

Responsible Person	Safeguarding Lead/HR Manager
Function	Safeguarding
Date Agreed	10 January 2022
Review Date	10 January 2025
Version No.	3
Supporting Documents	<ol style="list-style-type: none"> 1. Employee Handbook May 2021 2. Staff Recruitment Policy 2019 3. Church of England's Safeguarding Learning & Development Framework April 2021 4. Church of England's Practice Guidance: Safeguarding Training & Development 2019 5. Rochester Cathedral Safeguarding Training Plan 2022-2024

STAFF SAFEGUARDING TRAINING – POLICY & PROCEDURE

1. Introduction

- 1.1. This Policy and its supporting procedures, sets out the Church of England's (CofE's) safeguarding and learning pathways that form part of the CofE's Safeguarding, Learning and Development Framework document and the CofE's Practised Guidance - Safeguarding Training & Development 2019. This policy also dovetails with the Cathedral Safeguarding Training Plan - copy attached **Appendix 1**.
- 1.2. For this policy and its supporting procedure to be effective, it is essential for all managers to be familiar with these documents. The responsibility for ensuring that this happens lies with the Human Resource (HR) Manager.

2. Scope

- 2.1. This policy applies to all staff and clergy. Volunteers have their own separate training policy.

3. Policy

- 3.1. This policy sets out the training requirements with regards to safeguarding and is reviewed on a 3-year basis or when there are changes to the CofE's Guidance and framework documents.

4. Responsibility

- 4.1. Day to day responsibility sits with all line managers to ensure that their staff are aware of this policy and that staff complete the appropriate safeguarding training modules and refresh the training in accordance with this policy.
- 4.2. All staff and clergy are required to undertake mandatory safeguarding training at various levels depending on their specific roles. The levels of training required to be undertaken are set out in **Appendix 2** attached.

5. Core safeguarding learning pathways and timescale

- 5.1. Core safeguarding learning pathways have been developed as a modular programme which builds learning according to role. These pathways should be completed in consecutive order until an individual has reached the required highest level of learning for their role. Additional safeguarding learning pathways have been developed to further enhance safeguarding knowledge in specific practice areas, or for specific roles. The core pathways identified below (1-4), and the additional learning modules are set out below along with the timescale for completion of the training:

Level	Module
1.	Basic Awareness - within first week of employment start.
2.	Foundation - within one month of employment start.
3	Leadership - within six months of employment start.
4	Senior Leadership – when courses are made available by the National Safeguarding Team (NST) – ideally within twelve months of employment start.
	Safer Recruitment and People Management (SR&PM) within six months of employment start.
	Domestic Abuse - within twelve months of employment start
	Introduction to Modern Slavery - within twelve months of employment start.

- 5.2. All staff are required to undergo refresher training which must be completed at three yearly intervals, and it must be undertaken at the highest required level previously undertaken for the core pathways, in addition to refreshing Domestic Abuse, Introduction to Modern Slavery and SR&PM.

6. Exemptions

- 6.1. The Dean and the Cathedral Safeguarding Officer (CSO) will consider granting exemption in special circumstances. In the event an exemption is granted then this will be recorded on the relevant staff HR file.

7. Procedures - Access to training

- 7.1. Basic Awareness, Foundation, Introduction to Modern Slavery, Domestic Abuse and Safer Recruitment and People Management are all online courses accessible via the CofE training website portal.
- 7.2. Leadership is delivered face to face and/or via an online platform, e.g. zoom and delivered by the Diocesan Safeguarding Team.
- 7.3. Senior Leadership is delivered by the NST.

8. Record Keeping

- 8.1. On completion of any training, staff should report back to their line manager along with the presentation of a certificate, if provided. In the absence of a certificate a screen shot will suffice.
- 8.2. The line manager will then ensure that HR is aware for the records to be updated.
- 8.3. For clergy, the HR Manager and the Dean's Personal Assistant (Dean's PA) should be made aware of any training completed for record keeping, including the presentation of any certificate/screen shot.

