THE CHURCH OF ENGLAND

Practice Guidance:

Safeguarding Training and

Development

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Preface

Dear Colleagues,

This Practice Guidance has been commended by the House of Bishops and is designed to ensure a framework of consistent learning and development of safeguarding practice in the context of the Church. It should be read alongside 'Promoting a Safer Church: a policy for safeguarding children 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 Advisers, 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 and 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 whilst 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.

Yours in Christ's fellowship,

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 in order to develop and maintain the necessary knowledge, attitude and skills to safeguard and protect children, young people, vulnerable adults[2] as outlined in 'Promoting a Safer Church: a policy for safeguarding children and adults, 2016'.

It replaces and updates the 'House of Bishops Learning and Development Framework Practice Guidance' 2015.

It aims to continue to ensure that the Church of England complies with 'Working Together to Safeguard Children (2015)'[3] . 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, 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 learning aims and objectives, and expectations and requirements to undertake training by role;
- details of the range of specialist training modules, including learning aims and objectives, and expectations and requirements to undertake training by role;
- proposals for implementation of the framework.

This practice guidance is for use by Diocesan, Provincial and National Safeguarding Advisers, Archbishops and Bishops, Deans and their senior staff.

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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 that 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'.

[3] Working Together to Safeguard Children (2015, p.53) states that certain organisations (including faith organisations) should have arrangements in place including:

- 'appropriate supervision and support for staff, including undertaking safeguarding training;
- 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;
- staff should be given a mandatory induction, which includes familiarisation with child protection responsibilities and procedures to be followed if anyone has any concerns about a child's safety or welfare; and all professionals should have regular reviews of their own practice to ensure they improve over time.'

There is a range of core and specialist training modules and materials, referenced in the document, produced and available on the 'Safeguarding Hub[4]'. These can be adapted for local use, as required – see section 3.3 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

This policy and practice guidance applies to all Church bodies and officers[6]. Full understanding of, and adherence to, this policy and guidance should lead to a deepening in the understanding of, and respect for, the rights of children, young people and vulnerable adults as people of faith in the life of the Church.

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 practice guidance applies to all Church officers and failure to comply with the House of Bishops policy and practice guidance may result in disciplinary action. In addition under the Safeguarding and Clergy Discipline Measure 2016[7], all clergy and relevant church officers (e.g. churchwardens, licensed readers, PCCs) must have 'due regard' to safeguarding guidance (which will includes both policy and practice guidance) issued by the House of Bishops. 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 such guidance unless there are cogent reasons for not doing so, (e.g. because it is out of date). Failure to comply with this provision may result in disciplinary action.

The Ecclesiastical Insurance Group has made it clear that their insurance cover is only valid where House of Bishops safeguarding policy and practice guidance is being followed.

[4] The Safeguarding Hub is currently under development, expected to be completed by the end of 2017. Once complete, there will be a dedicated training area within the hub which will host the national training materials, a resource bank and discussion forum for trainers.

[5] Safeguarding Policy Statements & Practice Guidance

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

[7] Safeguarding and Clergy Discipline Measure 2016

1: Training and Development Policy

Learning 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 in order to ensure that:

- Consistent training of the highest quality is offered to all Church officers who work with children, young people and adults who may be vulnerable 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 adults who may be vulnerable 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. That this training is monitored and refreshed every three years.
- 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.
- Identified Church personnel are provided with appropriate continual professional development in line with their professional registration requirements.
- Training programmes as rolled out by the National Safeguarding Team and outlined in the House of Bishops framework 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 to all involved with the delivery of safeguarding training.

1.1 Putting the policy into action

Evidence of providing training and development opportunities for safeguarding may include**:**

- induction documentation/guidance;
- training needs analysis demonstrating 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;
- ensuring access to regular support and supervision for safeguarding trainers.

2: The church context

2.1 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, as well as the whole church community.

Training needs to encourage a culture of 'respectful uncertainty'. Training for different church roles needs to include safer working practices which emphasise the importance of maintaining proper boundaries at all times.

2.2 Responding well to those who have been abused

Safeguarding training needs to address the needs of both children 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 has to address the reality of the abuse of adults by those in positions of authority within the Church, especially clergy at any level of seniority.

2.3 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 dangerous 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.

