

Overview of Training and Training Needs Analysis Report

1st April 2019 to 31st December 2020

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Training Overview

The Safeguarding Office has responsibility to coordinate safeguarding training within Down and Connor. Training is currently offered in the areas of Adult Safeguarding, Child Safeguarding and other specialist areas.

It is a requirement that all Clergy, Volunteers, and staff have training appropriate for the role they undertake, which is prescribed by the National Board for Safeguarding Children in the Catholic Church in Ireland (NBSCCCI) Standards and Guidance.

However, it is the responsibility of the Parish Safeguarding Committees (PSC's), along with group leaders, to identify the level of training required.

Training must be booked directly with the Safeguarding Office and is normally arranged by respective PSC's. This ensures that a record is maintained for statistical and practical purposes.

Summary of Current Safeguarding Training for Clergy, Volunteers and Staff

Child Safeguarding Information Sessions (Level One)

These sessions are approximately three hours in duration and cover the reporting procedures that are required under Standard Two of the National Board for Safeguarding Children in the Catholic Church in Ireland (NBSCCCI) Standards and Guidance. This level excludes Clergy and Volunteers who are in a leadership/deputy leadership role.

Level One sessions are aimed at Volunteers and Staff involved in children's activities who are not in a leader or deputy leader role.

The training is delivered face to face and in groups of no more than 25 people and can be delivered by one trainer/facilitator. However, best practice would

indicate that if the group is larger, then two trainers/facilitators, should deliver jointly, to ensure all training needs are appropriately addressed.

Level One sessions are currently delivered primarily, in three locations:

- Belfast
- Ballymena
- Newcastle

Following requests by parishes, it is proposed to provide locally based delivery, where possible. Level One training is delivered by a number of trained Facilitators. This ensures that training needs can be responded to at local parish level, by local parish volunteers.

Refresher session requirement: Every three years.

Facilitator Training

Trainers registered with the National Board delivered the Level One Information Sessions from April to June 2019. However, local safeguarding representatives who have been trained by trainers registered with the National Board can deliver them. In line with this, the Diocese has begun a programme of training facilitators who will assist in the delivery of the Level One programme. This will enable the need for venue flexibility to be addressed.

Training of facilitators to deliver Level One will be undertaken by the Director of Safeguarding and the Down and Connor Training Coordinator Susan Gordon, who is also a National Board Registered Trainer.

Child Safeguarding (Level Two – Mandatory Training)

In line with the National Board Standards and Guidance, trainers who are registered with the NBSCCCI can only carry out delivery of Level Two training. The trainers understand the statutory requirements of safeguarding children and how they are met within the parish context. This training lasts a full day and covers these key themes below:

- What, How and Why we Safeguard
- Creating and Maintaining Safe Environments
- Recognising, Responding, Recording and Reporting, concerns, suspicions, or allegations of abuse.

The training is delivered face to face and groups consist of no more than 25 church personnel. Ideally, the training is delivered by two trainers, which ensures that the needs of those participating are fully addressed.

The training sessions are primarily offered in the same three venues as for Level One. There is no provision for Level Two training to be delivered on a local basis.

The target audience for Level Two training is Leaders, Deputy Leaders, all Clergy/Religious who are in active ministry, any Personnel with a key position of responsibility (DLP, Advisor, Support Person, Safeguarding Committee Member, Advisory Panel Member, Local Safeguarding Representative).

In accordance with the National Board Guidance, each Church activity that involves children, at least one Leader/Coordinator must attend the full-day programme. This includes those in roles such as Children's Liturgy Leader, Parish Youth Club Leader, Altar Server Coordinator/Supervisor, Choir Leader (if there are under 18's in the choir), leader of any parish group with under 18's in attendance.

Refresher session requirement: Every three years.

Level Three Training

Is recommended for staff with specialist roles e.g. Designated Officer, Youth Leader, Church Personnel and Clergy with safeguarding roles.

Level Four Training

Is recommended for Designated Officer, Director and staff, Chair of Diocesan Safeguarding Committee, Episcopal Vicar, Chancellor and Bishop.

Training provided by the National Board

The provision of training by the National Board 2020 schedule can be found in Appendix 3.

