Practice Guidance:

Safeguarding Training and

Development

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Preface

Dear Colleagues,

This practice guidance has been revised and is commended by the House of Bishops and is designed to ensure a framework of consistent training and development of safeguarding practice in the context of the Church. It should be read alongside 'Promoting a Safer Church: safeguarding policy statement for children, young people and adults' (2017). The care and protection of children, young people and adults involved in Church activities is the responsibility of the whole Church and is an essential part of our commitment to live out the gospel of Jesus Christ. Everyone who participates in the life of the Church therefore has a role to play in promoting a safer Church for all.

This practice guidance is for use by Diocesan, Provincial and National Safeguarding Advisors, Archbishops and Bishops, Deans and their senior staff. It is designed to inform and assist us all in resourcing and designing the delivery of safeguarding training for ordained and lay people at different stages of their ministry. This guidance applies to safeguarding learning in parish, diocesan and provincial contexts and applies to all Church bodies including religious communities and Theological Education Institutions, as well as all Church officers. The clear intention is that full understanding of, and adherence to, this policy and guidance will lead to a deeper understanding of, and respect for, the rights of children, young people and vulnerable adults as people of faith in the life of the Church. It is part of our duty of care as a Church that we commit ourselves to work to achieve this.

This very significant document contains resources and guidance which are clear, stimulating and yet also challenging. I am pleased to commend it to you, while at the same time drawing your attention to the fact that failure to implement and have due regard to it may result in disciplinary action. The Ecclesiastical Insurance Group has also made it clear that their insurance cover is only valid where House of Bishops safeguarding policy and practice guidance is being followed.

I am grateful to our colleagues on the National Safeguarding Team who are, as ever, ready to support us or respond to any enquiries or concerns which we may have.

I hope you will find this practice guidance helpful. Please take time to familiarise yourself with it and ensure that the guidance is understood and adhered to.

Yours in Christ's fellowship,

The Rt Revd Peter Hancock

Bishop of Bath and Wells

Lead Bishop on Safeguarding

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Introduction

Structure and use of document

This document sets out the framework to ensure that all Church officers[1] are trained in aspects of safeguarding relevant to their role to develop and maintain the necessary knowledge, attitude and skills to safeguard and protect children, young people and vulnerable adults[2] as outlined in the 'Promoting a Safer Church' House of Bishops policy statement (2017).

It replaces and updates the 'House of Bishops Learning and Development Framework Practice Guidance' (2015) and the second edition of this document published in January 2017. The revisions to this third edition have been informed by the feedback received from trainers across all Church bodies, by the independent review of the implementation of the Church of England Safeguarding Training and Development Framework completed in November 2018 and by a national consultation which ran from 19 February 2019 to 29 March 2019.

It aims to continue to ensure that the Church of England complies with 'Working Together to Safeguard Children' (2018).[3]

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[1] A 'Church officer' is anyone appointed/elected by or on behalf of the Church to a post or role, whether they are ordained or lay, paid or unpaid.

[2] For the purpose of Church policy and guidance the definition of 'vulnerable adult' is contained in the Safeguarding and Clergy Discipline Measure 2016, which defines a 'vulnerable adult' as 'a person aged 18 or over whose ability to protect himself or herself from violence, abuse, neglect or exploitation is significantly impaired through physical or mental disability or illness, old age, emotional fragility or distress, or otherwise; and for that purpose, the reference to being impaired is to being temporarily or indefinitely impaired'.
Please note that the Care and Support Statutory Guidance issued under the Care Act 2014 (14.2) by the Department of Health uses the term 'adults experiencing, or at risk of abuse or neglect' to assess eligibility to statutory social care services.

[3] 'Working Together to Safeguard Children' (2018, pp.56–57 and pp.71–72) outlines the responsibilities that organisations have in relation to safeguarding; these include:
- appropriate supervision and support for staff, including undertaking safeguarding training, and
- creating a culture of safety, equality and protection within the services they provide.

In addition:
- employers are responsible for ensuring that their staff are competent to carry out their responsibilities for safeguarding and promoting the welfare of children and creating an environment where staff feel able to raise concerns and feel supported in their safeguarding role.

'Working Together to Safeguarding Children' (2018) also states that every voluntary, charity, social enterprise (VCSE), faith-based organisation and private sector organisation or agency should have policies in place to safeguard and protect children from harm. These should be followed, and systems should be in place to ensure compliance in this. Individual practitioners, whether paid or volunteer, should be aware of their responsibilities for safeguarding and protecting children from harm, how they should respond to child protection concerns and how to make a referral to local authority children's social care or the police if necessary.

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Since March 2013 the Government guidance has explicitly stated that faith organisations are expected to adhere to the same standards as statutory organisations within the safeguarding sector, such as adult/children's services, police, health and education.

The framework sets out:

- the expectations and requirements for safeguarding training and development in the church context, and how this relates to statutory requirements;
- the elements of church safeguarding training and the requirements for delivery;
- details of the range of core training modules including expectations and requirements to undertake training by role;
- details of the range of specialist training modules including expectations and requirements to undertake training by role, and
- proposals for implementation of the framework.

This practice guidance is for use by Diocesan, Cathedral, Theological Education Institution, Religious Community, Provincial and National Safeguarding Advisors, Archbishops and Bishops, Deans and their senior staff.

A range of core and specialist training modules and materials referenced in this document have been produced and are available on the Safeguarding Training Portal.[4] These can be adapted for local use as required – see section 2.4, 'Flexibility of delivery'.

This framework sits within a suite of associated House of Bishops policy and practice guidance documents.[5]

Building on this, Church bodies may provide additional local training and development opportunities in line with the House of Bishops policy and practice guidance.

Scope

The care and protection of children, young people and adults involved in Church activities is the responsibility of the whole Church. Everyone who participates in the life of the Church has a role to play in promoting a safer Church for all.

This guidance applies to all Church bodies[6] and officers. Please note that under section 5 of the Safeguarding and Clergy Discipline Measure 2016[7] all authorised clergy, Bishops, Archdeacons, Licensed Readers and Lay Workers, Churchwardens, PCCs and Congregational Committees **must have 'due regard'** to safeguarding guidance issued by the House of Bishops (this will include both policy and practice guidance).

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[4] The Safeguarding Training Portal hosts the national training materials including online training courses and face-to-face materials for download, a resource bank of case studies, video materials and additional resources and a discussion forum for trainers. It is found at https://safeguardingtraining.cofeportal.org

[5] Safeguarding policy statements and practice guidance can be found at: https://www.churchofengland.org/more/safeguarding/policy-practice-guidance

[6] 'Church bodies', includes parishes, dioceses, cathedrals, religious communities, Theological Education Institutions, National Church Institutions and other associated bodies. National Church Institutions include The Archbishops' Council; Bishopthorpe Palace; The Church Commissioners; The Church of England Central Services; The Church of England Pensions Board; Lambeth Palace; The National Society for Promoting Religious Education; Trustees of the Lambeth Palace Library.

[7] Safeguarding and Clergy Discipline Measure 2016.

1: Training and development policy

1.1 Promoting a safer environment and culture

Church officers respect all children, young people and vulnerable adults and promote their wellbeing. The Church strives to create and maintain environments that are safer for all, that promote wellbeing, that prevent abuse, and that create nurturing, caring conditions within the Church for children, young people and vulnerable adults. It works to continue to strengthen and review these environments.

1.2 Safeguarding training and development in the church context

Christian communities are 'open communities' and families in God. We encourage people to belong and to befriend and care for one another; some of this happens outside the confines of the church, in places where Church officers have little control. Church communities are vulnerable to those who seek to harm others, because of the opportunities for grooming not just children, but also their families, their priests and leaders, and potentially the whole church community.

Training helps to encourage and embed a robust safeguarding culture and should reflect the national requirements for ensuring healthy safeguarding practice and responding well when issues arise. Training for different church roles needs to include safer working practices which emphasise the importance of consistently maintaining proper boundaries.

