

SAFEGUARDING COMMITTEE MAY 2023

Proposed Deliverance

The General Assembly:

1. Receive the Report.
2. Approve the reviewed remit of the Committee set out in section 2.1 (*Section 2*).
3. Remind every Kirk Session, Presbytery, Employing Agency and department of the National Office, that no person may be employed or appointed to undertake or carry out regulated work unless that person is a member of the PVG Scheme, or the Disclosure and Barring Service (DBS) or has provided the Safeguarding Service with an appropriate overseas check and has been cleared by the Safeguarding Service (*Section 3.1.3*).
4. Instruct the Safeguarding Committee to amend the Ministers Learning Pathway for all those who are currently in role, to enable them to complete their safeguarding training requirements as soon as reasonably practical, whilst retaining the mandatory requirement that training be undertaken within the last five-year period (*Section 4 and Appendix 1*).
5. Authorise the Safeguarding Service to audit periodically congregational safeguarding records and practice and instruct Kirk Sessions and Presbyteries to facilitate and co-operate with such audits (*Section 5.1.3*).
6. Instruct the Safeguarding Service to begin work to update the 2009 report 'For of Such is the Kingdom of Heaven' and report back to the General Assembly of 2024 (*Section 6.1.3*).
7. Note the availability of the new revised Safeguarding Handbook which can be found on the Safeguarding Service area of the Church's public website and:
 - a. Encourage congregations, Presbyteries and staff of the National Office to become familiar with the revised Handbook; and
 - b. Encourage congregations to provide a link to the Handbook on their own Church website (*Section 7.1.3*).
8. Encourage all those in congregations and Presbyteries who are no longer undertaking regulated work for the Church to contact Disclosure Scotland and the Safeguarding Service as soon as possible so that their records can be brought up to date (*Section 8.1.1*).
9. Note the ongoing work to bring a Survivor Policy to the General Assembly of 2024 (*Section 9*).
10. Note the good ongoing working relationships with Boys' and Girls' Brigade, CrossReach and the United Reformed Church in Scotland (*Section 10*).

Report

1. INTRODUCTION

- 1.1** 'Shepherd the flock of God which is among you as overseers:
not under compulsion, but willingly as God would have you;
not for personal gain, but eagerly;
not exercising lordship over the portion, but being examples to the flock'
1 Peter 5:1-4

1.1.2 1 Peter is not about safeguarding, but it is about church leadership and the balance of positions of power for the good of the flock. It is one of many passages about ministry, but what makes it unique, is its dealing with those who are set apart in positions of ministry (Sargent, 2021).^[1]

1.1.3 The Safeguarding Service works tirelessly over the year to ensure that leadership within the church emulates best practice, and robust safeguarding to ensure a safe church for all. As the church seeks to explore its ministry to all people throughout Scotland, the challenge is to ensure that we are constantly up to date and compliant with legal, safeguarding requirements. There is no room for appealing to any sense of privilege or exception to rules. We must be exemplary, "examples to the flock" in Peter's words.

2. SAFEGUARDING COMMITTEE REMIT

2.1 In December 2022, the Safeguarding Committee reviewed its remit to ensure its focus on appropriate issues and its ongoing currency. The revised remit is:

- To agree and ensure the implementation of safeguarding policies and procedures to secure the protection of Church communities, including volunteers, paid office holders, employees and members of the public
- To oversee the Safeguarding Service to ensure satisfactory performance and service delivery
- To provide information and advice about good safeguarding practice to all agencies of the Church including congregations, Presbyteries, General Assembly standing committees and statutory corporations and to individuals within these bodies
- Working with Kirk Sessions and Presbyteries, to ensure that all agencies of the Church work within the parameters of, and comply with, the Safeguarding Act 2018
- To ensure that safe recruitment practices are implemented across the Church, including appropriate overseas checks

- To carry out risk assessments as required in relation to conviction and vetting information and ensure that covenants are in place for managing those who pose a risk
- To ensure that the Safeguarding Service has sufficient resources in place for efficient and effective running of the service
- To ensure that suitable safeguarding training is provided to all ministers, volunteers and paid workers undertaking regulated work, to staff of the national office, trustees and other relevant parties
- To provide safeguarding services to connected third party organisations as may be determined from time to time by the Committee
- To liaise with internal and external stakeholders on safeguarding matters

3. PROTECTING VULNERABLE GROUPS SCHEME (PVG)

3.1 Safeguarding Act (Act XVI 2018) (as amended by Acts XVIII 2020 and VII 2021)

3.1.1 In 2018, the Safeguarding Act was passed by the General Assembly. The Act requires that, whenever a worker is being recruited to undertake or carry out regulated work, they are members of the PVG Scheme before taking up their post.

3.1.2 The Safeguarding Service has seen a number of instances in the last year of people being put into post without being members of the PVG Scheme.

3.1.3 As a consequence, the Safeguarding Committee would like to reaffirm the Church of Scotland's commitment to safer recruitment practices by reminding every Kirk Session, Presbytery, Employing Agency and departments of the National Offices, that no person may be employed or appointed to undertake or carry out regulated work unless that person is a member of the PVG Scheme, or the Disclosure and Barring Service (DBS), or has provided the Safeguarding Service with an appropriate overseas check and has been cleared by the Safeguarding Service.

