

SAFEGUARDING TRAINING NEWS

UPDATE: SUMMER 2017



The Diocese of
Canterbury

 THE CHURCH
OF ENGLAND

Required safeguarding training for lay people

Dear colleagues,

I write to update you on **required training** for those in lay positions in our churches. Our safeguarding team has been working extremely hard, not only keeping up with changes in national policy, but to resource and support the church in safeguarding children and vulnerable adults in the best way possible.

This is a calling in which we all share and play our part. I am hugely grateful to the team for their hard work, and to you for playing your role in this - thank you.

Please read the information below carefully and ensure that all those for whom you have responsibility arrange to undertake the required training. This training schedule will be refreshed every three years but we will be in contact regularly to update you. We expect incumbents to lead on this matter, and ask that you address it at your next PCC meeting, please.

With thanks and best wishes,

Rt Revd Trevor Willmott

Who?

- **Module C0** - Individuals who need to have a **basic awareness** of safeguarding and for anyone interested in how the Church approaches safeguarding work. For example, you could recommend that the parents of children who attend your church activities all complete C0.
- **Module C1** - Helpers and workers who **assist** in parish life and events but are not responsible for leading them. For example, servers, administrative staff, bell ringers, pastoral visitors and drivers.
- **Module C2 - Leaders** of children's and adult activities and churchwardens (music director, organist, bell tower captains, home visitors, choir leaders, safeguarding coordinators).

What & When?

- **Module C1** - This is still being developed by Church House and we expect it to launch this Autumn. In the meantime, please engage with C0 and C2:
- **Module C0** - The Church of England is in the process of creating e-learning modules for safeguarding training. C0 is the introductory module and can be easily completed online.

See the **step-by-step guide below** for how to register for and complete C0.

- **Module C2** - Face to face training, delivered by parish trainers, organised via your parish church and deanery. Parish training can be delivered on weekdays, evenings or weekends, to groups of between 25 and 30 people.

C0 should be completed before attending C2.

Upcoming C2 training dates:

Tues 12 September 2017, 6:30pm - 9:30pm, Diocesan House

Tues 19 September 2017, 1pm - 4pm, Diocesan House

Sat 23 September 2017, 9:30am - 12:30pm, Trinity Resource Centre, Margate

Wed 4 October 2017, 10:30am-1:30pm, St Mary's Church, Willesborough

Sat 7 October 2017, 10am - 1pm, Trinity Resource Centre, Margate

Wed 18 October 2017, 6:30pm - 9:30pm, Diocesan House

Thurs 9 November 2017, 6:30pm- 9:30pm, Diocesan House

Sat 11 November 2017, 10am - 1pm, St Martin's Church, Maidstone

Wed 22 November 2017, 2pm - 5pm, Brookland Village Hall, Romney Marsh

Sat 25 November 2017, 10am - 1pm, St Martin's Church, Maidstone

Mon 4 December 2017, 6:30pm - 9:30pm, Diocesan House

Further dates and venues around the Diocese to follow.

What should I do now?

- **Identify** who needs to be trained and what module they need to do. If you are unsure who needs to do what, contact us (details below).
- **C0 - register** online (see guide) to complete the module. Ensure others do the same.
- **C2 - register** those who will be attending dates above via the Diocesan safeguarding training page: www.canterburydiocese.org/safeguarding/training. **Pre-registration is essential** to ensure a place is allocated.
- Keep **accurate records** of all those who complete training.

What will the Diocese do?

- **Manage all course bookings** through the [Diocesan website](#).
- Provide a **qualified Safeguarding Trainer**
- Provide **all resources**: handouts, sign in sheets, evaluations and certificates.
- In consultation with parishes **keep accurate records** of all those who complete training.
- Offer ongoing **advice and support**.

Questions? Concerns?

Contact Sheila Rooke (srooke@diocant.org) or Karen Carolan-Evans (kcarolan-evans@diocant.org), 01227 459401.

Completing the C0 Training Module

A step by-step guide

1. Visit **safeguardingtraining.cofeportal.org**
2. Click '**Online Courses**'
3. Click '**Create new account**' to register as a new user and fill in your details.
4. Check your email account for the registration email and click the link to **confirm your registration**.
5. Return to the **safeguardingtraining.cofeportal.org** homepage and click 'Online Courses' again. (You may need to login using your registration details).
6. Click the tab marked '**Basic Awareness C0**'.
7. Follow the instructions on screen to **complete the course** online.
8. At the end of the course, follow the instructions to **print your certificate**. You will receive an email confirming your course completion.

We will keep a record of those from the Diocese who complete this training - please also **keep a record locally** of those who have and those still need to complete the course.



**The Diocese of
Canterbury**

*Living faith, building community,
transforming lives*