Training and development in the church context takes account of the specific roles and context of the church environment. All Church bodies will encourage the provision of supervision and training to ensure that:

- consistent training of the highest quality is offered to all Church officers who work with children, young people and vulnerable adults in every Christian community, and at every stage of ministry;
- all Church officers are trained in aspects of safeguarding relevant to and commensurate with their role;
- all training courses will be informed by and support the implementation of the House of Bishops policy and practice guidance;
- all those who work with children, young people and vulnerable adults are inducted into the Church body's policy and procedures on safeguarding;
- each Church body conducts an annual training needs analysis that identifies all Church officers (ordained/lay/paid/unpaid) who require training and develops a training plan based on this, and that this training is monitored and refreshed every three years;
- all Church bodies ensure delivery at a local level of core and specialist training modules, in line with the House of Bishops practice guidance, as rolled out by the National Safeguarding Team, where they have been identified as necessary through the training needs analysis;
- training programmes as rolled out by the National Safeguarding Team and outlined in the practice guidance are delivered and updated in line with current legislation, guidance and best practice, and
- the Church body facilitates the provision of an appropriate level of support to all involved with the delivery of safeguarding training.

1.3   Safely recruiting and supporting all those with any responsibility related to children and vulnerable adults within the Church

The Church selects and evaluates all those with any responsibility related to children, young people and vulnerable adults within the Church, in accordance with the House of Bishops safeguarding policy and practice guidance.

It trains and equips Church officers to have the confidence and skills they need to care for and support children, young people and vulnerable adults and to recognise and respond to abuse.

1.4   Caring pastorally for victims/survivors of abuse and other affected persons

The Church endeavours to offer care and support to all those that have been abused, regardless of the type of abuse and when or where it occurred.

Safeguarding training needs to address the needs of children, young people and adults who may come to the church for help arising from abuse experienced within the church, the wider community or in families (where the majority of abuse takes place).

Training needs to equip leaders to respond sensitively and in a timely manner to each person reporting abuse, whilst also taking the safeguarding action that is required to protect others. It must address the reality of the abuse of adults by those in positions of authority within the Church, especially clergy at any level of seniority.

1.5   Safe working practice

Most Church officers are volunteers and are not trained professionally to work with children or adults. Church officers are not expected to investigate; for them to do so would be unsafe practice. The primary obligation is to refer safeguarding concerns to statutory agencies for their investigation. For their own protection as well as for the protection of those in their care, Church officers need guidance on safe working practice, which includes knowing when they should be concerned, from whom they should seek advice, when and how to refer and the detail of records to be kept.

1.6   Needs of participants in training

The vulnerabilities, resilience and competence of those participating in training need to be considered. Many are volunteers with no previous safeguarding experience, and it is likely that several of them will have experienced abuse themselves either directly or indirectly (it is a regular experience for at least one person to disclose abuse to trainers during a church safeguarding training session). No one should be unduly distressed or undermined by church training.

In addition, participants need the opportunity to explore with the trainers and one another the complex challenges which they face in their ministry and work with children and adults who may be vulnerable.

When delivered by a member of the Church body's Safeguarding Team, training provides a valuable opportunity to develop a trusted working relationship.

The core modules Basic Awareness and Foundation are available in both online and face-to-,face training formats, with Church bodies having the discretion to decide on the best delivery model. Online modules have clear signposting within them so that anyone with immediate needs arising from the training content can be responded to appropriately. The other core safeguarding modules are for face-to-face delivery so that a response can be made to any immediate need.

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Specific versions of the Foundation and Leadership modules have been produced for use in cathedrals and Theological Education Institutions to make the material more relevant for participants undertaking Church officer roles in these settings.

Participants in training are also likely to need some opportunity to reflect on the relationship between safeguarding issues and their faith. The Church is called to lead the way in the development of pastoral services to those affected by abuse and trauma. As disciples of Christ we should seek to be confident in our approach to healing and wholeness. We can enable confidence in the Church's ability to safeguard if we accept our historical failings and openly work to address risk. We should regard robust safeguarding practice guidelines as an essential support to innovative community outreach, adventurous mission and good pastoral ministry. Safeguarding is the framework that provides the safety net for clergy, laity and those being ministered to. We need to accept that there will always be risk but if we build our missional church on a rock of preventing harm to the vulnerable and calling those who abuse to account, then we have a house built on the rock which can weather the storms that may come. Through training we can make safeguarding simple by enabling a local understanding of policy and supporting Church bodies to implement straightforward processes that support the most vulnerable – in doing this, we are faithfully proclaiming the gospel. Through addressing all the above, we will be taking a pro-active approach to safeguarding.

Participants in training may have additional needs which impact on their ability to learn; for example, literacy or sight and/or hearing impairments. Where training is completed online, the format of the material is such that all written content is also available audibly at the click of a button. Face-to-face training should usually be delivered by two people (as explained in section 2.3) in order that appropriate support can be offered. Participants may also wish to bring along a supporter who can assist them with engaging with the materials during the training; this should be arranged in advance of attendance at safeguarding training.

2: Core safeguarding training

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. While 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.

A modular programme builds core, generic safeguarding training according to role, and through a person's ministry path. The programme also identifies specialist areas of training which will be necessary for some roles dependent on the person's ministry. Refresher training should be completed at a three-yearly interval and will keep knowledge and skills up to date. Refresher training should be undertaken at the highest required level (as per safeguarding training in the statutory sector). For example, a leader of youth work activities who would have been initially required to complete Basic Awareness, Foundation and then Leadership training should be refreshed in the Leadership module only every three years. For those required to attend the Safeguarding for Senior Leadership training in addition to the core modules, refresher training will require the Leadership module to be refreshed in relation to operational safeguarding responsibilities and the Senior Leadership module to be refreshed for the strategic aspects of safeguarding. National training modules will be updated as required by changes in practice and legislation, but certainly at three-yearly intervals to ensure that the content remains relevant.

It is recognised nationally that the effective implementation of this framework depends on adequate resourcing for safeguarding training, including appropriate levels of administrative support.

2.1 Elements of safeguarding training

Considering the church context, all training needs to:

- focus on developing healthy safeguarding practice;

- integrate safeguarding training relating to work with children, young people and adults so as broaden knowledge within our church communities;
- equip participants to:
  - o **recognise** what might be a safeguarding concern and the signs and symptoms of abuse;
  - o **respond** well to victims/survivors of abuse and other affected persons as well as those who are the subject of concerns or allegations of abuse and other affected persons;
  - o **record** safeguarding information appropriately, and
  - o **refer** safeguarding concerns on; knowing who they can and should contact, without overloading them with information relevant only to safeguarding professionals;
- include many and varied examples of what abuse can look like, particularly within our church communities;
- be participative in style and content and build on the knowledge base of participants, emphasising the need to work together;
- pay attention to leaders' own vulnerabilities in the caring roles they fulfil, and how they can protect themselves and others by working safely, and
- provide opportunities for participants to relate their learning to their faith and take responsibility for their own development.

2.2 Planning for training

The modules provide a framework for safeguarding training strategies. Each Church body should complete a training needs analysis on an annual basis to capture the numbers of people requiring training; these should

then be sent to the Safeguarding Advisor[8] for the Church body in order that the wider training strategy can be developed and enough training opportunities and resources provided to meet the assessed levels of need. Appendix 1 provides a template for a Parish Training Needs Analysis to be completed by the Parish Safeguarding Officer and sent to the Diocesan Safeguarding Team. This template can be adapted for other Church bodies such as cathedrals, religious communities and Theological Education Institutions for their training needs to be shared with the diocese and contribute to the wider diocesan training plan. Appendix 2 provides a template for a Diocesan Safeguarding Training Strategy. Each module has key learning aims and objectives (see Appendix 3, 'Module Learning Aims and Objectives'). Training modules are portable across Church bodies.

2.3   Delivery of training

Safeguarding training must be delivered by experienced and skilled trainers who understand the statutory requirements of safeguarding children and adults and how these are provided in the church context. Not all Safeguarding Advisors will have training skills; if they do not deliver training directly, they must ensure that they do provide, or co-ordinate the provision of, training on safeguarding matters, as per their regulated responsibilities.[9]

The core modules designed for face-to-face participative learning should be delivered to groups of ideally a maximum of 30. The Basic Awareness and Foundation modules are available for online delivery via e-learning resources, with the option of delivering the material face to face where preferred or required. Further online learning opportunities will be explored for other modules, particularly the specialist modules, where this would facilitate implementation.

Every face-to-face training session should be facilitated by two people: either two trainers, or one trainer and one experienced and skilled co-worker, in order that the needs of participants can be fully addressed. Best practice would be for safeguarding training to be delivered jointly by a Safeguarding Advisor and a member of clergy. It is widely acknowledged that Church safeguarding training often provides a safe enough environment for survivors of abuse to disclose their own personal experiences; it is therefore vital that trainers are not working in isolation in order to ensure that an appropriate response can be made to those who do disclose during a training session while still enabling the training session to proceed. It is acknowledged, however, that it may not always be possible or necessary for two people to facilitate the full length of the training. Therefore, it is accepted that an experienced trainer can deliver training alone with the agreement of a Safeguarding Advisor to attend part of the course; where sessions are delivered solely by a single trainer without frontline safeguarding experience in a church context a Safeguarding Advisor **must** be present for a time to answer questions relating to case studies or specialist questions.

