



Diocese of Bristol  
Creating connections

# Training and support: Safeguarding

Our church communities need to be places where all are safe and protected from abuse. In the Diocese of Bristol, we provide safeguarding training, support, advice and policies to enable best safeguarding practice in each church community.

This brochure outlines the range of training opportunities that are either mandatory for particular roles or designed to develop safeguarding practice.

Please see our website for course availability and bookings.  
[www.bristol.anglican.org/training](http://www.bristol.anglican.org/training)

## Safeguarding

The Church of England has a safeguarding learning and development framework which ensures that training is available to everyone in every Church of England community to enable them to safeguard children and adults together in their work and worship. The framework was approved by the House of Bishops in December 2015 and is now on its third revision and reissue in 2019.

A full range of Safeguarding training opportunities are available as listed in this brochure. To find out who is required to complete which modules please see the table at the end of this brochure.

Core modules are either recommended or required for those in named roles. Specialist courses are either essential or desirable depending on the role or in some cases they are indicated as being relevant to a role.

Changes have been introduced in the most recent revision removes the C5 Refresher and C3 Safeguarding for Clergy courses from the framework. Please ensure that you read the remainder of this brochure carefully to ensure that you understand the arrangements in place.

The Diocesan Safeguarding Team (DST) are available by telephone and email to answer Safeguarding queries, and advise on policy, training and practice. The Diocese Safeguarding Adviser (DSA) can attend PCC or other meetings where requested to support the development of Parish Safeguarding practice.

Forums are also arranged for Parish Safeguarding Officers throughout the year to provide support and discussion space.

Revised November 2019.

### I. Training we offer

Please see our website for course availability and bookings. [www.bristol.anglican.org/training-and-events/](http://www.bristol.anglican.org/training-and-events/)

#### Basic Awareness (C0) Online Children and Adult Safeguarding Modules

The online module takes approximately 45 minutes to complete. The course is accessible on the Church of England Safeguarding Training Portal via the safeguarding training page on the diocesan website:

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

The module should be repeated every 3 years.

#### Safeguarding Foundation (C1) Face to Face and Online

Duration: 2.5 hours

Delivered by the Training and Development Officer and volunteer safeguarding trainers this basic course explores safeguarding in the church context and equips participants with the skills and knowledge to know when and how to report concerns.

To book a Safeguarding Foundation session for your church please complete the booking form (available from the Safeguarding team: [safeguarding@bristoldiocese.org](mailto:safeguarding@bristoldiocese.org)) and return to the team.

*NB: The Online Foundation Module should only be accessed by those who are also required in their role to attend the Safeguarding Leadership (C2) course.*

**Safeguarding Foundation (refresher)** is available for those who need to attend a refresher of the safeguarding training at Foundation level every 3 years.

### Safeguarding Leadership (C2)

Duration: 3 hours

This module equips participants to embed healthy safeguarding practice and to respond to safeguarding situations.

**Safeguarding Leadership (refresher)** is available for those who need to attend a refresher of the safeguarding training at Leadership level every 3 years.

**Safeguarding Leadership (Clergy)** is available for Clergy who need to attend safeguarding training at Leadership level.

### S1 Safer Recruitment

Duration: 3 hours

Explore statutory legislation and guidance and the House of Bishops safer recruitment procedures, policies and practice guidance.

### S2 Pastoral Care, Confidentiality and Confession

Duration: 3 hours

Explore the practical and other implications of pastoral care, confidentiality and confession on safeguarding policies and practice. Expected to be available during 2020.

### S3 Responding to Domestic Abuse

Duration: 3 hours

Examine issues related to domestic abuse especially for vulnerable adults and children and how the Church can respond well.

### Parish and Safeguarding Officers Induction

Duration: 3 hours

An introductory session for new Parish Safeguarding Officers which, explores the role, relevant policy, guidance and processes and sources of support.