Specialist Module Training

From time to time, the Training Needs Analysis (TNA) has identified the need for the Safeguarding Office to provide or commission additional training from external providers. For example:

- **Living Youth** attended training in relation to Child Sexual Exploitation Awareness on 19th November 2019, Nexus Belfast Office.
- **Safeguarding Office** attended ACEs training provided by the Safeguarding Board for Northern Ireland (SBNI) on 6th November 2019.

Delivery of Training and Current Programme

Can be found at Appendix Four of this document.

Identification of Training Needs

Information to Inform training needs in the Diocese has been gathered from the following sources

- **The Annual Parish Self Audit 2018**

This requires Parishes to indicate role specific training that they wish the Diocesan Safeguarding Committee and the Safeguarding Office to consider.

- **The Pastoral Community Safeguarding Support Meetings (PCSSM)**

These meetings provide an opportunity for the Parish Safeguarding Committees to indicate what their specific Parish training needs are. These meetings are facilitated by the Safeguarding Support Officers and the minutes of the meeting shared and stored in the Safeguarding Office.

- **Direct contact with the Safeguarding Office**

Clergy, Parish Safeguarding Committees Chairs and other interested parties have raised their training needs directly with the Parish Safeguarding Office.

- **Mandatory Level Two training feedback**

Participants are asked to identify future key areas in which they require further development opportunities. The Safeguarding Office then provides this information to the Diocesan Safeguarding Committee.

- **Safeguarding Support Officer feedback**

There is also direct contact with Safeguarding Support Officers regarding specific training needs.

Other avenues for identifying training needs includes:

- Areas raised at clergy training
- Areas identified by the three year strategic plan
- Aspects of safeguarding practice identified by the SBNI interfaith sub - group.

Target Groups requiring Child Safeguarding Level Two Training

GROUP TYPES FOR LEVEL TWO TRAINING
Clergy in Active Parish Ministry
Active Clergy in Non-Parish Roles
Clergy who are retired and living in parishes, who may still be ministering
Members of the Diocesan Safeguarding Committee, including the Deputy Chair
Parish Safeguarding Committee Chairpersons
Diocesan Support Person
Parish Group Leaders\Deputies
Sacristans
GIFT Leaders
John Paul II Leaders

Identified Areas of Training Required

There are several additional training needs that have been identified by parishes. These are detailed in the table below.

TYPE OF TRAINING	WHO FOR	NATURE OF GAP
RECORD KEEPING	PSC's	Due to GDPR requirements PSCS requesting clear guidance
TRIPS AWAY WITH CHILDREN	Any leaders of groups who take children away on residential or day trips	Preparation for trips- planning/safe recruitment/boundaries/codes of conduct/responsibility for child protection at the event or activity and how to contact them on the day/responding to any welfare or child protection concerns.
ONLINE SAFETY TRAINING FOR LEADERS/CLERGY/PSC's/PARENTs/GUARDIANS	Leaders of all children's activities	Many children and young people are on social media sites. Understanding the risks and keeping children safe. Update on what's new in regard to safeguarding.

Training Needs April 2019 to March 2020

COURSE	WHO FOR	ESTIMATED NUMBER REQUIRING TRAINING	MAX NUMBER OF ATTENDEES PER COURSE	NUMBER OF COURSES REQUIRED	PROVIDER
LEVEL ONE CHILD SAFEGUARDING	Non leaders	250	25	10	National Board Trainers/Facilitators
LEVEL TWO CHILD SAFEGUARDING	LEADERS/DEPUTY LEADERS/ADVISORY PANEL/PSC CHAIRS/DIOCESAN SUPPORT PERSON	275	25	11	National Board Trainers x 2
LEVEL TWO CHILD SAFEGUARDING CLERGY ONLY	ALL DIOCESAN CLERGY/RELIGIOUS	98 This figure includes Clergy active in parishes and clergy in non-parish roles Includes retired Priests who may be still ministering in parishes	25	3 Courses Clergy can attend Level Two training for volunteers	National Board Trainers x 2
*NEWLY FORMED Parish Safeguarding Committees Awareness raising seminars regarding their role and function: This is provided by the SSO's	ALL PARISH SAFEGUARDING COMMITTEE MEMBERS		12	This is requested by parishes usually via their SSO	TBC

