

Safeguarding Handbook 3

Safeguarding Training: What is available, who it is for, and how to access it.



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Introduction

'The Church of Scotland has a deep concern for the wholeness and well-being of each individual. Through its congregations, working together with the Safeguarding Service and statutory agencies, the Church seeks to safeguard the welfare of all people who come into contact with the Church and its services.

The Gospel proclaims that it is the responsibility of everyone within the fellowship of the Church to prevent harm, be it physical, sexual or emotional, and we will always seek to reduce risk.

The Church's commitment to safeguarding reminds us that God cares passionately about the welfare and well-being of all people.'

The Church of Scotland Safeguarding Policy Statement 2010

Training, especially in how to plan to prevent harm occurring, the recognition of harm when it does occur, and the procedures to follow when that harm is recognised are key elements of the Church's endeavours towards fulfilling its Policy and 'Ensuring a Safe Church for All'.

This handbook is designed for the use of

- Volunteer Safeguarding Trainers;
- Presbytery Safeguarding Contacts;
- Congregational Safeguarding Coordinators;
- those line managing staff employed by any of the Church's various Councils in any capacity, which involves Safeguarding;

The handbook's purpose is to inform and advise these groups, volunteer and paid practitioners working with Children or Adults at Risk, and those managing these individuals about:

- Who Safeguarding Training is for;
- What training is available; and
- How that training can be accessed.

A team of 76 volunteer Safeguarding Trainers, appointed by Presbyteries, and accredited and supported by the Safeguarding Service, deliver Safeguarding training across all the Presbyteries in Scotland, England and abroad.

It is vitally important to acknowledge the Church of Scotland's appreciation of the work done by these Safeguarding Trainers and by Presbytery Contacts, without whom the Church would be unable to comply with many legal requirements, and would see much of the Ministry within our Congregations and Parishes diminishing.

The purposes of training, to which Safeguarding training is no exception, are to

- Provide new information
- Teach new skills
- Establish best practice
- Improve performance
- Change attitudes

The Church of Scotland, in common with all Faith organisations, has a membership who are generally welcoming, trusting, caring and forgiving individuals, eager to include new people into the Church, often with little or no knowledge about their character or motives.

One of the most difficult challenges that safeguarding training faces is to alert the Church's membership to the risks posed, by its inclusive and welcoming policies, to those who might be vulnerable to harm or the risk of harm. Our Church is attended by and supports many of the most vulnerable people in society; children, the frail elderly, and those in crisis in their lives.

Recognising this, the Church has established Policies and Procedures to safeguard the interests of those who might be vulnerable to harm, or risk of harm. These policies and procedures are a robust yet proportionate toolset covering the recruitment, management and support of both volunteers and paid staff who are appointed to work with children and/or adults at risk, and practical guidance for those persons appointed to carry out that work.

To inform and guide all those working in any category that is affected by safeguarding, a programme of safeguarding training courses has been established, which is both appropriate to the wide variety of roles requiring to be undertaken within the Church and its services, and fulfils all five of the purposes stated above, covering all aspects of Regulated Work with both Children and Protected Adults¹.

¹ The Protection of Vulnerable Groups (Scotland) Act 2007, implemented on 28th February 2011, introduced some new terminology into the Safeguarding vocabulary; 'Protected Adult', which identifies certain groups of adults who have, for the time being, specific needs and are in receipt of specific services that may tend to cause them to be more vulnerable to risk of harm; and 'Regulated Work' which is work with children or providing the said specific services to Protected Adults.

An Overview of Safeguarding Training

Q How have we got to where we are now and why do we need it?

The Church of Scotland has been developing Safeguarding training since 1997, when the need for Child Protection policies and procedures was first recognised. Since then, society's understanding of 'what safeguarding is' has evolved, encompassing the need to value all people and protect all of those who may be 'at risk' or unable to take care of themselves.

The development of safeguarding within the Church has reflected what has been occurring in society generally, and has kept pace with changing legislation. In 2007, The Protection of Vulnerable Groups (Scotland) Act was passed and legislates on work with children and adults who may be vulnerable, referred to in the Act as 'protected adults'. The Adult Support and Protection (Scotland) Act 2007, also influences our work in Safeguarding everyone who resorts to or is supported by the wider Church community.

Q How far does safeguarding extend?

There are 46 Presbyteries in the Church of Scotland, including England, Europe and Jerusalem; and currently approximately 1,400 member congregations. An estimated excess of 100,000 children and young people are believed to attend church based activities. The majority of congregations have small numbers of children who might attend some weeks but with larger numbers during summer playschemes etc.

Whilst many congregations sadly have no children attending the same cannot be said for 'Adults at Risk'². The frail elderly form a high proportion of congregational numbers and many other adults receive Pastoral Care when their lives are in crisis.

It can therefore be appreciated that there is a very wide range of need for Safeguarding training in respect of both its Child Protection aspects and its work with Adults at Risk. Unfortunately there is an equally wide range of congregational and individual attitudes towards that training.

Within our Congregations there are key personnel who work with children or in a 'child care role' and there are those who work on behalf of the Church with children in our communities. There are also an increasing number of congregations and projects that work with adults, who may be 'Adults at Risk' e.g. the frail elderly, substance abuse groups, mothers with postnatal depression, and many others who for other reasons may be more vulnerable to the risk of harm.

These workers and many others with roles within and outwith the Church have a need for, and benefit from Safeguarding training, gaining the knowledge and confidence to recognise harm and abuse, and how to reduce its likelihood or prevent it occurring through planning and establishing procedures.

Q So, who in the Church should receive Safeguarding Training?

Many roles and activities involve working with people, children or adults, who may be at risk of harm. It is right that everyone connected with such activities should receive training to minimise risk to any vulnerable individuals, to themselves, and to the institutions of the Church. This includes paid staff and volunteers, children's workers, those working with 'Adults at Risk'², those who administer safeguarding on behalf of the Congregation and Kirk Session, and Kirk Session members themselves.

² 'Adults at Risk' is the accepted, non-stigmatising term for all adults who may be vulnerable to harm or risk of harm. The Protection of Vulnerable Groups (Scotland) Act 2007 refers to 'protected adults'. See Safeguarding Handbook 1, Pages 14 – 15.

