



DIOCESE of OXFORD

A Christ-like Church for the sake of God's world

From the Diocese of Oxford Safeguarding Team

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To: Parish Safeguarding Officers
Incumbents

Safeguarding Training

Earlier this year the House of Bishops issued the updated *Safeguarding Training and Development Practice Guidance* (2019). This provides a clear framework for safeguarding training across all Church of England communities. It includes changes in safeguarding training modules and expectations for Church Officers, from previous practice guidance.

The return of your Safeguarding Training Needs Analysis forms has supported the Diocesan Safeguarding Team to better understand parish safeguarding training requirements in 2020. If you have not yet returned this for your parish then we encourage you to do so.

Safeguarding Training Modules

Appendix A – Essential Safeguarding Training Modules for Parish Roles, should assist you with understanding the new Church of England safeguarding training modules, which the Diocese will deliver from January 2020.

A significant change is that the previous C2 & C3 safeguarding training modules have been combined into the new 'Leadership' module. From 2020 Leadership safeguarding training sessions will include both clergy and other lay leaders with safeguarding responsibilities. In addition, the Basic Awareness module is now required for all PCC members.

Church of England safeguarding training is still required to be refreshed every three years, by completing the highest level module which the participant had done previously e.g.

-A Sunday School helper who completed C1 in 2018 would complete Foundation in 2021

-A Church Warden who completed C2 in 2019 would complete Leadership in 2022

2020 Safeguarding Training Programme

The 2020 Safeguarding Training Programme is now available on the Diocesan website with links to Eventbrite in order to book places onto Leadership or Responding to Domestic Violence and Abuse safeguarding training sessions.

<https://www.oxford.anglican.org/safeguarding/safeguarding-training/#tab-id-2>

Thank you to those parishes which are hosting 2020 safeguarding training sessions across the Diocese.

Foundation Training Sessions

If you would like to host a Foundation safeguarding training session at your parish in 2020 please contact the Safeguarding Training Officer. Upcoming Foundation safeguarding training sessions are also advertised on the Diocesan website, for those who may be unable to attend a safeguarding training session at their own parish.

Safer Recruitment Training

The *House of Bishops Safer Recruitment Practice Guidance (2016)* is currently under review. Following the review, an online Safer Recruitment module will be made available by the National Safeguarding Team. Diocesan Safer Recruitment Workshops will also be offered. Parishes will be contacted in 2020 when this training becomes available.

Basic Awareness Offline

The Basic Awareness (formerly C0) safeguarding training module has now been made available in an offline format, by the National Safeguarding Team. We recognise that for some people within our parishes it is difficult to complete the online modules through the Church of England Safeguarding Training Portal, so we hope that this format will make the Basic Awareness module more accessible. If you would like to be able to use the Basic Awareness offline training presentation with members of your parish please follow the process below:

- 1) Church Officers wishing to facilitate Basic Awareness Offline training should email rebecca.norris-bulpitt@oxford.anglican.org to request the presentation.
- 2) Basic Awareness offline training completion must be facilitated by someone within the Parish who has completed C2/C3/Leadership safeguarding training, so that they can support participants. Ideally this would be the Parish Safeguarding Officer or someone appropriately experienced in safeguarding.
- 3) The Diocesan Safeguarding Training Officer will share the Basic Awareness presentation with the Church Officer via Dropbox.
- 4) For some participants, they may work through the offline Basic Awareness presentation individually, on their personal computer or a computer organised by the Church. If there is a small group of participants, then the presentation can be worked through and discussed collectively.
- 5) The Church Officer facilitator must complete and return the Basic Awareness Offline Completion form to the Diocesan Safeguarding Training Officer.
- 6) The Diocesan safeguarding team will email Basic Awareness certificates to participants, and where they do not have an email address the certificates will be sent to the facilitator for distribution.

Safeguarding Training Portability

Completion of the required Church of England safeguarding training modules, for a Church Officer role, cannot under most circumstances be substituted by alternative safeguarding training completion. The *Safeguarding Training and Development Practice Guidance (2019)* has clarified that 'No accreditation is given against the core safeguarding training modules for prior learning. This is due to church core safeguarding training modules situating safeguarding practice within the unique context of the church and providing participants with the opportunity to relate their learning to their faith.'

The exception to this is where prior safeguarding training has been completed under the training framework of The Methodist Church (either Foundation or Advanced Modules), as safeguarding training completed under this framework has been reviewed by the National Safeguarding Team and judged to be equivalent to the Foundation and Leadership training offered by the Church of England.

Church of England Safeguarding Resources

Alongside the **Parish Safeguarding Handbook (2018)**, which has been updated online to include the new safeguarding training modules, additional resources have been published which the Diocesan Safeguarding Team would like to recommend to you.

