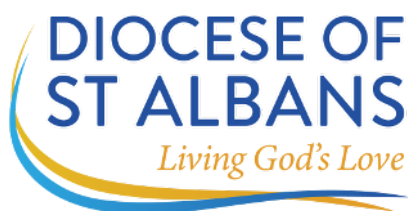


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Update Safeguarding Training: Newsletter December 2024

[View online](#)

28th April 2026

Dear Guest,

WELCOME to this learning update which gives guidance on the changes made by the Learning and Development Practice Guidance 2024 which comes into effect on 1st January 2025.

Safeguarding is the action the Church can take to promote a safer culture. This means the Church will promote the welfare of children, young people, and adults, work to prevent abuse from occurring, seek to protect those that are at risk and respond well to those who have been abused.

One of the principles of Promoting a Safer Church says that we shall select and train carefully all those with any responsibility related to children or vulnerable adults within the Church, in line with safer recruitment principles.



Ensuring that safeguarding learning is up to date helps embed a culture where people feel safe, and abuse can be spotted and dealt with in an appropriate and timely fashion. People should be encouraged to engage with the required safeguarding learning for their roles. However, where this encouragement fails, it is important to remind people that all current safeguarding policy and practice guidance has been approved by General Synod as Safeguarding Code and must be followed by all relevant persons. The Safeguarding Code replaces the former requirement to have 'due regard' to safeguarding guidance.

Please see the advice from our Registrar and from Ecclesiastical Insurance from 2023:

Legal advice and Insurance advice regarding training compliance – The Diocese of St Albans

Three tables are detailed towards the end of the newsletter to help you determine what role needs which module(s) and when the module(s) need to be refreshed.

Foreword by The Right Revd Dr Jane Mainwaring, Bishop of Hertford





In the last few weeks the Church of England practices concerning safeguarding and the response to victims and survivors of abuse has been under the public microscope with the publication of the Makin Review into the abuse perpetrated by John Smythe. As we are all too well aware, this has not been an isolated case in the Church of England and our practices and attention to safeguarding has rightly needed focus, understanding what can be done better. Significant improvements have been made and this work will continue. As painful as each review into abuse is to both the survivors and to the church as a whole, it is important that we learn the lessons and understand where the weaknesses are which those who wish to abuse may seek to exploit.

Therefore, as this newsletter sets out the current requirements for training, which have been developed as a reflection of lessons learnt by the church, I want to extend my deep appreciation to all who are working so hard in undertaking training and in vigilance to make sure that our churches are the safest they can possibly be. Thank you to you all. We owe it to the survivors of past abuse to do all we can to ensure that others don't suffer in a similar way.

Bishop Jane



Introduction

We are pleased to offer safeguarding training in 2025 which is consistent with the requirements of the Learning and Development Practice Guidance 2024.

There is an expectation in Government Guidance that all staff, volunteers and office-holders know what to do, should safeguarding situations arise.

Please do not refer to previous Safeguarding Training Newsletters, as they are all now superseded by this one.

The modules reflect the national requirement for all dioceses to ensure healthy cultures and safeguarding practice and responding well to victims and survivors of abuse in the church context.

The Bishop of St Albans, through acceptance of the House of Bishops Practice Guidance, has set minimum requirements for safeguarding training for ordained, licensed and lay Church Officers. A Church Officer is anyone appointed by or on behalf of the Church to a post or role, whether they are ordained or lay, paid or unpaid.