9. Evaluation

- 9.1. Where face to face training is given the feedback will be sought by the trainer at the end of a session and will be monitored by Cathedral Safeguarding Group (CSG).



Signed:

Dated:10/01/2022.....

Rochester Cathedral Safeguarding Training Plan

Introduction

In April 2021, The Church of England House of Bishops issued a document entitled *Safeguarding Guidance: Safeguarding Learning and Development Framework 2021*.

This Training Plan emerges from recommendations made in that document and is to be read and implemented in connection with two Cathedral training policies, for Staff and for Volunteers which are reviewed by Chapter annually. This plan is in the first instance for three years, 2022-2024.

The Framework sets out the Church's safeguarding learning pathways, and expectations of Church officers in respect of those pathways. An essential dimension of Safeguarding learning and training is to create, promote and sustain a healthy Christian culture, particularly in the light of the 2020 IICSA report and other research which identified a need to change the cultural DNA of the Church in relation to safeguarding. Consequently, various learning pathways have been developed, with flexible delivery methods, and this Plan sets out a means of navigating these pathways such that it is clear how training will be delivered in Rochester Cathedral effectively, efficiently, measurably and practically.

Overview

There are general and specific courses to be completed by various individuals, as set out in the Cathedral policies referring to volunteers and staff. These are: Basic Awareness, Foundation, Leadership and Senior Leadership. Hitherto these were referred to as C0-C4, but this nomenclature has been replaced. There are also specific courses and learning modules relating to Domestic Abuse, Safer Recruitment and Modern Slavery which are apposite to the needs, contexts and circumstances of Cathedral staff and volunteers. The Senior Leadership Course is done in collaboration with the Diocese and is delivered by the National Safeguarding Team (NST), on an online interactive platform. Some other courses are delivered as online modules, but as Covid restrictions ease may also be delivered in person.

Some courses are delivered through the CofE Safeguarding website and are undertaken by individuals working alone in a static online learning environment. Successful participants are issued with a certificate. This approach has been invaluable during the pandemic and will continue to be a preferred option for some training and the Cathedral will continue to promote this approach where appropriate. For those who simply cannot undertake online activities some provision for face-to-face classes will be provided. The recommended training ratio is 1:6 with group sizes being 12 (optimum) to 24 (maximum). Rochester Cathedral will deliver safeguarding pathways in a way that retains fidelity to the core elements of the pathway as set out by the NST.

Evaluation is a key dimension of learning and training, and this will be conducted as part of face-to-face sessions, and by follow up questionnaires and meetings giving opportunity for feedback and consolidation. The CSG will also monitor this. Records of courses completed are kept by the VM and HRM for volunteers and staff respectively, accessible to the CSO and CSL.

The National Framework makes provision for a 'Link Person' and 'Support Person', the Cathedral will work with the Diocese to identify suitable people to train and take on these roles.

This Plan will be endorsed and regularly reviewed by the CSG with reference to the Safeguarding Action Plan (SAP).

Online delivery (red) In person delivery (green)

Module/ Course	Delivery Method(s)	Resources needed	Cost implications	Responsible person	Frequency
Basic Awareness	Online NST Platform In person gathering for those who cannot, groups up to 24 people.	Personal internet connection and facility/aptitude Travel to the cathedral; 'classroom' with screens, internet connection, up to four facilitators, refreshments	None Staff/facilitator time, refreshments	VM/CSL CSO, CSL, other trained facilitators	Twice a year
Foundation	Online NST Platform In person gathering for those who cannot, groups up to 24 people.	Personal internet connection and facility/aptitude Travel to the cathedral; 'classroom' with screens, internet connection, up to four facilitators, refreshments	None Staff/facilitator time, refreshments	VM/CSL/DPA CSO, CSL, other trained facilitators	Twice a year
Leadership	Online (Zoom) course or Diocesan in-person	Personal internet connection and facility/aptitude	Staff time/travel	CSO/VM/DPA Trained facilitators	Delivered by Diocese
Senior Leadership	NST online platform, e.g. Zoom.	Personal internet connection and facility/aptitude	Purchase of reading materials, staff time.	NST	TBC by NST
Safer Recruitment	Online Module on Safeguarding Portal In-person seminar for staff. Interview skills, hands-on course	Personal internet connection and facility/aptitude Travel to the cathedral; 'classroom' with screens, internet connection, up to four facilitators, refreshments	Staff time	CSO/CSL/DPA/HR	Annual Seminar
Domestic Abuse	Online NST Module In person gatherings for staff and Volunteers	Personal internet connection and facility/aptitude Travel to the cathedral; 'classroom' with screens, internet connection, up to four facilitators, refreshments	Staff time	CSL	Twice a year
Modern Slavery	Online NST Module In person gatherings/seminars for staff and Volunteers	Personal internet connection and facility/aptitude Travel to the cathedral; 'classroom' with screens, internet connection, up to four facilitators, refreshments	Staff time	CSL	Annual Seminars