For consistency of delivery and content, national training modules will be rolled out by the National Safeguarding Team by way of regional sessions. Church bodies will be asked to identify trainers for training by the National Safeguarding Team. After the roll-out sessions additional training for trainers will not be provided by the National Safeguarding Team and it will become the responsibility of Church bodies to train any additional trainers. However, training support visits will be offered at regular intervals by the National Safeguarding Training and Development Managers.

In the different Church bodies consideration should be given to the best model to deliver training. In some contexts, training could be delivered across parishes, deaneries or mission units utilising volunteer trainers and officially commissioning them where appropriate. Cathedrals, religious communities and Theological Education Institutions should consider, together with the dioceses, the best methods for ensuring that all relevant Church officers are engaged in the appropriate level of safeguarding training, either by delivering independently or by sharing resources. Arrangements between Church bodies should be agreed and

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[8] This is the term used throughout this guidance to describe those undertaking the role of Diocesan Safeguarding Advisor, Cathedral Safeguarding Advisor, Provincial Safeguarding Advisor, Theological Education Institution Safeguarding Lead and Religious Community Safeguarding Lead.
[9] See section 4 paragraph 1a-o of the Diocesan Safeguarding Advisors Regulations 2016.

monitored by those involved to ensure that they are meeting identified needs, as an example of how such arrangements might be formalised a template for a memorandum of understanding is provided at Appendix 4.

Where volunteers are recruited for training delivery it is essential that they are provided with full training by the Diocesan Safeguarding Team in training delivery principles and the module materials. Ongoing oversight and support should be offered to volunteer trainers to ensure that they are resourced for the important work they are undertaking and that training standards are maintained – oversight and support may include observations of training delivery.

In the diocesan context there is an expectation that the increased national training resource will be matched by an increased diocesan resource, and that safeguarding training for clergy should be integrated with Initial Ministerial Education Phase 2 and Continuing Ministerial Development.

The National Safeguarding Team will work with the Ministry Division and others to develop the potential for 'blended learning'; this will be achieved through the online training portal to support face-to-face training. The online portal will house a resource bank of training materials, exercises and case studies to be available for download, some module materials to be accessed prior to face-to-face sessions, opportunities for personal reflection post courses and an online discussion forum.[10]

2.4 Flexibility of delivery

Core material will be provided for each module, and trainers' notes and training for trainers will be included. The national modules as released are the 'national minimum standard' and should be used as the skeleton around which Church bodies build their modules for local delivery in order to ensure there is a consistent minimum level of training being delivered across the Church of England. These base materials should and can be supplemented with locally relevant resources, case studies, exercises, etc. to bring the training to life for the participants at each course delivered.

Flexibility in delivery is encouraged in several ways:

- to maximise resources and ensure consistency of practice. For example: dioceses, cathedrals or Theological Education Institutions may wish to consider joint appointments of safeguarding training officers or sharing resources;
- to make material specific for the needs, demands, culture and location of the participant group, with the avoidance where possible of repetition for those who have already completed other modules. For example; the Foundation module may be delivered specifically to a group of youth work helpers and therefore the case study and video material within the module could be altered for that group to ensure that the examples used are specific to the context in which attendees are working;
- to use a range of teaching and learning styles which build on the strengths, knowledge and skills of the trainers and the needs of the participants;
- to combine modules to reflect local priorities, needs and resources. For example, specialist modules could be combined with core modules to reduce the requirements on participants to attend – the specialist module materials will contain extensive material in order to train those requiring the most in-depth knowledge; where groups require only an awareness of the specialist area the specialist material could be condensed in order to cover key messages within a core module. This is now the case with the Safer Recruitment specialist material, which is available in its full format as an online training resource for those requiring detailed knowledge of safer recruitment processes. The key messages for wider dissemination have been included within the Leadership core module;
- to time and space training opportunities in the best way possible to achieve maximum engagement. For example, the Foundation module could be delivered in a morning session, with participants then

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[10] Some aspects of the online training portal are operational. Others are in development for roll-out as soon as possible. The training portal can be accessed at: https://safeguardingtraining.cofeportal.org/

being given an extended break in which to consider the pre-course material for the Leadership module prior to attending Leadership training later the same day.

2.5 Core safeguarding modules

The diagram below shows the expectations and requirements for attendance at core safeguarding training modules. Modules to be completed are dependent on the role that the person requiring training undertakes in relation to their involvement with children, young people and vulnerable adults. Those who hold positions of responsibility for activities undertaken with children, young people and/or vulnerable adults will require more in-depth training than those who assist in the running of activities. For example, the person in charge of a youth group will require training to Leadership level (previously C2) whereas a volunteer who is acting as an additional adult at a youth group session, but is never the leader of the activity, would require training to Foundation (previously C1) level.

Where training is 'recommended', it is not compulsory. However, where training is required those modules are mandatory requirements. The requirements and expectations of training have been set based on the functions and levels of responsibility and/or leadership of the roles listed.
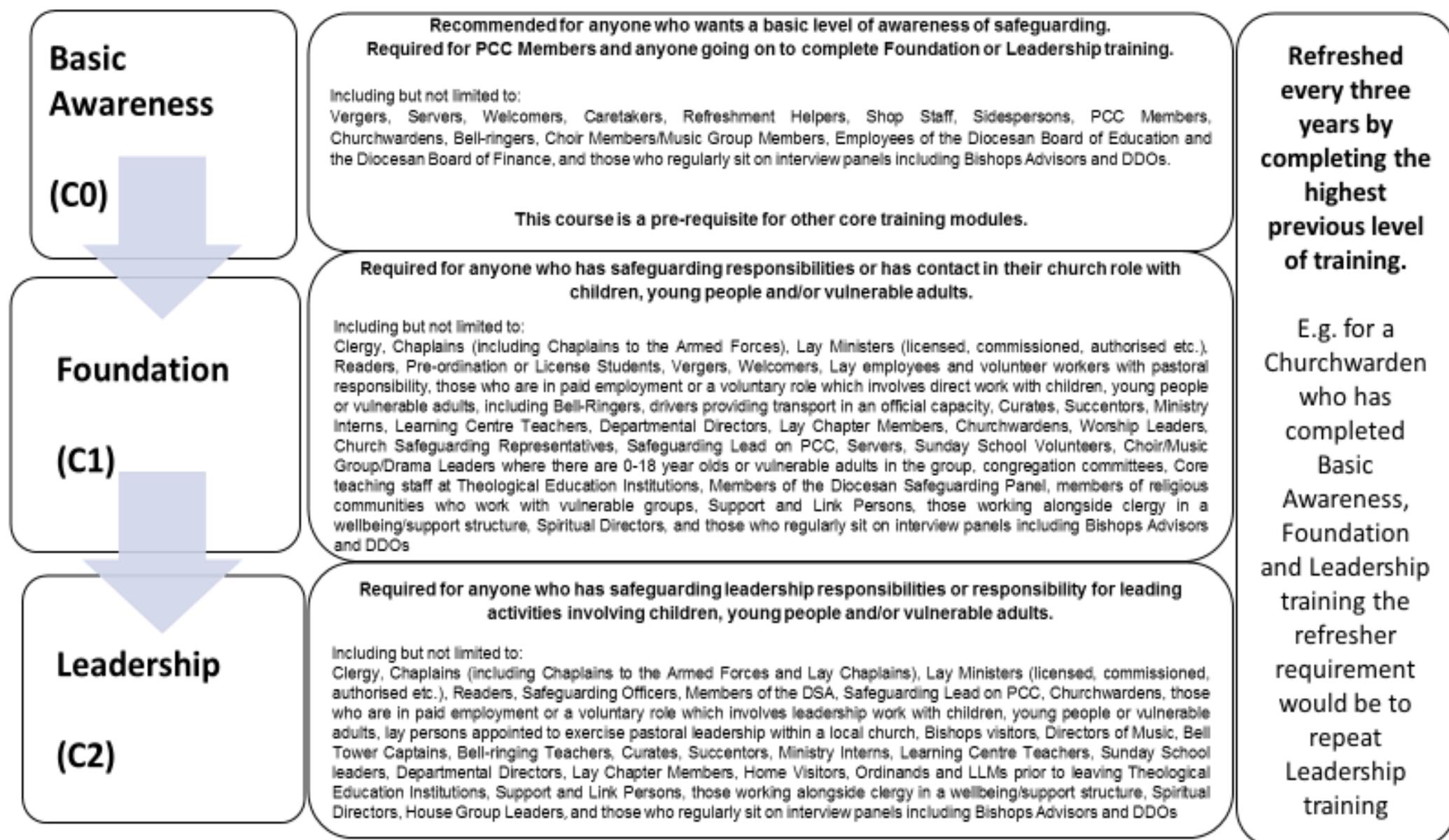
All dioceses who continue to use their own e-learning resources will be requested to supply data on the numbers of completions of e-learning to the National Safeguarding Team annually and to adopt the National Safeguarding Team policy of e-learning being completed as a pre-requisite for attendance at any other core training module.

