**PARISH SAFEGUARDING TRAINING BOOKING FORM**

We hope this guidance will help you to plan and book your local parish safeguarding training session. If you have any queries please contact the safeguarding trainer Julia Barton at [Julia.barton@portsmouth.anglican.org](mailto:Julia.barton@portsmouth.anglican.org)

**TRAINER AVAILABILITY**

Safeguarding training modules can be delivered during weekdays, weekends, and evenings subject to trainer availability. We will endeavour to meet all trainer booking requests, however, to increase the chances of a trainer being available to lead a session, we advise the host parish to put forward a few possible dates at least several weeks in advance.

**VENUE/EQUIPMENT**

To deliver the sessions face-to-face, the parish must have the following equipment:

|  |  |
| --- | --- |
| **Equipment needed** | **Parish Availability Y/N?** |
| Internet |  |
| Audio equipment/speakers for sound |  |
| Large projection screen |  |
| Space for delegates to sit comfortably preferably with a table |  |
| Accessible electricity points and/or an extension cable |  |
| Sufficient parking |  |
| Refreshments (usually before session starts). |  |
| Participant pens |  |

**ATTENDANCE**

The host parish should ensure that there are adequate numbers attending a course. Minimum session attendees are **12**. Once the parish has indicated the numbers of participants who will attend, the training event may be opened up to other parishes and publicised via the Diocesan Safeguarding Training website. The maximum number of attendees for any session is **30**.

**NB: Names of parish attendees should be submitted at least 10 working days before the event, in order that attendance certificates can be prepared.**

There are three modules which can be delivered locally:

Safeguarding Basic Awareness – 1.5 hours

Safeguarding Foundations – 1.5 hours

Safeguarding Domestic Abuse – 2 hours

The modules can be delivered individually or in combination in your chosen locality. Please indicate the training module(s) you wish the Diocesan Safeguarding Trainer to deliver including the preferred dates and times.

|  |  |
| --- | --- |
| Module(s) required: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Preferred Dates | **AM(** 9.30-12.30), | **PM(** 1.30-4.30) | **EVE**( 6-9pm) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Please indicate below the approximate number of attendees anticipated at this module

|  |  |
| --- | --- |
| Number of attendees from Parish |  |

**HOST PARISH CONTACT DETAILS**

|  |  |
| --- | --- |
| Church: |  |
| Contact Name: |  |
| Parish Contact Role: |  |
| Telephone Number: |  |
| E-mail: |  |
| Address of Training Venue: |  |
| Parish PSO (if different from above) |  |
| Parish Clergy (if different from above) |  |
| Is there any other information to share that would be helpful to the trainer? |  |

 Please email this completed form to [Julia.Barton@portsmouth.anglican.org](mailto:Julia.barton@portsmouth.anglican.org)