**

**Diocesan Safeguarding Trust Training Strategy Template**

**Aim of Strategy**

To ensure that all clergy, staff, volunteers, Junior helpers and panel members within the Diocese of *(insert name of diocese)* are familiar with the Safeguarding Trust and ancillary policies and how to implement them in their children’s work at parish and diocesan level.

**Training Strategy**

The Diocesan Support team on behalf of the Bishop and Diocesan Council shall be responsible for the provision of Safeguarding Trust training within the Diocese of *(insert name of diocese)*. The Diocesan Council shall ensure that the necessary resources are provided to carry out this Diocesan Safeguarding Trust training strategy.

Training will be provided on a number of levels:

1. New Staff and Volunteer (Basic Awareness)

The Diocesan Support Team shall ensure that regular Safeguarding Trust trainings for new staff and volunteers are provided at a local level so that all new staff and volunteers can attend training within 12 months of their appointment.

The Safeguarding Trust training session aims to provide staff and volunteers with a greater understanding of Safeguarding Trust and to help them to know how to fulfil their responsibilities in their children’s work.

Clergy (who are not incumbents or curates) should attend the new staff and volunteer training.

1. Panel training (Designated Liaison Person)

The Diocesan Support Team shall ensure that regular Safeguarding Trust trainings for Panel Members are provided at a local level so that all new panel members can attend training as soon as possible but not longer than 12 months from their appointment.

The Safeguarding Trust training session aims to provide panel members with a greater understanding of Safeguarding Trust and to equip them to fulfil their role and responsibilities as panel members.

All incumbents and curates should attend panel training.

1. Junior Helper training

The Diocesan Support Team shall ensure that Safeguarding Trust trainings for Junior Helpers are provided at a local level to meet the needs of parishes/diocese.

The Safeguarding Trust training session aims to introduce Junior Helpers to Safeguarding Trust and to provide them with guidance on how to keep themselves safe as they help with the children’s work in their parish/diocese.

1. Refresher training

The Diocese of *(insert name of diocese)* shall require all staff and volunteers to refresh their Child Safeguarding Trust Training every *(insert number of years)* so that they can be kept up to date with all developments in relation to child protection and Safeguarding Trust.

The Diocese of *(insert name of diocese)* shall require all panel members to refresh their Child Safeguarding Trust Training every *(insert number of years)* so that they can be kept up to date with all developments in relation to child protection and Safeguarding Trust.

The Diocesan Support Team shall ensure that regular refresher trainings for staff, volunteers and panel members are provided at a local level so that all staff, volunteers and panel members can ensure that their training is kept up to date.

All clergy should attend a refresher training when due for refresher training.

**Training Registers**

The Diocesan Support Team shall maintain a database of all those who attend training and provide information to parishes on the staff and volunteers and panel members from that parish who have attended training.

Each Parish Panel shall maintain a register of training information which shall include:

* Details of clergy, staff, volunteers and panel members who attended trainings
* Details of level of training completed by each staff member, member of the clergy, volunteer and panel member
* Details of when clergy, staff, volunteers and panel members should next attend training
* Details of staff and volunteers who have completed the Declaration of Acceptance

**Training Needs Analysis**

The Diocesan Support Team shall utilise the information provided on the Triennial audit forms to identify the number of new staff and volunteers who require training and the number of clergy, staff and volunteers and panel members who require refresher training and organise training events to meet the need.