No accreditation is given against the core safeguarding training modules for prior learning. This is due to church core safeguarding training modules situating safeguarding practice within the unique context of the church and providing participants with the opportunity to relate their learning to their faith. The exception to this is where prior safeguarding training has been completed under the training framework of The Methodist Church (either Foundation or Advanced Modules), as safeguarding training completed under this framework has been viewed by the National Safeguarding Team and judged to be equivalent to the Foundation and Leadership training offered by the Church of England. Safeguarding training may be delivered ecumenically between the Church of England and The Methodist Church where it is appropriate or necessary to do so. Those who have completed prior learning elsewhere but whom are in senior staff roles within the Church of England would still be required to complete the Senior Staff Training module.

Where prior learning has been completed in relation to the specialist modules, the Diocesan Bishop/Dean, in consultation with the Safeguarding Advisor, will be able to exercise discretion in giving accreditation for prior learning. For example, where a person requires training in safer recruitment but has completed an employment-based safer recruitment training package within the last 12 months this may be considered enough for them in fulfilling their Church-related responsibilities and discretion may be used.

There may be some extenuating circumstances in which a degree of discretion in implementing the requirements for training may be required, for example with clergy who because of infirmity never exercise their Permission to Officiate (PtO) but retain the permission. If the PtO is being exercised – no matter how limited the circumstances – there remains a requirement for training but it may be that Foundation is a more appropriate level than Leadership. **The Bishop/Dean should seek the advice of the Safeguarding Advisor in all cases prior to giving any exemption from attendance at safeguarding training, and in all cases bespoke training packages should be considered for those individuals, with exemption from training being the last resort.** Where such discretion is exercised, the Bishop/Dean should record it in the Blue File of any clergyperson or the appropriate record of Lay Ministers. An example proforma for the recording of such an exemption is provided at Appendix 5. The decision to provide exemption from training should be reviewed each time a three-yearly refresher is due and data relating to exemptions given from training should be included in the training report provided to the Diocesan Safeguarding Advisory Panel.

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Basic Awareness (C0)

Recommended for anyone who wants a basic level of awareness of safeguarding.
Required for PCC Members and anyone going on to complete Foundation or Leadership training.

Including but not limited to:
Vergers, Servers, Welcomers, Caretakers, Refreshment Helpers, Shop Staff, Sidespersons, PCC Members, Churchwardens, Bell-ringers, Choir Members/Music Group Members, Employees of the Diocesan Board of Education and the Diocesan Board of Finance, and those who regularly sit on interview panels including Bishops Advisors and DDOs.

This course is a pre-requisite for other core training modules.

Foundation (C1)

Required for anyone who has safeguarding responsibilities or has contact in their church role with children, young people and/or vulnerable adults.

Including but not limited to:
Clergy, Chaplains (including Chaplains to the Armed Forces), Lay Ministers (licensed, commissioned, authorised etc.), Readers, Pre-ordination or License Students, Vergers, Welcomers, Lay employees and volunteer workers with pastoral responsibility, those who are in paid employment or a voluntary role which involves direct work with children, young people or vulnerable adults, including Bell-Ringers, drivers providing transport in an official capacity, Curates, Succentors, Ministry Interns, Learning Centre Teachers, Departmental Directors, Lay Chapter Members, Churchwardens, Worship Leaders, Church Safeguarding Representatives, Safeguarding Lead on PCC, Servers, Sunday School Volunteers, Choir/Music Group/Drama Leaders where there are 0-18 year olds or vulnerable adults in the group, congregation committees, Core teaching staff at Theological Education Institutions, Members of the Diocesan Safeguarding Panel, members of religious communities who work with vulnerable groups, Support and Link Persons, those working alongside clergy in a wellbeing/support structure, Spiritual Directors, and those who regularly sit on interview panels including Bishops Advisors and DDOs

Leadership (C2)

Required for anyone who has safeguarding leadership responsibilities or responsibility for leading activities involving children, young people and/or vulnerable adults.

Including but not limited to:
Clergy, Chaplains (including Chaplains to the Armed Forces and Lay Chaplains), Lay Ministers (licensed, commissioned, authorised etc.), Readers, Safeguarding Officers, Members of the DSA, Safeguarding Lead on PCC, Churchwardens, those who are in paid employment or a voluntary role which involves leadership work with children, young people or vulnerable adults, lay persons appointed to exercise pastoral leadership within a local church, Bishops visitors, Directors of Music, Bell Tower Captains, Bell-ringing Teachers, Curates, Succentors, Ministry Interns, Learning Centre Teachers, Sunday School leaders, Departmental Directors, Lay Chapter Members, Home Visitors, Ordinands and LLMs prior to leaving Theological Education Institutions, Support and Link Persons, those working alongside clergy in a wellbeing/support structure, Spiritual Directors, House Group Leaders, and those who regularly sit on interview panels including Bishops Advisors and DDOs

Refreshed every three years by completing the highest previous level of training.

E.g. for a Churchwarden who has completed Basic Awareness, Foundation and Leadership training the refresher requirement would be to repeat Leadership training

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In addition to these modular elements of safeguarding training there is one additional core safeguarding training module for clergy and senior leaders:

Safeguarding Training for Senior Leaders (C4)	Required for senior staff who have key roles in safeguarding policy, strategy and practice. Including but not limited to: Diocesan, Area, Suffragan, Honorary Bishops, Deans, Residentiary Canons, members of Chapter, Cathedral Directors of departments, Archdeacons, Directors of Ordinands, Bishop's Chaplains, Theological Education Institute Principals, Vice Principals and Safeguarding Leads, Directors and Wardens of Readers, Diocesan Registrars, Diocesan Secretarys/Chiefs of Staff, Directors of Human Resources, Directors of Communications, Chairs of Safeguarding Panels, Leaders of Religious Communities and Safeguarding Leads	The content of this module is refreshed tri-annually by the National Safeguarding Team and it is retained for delivery by the National Safeguarding Team.

Example pathway of progression through safeguarding training:

Basic Awareness soon after first time seeing DDO if not already done → Foundation before any placement work in the discernment process → Leadership if recommended at BAP, in IME 1 at TEI → Safeguarding and the Seal of the Confession if ordained, in IME 2 → Refresher leadership on a three year cycle

2.6   Revised Training and Development Framework Transition Arrangements

This revised version of the Training and Development Framework is to be published in July 2019; it is, however, noted that Church bodies have completed their annual training plans for at least a significant part of 2019. Therefore, it is proposed that Church bodies transition to this new framework at the end of their 2019 training plan or in January 2020, whichever is sooner.

Priority should be given to ensuring that the core training modules are delivered to all those who require them, with specialist modules following thereafter in order to their release.

Future reviews of the framework will then follow this pattern of being published in the summer of the year before they are expected to be implemented, and so the next review will be undertaken and published in summer 2022 with the expectation that any changes included are implemented within 2023 training plans.

