

## Chapter 4—Safeguarding training: What is available, who it's for, and how to access it

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. Therefore, it is important that all congregations are aware of the Safeguarding training available and implement it as necessary within their local context.

### An overview of safeguarding training

#### The importance of 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.

#### Requirements to attend relevant 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.
- Trustees (members of the Kirk Session and some congregational board members)
- Safeguarding Coordinators
- Safeguarding Panel Members
- Ministries Development Staff
- Ministries positions (e.g., ministers, candidates, Ordained Local Ministers, Readers)
- CrossReach Staff

#### Delivery of safeguarding training 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.

### Types of safeguarding training courses available

Courses are available locally which are suitable for the roles above including (but not limited to) trustees, volunteers, workers, Safeguarding Coordinators, panel members and ministries positions.

These are available both online and face to face in many presbyteries.

Training courses are also delivered nationally by the Safeguarding Service.

For more up-to-date details on the types of course available and the training calendar, please visit our [Safeguarding Training](#) page.

### Recording safeguarding training appropriately

Training undertaken by panel members/volunteers/workers and Safeguarding Coordinators should be recorded in the [SG07 Safeguarding Congregational Register](#).

Training undertaken by Kirk Session Members should be recorded in the [SG24 Trustee Training Register](#) and Kirk Session Minutes. Training undertaken by those in ministerial positions should be recorded in the [SG07a Presbytery Register](#). Management of this ultimately sits with the Presbytery.

## Requirements regarding refreshing safeguarding training

Refreshing of safeguarding training is essential for those who work with, or have safeguarding responsibilities for, vulnerable groups. It ensures that everyone is kept up to date with developments in safeguarding legislation, requirements and best practice.

Following from the General Assembly 2022, refresher training is now 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 5 years.

## People who have attended safeguarding training elsewhere

People who have attended safeguarding training elsewhere must undertake the Church of Scotland's own safeguarding training or training that has been jointly agreed by the Safeguarding Service and other organisations e.g., Boys' Brigade/Girls' Brigade.

Each organisation is unique; therefore, it is important that workers have a good understanding of safeguarding in the Church context.

The Church is passionate about workers knowing about the structures and support available in the Church. Professionals who have been trained elsewhere also bring much valued experience to Church-run training courses.

## Accessing congregational safeguarding training

Local safeguarding training is arranged at presbytery level by the Safeguarding Presbytery Contact in partnership with the local Safeguarding Trainer.

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 congregation's training needs (for example, the number of volunteers and trustees needing training).

Once Safeguarding Coordinators have advised their Safeguarding Presbytery Contact about their congregation's 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.

You can find out who your local Safeguarding Presbytery Contact is by visiting the [Safeguarding Training](#) page or emailing the Safeguarding service.

Applicants for places should apply through their own Safeguarding Coordinator in the first instance, but, where that is not practicable, they 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 training calendar online for upcoming training dates in nearby presbyteries.

If there is no local trainer available, the Safeguarding Training Officer will organise cover.

With the advent of online training, it is possible to apply to attend training courses run by Presbyteries other than your own, should there be an urgent need for training at a time when none is scheduled locally. Safeguarding Coordinators should reach out to the Presbytery Contact listed under the relevant course(s) on the training calendar to enquire whether there are available places.

## Responsibilities of Presbyteries in relation to safeguarding training

### Appointment of key roles

Each presbytery is responsible for appointing a Safeguarding Presbytery Contact and Safeguarding Trainer(s).

When appointing a new Volunteer Safeguarding Trainer or Safeguarding Presbytery Contact, the Presbytery Clerk should submit the [SG12 Notification Form](#) to notify the Safeguarding Service. Prospective Volunteer Safeguarding Trainers are also required to fill the [SG13 Safeguarding Trainer Application Form](#).

It is expected that Presbyteries resource their Trainers by:

- Providing access to up-to-date presentation equipment, i.e., laptop and projector and access to a videoconferencing account for online courses

- Supplying course printed materials or reimbursement for printing of materials, e.g., course registers, participant evaluation forms, participant attendance certificates etc.
- Reimbursing travel, postage, printing, and any other appropriate expense incurred by the trainer in providing Safeguarding training within the trainer's home presbytery

## **Job descriptions**

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*

**Title of Post:** Safeguarding Presbytery Contact

**Responsible to:** Appointing Presbytery

**Supported by:** Presbytery and Safeguarding Training Officer from the Safeguarding Service

**Main purpose of post:** To promote and co-ordinate the delivery of Church of Scotland safeguarding training within their Presbytery.

### **Principal duties and responsibilities**

In consultation with the Safeguarding Training Officer, raise awareness and promote the benefits of safeguarding training within your Presbytery.

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.

In consultation with Trainers, plan an annual programme of courses to meet identified need.

Where unforeseen training needs become apparent, and in conjunction with Safeguarding Coordinators and Safeguarding Trainers, arrange additional Presbytery training courses as and when required.

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.

Make practical arrangements for courses, ensuring a mixed geographical distribution of opportunities for safeguarding training and online opportunities where possible.

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.

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 or via any other reasonable request.

Receive requests for places on arranged courses and liaise with Safeguarding Trainers to advise when courses have sufficient applications to proceed or not.

Ensure Safeguarding Trainers are adequately resourced and supported to enable them to present courses.

Liaise with Safeguarding Trainers and the Safeguarding Training Officer where there are reported concerns about the quality of training.

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.

Keep up to date with developments in safeguarding and, in particular, safeguarding training, and represent your Presbytery at Safeguarding events.

