

Safeguarding training is valid for 3 years

The table below sets out the safeguarding training required for different roles. If you can't see the specific role title then look under the more generic roles e.g. volunteers. The Church of England Safeguarding Learning and Development Framework 2021 sets out who needs to do which training as part of its ongoing commitment to making church safer for everyone and learning lessons from the past. There are some decisions that could be made by the diocese, as part of our commitment to safeguarding we have adopted the recommended training from the framework. Courses are reviewed and updated regularly. Basic Awareness and Foundation training now offer some questions for specific roles, including bell ringers, cathedral volunteers, where participants can take multiple options.

A simple concept is:

- Basic Awareness (BA) - all, anyone doing Leadership or any other safeguarding training, PCC, Churchwardens
- Foundation (F) - anyone working/ ministering with children, young people or vulnerable adults, anyone doing Leadership training, PCC, Churchwardens
- Safeguarding Leadership Training - all authorised by the bishop (unless PTO), shaping the culture of the church context, employed ministry workers, safeguarding coordinators, Churchwardens in or heading towards vacancy
- Permission To Officiate (PTO) Safeguarding Training - all authorised by the bishop holding PTO
- Raising Awareness of Domestic Abuse (RADA) - all providing pastoral support whether formally or informally, all authorised by the bishop, employed ministry workers, safeguarding coordinators, PCC, Churchwardens
- Safer Recruitment and People Management (SRPM)- all involved in recruiting/ discernment, line managing anyone, safeguarding coordinators, non-PTO clergy who are not involved in recruiting or line managing anyone
- Modern Slavery and Human Trafficking - beneficial for all to help understand, recognise and respond.

Many of the courses can be completed online on the Church of England Safeguarding Training Portal, [Safeguarding Training Portal \(cofeportal.org\)](https://safeguardingtrainingportal.org), see table. Further information about safeguarding training can be found at [Diocese of Leicester | Training and Events \(anglican.org\)](https://www.leicester.anglican.org/training-and-events).

If you have any questions or concerns about safeguarding training, including due to your life experiences, please contact Louise Warner, Safeguarding Training Officer, Louise.Warner@LeicesterCofE.org or 07729628319

Roles Safeguarding training is valid for 3 years.	Basic Awareness Core module Portal Face to face training is available as needed.	Foundation Portal Face to face training is available as needed.	Safeguarding Leadership Pathway (VSLT) Core module Usually Zoom Valid BA & F required before completion	PTO Pathway Core module Mainly Zoom, some in person	Raising Awareness of Domestic Abuse Portal Face to face training is available as needed.	Safer Recruitment and People Management Portal Face to face training is available as needed.	Parish Safeguarding Officer Induction Usually Zoom
Administrator	Yes	No, unless children/ young people or vulnerable adults involved or recruiting/ line managing	No unless playing a lead role in shaping the culture of the church/ cathedral/fresh expression/BMO	No	No, unless providing pastoral support	No, unless line manager/recruiting	No
Advocate/ Independent Person for children, young people or vulnerable adult	Yes	Yes	No, unless playing a lead role in shaping the culture of the church/ cathedral/fresh expression/BMO	No	Yes	No, unless line manager/recruiting	No
Associate Ministers	Yes	Yes	Yes	No	Yes	No, unless line manager/recruiting	No
Associate Minister Trainees	Yes	Yes	Yes, before placement	No	Yes, before placement	No, unless line manager/recruiting	No
Authorised Lay Ministers	Yes	Yes	Yes	No	Yes	No, unless line manager/recruiting	No
Bell Ringers	Yes, there are some questions specifically for bell ringers	No, unless training/ supervising children/ young people or vulnerable adults	No, unless playing a lead role in shaping the culture of the church/ cathedral/fresh expression/BMO	No	No, unless providing pastoral support	No, unless line manager/recruiting	No

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Bell Tower Captains	Yes, there are some questions specifically for bell ringers	Yes	Yes, if a significant tower ¹	No	Yes, if providing pastoral support	No, unless line manager/recruiting	No
Bereavement team/ Visitors	Yes	Yes	No, unless playing a lead role in shaping the culture of the church/ cathedral/fresh expression/BMO	No	Yes	No, unless line manager/recruiting	No
Bishop's Council	Yes	Yes	Yes	No	Yes	No, unless line manager/recruiting	No
Bishop's Pastoral Visitor	Yes	Yes	No, unless playing a lead role in shaping the culture of the church/ cathedral/fresh expression/BMO	No	Yes	No, unless line manager/recruiting	No
BMO Leadership team	Yes	Yes	Yes	No	Yes	Yes	No
Children/Family Worker Employed	Yes	Yes	Yes	No	Yes	Yes	No