Current Training Module	Revised arrangement	Refresh arrangements	Interim arrangements	Timescale
Basic Awareness (C0)	Requirements for completion as before, revised material to be released 2019	As before	None	New material available May 2019 onwards
Foundation (previously C1)	Requirements for completion as before, revised material to be released 2019	Complete revised version (either online or face to face)	Continue with existing bookings	New materials available July 2019 onwards
Leadership (previously C2)	Requirements for completion as before, revised material to be released 2019	Complete revised version	Continue with existing bookings	New materials available July 2019 onwards
Foundation and Leadership for Clergy and Lay Ministers (previously C3)	No longer available. All those holding a license, commission, authorisation or permission to officiate from a Bishop, whether ordained or lay, to complete Foundation and Leadership modules under the revised framework	For those requiring this level of training refresher should be completed using Leadership training	Continue with existing bookings for C3 courses until the end of training plan 2019/ January 2020, whichever is sooner. Then move to offering only Foundation and Leadership courses	Revised Foundation and Leadership materials to be released July 2019
Safeguarding Training for Senior Leaders (previously C4)	Requirements for completion as before, revised material to be delivered in the next wave during 2020 and 2021	Prior to senior staff attending this module it should be ensured that they have up-to-date Leadership training every time. Senior staff module is refreshed on a three-yearly basis	Continue with existing bookings	Senior staff training is to be revised for 2020/21 roll-out to focus on Managing Complex Cases and Repairing Fractured Faith Communities
Refresher Training (previously C5)	Module C5 to be removed from the framework	The refresher requirement is for the highest level of training previously completed to be	Continue with C5 bookings already made until the end of training plan 2019/	

		repeated. For those required to attend the Safeguarding for Senior Leadership training in addition to the core modules refresher training will require the Leadership module to be refreshed in relation to operational safeguarding responsibilities and the Senior Leadership module to be refreshed for the strategic aspects of safeguarding	January 2020, whichever is sooner. Then move to offering only Foundation and Leadership courses	

3.   Specialist safeguarding modules

While the core modules provide the essential training necessary to recognise, respond, record and refer safeguarding concerns, further training in specialist areas will also be needed. Beyond the requirements of core safeguarding training, specialist modules – covering a range of subject areas – have been and are being developed to complement the core modules.[11] Church officers, and particularly those in leadership positions, will need training in these specialist areas.

The table below shows current specialist modules and their outline content and highlights future planned modules. It also identifies required (essential) and recommended (best practice) attendees.

Module	Delivery	Required (Essential)	Recommended (Best practice)
Safer Recruitment Explores the scope of safer recruitment procedures in the church context for all paid staff and volunteers with children, young people and vulnerable adults	Key messages applicable to all in relation to safer recruitment are included in the Leadership module More specialist detail in relation to safer recruitment is included in the online module to be rolled out in September 2019 Previously released face-to-face materials remain available	• Those with responsibility for administering DBS • Those with recruitment responsibilities (for example designated members of PCCs or members of staff who regularly sit on interview panels) including Bishops Advisors and DDOs • Senior staff[12] where they are involved in recruitment • Safeguarding Officers	• Anyone involved in the recruitment of Church officers, paid and unpaid, ordained and lay
Raising awareness of Domestic Violence and Abuse Examines issues relating to domestic abuse, especially for vulnerable groups and children and how the Church can respond well	Previously released face-to-face training materials remain available	• Anyone holding the Bishop's licence, commission, authorisation or PtO • Spiritual Directors • Bishops Visitors • Pastoral Visitors • Safeguarding Officers	• Senior staff teams • Churchwardens • Leaders of children/adult's activities • Youth Workers • Others as relevant to role

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[11] Development and release of specialist training modules is dependent upon House of Bishops approval of accompanying policy and practice guidance. Therefore, specialist modules will be released over a period.
[12] Senior staff is a generic term used to describe the following roles: Diocesan, Area, Suffragan, Honorary Bishops, Deans, Residentiary Canons, Archdeacons, Directors of Ordinands, Bishop's Chaplains, Theological Education Institution Principals, Vice Principals and Safeguarding Leads, Directors and Wardens of Readers, Diocesan Registrars, Diocesan Secretaries/Chiefs of Staff, Directors of Human Resources, Directors of Communications, Chairs of Safeguarding Panels, Leaders of Religious Communities and Safeguarding Leads.

Practice Guidance: Safeguarding Training and Development

Grooming, sexual abuse, responding to survivors Examines issues relating to grooming and sexual abuse, and how the Church can respond well.	Face-to-face training module – planned for development alongside the 'Responding to Sexual Abuse Practice Guidance' (2019), release in 2020.	• To be determined	• To be determined
Emotional/ psychological abuse – to include spiritual abuse and healthy Christian cultures	Face-to-face training module – dependent upon practice guidance currently in development.	• To be determined	• To be determined
The Ministry of Reconciliation (The Seal of the Confessional)	This module should be delivered by a member of clergy with relevant experience in consultation or directly with a member of the Diocesan Safeguarding Team. Specific training will be given to both the appointed clergyperson and Diocesan Safeguarding Advisor/Trainer	• This module will be mandatory for all clergy within IME 2 and those who currently 'regularly practise' this ministry. More details will follow regarding the requirements	• To be determined

4. Monitoring of delivery and learning

4.1 Monitoring attendance and engagement

Attendance at training needs to be recorded consistently and accurately to ensure that **all** those requiring training have a training record. These training records will enable refresher training cycles to be identified and will facilitate monitoring and quality assurance of training.

For clergy this record of training will be included in their personal file ('Blue File'), and transferred from diocese to diocese throughout their ministry, with safeguarding training information included by the Bishop in the Clergy Current Status Letter (CCSL).[13] Paragraph 37 of the Personal Files Relating to Clergy Guidance, 2018 edition, states 'A record of a cleric's safeguarding training must be retained on the personal file, including the exact nature of the training, the date the training was received and who provided the training.' Details of safeguarding attendance must be passed from the Safeguarding Team to the Bishop's office to ensure that clergy files can be kept up to date.

Where participants in training do not engage or are deliberately difficult or disruptive the trainers are responsible for ensuring this behaviour is not accepted. Anyone attending training who fails to participate or engage should be spoken to by the trainers to ascertain if there are specific reasons for this. Where there are justifiable reasons for a person not participating or engaging the person should be offered support or guidance including signposting to appropriate agencies/people and be offered the opportunity to complete their training later. For those who do not have justifiable reasons it will be necessary and appropriate to report their non-participation or disengagement to their supervisor or manager; for clergy the Diocesan Bishop should be informed. Those who do not participate or engage in safeguarding training should not be issued with a certificate of participation and should be requested to repeat the training later.

4.2 Monitoring the quality and delivery of training

The aim of the National Safeguarding Training and Development Framework is to ensure that all Church officers are trained and supported in all aspects of safeguarding relevant to their role in order to develop and maintain the necessary knowledge, attitude and skills to safeguard and protect children, young people and vulnerable adults.

To ensure consistency of quality and delivery of the framework at national level, a quality assurance system for training will be embedded into the annual diocesan self-assessment by the National Safeguarding Team. The information supplied within the self-assessment return will then inform further enquiries of an audit/monitoring nature – for example where dioceses are seen to be performing well in relation to training the National Training and Development Manager may explore this further to identify best practice to be shared with others. If a Church body is seen to be struggling this may alert the National Training and Development Manager to the need for additional support to be offered.

Quality assurance will be based on the aims and objectives for each module, not on the specific content of each delivery, to allow for flexibility of delivery as explained above and may include a peer review programme.

The quality assurance system will include quantitative recording, i.e. who has done which modules and when refresher training is required for individuals.

The system will also include measurement of learning by individuals, through for example evaluation forms, self-assessment; Archdeacons' visitations and articles of enquiry; independent and peer observation of training delivery, and integration for clergy with Ministerial Development Reviews.

Indicators that will enable us to ensure this aim is being met:

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[13] For information about Clergy Blue Files and CCSL, see 'Personal Files Relating to Clergy' (2018).

- Church bodies ensure that all those who work with children, young people and vulnerable adults are inducted into the Church bodies policy and procedures on safeguarding when they begin working within the Church body:
  - o the Church body conducts an annual training needs analysis that identifies all staff (ordained/lay/paid/unpaid) who require training and develops a training plan based on this.
- the Church body ensures delivery at a local level of core and specialist training modules where they have been identified as necessary through the training needs analysis:
  - o identified Church officers are provided with appropriate training for keeping children, young people and vulnerable adults safe with regular opportunities to update their skills and knowledge;
  - o training is provided to those with additional responsibilities such as recruiting and selecting staff, dealing with complaints, disciplinary processes, managing risk, etc.;
- training programmes as rolled out by the National Safeguarding Team and outlined in the training and development practice guidance are delivered and updated in line with current legislation, guidance and best practice;
- the Church body facilitates the provision of an appropriate level of support, through line management and supervision, to all involved with the Church in relation to their responsibilities for safeguarding.

Evidence of providing training and development opportunities for safeguarding may include**:**
- induction documentation/guidance;
- training needs analysis demonstrating that the requirements for core and specialist modules have been considered;
- a copy of training plans/programmes demonstrating role-specific safeguarding training;
- tracking training, gaps and required refreshers for Church officers;
- records of course attendance;
- course evaluation documents;
- guidance for including safeguarding in formation and Ministerial Development Reviews;
- raising awareness of safeguarding work with all members of church communities, and
- ensuring access to regular support and supervision for safeguarding trainers.