See full guidance at Safeguarding Learning Framework

Safeguarding Learning Framework

Please contact elarning@mail.safeguardingtraining.cofeportal.org for any help with IT issues for Basic Awareness, Foundations, Safer Recruitment or Domestic Abuse online training

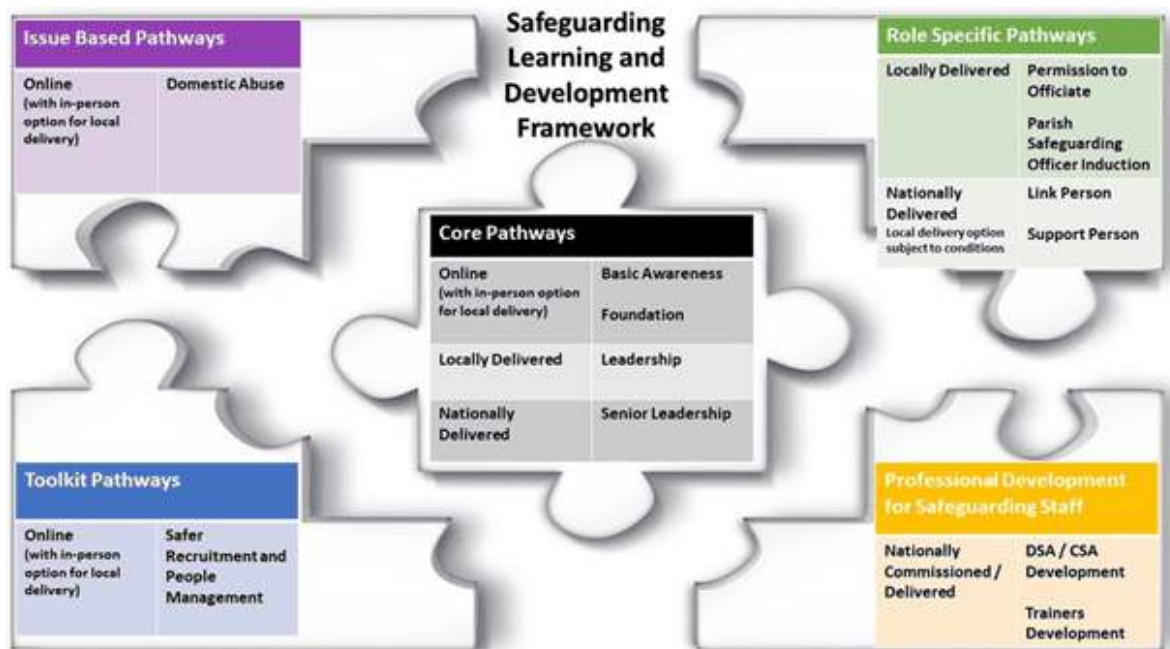
Further information is available at

Safeguarding training – The Diocese of St Albans

St Albans Safeguarding Training team can be contacted at safeguardingtraining@stalbans.anglican.org

The below image, from the framework, shows a general overview of the learning pathways.





Important note regarding refreshers

Core safeguarding learning pathways (Basic Awareness, Foundation, Leadership and Senior Leadership) have been developed as a modular programme which builds learning according to role. Therefore, these pathways should be completed in consecutive order until an individual has reached the required highest level of learning for their role. The highest level must be refreshed every three years. For Example:

- **a PCC Member completes Basic and Foundations so in three-years' time would only need to repeat Foundations or**
- **a member of clergy completed Basic, Foundations and Leadership so in three years' time would only need to repeat Leadership**

For individuals required to complete the pathways Safer Recruitment and People Management, and Raising Awareness of Domestic Abuse, please note that both must be refreshed every three years. (This is on top of any refresher required for Basic Awareness, Foundations, Leadership or Senior Leadership).

Which courses should I complete in my role?

The following three tables show the learning requirements for 2025 to 2027.

Table 1 will assist you in looking up learning via a course.

Table 2 will assist you looking up learning via a role.

Table 3 gives the links to book a course. This table also indicates a course's duration.



and whether it is online or delivered virtually via Zoom

*Please note – if a role is not shown in table 2, please see which generic description the role falls under. Please cross reference with table 1 if you are unsure.