The Volunteer Worker

Prior to the implementation of the Protection of Vulnerable Groups (Scotland) Act 2007 the only work in our Congregations that required to be 'regulated' was that with children and young people. The most common model for this work was, and still is, for one hour per week, usually during the Sunday morning Service of Worship; typically the Sunday School, Junior Church, or Creche, where two or three volunteers provide activities, religious instruction, or care for children.

Mid-week youth groups are becoming ever more common and in most cases their number greatly exceed those of the Sunday morning groups.

There is no clear estimate of the number of Volunteers currently working with children in our Congregations. Over 43,000 disclosure checks have been carried out but many volunteers were in post before Disclosure Checking commenced and have never been subject to a check. Conversely, many volunteers who have been formally recruited, including disclosure checked, will have ceased working with children.

The implementation of the Protection of Vulnerable Groups (Scotland) Act 2007 affords opportunity for this situation to be remedied; all Volunteers carrying out 'Regulated Work' with Children or with Protected Adults will require to become PVG Scheme members and accurate statistical information will become available.

Many Congregations, Presbyteries, and Councils of the Church run projects, usually with teams of volunteers, sometimes managed by a paid project worker, carrying out work that may be designated as 'regulated work' with 'protected adults' in terms of the new act; e.g. support groups working with people affected by disability, dementia or other conditions involving physical or mental health. This new range of 'Regulated Work' situations will add to the pools of Volunteers working with our Congregations but until those 'new' volunteers start to become PVG Scheme Members there can only be speculation about their numbers.

Volunteers seldom get any other job specific training and are normally 'selected' because of their other life experience i.e. many are teachers or retired teachers, work in social care etc.

It is perhaps in some form of recognition of Volunteers' other life experience that Safeguarding Training was not made mandatory for Volunteers although it is to be 'strongly encouraged' according to General Assembly deliverance, and therein lies a potential area of serious liability for the trustees of the Church. Were it learned that a volunteer who is found to have harmed a child or protected adult had never undergone training, would the membership of the relevant Kirk Session be able to demonstrate in a Civil Court that they had 'strongly encouraged' a Volunteer who has been failing to undertake training?

So what Safeguarding training is available for Volunteers?

Safeguarding Training for Volunteers has been developed to recognise the changes necessitated by the new legislation and the wider needs and responsibilities of the Volunteer Worker in the Church community. It is now entitled 'An Introduction to Safeguarding in the Church of Scotland – What You Need to Know and Do'; ('Safeguarding Introductory Course' for short) and is a three hour course at a foundation level, covering 'the Four R's' of Safeguarding, Recognising Harm, Reporting Harm, Recording Harm, and Referring Harm on to the appropriate statutory agencies; and also advises on how to plan activities to avoid risk.

The course is aimed at those volunteers working within congregations who give one or two hours per week to run the creches, Sunday schools, youth groups, pastoral care groups etc. and who staff the various projects being targetted at adults who may be at risk of harm. The training is intended to empower these groups of volunteers so that they will recognise harm and be confident in reporting it.

It is presented by Safeguarding Trainers appointed by Presbytery and accredited by the Safeguarding Training and Development Advisor.

Participants on the course receive a certificate of attendance and as similar training is used by the Boys' Brigade in Scotland there is a reciprocal agreement of recognition.

The review of this course, to bring it up-to-date with changing legislation and developing policy and also with the intention of making it more relevant and robust to meet the current day needs of Safeguarding, developed it into very much the 'foundation' for all other Safeguarding Training.

The Course Learning Outcomes are –

- Understanding what Safeguarding is
- Awareness of the history and development of Safeguarding in the Church of Scotland
- Knowing how to plan to prevent harm occurring
- Being aware of the four Rs of Safeguarding – Recognising Harm, Recording Harm, Reporting Harm, Referring Harm on to other agencies.

Arranging Safeguarding Training for Volunteers

Kirk Session, via Coordinator & Safeguarding Panel, recruits and appoints volunteers and staff to carry out Regulated Work with Children or Protected Adults.

Presbytery Safeguarding Contact collates that demand along with similar demands from other congregations and arranges training course in consultation with the Presbytery's Safeguarding Trainer. If no local trainer available Safeguarding Training & Development Advisor will organise cover.

Volunteers/staff seeking to be trained consult the web pages for suitable course and self-apply or advised of course opportunities by Coordinator

Course Register copy forwarded to Safeguarding Presbytery Contact for notification of attendance to Coordinators.

Coordinator notifies Kirk Session and records attendance on Congregational Register. Congregational Register inspected annually by Presbytery.

Coordinator advises and encourages volunteers about Safeguarding Training opportunities available.

Coordinator advises Presbytery Safeguarding Contact of Introductory Training requirements arising in their congregation.

Presbytery Safeguarding Contact notifies Safeguarding Service of Course arrangements and these are updated on the Training Calendar on the Safeguarding web pages.

Course run, evaluated, and certificates of attendance issued.

Trainer sends register and course report to Safeguarding Service. Safeguarding Service monitors overall provision and quality of courses.

The Congregational Safeguarding Coordinator

Each Congregation is required, by Deliverance of General Assembly, to appoint a Safeguarding Coordinator and that Coordinator must attend a one-day/two evening Training Course.

Many larger congregations have more than one coordinator whilst Linked Charges often share one.

This Safeguarding Coordinator's role³ is to oversee Safeguarding matters within the congregation namely:

1. The safe recruitment of volunteers through

- 1.1 Preparing job descriptions for the roles to be carried out
- 1.2 Checking references
- 1.3 Interviewing applicants
- 1.4 Checking PVG Scheme Record applications and identification evidence.

2. Maintaining congregational records

- 2.1 Congregational Register of Workers with Children and with Protected Adults
- 2.2 Ensuring appointments are recorded in Session minutes.

3. Representing the Congregation and the Session as

- 3.1 Point of first contact for those with concerns or complaints
- 3.2 Lead person dealing with complaints and problems of a Safeguarding nature
- 3.3 Liaison person for referring on to Safeguarding Service
 - 3.3.1 Responsible for reporting Safeguarding information to Session.

The Safeguarding Coordinator course has been redeveloped, not only to meet the requirements of the Protection of Vulnerable Groups (Scotland) Act 2007 but to include the basic knowledge and understanding of Safeguarding that is provided by the Introductory Course for Volunteers.

