

SAFEGUARDING COMMITTEE MAY 2022

Proposed Deliverance

The General Assembly:

1. Receive the Report.
2. Note the Safeguarding Service Annual Statistical Report and thank all Safeguarding Co-ordinators for their continued commitment to safeguarding in the Church. *(Section 2)*
3. Note the work being undertaken by the Safeguarding Committee to manage those who pose a risk in Church communities and thank congregational Safeguarding Panels for their work in this area. *(Section 3)*
4. Instruct Ministers (for this purpose to include parish ministers, Interim Ministers, Transition Ministers, Associate Ministers, auxiliary ministers, probationers, OLM, readers, locums, and Armed Forces chaplains), to undertake safeguarding training as prescribed by the Safeguarding Service. *(Section 4.1.3)*
5. Instruct Presbyteries to maintain a Presbytery Safeguarding Register and to ensure compliance with the recommended safeguarding training in accordance with the process set out in Appendix 1. *(Section 4.1.5)*
6. Note the change of title from Kirk Session Safeguarding Training to Trustee Safeguarding Training and instruct all active charity trustees to attend. *(Section 4.3)*
7. Instruct Presbyteries and Kirk Sessions to ensure that all those doing regulated work (paid or voluntary) and charity trustees attend refresher Safeguarding Training appropriate to their role no less frequently than every five years. *(Section 4.4)*
8. Encourage congregations to mark 'Safeguarding Sunday' on Sunday 19th June 2022, or any other suitable Sunday in June. *(Section 5.1)*
9. Instruct Kirk Sessions and Presbyteries to put in place a Whistleblowing Policy as soon as practicable. *(Section 6)*
10. Note the collaborative work with the Communications Department to bring an online Safeguarding Handbook to the Church of Scotland website. *(Section 7.1.2)*
11. Note the work of the Survivor Working Group. *(Section 8)*
12. Note the work to bring an online solution to SG7 and SG11. *(Section 9)*
13. Note the updated position in relation to the Disclosure (Scotland) Act 2020. *(Section 10)*

Report

1. INTRODUCTION

1.1 One of the Hebrew words for love is "chesed or $\tau\omicron\nu$," It's not a word that easily translates into English, but it speaks of a love that goes the extra mile, that bends over backwards and will do whatever it takes to embody mercy and compassion. Put simply, that's the very calling of the Safeguarding Service as it responds to the challenge of ensuring a safe church for all. At the heart of what we do as a Service is a rigorous commitment to go the extra mile and do whatever it takes to embody the love of God in protecting the vulnerable and establishing strong networks of supportive safeguarding across the Church of Scotland.