Table 1 – Safeguarding Learning by Course

Basic Awareness

Pre-requisites – not applicable

Required attendees

[Anyone wanting or needing a Basic Awareness of safeguarding.](#)

- All Church Officers (Anyone elected or appointed by or on behalf of the Church to a post or role, whether they are ordained or lay, paid or unpaid.)
- Staff in church bodies, bellringers.
- Anyone going on to complete any other safeguarding learning pathway

Recommended attendees – not applicable

Foundations

Pre-requisites – Basic Awareness

Required attendees

- Anyone holding the Bishop's licence, commission, authorisation, or permission (clergy, PtO, Readers, LLMs, Authorised Lay Ministers).
- Anyone (volunteers and employees) in a role which involves work with children, young people, or vulnerable adults.
- Churchwardens.
- Tower Captains and Ringing Teachers
- Anyone going on to complete any other safeguarding learning pathway.
- Pre-ordination or license students, prior to Stage 1 Panel.
- Vergers.
- PCC Members/Lay Chapter Members/DBF trustees.
- Members of the Diocesan Safeguarding Advisory Panel.

Recommended attendees – not applicable



Leadership

Pre-requisites – Basic Awareness and Foundations

This is designed for those people who play a lead role in shaping the culture of the church body concerned.

Required attendees

- All clergy holding the Bishop's licence, commission, authorisation, or permission (including clergy Pt0)
- Honorary/Assistant Bishops and Chaplains.
- All Readers and Licensed Lay Ministers holding the Bishop's licence (under Canons E6 & E8), together with all others who hold the Bishop's commission, authorisation, or permission to carry out similar ministerial functions.
- Ordinands need to have completed the Leadership Pathway before their diaconal ordination and Lay Ministers (Readers) in training before they are licensed.
- Non-executive members of Chapter (unless their role in the diocese requires a higher level).
- Safeguarding officers/Leads in all church bodies (This includes safeguarding officers in parishes, dioceses, cathedrals, and religious communities)

Recommended attendees – not applicable

Senior Leadership

Pre-requisites – Basic Awareness and Foundations and Leadership

Required attendees

- Diocesan and Suffragan Bishops
- Provincial Episcopal Visitors
- Archdeacons, including Associate Archdeacons
- Deans
- Executive Chapter Members/Residentiary Canons
- Bishops' Chaplains
 - Diocesan Secretaries/Cathedral Chief Operating Officers Chief of Staff/Chief Executive/Cathedral Administrators
- Directors of Communications
- Diocesan Directors of Ordinands and Assistant Diocesan Directors of Ordinands



- Directors of Ministry
- Registrars
- Diocesan and Cathedral Safeguarding Officers
- Cathedral Directors of Music/Masters of Choristers
- HR Directors
- Senior Chaplains to the Armed Forces
- Wardens of Readers/LLMs
- Leaders of religious communities.

Recommended attendees – not applicable

Safer Recruitment and People Management

Pre-requisites – Basic Awareness and Foundations

Required attendees;

- Ordinands during IME 1.
Recruiting managers and anyone involved in the recruitment of church officers (employees, elected members, and volunteers).
- Those with responsibility for administering DBS.
- Safeguarding Officers in all Church bodies, including designated safeguarding person in a religious community

Recommended attendees – not applicable

Raising Awareness of Domestic Abuse

Pre-requisites – Basic Awareness

Required attendees

- Anyone holding the Bishop's licence, commission, authorisation, or permission (clergy, PtO, Readers, LLMs) or serving as an officer of the Bishop.
- Anyone (volunteers and employees) working with children, young people, or vulnerable adults, including Bishops Visitors and Pastoral Visitors.
- Safeguarding officers/safeguarding leads (This includes safeguarding officers in parishes, dioceses, cathedrals, and religious communities)
- Pre-ordination or licence students, prior to BAP or selection panel.