2.4 Needs of participants in training

The vulnerabilities, resilience and competence of those participating in training need to be taken into account. Many are volunteers with no previous safeguarding experience, and a significant number of them will have experienced abuse themselves (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 particular and complex challenges which they face in their ministry and work with children and adults who may be vulnerable.

When delivered by the Diocesan Safeguarding Adviser and/or parish officers, training provides a valuable opportunity to develop a trusted working relationship.

The core modules C0 and C1 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.

Participants in training are also likely to need some opportunity to reflect on the relationship between safeguarding issues and their faith (see 2.3 above).

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 always be delivered by two people as explained in section 3.2 in order that appropriate support can be offered. Participants may also wish to bring along a supporter who can assist them during the training to engage in the materials.

2.5 Specialist training needs

Beyond the requirements of core safeguarding training, high quality training across a whole range of more specialist safeguarding subjects is being made available.

Church officers, and particularly those in leadership positions, also need specialist training in safeguarding issues such as safer recruitment (S1); pastoral relationships, confidentiality and confession (S2); domestic abuse / violence (S3); grooming, sexual abuse and responding to survivors (S4); assessing and managing risk (S5); spiritual abuse (S6) and training for authorised listeners and link persons (S7). These specialist modules are under development however, the development and release of these modules is dependent on the approval of policy and practice guidance by the House of Bishops.

Further specialist training is also being considered for national roll out.

3: Modular 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. Whilst 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 ministry. Refresher modules at regular intervals will keep knowledge and skills up to date. These will need to reflect the participants' roles and previous training undertaken. Participants at this stage may benefit from mixed groups to encourage team working between lay and ordained, and across a variety of roles.

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

3.1 Elements of safeguarding training

Taking into account 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 understand what might be a safeguarding concern, how to recognise the signs and symptoms of abuse, know how to respond well, and know 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 fulfill, and how they can protect themselves and others by working safely;
- provide opportunities for participants to relate their learning to their faith and take responsibility for their own development.

3.2 Delivery

- Safeguarding training must be delivered by experienced and skilled trainers, who understand the statutory requirements of safeguarding children and adults, and how these are executed in the church context.
- Not all Diocesan Safeguarding Advisers will have training skills; if they do not deliver training directly, it is vital that they set up alternative methods for routine engagement with church officers.
- Modules designed for face to face participative learning should be delivered to groups of ideally a maximum of 30, although competent trainers may manage up to 40[8].

[8] Where groups exceed 30, it is essential that the co-worker and lead trainer have had time to prepare and plan the session and that there is a good working relationship between them.

- The C0 Basic Awareness, C1 Foundation and C5 Refresher 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 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.
- 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 NST. After the roll out sessions additional training for trainers will not be provided by the NST and it will become the responsibility of church bodies to train any additional trainers.

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 Educational Institutions should consider, together with the diocese in which they are located, 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.

Where volunteers are recruited for training delivery it is essential that they are provided with full training by the DSA 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 IME Phase II and Continuing Ministerial Development.

The National Safeguarding Team will work with Ministry Division and others to develop the potential for ‘blended learning’, this will be achieved through an on-line training portal to support face to face training. The on-line portal will house a resource bank for 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.

3.3 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 delivered in their released format in order to ensure there is a consistent minimum level of training being delivered across the Church of England. These base materials should be used as the skeleton around which Church bodies build their modules for local delivery 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 a number of ways:

- to maximise resources and ensure consistency of practice. For example dioceses, cathedrals or TEIs may wish to consider joint appointments of safeguarding training officers or sharing resources to deliver some modules regionally;
- to make material specific for the particular 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 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 material could be condensed in order to cover key messages rather than the full spectrum;

- 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, modules C1 and C2 could be combined; modules C3 and S2 could be combined; the contents of C3 can be reduced if participants have already completed C1 and C2.
- to time and space training opportunities in the best way possible in order to achieve maximum engagement. For example, rather than a single full day session the C3 module could be split into two half day sessions.

3.4 Core safeguarding modules

The modules provide a framework for national/diocesan/cathedral/TEI safeguarding training strategies[9]. Each module has key learning aims and objectives (see section 4, and Appendix 2).

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 adults who may be vulnerable. Those who hold positions of responsibility for activities undertaken with children, young people and/or adults who may be vulnerable 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 C2 (Leadership) level whereas a volunteer acting as an additional adult at a youth group session, but is never the leader of the activity, would require training to C1 level.

Where training is 'recommended', it is not compulsory, for example the C0 module. However, where training is required or essential 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.

