



Safeguarding Training and Development Policy

February 2017

Policy

The Diocese of Portsmouth is committed to ensuring that all church officers working with vulnerable groups, including children, 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 or lay church officers, whether they are paid or unpaid.

This policy is based upon the Church of England Practice Guidance: Safeguarding Training and Development 2017.

Principles

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 Advisers and a team of locally based trainers. The team also works closely with statutory agencies and other organisations who can contribute to the effective development 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 for church officers in aspects of safeguarding relevant to and commensurate with their role, and it is expected that all clergy and church officers pay due regard to the minimum requirements for safeguarding training outlined in this policy, unless there are cogent reasons for not doing so.

The Diocese has its own codes of practice and reporting procedures and it is important that church officers have an understanding of safeguarding with 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 programme 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 may 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 this document. Thereafter, attendance at refresher 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 in safeguarding newsletters. Attendance must be booked in advance to ensure that there are sufficient course materials, seats and tables, and health and safety limitations are not exceeded. Course places are not confirmed without receipt of a training booking form, and 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 delegate 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 no later than seven days before they are due to start, unless there are exceptional circumstances involved, i.e. illness, weather warnings, etc.

Review

The Diocesan Safeguarding Training Policy will be reviewed and revised annually in response to new guidance, or specific demand and feedback.

Safeguarding Training Programme – Core Modules

Module/Time	Learning Outcomes	When
C1 Foundation - Children E-Learning 2-3 hours	Provides introductory training towards increasing and improving knowledge and understanding of child protection <p style="text-align: center;"><i>This course is a pre-requisite for attendance at other training modules</i></p>	<p style="text-align: center;"><i>Completed within three months of commencement of role</i></p> Either individually on-line or delivered face-to-face by the parish
C1 Foundation – Adults E-Learning 2-3 hours	Provides introductory training towards increasing and improving knowledge and understanding of adult protection <p style="text-align: center;"><i>This course is a pre-requisite for attendance at other training modules</i></p>	<p style="text-align: center;"><i>Completed within three months of commencement of role</i></p> Either individually on-line or delivered face-to-face by the parish
C2/3 Leadership Half Day or Full day if combined with Module S1	<ul style="list-style-type: none"> ▪ Roles and Responsibilities ▪ Promoting and Supporting Safeguarding ▪ Challenges for Church Leaders ▪ Policies and Procedures ▪ Safer Recruitment 	<p style="text-align: center;"><i>Attended or booked to attend within six months of commencement of role</i></p> Delivered by Diocesan Safeguarding Advisers
C4 Senior Staff 6 hours	Required for senior staff who have key roles in safeguarding strategy and practice within the Diocese.	Delivered by the National Safeguarding team
C5 Refresher Training – Children 3 hours	<ul style="list-style-type: none"> ▪ Basic awareness of signs and symptoms of abuse and abusive behaviour ▪ What to do if you are concerned ▪ Working safely in your role 	<p style="text-align: center;"><i>Every three years</i></p> Delivered in parishes by Diocesan Trainer
C5 Refresher Training – Adults 3 hours	<ul style="list-style-type: none"> ▪ Basic awareness of signs and symptoms of abuse and abusive behaviour ▪ What to do if you are concerned ▪ Working safely in your role 	<p style="text-align: center;"><i>Every three years</i></p> Delivered in parishes by Diocesan Trainer

Safeguarding Training Programme – Specialist Modules

Module/Time	Learning Outcomes	When
<p>S1</p> <p>Safer Recruitment</p> <p>Half Day or Full Day if combined with Module C2/3</p>	<p>Explores the scope of safer recruitment procedures in the church context for all those involved in activities and events with children and adults.</p> <p>This module is mandatory for all those involved in the recruitment/DBS process</p>	<p><i>Have attended or booked to attend within six months of commencement of role</i></p> <p>Delivered by Diocesan Safeguarding Advisers</p>
<p>S3</p> <p>Responding to Domestic Abuse</p> <p>3 hours</p>	<ul style="list-style-type: none"> • Recognising domestic abuse • The impact of domestic abuse • Responding to domestic abuse 	<p><i>Have attended or booked to attend within eighteen months of commencement of role</i></p> <p>Delivered by external trainer</p>