A workshop provided for anyone in a role in their Parish which involves lone working or may place them in a vulnerable situation.

### Think U Know

Duration: 3 hours

This training module has been developed by CEOP<sup>1</sup> and explores keeping children and young people safe online. The session is for Staff and volunteers working with children and young people.

### Train the Trainer

Duration: 3 hours

This module equips volunteer trainers to deliver specific safeguarding training modules within their own parish or across the diocese if approved to do so.

## 3. Further learning opportunities

All Local Safeguarding Children Boards provide safeguarding children's training. Local Authorities may also provide safeguarding adults Training. Whilst this can not be substituted for the House of Bishops approved modules, they provide additional detail on a range of topics. Check your Local Authority Children and Adult Safeguarding Board Websites for information.

## 2. Specialist and bespoke training

### Personal Safety Workshop

Duration: 3 Hours

<sup>1</sup> Child Exploitation and Online Protection Command  
<https://www.ceop.police.uk/safety-centre/>

## Diocese of Bristol Core Safeguarding Courses

	Basic Awareness C0		Foundation (C1)	Leadership (C2)	Safeguarding Training for Senior Leaders (C4)	Refresher
<p>✓ = new requirement from 2020</p>	<p>Recommended for anyone who needs a basic level of awareness of safeguarding. This course is a prerequisite for attendance on any other Core training module it is available online or face to face.</p>		<p>Required for anyone who has safeguarding responsibilities/ contact with children and/ or vulnerable adults.</p>	<p>Required for anyone who has safeguarding leadership responsibilities/ Leading activities involving children and / or vulnerable adults. Includes everyone who holds a Bishop's Licence.</p>	<p>Senior staff who have key roles in safeguarding policy, strategy and practice.</p> <p><b>This Course is delivered by the National Safeguarding Team</b></p>	<p>Anyone who has completed Foundation, Leadership after 3 years. Refresher versions of the Foundation and Leadership courses are available for those who have completed either in the last 3 years.</p>
<b>Frequency</b>	<b>Refreshed every 3 years</b>					
<b>Who Books</b>	Open access	Parish books trainer	Parish books trainer	Individual via Diocesan website	Diocese via National team	Individual via Diocesan website
<b>Timescale</b>	Within 3 months		Within first year	Within first year		Every 3 years
Vergers	✓	✓	✓	X	X	X
Servers	✓	✓	✓	X	X	X

	Basic Awareness (C0)		Foundation (C1)	Leadership (C2)	Safeguarding Training for Senior Leaders (C4)	Refresher
	Open access	Parish books trainer	Parish books trainer	Individual via Diocesan website	Diocese via National team	Individual via Diocesan website
Welcomers	✓	✓	✓	X	X	X
Caretakers	✓	✓	X	X	X	X
Refreshment helpers	✓	✓	X	X	X	X
Shop staff	✓	✓	X	X	X	X
Sidespersons	✓	✓	X	X	X	X
Church watcher	✓	✓	X	X	X	X
Flower arranger	✓	✓	X	X	X	X
Church Administrative Staff	✓	✓	✓	X	X	X
Bell ringers	✓	✓	X	X	X	X
Choir Members/ Music Group members (inc. sound/AV)	✓	✓	X	X	X	X
All employees of Diocesan Board of Education (DBE)	✓	✓	X	X	X	X
All employees of Diocesan Board of Finance (DBF)	✓	✓	X	X	X	X