This dual training approach has distinct advantages –

1. **Volunteers and Coordinators work together for a session, giving each greater appreciation of the other's roles and responsibilities.**
2. **Allows Coordinators to accompany new Volunteers who may be unknown quantities, potentially enhancing team-building.**
3. **Makes best use of valuable Trainer time and effort, increasing the ability to hold viable courses in the more remote areas of the country.**

During the second half of the course Coordinators are given specific instruction on the Recruitment process and, more specifically, checking and completing PVG Scheme Record Applications⁴ as Verifiers for the Safeguarding Service.

Coordinators are themselves required to be PVG Scheme members and the course trainer can verify PVG Scheme Record applications for any participants who have not yet completed these.

³ See Safeguarding Handbook 1; Pages 36 – 37 for details of the Coordinator's role and responsibility.

⁴ The PVG Scheme replaced Enhanced Disclosures on 28th February 2011.

Arranging Safeguarding Training for Coordinators

Safeguarding Coordinators are appointed by their Kirk Session & the Session Clerk forwards Form SGI⁵ to the Safeguarding Service to advise this appointment.



On receipt of Form SGI Safeguarding Service contacts nominee, acknowledges appointment, advises about PVG Scheme Record requirements, and provides copy of the Training Calendar and contact details for Presbytery Safeguarding Contact.



When a new coordinator is unable to attend training immediately, dates of future courses will be intimated by Presbytery Safeguarding Contact

- i. directly to all untrained coordinators within the Presbytery, and/or
- ii. during reports to the Presbytery meeting.

Dates and venues of available courses are also regularly updated on the Safeguarding web pages.



PVG Scheme Records will be required of all coordinators, either immediately or retrospectively.

The process shall be guided by the Safeguarding Service according to the individual's previous PVG Scheme Membership status.



When a coordinator's training and PVG Scheme Record requirements are satisfactorily completed, the Safeguarding Service shall issue a Verifier Number to allow the coordinator to administer PVG Scheme Record applications within their congregation.

⁵ Form SGI has been renumbered (formerly SG12). A copy can be found in Safeguarding Handbook 2 and in the 'Resources' link on the Church of Scotland, Safeguarding web pages.

So what Safeguarding training is available for Coordinators?

The Safeguarding Coordinator Course is a six hour training course. It may also be attended by Presbytery & Parish Workers who will be recruiting and training their own teams of volunteers for a variety of projects, and by Trainers or Trainers-in-Training who are seeking accreditation to present the Coordinator Course.

Normally run full day on Saturdays, the course has two distinct, equally timed sessions so could easily be delivered over two midweek evenings.

The Course Learning Outcomes (in addition to those of the Introductory course) are:

- Knowing the role of the Safeguarding Coordinator
- Being familiar with Safe Recruitment Policy and Practice.
- Being familiar with PVG Scheme Record applications
- Identifying tasks to be undertaken in safeguarding people in the Church
- Knowing the disciplinary process
- Knowing the complaints procedure
- Understanding the practical implications of the policies and procedures

Members of Safeguarding Panels

General Assembly of 2009 instructed that 'each Congregation shall appoint a Safeguarding Panel'. Before then, although the appointment was already 'recommended' few existed and even less had an active role or responsibilities.

So, what is a Safeguarding Panel?

The Panel's role⁶ is to assist and support the Congregational Safeguarding Coordinator in the execution of his or her duties and includes;

- Sharing decision-making responsibilities
- Establishing the terms of job descriptions
- Interviewing candidates
- Making appointment recommendations to Session
- Developing and managing 'Covenants of Responsibilities' with those who may cause a risk.

Responsibility for sensitive and confidential matters and decision-making is delegated to the Panel by the Kirk Session.

The composition of a Safeguarding Panel is recommended as no fewer than three persons, one of whom should be the Safeguarding Coordinator. It is fairly common, though not required, for the Minister to be one of the other members.

What safeguarding training is available for Safeguarding Panel members?

The duties most commonly performed by Safeguarding Panels are in support of the Safeguarding Coordinator and therefore attendance on the Coordinator Course would be the most appropriate training. However, unlike coordinators, attendance shall not be mandatory for other Safeguarding Panel members, but shall be 'recommended'.

Additionally, targeted training and advice will be provided for any Panel which has a known sex offender worshipping in the Congregation and subject to a Covenant of Responsibilities. (Forgiveness and Proportionality Working Group, 2009)

⁶ See Safeguarding Handbook 1; Pages 36 -37 for the Safeguarding Panel's role and responsibilities.

The Kirk Session

The Kirk Session is the Court of the Church within the Parish and the Elders comprising the Session have responsibility for all Spiritual matters within that Parish. This includes deciding what children's ministry occurs, what services of a spiritual, social or pastoral nature are provided, to whom and by whom.

In the terms of secular law the Elders comprising the Kirk Session are Trustees, with all the duties and responsibilities of that role; i.e. they are responsible, amongst other things, for appointing, managing, resourcing, and supporting sufficient numbers of suitable personnel to run the services they wish provided and have vicarious liability in both civil and criminal law should the Kirk Session fail in the exercise of that responsibility.

Is Safeguarding training necessary for Kirk Sessions?

In their Deliverance of 2006 General Assembly instructed that a training course be developed to assist and inform Kirk Sessions in their responsibilities for the recruitment, management and support of those they appoint to work with children or 'Adults at Risk'. A further Deliverance in 2010 instructed Presbyteries to ensure that Kirk Sessions "are facilitated to make best use of the course designed to support them". It is not expected that every Elder needs to attend but initially it is expected that the number representing any Session equate to the average number attending a quorate meeting of that Session, with new Elders attending as soon as possible after Ordination.

Now we know it is necessary, what is available?

A two – three hour course (dependent on size and structure) has been developed to advise Sessions, and the individual members thereof about their Safeguarding responsibilities i.e.

- To implement deliverances of General Assembly
- To appoint a suitable person as Safeguarding Coordinator and ensure that person receives Training
- To appoint a Safeguarding Panel comprising the safeguarding Coordinator and no fewer than two other suitable persons (Note: in linked charges it is common and quite acceptable to form a joint panel for all the linked congregations.)
- To receive reports from the coordinator and record the appointment of workers with children, or 'Adults at Risk', in a register kept by Session for that purpose
- To oversee the Recruitment Process for both volunteer and paid workers
- To formally appoint workers after they have been advised that the recruitment process has been followed and that they may appoint
- To manage, and support the workers they have appointed
- To provide appointed workers access to the resources they require e.g. funding, equipment, training, Safeguarding literature etc.
- To recognise that they (Kirk Session) have ultimate responsibility for Health and Safety matters which affect the Safeguarding of all persons within the fellowship of the Church.