Where appropriate, support the attestation of Safeguarding records at presbytery.

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**

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

### *Volunteer Safeguarding Trainer: Job description*

**Title of Post:** Volunteer Safeguarding Trainer

**Responsible to:** Appointing Presbytery

**Supported by:** Safeguarding Training Officer, Church of Scotland Safeguarding Service

**Main purpose of post:** To deliver safeguarding training in Church of Scotland congregations

### **Principal duties and responsibilities**

In conjunction with the Presbytery Safeguarding Contact and the Safeguarding Service, arrange and deliver safeguarding training for those individuals required to attend.

Deliver safeguarding training using materials and resources provided or approved by the Safeguarding Service and by your Presbytery.

Ensure an accurate record of attendance is taken.

Submit training records and submit evaluation forms upon request.

Through the Church of Scotland Safeguarding Service keep up to date with developments in safeguarding and safeguarding training.

### **Skills and Experience**

- Experience and knowledge of safeguarding (child protection and/or adult support and protection)
- 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.

- Experience of using varied methods of delivering training
- Effective organisational, administrative, and interpersonal skills
- 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 within their own presbytery by liaising with Congregational Safeguarding Coordinators and Presbytery
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 access to suitable video conferencing if training is online and send out any required information or pre-reading
5. If training is face to face, arrange suitable venues, having consideration for:
  - Accessibility, both by public transport and physically for persons with restricted mobility
  - Participant comfort (seating, heating and light)
  - Refreshment and toilet facilities
6. Liaise with the trainer to provide or organise provision of technical and other requirements for training dates
7. Notify the Safeguarding Service of the course type, dates and venues so that details can be entered onto the training calendar
8. Notify all Safeguarding Coordinators and presbytery of the upcoming courses
9. Act as a point of contact for persons enquiring about details of the courses and registration of participants
10. Provide the trainer and participants with accurate details of each venue location and course (if training is online, provide joining instructions)
11. Ensure that documents 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 documents needed for courses are available.

**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 for the Safeguarding Training Officer or 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.

**Presbytery Reform: Suggested roles for bigger presbyteries**

With the newer, bigger presbyteries being formed, the Safeguarding Service has looked at the roles above and has some additional suggestions to consider. These suggestions follow from the fact that there will be a much greater geographical spread and bigger workload, particularly in relation to the administration requirements of Safeguarding training.

In bigger presbyteries, the Safeguarding Service would recommend that three roles be created in Presbytery:

- Safeguarding Contact (one person)
- Safeguarding Trainer (a number of people)
- Safeguarding Administrators (one or a number of people)

The Safeguarding Service advises that the people in these roles form a sub-committee of the Stewardship and Oversight Committee (or another relevant committee) to ensure all aspects of Safeguarding are covered in the new Presbytery.

The Presbytery Safeguarding Contact would be the person to convene meetings and either represent safeguarding at those meetings or nominate someone else to do so.

A suggestion of how duties could be split, based on the current job descriptions detailed above, is outlined below (Preferred option: some administrative work is done by Presbytery employee/secretary)

In smaller presbyteries the role of Safeguarding Contact would include the work done below by a volunteer administrator or presbytery employee/secretary as detailed in the original role description earlier.

### *Safeguarding role descriptions*

#### Safeguarding contact

- Raise awareness and promote the benefits of safeguarding training within your Presbytery and be the lead contact for Safeguarding Coordinators in terms of reporting their training needs
- Identify all safeguarding training needs throughout the Presbytery and, in consultation with Trainers and the Safeguarding Administrator, plan an annual programme of courses to meet identified need
- Liaise with existing Safeguarding Trainers, Administrators and the National Safeguarding Training Officer to assess whether there are sufficient Safeguarding trainers to meet current and future needs
- Liaise with Safeguarding Trainers and the National Safeguarding Training Officer where there are reported concerns about the quality of training
- Arrange meetings 2-3 times per year with trainers, administrators and coordinators
- Keep up to date with developments in safeguarding and represent your Presbytery at safeguarding conferences and roadshows
- Be the lead for liaising with other committees in presbytery regarding the running of Local Church Reviews and any other aspects of Presbytery business
- Liaise with the Safeguarding Administrator to ensure that annual statistics or any other requests for statistics made by the Safeguarding Service are met
- Ensure Safeguarding Trainers are adequately resourced and supported to enable them to present courses.

#### Volunteer Safeguarding Administrator(s) and/or Presbytery Employee/Secretary

- Take forward dates identified by Safeguarding Presbytery Contact and Trainers and make practical arrangements for courses
- Publicise the location, dates and times of courses. Notify the Safeguarding Service of same so that these courses might be advertised nationally.
- Receive requests for places on arranged courses and ensure all resources are in place / sent out as required (before and after the course)
- Maintain accurate records of the number, type, and location of all training courses carried out in the Presbytery
- Collate/monitor evaluation information and feedback to trainers/Safeguarding Presbytery Contact.

#### Trainers

- Deliver training for Trustees, Coordinators, and those undertaking regulated work
- Deliver safeguarding training using materials and resources provided or approved by the Safeguarding Service and by your Presbytery



- Ensure an accurate record of attendance is taken on the day of training and update Safeguarding Administrator for recording
- Submit evaluation forms upon request from the Safeguarding Service
- Through the National Safeguarding Service, keep up-to-date with developments in safeguarding and safeguarding training and represent your presbytery at safeguarding events.

## **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 Faith Action and CrossReach.

More information can be found on the [Safeguarding Training](#) page about courses currently delivered and available.