



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

## VOLUNTEER 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's Safeguarding Training Plan - copy attached **Appendix 1**.
- 1.2. For this policy and its supporting procedure to be effective, it is essential for all volunteers to be familiar with this Policy. The responsibility for ensuring that this happens lies with the Volunteer Manager (VM).

### 2. Scope

- 2.1. This policy applies to all volunteers working for the Cathedral in any capacity. Staff and clergy have a separate training policy.

### 3. Policy

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

### 4. Responsibility

- 4.1. The day to day responsibility for ensuring that all volunteers complete the appropriate level of training and refresher training lies with the VM.

4.2. All volunteers are required to undertake the mandatory safeguarding training at the appropriate level depending on their specific role. The levels of training required are set out in **Appendix 2** attached as indicated by a black tick. All volunteers are encouraged to undertake Foundation, Domestic Abuse and Introduction to Modern Slavery modules even if not required to do so, as indicated by a red asterisk. A prerequisite for assisting with special events on the Cathedral floor is the successful completion of the Foundation module.

## 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 (1-3) and the additional learning modules are set out below along with the timescale for completion of the training:

Level	Module
1	Basic Awareness - before start to volunteer
2	Foundation - before start to volunteer
3	Leadership - booked within 6 months after start of volunteering
	Domestic Abuse - within 12 months of volunteering
	Safer Recruitment and People Management (SR&PM) - within 6 months of volunteering
	Introduction to Modern Slavery - within 12 months of volunteering

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 Cathedral Safeguarding Lead (CSL) will, in consultation with the VM and the Cathedral Safeguarding Officer (CSO), consider granting exemption in special circumstances. In the event an exemption is granted then this will be recorded on the relevant volunteer file.

## 7. Procedures - Access to training

7.1 Basic Awareness, Foundation, Domestic Abuse, Introduction to Modern Slavery and SR&PM training are online modules accessible via the CofE's training website portal.

7.2 From time to time face to face training in Basic Awareness and Foundation will be offered.

## 8. Record Keeping

8.1. On completion of any training, volunteers should report back to the VM along with the presentation of a certificate, if provided. In the absence of a certificate a screen shot or copy of the confirmation email will suffice.

8.2. The VM will ensure that training records are updated.

8.3. For volunteer members of Cathedral committees, the Dean's Personal Assistant (Dean's PA) and the CSL should also be made aware of any training completed for record keeping, including the

presentation of any certificate/screen shot/confirmation email when a certificate has not been produced.

**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 the Cathedral Safeguarding Group (CSG)

A handwritten signature in black ink that reads "P. J. McKeth". The signature is written in a cursive style with a horizontal line underneath the name.

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's 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 Volunteer Manager (VM) and Human Resources Manager (HR Manager) or volunteers and staff respectively, accessible to the Cathedral Safeguarding Officer (CSO) and the Cathedral Safeguarding Lead (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 Cathedral Safeguarding Group(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, eg 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

KEY: BA = Basic Awareness; F = Foundation; L = Leadership; DA = Domestic Abuse; MS = Modern Slavery, SR&PA = Safer Recruitment and People Management

Level of Training	1	2	3			
Learning Module	BA	F	L	DA	MS	SR & PM
Volunteer Role						
Admin Volunteer	✓			*	*	
Bell Tower Captain	✓	✓	✓	✓	✓	✓
Bell Ringers	✓	✓		✓	✓	
Brass Cleaners	✓	✓		*	*	
Café in the Crypt	✓	✓		✓	✓	
Cashier - shop	✓	✓		*	*	
Chalice Assistant	✓	✓		*	*	
Cathedral Council – Members	✓			*	*	
Cathedral Pastor	✓	✓		✓	✓	
Chaplain - Cathedral	✓	✓	✓	✓	✓	
Chapter Members – Lay Canons	✓	✓	✓	✓	✓	✓
Children's Choir Chaperone	✓	✓		✓	*	
Children and Young Person's Representative	✓	✓		✓	✓	
Chorister Chaperone	✓	✓		✓	*	
Costumed Interpreter	✓	✓		✓	✓	
Deputy Bell Tower Captain/Steeple Keeper	✓	✓		✓	✓	
Deputy Head Server	✓	✓		✓	✓	
Embroiderer	✓	✓		*	*	
Events Hosts	✓	✓		✓	✓	
Fabric Advisory Committee Members	✓					
Finance Assistant – GH Office	✓			*	*	
FRAC - Committee Members	✓			*	*	
Flower Arranger	✓	✓		*	*	
Flower Guild Volunteer	✓	✓		*	*	
Gardener	✓	✓		*	*	
Guide	✓	✓		✓	✓	
Head Server	✓	✓		✓	✓	✓
Health & Safety Committee Members	✓			*	*	
Home Communion	✓	✓		✓	✓	
Intercessors	✓	✓		*	*	
Lay Ministers	✓	✓	✓	✓	✓	
Learning, Schools & family volunteers	✓	✓		✓	✓	
Library Welcomer	✓	✓		✓	✓	
Licensed Lay Ministers (LLMs)	✓	✓	✓	✓	✓	
Mascots	✓	✓		*	*	
Nominations Committee Members	✓			*	*	
Pastoral Assistants	✓	✓	✓	✓	✓	

Pastoral Care Team	✓	✓		✓	✓	
Prayer Ministry Team	✓	✓		✓	✓	
Priest Vicar	✓	✓	✓	✓	✓	
Reader - Bible	✓	✓		*	*	
Servers	✓	✓		✓	✓	
Stewards Chairman	✓	✓		✓	✓	✓
Stewards	✓	✓		✓	✓	
Sunday Club Coordinator	✓	✓	✓	✓	✓	✓
Sunday Club Helper	✓	✓		✓	✓	
Sunday Club Leader	✓	✓		✓	✓	
Tea /Coffee Volunteer	✓	✓		✓	✓	
Visitor Experience Volunteer	✓	✓		✓	✓	
Voluntary Choir	✓	✓		*	*	
Volunteer Deputy Lay Clerk	✓	✓		*	*	
Vulnerable Adult Representative	✓	✓		✓	✓	
Work Experience	✓	✓		*	*	

✓ Ticks – Mandatory

\* Asterisk – voluntary module but encouraged to do.