A number of dioceses are known to have purchased e-learning courses in their own right which fulfil the function of C0. The National Safeguarding Team are content for those courses to continue to be used but accept no responsibility for the accuracy of the material, continued updating of that material or correlation with the national materials.

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 NST policy of e-learning being completed as a pre-requisite for attendance at any other core training module (C1-C4).

No accreditation is given against the core safeguarding training modules for prior learning that has not been provided by the Church of England framework. 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.

Where prior learning has been completed in relation to the specialist modules, the Diocesan Bishop, in consultation with the Diocesan Safeguarding Adviser, 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 they may be considered sufficient for them in fulfilling their Church related responsibilities and discretion may be used.

There may be some extenuating circumstances in which Bishops may wish to exercise a degree of discretion in implementing the requirements for training, for example with clergy who because of

[9] See Appendix 1 for template diocesan training strategy

infirmity never exercise their permission to officiate. The Bishop should seek the advice of the Diocesan Safeguarding Adviser prior to giving discretion. If the PtO is being exercised – no matter how limited the circumstances - there remains a requirement for training but it may be that C1 is a more appropriate level than C3. Where such discretion is exercised, the Bishop should record it in the blue file of any clergyperson or the appropriate record of lay ministers.

C0 Basic Awareness

Recommended for anyone who needs a basic level of awareness of safeguarding.

This may include but is not limited to:
Vergers, Servers, Welcomers, Caretakers, Refreshment helpers, Shop Staff, Sidespersons, PCC members, church wardens, bell ringers, choir members / music group members, employees of the Diocesan Board of Education and Diocesan Board of Finance.

This course is a pre-requisite for attendance at any other core training module.

Refreshed every three years by a revised C0 module

C1 Foundation

Required for anyone who has safeguarding responsibilities or who have contact with children, young people and/or adults who may be vulnerable.

Including but not limited to:
Safeguarding officers (Parish/Cathedral), safeguarding lead on PCC, church wardens, Readers in training, Ordinands prior to placement, spiritual directors, pastoral visitors, Bishops visitors, helpers at activities, servers, church administrative staff, members of religious communities who are in active ministry and work with vulnerable groups (children or adults).

C2 Leadership

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

Including but not limited to:
Safeguarding officers, safeguarding lead on PCC, church wardens, youth and children's pastors, Bishops visitors, Directors of Music, Bell Tower Captains, Home Visitors, Ordinands prior to leaving TEI, Safeguarding Leads in religious communities, Choir leaders

Completing C1 and C2 gives an equivalent level of training to C3, the difference is the content and focus of the case studies completed

C3 Clergy and Lay Ministers

Required for those holding a license, commission, authorisation, permission to officiate from a Bishop – Ordained and Lay

Including but not limited to:
all clergy holding a licence or licensed/authorised lay ministers and Readers.

For those holding permission to officiate, the Bishop granting permission should determine the level of training required in consultation with the DSA; for those whose ministry will be active C3 is the required module, for those for whom PtO will rarely be used it may be more practicable for C1 to be completed.

Refreshed every three years by the C5 module

C4 Senior Staff

Required for senior staff who have who have key roles in safeguarding policy, strategy and practice including:
Diocesan, Area, Suffragan, Honorary Bishops, Deans, Residentiary Canons, Archdeacons, Directors of Ministry, Training, Ordinands, Bishop's Chaplain, TEI Principal, Vice Principal and Safeguarding Lead, Directors and Wardens of Readers, the Diocesan Registrar, Diocesan Secretary/Chief Executive, Director of Communications/Chief of Staff, Director of Human Resources, Chair of Safeguarding Group, Leaders of Religious Communities and Safeguarding Leads.

Refreshed every three years by a revised C4 module

3.5 Specialist safeguarding modules

Specialist modules – covering a range of subject areas – have been developed to complement the core modules[10].

While the core modules provide the core training necessary to recognise, respond, refer and record safeguarding concerns, many ministers and church officers will also need to do further training in particular areas. Specialist modules (S modules) have been developed to meet these requirements. These modules are designed to raise awareness of these specific areas of safeguarding rather than to develop expertise.

Diocesan Safeguarding Advisers will be trained outside of these specialist modules, in each of the subject areas in order to equip them with the knowledge and skills they require in their everyday work and in order to facilitate the training of trainers and delivery of the specialist training modules as listed.