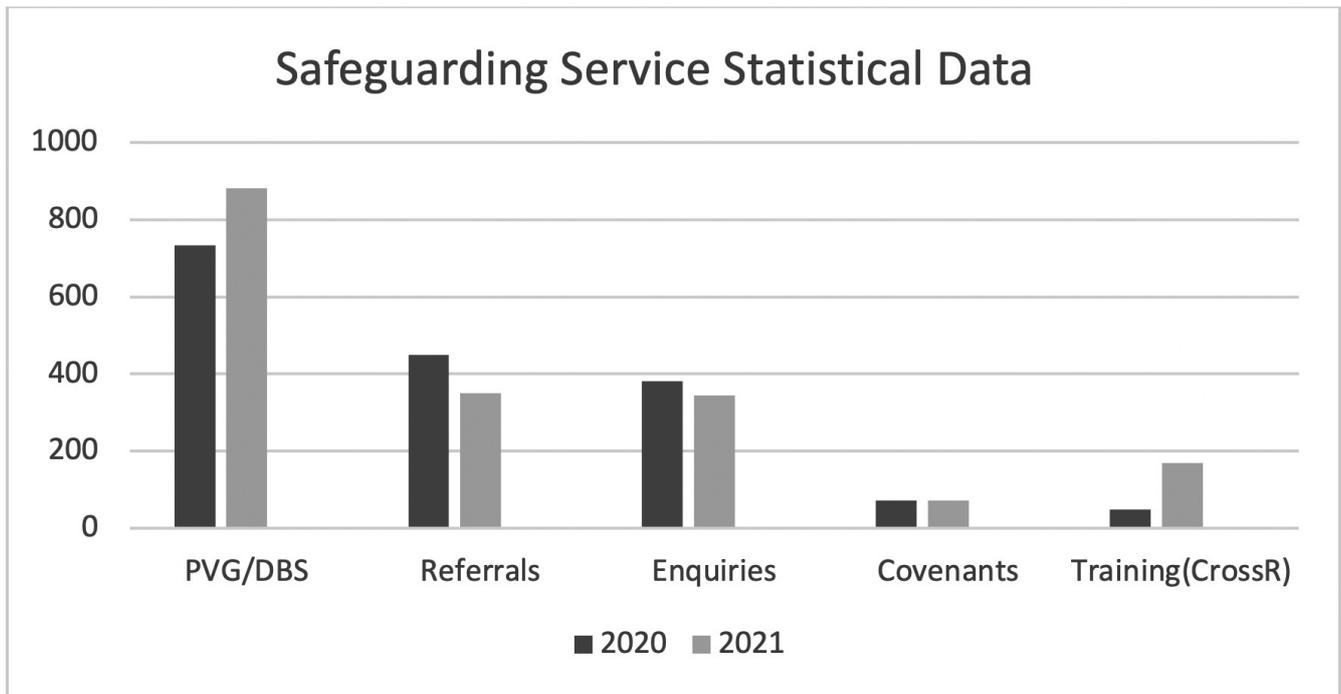
2. STATISTICAL INFORMATION

2.1 The Safeguarding Service continues to provide a professional advisory service across the whole of the Church, responding in a timely manner to safeguarding concerns and enquiries relating to criminal record checks and safe working practices in Church communities. We would like to thank Safeguarding Co-ordinators for their continued commitment to safeguarding in the Church. The Safeguarding Service also provides ongoing support to congregational Safeguarding Panels to help manage those who pose a risk in Church communities and works closely with Presbytery Safeguarding Trainers and CrossReach staff to ensure the appropriate delivery of safeguarding training as required.

2.2 The Safeguarding Service works closely with the Boys' and Girls' Brigade, providing advice, responding to referrals, sharing good practice and undertaking and jointly assessing criminal records checks on behalf of these organisations. The Service also continues to work with the United Reformed Church in Scotland, again responding to referrals, supporting covenants of responsibility and providing safeguarding training at a local level.

2.3 The Covid-19 pandemic has had an impact on activities since March 2020 which has seen a reduction in referrals and enquiries into the Service. It is anticipated that as we come out of the pandemic that these will increase again. Figure 1. shows that in 2021 there has been an increase in Protecting Vulnerable Groups applications (PVG) and Disclosure and Barring Service checks (DBS) from 2020 which may be indicative of a resumption or increase in congregational activities with vulnerable groups. There has been a 246% increase in the number of CrossReach managers who have received safeguarding training from the Service in 2021 compared to 2020.

Figure 1.



3. MANAGING THOSE WHO POSE A RISK

3.1 Despite the ongoing challenges that Covid-19 and the various restrictions have offered, the work on behalf of the Church in this area has continued. A new and updated Information Sharing protocol between the Church of Scotland and Police Scotland was agreed and signed off since the last General Assembly. This complies with Data Protection legislation and facilitates the necessary and proportionate sharing of information around risk that is needed to ‘Ensure a Safe Church for All’.

3.2 The Managing Those Who Pose a Risk sub-committee of the Safeguarding Committee meet periodically to drive forward the safeguarding agenda in this area in support of the Church’s safeguarding objectives. Despite the restrictions on worship placed on congregations in the past two years, the numbers of those subject to a Covenant of Responsibility remain constant and many have already returned to worship. Roughly one in ten subjects have not yet returned to worship but many still participate online.

3.3 Online worship for subjects of Covenants of Responsibilities has been embraced by some, mirroring the experience of others in the wider Church, and can be an alternative way for some people to join in safely with church fellowship.

3.4 The Safeguarding Service would like to re-iterate their appreciation of all the work and support that Congregational Safeguarding Panels offer in managing the individuals who are subject to a Covenant of Responsibilities. Due to confidentiality and the rights of privacy around managed individuals, this work is unseen and unheralded within congregations but it is undoubtedly the case that it tangibly increases the possibility of rehabilitation and Christian fellowship.

4. SAFEGUARDING TRAINING

4.1 Ministers’ Safeguarding Learning Pathway

4.1.1 The introduction of the Disclosure Act 2020 prompted the Safeguarding Service to review our safeguarding training strategy. This review concluded that introducing a tiered approach to learning, commensurate with a person’s role in the Church, was best practice. This review also highlighted the current gap in training for ministers, which resulted in the 2021 General Assembly deliverance: *‘Instruct the Safeguarding Service in collaboration with the Faith Nurture Forum to undertake work to scope out a mandatory safeguarding training programme for Ministers and report to the General Assembly of 2022’*.

