# **Safeguarding Training and Development Policy**

The Diocese of Portsmouth is committed to ensuring that all church officers working with children, young people and adults 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 2019.

# **Principles**

The 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 is aware of national and diocesan safeguarding policy, practice and expectations.

The Diocesan Safeguarding Team manages the safeguarding training programme, and 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, who understand the expectations and requirements for safeguarding children and adults within the church context.

As part of this policy, the Portsmouth Diocese offers a training pathway to all church officers in aspects of safeguarding relevant to, and commensurate with, their role. The programme identifies core and specialist areas of training which are mandatory for some individuals, whilst for others are recommended as best practice, dependent upon the role they fulfil. Refresher training, at the highest previous level, must also be completed at three-yearly intervals to keep knowledge and skills up to date.

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 undertaken outside of the Church of England framework.

Where prior learning has been completed in relation to the specialist modules or, in some extenuating circumstances, a degree of discretion in implementing the conditions for training is required, the advice of the Bishop/Dean, in liaison with the Diocesan Safeguarding Adviser, must be sought in all cases prior to any exemption from attendance at safeguarding training being given.

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**

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 Pathways. Thereafter, completion of the appropriate core safeguarding training at the highest previous level 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 e-bulletins. Attendance at training must be booked by the role holder 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 should 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 in January 2022 or more frequently if appropriate.