COURSE	WHO FOR	ESTIMATED NUMBER REQUIRING TRAINING	MAX NUMBER OF ATTENDEES PER COURSE	NUMBER OF COURSES REQUIRED	PROVIDER
VOLUNTEER SAFE RECRUITMENT	PSC Chairs/delegates	80	30	4 (extra sessions due to geography)	Safeguarding Office/Vetting Officer Andy Thomson
GDPR - RECORD KEEPING SEMINARS	PSC Chairs/delegates	80	30	3	Legal Advisor
TRIPS AWAY		Need to confirm how many parishes need training	25		Pauline Dowd Living Youth
FACILITATOR TRAINING INTRODUCTION	Leaders/PSC members who have expressed an interest in becoming a facilitator	12		1	Director for Safeguarding/National Board Trainer
PRACTICE DELIVERY 1	Facilitators	6		1	Director for Safeguarding/National Board Trainer
PRACTICE DELIVERY 2	Facilitators	6		1	Director for Safeguarding/National Board Trainer
SOCIAL MEDIA			30	3	Barbara McDermott/SG
ACEs			30	3	Barbara McDermott/SG

*Working group to be established to take forward the training requirements of new PSC members

Adult Safeguarding Training

In terms of Adult Safeguarding training, there is an Information Seminar offered. This 90-minute Information Seminar is based on the principles of good practice in Safeguarding Adults at Risk as outlined in Adult Safeguarding Prevention and Protection in Partnership (DHSS&PS 2015).

The seminar covers the following:

- Legal and policy context of Adult Safeguarding
- What is meant by Adult Safeguarding?
- Diocesan Safeguarding Structures – Role of the Diocesan Adult Safeguarding Champion
- Awareness of adult abuse issues
- Procedures for reporting concerns of adults in need of protection or those at risk of harm
- Code of conduct for staff/volunteers working with adults

The seminars are offered face to face and groups consist of no more than 25 people. The seminars are currently delivered by an experienced trainer in Adult Safeguarding.

Similar to the Child Safeguarding Level Two Sessions, Adult Safeguarding Seminars are currently delivered in three locations:

- Belfast
- Ballymena
- Newcastle

The seminars are delivered to Clergy and Parish Volunteers who have limited and/or indirect contact with adults at risk, but who need to have an understanding of adult safeguarding issues.

Booking is through the Safeguarding Office and delivery of the seminars is currently undertaken by one trainer.

Adult Safeguarding Training Needs

TYPE OF TRAINING	WHO FOR	ESTIMATED NUMBER REQUIRING TRAINING	MAX NUMBER OF ATTENDEES PER COURSE	NUMBER OF COURSES REQUIRED	PROVIDER
ADULT SAFEGUARDING AWARENESS SESSION	Clergy and Parish Volunteers who have limited and/or indirect contact with adults at risk but who need to have an understanding of adult safeguarding issues.	360	30	12	Adult Safeguarding Trainer Patsy Curry

Identified Gap in Training for those within the Diocese who require a more in-depth understanding of Adult Safeguarding.

TYPE OF TRAINING	WHO FOR	NATURE OF GAP
LEVEL TWO ADULT SAFEGUARDING	SPRED Leaders/Leaders of Lourdes Pilgrimage/Bethany Bereavement/ Vicars Forane & Deputies/Living youth/SSO's HR/Living Church/Chancellor/Bishop/ Fr Eddie Magee Safeguarding Committee Safeguarding Office staff/Designated Safeguarding Champion	Planning and managing activities/risk management /confidentiality issues creating a safe person-centred environment

Volunteer Now offer a six-hour seminar which covers the additional areas required for those who have regular and or direct contact with Adults (Activity Leaders, Deputies). This covers planning and managing activities safely. The Safeguarding Office will prioritise SPRED Volunteers and Lourdes Pilgrimage leaders.