4.1.2 Having worked in collaboration with the Faith Nurture Forum and HR department tiered approach to learning is being proposed. This is for everyone in the Church who works with, or has some responsibility for, vulnerable groups. As such, and as required by the 2021 deliverance, it outlines the training requirements for Ministers.^[1]

4.1.3 In order to set out a suggested Safeguarding Learning Pathway for Ministers, we looked at all the safeguarding training currently offered at a local and national level. This was compared with safeguarding training delivered by other Christian denominations and organisations. Our proposal for a Ministers’ Safeguarding Learning Pathway is set out in **Appendix 1**. Completion of the full Pathway is considered necessary for those holding a leadership position, so that they have the breadth of understanding required to fulfil their safeguarding responsibilities.

4.1.4 The Introductory and Advanced courses are now available; the Leadership course is in initial stages of development and both Safeguarding Presbytery Contacts and Presbytery Clerks will be informed when it becomes available. To ensure that all active Ministers, are brought up to date in terms of safeguarding training, we would ask them to look back to the last safeguarding training they attended. If this training was more than 3 years ago, the Learning Pathway should be started from the beginning, with Introductory Safeguarding Training being attended as soon as practicable (but certainly by the end of 2022). A compliance process and timescales for completing training are detailed in Appendix 1.

4.1.5 Presbytery has oversight of the training attended by Ministers and should monitor any outstanding training. To this end, Ministers' training should be recorded on the SG7a Presbytery Register which will be distributed to Presbytery by the Safeguarding Service.

4.1.6 It may be that Ministries Development Staff (MDS) and Deacons are also required to complete part of or the full Ministers' Learning Pathway; however, this will be dependent upon the role in which they are employed. Job descriptions and role specifications will detail which parts of the Learning Pathway are required. Further guidance can be obtained from the Human Resources department and/or the Safeguarding Service.

4.2 Advanced Safeguarding Training

4.2.1 Due to the changes in the PVG application process, the courses previously offered as 'Safeguarding Coordinator Training' and 'Safeguarding Panel' training are being streamlined and amalgamated. This will become the 'Advanced Safeguarding Training' course. This course will go deeper into understanding various aspects of safeguarding management at a congregational level, and will be mandatory for all Coordinators and Panel Members, as well as being part of the Ministers' Learning Pathway.

4.2.2 The remaining administrative part of the Coordinators role will be made available on video. This will be shared at the end of Advanced Training courses, as required, and will also be accessible via the Safeguarding Service website.

4.3 Trustee Safeguarding Training

4.3.1 All members of a Kirk Session, and associated congregational board or Deacons' Court (where applicable), are charity trustees and, as such, have legal obligations in relation to safeguarding. The same is true of members of all Presbyteries which are registered charities. To reflect this position and ensure all trustees have received instruction in their legal roles and responsibilities, the Safeguarding Service is updating the training previously referred to as 'Kirk Session Safeguarding' and renaming it 'Trustee Safeguarding Training'.

4.3.2 All charity trustees are required to attend this course. This includes all those in membership of the Kirk Session or Congregational Board even if they are no longer actively participating in meetings, or in the life of the congregation, since 'inactive' trustees continue to be corporately responsible for congregational decisions and liabilities. Further information about this can be found on the Church of Scotland website at: **Charity Trustees, liabilities and OSCR- "Emeritus" Elders.**

4.4 Refresher Training

4.4.1 It is universally acknowledged that refresher training is essential for those who work with, or have safeguarding responsibilities for, vulnerable groups. This ensures everyone is kept up to date with developments in safeguarding legislation, requirements and best practice. Whilst refresher training has been recommended in the past, there has been no requirement or timescale in church law. It is now felt that refresher training should be made a mandatory requirement, with completion of the relevant course required every 5 years, with the recommended best practice being every 3 years. Kirk Sessions and Presbyteries have a pivotal role to play in ensuring that trustees and all those doing regulated work (paid or voluntary) attend refresher safeguarding training, appropriate to their role, at least every five years.

4.5 Safeguarding Trainers and Safeguarding Presbytery Contacts

4.4.1 We are grateful to all volunteer Safeguarding Trainers and Safeguarding Presbytery Contacts for their continued commitment to the delivery of safeguarding training in their Presbyteries. We would like to acknowledge the way they have adapted to challenging circumstances throughout the pandemic and facilitated the delivery of training online. The course materials have now been adapted by the Safeguarding Service for face to face and/or online delivery and we hope that this hybrid model of training will become the norm. We also continue to work closely with CrossReach to ensure we offer safeguarding training that meets the needs of their diverse range of services.

5. SAFEGUARDING SUNDAY

5.1 In October 2021, the Church of Scotland marked 'Safeguarding Sunday'. This was an opportunity to commit together as a Church to create safe spaces for all. The feedback from this event was very positive and as a result, the Safeguarding Committee in conjunction with Faith Action staff, has agreed to hold this as an annual event. This year Safeguarding Sunday will be marked on the 19th June or any other suitable Sunday in June. We would encourage you to mark this day with us.