CSL – Cathedral Safeguarding Lead (Canon Chancellor)

CSO – Cathedral Safeguarding Officer

VM – Volunteer Manager

DPA – Dean's Personal Assistant

HRM – HR Manager

NST – National Safeguarding Team

CSG - Cathedral Safeguarding Group

SAP – Safeguarding Action Plan

Rep – Specific representative from the CSG

D of R – Rochester Diocese Safeguarding Team

GG/GB September 2021

APPENDIX 2

KEY: **BA** = Basic Awareness; **F** = Foundation; **L** = Leadership; **SL** = Senior Leadership; **DA** = Domestic Abuse; **MS** = Introduction to Modern Slavery; **SR&PM** = Safer Recruitment & People Management

Level of Training	1.	2	3	4			
Learning Modules	BA	F	L	SL	DA	MS	SR&PM
Role							
Assistant Director of Music and Sub-organist	✓	✓	✓		✓	✓	✓
Assistant Gardener	✓	✓			✓	✓	
Assistant Verger	✓	✓			✓	✓	
Chapter Clerk – Executive Director	✓	✓	✓	✓	✓	✓	✓
Choir Librarian	✓	✓					
Choral Animateur	✓	✓	✓		✓	✓	
Cleaner	✓	✓			✓	✓	
Commercial & Marketing Manager	✓	✓			✓	✓	
Dean's PA & Office Manager	✓	✓			✓	✓	
Dean's Verger	✓	✓			✓	✓	
Development Officer	✓	✓			✓	✓	
Director of Music and Organist	✓	✓	✓	✓	✓	✓	✓
Deputy Lay Clerk	✓	✓			✓	✓	
Education Officer	✓	✓	✓		✓	✓	✓
Education Team (Casual)	✓	✓			✓	✓	
Education Team (Lunchroom Cleaner)	✓	✓			✓	✓	
Estates Manager	✓	✓			✓	✓	
Events Officer	✓	✓			✓	✓	
Events Team (Casual)	✓	✓			✓	✓	
Exhibition Assistant	✓	✓			✓	✓	
Finance Officer	✓	✓			✓	✓	
Finance Manager	✓	✓			✓	✓	
Gardener	✓	✓			✓	✓	
Head Verger	✓	✓	✓		✓	✓	✓
Hospitality & Catering Supervisor	✓	✓			✓	✓	
HR Manager	✓	✓	✓		✓	✓	✓
Office Administrator	✓	✓			✓	✓	
Operations Support Assistant	✓	✓			✓	✓	
Principal Lay Clerk	✓	✓			✓	✓	
Project Coordinator	✓	✓			✓	✓	
Sound & Light Advisor	✓	✓			✓	✓	
Visitor Services Assistant	✓	✓			✓	✓	
Visitor Services Supervisor	✓	✓			✓	✓	
Vocal Coach to Choir (self-employed)	✓	✓			✓	✓	
Volunteer Manager	✓	✓	✓		✓	✓	✓

Chapter Roles	BA	F	L	SL	DA	MS	SR&PM
Dean and Residentiary Canons	✓	✓	✓	✓	✓	✓	✓
Lay Canons	✓	✓	✓		✓	✓	✓