

# **SAFEGUARDING HANDBOOK 3**

Safeguarding Training: What is available, who it is for, and how to access it.

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## Contents

Introduction .....	1
An Overview of Safeguarding Training.....	2
Why do we need Safeguarding Training? .....	2
Who in the Church should attend Safeguarding Training? .....	2
Who delivers Congregational Safeguarding training courses locally? .....	2
What type of Congregational Safeguarding Training is available locally? .....	2
Introductory Safeguarding Training .....	2-3
Kirk Session Safeguarding Training.....	3
Safeguarding Coordinator Training .....	3
Accessing Congregational Safeguarding Training .....	4
Other FAQ about Congregational Safeguarding Training .....	4
Responsibilities of Presbyteries in relation to Safeguarding Training.....	5
Appointment of Key Roles.....	5
Safeguarding Presbytery Contact.....	5-6
Volunteer Safeguarding Trainer .....	6-7
Protocol and roles in arranging training locally.....	7
The Safeguarding Presbytery Contact shall.....	7
The Safeguarding Trainer shall... ..	7
The Safeguarding Service shall... ..	7-8
Safeguarding Training for other Councils.....	8
Courses for Ministries Council.....	8
Courses for CrossReach .....	8
How to contact the Safeguarding Training Officer or Safeguarding Service .....	8

**\* Safeguarding Handbooks 1-6, CrossReach Child Protection Handbook and CrossReach Adult Protection Handbook are available to view on the Church of Scotland website:  
[http://www.churchofscotland.org.uk/about\\_us/safeguarding\\_service/key\\_publications](http://www.churchofscotland.org.uk/about_us/safeguarding_service/key_publications)**

## Introduction

### **Safeguarding Training is recognised as a key part of the Church's Safeguarding Policy and the aim of 'Ensuring a Safe Church for All'.**

The training courses available aim to ensure that all those with any safeguarding responsibility are trained in aspects of safeguarding relevant to their role. Hence it is important that all congregations are aware of the safeguarding training available and implement it as necessary within their local context.

This handbook is designed for the use of:

- Congregational Safeguarding Coordinators
- Volunteer Safeguarding Trainers;
- Safeguarding Presbytery Contacts;
- Presbytery Clerks or members of presbytery who have responsibility for Safeguarding Training; and
- those line managing staff employed by any of the Church's various Councils in any capacity which involves Safeguarding.

The handbook's purpose is to inform and advise these groups, volunteers and paid practitioners working with Children or Adults at Risk and those managing these individuals about:

- What Safeguarding Training is available;
- Who the training is for; and
- How that training can be accessed.

# An Overview of Safeguarding Training

## Why do we need Safeguarding Training?

In our congregations and across the Church, we offer much valued work with children, young people and adults at risk. However, we can never be complacent about safeguarding. We need to create and maintain a culture of informed vigilance to safeguard and promote the welfare of children and adults at risk.

Safeguarding training and resources in the Church of Scotland are designed to equip the Church to engage positively with the protection of children, young people and adults at risk in both a practical and theologically informed way.

It exists to raise awareness of our policies for 'Ensuring a Safe Church for All' and to make individuals aware of their role and responsibilities in relation to recognising and reporting safeguarding concerns.

## Who in the Church should attend Safeguarding Training?

Many roles and activities in the Church involve working with, or having responsibility for, people who work with children and/or adults at risk. These include, but are not limited to:

- Volunteers doing regulated work with children or protected adults in congregations e.g. Congregational Children's Workers, Pastoral Care Visitors etc. ;
- Members of the Kirk Session;
- Safeguarding Coordinators;
- Safeguarding Panel Members;
- Ministries Development Staff;
- Ministries Council Staff (Ministers, Candidates, Ordained local Ministers, Readers); and
- CrossReach Staff.

## Who delivers Congregational Safeguarding training courses locally?

A team of volunteer Safeguarding Trainers, appointed by Presbyteries and accredited and supported by the Safeguarding Service, deliver Safeguarding training across all the Presbyteries in Scotland, England and abroad. It is vitally important to acknowledge the Church of Scotland's appreciation of the work done by these Safeguarding Trainers and by Safeguarding Presbytery Contacts.