6. WHISTLEBLOWING - REPORTING INAPPROPRIATE BEHAVIOUR

6.1 Whistleblowing is an essential part of safeguarding children and adults at risk of harm. Whistleblowing is when someone raises a concern about wrongdoing involving a dangerous or illegal activity in their organisation. It is an important process for identifying risks to people. Individuals are allowed, by law (The Public Interest Disclosure Act 1998), to make a 'protected disclosure'. This provides protection against victimisation or dismissal for workers. Currently the law does not apply to volunteers but it is good practice for charities to recognise that volunteers face many of the same challenges as paid staff when seeking to raise concerns.

6.1.1 The Church takes seriously any form of abuse, poor practice and fraud that may take place in the workplace and places importance on maintaining high standards of honesty, openness, integrity and accountability within our Church communities. The Church will, therefore, support all workers and volunteers, temporary staff, agency staff, contractors and students on placement, who make a disclosure (blowing the whistle) where the disclosure is a genuine concern made in good faith.

6.1.2 Some examples of whistleblowing in organisations are:

- Worker bullied for raising health and safety concerns. Had no health and safety training provided by the organisation despite being the designated health and safety lead.
- Worker raising concerns about lack of Covid-19 safety measures in the workplace.
- Youth worker concerned about another youth worker sending sexually explicit texts to a young person at the youth club.
- Worker raising furlough fraud concerns. Charity had asked him to agree to backdate documentation stating he had been on furlough when he had in fact been working.

6.1.3 The Safeguarding Committee, supported by the Law Department, believes that making a whistleblowing policy available to congregations and Presbyteries will help support people to come forward when they have a genuine concern about wrongdoing in the Church. A suitable policy is available for download on the Church of Scotland website at **Whistle Blowing Policy for Congregations**.

6.2 Volunteers are covered by the policy, but should also feel able to raise concerns about poor safeguarding practice without always invoking the policy. More information on how to report concerns can be found on the Safeguarding Service Publications section of the Church website **Safeguarding publications | The Church of Scotland**.

7. SAFEGUARDING POLICIES AND PROCEDURES

7.1 Safeguarding Handbooks

7.1.1 As the public protection agenda in society has evolved, so too has the Safeguarding advice and guidance offered by the Church of Scotland Safeguarding Service, to ensure as far as is possible, a safe environment for everyone. In addition to the numerous Safeguarding Forms used in Church Safeguarding matters and interactions, there are also six different handbooks available which offer practical advice and guidance on all aspects of Safeguarding.

7.1.2 In 2021, work began to condense these different volumes to a single Safeguarding Handbook. Before beginning this exercise, it was recognised that the collaboration, input, expertise and advice from the Communications Department was essential in this task. Safeguarding has been working closely with Communications to revise and update the combined text to deliver an online handbook. The aim is to ensure that users can quickly and easily navigate to the specific areas of advice or guidance they need.

7.1.3 A number of Safeguarding Committee members have agreed to assist with the drafting of the handbook until it is complete. Safeguarding updates can then be added to the handbook in 'real time' and be available on the Church of Scotland website. This will ensure that all guidance and advice will be up to date and relevant when the handbook is consulted.

7.2 CrossReach Adult and Child Protection Policies and Procedures

7.2.1 CrossReach Adult Support and Protection and Child Protection Handbooks have recently been updated to take account of changes in national policy drivers e.g. new National Child Protection Guidance 2021, and forthcoming changes to the Adult Support and Protection legislation. A significant feature of the changes in policy and practice in child and adult protection takes account of the impact of trauma on people's life chances. This will no doubt inform how services are shaped and delivered for years to come. The revised policies have been submitted to CrossReach and at the time of writing are subject to a consultation process.

8. SURVIVOR WORKING GROUP

8.1 What is the Survivor Group all About?

8.1.2 At the General Assembly of 2021, the Safeguarding Committee gave a commitment to work with representatives of CrossReach, the Violence Against Women Task Group and Place for Hope to better understand the experiences and needs of victims or survivors who have experienced abuse in a Church of Scotland setting and report back on progress of the work to the General Assembly of 2022.