	Basic Awareness (C0)		Foundation (C1)	Leadership (C2)	Safeguarding Training for Senior Leaders (C4)	Refresher
	Open access	Parish books trainer	Parish books trainer	Individual via Diocesan website	Diocese via National team	Individual via Diocesan website
Those who regularly sit on interview panels	✓	✓	✓	✓	X	X
Parish workers with children/vulnerable adults (paid or volunteer)	✓	✓	✓	X	X	✓
Supervisors of work with children/vulnerable adults (paid or volunteer)	✓	✓	✓	✓	X	✓
Safeguarding Officer (Parish/ Church/ Cathedral)	✓	✓	✓	✓	X	✓
Church Operations Manager	✓	✓	✓	X	X	✓
Church Wardens	✓	✓	✓	✓	X	✓
PCC member	✓	✓	X*	X	X	X*
PCC safeguarding Lead	✓	✓	✓	✓	X	✓
Youth and Children's Pastors	✓	✓	✓	✓	X	✓
House Group Leaders	✓	✓	✓	✓	X	✓
Lay persons appointed to pastoral leadership in a local church	✓	✓	✓	✓	X	✓

	Basic Awareness C0)		Foundation (C1)	Leadership (C2)	Safeguarding Training for Senior Leaders (C4)	Refresher
	Open access	Parish books trainer	Parish books trainer	Individual via Diocesan website	Diocese via National team	Individual via Diocesan website
Directors of Music/ Music Group leader	✓	✓	✓	✓	X	✓
Choir/ Drama Group Leaders (if under 18s or Vulnerable Adults in Group)	✓	✓	✓	✓	X	✓
Bell Tower Captains/ Teachers	✓	✓	✓	✓	X	✓
Registrar	✓	✓	X	X	✓	✓
Diocesan Secretary	✓	✓	X	X	✓	✓
Diocesan Communications Officer	✓	✓	X	X	✓	X
Chair of Diocesan Safeguarding Steering Group	✓	✓	✓	✓	✓	✓
Members of DSSG	✓	✓	✓	✓	✓	✓
Diocese Departmental Directors	✓	✓	✓	✓	✓	✓
Diocesan Director of Ordinands	✓	✓	✓	✓	✓	✓
HR Adviser/ Manager	✓	✓	X	X	✓	X

	Basic Awareness C0)		Foundation (C1)	Leadership (C2)	Safeguarding Training for Senior Leaders (C4)	Refresher
	Open access	Parish books trainer	Parish books trainer	Individual via Diocesan website	Diocese via National team	Individual via Diocesan website
Bishop's Chaplain	✓	✓	✓	✓	✓	✓
Diocesan Warden of Readers	✓	✓	✓	✓	✓	✓
Diocesan Safeguarding Adviser	✓	✓	X	X	✓	✓
Head of Ministry Development	✓	✓	✓	✓	✓	✓
Bishop	✓	✓	✓	✓	✓	✓
Archdeacon	✓	✓	✓	✓	✓	✓
Incumbents/Priest-in-Charge	✓	✓	✓	✓	X	✓
Permission to Officiate (PTO)	✓	✓	✓*	✓	X	✓
Curates	✓	✓	✓	✓	X	✓
Licensed Lay Minister (LLM in training)	✓	✓	✓	✓	X	✓
Licensed Lay Minister (LLM licenced)	✓ if not completed in training	X	✓			

	Basic Awareness C0)		Foundation (C1)	Leadership (C2)	Safeguarding Training for Senior Leaders (C4)	Refresher
	Open access	Parish books trainer	Parish books trainer	Individual via Diocesan website	Diocese via National team	Individual via Diocesan website
Ordinands/ Independent students	✓	✓	✓ (prior to Placement)	✓ (prior to leaving TEI)	X	X
Spiritual Directors	✓	✓	✓	✓	X	✓
Pastoral Visitors/ Lay persons with Pastoral Responsibility	✓	✓	✓	X	X	✓
Home Visitors	✓	✓	✓	✓	X	✓
Authorised Listeners	✓	✓	✓	X	X	✓
Bishop's Visitors	✓	✓	✓	✓	X	✓
Support and Link Persons	✓	✓	✓	✓	X	✓
Lay Chapter Members	✓	✓	✓	✓	X	✓
Members of Religious Communities in active ministry working with children/vulnerable adults	✓	✓	✓	X	X	✓
Safeguarding Leads in Religious Communities	✓	✓	✓	✓	X	✓