The table below shows these modules and their outline content. It also identifies for whom they would be compulsory, and also for whom they would be desirable.

Module	Essential (Required)	Desirable (Best practice)
S1 Safer Recruitment Explores the scope of safer recruitment procedures in the church context for all paid staff and volunteers with children and adults	• Those with responsibility for administering DBS • Clergy and those with recruitment responsibilities (for example designated members of PCCs or members of staff who regularly sit on interview panels) • Senior staff[11] where they are involved in recruitment • Diocesan/Parish/Cathedral Safeguarding Officers • Safeguarding Leads on PCC/within Religious Communities/within TEIs	Anyone involved in the recruitment of church officers, paid and unpaid, ordained and lay.
S2 Pastoral Relationships, Confidentiality and Confession Explores the practical and other implications of pastoral care,	• Anyone holding the Bishop's licence, permission, commission or authorisation[12]	• Senior staff teams • Churchwardens Others as relevant to role.

[10] 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 of time with those listed in the table being released throughout 2017 and 2018.

[11] Senior staff is a generic term used to describe the following roles: Diocesan, Area, Suffragan, Honorary Bishops, Deans, Residentiary Canons, Archdeacons, Directors of Ministry, Training, Ordinands, Bishop's Chaplain, TEI Principal, Vice Principal and Safeguarding Lead, Directors and Wardens of Readers, the Diocesan Registrar, Diocesan Secretary/Chief Executive, Director of Communications/Chief of Staff, Director of Human Resources, Chair of Safeguarding Group, Leaders of Religious Communities and Safeguarding Leads.

[12] Wherever this statement appears, it is for the Bishop, in consultation with the DSA, to determine by the requirements of the role whether this training is required.

confidentiality and confession on safeguarding policies and practice. This module will eventually form part of the Core C3 module for those required to complete C3, a specialist module will however be retained for everyone else needing to complete this training.	• Ordinands and Readers in Training • Diocesan/Parish/Cathedral Safeguarding Officers • Spiritual Directors • Bishops Visitors • Pastoral Visitors • Leaders of children/adults activities • Authorised Listeners	
S3 Responding to Domestic Abuse Examines issues relating to domestic abuse, especially for vulnerable groups and children in the context of adult abuse, and how the Church can respond well to this.	• Anyone holding the Bishop's Licence or Permission to Officiate • Spiritual Directors • Bishops Visitors • Pastoral Visitors • Leaders of children/adults activities • Diocesan/Parish/Cathedral Safeguarding Officers	• Anyone holding the Bishop's commission or authorisation • Senior staff teams • Churchwardens • Youth Workers Others as relevant to role.
S4 Grooming, sexual abuse, responding to survivors Examines issues relating to grooming and sexual abuse, and how the Church can respond well to survivors of these abuses.	• Anyone holding the Bishops's licence, permission, commission or authorisation • Spiritual Directors • Bishops Visitors • Pastoral Visitors • Leaders of Youth and Children's Work • Diocesan/Parish/Cathedral Safeguarding Officers • Authorised Listeners	• Senior staff teams • Churchwardens • Youth Workers Others as relevant to role.
S5 Assessing and Managing Risk Explains the way in which the Church will respond to assess and manage risk in serious safeguarding situations.	• Anyone holding the Bishop's Licence or Permission to Officiate, commission or authorisation • Senior staff teams • Spiritual Directors • Bishops Visitors • Pastoral Visitors • Diocesan/Parish/Cathedral Safeguarding Officers	• Anyone holding the Bishop's commission or authorisation Others as relevant to role.
S6 Spiritual Abuse Examines issues relating to spiritual abuse and how the Church can respond well to this.	• Anyone holding the Bishops licence, permission, commission or authorisation • Ordinands and Readers in Training	• Senior staff teams • Churchwardens Others as relevant to role.

	• Spiritual Directors • Bishops Visitors • Pastoral Visitors • Leaders of children/adults activities • Diocesan/Parish/Cathedral Safeguarding Officers	
S7 Authorised Listeners / Link Persons Explores the responsibilities of Authorised Listeners and Link Persons.	Anyone wishing to undertake the role of Authorised Listener or Link Person	n/a

3.6 Monitoring of delivery and learning

At a local level attendance at training will be need 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.