The course is suitable for presentation 'theatre' style to larger participant groups and large Sessions, or cluster groups of Sessions have taken advantage of this. However such a format does have the disadvantage that it precludes an interactive training format with breakout group working and that individuals can become 'invisible' and unheard in the large group.

The course Learning Outcomes are –

- Familiarity with the Church of Scotland's Safeguarding Policy
- Awareness of the legislation affecting Safeguarding policy and practice
- Understanding the terminology used
- Understanding the Recruitment Process
- Understand the roles of the Safeguarding Coordinator and the Safeguarding Panel
- Understanding their responsibility for the ongoing management of workers

- Awareness of Session's overall role & responsibilities
- Knowledge of the disciplinary procedure
- Knowledge of the complaints procedure
- Awareness of the need to manage those who would pose a risk⁷ both within the Church and as partners with statutory authorities and agencies in the wider community.

Presbytery & Parish Workers

Many Congregations, cluster groups of Congregations, Presbyteries, and National Projects working through Ministries Council, Mission & Discipleship and other 'councils' of the Church, employ youth workers under a variety of titles e.g. 'Youth Worker', 'Youth Ministry Worker', 'Christian Youth Worker', 'Community Worker', Parish Support Worker, etc. and the generic term adopted for all these roles is Presbytery & Parish Worker (PPW's for short).

The roles of PPW's is just as diverse as their job titles; including all forms of youth ministry and work, project work dealing with identified areas of need in the Church and wider community, etc.

What Safeguarding training is available for PPW's?

The Presbytery & Parish Workers' Course was developed in consultation with Ministries Council following recognition that the existing Volunteer Training did not meet the needs of those in paid employment.

A full day course, its aim is to reflect that many PPWs are likely to be nearer, age wise, to the young people they might work with than the majority of congregational volunteers and may therefore experience or establish different styles of relationship with those young people. These different styles can bring many advantages but also pose risks.

It was also recognised that PPW's are likely to be responsible for recruiting and managing their own teams of volunteer helpers and would therefore require knowledge of the Church's Safe Recruitment Policy and Procedures and what to do if things do go wrong or complaints or allegations are made.

This course has not been made mandatory but Ministries Council have been 'encouraging' attendance and it is also being promoted by the Church's Human Resources Department.

The Learning Outcomes for the PPW Course are:

- Knowledge of the historical development of Safeguarding.
- Awareness of the Safeguarding role and responsibilities of Presbytery and Parish Workers, and of others who work with them, or who manage and support them.
- Knowledge and understanding of the Church's Safeguarding policy and of the legal framework governing it.
- Knowledge and understanding of Safe Recruitment policies and procedures.
- Knowledge and understanding of planning to reduce risk.
- Knowledge and understanding of the four R's of Safeguarding
- Appreciation of ethical practice and maintaining professional boundaries.

⁷ Currently, this refers to convicted sex offenders seeking to worship and is covered by the report to G.A. 2009; 'For of Such is the Kingdom of Heaven'

Volunteer Safeguarding Trainers

To present training across the country the church employs a full-time Safeguarding Training & Development Advisor and has a team of 76 Volunteer Trainers.

Volunteers trainers are appointed by their individual Presbyteries and nominated to the Safeguarding Service for any Learning & Development Training required and for assessment and accreditation by the Service. To determine whether L & D training is required by an applicant, or whether a fast-track, local mentoring, system is more appropriate to the applicant's knowledge and experience, completion of application form SG14 is required – Appendix I.

Following initial accreditation, trainers are subject to five-yearly re-assessment and re-accreditation.

There are two levels of accreditation; all Trainers being accredited to present the Introductory and Kirk Session courses, but only those Trainers who have successfully completed the Coordinator Course, as a participant, and gained a PVG Scheme Verifier Code (previously a CRBS Signatory Code) thereby demonstrating their knowledge and understanding of the Coordinator's role, are accredited to subsequently present the Coordinator course.

Volunteers Trainers can choose to work solely within their own Presbytery but those who are willing may also be asked to provide courses for neighbouring Presbyteries, further afield in Scotland, or even Internationally.

Each course presented shall be subject to participant evaluation, which provided invaluable information about, and quality control of, the training. The evaluation forms shall be considered by trainers and the Presbytery Safeguarding Contacts after each course to ensure the highest possible standards are maintained and learn where improvements can be made.

Additionally, it is required that, for the first three courses following their accreditation, trainers submit the evaluation forms to the Safeguarding Service Learning and Development Advisor for his consideration, and that random samplings will be requested from all trainers from time to time thereafter.

Trainers also require to submit a course report to the Learning and Development Advisor for the first three courses following their accreditation and thereafter if they have anything they wish to draw to the Advisor's attention, especially when something has worked particularly well or special praise has been proffered.

It is expected that 'home' Presbyteries resource their Trainers by:

- Providing access to up-to-date presentation equipment, i.e. laptop and media projector (but at very least a transportable overhead projector);
- Supplying course printed matter and consumables, e.g. Course registers, participant evaluation forms, participant attendance certificates etc.;
- Reimbursing travel, postage, printing, and any other appropriate expense incurred by the trainer in providing safeguarding training within the trainer's home presbytery.

What training do these trainers get?

Where it is determined prospective trainers might not have the necessary skill and experience that would result in 'fast-track' accreditation, they are required to complete a two-day, residential Learning and Development Course, intended to ensure that training presentations across the country conform to, or exceed, nationally accepted Learning and Development standards.

The course provides knowledge and understanding of Learning Styles, Presentation Methods, Presentation Skills, Course Planning, and Delivery; meeting National Standards Performance Criteria for Learning and Development.

Whilst primarily intended for newly appointed trainers, the course is also available to any more established trainers seeking to refresh or upgrade their training skills. As it meets National Standards it can be used as part of a Nation Vocational Qualification in Learning and Development (Level 3).