## What type of Congregational Safeguarding Training is available locally?

There are three main types of Safeguarding training delivered locally in presbyteries. These are:

1. Introductory Safeguarding training
2. Kirk Session Safeguarding training
3. Safeguarding Coordinator training

# Types of Safeguarding Training Explained

## 1. Introductory Safeguarding Training (Duration 2 – 2.5hrs)

Central to an effective safeguarding policy is clear procedures for reporting concerns and incidents and recording this information. This may include actual concerns or incidents, as well as alleged or suspected concerns or incidents. Introductory Safeguarding training is a foundation level awareness raising training which helps to ensure that everyone can be the organisation's 'eyes and ears' on the ground, and know their roles and responsibilities and how to take action.

## Who is this course for?

This course is for volunteers or paid staff doing regulated work with children and/or protected adults in a congregation, including Safeguarding Coordinators. In 2015, the General Assembly approved the following deliverance: 'Instruct Kirk Sessions to ensure that all volunteers and paid staff, who are members of the PVG Scheme, attend Safeguarding training'.

### **The Course Learning Outcomes are:**

- Understanding what safeguarding means;
- Understanding the 4 'Rs' of safeguarding: **R**ecognition, **R**eporting, **R**ecording and **R**eferral
- Understanding Safeguarding **roles and responsibilities** as part of the Church's safeguarding system

### **2. Kirk Session Safeguarding training (Duration 1.5 – 2hrs)**

The aim of this course is to advise Kirk Session members, and trustees about their safeguarding responsibilities.

#### **Who is this course for?**

This course is for members of the Kirk Session and trustees. A Deliverance in 2010 instructed Presbyteries to ensure that Kirk Sessions "are facilitated to make best use of the course designed to support them" and also to 'instruct presbyteries that safeguarding training must be undertaken by Kirk Sessions'.

#### **The course learning outcomes are:**

- Familiarity with the Church of Scotland Safeguarding policy and practice;
- Awareness and understanding of duties regarding the implementation of safeguarding deliverances of the General Assembly, including key appointments e.g. Safeguarding Coordinator and a Safeguarding Panel;
- Understanding the Safe Recruitment process and their responsibilities therein;
- Understanding their responsibilities regarding training, management and support of workers;
- Understanding their responsibilities regarding Safeguarding referrals; and
- Raised awareness of the Church's Safeguarding Policies in relation to Managing those who pose a risk and Responding to Domestic Abuse.

### **3. Safeguarding Coordinator training (Duration 3 hrs)**

Safeguarding Coordinators are the named lead contact for Safeguarding in the congregation and are appointed by their Kirk Session, as per deliverance by the General Assembly. Once appointed, the Session Clerk should forward the form SG10a to the Safeguarding Service to advise of this appointment. Safeguarding Coordinators are required to join the PVG scheme for children and protected adults and attend Introductory Safeguarding training (on page 2) and Safeguarding Coordinator training.

#### **Who is this course for?**

This course is mandatory for Safeguarding Coordinators, in addition to the Introductory Safeguarding training. Safeguarding Panel members are also recommended to attend Kirk Session Safeguarding Training and Safeguarding Coordinator Training or Safeguarding Panel Training (*if that is available in your presbytery*).

#### **The course learning outcomes are:**

- Understanding the role of the Safeguarding Coordinator;
- Understanding the Safe Recruitment and PVG application process;
- Raised awareness of resources available for ensuring best practice in safeguarding;
- Understanding their responsibility regarding training, management and support of workers;
- Understanding their responsibility regarding Safeguarding referrals; and
- Raised awareness of the Church Safeguarding Policies in relation to Managing those who pose a risk and Responding to Domestic Abuse.

Depending on the preference of the local Safeguarding Presbytery Contact and Safeguarding Trainer, this two part course (Introductory Safeguarding Training & Safeguarding Coordinator Training) can be delivered over one-day or two evenings. When a Safeguarding Coordinator's training and PVG Scheme Record requirements are satisfactorily completed, the Safeguarding Service shall issue a Verifier Number to allow the coordinator to administer PVG Scheme Record applications within their congregation.

## Accessing Congregational Safeguarding Training

Local Safeguarding training is arranged at presbytery level by the Safeguarding Presbytery Contact in partnership with the local safeguarding trainer (see pg. 7 for more information on their roles).

It is one of the responsibilities of the Safeguarding Presbytery Contact to keep in regular contact with Safeguarding Coordinators in that presbytery and to establish what Safeguarding training needs exist in the Presbytery and where.

Safeguarding Coordinators should contact their Safeguarding Presbytery Contact to advise of their congregations training needs (for example the number of volunteers and Kirk Session members needing training).