In order to ensure consistency of quality and delivery of the framework at national level, an audit system for training will be embedded into the annual diocesan self-assessment by the National Safeguarding Team, which will include evaluation and monitoring methods in the parish, diocesan and national contexts. 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 diocese is seen to be struggling this may alert the National Training and Development Manager to the need for additional support to be offered by the National Safeguarding Team.

Quality assurance will be based on the aims and objectives for each module, not on the specific content of each delivery, in order to allow for flexibility as above.

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

For clergy this 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].

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

Consideration will be given to accreditation both of the modular material and of trainers.

[13] For information about clergy blue files and CCSL, see Personal Files Relating to Clergy Guidance for Bishops and their staff, House of Bishops 13th March 2013

3.7 Embedding safeguarding training

In order to ensure that safeguarding is embedded in existing diocesan, Cathedral or Theological Education Institution (TEI) 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 TEI and diocese, all safeguarding modules (core and specialist) should be integrated into Phase 1, Phase 2 and Continuing Ministerial Development training programmes, with full co-operation between the Diocesan Safeguarding Adviser and the Ministry Development Officer, or equivalent. For example: S1 should be a requirement of IME Phase 2 sign-off, S2 should be a prerequisite before any Priest is permitted to hear confessions and S3-6 should be a pre-requisite for IME Phase 2 sign-off.

Induction for all licensed /PtO clergy and authorised lay ministers new to the diocese should include a face to face induction with the DSA (or Parish Safeguarding Officer, safeguarding lead for the Cathedral/TEI etc.) which will include an introduction to safeguarding policies and procedures and a review of training needs.

Number	Title	Estimated delivery time[14]	Responsibility for delivery	Notes
Core modules				
C0	Awareness	1.5 hours	Individual online Could also be delivered face to face by Parishes	Pre-requisite to attendance at other modules
C1	Foundation	2 hours	Individual online Or face to face within Diocese/Cathedral/Theological Education Institution (TEI)	
C2	Leadership	3 hours	Diocese/Cathedral/TEI	May be combined with C1
C3	Foundation/leadership for ministers	6 hours	Diocese/Cathedral	Currently incorporates C1 and C2
C4	Bishops, Deans, Principals and senior staff	6 hours	National Safeguarding team/ House of Bishops Development and Appointments Group	Delivered regionally by NST
C5	Refresher/extension	3 hours	Diocese/Cathedral/TEI	Every 3 years
Specialist modules for delivery at local level[15]				
S1	Safer recruitment	2.5 hours	Diocese/Cathedral	May be combined with C2 or C3
S2	Pastoral care, confidentiality and confession	2.5 hours	Diocese/Cathedral/TEI	
S3	Responding to domestic abuse/violence	2.5 hours	Diocese/Cathedral	
S4	Grooming, sexual abuse, responding to survivors	2.5 hours	Diocese/Cathedral	
S5	Assessing and managing risk	2.5 hours	Diocese/Cathedral	
S6	Spiritual abuse	2.5 hours	Diocese/Cathedral/TEI	
S7	Authorised Listeners / Link Persons	2.5 hours	Diocese/Cathedral	
	Blended learning electronic materials to complement some of the above		To be developed by National Safeguarding Team and Ministry Division	
National training:				
	Induction of newly consecrated and translated bishops	2 hours 2 hours	National Safeguarding Team for overview Diocesan Safeguarding Adviser for diocesan issues	National induction pre-consecration
	Assessment and management of risk for Safeguarding Advisers[16]	3 days	National team	As required
	Trainers	6 hours	National team	As required
	Handling Disclosures	6 hours	National team	

[14] Modules may benefit from a slower paced delivery, requiring more time.

[15] DSAs are trained in each of these areas separately by the National Safeguarding Team and subject matter experts.

[16] In accordance with Responding to, assessing and managing serious safeguarding situations practice guidance and Safeguarding (Clergy) Risk Assessment Regulations 2016.

4: Module learning aims, objectives and goals

Each safeguarding training module has been developed to ensure that specific groups receive the knowledge, skills and understanding required for their role. Using this as a benchmark, aims and learning outcomes are the foundation on which each module is designed, delivered and monitored.

4.1 Aims

The learning aims are written predominantly for those who will participate in the training. These are broad statements of intent. They present a big picture view of the module that the learners are coming to.

4.2 Objectives

The learning objectives seek to describe what the learner is expected to know, do or think differently at some point after the training has taken place or affirm good practice that they are already undertaking.