	Basic Awareness (C0)		Foundation (C1)	Leadership (C2)	Safeguarding Training for Senior Leaders (C4)	Refresher
	Open access	Parish books trainer	Parish books trainer	Individual via Diocesan website	Diocese via National team	Individual via Diocesan website
Deans	✓	✓	✓	✓	✓	X
Residentiary/ Minor Canons	✓	✓	✓	✓	✓	X
TEI Principal	✓	✓	✓	✓	✓	X
TEI Vice Principal(s)	✓	✓	✓	✓	✓	X
TEI Safeguarding Lead	✓	✓	✓	✓	✓	X
TEI Core Teaching Staff	✓	✓	✓	X	X	✓

\* Those with Permission to Officiate should do a level of training that is commensurate to their ministry. Please discuss with the Bishops Office to confirm the level of training required.

## Diocese of Bristol Specialist Safeguarding Courses

**E** = Essential      **X** = not required

**D** = Desirable      **R** - Relevant:

	<b>S1 Safer Recruitment</b>	<b>S2 Pastoral Relationships, Confidentiality and Confession</b>	<b>S3 Responding to Domestic Abuse</b>
	Explores the scope of Safer Recruitment procedures in the Church context for all paid staff and volunteers with children and adults	Explores the practical and other implications of pastoral care, confidentiality and confession on safeguarding policies and practice.	Examines issues relating to domestic abuse, especially for vulnerable groups and children in the context of adult abuse, and how the church can respond to this.
DBS recruiters	<b>E</b>	<b>X</b>	<b>X</b>
Clergy	<b>E</b>	<b>E</b>	<b>E</b>
Licensed Lay Minister	<b>E</b>	<b>E</b>	<b>E</b>
Permission to Officiate	<b>D</b>	<b>E</b>	<b>E</b>
Ordinands	<b>D</b>	<b>E</b>	<b>R</b>
LLM in Training	<b>X</b>	<b>E</b>	<b>X</b>
Spiritual Directors	<b>X</b>	<b>E</b>	<b>E</b>
Pastoral Visitors	<b>X</b>	<b>E</b>	<b>E</b>
Authorised Listeners	<b>X</b>	<b>E</b>	<b>X</b>
Leaders of Children's/ Vulnerable Adults Activities	<b>D*</b>	<b>E</b>	<b>E</b>
Designated member of PCC	<b>E*</b>	<b>X</b>	<b>X</b>
Senior staff (teams)**	<b>E*</b>	<b>D</b>	<b>D</b>
Church Wardens	<b>D*</b>	<b>D</b>	<b>D</b>
Youth Workers	<b>D*</b>	<b>R</b>	<b>D</b>

**E = Essential**      **X = not required**

**D= Desirable**      **R- Relevant:**

	<b>S1 Safer Recruitment</b>	<b>S2 Pastoral Relationships, Confidentiality and Confession</b>	<b>S3 Responding to Domestic Abuse</b>
Diocesan/Parish/Cathedral Safeguarding Officers	<b>E</b>	<b>E</b>	<b>E</b>
PCC safeguarding Lead	<b>E*</b>	<b>X</b>	<b>X</b>
TEI safeguarding Lead	<b>E*</b>	<b>R</b>	<b>R</b>
Religious Community Safeguarding Lead	<b>E*</b>	<b>R</b>	<b>R</b>

\* if involved in recruitment.

\*\* refers to All Bishops, Deans, Residentiary Canons, Archdeacons, directors of: Ministry, Training, Ordinands, Bishops Chaplain, TEI: Principal; Vice Principal; Safeguarding Lead, Director/ Warden of Readers; Registrar, Diocesan Secretary, Director of: Communications; Human Resources. Chair of DSSG; Leaders and Safeguarding Leads of Religious Communities.