Full scrutiny of the implementation of the framework across the Church will be undertaken by the National Training and Development Managers, with support from local trainers and independent experts, will be undertaken on a three-yearly basis in order to coincide with the three-yearly reviews of the framework and training materials to ensure that best practices are identified and shared and enable co-production of subsequent developments.

All our policy and practice guidance has been approved by the House of Bishops and must, where relevant, be followed by all Church bodies* and Church officers**. This practice guidance applies to all Church officers. Please note under section 5 of the Safeguarding and Clergy Discipline Measure 2016[14] all authorised clergy, Bishops, Archdeacons, Licensed Readers and Lay Workers, Churchwardens and PCCs **must have 'due regard'** to safeguarding guidance issued by the House of Bishops (this will include both policy and practice guidance). A duty to have 'due regard' to guidance means that the person under the duty is not free to disregard it but is required to follow it unless there are cogent reasons for not doing so. ('Cogent' for this purpose means clear, logical and convincing.) Failure to comply with the duty imposed by the 2016 Measure may result in disciplinary action.

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[14] Safeguarding and Clergy Discipline Measure 2016.

5.   Embedding safeguarding training

To ensure that safeguarding is embedded in existing diocesan, cathedral or Theological Education Institution training, the safeguarding training strategy, and delivery of these modules, should be developed in conjunction with the broader training strategies of other diocesan or organisational departments. In a Theological Education Institution and diocese, all safeguarding modules (core and specialist) should be integrated into Initial Ministerial Training Phases 1 and 2 and Continuing Ministerial Development training programmes, with full co-operation between the Safeguarding Advisor and the Diocesan Director of Ordinands, Warden of Readers, Ministry Development Officer or equivalent. As an example, an ordinand would be expected to complete Basic Awareness (previously called C0) and Foundation safeguarding training (previously called C1) during discernment, prior to any placement and certainly before the Bishops Advisory Panel. Leadership safeguarding training (previously called C2) should then be completed prior to ordination. They would then repeat Leadership training at three-yearly intervals and participate in specialist safeguarding training modules as appropriate.

Induction for all licensed/PtO clergy and Authorised Lay Ministers new to the diocese should include a face-to-face induction with the Diocesan Safeguarding Advisor (or Safeguarding Lead for the cathedral/religious community/Theological Education Institution, etc.) which will include an introduction to the safeguarding policies and procedures for that Church body and a review of training needs.

6.   Additional training resources

The Safeguarding Training Portal hosts the national training materials for both the core and specialist modules, including the available online training courses and all face-to-face materials for download. The portal also includes a resource bank of case studies and video materials which trainers can download for inclusion in their training delivery to keep the content fresh and to enable the material to be specifically focused for groups or local variances as required. There are a range of additional resources, including signposting to other safeguarding related training, i.e. The Clewer Initiative materials on modern-day slavery, useful websites and helplines for further information and support. There will eventually be a discussion forum for trainers.

The National Safeguarding Training Portal is found at https://safeguardingtraining.cofeportal.org

6.1 Continuing professional development for Safeguarding Advisors

The National Safeguarding Training and Development Managers are currently working to develop the range of continuing professional development activities for Safeguarding Advisors and Trainers and will communicate such opportunities as they arise. However, at the very least, Safeguarding Advisors should be attending their local multi-agency safeguarding training – with a time frame for refreshing. Where a Safeguarding Advisor has several local safeguarding partnerships or local safeguarding children and/or adults boards they should select one with which they have the most work and, when it comes to a refresh time, maybe select another in order to experience different training. Or, select based on areas that they feel the most need to develop more awareness/knowledge. Attendance at locally provided training has the advantages for Safeguarding Advisors of fostering better relationships with statutory partners, earning respect from those partners, promoting what we as the Church do well, and can do to assist, learning what services there are for people who may need help in the locality and being better equipped to assist at "early intervention/help" stage.

Safeguarding Advisors will be required to engage in training on Assessing and Managing Risk (formally a specialist safeguarding training module within this framework intended for delivery to a wider audience) during 2019/20. This training will explore the way in which the Church will respond to, assess and manage risk in serious safeguarding situations and will be modular. The modules will account for the differing levels of expertise and professional backgrounds in this area and will ensure that risk assessment practice is consistent across the Church.

Appendix 1: Parish Safeguarding Training Needs Analysis

This template should be completed on an annual basis by the Parish Safeguarding Officer, shared with the Annual Parochial Church Meeting and then sent to the Diocesan Safeguarding Team.

Course	How to access	Dates if face to face	Who needs to do it	Number requiring training
Basic Awareness (C0)	Online @ https://safeguardingtraining.cofeportal.org/	N/A	**All** staff and volunteers who will be going on to complete Foundation or Leadership training The course is also available for anyone who is interested in safeguarding	Please include a total number for your parish
Foundation (C1)	Online @ https://safeguardingtraining.cofeportal.org/ Face to face, delivered by …	N/A Insert dates planned for training	**Required for anyone who has safeguarding responsibilities or has contact in their church role with children, young people and/or vulnerable adults** List here all roles requiring Foundation training and how many people are fulfilling each role e.g. Churchwardens = 3 Home Visitors = 8 Youth Workers = 2	
Leadership (C2)	Face to face, delivered by …	Insert dates planned for training	**Required for anyone who has safeguarding leadership responsibilities or responsibility for leading activities involving**	

			children, young people and/or vulnerable adults List here all roles requiring Leadership training and how many people are fulfilling each role e.g. Clergy = 1 Lay Ministers = 4 Churchwardens = 3 Youth Work Leaders = 1	
Safer Recruitment	Online @ https://safeguardingtraining.cofeportal.org/ Face to face, delivered by …	Insert dates planned for training	List here all roles requiring Safer Recruitment training and how many people are fulfilling each role e.g.	
Responding to domestic abuse	Face to face, delivered by …	Insert dates planned for training	List here all roles requiring Domestic Abuse training and how many people are fulfilling each role e.g.	
Grooming, sexual abuse, responding to survivors	TBC – still in development (CofE NST)	Insert dates planned for training	TBC	

Appendix 2: Template for a Diocesan Safeguarding Training Strategy

Diocesan Training Strategy 20XX-20XX

Introduction

The national safeguarding training and development practice guidance sets out the framework for safeguarding training to ensure that all Church officers[15] are trained in aspects of safeguarding relevant to their role to develop and maintain the necessary knowledge, attitude and skills to safeguard and protect children, young people, vulnerable adults[16] as outlined in the 'Promoting a Safer Church' House of Bishops policy statement (2017). The practice guidance applies to all Church officers. Please note under section 5 of the Safeguarding and Clergy Discipline Measure 2016[17] all authorised clergy, Bishops, Archdeacons, Licensed Readers and Lay Workers, Churchwardens and PCCs **must have 'due regard'** to safeguarding guidance issued by the House of Bishops (this will include both policy and practice guidance). A duty to have 'due regard' to guidance means that the person under the duty is not free to disregard it but is required to follow it unless there are cogent reasons for not doing so. ('Cogent' for this purpose means clear, logical and convincing.) Failure by clergy to comply with the duty imposed by the 2016 Measure may result in disciplinary action.

The House of Bishops guidance requires dioceses to offer consistent training in safeguarding for clergy, and other diocesan officers including all those who hold the Bishop's licence. Although there is no statutory requirement for this training, there is an expectation in Government guidance that all staff, volunteers and office-holders know what to do should safeguarding situations arise. There may also be issues of insurance and vicarious liability should training opportunities not have been made available to parishes by the diocese, together with robust encouragement to access it. The costs for this training are fully covered by the diocese for diocesan officers and members of congregations in the diocese.

A healthy Christian community is one which ensures and nurtures the wellbeing of all. Safeguarding needs therefore to be embedded in all aspects of the life and ministry of the Church, and safeguarding training and development is seen in this context. It is essential that churches understand safeguarding as a theological imperative, rooted in the nature and love of God, and outworking in basic commitments to giving equal worth to all, practising reciprocal pastoral care, and treating those who are most vulnerable with respect and dignity.

Content

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[15] A 'Church officer' is anyone appointed/elected by or on behalf of the Church to a post or role, whether they are ordained or lay, paid or unpaid.