8.1.3 The group has met regularly throughout the past year. During the initial stages of the group coming together it very quickly became apparent that the work, if it is to pay more than lip service to the views of survivors of abuse, will be a longer-term piece of work than initially anticipated, and, to improve our learning, ought to include the views of survivor groups and people with expertise that sit outside of the Church of Scotland. Meetings have been held with different survivor networks as part of our commitment to redress and will inform the work of this group. The group agreed that its role and remit will be: -

- to identify and create a trauma informed policy and framework which is designed to create an ethos in the Church of Scotland where opportunities for abuse to occur are minimised
- to ensure that the Church of Scotland can respond promptly and compassionately to survivors of abuse
- to further affirm the need for the survivor of abuse to be heard
- to raise awareness of the impact of trauma on people's life chances
- to provide written guidance to congregations and other agencies of the Church about good practice for responding to survivors of abuse

8.1.4 In grappling with some of the complexities of the task, the group agreed that an appropriate framework for progressing the work in the first instance was to take a trauma informed approach to self-assessment i.e. to undertake a 'walk through' exercise seen through a trauma informed lens. This self-assessment exercise can help us benchmark how effectively, or not, we think the Church responds to victims and survivors of abuse. The group decided to concentrate on two particular areas - policies and procedures and communication. The 'walk through' resources are adapted from a toolkit published by NHS Education Scotland^[2]. This piece of work is ongoing and has been shared with other crosscutting groups e.g. Equality, Diversity and Inclusion.

8.2 Redress Scheme for Survivors of Abuse

8.2.1 Many children in care in Scotland in the past were not treated with love or with respect by the people who were supposed to be caring for them. They were abused by those responsible for their care. For many years, survivors of historical abuse in care have campaigned for redress, wanting and deserving to be listened to, heard and believed. On 23 April 2021, The Redress for Survivors (Historical Child Abuse in Care) Bill became an Act of the Scottish Parliament.

8.2.2 Making redress payments is an important part of dealing with the wrongs of the past. Being part of the Redress Scheme gives organisations the opportunity to be part of a nationwide, collective effort to face up to the harms of the past. Providing contributions to the Redress Scheme will allow organisations to address concerns raised by those who were in their care without requiring them to bear the costs that may be associated with civil court processes. At the time of writing, it is anticipated that the Church of Scotland will be contributing to the Scheme.

9. ONLINE SOLUTION FOR SG7 AND SG11

9.1 The Safeguarding Service has recently procured a new software solution for Safeguarding. This solution will bring all of the service data into one place. We are currently working with the provider on the configuration of the system and as part of this work we are asking them to assist us with the most effective way we can support congregations and Presbyteries with congregational registers and audit checklists. We are hoping to 'go live' with the system in the summer months and will keep congregations and Presbyteries updated with the outcome of the SG7 and SG11 exercise.

10. DISCLOSURE SCOTLAND ACT 2020 UPDATE

10.1 The Disclosure (Scotland) Act 2020 received Royal Assent on 14 July 2020. The new legislation focuses on safeguarding children and vulnerable adults, while balancing the need for people with convictions to move on from past convictions and contribute to society. The Scottish Government via their Faith and Belief Unit, and Disclosure Scotland and Volunteer Disclosure Services, have met and consulted with faith groups over the past year to hear our views and keep us informed of their progress in implementing the Act. Disclosure Scotland is currently developing training and guidance on the Act which we will update you on as soon as we can.

In the name of the Committee

ADAM DILLON, Convener
FIONA REYNOLDS, Vice Convener
JULIE MAIN, Service Manager

Appendix 1

Ministers Safeguarding Learning Pathway

Introductory Safeguarding Training (approx. 2.5 hours) - delivered locally by volunteer safeguarding trainers and the safeguarding training officer where necessary.

Learning includes understanding what safeguarding means (and child/adult protection), national guidance and policy, types of harm and abuse, the four R's and your role in reporting.



Advanced Safeguarding Training (approx. 2.5 – 3 hours) (*replaces Safeguarding Coordinator Training and Safeguarding Panel Training*) - delivered locally by volunteer safeguarding trainers and the safeguarding training officer where necessary.

Learning includes understanding the role of the Safeguarding Coordinator and Safeguarding Panel, raised awareness of resources available for ensuring best practice in safeguarding, understanding responsibilities regarding training, management and support of workers, understanding responsibilities regarding Safeguarding referrals and raised awareness of the Church Safeguarding Policies for example in relation to Managing those who pose a risk and Responding to Domestic Abuse.



Leadership Safeguarding Training (approx. 3 hours with some reflective work) – delivered nationally by the Safeguarding Service

Learning will be reflective and collaborative and will seek to include content such as analysing the leadership behaviours needed to promote a healthy safeguarding culture (including how to involve and empower others) and feel confident and determined to demonstrate them, reflecting on the kind of healthy culture that is protective, preventative, healing, and restorative, reflecting on the impact that abuse and trauma has on individuals’ lives, relationships, and interaction in a community setting and looking at lessons learned.