¹ We are currently focusing on Tower Captains initially completing Basic Awareness and Foundation Training while exploring what a significant tower looks like. The Central Council of Church Bell Ringers [Safeguarding in Church of England Settings - CCCBR](#) We will be offering a specific leadership training course for Tower Captains with relevant case studies, please register your interest through the safeguarding bookings email: SGBookings@LeicesterCofE.org

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Children/Family Worker / Ministry Volunteer	Yes	Yes	No, unless playing a lead role in shaping the culture of the church/cathedral/fresh expression/BMO	No	Yes	No, unless line manager/recruiting	No
Choir Master/Leader	Yes	Yes	No, unless playing a lead role in shaping the culture of the church/cathedral/fresh expression/BMO	No	Yes, if providing pastoral support	No, unless line manager/recruiting	No
Choir Member	Yes	No, unless supervising children/young people or vulnerable adults	No, unless playing a lead role in shaping the culture of the church/cathedral/fresh expression/BMO	No	No, unless providing pastoral support	No, unless line manager/recruiting	No
Church Wardens/ Deputy Church Wardens	Yes	Yes	No, unless going into/in vacancy, or playing a lead role in shaping the culture of the church ²	No	Yes	No, unless line manager/recruiting	No

² Churchwardens, leadership training should be completed if a church is preparing for, or in, vacancy/ interregnum or the churchwarden has a lead role in shaping the culture of the church body, for example is part of the church leadership team.

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Church/ Cathedral/ fresh expressions of church/ BMO Officers/ leaders	Yes	Yes	Yes	No	Yes	Yes	No
Church/ Cathedral/ fresh expressions of church/ BMO/ volunteers	Yes	No, unless children/ young people or vulnerable adults involved, but could be helpful	No, unless playing a lead role in shaping the culture of the church/ cathedral/fresh expression/BMO	No	Yes, if providing pastoral support	No, unless line manager/recruiting	No
Clergy	Yes	Yes	Yes	No	Yes	Yes	No
Clergy PTO	Yes	Yes	No, unless playing a lead role in shaping the culture of the church/ cathedral/fresh expression/BMO	Yes	Yes	No, unless line manager/recruiting	No
Diocesan Board of Patronage	Yes	Yes	No, unless playing a lead role in shaping the culture of the diocese/ church/ cathedral/ fresh expression/BMO	No	No, unless providing pastoral support	Yes	No

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Diocesan staff involved in recruiting staff/ volunteers/DBS checks/ line managing	Yes	Yes	No, unless playing a lead role in shaping the culture of the diocese/ ministry area	No	No, unless providing pastoral support	Yes	No
Diocesan Staff roles involving children, young people and vulnerable adults	Yes	Yes	No, unless in leadership play a lead role in shaping the culture of the diocese/ ministry area	No	Yes, if providing pastoral support	No, unless line manager/recruiting	No
Diocesan Staff/Trustees	Yes	No	No, unless in a leadership role or play a lead role in shaping the culture of the diocese	No	No, unless providing pastoral support	No, unless line manager/recruiting	No
Diocesan DBF Finance Committee/Trustees	Yes	Yes	No, unless in a leadership role or play a lead role in shaping the culture of the diocese	No	No, unless providing pastoral support	Yes	No
Employed Ministry Worker	Yes	Yes	Yes	No	Yes	No, unless line manager/recruiting	No

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Evangelists, Authorised	Yes	Yes	Yes	No	Yes	No, unless line manager/recruiting	No
Evangelists, Authorised, PTO/ Emeritus	Yes	Yes	Yes	No	Yes	No, unless line manager/recruiting	No
Foodbank Leaders	Yes	Yes	No, unless playing a lead role in shaping the culture of the church/ cathedral/fresh expression/BMO	No	Yes	Yes	No
Foodbank Volunteers	Yes	Yes	No, unless playing a lead role in shaping the culture of the church/ cathedral/fresh expression/BMO	No	Yes	No, unless line manager/recruiting	No
Fresh expressions of church leaders	Yes	Yes	Yes	No	Yes	Yes	No
Fresh expression of church volunteers	Yes	Yes	No, unless playing a lead role in shaping the culture of Messy Church	No	Yes, if providing pastoral support	No, unless line manager/recruiting	No
Growing Faith Worker, employed	Yes	Yes	Yes	No	Yes	Yes	No