Recommended attendees



- All church officers
- PCC and Chapter members
- Members of the Diocesan Safeguarding Advisory Panel

Parish Safeguarding Officer Induction

Pre-requisites – Basic Awareness and Foundation

Required attendees

- Persons taking on the role of Parish Safeguarding Officer (new to the role)

Recommended attendees

- Existing Parish Safeguarding Officers who have not previously attended this course

Table 2 – Safeguarding Learning by role

Clergy, Licensed Lay Ministers (Readers), Authorised Lay Ministers

... must complete:

1. Basic Safeguarding Awareness
2. Safeguarding Foundations
3. Safeguarding Leadership Pathway – renewal every three years
4. Safer Recruitment & People Management- renewal every three years (note – this only applies to Readers and Authorised Lay Ministers if they are involved in recruitment)
5. Raising Awareness of Domestic Abuse – renewal every three years

Clergy with Permission to Officiate

... must complete:

1. Basic Safeguarding Awareness
2. Safeguarding Foundations
3. Safeguarding Leadership – renewal every three years
4. Raising Awareness of Domestic Abuse – renewal every three years

Parish Safeguarding Officers

... must complete:

1. Basic Safeguarding Awareness
2. Safeguarding Foundations
3. Safeguarding Leadership Pathway – renewal every three years



4. Safer Recruitment & People Management- renewal every three years
5. Raising Awareness of Domestic Abuse – renewal every three years
6. Parish Safeguarding Officer Induction (if new to the role)

All volunteer and paid roles in the parish church who are Church Officers
... must complete:

1. Basic Safeguarding Awareness – renewal every three years

Ordinands and Readers in Training
... must complete:

For ordinands and trainee readers, all safeguarding pathways should be integrated into Initial Ministerial Education (IME) phases 1 and 2, and this will require partnership between TElS and dioceses.

PCC Members
... must complete:

1. Basic Safeguarding Awareness
2. Safeguarding Foundations – renewal every three years

Church Wardens
... must complete:

1. Basic Safeguarding Awareness
2. Safeguarding Foundations – renewal every three years
3. If the parish is in vacancy, it is recommended that Church Wardens complete the Leadership module

Tower Captains and Ringing Teachers, Vergers, Lay Leaders of Worship, Pioneer Ministers, Pioneer Enablers,
... must complete:

1. Basic Safeguarding Awareness
2. Safeguarding Foundations – renewal every three years

Bellringers, Sacristans, Servers, Spiritual Directors,
... must complete:

1. Basic Safeguarding Awareness – renewal every three years

Anyone (volunteers and employees) in a role which involves work with children, young people, or vulnerable adults.
... must complete:



1. Basic Safeguarding Awareness
2. Safeguarding Foundations – renewal every three years
3. Raising Awareness of Domestic Abuse – renewal every three years

Roles involved in recruitment and line management or supervision

... must complete:

Safer Recruitment and people Management – renewal every three years

Table 3 – How to book

1. Basic Safeguarding Awareness

Basic Awareness Training

Complete online circa 75 minutes

2. Safeguarding Foundation

Foundations Training

Complete online. Circa 90 minutes

3. Safeguarding Leadership Pathway

Leadership Pathway

Delivered virtually or in person by a facilitator and safeguarding trainer.

2 x 90-minute sessions online or one 3.5 hour session in person

4. Safeguarding Senior Leadership Pathway

Senior Leadership Pathway

Delivered virtually or in person by a facilitator and Safeguarding Trainer from both the NST and Diocesan Safeguarding Trainer.



5.Safer Recruitment & People Management- renewal every three years

Safer Recruitment and People Management

Complete online. Circa 90-120 minutes

6.Raising Awareness of Domestic Abuse – renewal every three years

Home | Safeguarding: Training Portal

Complete online. Circa 90-120 minutes

Raising Awareness of Domestic Abuse

7.Parish Safeguarding Officer Induction

Delivered in person by Safeguarding Trainers.

1 x 2.5 hour session

Book ; The Diocese of St Albans – The Church of England in Beds, Herts, Luton and Barnet

Changes to the way to book on the Leadership course are below;

This course is completed via the Church of England Training Portal.