3.1.4 For the avoidance of doubt, 'cleared' by the Safeguarding Service means when the Safeguarding Co-ordinator or other appropriate person receives an e-mail from the Safeguarding Service advising of such.

4. SAFEGUARDING TRAINING

4.1 Ministers' Safeguarding Learning Pathway

4.1.1 Following the introduction of the Disclosure Act 2020, the Safeguarding Service reviewed its safeguarding training strategy. The review concluded that it would be best practice to introduce a tiered approach to learning, commensurate with a person's role in the Church. Subsequent to this review, the Safeguarding Service presented the 'Minister's Safeguarding Learning Pathway', to the General Assembly of 2022 which was agreed.

4.1.2 The Learning Pathway has timescales and compliance measures attached to it. From the significant number of enquiries into the Safeguarding Service, it is clear that the volume of people who are required to attend safeguarding training for the first time, or who are required to refresh their safeguarding training, is more significant than originally anticipated. In addition, the COVID 19 pandemic has negatively impacted the delivery of training over a prolonged period of time which now means that a large number of people need training at the same time which is placing an increased burden on Safeguarding Trainers who are already stretched.

4.1.3 The Safeguarding Service, congregations and Presbyteries are taking steps to increase the pool of safeguarding trainers to meet demand, and where appropriate, 'fast track' people with relevant professional expertise.

4.1.4 One of these steps is to create a central pool of safeguarding trainers who will provide safeguarding training to Presbyteries that require support to deliver the courses required of them. This is intended as an interim measure to bolster support to those Presbyteries that do not have trainers in place or have insufficient trainers to meet the demands of the training pathway.

4.1.5 In light of the above it is unlikely that all those who are currently in roles requiring safeguarding training will be able to meet the deadlines indicated in the pathway. The Safeguarding Service therefore recommends that the required training be undertaken as soon as reasonably practical, and as close to the recommended timescales as possible.

4.1.6 All those covered by the Ministers' Training Pathway are required to complete the Leadership Training within 6 months of being offered it, and must have completed Introductory and Advanced training courses before attending. As this training will be rolled out in the coming months, it is recommended that these courses be made a priority for ministers.

4.1.7 It remains a mandatory requirement for everyone covered by the learning pathway to have had training within the last five-year period, with best practice being the last three-year period.

5. AUDIT AND REVIEW OF CONGREGATIONAL SAFEGUARDING RECORDS AND PRACTICE

5.1 Audit and review of safeguarding records, policies, procedures, and working practices, is an essential part of safeguarding activity. It attempts to establish the strengths and areas for improvement of the activity. It helps us understand whether the work we are doing is having a positive impact on the lives of children, young people and protected adults. It recognises good quality work and identifies where improvement is needed.

5.1.1 The Safeguarding Service has its practice reviewed internally via a number of quality assurance processes and has been subject in the past (2018) to a wider independent review of its practice, policies, procedures and delivery of training. This review also encouraged greater engagement with Presbyteries in relation to their superintendence role with regard to record keeping and local practice.

5.1.2 The Safeguarding Service has, in part, engaged with Presbyteries around record keeping by auditing congregational registers (SG7) in 2019-2020. This exercise proved very fruitful and did help us to understand what we needed to do to strengthen recruitment practices and improve the recording of safeguarding training for people undertaking regulated work and for those with trustee responsibilities for safeguarding.

5.1.3 However, the Safeguarding Service currently has limited authority to audit congregational safeguarding records (i.e. the SG7 Congregational Register, the SG7 Presbytery Register and the SG11 Audit Checklist), or to ensure that advice or instruction provided by the service has been acted upon.

5.1.4 This is a gap which the Safeguarding Committee would like to close and we therefore seek authority from the General Assembly to undertake such audits both in response to specific circumstances and on a periodic basis previously agreed with the Presbytery concerned. The audit would be undertaken by the Safeguarding Service, possibly with representation from the Presbytery, and would include discussions with people in relevant safeguarding roles, the review of relevant paperwork and the review of the actions taken in response to safeguarding concerns in the congregation.

6. REVIEW OF THE REPORT 'FOR OF SUCH IS THE KINGDOM OF HEAVEN' 2009

6.1 Joint Report of the Mission and Discipleship Council and the Safeguarding Committee Forgiveness and Proportionality Group

6.1.1 In 2009, the Forgiveness and Proportionality Group published 'For of Such is the Kingdom of Heaven'. A report whose aim was to 'discover and set out how the theological concept of forgiveness in Christianity may shape the policy and practice of the Church in relation to the involvement of sex offenders in the life of congregations'.

6.1.2 As a result of the report, the Church developed a deeper understanding of the concept of forgiveness as it relates to sex offenders who want to be involved in the life of the Church, and helped develop further the robust processes and procedures that are now in place for managing sex offenders who pose a risk in the Church of Scotland. The Safeguarding Service currently works closely with partner agencies such as Police Scotland, Social Work services and congregational safeguarding panels, to manage sex offenders in the Church.