Moving forward, our proposal would be that the pathway is completed in this order:

Introductory Safeguarding Training: Undertaken before or within 6 months of starting training

Advanced Safeguarding Training: Completed within the first half of your probation

Leadership Safeguarding Training: Within the first 2 years of your training for ministry ending. It is recommended that this training is refreshed every 3 years. It is a mandatory requirement every 5 years.

As detailed earlier, in relation to relevant Safeguarding refresher training we recommend that the highest level of training previously completed is undertaken as a mandatory requirement every 5 years (recommended every 3 years).

Ministers’ Safeguarding Learning Pathway

ROLE & COURSES RECOMMENDED	Introductory Safeguarding Training	Advanced Safeguarding Training	Leadership Safeguarding Training	Trustee Safeguarding Training
Ministers ^[3]	➔	➔	➔	
MDS staff and Deacons	➔	[4] ➔	[5] ➔	

The Safeguarding Learning Pathway and Other Church Roles

ROLE & COURSES RECOMMENDED	Introductory Safeguarding Training	Advanced Safeguarding Training	Leadership Safeguarding Training	Trustee Safeguarding Training
All those undertaking regulated work (paid or voluntary)	➔			
Safeguarding Coordinators and Safeguarding Panel Members	➔	➔		
Interim Moderators (who are doing regulated work)	➔	➔		
Interim moderators (who are not doing regulated work)				➔
Trustees ^[6]				➔

If you are unsure about what training is required for a certain role please contact the Safeguarding Service. You can also find more detail about these courses on the Safeguarding Service section of the Church of Scotland website **Training | The Church of Scotland**.

Compliance Pathway and Associated Timescales for Essential Safeguarding Training: Ministers, Elders (and other congregational trustees), those doing regulated work (at congregational and Presbytery level)

This compliance pathway will be subject to review by the Safeguarding Committee on an ongoing basis.

Ministers^[7]

1. Presbytery should assess whether:

- Ample opportunities have been provided to attend the appropriate safeguarding training (at least two or three suitable opportunities)
- There are exceptional circumstances for the individual not attending the appropriate safeguarding training e.g. sickness absence.

If either of these situations apply, re-assess when reasonable opportunities are available and/or exceptional circumstances have changed.

2. If neither of those circumstances apply (or other circumstances which could be deemed to be exceptional) then:

- Presbytery Clerk should initiate an informal discussion to encourage attendance, discuss the importance of safeguarding training and provide guidance on opportunities. An open discussion should be had about any concerns which the individual faces in engaging with the relevant safeguarding training.
- This meeting should be recorded (albeit informally) and the Presbytery Clerk should write to the individual to confirm agreements made/any actions and the associated timeframe.
- During this meeting if agreement can be reached for the individual to attend the relevant safeguarding training then a timeframe should be set (approximately 3 months or so dependent on the next available training courses)

3. Review at agreed timeframe (in point 2) to ensure relevant safeguarding training has been successfully completed. If not, continue to next step.

4. If the concern has not been dealt with satisfactorily

- A letter detailing the fact that non- attendance may result in a referral under the Discipline Act should be sent and a more formal meeting should be arranged by the Presbytery Clerk to discuss next steps.
- There is an option at this meeting to set another timeframe for completion of safeguarding training and any actions or outcomes of the meeting should be recorded.

5. Review at agreed timeframe (in point 4) to ensure relevant safeguarding training has been successfully completed. If not continue to next step.

6. Another letter may be sent from the Presbytery Clerk detailing the need to attend the appropriate safeguarding training and the potential for a referral under Discipline Act.

7. If no resolution reached, Presbytery should treat the ongoing failure as a Discipline matter and refer under the Discipline Act. At this point the Law Department would be consulted.

Trustee/Elder

1. In the first instance, Presbytery should work with the relevant congregation and advise the Safeguarding Co-ordinator and Panel Members to establish whether there are exceptional circumstances for an elder's non-attendance (e.g. illness, infirmity, recent bereavement, lack of training opportunities *etc*)

If none of these circumstances apply, Presbytery should advise the Safeguarding Co-ordinator and/or Panel Members to have an informal discussion with the elder to try to come to an agreement before the matter is referred to the Presbytery officially. If no resolution can be found, the matter can be referred to Presbytery to take forward.

2. Presbytery should assess whether:

- Ample opportunities have been provided to attend the appropriate safeguarding training (at least two or three suitable opportunities)
- There are exceptional circumstances for the individual not attending the appropriate safeguarding training e.g. sickness absence

If either of these situations apply, reassess when reasonable opportunities are available and/or exceptional circumstances have changed.

