

Roman Catholic Diocese of East Anglia



TRAINING FOR PARISH SAFEGUARDING REPRESENTATIVES

Current child protection and vulnerable adult policies and procedures stress the importance of training and development in supporting safe practice in the Church with respect to preventing and responding to safeguarding concerns. The role description for the Parish Safeguarding Representative highlights the need for training and continuing development. The training areas outlined here are partly based on suggestions that were made in consultation with Parish Safeguarding Representatives.

It is our policy to ensure that training needs are matched by training opportunities so far as resources allow. All safeguarding role holders will have access to training and development opportunities commensurate with their role and responsibilities and existing level of knowledge and experience.

Training courses will be provided “in house” at times by employees or role holders within the Catholic Church. At other times it will be appropriate for external training to be accessed. The training needs identified below will not be met by a host of different training events; several areas are more likely to be addressed in a single event.



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Training needs...	To be delivered by...
Basic Child Protection and Vulnerable Adult awareness	LSCBoard SCO/SA/SO Commission Members
Definitions of child abuse and vulnerable adult abuse	LSCB SCO/ SA/SO Commission Members
Signs and symptoms of abuse	LSCB SCO/ SA/SO Commission Members
Prevention and protection	LSCB SCO/SA/SO Commission Members
Creating a safe environment in Church contexts	SCO/SO/SA
Statutory framework for safeguarding children and vulnerable adults	LSCBoard SA/SO SCO
Inter agency roles and responsibilities	LSCBoard SCO/SO/SA
Working with people who abuse (perpetrators)	External trainer
Barriers to disclosure / power issues	SCO / SA/SO
Safe recruitment processes (including CRB)	CSAS SCO SA
Skills for interviewing volunteers	External trainer/SCO/SA/SO
Key messages from "A Programme for Action" and "Safeguarding with Confidence"	SCO SA/SO
Counter signatory training	CSAS

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INDUCTION

General

Induction is the process which orientates a Parish Safeguarding Representative to their role and provides them with essential information and support, in the early stages, to enable them to do it well. It is a planned process, within set timescales, which aims to ensure that role holders receive the information and guidance they need to meet their responsibilities.

Induction helps the Parish Safeguarding Representative to understand the context within which they perform their role, and what is expected of them in relation to their conduct and how they perform their role.

The Church's Policy

Everyone in the Catholic Church in England and Wales performing a safeguarding role in respect of children and vulnerable adults has a right to go through an induction programme and has a responsibility to participate.

All new Parish Safeguarding Representatives will complete an induction programme, as far as possible tailored to the demands of their new role and their individual needs. The large number of reps in dioceses presents a challenge in this respect.

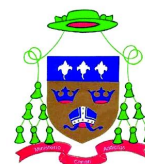
As well as helping us to provide high standards of service, a good induction will contribute to people getting the most out of their role.

The people responsible for ensuring that new Parish Safeguarding Representatives complete an induction programme are the Safeguarding Coordinator or Safeguarding Officer/Advisor and the Parish Safeguarding Representatives themselves.

The standards below describe the basic level of induction that new Parish Safeguarding Representatives should receive and suggest timescales for completion.



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Parish Safeguarding Representatives should...	This knowledge will be gained by...	
1) Be familiar with the values and principles that underpin work with children and vulnerable adults in the Catholic Church.	Reading the parish pack. Discussion with Safeguarding Coordinator/ Officer and other reps	3 Months
2) Understand the role of the PSR in the context of diocesan and parish safeguarding structures.	Reading a copy of their role description. Attending an introductory meeting.	3 – 6 Months
3) Have a working knowledge of relevant safeguarding policies and procedures for children and vulnerable adults including how to respond to concerns/ allegations received in the parish.	Reading the parish pack. Discussion with other reps and Safeguarding Coordinator/Officer	6 Months
4) Receive written information on who's who and what's what in the parish which includes local groups and activities.	Safeguarding Coordinator providing access to the parish pack and any necessary additional information.	3 Months
5) Attend training on Child and Vulnerable Adult abuse.	Attending appropriate training courses.	6 Months
6) Have a basic understanding of the signs and symptoms of child and vulnerable adult abuse.	Reading written definitions and information in parish pack. Attendance at basic awareness course. Discussion with SCO/SO	3 Months
7) Have a clear understanding of confidentiality and how it is maintained in a parish setting.	Reading the parish pack. Discussion with other reps and Safeguarding Coordinator/Officer.	1 Month
8) Receive clear information about the nature and level of support available from the Safeguarding Coordinator/ Safeguarding Officer/ peer group/ Parish Priest.	Referring to Parish Pack. Discussion with SCO/SO etc	1 Month
9) Be given clear information about meetings and training events that they are expected to attend.	Safeguarding Coordinator/ Safeguarding Officer providing access to information about meetings and training sessions.	3 Month
10) Understand the processes for recruiting/ appointing people in the parish to positions that bring them into contact with children/ vulnerable adults.	Reading the parish pack. Reading " Safeguarding Matters" newsletters from CSAS Discussion with other reps and Safeguarding Coordinator. Observing another PSR.	1 Month
11) Receive information about how to claim expenses, and how costs will be met e.g. for postage, photocopying.	Attending an introductory meeting.	1 Month
12) Be instructed on how to keep records.	Attending an introductory meeting.	1 Month

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SUPPORT FOR PARISH SAFEGUARDING REPRESENTATIVES

It is important to have support processes in place in order to help Parish Safeguarding Representatives to carry out the responsibilities of their role. By "support" we mean the provision of information, advice and guidance, and guaranteed access to a named person responsible for this. It also means providing a listening ear when necessary.

It is important that people carrying out safeguarding roles in the Church have access to regular support to help them to perform their role well and to reduce any risk of stress. It is also necessary to be proactive in making support available; this means that reps should know when they can expect to see or hear from people who are responsible for supporting them and that they feel able to ask for help when they need it without feeling that they shouldn't be bothering anyone.

Support for Parish Safeguarding Representatives will be provided by Safeguarding Coordinators, Safeguarding Officers/Advisors, Parish Priests, other Parish Safeguarding Representatives and possibly Commission members.

Support is frequently provided in groups, at Deanery meetings or training events, or by telephone or e mail contact, or through newsletters. What is important is that safeguarding representatives can rely on support and know what to expect. Given the large numbers of Parish Safeguarding Representatives and their wide geographical distribution in a diocese, this provides a challenge. Clear local support arrangements will be established that are appropriate for the individuals concerned, sensitive to local conditions and approved by the relevant Commission.

If a local safeguarding representative is struggling to perform the responsibilities of their role, they will be able to discuss any problems with the Safeguarding Coordinator or Safeguarding Officer. They must be addressed to enable them to carry out their responsibilities to a good standard. If concerns persist and performance cannot be improved, it will be necessary to remove an individual from their role so that the safety of children and vulnerable adults is not compromised.

Standards of support

- 1) PSRs will participate in an induction programme which commences as close as possible to the date of their appointment; this will be supported by access to information in the parish pack.
- 2) PSRs will have a contact telephone number and e mail address for their SCO/SO/SA.
- 3) PSRs will attend a minimum of one deanery meeting a year for training and support purposes
- 4) PSRs will be invited to attend a yearly meeting for informal networking with other PSRs
- 5) PSRs will be informed of important changes in practice, policy and procedure that affect their role through deanery meetings, newsletters, diocesan websites.



SECTION 4