The Presbytery Safeguarding Contact

The Presbytery Safeguarding Contact is a role that involves administration, management and leadership. It is a Presbytery appointment and the appointee has responsibility for the leadership and direction of Safeguarding provision within the Presbytery. The responsibilities of the role are to:

- Act as liaison and contact between the Presbytery and the Safeguarding Service, Presbytery Contacts from neighbouring Presbyteries, and Congregational Safeguarding Coordinators, report to Presbytery on Safeguarding Matters, and represent and report back the Presbytery's interests and opinions on safeguarding matters to the Safeguarding Service;
- Collate the need and demand for, and manage the overall provision of, Safeguarding Training within the Presbytery;
- Work with the Presbytery Safeguarding Trainer or Training Team to provide the training identified as necessary;
- Deal with, or direct, the administration of safeguarding matters within the Presbytery.

There are considerable variations between Presbyteries about which of their Committees and Boards has responsibility for Safeguarding, and to which their appointed Safeguarding Contact reports; in some Safeguarding comes under the remit of Superintendence, others Ministry and Mission etc.; in some the convenor of the relevant committee automatically becomes the Presbytery Safeguarding Contact, and in others an individual is appointed, occasionally that individual is someone who works in the Presbytery Office. These decisions are wholly the choice of each Presbytery.

Other Areas of the Church

There are very few areas within the Church where knowledge and consideration of safeguarding is not relevant. There are existing links with some Councils and Committees, in particular Ministries Council, for whom the Safeguarding Service currently provides all Safeguarding Training, and 'Protecting Vulnerable Groups Scheme Record Checking' administration for all Ministry Candidates, transfer Ministers, and Readers, and the one church service now extends to cover the safeguarding needs of CrossReach.

Courses for Ministries Council

Safeguarding input has been designed for inclusion in Ministries Council training for Candidates, Locally Ordained and Transferring Ministers, and Readers. Courses for Candidates for Locally Ordained Ministers, Full Time Ministry and the Readership are run annually while that for Transferring Ministers is on demand.

The Safeguarding segment of the larger course is presented by the Head/Assistant Head of Safeguarding.

Safeguarding Training for CrossReach

CrossReach delivers care in more than 70 social care services across Scotland. It employs about 2,000 staff for whom the Safeguarding Service provides the lead on two levels of child protection training and adult protection training.

Child Protection

Level 1 – a one day course for all staff.

Level 2 – a one day course for all 1st line managers and above.

Adult Protection

Level 1 – a half day course for all staff.

Level 2 – a two day course for all 1st line managers and all with supervisory responsibilities.

These courses have been designed and implemented to support CrossReach staff in their work within individual services. These include Child Protection training for staff in schools and residential establishments, Adult Protection Training for managers and staff from the Adult services, and generic Safeguarding Training for staff from a variety of other services. Other courses can be designed as need is identified.

Boys' Brigade in Scotland

There are close links between the Safeguarding Service and the BBs' in Scotland, with the Service and the Safeguarding Coordinator for the congregation to which the company is connected administering PVG Scheme Record checks for the Brigade and the Brigade uses the Introductory Safeguarding training package for their leader training.

In practice, most BB Leaders attend the Safeguarding Introductory Training Courses being run primarily for congregational volunteers and all participants receive a Certificate of Attendance that is recognised by both the Church and the BB; thereby avoiding duplication where Volunteers have multiple appointments.

Input into Church of Scotland Staff Induction Training

The Head of Safeguarding has a short input into Staff Induction Training within the Church. The aim is to make staff aware of the roles fulfilled by the Safeguarding Service, the impact and effect of Safeguarding in the life and activities of the Church and how there may be a need to consider how Safeguarding issues may impact or affect their own role.

Other Faith Groups

The Church of Scotland chairs the Safeguarding Subcommittee of the Scottish Churches Committee and it is felt there is a lot of unfulfilled potential for greater joint working in respect of Safeguarding Training. Requests made by other Faith Groups, or by Inter-Faith Groups for places on Safeguarding Service run courses are met whenever possible.

How do I find out about and access a course?

Most courses are now organised at Presbytery level.

It is one of the roles of the Presbytery Safeguarding Contact to keep in regular touch with the Congregational Safeguarding Coordinators in that Presbytery, to establish what safeguarding training needs exist in the Presbytery, and where.

When a course is organised (according to the protocols which follow) the Presbytery Contact notifies the Congregational Coordinators and the Safeguarding Service. The coordinator notifies his or her Kirk Session and the volunteers who need to attend training, whilst the Safeguarding Service enter details of the course on the relevant Course Calendar posted on the Safeguarding pages of the main Church website.

Applicants for places should apply through their own Safeguarding Coordinator in the first instance, but, where that is not practicable, may apply directly to the Safeguarding Contact identified on the course calendar.

A Course Place Request form (See Appendix I) is attached to the calendar and may be downloaded for completion and posting or completed and posted electronically.

Protocols for the Organisation of Training Courses

The Safeguarding Introductory Course

The Safeguarding Introductory Course is a three hour, certificated, course. It is aimed at all who work with children in any capacity and at those doing 'Regulated Work with Protected Adults'⁷. Although attendance on this course has not been made mandatory, it is strongly encouraged and individual Kirk Sessions are free to make attendance compulsory for persons working with children or 'adults at risk' within their own church.

Introductory courses are organised at the local level, either for a single church, a group of churches, or a Presbytery. It is the responsibility of the Presbytery Safeguarding Contact to identify needs and organise courses accordingly. (See the flowchart on page 6)

Safeguarding Presbytery Contacts

1. The Safeguarding Presbytery Contact shall:

- 1.1 Arrange a suitable venue, having consideration for
 - 1.1.1 accessibility both by public transport and physically for persons with restricted mobility
 - 1.1.2 participant comfort (seating, heating, and light)
 - 1.1.3 refreshment and toilet facilities
- 1.2 Organise an accredited Trainer to run the course.
 - 1.2.1 Where there is no accredited trainer within a Presbytery, the Presbytery Contact shall request the Safeguarding Training and Development Advisor make arrangements for a trainer to attend on a mutually acceptable date.
- 1.3 Liaise with the Trainer to provide, or organise the provision of, a Flipchart with Pens, an Overhead Projector or PowerPoint facilities (laptop and projector) and a screen or 'suitable' wall on which to project images.
- 1.4 Notify the Safeguarding Service of the course and venue so that details may be entered onto the Training Calendar (courses which are full must also be notified).
- 1.5 Act as point of contact for persons enquiring about details of the course or requesting places and provide an email address for requests and enquiries.
- 1.6 Provide the Trainer and Participants with accurate details of the venue location and local parking arrangements, including directions if necessary; and the times of the course.
- 1.7 Record details of participants and be responsible for notifying both them and the trainer of any circumstances affecting the course.
- 1.8 Ensure that the Trainer is provided with course consumables, viz. Course Register forms, Evaluation Forms, and Certificates of Attendance.