Appendix 1

TRAINING COMPLETED [April 2017 - March 2018]

2017/2018 TRAINING (Statistics include Lay and Religious)	COMPLETED
	No of Delegates (including additional)
Parish Audit Tool	72
Mandatory Child Safeguarding (Level Two)	176
Adult Safeguarding Information Session	49
Child Safeguarding Information Session (Level One)	217
ONUS Safe Church	20
Virtual Reality - Online Safety	21
PSC Chair/Member	39
Offenders Returning to the Faith	46
TOTAL TO DATE	640

ADDITIONAL TRAINING - on top of programme	Number of Delegates Completed
Adult Safeguarding Information Session - Seminary	7
Mandatory Child Safeguarding - GIFT/JPII (Level 2)	16
Child Safeguarding Information Session - Downpatrick Youth etc	20
Child Safeguarding Information Session - Holy Cross	52
TOTAL TO DATE	95

TRAINING COMPLETED [April 2018 - March 2019]

2018\2019 TRAINING	COMPLETED		
	Lay	Religious	No of Delegates
Mandatory Child Safeguarding (Level 2)	167	19	186
Adult Safeguarding Information Session	274	28	302
Child Safeguarding Information Session (Level 1)	244	0	244
Mandatory Child Safeguarding - GIFT/JPII (Level 2)	12		12
Safe Recruitment	23	1	24
TOTAL TO DATE	720	48	768

Appendix 2

National Board Training Calendar of Dates January to December 2020		
Month	DATE	TYPE OF TRAINING
JANUARY	29/01/2020	Role Specific Training for New DLPs
FEBRUARY	19/02/2020	Training for New Church Authorities
MARCH	07/03/2020	Annual Update for Trainers
	18/03/2020	Annual Update for Trainers (Additional Date)
APRIL	01/04/2020	Training for Lay Apostolates
	18/04/2020	Train the Trainers Course
	19/04/2020	
	25/04/2020	
	26/04/2020	
	13/06/2020	
MAY	06/05/2020	Training for Support People
JUNE	02/06/2020	Training for Permanent Deacons
	16/06/2020	Train the Trainers Course
SEPTEMBER	02/09/2020	Theology and Safeguarding
OCTOBER	16/10/2020	National Safeguarding Conference
TBC- Tusla Child Safeguarding Statements		
Ongoing- Safeguarding Committee training		
Ongoing- Advisory Panel training		

Appendix 3

Training Programme from 1st April 2019 to 31st March 2020

NOS	DATE	CHILD LEVEL 1 TRAINING
TOTAL NUMBER OF SESSIONS 8	18 th May 2019	Glenravel
	29 th May 2019	D&C Admin Staff\Belfast
	22 nd June 2019	Living Youth Volunteers
	29 th June 2019	Lourdes Pilgrimage Volunteers
	10 th Sept 2019	Carrickfergus
	6 th Nov 2019	Living Youth Volunteers
	17 th Feb 2020	St Colmcille's Parish, Belfast
	27 th Feb 2020	Portaferry

NOS	DATE	CHILD LEVEL 2 MANDATORY TRAINING
TOTAL NUMBER OF SESSIONS 12	2 nd & 9 th April 2019	Ballymena
	9 th & 16 th May 2019	Belfast
	13 th & 20 th June 2019	Newcastle
	Sat 21 st Sept 2019	Newcastle
	2 nd Oct & 9 th Oct 2019	Ballymena
	Sat 5 th Oct 2019	Belfast (Clergy Day)
	17 th & 24 th Oct 2019	Newtownards
	13 th & 20 th Nov 2019	Belfast
	15 th & 23 rd Jan 2020	Portaferry
	23 rd & 30 th Jan 2020	Newcastle
	4 th Feb & 10 th Feb 2020	Ballymena
	3 rd & 10 th March 2020	Belfast

	DATE	ADULT INFORMATION SESSION
TOTAL NUMBER OF SESSIONS 12	15 th April 2019	Kilkeel
	29 th April 2019	Belfast
	13 th May 2019	Glenavy
	21 st May 2019	Ballymena
	27 th August 2019	Belfast (Soup Kitchen)
	23 rd October 2019	Belfast
	29 th October 2019	Ballymena
	12 th November 2019	Newcastle
	21 st January 2020	Belfast
	11 th February 2020	Ballymena
	18 th February 2020	Downpatrick
	4 th March 2020	Newcastle