If this is a course that you must complete, book on through the national training portal.

For those required to complete the Leadership Module (C2), the Basic Awareness Module (C0) and Foundations Module (C1) must have already been completed.

This module will consist of two separate sessions on Zoom, a week apart, or as in-person or via Zoom over a single period of three and a half hours.

Work is required to be completed before each session.

Four to six weeks after the second session, delegates are required to submit a reflection about how they have applied their learning from this course.



Each session will be run by a theologically educated facilitator and a safeguarding trainer.

Ideally, the same facilitator and trainer will deliver the same paired sessions.

Delegates are required to attend the same paired sessions to ensure continuity including the submission of written work.

A certificate will be awarded upon completion of the self-evaluation.

The leadership pathways have been designed around the National Safeguarding Standards which are below:

Standard 1	CULTURE, LEADERSHIP AND CAPACITY Church bodies have safe and healthy cultures, effective leadership, resourcing and scrutiny arrangements necessary to deliver high quality safeguarding practices and outcomes.
Standard 2	PREVENTION Church bodies have in place a planned range of measures which together are effective in preventing abuse in their context.
Standard 3	RECOGNISING, ASSESSING AND MANAGING RISK Risk assessments, safety plans and associated processes are of a high quality and result in positive outcomes. The assessment and management of risk is underpinned by effective partnership working
Standard 4	VICTIMS AND SURVIVORS Victims and survivors experience the timeliness and quality of Church bodies' responses to disclosures, and their subsequent support, as positively meeting their needs, including their search for justice and helping their healing process.
Standard 5	LEARNING, SUPERVISION AND SUPPORT All those engaged in safeguarding related activity in Church bodies receive the type and level of learning, professional development, support and supervision necessary to respond to safeguarding situations, victims and survivors, and respondents, effectively.

Steps to book the Leadership Pathway;

STEP 1 – Register or Login at The Church of England Safeguarding Training Portal

If you have forgotten your password, you can press "Reset Password" or contact elearning@mail.safeguardingtraining.cofeportal.org for assistance

STEP 2 – Book on a course

Select Courses/Core Pathways/Leadership/St Albans

Under "Learner Enrolment Request" add your details, including church role (Clergy, Reader or Parish Safeguarding Officer) and press "Enrol Me" (please be aware that only those eligible for this course will be approved for enrolment)

Once your request is approved, return to St Albans Leadership Page.

The select your 'Mode of Attendance' – this indicates to whether you want to attend the groupwork elements of the pathway in-person or via Zoom. The second step is to choose 'Attendance Dates' – choose set of dates that suit your diary. This may be one date of 3.5hrs or two dates of 1.5hrs each.

STEP 3 – Complete Session One Preparation Task

This must be completed and submitted at least five working days (7 calendar days,



before the first session

Return to St Albans Leadership Page and select "Session One"

Select "Session One Preparation"

You can choose to "Save" your work and resume later, or press "Submit"

STEP 4 – Attend Training either via Zoom Session One (following the invitation email that you will receive), or In-Person at Holywell Lodge in St Albans

STEP 5 – Complete Session Two Preparation Task

Return to St Albans Leadership Page and select "Session Two"

Select "Session Two Preparation"

You can choose to "Save" your work and resume later or press "Submit"

There is the option to submit this week before Session One, or before or after Session Two.

STEP 6 – Attend Zoom Session Two (if appropriate and you have chosen to do the TWO Zoom session option) using the same Zoom link sent in the first email

STEP 7 – Complete Final Evaluation and Action Plan

Return to St Albans Leadership Page and select "Session Two"

Select "Evaluation Tasks – Self Reflection and Action Plan"

Once you have completed, press "Submit"

Once your final task has been assessed as complete, you will receive an email confirming you have completed the course with a certificate attached. You can also access your certificates anytime in the "Records" section on the portal.

Going Deeper into God

Making New Disciples

Transforming Communities



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