Safeguarding Trainers

2. The Safeguarding Trainer, whether working in their own Presbytery, or attending following a request from the Safeguarding Training and Development Advisor shall:

- 2.1 Make initial contact with the Presbytery Contact and agree a suitable date, and the maximum number of participants, for the training course. Note the Contact's telephone number for any future contingencies that may arise.
- 2.2 Make further contact with the Presbytery Contact, at least 21 days prior to the course date, to confirm course details, and obtain a participant list.
- 2.3 Organise with the Presbytery Safeguarding Contact to receive consumable course paperwork; viz. Registration Forms, Evaluation Forms, Individual Exercise Sheet, and Certificates of Attendance for each participant.
- 2.4 Ensure, as far as is possible that the necessary equipment is available and is in working order.
- 2.5 Make out participant certificates and arrange their distribution either at the end of the course or via the participant's home Session and/or Safeguarding Coordinator, according to local practice.
- 2.6 If first three courses following accreditation, or if part of a sampling, forward participant evaluations and trainer's report to the Training and Development Advisor at the Safeguarding Service.

⁸ See the Protection of Vulnerable Groups (Scotland) Act 2007 and Disclosure Scotland for definitions.

The Safeguarding Service/ Training & Development Advisor

3. The Safeguarding Service and/or the Training and Development Advisor shall:

- 3.1 Provide accredited Trainers with course programme materials that are current, and which have been assessed as fit for purpose through a process of constant monitoring, evaluation, and trainer feedback.
- 3.2 Monitor, assess, and accredit Trainers, providing them with their own training and development opportunities, to ensure the highest standards.
- 3.3 Enter details of courses notified to them on the Training Calendar.
- 3.4 Arrange an accredited Trainer to present the course where there is none available within the Presbytery.
- 3.5 Pay the reasonable expenses of Trainers who travel to another Presbytery.

The Safeguarding Coordinator's Course

The Safeguarding Coordinator's⁹ Course is a mandatory, 6 hour, course that informs coordinators about the Safeguarding roles and responsibilities of Children's Workers and workers with 'Protected Adults' within their churches, and their own roles and responsibilities regarding the recruitment, support and management of those Workers.

The course is also relevant for, and open to other members of Safeguarding Panels, Presbytery & Parish Workers recruiting and managing their own teams of volunteers for project work, and Trainers or Trainers-in-Training seeking to achieve accreditation to present Coordinator Training.

Safeguarding Coordinator courses are organised by the Presbytery Safeguarding Contact, with the Safeguarding Service having oversight to ensure there is an even spread across the country both in terms of geography and course dates.

Presbytery Safeguarding Contacts

I. Presbytery Safeguarding Contacts shall:

- I.1 Monitor the demand for Coordinator training within their own Presbytery, and liaise with Presbytery Contacts from neighbouring Presbyteries to identify the need for courses to be run locally.
- I.2 Make contact with the Presbytery Trainer(s) with appropriate accreditation level to agree suitable dates for a course or courses.
 - I.2.1 Where there is not an available trainer with the appropriate level of accreditation within the Presbytery, or neighbouring Presbytery, liaise with the Safeguarding Service to arrange for a trainer to cover the course. N.B. in these circumstances it would be anticipated that a local trainer with a lower level of accreditation would assist on the course to gain experience towards re-accreditation at the higher level.
- I.3 Make local arrangements to provide a venue, equipment and facilities, refreshments, and assist and support the Trainer by carrying out participant registration functions, laying out and clearing up refreshments etc.
- I.4 Ensure that all Sessions within the Presbytery are advised of the course.
- I.5 Notify the Safeguarding Service of the course and venue; so that details may be entered onto the Training Calendar (courses which are full must also be notified).
- I.6 Act as point of contact for persons enquiring about details of the course or requesting places and provide an email address for requests and enquiries.
- I.7 Maintain a list of course participants and be responsible for notifying them of any circumstances affecting the course.
- I.8 Liaise with the lead Trainer to decide when a course is full, or when it is non-viable through lack of participants.
- I.9 Notify the Safeguarding Service when courses are full, and both the Service and all registered participants if courses are cancelled.
- I.10 Provide the Trainer and Participants with details of the venue location and local parking arrangements, including directions if necessary; and the times of the course.
- I.11 Liaise with the Trainer to provide, or organise the provision of, a Flipchart with Pens, an Overhead Projector or PowerPoint facilities (laptop and projector) and a screen or 'suitable' wall on which to project images.
- I.12 Ensure that the Trainer is provided with course consumables, viz. Course Register forms, Evaluation Forms, and Certificates of Attendance.

⁹ Previously Child Protection Coordinator or CPC

Safeguarding Trainers

2. Safeguarding Trainers, whether working within their own Presbytery, or attending following a request from the Safeguarding Service shall:

- 2.1 Make initial contact with the Safeguarding Service; confirm that the date is suitable and liaise about other arrangements for the training course.
- 2.2 Liaise with the Presbytery Contact about local arrangements and any future contingencies that may arise.
- 2.3 Make further contact with the Presbytery Contact, approximately 14 – 21 days prior to the course date to confirming course details and arrangements.
- 2.4 Ensure, as far as is possible, that the necessary equipment is available and is in working order.
- 2.5 Organise with the Presbytery Safeguarding Contact to receive consumable course paperwork; viz. Registration Forms, Evaluation Forms and Certificates of Attendance for each participant.
- 2.6 Complete participant certificates and arrange their distribution either at the end of the course or via the participant's home Session.
- 2.7 Physically check identification and address evidence produced by participants for their 'Disclosure' application, sign the form at the correct place, complete the multiple cover form, receive participants' 'Safeguarding Self Declaration' and forward all of this completed paperwork to the Safeguarding Service.
- 2.8 If first three courses following accreditation, or if part of a sampling, forward participant evaluations and trainer's report to the Training and Development Advisor at the Safeguarding Service.