Once Safeguarding Coordinators have advised their Safeguarding Presbytery Contact about their congregations training needs, the Safeguarding Presbytery Contact will collate the demand along with those of others, and arrange training courses in consultation with the Presbytery's Safeguarding Trainer. Once arranged, the Safeguarding Presbytery contact should advise all local Safeguarding Coordinators of upcoming dates and the Safeguarding Service who will update the training calendar online.

To view the calendar visit: [http://www.churchofscotland.org.uk/about\\_us/safeguarding\\_service/training](http://www.churchofscotland.org.uk/about_us/safeguarding_service/training)  
You can find out who your local Safeguarding Presbytery Contact is by visiting this page or emailing [safeguarding@churchofscotland.org.uk](mailto:safeguarding@churchofscotland.org.uk)

Applicants for places should apply through their own Safeguarding Coordinator in the first instance, but, where that is not practicable, may apply directly to the Safeguarding Presbytery Contact identified on the course calendar.

Newly appointed Safeguarding Coordinators should also contact their Safeguarding Presbytery Contact to alert of their need for initial training. They can also check the online training calendar for upcoming training dates in nearby presbyteries. If there is no local trainer available the Safeguarding Training Officer will organise cover.

## Other FAQ's about Congregational Safeguarding Training

### Q. How should training be recorded?

Training undertaken by workers and Safeguarding Coordinators should be recorded in the SG7 Congregational Register. Training undertaken by Kirk Session Members should be recorded in the Kirk Session Training Register and Kirk Session Minutes.

### Q. What training should Safeguarding Panel Members attend?

The Safeguarding Panel's role is to assist and support the Congregational Safeguarding Coordinator in the execution of his or her duties and includes:

- Sharing decision making in relation to the responsibility for sensitive and confidential matters and decision- making delegated to the Panel by the Kirk Session;
- Establishing job descriptions and interviewing candidates; and
- Developing and managing 'Covenants of Responsibilities' with those who may cause a risk.

The composition of a Safeguarding Panel is recommended as no fewer than three persons, one of whom should be the Safeguarding Coordinator. It is fairly common, though not required, for the Minister to be one of the other members. However, the Minister may choose not to as it may clash with their pastoral role. The duties most commonly performed by Safeguarding panels are in support of the Safeguarding Coordinator and therefore attendance on the Kirk Session Safeguarding Course and Safeguarding Coordinator Course would be the most appropriate training.

However, unlike coordinators, attendance is not mandatory for other Safeguarding Panel members, but is 'recommended'.

The Safeguarding Service has also just recently developed a more targeted Safeguarding Training Course for Panel Members which is available for use by Safeguarding Trainers. If this is available in your presbytery, panel members can attend this training instead.

### **Q. Should volunteers, paid staff and coordinators attend Refresher training?**

There is currently no mandatory requirement for refresher training however in line with best practice we recommend workers and coordinators have refresher training every 3 - 5 years. New shorter refresher packages of training for workers and Safeguarding coordinators are available for local trainers to use.

### **Q. Do individuals who attend Safeguarding Training in other professional or voluntary roles need to attend Safeguarding Training?**

Currently the Church of Scotland has no national exemption policy for safeguarding training. In the same way, a person would not be exempt from education/police training; the Church is passionate about workers knowing about the structures and support available in the Church. Such professionals also bring much valued experience to training courses.

## **Responsibilities of Presbyteries in relation to Safeguarding Training**

### **1. Appointment of key roles**

Each presbytery is responsible for appointing a **Safeguarding Presbytery Contact** and a **Safeguarding Trainer** (s). When appointing a new Volunteer Safeguarding Trainer or Safeguarding Presbytery Contact, the Presbytery Clerk should submit the SG12 form to notify the Safeguarding Service.

Prospective Volunteer Safeguarding Trainers are also required to fill in an application form, SG13.

You can download these forms from the Key Publications section of the website:

[http://www.churchofscotland.org.uk/about\\_us/safeguarding\\_service/key\\_publications](http://www.churchofscotland.org.uk/about_us/safeguarding_service/key_publications)

It is expected that Presbyteries resource their Trainers by:

- Providing access to up-to-date presentation equipment, i.e. laptop and projector;
- Supplying course printed materials or reimbursement for printing of materials, e.g. Course registers, participant evaluation forms, participant attendance certificates etc.; and
- Reimbursing travel, postage, printing, and any other appropriate expense incurred by the trainer in providing safeguarding training within the trainer's home presbytery.

