



BUGB Excellence in Safeguarding Training Information for Host Churches

Level 1: a short film for the whole church, designed to raise awareness of safeguarding. The film can be accessed [here](#).

Level 2: training to be undertaken by ALL who work with children, young people or adults at risk in a Baptist church plus ministers, leaders, deacons, Designated Person for Safeguarding (DPS) and Safeguarding Trustee. This should be renewed every four years.

Level 3: *To be completed following Level 2 training.* Training to be undertaken by all those with LEADERSHIP responsibilities; ministers, leaders, deacons, DPS, SG Trustee together with the main leaders of all church run groups. This should be renewed every four years.

To maintain standards and deliver consistency to ensure 'Excellence in Safeguarding' across our Baptist Family, ***delegates must have completed Level 2 training before attending Level 3 training.***

Level 2 and Level 3 training will each be delivered in three hours by BUGB Trained Trainers.

TRAINING TIMINGS

If there are two sessions in the same day, the timings will be as follows:

08.30am	Trainer arrives to set-up
09.00am	Delegates arrive/refreshments
09.30am – 12.30pm	Level 2 Training (<i>includes a refreshment break</i>)
12.30pm – 1.30pm	Lunch break (<i>allows for possible changeover of trainer/delegates</i>)
1.30pm – 4.30pm	Level 2 or 3 Training (<i>includes a refreshment break</i>)

If only one training session is required on the day, there is greater flexibility on timings:

e.g. 11.00am – 2.30pm (12.30 – 1pm lunch break)

10.00am	Trainer arrives to set-up
10.30am	Delegates arrive/refreshments
11.00am – 12.30pm	Level 2 or 3 Training

12.30pm – 1.00pm Lunch break (*venue to provide refreshments*)

1.00pm – 2.30pm Training concludes

Please note, evening trainings will not be possible due to the length of training and the travelling distances involved for the trainers.

OPENING

- The church needs to be ***open an hour before the start of the training*** to allow the trainer to set-up.

REFRESHMENTS

- Please provide refreshments on arrival (30mins prior to the training start time), at the mid-training break/lunch break.
- Delegates will bring their own packed lunch.

TRAINING SPACE

- A warm room with comfortable chairs.
- Able to accommodate up to 30 people in a café style layout (chairs around tables, ensuring all delegates can see the trainer and screen).
- Use of a flipchart with paper and pens would be helpful, if available.

TECHNOLOGY

- Someone from the church will need to be available to operate and manage PA/AV requirements at the training.
- The trainer will bring the training presentation (PowerPoint) on a memory stick to plug into the church system.
- If the church has a clicker to enable the trainer to operate their own slides that would be helpful.
- If a 'roving mic' could be available to enable all delegates to hear questions/comments from the floor that would be helpful.
- Loop system available where possible.

PARKING

- A car parking space (if possible) to be reserved for the trainer.
- Inexpensive parking in close proximity to the church is required.
- ***Please provide the Association with details of car parking and any costs involved so this information can be circulated to delegates in advance of the training.***

THANK YOU for offering to host a safeguarding training, your support is appreciated!