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Growing Faith Worker, volunteer	Yes	Yes	No, unless playing a lead role in shaping the culture of the church/cathedral/fresh expression/BMO	No	Yes	No, unless line manager/recruiting	No
Independent person/ Advocate	Yes	Yes	No, unless playing a lead role in shaping the culture of the church/cathedral/fresh expression/BMO	No	Yes	No, unless line manager/recruiting	No
Intercultural Worshipping Community Leader	Yes	Yes	Yes	No	Yes	Yes	No
Intercultural Worshipping Community Volunteers	Yes	Yes	No, unless playing a lead role in shaping the culture of the church/cathedral/fresh expression/BMO	No	Yes, if providing pastoral support	No, unless line manager/recruiting	No
Local Minister (Commissioned by the church. The specific role may be listed.)	Yes	No, unless children/young people or vulnerable adults involved, but could be helpful	No, unless playing a lead role in shaping the culture of the church/cathedral/fresh expression/BMO	No	Yes, if providing pastoral support	No, unless line manager/recruiting	No

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Messy Church Leaders	Yes	Yes	Yes	No	Yes	Yes	No
Messy Church Volunteers	Yes	Yes	No, unless playing a lead role in shaping the culture of Messy Church	No	Yes, if providing pastoral support	No, unless line manager/recruiting	No
Minster Community Leadership Team	Yes	Yes	Yes	No	Yes	No, unless line manager/recruiting	No
Minster Community Volunteers	Yes	No, unless children/ young people or vulnerable adults involved, but could be helpful	No, unless playing a lead role in shaping the culture of the church/ cathedral/fresh expression/BMO	No	Yes, if providing pastoral support	No, unless line manager/recruiting	No
Ministry trainees	Yes	Yes	If role would lead to it, before independent placement	No	Yes, before placements	No, unless line manager/recruiting	No
Music Group Leaders	Yes	Yes	No, unless playing a lead role in shaping the culture of the church/ cathedral/fresh expression/BMO	No	No, unless providing pastoral support	No, unless line manager/recruiting	No

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Music Group members	Yes	No unless supervising children/ young people or vulnerable adults involved	No, unless playing a lead role in shaping the culture of the church/ cathedral/fresh expression/BMO	No	No, unless providing pastoral support	No, unless line manager/recruiting	No
Organist	Yes	No unless children/ young people or vulnerable adults involved	No, unless playing a lead role in shaping the culture of the church/ cathedral/fresh expression/BMO	No	No, unless providing pastoral support	No, unless line manager/recruiting	No
Other roles not included elsewhere, including local ministers; as roles vary	Yes	No unless children/ young people or vulnerable adults involved, but could be helpful.	No, unless in leadership play a lead role in shaping the culture of the church/ cathedral/fresh expression/BMO	No	Yes, if providing pastoral support	No, unless line manager/recruiting	No
Pastoral Assistants, Authorised	Yes	Yes	Yes	No	Yes	No, unless line manager/recruiting	No
Pastoral Assistants PTO/Emeritus, authorised	Yes	Yes	No unless in leadership play a lead role in shaping the culture of the church/ cathedral/fresh expression/BMO	Yes	Yes	No, unless line manager/recruiting	No

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Pastoral Visitors	Yes	Yes	No, unless in leadership play a lead role in shaping the culture of the church/cathedral/fresh expression/BMO	No	Yes	No, unless line manager/recruiting	No
PCC Members/Lay Chapter member	Yes	Yes	No, unless in leadership or play a lead role in shaping the culture of the church/cathedral	No	Yes	No, unless line manager/recruiting	
People involved in recruiting volunteers or paid roles, including DBS	Yes	Yes	No, unless in leadership play a lead role in shaping the culture of the church/cathedral/fresh expression/BMO	No	No, unless providing pastoral support	Yes	No
Pioneers	Yes	Yes	Yes	No	Yes	Yes	No
Pioneers PTO/Emeritus	Yes	Yes	No, unless in leadership play a lead role in shaping the culture of the church/cathedral/fresh expression/BMO	Yes	Yes	No, unless line manager/recruiting	No
Readers	Yes	Yes	Yes	No	Yes	No, unless line manager/recruiting	No

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Readers PTO/ Emeritus	Yes	Yes	No unless in leadership play a lead role in shaping the culture of the church/ cathedral/fresh expression/BMO	Yes	Yes	No, unless line manager/recruiting	No
Safeguarding Co-ordinators/ Leads	Yes	Yes	Yes	No	Yes	Yes	Yes
Sides People	Yes	No, unless supervising children/ young people or vulnerable adults, but could be helpful.	No, unless playing a lead role in shaping the culture of the church/ cathedral/fresh expression/BMO	No	No, unless providing pastoral support	No, unless line manager/recruiting	No
Spiritual Directors	Yes	Yes	No, unless playing a lead role in shaping the culture of the church/ cathedral/fresh expression/BMO	No	Yes	No, unless line manager/recruiting	No
Vacancy In See Committee	Yes	Yes	No	No	No	Yes	No