Below are the job descriptions for the key presbytery roles in relation to the provision of Safeguarding Training: the Safeguarding Presbytery Contact and Safeguarding Trainer.

### **Safeguarding Presbytery Contact: Job Specification**

<b>Title of Post:</b>	Safeguarding Presbytery Contact
<b>Responsible to:</b>	Appointing Presbytery
<b>Supported by:</b>	Presbytery and Safeguarding Training Officer from the Safeguarding Service
<b>Main purpose of post:</b>	To promote and co-ordinate the delivery of Church of Scotland safeguarding training within their Presbytery.

### **Principal duties and responsibilities**

1. In consultation with the Safeguarding Training Officer raise awareness and promote the benefits of safeguarding training within your Presbytery.
2. In conjunction with Safeguarding Coordinators and Safeguarding Trainers, identify all safeguarding training needs throughout the Presbytery. These training needs should include training events appropriate to the needs of Kirk Sessions, Safeguarding Panel Members, Safeguarding Coordinators, volunteers and any others requiring such training.
3. In consultation with Trainers, plan an annual programme of courses to meet identified need.
4. Where unforeseen training needs becomes apparent, and in conjunction with Safeguarding Coordinators and Safeguarding Trainers, arrange additional Presbytery training courses as and when required.



5. Liaise with existing Safeguarding Trainers and the Safeguarding Training Officer to assess whether there are sufficient safeguarding trainers to meet current and future needs. Where there is no such resilience, be involved in the recruitment of additional or replacement safeguarding trainers, as necessary.
6. Make practical arrangements for courses, ensuring a mixed geographical distribution of opportunities for safeguarding training.
7. Use Presbytery meetings and communications with Safeguarding Coordinators to publicise the location, dates and times of courses. Where spaces and opportunities exist for course participants from out with the Presbytery then notify the Safeguarding Service of same so that these courses might be advertised nationally.
8. Maintain accurate records of the number, type, and location of all training courses carried out in the Presbytery, as well as the total number of participants on the courses. Report the totals of each to the Safeguarding Service when requested on an annual basis
9. Receive requests for places on arranged courses and liaise with Safeguarding Trainers to advise when courses have sufficient applications to proceed or not.
10. Ensure Safeguarding Trainers are adequately resourced and supported to enable them to present courses.
11. Liaise with Safeguarding Trainers and the Safeguarding Training Officer where there are reported concerns about the quality of training.
12. Meet regularly with the Safeguarding Coordinators and Safeguarding Trainers in your Presbytery to debrief and reflect on the organisation, content and delivery of safeguarding training.
13. Keep up-to-date with developments in safeguarding and in particular safeguarding training and represent your Presbytery at Safeguarding Conferences and Roadshows.
14. Include 'Safeguarding' as a standing agenda item at Presbytery Meetings and make a report to Presbytery of all safeguarding matters within the Presbytery or notified nationally by the Safeguarding Service.

### **Skills and Experience**

1. Experience/knowledge of safeguarding issues.
2. Knowledge of Kirk Session and Presbytery structures and operations.
3. Ability to assess and identify training needs and to plan training events to meet those needs.
4. Good organisational, administrative and interpersonal skills.
5. Ability to work on own initiative.
6. Competent IT skills with access to a computer and the internet.

### **Volunteer Safeguarding Trainer: Job Description**

<b>Title of Post:</b>	Volunteer Safeguarding Trainer
<b>Responsible to:</b>	Appointing Presbytery
<b>Supported by:</b>	Safeguarding Training Officer, Church of Scotland Safeguarding Service
<b>Main purpose of post:</b>	To deliver Safeguarding training in Church of Scotland congregations.

### **Principal duties and responsibilities**

1. In conjunction with the Presbytery Safeguarding Contact and the Safeguarding Service **arrange and deliver safeguarding training** for Kirk Sessions, Safeguarding Coordinators, and volunteers working with children and adults at risk.
2. Deliver Safeguarding training using materials and resources provided or approved by the Safeguarding Service and by your Presbytery.
3. Ensure an accurate record of attendance is taken.
4. Submit training records and submit evaluation forms upon request.
5. Through the Church of Scotland Safeguarding Service keep up-to-date with developments in Safeguarding and Safeguarding training.