[16] For the purpose of Church policy and guidance the definition of 'vulnerable adult' is contained in the Safeguarding and Clergy Discipline Measure 2016, which defines a 'vulnerable adult' as 'a person aged 18 or over whose ability to protect himself or herself from violence, abuse, neglect or exploitation is significantly impaired through physical or mental disability or illness, old age, emotional fragility or distress, or otherwise; and for that purpose, the reference to being impaired is to being temporarily or indefinitely impaired'.
Please note that the Care and Support Statutory Guidance issued under the Care Act 2014 (14.2) by the Department of Health uses the term 'adults experiencing, or at risk of abuse or neglect' to assess eligibility to statutory social care services.

[17] Safeguarding and Clergy Discipline Measure 2016.

Training will be focused on building healthy communities with a culture of safety, in which the wellbeing of all is ensured and nurtured. Modules reflect the national requirements across all dioceses for ensuring healthy safeguarding practice, responding well to victims and survivors of abuse in the church context. They emphasise the need to work in co-operation with the Safeguarding Advisor and with statutory agencies in all safeguarding matters. Training for all church roles will include safer working practices which emphasise the importance of maintaining proper boundaries and a culture of 'respectful uncertainty'. Within the Church, all are welcomed, including those who pose risk, and in most situations, Church officers will be unaware of any risks posed. The Church is therefore uniquely challenged to provide a safe environment for all who attend, especially children and those who are vulnerable.

Training arrangements

Safeguarding training must be delivered by experienced and skilled trainers, who understand the statutory requirements of safeguarding children and adults, and how these are provided in the church context.

Modules designed for face-to-face participative learning should be delivered to groups of ideally a maximum of 30. Participants need the opportunity to explore with the trainer and one another the challenges which they face in their work with children and adults who may be vulnerable. Participants may also have vulnerabilities due to having experienced abuse in the past, and trainers will need to take this into consideration and make provision for any attendee who may become distressed.

Participants in training are also likely to need some opportunity to reflect on the relationship between safeguarding issues and their beliefs as articulated in theological language if safeguarding learning is to become thoroughly integrated with their behaviour, relationships and culture in the life of the church.

Every training session should include two people in a leadership role: either two trainers, or one trainer and one experienced and skilled co-worker, in order that the needs of participants can be fully addressed. In full day sessions, two trainers are generally required to ensure there is a change of voice, pace and approach, especially as both delivering and receiving safeguarding training can be emotionally draining.

Current courses

The annual training programme is set by the Diocesan Safeguarding Advisor, in consultation with the Diocesan Ministry and Training Team, the Safeguarding Group and the Diocesan Bishop.

The following table lists courses available as part of the Diocesan Training Strategy for 20xx/xx. A range of training opportunities is provided, reflecting the needs of the target groups. Local, tailor-made courses for deaneries or groups of parishes can be negotiated on request, to be delivered by voluntary parish trainers.

Attendance at courses must be booked in advance.

Summary analysis of courses:

Module	Learning Aims	Who for	Estimated number requiring training	Max. attendees per course	Number of courses required over 3 years[18]
EXAMPLE Foundation Training (previously called C1)	Situate safeguarding in the context of the Church and equip participants with knowledge and skills in knowing what, when and how to report concerns	• Clergy • Chaplains (including Chaplains to the Armed Forces) • Lay Ministers • Readers • Pre-ordination or License Students • Vergers • Welcomers • Lay employees and volunteer workers with pastoral responsibility • Those who are in paid employment or a voluntary role which involves direct work with children, young people or vulnerable adults, including Bell-ringers • Drivers providing transport in an official capacity • Succentors • Ministry Interns • Learning Centre Teachers • Departmental Directors • Lay Chapter Members • Churchwardens • Worship Leaders • Safeguarding Advisors • Servers • Sunday School Volunteers • Choir/Music Group/Drama Leaders where there are children, young people or vulnerable adults in the group • PCC Safeguarding Leads • Congregation Committees • Core teaching staff at Theological Education Institutions • Members of the Diocesan Safeguarding Panel • Members of Religious Communities who work with vulnerable groups • Support and Link Persons • Those working alongside clergy in a wellbeing/support structure • Spiritual Directors	Total = 6000 Of these 4000 will complete the online module with 2000 requiring face-to-face training	30	67 courses = 23 per year or 2 per month

[18] The simplest (and therefore most easily adoptable) format to calculate the numbers requiring training and the number of courses required for each module is to apply some simple rules to each parish and calculate numbers from there – for example in a diocese containing 200 parishes working on the assumption that each parish has 2 Churchwardens would indicate that there were 400 Churchwardens requiring training.

This assumption could then be replicated for each role and would give a baseline number of each role requiring training. If the baseline numbers for each role are then split by the core modules that they require training in this would provide a total number of participants for each module. The total numbers for each module should then be divided by the maximum number of participants which will give an indicative number of each course required. This indicative number of courses could then be split across 3 years giving an outline training programme.

Table should be continued for each course.

Appendix 3: Module Learning Aims and Objectives

Title	Learning Aims This module aims to…	Learning Objectives (building throughout modules where applicable) By the end of the module/on return to their workplaces, with use of personal notes and module learning resources and to meet prescribed national standards participants will …	Cross reference with formation criteria Clear link in bold, some linkage not in bold
Basic Awareness (previously C0)	Develop a basic awareness of safeguarding in the context of the Church and Christian pastoral care	• be able to describe the scope of safeguarding in the church context; • recognise safeguarding concerns; • respond well to safeguarding information, including knowing who to inform or refer concerns to; • know how to make a record of safeguarding information, knowing what to include and the boundaries of confidentiality	
Foundation (previously C1) **There are specific versions of this module available for cathedrals and Theological Education Institutions**	Situate safeguarding in the context of the Church and equip participants with knowledge and skills in knowing what, when and how to report concerns	• be able to state the current legislation, policy and practice guidance for safeguarding; • be able to describe their own role and responsibilities in relation to safeguarding; • be able to respond to safeguarding information, knowing who to inform, how to refer and the boundaries of confidentiality; • be able to work safely in their role, knowing the appropriate boundaries for relationships; • explain why safeguarding matters	**Level 4** ***Introduction to Aspects of Pastoral Care** ***Introduction to Pastoral Care** **Level 5** ***Pastoral Care** Of possible relevance Level 4 *Pastoral Care, Ethics and Ministry *Human Identity, Theology, Vocation and Professional Practice

Leadership (previously C2) **There are specific versions of this module available for cathedrals and Theological Education Institutions**	Equip parish officers to embed healthy parish safeguarding practice To explore the roles and personal vulnerabilities of parish officers in implementing parish safeguarding procedures and responding to serious situations	• be able to follow safeguarding processes for responding to safeguarding concerns; • understand how to care pastorally for victims/survivors or abuse and for those who are the subject of concerns or allegations; • be able to explain the importance of safely identifying and recruiting staff and volunteers in developing a culture of safeguarding; • understand how to maintain a safe environment and run safe activities; • be able to contribute appropriately to the monitoring of risk; • understand how to complete an annual audit and review of parish safeguarding practices	**Level 5** ***Practical Theology and Pastoral Care**
Safeguarding Training for Senior Leaders (previously C4)	Equip the Bishop/Dean/Principal and their senior leadership team to embed healthy safeguarding practice Explore the roles and vulnerabilities of senior diocesan officers in implementing diocesan safeguarding procedures and responding to serious situations	The content of this module changes every three years with new learning objectives being identified for each iteration.	**Level 4** ***Introduction to Aspects of Pastoral Care** ***Introduction to Pastoral Care** **Level 5** ***Pastoral Care** ***Practical Theology and Pastoral Care** Of possible relevance Level 4 *Pastoral Care, Ethics and Ministry. *Human Identity, Theology, Vocation and Professional Practice.
The Ministry of Reconciliation (The	Train priests in the administering of the Reconciliation of a Penitent	The development and release of this module is subject to the outcomes of both The Seal of the Confessional Working Group and the House of Bishops.	