Learning objectives focus on imparting knowledge and developing or affirming skills, which can be objectively measured in some way through the training process itself and on return to the workplace.

4.3 Goals

Learning goals seek to influence behaviour and attitudes. They take into account the fact that people come to training with varied past experiences and pre-conceptions, and people learn in different ways.

Learners attending each module are asked to complete a learning goals exercise at the end of each module during which they are asked:

Through reflection on the theological and practical content of the module:

a) identify 3 ‘take away’ learning points of personal significance to their work/ministry
b) make an action list of an immediate, short term and medium term goals.

4.4 Linkages to formation criteria and Common Awards modules

The National Training Working Group has examined the content of relevant modules within Levels 4 and 5 of the Common Awards. Links to particular formation criteria are shown in the final column of the table in Appendix 2.

Appendix 1: Template for a Diocesan Safeguarding Training Strategy

Diocesan Training Strategy 20XX-20XX

Introduction

The House of Bishops policies and practice guidance require 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

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 Diocesan Safeguarding Adviser 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".

Although in the past, "safeguarding" was considered very much in the light of "Child Protection" it is now seen to have a much wider remit, addressing the needs not only of children and young people, but also of adults. In the church context, adult vulnerability may be identified through specific conditions, such as disability or ill health, or because of specific situations, for example because of the power imbalance between a priest and people for whom he or she has a duty of care. 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 carried out in the church context.

Every module is designed for face to face participative learning, in groups of ideally 20- 40, although final numbers for any training session may be dependent on room size and the availability of other resources. Participants need the opportunity to explore with the trainer and one another the particular and complex 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.

Core safeguarding training therefore needs to be face to face, with a co-worker available, so that a response can be made to any immediate need. 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 – on the leadership and specialist courses dealing with aspects of abuse a listener may be needed in addition to the two trainers.

Minimal requirements

The Bishop of xxxxxx through acceptance of this House of Bishops Practice Guidance, has set minimum requirements for safeguarding training for ordained, licensed and other church officers. A "church officer" is anyone appointed by or on behalf of the Church to a post or role, whether they are ordained or lay, paid or unpaid.

Those requiring core training include:

- All those who hold the Bishop's licence, commission or permission to officiate (this includes Deacons, as part of IME; new incumbents/stipendiary clergy new to the Diocese, as part of CMD; non-Stipendiary Ministers; Readers; Commissioned Lay Pastoral Assistants, as part of training and post licensing/commissioning; those applying for Bishop's Permission to Officiate
- All Diocesan and Cathedral staff/volunteers
- Children and youth workers employed or volunteering within the Diocese or in parishes
- Parish Safeguarding Officers
- Churchwardens
- Anyone else who has significant contact through their role in the Church with children, young people or adults who may be vulnerable to abuse or exploitation, or who needs a DBS check in order to carry out their role for the Diocese or a parish.

A bishop may not license a reader or lay worker unless the bishop is satisfied that the candidate has undergone training relating to the safeguarding of children and vulnerable adults. In addition, Working Together 2015, the government guidance on how organisations address child protection issues, sets out that "All staff should be given a mandatory induction, which includes familiarisation with child protection responsibilities and procedures to be followed if anyone has any concerns about a child's safety or welfare".

Evaluation and review

All courses will be based on those set as Core and Specialist Modules as part of the Safeguarding Training and Development Practice Guidance issued by the House of Bishops. A record of attendance will be kept by the Diocesan Safeguarding Team, and reminders sent to those who have not met minimum requirements.

The Strategy is evaluated, reviewed and adjusted annually in response to new legislation, policies and guidance as advised by the National Safeguarding Team, and feedback from previous training sessions.

Page 10 of the House of Bishops Safeguarding Training and Development Practice Guidance advises that "In the diocesan context there is an expectation that the increased national training requirements will be matched by an increased diocesan resource, and that safeguarding training for clergy should be integrated in Continuing Ministerial Development." There is an expectation that parishes and Diocesan departments will work together to ensure that the appropriate level and type of training is delivered to all of those that need it.

Current courses

The annual training programme is set by the Diocesan Safeguarding Adviser, in consultation with the Diocesan Ministry and Training Team, the Safeguarding Group and the Diocesan Bishop. Church officer training is delivered by the Diocesan Safeguarding Adviser or his/her Assistant, with support from recruited voluntary trainers, at accessible venues in the Diocese.

