

Guidance for Delivery of Safeguarding and Awareness Raising Training

1.0 Introduction

The standards and guidance document of the Catholic Church in Ireland sets out 7 safeguarding standards which each diocese or religious congregation must work towards for the protection of children and the adults the work with them. Standard 4 outlines the requirements on the Church to provide appropriate training and education to keep children safe, and the standards provide a number of criteria to assess practice, which is outlined below:

- Criteria 4.1 – All Church personnel who work with children are inducted into the Church’s policy and procedures on child protection when they begin working within Church organisations
- Criteria 4.2- Identified Church personnel are provided with appropriate training for keeping children safe with regular opportunities to update their skills and practice.
- Criteria 4.3- Training is provided to those who deal with additional responsibilities such as recruiting and selecting staff, dealing with complaints, disciplinary processes, managing risk, acting as a DLP.
- Criteria 4.4- Training programmes are approved by the National Board for Safeguarding Children in the Catholic Church in Ireland and updated in line with current legislation, guidance and best practice.

This guidance is primarily concerned with criteria 4.1 and 4.2. It clarifies the requirements of training and the responsibilities on Church personnel to provide basic awareness raising training to identified personnel in each diocese/religious congregation.

2.0 Levels of Awareness Raising Training

Current awareness raising training is offered in two programmes:

1. Full Day Awareness Raising Training- This training lasts a day (or 8 hours) and covers the following four areas:
 - a. The Seven Safeguarding Standards
 - b. What is Safeguarding
 - c. Recognising Responding and Reporting
 - d. How to Safeguard and Roles Involved in Safeguarding
2. Information Sessions - These sessions are shorter in length and cover the reporting procedures required under Standard 2 of the Standards and Guidance document.

3.0 Who Delivers the Training?

Training and its delivery should be co-ordinated by the safeguarding committee of each diocese or religious congregation. The Bishop/Provincial must ensure that local audits are carried out by local safeguarding representatives to identify Church personnel who require training. These audits are examined by the safeguarding committee who will make decisions as to which level of training is required for the personnel identified through the audit process (see section 4.0).

The Full Day Awareness Raising Training can only be delivered by trainers who have been registered with the NBSCCCI.

Information Sessions are primarily delivered by trainers but can be delivered by local safeguarding representatives who the registered trainers have trained.

4.0 Who is the Training Delivered To?

Using the information gathered from the local audit the safeguarding committee must make a decision as to the level of training required for each person. To do this the following guidance should be used as a minimum requirement:

- For each Church activity that involves children, at least one leader/co-ordinator must attend a full day awareness raising session.
- All clergy/religious must attend a full day awareness raising session.
- Any personnel with a key position of responsibility for safeguarding must attend a full day awareness raising session (e.g. DLP, adviser, support person, safeguarding committee member, advisory panel member, local safeguarding representative)
- All other volunteers within the Church must attend an information session.

In accordance with criteria 4.1 regardless of the level of training required all volunteers within the Church are required to abide by good safeguarding practice including signing declaration forms, agreeing to abide by the code of conduct outlined in the Safeguarding Policies and Procedures of each diocese/religious congregation.

5.0 When Should Personnel be Retrained?

Following criteria 4.4 the NBSCCCI will update training and deliver this to registered trainers in line with developments in best practice and new legislation. It is expected that if there are significant changes the trainers will deliver updates to new and existing personnel in each diocese or religious congregation, how this is delivered can be decided on, in consultation with the safeguarding committee and appropriate safeguarding personnel.

If no updated training is required, all personnel should be retrained at least every 3 years.

As part of Criteria 4.4, the NBSCCCI currently offer training to key personnel in the Catholic Church including safeguarding committee's to help train them in their role. For more information please contact niall.moore@safeguarding.ie.