Safer Environment and Activities (2019) provides practical advice for parishes, helping you to run your day-to-day activities as safely as possible. Topics include:

- Running Safe Activities
- Activities for Children and Young People
- Working with Vulnerable Adults
- Social Media
- Photography
- Transport
- Hire of Premises

Code of Safer Working Practice sets out what is expected from all Church Officers, in both paid or voluntary roles, and is one of the ways we can ensure high standards of safeguarding in all we do. We recommend that it is used as part of a Church Officer induction, to highlight role expectations.

Resources available at:

<https://www.churchofengland.org/safeguarding/promoting-safer-church/policy-practice-guidance>

These Church of England resources have now replaced the previous Diocese of Oxford Safeguarding Handbook (2012) and the Diocese of Oxford Good Practice Guides for working with children or vulnerable adults. The Diocese of Oxford documents have now been removed from the website.

In conclusion

The safeguarding team hugely appreciates your commitment to making the Diocese a more Christ-like Church. Safeguarding training will support us to develop safe working practices so that we can positively live out the gospel. Further information regarding safeguarding training can be found on the Diocesan website:

<https://www.oxford.anglican.org/safeguarding/safeguarding-training/>

Wishing you joy and peace this Christmas,

Rebecca Norris-Bulpitt
Safeguarding Assistant & Training Officer

Appendix A - Essential Safeguarding Training Modules for Parish Roles

- The tables below do not include an exhaustive list of roles within the Diocese but give an indicator of the safeguarding modules required for Church Officer positions.
- The Basic Awareness and Foundation courses can be completed by any member of the congregation, to support awareness raising and a culture of support and vigilance in the Church. It is recommended that those in the following roles are encouraged to complete them, but it is not a requirement: Vergers, Servers, Welcomers, Caretakers, Refreshment Helpers, Shop Staff, Sidespersons, Flower Arrangers, Administrative Staff, Bell-ringers, Choir Members, Music Group Members, Sound/ AV Technicians.

Module	Basic Awareness (Formerly C0)	Foundation (Formerly C1)	Leadership (Combining C2 & C3)	Safer Recruitment (Formerly S1)	Raising Awareness of Domestic Violence & Abuse (Formerly S3)
Delivery Format	Completed Online or at Parish based Face-to-face sessions.	Completed at Face-to-face sessions or Online.	Completed at Face-to-face sessions.	Completed Online or at Face-to-face sessions.	Completed at Face-to-face sessions.
Required Church Officer Completion	Required for anyone going on to complete Foundation or Leadership training. Required for PCC members.	Required for anyone who has safeguarding responsibilities or has contact in their church role with children, young people and/or vulnerable adults. Foundation must be completed before someone attends Leadership training.	Required for anyone who has safeguarding leadership responsibilities or responsibility for leading activities involving children, young people and/or vulnerable adults. Required for anyone who has a Licence, Authorisation or Permission from a Diocesan Bishop.	Required for anyone with responsibility for administering DBS, those with recruitment responsibilities and Parish Safeguarding Officers.	Required for anyone holding the Bishop's Licence, Authorisation or Permission. Spiritual Directors, Bishops Visitors, Pastoral Visitors and Parish Safeguarding Officers. Recommended for Church Wardens, Leaders of children/adult's activities and Youth Workers.

Role	Basic Awareness	Foundation	Leadership
PCC Member	✓		
DBS Verifier / Recruiter	✓		
Parish worker with children / vulnerable adults (paid & unpaid)	✓	✓	
Driver of children / vulnerable adults	✓	✓	
Parish Safeguarding Officer	✓	✓	✓
Church Warden	✓	✓	✓
PCC Safeguarding Lead	✓	✓	✓
Leader of Activity with Children / Vulnerable Adults (paid / unpaid)	✓	✓	✓
Youth and Children's Worker	✓	✓	✓
Pastoral Visitor / Home Visitor	✓	✓	✓
Director of Music / Music Group Leader / Choir Leader	✓	✓	✓
Bell Tower Captain	✓	✓	✓
House Group Leader	✓	✓	✓
Lay Pastoral Leader	✓	✓	✓
Authorised Minister – Preach / Communion / Funeral Ministry	✓	✓	✓
Authorised Listener	✓	✓	✓
Spiritual Director	✓	✓	✓
Bishops Visitor	✓	✓	✓
Ordinand	✓	✓	✓
LLM in Training	✓	✓	✓
Curate	✓	✓	✓
Anyone who holds a Licence, Authorisation or Permission to Officiate from a Diocesan Bishop – Including Clergy and Licensed Lay Ministers	✓	✓	✓