness	C1 - Foundation	C2 - Leadership	C3 - Clergy and Lay Ministers	C4 Senior Staff
Not in direct contact with children/vulnerable adults	✓	X	X	X	X
In direct contact with children/vulnerable adults	✓	✓	✓	X	X
Registrar	✓	X	X	X	✓
Diocesan Secretary	✓	X	X	X	✓
Diocesan Communications Officer	✓	X	X	X	✓
Chair of Diocesan Safeguarding Steering Group	✓	X	X	X	✓
Diocesan Director of Ordinands	✓	X	X	X	✓
HR Adviser/Manager	✓	X	X	X	✓
Bishop's Chaplain	✓	X	X	X	✓
Diocesan Warden of Readers	✓	X	X	X	✓
Diocesan Safeguarding Adviser	✓	X	X	X	✓

	C0-Basic Awareness	C1 - Foundation	C2 - Leadership	C3 - Clergy and Lay Ministers	C4 Senior Staff
Head of Ministry Development	✓	X	X	X	✓
Bishop	✓	X	X	✓	✓
Archdeacon	✓	X	X	✓	✓
Incumbents/Priest-in-Charge	✓	X	X	✓	X
Permission to Officiate (PTO)	✓	✓*	✓	✓*	X
Curates	✓	X	X	✓	X
Licensed Lay Minister (LLM in training)	✓	✓	✓	X	X
Licensed Lay Minister (LLM licenced)	✓ if not completed in training	✓ if not completed in training	✓ if not completed in training	X	X
Ordinands/Independent students	✓	✓ (prior to Placement)	✓ (prior to leaving TEI)	X	X
Spiritual Directors	✓	✓	X	X	X
Pastoral Visitors	✓	✓	X	X	X

	C0-Basic Awareness	C1 - Foundation	C2 - Leadership	C3 - Clergy and Lay Ministers	C4 Senior Staff
Lay Pastoral Assistant	✓	✓	✓	X	X
Authorised Listeners	✓	✓	X	X	X
Bishop's Visitors	✓	✓	✓	X	X
Members of Religious Communities in active ministry working with children/vulnerable adults	✓	✓	X	X	X
Safeguarding Leads in Religious Communities	✓	✓	✓	X	X
Deans	✓	X	X	X	✓
Residentiary Canons	✓	X	X	X	✓
TEI Principal	✓	X	X	X	✓
TEI Vice Principal(s)	✓	X	X	X	✓
TEI Safeguarding Lead	✓	X	X	X	✓

\* Those with Permission to Officiate should do a level of training that is commensurate to their ministry. Please discuss with the Bishops Office to confirm the level of training required.

## Diocese of Bath and Wells Specialist Safeguarding Courses

	S1 Safer Recruitment	S2 Pastoral Relationships, Confidentiality and Confession	S3 Responding to Domestic Abuse	S4 Grooming, sexual abuse, responding to survivors	S5 Assessing and Managing Risk	S6 Spiritual Abuse	S7 Authorised Listeners/ Link Persons
<p>✓✓ = Essential</p> <p>✓ = Desirable</p> <p>X = not required</p> <p>R- Relevant: Other roles not mentioned may access training where relevant to the role.</p>	Explores the scope of Safer Recruitment procedures in the Church context for all paid staff and volunteers with children and adults	Explores the practical and other implications of pastoral care, confidentiality and confession on safeguarding policies and practice.	Examines issues relating to domestic abuse, especially for vulnerable groups and children in the context of adult abuse, and how the church can respond to this.	Examines issues relating to grooming and sexual abuse, and how the church can respond well to survivors.	Explains the way in which the church will respond to assess and manage risk in serious safeguarding situations.	Examines issues relating to spiritual abuse and how the church can respond well to this.	Explores the responsibilities of Authorised Listeners and Link persons
DBS recruiters	✓✓	X	X	X	X	X	Anyone interested in undertaking the role of an Authorised Listener or Link Person
Clergy	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	
Licensed Lay Minister	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	
Permission to Officiate	✓	✓✓	✓✓	✓✓	✓✓	✓✓	
Ordinands	✓	✓✓	R	X	X	✓✓	
LLM in Training	X	✓✓	X	X	X	✓✓	
Spiritual Directors	X	✓✓	✓✓	✓✓	✓✓	✓✓	

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Pastoral Visitors	X	✓	✓	✓	✓	✓	
Authorised Listeners	X	✓✓	X	✓✓	X	✓✓	
Leaders of Children's/ Vulnerable Adults Activities	✓*	✓	✓	✓	✓	✓	
Designated member of PCC	✓✓*	X	X	X	X	X	
Senior staff (teams)**	✓✓*	✓	✓	✓	✓✓	✓	
Church Wardens	*	✓	✓	✓	R	✓	Anyone interested in undertaking the role of an Authorised Listener or Link Person
Youth Workers	*	R	✓	✓	R	R	
Diocesan/Parish/ Cathedral Safeguarding Officers	✓✓	✓✓	✓✓	✓✓	✓✓	✓✓	
PCC safeguarding Lead	✓✓*	X	X	X	✓	R	
TEI safeguarding Lead	✓✓*	R	R	X	✓	R	
Religious Community Safeguarding Lead	✓✓*	R	R	X	✓	R	

\* if involved in recruitment.

\*\* refers to All Bishops, Deans, Residentiary Canons, Archdeacons, directors of: Ministry, Training, Ordinands, Bishops Chaplain, TEI: Principal; Vice Principal; Safeguarding Lead, Director/Warden of Readers; Registrar, Diocesan Secretary, Director of: Communications; Human Resources. Chair of DSSG; Leaders and Safeguarding Leads of Religious Co