Safeguarding Service/ Training and Development Advisor

3. The Safeguarding Service/ Training and Development Advisor shall:

- 3.1 Monitor, assess and accredit Trainers, providing them with their own training and development opportunities, to ensure that the highest possible standards are being maintained across the country.
- 3.2 Provide accredited Trainers with course programme materials that are current, and which have been assessed as fit for purpose through a process of constant monitoring, evaluation, and trainer feedback.
- 3.3 Organise a calendar of Safeguarding Coordinator courses collated from the information on these courses provided by Presbytery Contacts.
- 3.4 Have an overview of the provision of Coordinator Training nationally to ensure an adequate spread of courses geographically and time-wise.
- 3.5 Liaise with Presbytery Contacts to provide accredited Trainers to present courses, where there are none available locally.
- 3.6 Pay the reasonable expenses (i.e. travel by public transport or at 25p per mile, parking, subsistence etc.) of Trainers who travel to another Presbytery.
- 3.7 For participants requiring a PVG Scheme Record, send a PVG Scheme Record application pack for their pre-course completion and verification on course.

The Kirk Session Safeguarding Training Course

This is provided on the request of individual Sessions, Session clusters, or Presbyteries. It is the responsibility of the Presbytery Safeguarding Contact to organise courses to meet locally identified needs and demands.

All accredited Trainers are authorised to present Kirk Session Training. Presbytery Contacts shall make request to the Safeguarding Service for the provision of a Trainer where there is not one available within the Presbytery or inter-Presbytery sharing agreements have not been made.

Presbytery Safeguarding Contacts

1. Presbytery Safeguarding Contacts shall:

- 1.1 Arrange a suitable venue, having consideration for
 - 1.1.1 accessibility both by public transport and physically for persons with restricted mobility
 - 1.1.2 participant comfort (seating, heating, and light)
 - 1.1.3 refreshment and toilet facilities
- 1.2 Organise an accredited Trainer to run the course. Where there is no accredited trainer within a Presbytery, the Presbytery Contact shall request the Safeguarding Service make arrangements for a trainer to attend on a mutually acceptable date.
- 1.3 Liaise with the Trainer to provide, or organise the provision of, a Flipchart with Pens, an Overhead Projector or PowerPoint facilities (laptop and projector) and a screen or 'suitable' wall on which to project images.
- 1.4 Notify the Safeguarding Service of each Session Training Course, its venue, and after the course, the numbers that attended so that details may be entered onto the on-going audit.
- 1.5 Act as point of contact for persons enquiring about details of the course or requesting places and ensure that such persons are Ordained Elders and members of a relevant Kirk Session.
- 1.6 Provide the Trainer and Participants with accurate details of the venue location and local parking arrangements, including directions if necessary and the times of the course.
- 1.7 Record details of participants and be responsible for notifying both them and the trainer of any change of circumstances affecting the course.
- 1.8 Ensure that the Trainer is provided with course consumables, viz. Course Register forms, Evaluation Forms, and Certificates of Attendance.

The Safeguarding Trainer

2. Safeguarding Trainers, whether working within their own Presbytery, or attending following a request from the Safeguarding Service shall:

- 2.1 Make initial contact with the Presbytery Safeguarding Contact and agree a suitable date, and the maximum number of participants, for the training course. Note the Contact's telephone number for any future contingencies that may arise.
- 2.2 Make further contact with the Presbytery Contact, at least 21 days prior to the course date, to confirm course details, and obtain a participant list.
- 2.3 Ensure, as far as is possible, that the necessary equipment is available and is in working order.
- 2.4 Organise with the Presbytery Safeguarding Contact to obtain a supply of course registers and participant evaluation forms.
- 2.5. If first three courses following accreditation, or if part of a sampling, forward participant evaluations and trainer's report to the Training and Development Advisor at the Safeguarding Service.

The Safeguarding Service/ Training and Development Advisor

3. The Safeguarding Service/ Training and Development Advisor shall:

- 3.1 Provide accredited Trainers with Training programme materials that are current, and which have been assessed as fit for purpose through a process of constant monitoring, evaluation, and trainer feedback.
- 3.2 Monitor, assess and accredit Trainers, providing them with their own training and development opportunities, to ensure that the highest possible standards are being maintained across the country.
- 3.3 Enter details of Training notified to them on the audit trail.
- 3.4 Arrange an accredited Trainer to present the Training where there is none available within the Presbytery.
- 3.5 Pay the reasonable expenses of Trainers who travel to another Presbytery.

The Presbytery & Parish Worker's Course

The Presbytery & Parish Worker's (PPWs) Course is of six hours duration. It is currently organised in consultation between the Safeguarding Training and Development Advisor and the relevant Council or Department of the Church requesting that training is required. Where courses are requested by Kirk Sessions or Presbyteries, the course will be organised by the Safeguarding Service and delivered by the Training and Development Advisor.

The Safeguarding Service/ Training and Development Advisor

1. The Safeguarding Service / Training & Development Advisor shall:

- 1.1 Liaise with Ministries Council, Parish Development, and Presbytery Contacts to notify them of the identified need for the course and organise the date and venue accordingly.
- 1.2 Advise Presbytery Contacts of course dates and venues.
- 1.3 Plan, resource and present the course.
- 1.4 Pay the course trainer and materials costs, but not costs that may be incurred by participants.

The Safeguarding Presbytery Contact

2. Safeguarding Presbytery Contacts shall:

- 2.1 Liaise with the Safeguarding Service when they identify a need in their own Presbytery and, if requested, assist the Safeguarding Service with the provision and booking of a suitable venue.
- 2.2 Notify Congregational Safeguarding Coordinators of the course details to allow them to advise Sessions and PPWs.

Ministries Council etc.

3. Ministries Council and other councils, or departments employing Presbytery & Parish Workers shall:

- 3.1 Be responsible for notifying the Safeguarding Service that persons have been appointed and shall now require appropriate training.
- 3.2 Liaise with the Safeguarding Service to ascertain where and when a course is required and is viable.
- 3.3 Organise and if necessary pay fees for a suitable venue.
- 3.4 Send course notifications, applications and any pre-course materials, including directions to venue, details of parking etc., to prospective participants.
- 3.5 Collate responses and notify the Safeguarding Service of these.
- 3.6 They may send a representative member of staff or co-trainer.