<p>3. If neither of those circumstances apply (or other circumstances which could be deemed to be exceptional) then:</p> <ul style="list-style-type: none"> • Presbytery Clerk should initiate an informal discussion to encourage attendance, discuss the importance of safeguarding training and provide guidance on opportunities. An open discussion should be had about any concerns which the individual faces in engaging with the relevant safeguarding training. • This meeting should be recorded (albeit informally) and the Presbytery Clerk should write to the individual to confirm agreements made/any actions and the associated timeframe. • During this meeting if agreement can be reached for the individual to attend the relevant safeguarding training then a timeframe should be set (approximately 3 months or so dependent on the next available training courses)
<p>4. Review at agreed timeframe to ensure relevant safeguarding training has been successfully completed. If not continue to next step.</p>
<p>5. If the concern has not been dealt with satisfactorily</p> <ul style="list-style-type: none"> • A letter detailing the fact that non-attendance may result in a referral under the Discipline Act should be sent and a more formal meeting should be arranged with the Presbytery Clerk to discuss next steps. • There is an option at this meeting to set another timeframe for completion of safeguarding training and any actions or outcomes of the meeting should be recorded.
<p>6. Review at agreed timeframe to ensure relevant safeguarding training has been successfully completed. If not continue to next step.</p>
<p>7. Another letter may be sent from the Presbytery Clerk detailing the need to attend the appropriate safeguarding training and the potential for a referral under Discipline Act.</p>
<p>8. If no resolution reached, Presbytery should treat it as a Discipline matter and refer under the Discipline Act. At this point the Law Department would be consulted.</p>

Those undertaking regulated work (appointed by Presbytery)

<p>1. Presbytery and the individual's line manager should assess:</p> <ul style="list-style-type: none"> • Whether ample opportunities have been provided to attend the appropriate safeguarding training (at least two or three suitable opportunities) • There are exceptional circumstances for the individual not attending the appropriate safeguarding training e.g. sickness absence <p>If either of these situations apply, reassess when reasonable opportunities are available and/or exceptional circumstances have changed.</p>
<p>2. If neither of these circumstances apply</p> <ul style="list-style-type: none"> • an informal meeting should be arranged with the Presbytery Clerk and individual line manager to encourage attendance, discuss the importance of safeguarding training and provide guidance on opportunities. An open discussion should be had about any concerns which the individual faces in engaging with the relevant safeguarding training • A note of this meeting should be made and timeframe for completion of training agreed.
<p>3. Review at agreed timeframe (in point 2) to ensure relevant safeguarding training has been successfully completed. If not continue to next step.</p>
<p>4. Arrange a more formal meeting with the Presbytery Clerk and individual's line manager to discuss non-attendance. Another reasonable timeframe can be agreed and a letter confirming this should be sent to the individual.</p>
<p>5. Review at agreed timeframe (in point 4). If training has not been completed or an appropriate resolution agreed, convene a meeting to agree next steps.</p>
<p>6. Letter should be sent to individual detailing the potential outcome of non-attendance at essential recommended training</p>
<p>7. If no resolution is reached, the advice from the Safeguarding Service is that the individual be removed from regulated work with children and/or protected adults. This is to acknowledge that they may present an ongoing risk to vulnerable groups if not suitably trained. If an individual is a paid employee, advice should be sought from the Law Department before any further action is taken.</p>
<p>8. Outcome should be recorded by the Presbytery and communicated to the individual.</p>

Those undertaking regulated work (appointed by Kirk Session at congregational level)

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|---|
| <p>1. Safeguarding Coordinator and/or Safeguarding Panel assess:</p> <ul style="list-style-type: none"> • Whether ample opportunities have been provided to attend the appropriate safeguarding training (at least two or three suitable opportunities) • There are exceptional circumstances for the individual not attending the appropriate safeguarding training e.g. sickness absence <p>If either of these situations apply, reassess when reasonable opportunities are available and/or exceptional circumstances have changed.</p> |
| <p>2. If neither of these circumstances apply</p> <ul style="list-style-type: none"> • an informal meeting should be arranged with the safeguarding coordinator to encourage attendance, discuss the importance of safeguarding training and provide guidance on opportunities. An open discussion should be had about any concerns which the individual faces in engaging with the relevant safeguarding training • A note of this meeting should be made and timeframe for completion of training agreed. |
| <p>3. Review at agreed timeframe (in point 2) to ensure relevant safeguarding training has been successfully completed. If not continue to next step.</p> |
| <p>4. Arrange a more formal meeting with the Safeguarding Panel and individual to discuss non-attendance. Another reasonable timeframe can be agreed and a letter confirming this should be sent to the individual.</p> |
| <p>5. Review at agreed timeframe (in point 4). If training has not been completed or an appropriate resolution agreed, convene a meeting of your Safeguarding Panel to agree next steps.</p> |
| <p>6. Letter should be sent to individual detailing the potential outcome of non-attendance at essential recommended training</p> |
| <p>7. If no resolution is reached, the advice from the Safeguarding Service is that the individual be removed from regulated work with children and/or protected adults. This is to acknowledge that they may present an ongoing risk to vulnerable groups if not suitably trained. If an individual is a paid employee, advice should be sought from the Law Department before any further action is taken.</p> |
| <p>8. Outcome should be recorded by the Kirk Session and communicated to the individual.</p> |

