

## Safeguarding training needs assessment

### Summary

If you **will be** exercising a leadership role then you must have up to date Leadership training (formerly known as C2). You must also have undertaken Foundation (C1) training at some point, even if it has now expired.

If you **will not be** exercising a leadership role, then you must have up to date Foundation (C1) training<sup>1</sup>. In due course a specific PTO training pathway will replace the option of Foundation (C1) training, but this has not yet been rolled out in this diocese.

**PTO cannot be granted to clergy without in-date Foundation OR Leadership level (C1 or C2) training in place.**

Which level of training is needed should be decided jointly by the PTO applicant and their sponsor, depending on the level of leadership they will be exercising or be seen to be exercising. If the sponsor feels it is a marginal decision, they can consult the Rural Dean who can make a final decision. If the decision is disputed, the PTO applicant, the sponsor or the Rural Dean can contact the archdeacon, who will decide after consulting with the Diocesan Safeguarding Team as necessary.

### Is a PTO holder exercising significant leadership in a parish?

Leadership level training (formerly known as C2) is needed for those whose ministry is described by any of the below:

- Are ministering in a parish in vacancy or in circumstances such as the long-term sick leave of the incumbent
- Are named as being on the leadership team of the parish (eg on the parish website)
- Lead any ministries for children, young people, or vulnerable adults
- Have a particular congregational leadership eg in a multi-parish benefice / in regularly leading a specific Sunday service
- Are regularly undertaking significant pastoral work including home visiting, hospital visiting, nursing home visiting

### Examples

- Fr John is 79 and has PTO in St Swithun's benefice of 4 rural churches. He presides at Eucharistic services about 8 times a year across the 4 different churches. He presides more often when the incumbent is on holiday. He takes about 3 funerals a year. He does not attend ministry team meetings. His name and number are not listed in the Parish Magazine for 'who to contact'. He is not required to take Leadership level safeguarding training.

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<sup>1</sup> It is acceptable to have up to date Leadership training (C2) instead, but in that case you must also have undertaken Foundation (C1) training at some point, even if it has now expired.

However at Christmas, Fr John's parish goes into vacancy. There are no other PTO priests to help, so he takes on leading 2 Sunday services and the midweek homegroup, as well as parish funerals. The Rural Dean reviews the position with Fr John, and they agree he does now need to take Leadership level safeguarding training.

- Susan is 68 and has PTO in St Paul's parish, where she is described as the 'Assistant Minister'. She is on the rota once a month to either preach or preside at one of the two morning services. She helps with the Wednesday lunch club for elderly people. She goes into a nursing home leading a small team once a month to lead a service of the word. She takes about 6 funerals a year and 2 weddings. She sometimes takes baptisms and does baptism visits. She spends 2 months a year abroad to see her grandchildren. Susan needs to take Leadership level safeguarding training because she is regularly leading worship and going alone into parish homes on baptism visiting, as well as regularly ministering in a leadership capacity to vulnerable elderly people.
  
- Trevor is recently retired. He was a very high profile priest in the diocese and held national-level portfolio work for the Church of England. He has said that he does not want to be named on the website of the parish and only wants to do sporadic services in the parish after such a demanding ministry over many decades. The level of influence Trevor holds in the parish is disproportionate to the modest quantity of ministry he undertakes. Trevor asks his incumbent, who asks the Rural Dean whether he needs Leadership Level Training. The Rural Dean decides that because of Trevor's previous roles, his influence, and the respect with which he is held and known across the community, it is appropriate for Trevor to take the training.