6.1.3 The Ministerial guidance to Responsible Authorities on the discharge of their obligations under the Management of Offenders etc. (Scotland) Act 2005, was updated in March 2022. As a result of this update and to acknowledge that the public protection arrangements (MAPPA) also includes violent offenders, the Safeguarding Committee believes now would be a good time to review the 'For of Such is the Kingdom of Heaven' 2009 report to ensure that we remain in line with good practice in managing those who pose a risk in Church communities. The intention would be to provide an update on progress of this work to the General Assembly of 2024.

7. SAFEGUARDING HANDBOOK AND SAFEGUARDING SOFTWARE SOLUTION

7.1 Online Safeguarding Handbook

7.1.1 In 2021, the Safeguarding Service, in collaboration with the Communications Department of the National Offices, began work to revise and condense six different Safeguarding handbooks into one single online handbook. The aim was to ensure that users could quickly and easily navigate to the specific areas of advice or guidance they need.

7.1.2 The Handbook is now complete and is available to view on the Safeguarding Service area of the Church's public website.

7.1.3 The Safeguarding Committee encourages congregations, Presbyteries and staff of the National Offices to become familiar with the newly revised Safeguarding Handbook and encourage congregations to provide a link to the Handbook on their own Church website.

7.2 Safeguarding Software Solution

7.2.1 The Safeguarding Service has worked over the last year with the IT department of the National Offices to implement a new software solution to improve record keeping in relation to safeguarding concerns, criminal record checks and safeguarding training. The new system went 'live' in February 2023.

7.2.2 In the coming year we hope to be able to provide regular reports to session clerks and Presbyteries on those that currently hold a PVG Scheme membership or a check via the Disclosure and Barring Service (DBS) for undertaking regulated work for the Church of Scotland. The report will include when individuals last had safeguarding training and when they need to re-register for the PVG Scheme or be rechecked via DBS.

8. DISCLOSURE SCOTLAND ACT 2020 UPDATE

8.1 Have you stopped doing regulated work for the Church of Scotland?

8.1.1 It is anticipated that the Disclosure Scotland Act 2020 will be fully implemented by March 2024. The Safeguarding Service will keep congregations and Presbyteries informed of milestones in the implementation process as and when we receive information from Disclosure Scotland. Meanwhile, if you have not already done so, the Safeguarding Committee strongly encourages you to let Disclosure Scotland and the Safeguarding Service know if you have stopped doing regulated work for the Church of Scotland. This has become increasingly important in readiness for the transition onto the new PVG Scheme.

9. SURVIVOR POLICY UPDATE

9.1 The Safeguarding Committee, in collaboration with Faith Action, CrossReach, Integrity (working to end violence against women) and representatives from congregations, have continued work to better understand how well the Church responds to the needs of survivors of abuse. We hope to bring to the General Assembly of 2024 a finalised ‘Survivor Policy’ which reflects good practice in this area.

10. SERVICE LEVEL AGREEMENTS

10.1 The Safeguarding Service has recently reviewed the Service Level Agreements it has with CrossReach, Boys’ Brigade and the United Reformed Church in Scotland to ensure continued good practice and safeguarding of service users and members of the organisations.

10.1.2 In addition, by the time of the General Assembly we hope to have a finalised Service Level Agreement between the Girls’ Brigade and the Church of Scotland Safeguarding Service.

10.1.3 The Service Level Agreements are reviewed on a regular basis and good working relationships are well established and continue with each of the stakeholders mentioned above.

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 ^[2]	➔	➔	➔	
MDS staff and Deacons	➔	^[3] ➔	^[4] ➔	

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				➔

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^[5]

<p>1. Presbytery should assess whether:</p> <ul style="list-style-type: none"> • 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, re-assess when reasonable opportunities are available and/or exceptional circumstances have changed.</p>
<p>2. 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>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. 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 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.
<p>5. Review at agreed timeframe (in point 4) to ensure relevant safeguarding training has been successfully completed. If not continue to next step.</p>
<p>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.</p>
<p>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.</p>

Trustee/Elder

<p>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)</p> <p>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.</p>
<p>2. Presbytery should assess whether:</p> <ul style="list-style-type: none"> • 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>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*)

<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 or as soon as reasonably practical 	Within the first half of full-time probationary placement or as soon as reasonably practical 	Within the first 2 years of your ministry training ending or as soon as reasonably practical 	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 as soon as reasonably practical 	Complete by 30 June 2023 or as soon as reasonably practical 	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 30 June 2023 or as soon as reasonably practical 	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

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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				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 or as soon as reasonably practical 			
Safeguarding Coordinators		Complete by 30 June 2023 or as soon as reasonably practical 		
Safeguarding Panel Members & Interim Moderators		Complete by 30 June 2023 or as soon as reasonably practical 		
Trustees				Complete by 30 June 2023 or as soon as reasonably practical 

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] [Not for shameful gain: a Petrine theology of safeguarding - Benjamin Sargent, 2021 \(sagepub.com\)](https://www.sagepub.com)
- [2] '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
- [3] 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.
- [4] See endnote 3
- [5] '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.