Seal of the Confessional)	Clarify the difference between a pastoral conversation and formal confession, outlining current policy and practice guidance which relates to safeguarding information disclosed in both contexts Discuss confidentiality, extended confidentiality and information sharing in relation to safeguarding information primarily through the use of a range of case studies	The timing of training for trainers in this module is likely to be early 2020 with the material being ready for cascade in late 2020, early 2021. Further guidance will be issued to assist Bishops in deciding on who should complete this module in accordance with the definition of 'regularly practice'. The module is expected to be delivered from 2020. *(Footnote: The House of Bishops will review whether to retain this module within the Framework once a Faculty Model and the role of Bishops Advisors on the Ministry of Reconciliation are in place)*	
Safer recruitment (previously S1)	Develop understanding of why safer recruitment is important in the context of developing a culture of safeguarding in the Church Explain how to safely recruit staff and volunteers in line with Church of England policy and guidance	• be able to explain the importance of safely identifying and recruiting staff and volunteers in developing a culture of safeguarding; • be able to recognise the relevant legislation and guidance associated with safer recruitment; • be able to identify safer recruitment practices; • be able to assess the suitability of candidates; • be able to process and manage applications for Disclosure and Barring Service checks including risk assessing blemished checks; • be aware of the process for checking the safety of candidates who have been overseas	**N/A**
Responding to domestic abuse	Examine issues relating to domestic abuse, especially	• explain what domestic abuse is and identify who is at risk;	**Level 5**

(previously S3)	for vulnerable groups and children in the context of adult abuse, and how the Church can respond well to this	• describe the physical and psychological effects of domestic violence and abuse; • describe the behaviours displayed by an abusive person; • explain the impact of domestic violence and abuse on children, young people and vulnerable adults and when and how to refer concerns; • be aware of best practice in supporting those experiencing domestic abuse	***Pastoral Care** ***Practical Theology and Pastoral Care**
Grooming, sexual abuse, responding to survivors (previously S4)	*To be written – expected for release mid-2020*	*To be written – expected for release mid-2020*	
Spiritual abuse and healthy Christian cultures (previously S6)	*To be written – expected for release 2020*	*To be written – expected for release 2020*	

Appendix 4: Example memorandum of understanding for the sharing of safeguarding arrangements between Church bodies

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding sets out the details of a framework agreement between the Cathedral/Religious Community/Theological Education Institution at *(place)* and the *(name of Diocese)* Diocesan Board of Finance for the provision of safeguarding services and support.

This Memorandum of Understanding is made on (date)

BETWEEN

Name and address of Diocesan Board of Finance

AND

Name and address of Church body

1. Purpose

This Memorandum of Understanding (MOU) provides a framework for the shared provision of safeguarding support services by the Diocesan Board of Finance with the Dean and Chapter of the Cathedral/Principal of the Theological Education Institution/Leader of the Religious Community.

The objectives of shared working are the provision of professionally qualified support and advice to the *Church body* in its safeguarding of vulnerable groups, to managed shared risks and to continuously develop best practice.

The DBF and the *Church body* acknowledge their joint intention to work collaboratively in each other's best interests, and to share resources and results.

The lead contacts under this agreement are the *Church body* Safeguarding Lead, the Diocesan Safeguarding Advisor and the Diocesan Safeguarding Trainer.

2. Date of commencement

This MOU will be valid from *date* and will run to *date*. The MoU will be reviewed by the Diocesan Safeguarding Advisor and the *Church body* Safeguarding Lead at the end of each calendar year. The scope and implementation of the MoU will be formally reviewed at *date* and following the review, will be renewed by mutual agreement of the parties.

3. Services

This MOU provides for the sharing of safeguarding support services as follows:
- the provision of professional safeguarding advice to the *Church body* in respect of assessment, management and reporting of safeguarding allegations, safer recruitment, and best safeguarding policy and practice within the Church environment and within the wider community setting;
- the provision of, and support to, the safeguarding training required of *Church body* clergy, lay staff and volunteers by the practice guidance agreed by the House of Bishops.

4. Employment status

For the avoidance of doubt, this MOU does not give rise to a contract of employment, or a contract for services, for any person already contracted as Diocesan Safeguarding Advisor or Safeguarding Training and Development Officer by the Diocesan Board of Finance.

5. Access

Under this MoU the Diocesan Safeguarding Advisor, the Safeguarding Training and Development Officer, or nominated representative, will be given appropriate access to the records and documentation of the *Church body* clergy, lay staff and volunteers, such access to be agreed between the Chapter Safeguarding Lead and the Diocesan Safeguarding Advisor.

Access will be in accordance with the provisions of the General Data Protection Regulations 2018, considering guidance in operation from the Church of England National Safeguarding Team.

Such information will only be used for the purposes of providing safeguarding advice or delivering effective training and complying with any legal obligations required in law.

6. Variation

The terms of this MOU may be varied by agreement by both parties in writing.

7. Rules pertaining to the provision of services

The Diocesan Safeguarding Advisor, the Safeguarding Training and Development Officer or nominated representative, agrees to abide by the *Church body*'s policies and practices, in particular its health and safety policy and other rules of the organisation during the course of this MOU.

8. Arrangements if there are problems

If disputes arise between the parties for any reason the *Church body leader* will contact the Diocesan Secretary in the first instance.

Both parties will endeavour to work together to resolve disputes amicably and by negotiation.

9. Ending this arrangement

Either party may terminate this agreement at any time by giving to the other not less than three months prior written notice.

Signed on behalf of the Diocesan Board of Finance:

Date:

Signed on behalf of the *Church body*:

Date:

Appendix 5: Safeguarding Training – Exemption from Full Training Requirements

PART A

To be completed by the Diocesan Safeguarding Advisor

Recommendation to the Bishop of *(Diocese)* to consider reduced training for

The Revd _____.

Given that the above-named priest:

- exercises their Permission to Officiate solely within the residential/nursing home in which they are resident

- exercises their Permission to Officiate less than once a month **and** always in the presence of someone with up-to-date Leadership Safeguarding Training

- For reasons of disability or infirmity is **unable** to attend a Leadership Safeguarding Training Course

- For the following **exceptional** reasons (overleaf) might be exempted Leadership Training

Delete those circumstances above which to not apply

I **recommend** to you that she/he should be permitted to train only to Foundation Level, rather than Leadership Level Training.

Signed: _____   *Diocesan Safeguarding Advisor*

Date: _____

PART B

To be completed by the Diocesan Bishop and retained in the Blue File of the above-named priest. A copy should also be sent to the Diocesan Safeguarding Advisor.

Acceptance of the advice of the Diocesan Safeguarding Advisor concerning reduced training for the above-named priest.

I accept the advice offered in Part A above and dispense with the ordinary obligation to train.

Signed: _____ *Bishop of (Diocese)*

Date: _____

Appendix 6:   Amendments to Parish Safeguarding Handbook pages 16-17

The House of Bishop Safeguarding Policy states that the Church 'will train and equip Church officers to have the confidence and skills they need to care for and support children, young people and vulnerable adults and to recognise and respond to abuse.'

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The Training and Development Framework 2019 outlines the core safeguarding training that is available from the diocese.

Basic Awareness	Recommended for anyone who needs a basic level of awareness of safeguarding.
Foundation	Required for anyone who has safeguarding responsibilities/contact with children and/or vulnerable adults
Leadership	Required for anyone who has safeguarding leadership responsibilities/is leading activities involving children and/or vulnerable adults
Senior Staff	Senior staff who have key roles in safeguarding policy, strategy and practice

Who gets what training in the Parish?[19]

Basic Awareness and Foundation			
The Basic Awareness and Foundation courses can be completed by any member of the congregation, to support awareness raising and a culture of support and vigilance in the Church. It can be undertaken online at https://safeguardingtraining.cofeportal.org/login/index.php. However, it is recommended that those in the following roles are encouraged to complete it: Vergers, Servers, Welcomers, Caretakers, Refreshment Helpers, Shop Staff, Sidespersons, Flower Arrangers, Administrative Staff, Bell-ringers, Choir Members/Music Group Members (including Sound/AV Technicians).			
Additional Core Training Requirements			
Role	Basic Awareness	Foundation	Leadership
Incumbent and clergy, including those that hold PtO	✓	✓	✓
Licensed Lay Ministers, e.g. Readers	✓	✓	✓
Parish workers with children/ vulnerable adults (paid or volunteer)	✓	✓	X
Leaders/Supervisors of work with children/vulnerable adults (paid or volunteer)	✓	✓	✓
Parish Safeguarding Officer	✓	✓	✓

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[19] Please note that this is not an exhaustive list but aims to cover the most common roles in a parish.

Practice Guidance: Safeguarding Training and Development

Church Operations Manager	✓	✓	X
Churchwardens	✓	✓	✓
PCC Members	✓	X	X
PCC Safeguarding Lead	✓	✓	✓
Youth and Children's Pastors	✓	✓	✓
Music Group Leaders/Choir Leaders	✓	✓	✓
Bell Tower Captains	✓	✓	✓