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 of courses:

Module	**Learning Aims**	**Who for**	**Estimated number requiring training**	**Maximum number of attendees per course**	**Number of courses required[17]**
C1	List the aims of the course	List all roles within the parish/diocese etc. requiring training in this module	Estimate the number of people carrying out each role as listed in the previous column and then total this number	Enter the maximum of delegates to attend each course	Divide the total number reached in column four by the maximum number of attendees per course to reach the number of courses required
Table should be continued for each course.					

[17] 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.

Appendix 2: Module Learning Aims and Objectives

No.	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 be able to…	Cross reference with formation criteria Clear link in bold, some linkage not in bold
C0	Basic awareness	Develop a basic awareness of safeguarding in the context of the Church and Christian pastoral care	• Be able to describe the scope of safeguarding children and adults in the church context • Be able to recognise safeguarding concerns • Be aware of how to respond well to safeguarding information, including who to inform • Be aware of when to make a record, what to include and the boundaries of confidentiality	
C1	Foundation	Situate safeguarding in the context of the Church and equip participants with knowledge and skills in knowing what, when and how to report concerns	• Describe the scope of safeguarding children and adults in the church context. • Know the range of current state legislation, statutory guidance and Church of England policies and guidance relevant to safeguarding, and the need to work in partnership with statutory agencies. • Describe your personal role and responsibilities in relation to others, including self-protection, and who to report safeguarding concerns and information to. • Evidence how you respond well to safeguarding information, including who to inform, referral for investigation and the boundaries of confidentiality. • Work safely in your role following C of E /College/Diocesan/Parish preventative practice guidance.	**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.
C2	Leadership	Equip parish officers to embed healthy parish safeguarding practice	• List key statutory sector partners and know how to contact those relevant to your current work. • Name diocesan/TEI/Cathedral partners, including the Diocesan Safeguarding Adviser or equivalent	**Level 5** ***Practical Theology and Pastoral Care**

		To explore he roles and personal vulnerabilities of parish officers in implementing parish safeguarding procedures and responding to serious situations.	• Describe diocesan safeguarding processes for responding to serious safeguarding situations, responding to children and adults (including survivors) and referral to other agencies; managing posers of risk and review of safe working practices. • Demonstrate the accurate recording and safe storage of safeguarding information. • Undertake an annual audit and review of TEI/diocese/cathedral/parish safer working practices.	
C3	Foundation/leadership for ministers	Equip incumbents, licensed and authorised ministers to embed healthy parish safeguarding practice and respond well to safeguarding situations	• Be aware of the scope of safeguarding children and adults in the church context. • Be aware of the range of current state legislation, statutory guidance and Church of England policies/guidance and the need to work in partnership with statutory agencies. • Describe ways to work in partnership within the diocese and with external agencies. List key statutory sector partners and know how to contact those relevant to your current work. • Be equipped to ensure senior staff and the DSA are informed of all parish safeguarding issues. • Be able to explain personal roles and responsibilities as incumbent/priest-in-charge/curate/licensed or authorised minister. • Be aware of how you respond well to safeguarding information, including who to inform, referral for investigation and the boundaries of confidentiality. • Describe diocesan safeguarding processes for responding to serious safeguarding situations, responding to children and adults (including survivors) and referral to other agencies; managing risk and review of safe working practices. • Demonstrate the accurate recording and safe storage of safeguarding information. • Work safely in your role following policy and preventative practice guidance.	**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.