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Vergers	Yes	Yes	No, unless in leadership play a lead role in shaping the culture of the church/cathedral	No	No, unless providing pastoral support	No, unless line manager/recruiting	No
Volunteers	Yes	No unless children/ young people or vulnerable adults involved	No, unless playing a lead role in shaping the culture of the church/ cathedral/fresh expression/BMO	No	No, unless providing pastoral support	No, unless line manager/recruiting	No
Vulnerable adult related worker, employed	Yes	Yes	Yes	No	Yes	No, unless line manager/recruiting	No
Vulnerable adult related volunteers, including taking services	Yes	Yes	No, unless playing a lead role in shaping the culture of the church/ cathedral/fresh expression/BMO	No	Yes	No, unless line manager/recruiting	No
Worship Group Leaders	Yes	Yes	No, unless playing a lead role in shaping the culture of the church/ cathedral/fresh expression/BMO	No	No, unless providing pastoral support	No, unless line manager/recruiting	No

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Worship Group Members	Yes	No unless supervising children/ young people or vulnerable adults involved	No, unless playing a lead role in shaping the culture of the church/ cathedral/fresh expression/BMO	No	No, unless providing pastoral support	No, unless line manager/recruiting	No
Youth Worker, Employed	Yes	Yes	Yes	No	Yes	Yes	No
Youth Work/ Ministry Volunteer	Yes	Yes	No, unless playing a lead role in shaping the culture of the church/ cathedral/fresh expression/BMO	No	Yes	No, unless line manager/recruiting	No

Specialist Roles

Roles	Basic Awareness Recommend repeating if not completed since March 2020	Foundation Recommend repeating if not completed since March 2020	Safeguarding Leadership (VSLT)	Link Person Training Delivered by National	Support Person Training Delivered by National	Raising Awareness of Domestic Abuse	Safer Recruitment and People Management
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				Safeguarding Team	Safeguarding Team		
Link Person	Yes	Yes	No	Yes	No	Yes	No unless line manager/recruiting
Support Person	Yes	Yes	No	No	Yes	Yes	No unless line manager/recruiting

Role	Basic Awareness	Foundation	Safeguarding Leadership (VSLT)	Diocesan/Assistant Directors of Ordinands Pathway	Raising Awareness of Domestic Abuse	Safer Recruitment and People Management
Diocesan Director of Ordinand/Assistant Director of Ordinand	Yes	Yes	Yes	Yes	Yes	Yes

Diocesan and Cathedral Senior Staff

Role	Basic Awareness Recommend repeating if not completed since March 2020	Foundation Recommend repeating if not completed since March 2020	Senior Leadership Delivered by NST	Raising Awareness of Domestic Abuse	Safer Recruitment and People Management
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Diocesan and Suffragan Bishops Archdeacons, Associate/ Assistant Archdeacons Deans Executive Chapter Members/ Residentiary Canons Bishop's Chaplains Diocesan Secretaries/ Chief of Staff/Chief Executive/Cathedral Administrators Directors of Communications Directors of ministry Registrars Diocesan and Cathedral Safeguarding Officers Directors of Music/ Masters of Choristers HR Directors Senior Chaplains to the Armed Forces Leaders of Religious Communities	Yes	Yes	Yes	Yes	Yes, unless not involved in line managing/ recruiting or in a licensed/authorised role
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How To Complete Training

Basic Awareness, Foundation, Raising Awareness of Domestic Abuse and Safer recruitment can be completed online via the Church of England Safeguarding Training portal, [Safeguarding Training Portal \(cofeportal.org\)](https://cofeportal.org).

Some people may be able to complete online training with some support, especially setting up a portal account, see [Training and Events - Diocese of Leicester \(anglican.org\)](https://www.anglican.org/training-and-events) for instructions to help. Some churches have organised a volunteer to offer support, others purchased a low cost tablet that people could use to access the training. Where people share an email and both need to complete training then it is possible, see [Safeguarding: Training Portal: About the Site, and Frequently Asked Questions \(FAQ\) \(cofeportal.org\)](https://cofeportal.org/safeguarding-training-portal-about-the-site-and-frequently-asked-questions-faq) for more details. An expression of interest form is available where there are enough people to consider local training. Please be aware that due to Covid restrictions there may be a delay in accessing face-to-face training.

Dates and booking details for the safeguarding leadership and PTO pathways can be found at [Diocese of Leicester | Training and Events \(anglican.org\)](https://www.anglican.org/training-and-events). Booking forms are emailed to SGB bookings@LeicesterCofE.org

If you have any questions or concerns about safeguarding training, including due to your life experiences, please contact Louise Warner, Safeguarding Training Officer, Louise.Warner@LeicesterCofE.org or 07729628319