Roles and Safeguarding Training Table

Role	Basic Awareness *	Foundation *	Leadership *	Domestic Abuse	Parish Safeguarding Officer Induction	Safer Recruitment & People Management
Licensed Clergy	✓	✓	✓	✓		✓ + 6
Licensed Lay Ministers / Readers	✓	✓	✓	✓		6
Licensed Readers	✓	✓	✓	✓		
Clergy with PTO	✓	✓	1	✓		
Readers with PTO	✓	✓	2	✓		
Lay Funeral Officers	✓	✓	✓ + 3	✓		
Non-Licensed Lay Ministry (e.g. youth and children worship leaders, pastoral ministers, private worship leaders etc.)	✓	✓	✓ + 4	✓		6
Parish Safeguarding Officer	✓	✓	✓	✓	✓	✓
Church Warden	✓	✓	✓ + 5	✓		6
PCC Members	✓	✓		✓		6
All those working with children, young people or vulnerable adults including choir/music leaders	✓	✓	4	✓		
Tower Captains	✓	✓	✓ + 8	✓ + 7		
Vergers	✓	✓		✓ + 7		
Parish DBS Officers or Administrators	✓	✓				✓
Roles which offer a profile within the church and/or ministry **alongside** children and vulnerable adults; e.g. welcomers, homegroup leaders, organists, adult bell ringers, choir and worship band members	✓	✓		✓ + 7		

The Learning and Development Framework [2024] provides the **'guiding principle'** that all who "significantly influence the culture of their church body" should attend the Leadership pathway. Those in other roles are expected to attend the online Basic Awareness and Foundation pathways. The grid above sets out the expectations for various roles; where a footnote number is shown in a box, there can be some local determination about which pathway is most appropriate (notes are shown below the grid), although where there is also a tick and a number shown then the Diocese would recommend that the course should be completed if possible. Where roles exist which are not specified above, consideration of the 'guiding principle' should determine which pathway is appropriate. If advice is required, please contact liam.mccormack@coventry.anglican.org

Ensuring that Safeguarding Training and Safer Recruitment is completed within these guidelines is the responsibility of the PCC and the decisions taken about which pathway is followed for those roles with footnotes above **should be minuted** by the PCC.

Notes

***** - These courses all form part of the core safeguarding pathway. If the role requires for them all to be completed then they should be done in sequence but once completed only the course at the highest level **must** be renewed every 3 years (n.b. it is best practice to refresh them **all)**.

1. The pathway followed will depend on the level of activity and their profile within the church community; it is assumed most will do the separate PTO pathway and not the Leadership pathway but either course is usually acceptable. Agreement on this is required with their Designated Responsible Person and where necessary the Bishop.
2. The pathway followed will depend on the level of activity and their profile within the church community; it is assumed most will complete the separate PTO pathway and not the Leadership pathway but either course is usually acceptable. A decision to deviate from this will require the agreement of the Incumbent, the Warden of Readers and the Bishop.
3. A Funeral Officer is obviously someone who "significantly influences the culture of their church body" and so the default position should be that the leadership course should be followed. As this may not have happened before, then training should be done before renewal of licence.
4. Where there is a significant leadership responsibility, membership of a local leadership team, or the supervision of other workers, the leadership pathway must be followed.
5. Should a parish move into a vacancy Church Warden(s) **will be** expected to complete this pathway before the Incumbent leaves (but no later than 3 months afterwards). Therefore, the Diocese Safeguarding Team strongly advise completion of this course in preparation should vacancy occur.
6. Access to this pathway would be locally determined to match parish requirements e.g. if there is active involvement in the recruitment process, or line management of paid or volunteer workers then this course **must** be taken.
7. Access to this pathway is recommended rather than required, however the Diocese Safeguarding Team would **strongly** encourage completion of this course (note that if role involves participation in a youth group or any work with children and/or vulnerable adults then it must be completed).
8. Tower captains at prominent towers (cathedral, towers with frequent visitors or people learning – including membership of a ringing school or youth group) and the district chair/district lead of bellringing guilds/councils must complete the leadership pathway.