TIMESCALES FOR INITIATING COMPLIANCE PATHWAY

Timeframe for initiating compliance pathway for Ministers

NEW IN ROLE	Introductory Safeguarding Training	Advanced Safeguarding Training	Leadership Safeguarding Training	
	Completed within 3 months of starting first placement 	Within the first half of full-time probationary placement 	Within the first 2 years of your ministry training ending 	Complete Leadership Training no less frequently than every 5 years thereafter

ALREADY IN ROLE	Introductory Safeguarding Training	Advanced Safeguarding Training	Leadership Safeguarding Training	
If no training completed in last 3 years	Complete by 31 Dec 22 	Complete by 30 June 2023 	Complete within 6 months of it first being offered 	Complete Leadership Training no less frequently than every 5 years thereafter
If you have attended Introductory Safeguarding Training in the last 3 years		Complete by 31 Dec 22 	Complete within 6 months of it first being offered 	Complete Leadership Training no less frequently than every 5 years thereafter
If you have attended Safeguarding Panel or Safeguarding Coordinator Training in the past 3 years			Complete within 6 months of it first being offered 	Complete Leadership Training no less frequently than every 5 years thereafter

Timeframe for initiating compliance pathway for other Church Roles

NEW IN ROLE	Introductory Safeguarding Training	Advanced Safeguarding Training	Leadership Safeguarding Training	Trustee Safeguarding Training
All those undertaking regulated work (paid or voluntary)	Before starting or within 3 months of taking on role 			
Safeguarding Coordinators	Before starting in post 	Before starting in post 		
Safeguarding Panel Members & Interim Moderators	Before starting in post or within 3 months of taking on role 	Before starting in post or within 6 months of taking on role 		
Trustees ^[8]				Before starting in office or within 3 months of becoming a trustee 

CURRENTLY IN ROLE AND NOT ATTENDED TRAINING IN THE LAST 5 YEARS	Introductory Safeguarding Training	Advanced Safeguarding Training	Leadership Safeguarding Training	Trustee Safeguarding Training
All those undertaking regulated work (paid or voluntary)	Complete by 30 June 2023 ➔			
Safeguarding Coordinators		Complete by 30 June 2023 ➔		
Safeguarding Panel Members & Interim Moderators		Complete by 30 June 2023 ➔		
Trustees ^[9]				Complete by 30 June 2023 ➔

N.B. Refresher Training: All Church roles should complete the highest level of training previously completed no less frequently than every 5 years thereafter

References

- [1] 'Ministers' for the purposes of the Safeguarding Training Learning Pathway, means parish ministers, Interim Ministers, Transition Ministers, Associate Ministers, auxiliary ministers, probationers, OM, readers, locums and Armed Forces chaplains. The Learning Pathway for Deacons and MDS will be identified through their job descriptions, advice should be sought from the Safeguarding Service.
- [2] **Trauma-informed practice: toolkit - gov.scot (www.gov.scot)**
- [3] 'Ministers' for the purposes of the Safeguarding Training Learning Pathway means parish ministers, Interim Ministers, Transition Ministers, auxiliary ministers, probationers, OLM, readers, locums and Armed Forces chaplains. The Learning Pathway for Deacons and MDS will be identified through their job descriptions; advice should be sought from the Safeguarding Service
- [4] Grey shading in the arrow indicates there may be a recommendation to attend the courses highlighted but it will depend on the persons Job Description. Please seek advice from the Safeguarding Service/HR.
- [5] See endnote 3
- [6] Trustees who are also safeguarding coordinator and/or panel members need only attend the Introductory and Advanced Safeguarding Training module.
- [7] 'Ministers' for the purposes of the Safeguarding Training Learning Pathway, parish ministers, Interim Ministers, Transition Ministers, Associate Ministers, auxiliary ministers, probationers, OLM, readers, locums and Armed Forces chaplains. MDS and deacons who are appointed by the Church of Scotland national office will follow their HR procedures.
- [8] Trustees who are also safeguarding coordinator and/or panel members need only attend the Introductory and Advanced Safeguarding Training module.
- [9] Trustees who are also safeguarding coordinator and/or panel members need only attend the Introductory and Advanced Safeguarding Training module.