

TRAINING

1. The National Office and the Dioceses should provide regular opportunities for training on the **National Policies and Procedures for Safeguarding** contained in the '**Awareness and Safety in Our Catholic Communities**' handbook. This handbook is for clergy, religious, paid and voluntary members of parishes, dioceses, congregations and associated organisations involved in the care, welfare and protection of children, young people and adults at risk.
2. All clergy, parish co-ordinators, link co-ordinators for religious congregations, presidents and leaders of associated organisations **must** attend the necessary training to enable them to carry out their roles and responsibilities.
3. As part of ongoing development, a member of clergy in charge of a parish should aim to access appropriate training on safeguarding policies for all his volunteers and paid staff in ministry with vulnerable groups.
4. The training should enable clergy, religious, paid staff and volunteers to feel confident that they know and understand their role and responsibilities when carrying out their ministry with children and/or adults at risk.
5. A training programme should be seen as an ongoing, continuous process, integral to long-term development. Training should not be a one-off event. Opportunities for dialogue between participants will enable an exchange of experiences and perspectives. Such training will develop a deeper understanding of the role and responsibilities of the Church and its relationship with the statutory agencies in protecting children and adults who are at risk from harm.
6. Clergy, religious, staff and volunteers should receive training to include information about how to respond to concerns/allegations of abuse.
7. Information sessions on health and safety procedures, identifying and reporting abuse, and confidentiality should be given as a priority to clergy, religious, members of paid staff and volunteers.
8. To ensure training is effective, giving the workforce the confidence they need, trainers with the necessary skills and expertise are used.

9. DIOCESAN TRAINING CO-ORDINATOR

9.1 Each Diocese has appointed a Training Co-ordinator. This individual will work closely with his/her Diocesan Adviser/members of the Diocesan Team and the National Office, and will be able to call on their support.

9.2 *The Key Tasks of the Diocesan Training Co-ordinator*

9.2.1 The Diocesan Training Co-ordinator will assist the Diocesan Adviser/Team by:

- ***making contact with the Parish Priest/Dean and agreeing a suitable date and the maximum number of participants for the training course, noting the contact's telephone number for any future arrangements that may arise;***
- ***making further contact, prior to the course date, to confirm course details and obtain a participants' list;***
- ***making out participant certificates and arranging their distribution either at the end of the course or via the participant's home parish;***
- ***forwarding participant evaluations and trainer's report to the Diocesan Adviser/Team;***
- ***ensuring as far as possible that the necessary equipment is available and is in working order;***
- ***providing materials, e.g. handouts, exercise sheets, Welcome Guides, Leaflets – 'A Summary of Good Practice for Paid and Voluntary Workers', as required.***

10. COURSES

10.1 There is currently a range of courses available to meet the needs of the differing groups within the Dioceses. The training materials produced by the National Office, in collaboration with key personnel across the Dioceses, and distributed to the Diocesan Training Co-ordinator in each Diocese are designed to be used by those with a responsibility for delivering training to volunteers, parish workers, clergy and religious who have a responsibility for activities involving vulnerable groups. They are intended to assist the implementation of the National Safeguarding Policies on safe recruitment and recognising and responding to abuse allegations and concerns.

10.2 ***The Volunteer Course***

10.2.1 The volunteer course is a two-hour session for individuals who are in ministry with children/adults at risk in any capacity, whether paid or not. The main resources used for this course are the '***Awareness and Safety in Our Catholic Communities Welcome Guide***' and the leaflet '***A Summary of Good Practice for Paid and Voluntary Workers***', which will figure prominently during the presentation and discussions. Attendance on this course is strongly encouraged.

10.2.2 *Suggested Training Protocol*

10.2.2.1 Volunteer courses are organised at local level, by either a single parish, a group of parishes or a Diocese, and it is the responsibility of a Diocese to organise courses to meet locally identified needs and demands.

10.2.2.2 A parish should:

- ***arrange a suitable venue having consideration for accessibility, participant comfort and refreshments;***
- ***liaise with the Diocesan Training Co-ordinator/Diocesan Office to request a Diocesan Trainer to run the course. Where there is no available Diocesan Trainer, the Diocese should request the National Office make arrangements for the National Co-ordinator to attend on a mutually acceptable date;***
- ***liaise with the Diocesan Trainer to provide or organise the provision of a screen or suitable wall on which to project images;***
- ***notify the Diocesan Training Co-ordinator/Diocesan Office of the course and venue so that details may be entered onto the training calendar;***
- ***record details of the participants and be responsible for notifying both them and the Diocesan Trainer of any circumstances affecting the course.***

10.3 ***The Parish Co-ordinator's Course***

10.3.1 The Parish Co-ordinator's course is a mandatory course that both informs Parish Co-ordinators about the safeguarding roles and responsibilities of the child care/adult at risk workers within their parishes and of their own responsibilities regarding the recruitment, support and management of those volunteers.

10.3.2 Parish Co-ordinators' training is organised by the Dioceses and the National Office, both on an annual rolling programme and by demand where specific need has been identified.

10.3.3 The duties associated with the Parish Co-ordinator's role require that they are kept up to date with changes in legislation, policy and practice.

10.4 *Conferences, Road Shows and Information Sharing*

10.4.1 A whole range of national, diocesan and religious training resources have been prepared to cover a broad spectrum of topics, including:

- ***safety on pilgrimages;***
- ***assessing and managing those who pose a risk – offender management;***
- ***introduction to the Scottish government – protecting vulnerable groups scheme;***
- ***working with adults at risk;***
- ***impact of sexual abuse;***
- ***induction training;***
- ***exploitation of children through child abuse imagery – child exploitation and online protection.***

10.4.2 It is vital that laity, clergy and religious are given support and advice on the practical implications of applying safeguarding procedures within their own community/parish.