## Skills and Experience

1. Experience and knowledge of safeguarding (child protection and/or adult support and protection).
2. Evidence of experience and ability to deliver training. It is desirable that candidates have experience of delivering training, from which skills can be transferred, and even better, but not essential, if that training was related to safeguarding.
3. Experience of using varied methods of delivering training.
4. Effective organisational, administrative, and interpersonal skills.
5. Good IT skills.

## Protocol and roles in arranging training locally

As described earlier, it is the responsibility of the Safeguarding Presbytery Contact to identify needs and organise courses in partnership with Safeguarding Coordinators and the local Safeguarding trainer, accordingly.

### The Safeguarding Presbytery Contact shall:

1. Monitor demand for congregational Safeguarding training (Workers, Kirk Sessions and Coordinators) with their own presbytery by liaising with Congregational Safeguarding Coordinators.
2. Liaise with the accredited Volunteer Safeguarding Trainer (s) to agree a programme of dates for training courses.
3. Where there is no accredited trainer within a presbytery, the presbytery contact shall request the Safeguarding Training Officer to make arrangement for an accredited trainer to attend on a mutually acceptable date(s).
4. Arrange suitable venues, having consideration for;
  - Accessibility both by public transport and physically for persons with restricted mobility;
  - Participant comfort (seating, heating, and light); and
  - Refreshment and toilet facilities.
5. Liaise with the trainer to provide or organise provision of technical and other requirements for training dates.
6. Notify the Safeguarding Service of the course type, dates and venues so that details can be entered onto the training calendar.
7. Notify all Safeguarding Coordinators of the upcoming courses.
8. Act as a point of contact for persons enquiring about details of the courses and registration of participants.
9. Provide the trainer and participants with accurate details of each venue location and course.
10. Ensure that printing needed for courses is available (this can sometimes be done by the trainer themselves but should be agreed between the Safeguarding Presbytery Contact and Safeguarding Trainer).

### The Safeguarding Trainer shall:

1. Liaise with the Safeguarding Presbytery Contact to agree suitable dates for training and maximum numbers of participants for the training courses.
2. Make further contact with the Safeguarding Presbytery Contact, at least 21 days prior to the course dates, to confirm course details and a participant list if possible.
3. Ensure, as far as is possible, that the necessary equipment is available and in working order.
4. Ensure that printing needed for courses is available (this can sometimes be done by the Safeguarding Presbytery Contact but should be agreed between the Safeguarding Presbytery Contact and Safeguarding trainer).

### The Safeguarding Service shall:

1. Provide trainers with course programme materials that are current and have been assessed as fit for purpose.
2. Monitor, assess and accredit Safeguarding Trainers.

3. Input details of upcoming training on the Safeguarding Service training calendar on the Church of Scotland website.
4. Arrange an accredited trainer to present the course where there is none available within the presbytery.
5. Have an overview of the provision of training nationally to ensure an adequate spread of courses geographically and time-wise.
6. Pay the reasonable expenses of trainers who travel to another presbytery.

## Safeguarding Training for other Councils

There are very few areas within the Church where knowledge and consideration of safeguarding is not relevant. There are existing links with some Councils and Committees, in particular Ministries Council and CrossReach.

### **Courses for Ministries Council**

Safeguarding input has been designed for inclusion in Ministries Council training for Candidates, Locally Ordained and Transferring Ministers, and Readers. Courses for Candidates for Locally Ordained Ministers, Full Time Ministry and the Readership are run annually while that for Transferring Ministers is on demand. Safeguarding input has also been designed for inclusion in Ministries Development Staff training and is currently organised in consultation between the Safeguarding Service and the relevant council or department of the Church requesting the training.

### **Courses for CrossReach**

CrossReach delivers care in more than 70 social care services across Scotland. The Safeguarding Service provides input in both Adult Support and Protection and Child Protection. CrossReach staff should enquire, with their service managers, about accessing appropriate training.

## How to contact the Safeguarding Training Officer or the Safeguarding Service

The service is available 9.00am-5.00pm, Monday to Friday. You can leave a telephone or email message outwith this time.

The Church of Scotland Safeguarding Service  
The Church of Scotland  
121 George Street  
Edinburgh  
EH2 4YN  
Tel: 0131 240 2256  
Email: [safeguarding@churchofscotland.org.uk](mailto:safeguarding@churchofscotland.org.uk)  
Website: [www.churchofscotland.org.uk](http://www.churchofscotland.org.uk)



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