

Diocese of Guildford

Safeguarding Training and Development Policy

Mission and Values

Safeguarding is at the heart of our theology and mission as a church and underpins and informs our diocesan goals in Transforming Church Transforming Lives.

Training and development forms one important way to address the culture of the church and build a healthy church environment where all are and feel safe and valued

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

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

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

Our Purpose

Guildford Diocese provides a safeguarding training programme to all the church officers outlined. 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 approved trainers. The safeguarding 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.

Our approach

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

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

Anyone undertaking ministry training through the Diocese must have completed the appropriate safeguarding training before they can be licensed by the Bishop. The Bishop can exercise discretion to moderate the level of training required in certain circumstances and where ministry is rarely exercised.

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

How where and when

Guildford Diocese provides a range of on-line and face to face 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, completion of 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 newsletters. Training is facilitated both at Church House and in host churches in deaneries. Attendance is [booked in advance through the Diocesan website](#) to ensure that there are sufficient course materials and places available, and health and safety limitations are not exceeded. Guildford diocese also offers parish based training for your parish context for the Core 1, Core 2 or S3 modules. Please arrange these through the Safeguarding Team. Safeguarding.training@cofeguildford.org.uk.

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

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

Review

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

June 2018

Module	Learning Outcomes	Delivery
C0 - Basic Awareness 1 hour	Provides a basic level of awareness of safeguarding in the context of the church	Individual on-line
C1 - Foundation 3 hours	Provides introductory training towards increasing and improving knowledge and understanding of child and adult safeguarding in the church context <i>This course is a pre-requisite for attendance on C2/C3</i>	Individual on-line Can also be delivered as a taught course by Diocesan approved trainers
C2 - Leadership Half Day	Equips lay church leaders to embed healthy parish safeguarding practice and respond well to safeguarding situations	Taught course delivered by DSA or in parish by DSA or sessional trainer
C3 5 hours	Equips those with Bishop's licensed authorization or with permission to officiate to embed healthy safeguarding practice, respond well to safeguarding situations and understand the process of managing and including offenders in a parish setting.	Taught course delivered by DSA
C5 – Leadership Refresher 3 hours	Refreshes and deepens personal knowledge and practice of safeguarding including confidentiality and responding to allegations. <i>Refresher of modules C2/C3 Refreshed every 3 years</i>	Taught course delivered by DSA
S1- Safer Recruitment Half Day	Explores the scope of safer recruitment procedures in the church context for those involved in activities and events with children and adults. <i>This course is mandatory for those involved in the recruitment of church officers</i>	Taught course delivered by DSA and or Diocesan approved trainer
S3 – Responding to Domestic Abuse Half Day	Examines issues relating to domestic abuse and how the church can respond effectively to this.	Taught course delivered by DSA or diocesan approved specialist trainer