			• Undertake an annual audit and review of parish/cathedral safer working practices.	
C4	Foundation/ leadership for Bishops, Deans and Senior Staff teams	Equip the bishop and senior 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.	• Describe the scope of safeguarding children and adults in the church context. • Know the range of current state legislation, statutory guidance and Church of England policies/guidance relevant to safeguarding • Evidence how you respond well to safeguarding information, including who to inform, referral for investigation. • Describe the boundaries of confidentiality; and the accurate recording and safe storage of safeguarding information • Describe the hallmarks of healthy diocesan safeguarding practice • Describe ways to work in partnership within the diocese and with external agencies • Practice responding well to serious safeguarding situations; agree the roles and responsibilities of senior staff when responding • Commit to ensuring adequate resources for service delivery with respect to safeguarding practice. • Provide theological leadership in commenting on safeguarding issues when these arise in the life of the church.	**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.
C5	Refresher/ extension	Refresh and deepen personal knowledge and practice of safeguarding Equip participants to understand and implement changes and developments in national/House of Bishops'/Diocesan safeguarding policies and practice guidance	Refresher of C1/C2/C3 as appropriate • List, access and describe changes to legislation and practice guidance and to House of Bishops' policies and practice guidance relevant to safeguarding that have come into force since their last participation in safeguarding training • Critically review personal working practice • Commit to integrate resulting changes into current working practice • Reflect theologically on safeguarding issues encountered in public ministry.	**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.
S1	Safer recruitment	To explore legislation and statutory and other relevant guidance which ensure safer recruitment To be more familiar with House of Bishops' safer recruitment practice guidance	• Be able to access and describe practice guidance relevant to recruitment and appointments • Be able to describe the scope of safer recruitment procedures in the church context for all paid staff and volunteers with children and adults • Be able to implement House of Bishops' practice guidance for safer recruitment • Be able to refer for criminal record checks and understand the process • Be able to identify and overcome any barriers to implementation	**N/A**
S2	Pastoral care, confidentiality and confession	Explore the practical and other implications of pastoral care, confidentiality and confession on safeguarding policies and practice	• Be able to access and describe current legislation and practice guidance relevant to information sharing, confidentiality and consent • Evidence knowledge of when information must and must not be shared and with whom • Develop strategies for self-protection • Set boundaries with receivers of pastoral care to protect both parties • Clarify the difference between formal sacrament of reconciliation and other confidential encounters regarding information sharing • Reflect on the challenges to faith that may arise from safeguarding situations for those involved in them.	**Level 5** ***Practical Theology and Pastoral Care** ***Christian Theology, Ritual and Pastoral Care** Of possible relevance Level 4 *Pastoral Care, Ethics and Ministry. *Human Identity, Theology, Vocation and Professional Practice.
S3	Responding to domestic abuse	Examine issues relating to domestic abuse, especially	• List key statistics and describe possible behaviours relating to domestic abuse	**Level 5**

		for vulnerable groups and children in the context of adult abuse, and how the Church can respond well to this	• Consider how to support those facing domestic abuse and what churches can do • Describe a range of ways to manage risk to children and adults who are vulnerable • List and describe referral pathways and the roles of supporting agencies • Reflect on the implications of responding well to domestic abuse and reflect on some key theological issues.	***Pastoral Care** ***Practical Theology and Pastoral Care**
S4	Grooming, sexual abuse, responding to survivors	*To be written*	*To be written*	
S5	Assessing and managing risk	*To be written*	*To be written*	
S6	Spiritual abuse	*To be written*	*To be written*	
S7	Authorised Listeners / Link Persons	*To be written*	*To be written*	

Appendix 3: Work plans

2017

Task	Responsibility
Revision of C1, C2 and C3 modules to remove duplication with C0	National Safeguarding Team
Monitoring and auditing system for delivery of modules via diocesan self-assessment fully operational	
Tailor-made sessions to specific groups as required (e.g. spiritual directors, Diocesan Directors of Ordinands, Wardens of Readers)	
Induction and training programme for DSAs	
Induction of newly consecrated/ translated Bishops and Deans	
Delivery of senior staff module (C4)	
Delivery of Handling Disclosures from Survivors of Abuse – Training for Bishops	
Development and roll out of Specialist modules (S2, S4, S5, S6, S7) Training trainers to deliver[18]	L&D Manager in consultation with subject matter experts Dioceses, Cathedrals, TEIs
Development of Safeguarding Training Hub	L&D Manager Ministry Division
Continued review of implementation	National Safeguarding Team, Working Group,

2018

Task	Responsibility
Monitoring and auditing system for delivery of modules via diocesan self-assessment	National Safeguarding Team
Tailor-made sessions to specific groups as required	
Induction and training programme for DSAs	
Induction of newly consecrated/ translated Bishops and Deans	
Delivery of senior staff module (C4)	
Development and roll out of Specialist modules (S2, S4, S5, S6, S7) Training trainers to deliver	L&D Manager in consultation with subject matter experts Dioceses, Cathedrals, TEIs
Ongoing development and maintenance of Safeguarding Training Hub	L&D Manager Ministry Division
Full review of implementation of modules and practice guidance	National Safeguarding Team, Working Group, House of Bishops

[18] The timing of the specialist modules being developed and rolled out is dependent upon approval of House of Bishops policy and practice guidance