Courses for Ministries Council

Courses for Ministries Council (currently Reader, Candidate, Locally Ordained Minister, and Transferring Minister) are provided on the request of the Council, and are normally provided as a session or part of a conference or similar event. The Safeguarding input is normally of four hours' duration.

Ministries Council

1. Wholly organise and administer the course and shall:

- 1.1 provide the Safeguarding Service with a Participant List at least 7 days before the course is due.
- 1.2 Set up the training room café style, with the participants organised into small groups;
- 1.3 Have, prior to commencement of the Safeguarding input to the course, carried out the usual participant briefings about course arrangements, safety, comfort, refreshments, requested that mobile telephones be switched off.
- 1.4 Have, prior to the commencement of the Safeguarding input to the course, conducted an Act of Worship, and any ice-breaker exercise, as appropriate to the stage in the over-all course, and to ensure that introductions etc. are facilitated before the commencement of the Safeguarding input.
- 1.5 Have a member of their staff present at all times during the Safeguarding Service input, to respond to questions involving Ministries Policy and Practice, or of a Theological nature.
- 1.6 Make arrangements and pay for all necessary catering and refreshments.
- 1.7 Engage in a post-course debriefing and evaluation with the course presenter and/or other members of the Safeguarding Service.

The Safeguarding Service

2. The Safeguarding Service shall:

- 2.1 In consultation with Ministries Council, prepare suitable courses and course materials to meet the identified need of Ministries Council.
- 2.2 Present the safeguarding course materials either as part of a larger Ministries Council event e.g. during a conference; or as a stand-alone training event, and with this presentation being led by the Head/Assistant Head of Safeguarding.
- 2.3 Prepare and provide course papers; including timetable, exercise briefing sheets, case study worksheets, suggested responses to case studies, handouts, evaluation forms, and attendance certificates, to each participant.

Courses for CrossReach

Courses for CrossReach are provided on the request of CrossReach, and its services. Course durations shall normally be half day, full day, or two day, according to the particular course.

CrossReach

1. The course is wholly organised and administered by CrossReach or the individual service for whom it is being provided, and they shall:

- 1.1 Provide the Safeguarding Service with a Participant List at least 7 days before the course is due;
- 1.2 Set up the training room café style, with the participants organised into small groups;
- 1.3 Prior to commencement of the Safeguarding input to the course, carryout the usual participant briefings about course arrangements, safety, comfort, refreshments, requested that mobile telephones be switched off;
- 1.4 Prior to the commencement of the Safeguarding input to the course, conducted an Act of Worship, and any ice-breaker exercise, as appropriate to the stage in the over-all course, and to ensure that introductions etc. are facilitated before the commencement of the Safeguarding input.
- 1.5 Have a member of their staff present at all times during the Safeguarding Service input, to respond to questions involving CrossReach Policy and Practice.

- 1.6 Make arrangements and pay for all necessary catering and refreshments.
- 1.7 Engage in a post-course debriefing and evaluation with the course presenter and/or other members of the Safeguarding Service.

The Safeguarding Service

2. The Safeguarding Service shall:

- 2.1 In consultation with CrossReach and/or the individual service, prepare suitable courses and course materials to meet the identified need of CrossReach and that service.
- 2.2 Present the safeguarding course materials either as part of a larger CrossReach event e.g. during a conference; or as a stand-alone training event, and with this presentation being led by the Safeguarding Training and Development Advisor; or other appropriately qualified trainer.
- 2.3 Prepare and provide course papers; including timetable, exercise briefing sheets, case study worksheets, suggested responses to case studies, handouts, evaluation forms, and attendance certificates, to each participant.

The Learning and Development Course

The **Learning and Development Course** is for all persons seeking initial accreditation as a Safeguarding Trainer who can not demonstrate their previous knowledge and ability, and is an optional extra for accredited trainers who wish to refresh or increase their skills.

The course is organised and administered by the Safeguarding Service and the Safeguarding Training & Development Advisor (possibly working with the Training & Development Officer of the Boys Brigade).

The Safeguarding Service

1. The Safeguarding Service and the Training & Development Advisor shall:

- 1.1 Prepare a list of participants from the nominations for prospective trainers made by Presbyteries.
- 1.2 Make initial, and consequent content with the prospective trainers.
- 1.3 Provide participants with course timetable, and other information; joining details instruction, and a map to the venue.
- 1.4 Respond to requests for assistance, support and advice.
- 1.5 Pay all course costs and reimburse participants' reasonable travel, accommodation and subsistence expenses.

FORMS

A variety of Forms are used for safeguarding purposes, including applications, notifying appointments, obtaining permissions, and recording a variety of information. They are all subject to periodic amendment and subsequently are not reproduced in this or any of the other Safeguarding Handbooks, but are available for download from the Safeguarding Resources pages on the Church of Scotland website.

Forms SGI – SG11 are used in connection with Recruitment of Volunteers and Paid Staff. Further reference to them can be found in Safeguarding Handbook 2; 'The Recruitment, Selection and Management of Volunteers and Paid Staff'.

Forms SG12 – SG14 are training related.

SG12 is for use by Presbyteries to notify the Safeguarding Service of the Appointment or Retiral of Safeguarding Trainers and Presbytery Safeguarding Contacts;

SG13 is for use by persons appointed by Presbyteries as prospective Safeguarding Trainers, applying to the Safeguarding Service to begin the Accreditation process; and

SG14 is for use of anyone requesting a place on a Safeguarding Training Course.

Forms SG15 – SG19 are used to ensure Best Working Practice is followed. Four of them are consent forms and the fifth a Risk Assessment tool. See Safeguarding Handbook 4; 'Safeguarding In Practice'.

How to contact the Training and Development Advisor or the Safeguarding Service

The service is available 9.00am-4.45pm, Monday to Friday. You can leave a telephone or email message outwith this time.

The Church of Scotland Safeguarding Service
The Church of Scotland
121 George Street
Edinburgh
EH2 4YN

Tel: 0131 240 2256

Email: safeguarding@cofscotland.org.uk

Website: www.churchofscotland.org.uk

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Safeguarding Handbook 3 -
Safeguarding Training: what is available,
who it is for, and how to access it.

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