



# Safeguarding Training and Development Policy

*January 2019*

## Policy

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The Diocese of Portsmouth is committed to ensuring that all church officers working with vulnerable groups are aware of their safeguarding responsibilities and have the core skills and knowledge to protect them from harm.

This policy sets out the Diocesan expectations and requirements for safeguarding training for all ordained and lay church officers, whether they are paid or unpaid.

This policy supports national guidance and should be read in conjunction with the Church of England Safeguarding Training and Development practice guidance 2017.

## Principles

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Portsmouth Diocese provides a safeguarding training programme to all those church personnel outlined above. The purpose of the training on offer is to promote, inform and ensure that anyone appointed/elected by or on behalf of the church to a post or role is aware of the National and Diocesan safeguarding procedures, practice and expectations.

The safeguarding training programme is developed and delivered by the diocesan safeguarding team. The safeguarding team also works closely with statutory agencies and other organisations and individuals who can contribute to the effective delivery of the programme.

All face-to-face safeguarding training modules are delivered by experienced and skilled trainers. Single trainers will also be supported by a suitable co-worker who can offer the appropriate guidance to participants if needed. It is the responsibility of the Diocesan Safeguarding Adviser to ensure that the co-worker has the capability and qualities required to act in this role.

Portsmouth Diocese offers a training pathway to all clergy and church officers in aspects of safeguarding relevant to, and commensurate with, their role. It is expected that they pay due regard to the minimum requirements for safeguarding training outlined in this policy, unless there are cogent reasons for not doing so.

It is important that church officers have an understanding of safeguarding within the unique context of the church, regardless of their occupation. Therefore, no accreditation is given against the core safeguarding training modules for prior learning that has not been provided by the Church of England framework.

Anyone undertaking ministry training through the Diocese must have completed the appropriate safeguarding training before they can be licensed by the Bishop.

All safeguarding training events are evaluated after delivery in order to ensure the training on offer continues to meet the varying levels of expertise and responsibilities of church officers across the Diocese.

Records of attendance are kept by the Diocesan safeguarding team, and the take up of safeguarding training is regularly monitored with reminders sent to those who have not attended the relevant training. The reminder process will be escalated if individuals continue not to take up the appropriate training course for their role.

## Procedure

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Portsmouth Diocese provides a range of on-line and taught safeguarding courses within a modular programme. Each training module aims to equip all church officers, both volunteer and paid, with a better understanding of good safeguarding practice within the church. All new appointees to roles should attend/complete training in line with the modules specified in the Training Policy and Pathways. Thereafter, completion of the appropriate safeguarding training is required every three years to keep knowledge and skills up to date.

Details of safeguarding training events are promoted through the Diocesan website and newsletters. Attendance must be booked in advance through the Diocesan website to ensure that there are sufficient course materials and places available, and health and safety limitations are not exceeded. Anyone who attends a session that has not been booked in this way may be turned away.

Places on courses will generally be on a first come, first served basis, although some selection and prioritisation may need to be carried out by the safeguarding team to ensure that key groups of staff receive training as promptly as possible.

Where possible, at least three working days' notice must be given by the attendee to cancel a training place. The Diocesan safeguarding team reserves the right to reschedule or cancel training courses, and in this event delegates will be offered an alternative date within the programme. Where courses have to be cancelled by the Diocese, this will be undertaken at least seven days beforehand, unless there are exceptional circumstances involved, i.e. illness, weather warnings, etc.

### **Review**

This policy will be reviewed annually and revised accordingly in response to new guidance, and/or specific demand and feedback.

## Diocesan Safeguarding Training Modules

Module	Learning Outcomes	Attendance/Delivery
<b>C1 - Foundation</b>  2 hours	Develops knowledge and understanding of child and adult safeguarding relating to the context of abuse, how to respond to concerns and safe working practice.  <i><b>This course is a pre-requisite for attendance on all other training modules</b></i>	<b><i>Within three months of commencement</i></b>  Individual on-line OR Taught course
<b>C2/3 - Leadership</b>  Half Day	Develops knowledge and understanding of safeguarding practice with the church context in line with CofE policy and practice guidance.	<b><i>Within six months of commencement</i></b>  <b><i>Refreshed every three years</i></b>  Taught course
<b>C5 – Refresher</b>	Refresher course to bring safeguarding knowledge up-to-date with current practice and guidance.	<b><i>Refresher of C1 every three years</i></b>  Taught course
<b>S1- Safer Recruitment</b>  2.5 hours	Explores the scope of a safer recruitment process within the church context for those involved in the recruitment of all paid staff and volunteers with children and adults	<b><i>Within six months of commencement</i></b>  Taught course
<b>S3 – Responding to Domestic Abuse</b>  3 hours	Examines issues relating to domestic abuse and how the church can respond effectively to victims	<b><i>Within twelve months of commencement</i></b>  Taught course