**Expression of Interest Form For Locally Delivered Safeguarding Training**

This form is to express an initial interest in having locally delivered safeguarding training for those unable to access safeguarding training via the Church of England Safeguarding Training Portal. It does not mean that the training has been booked.

There may be a wait for training, as demand is likely to be high initially and there is a finite amount of time available, so please bear with us. There will also be restrictions on the number of participants, the optimum group size is 24. You can work with other churches and we can make other spaces available more widely. There will also be some centrally organised face-to-face training, so if you would like to offer a venue it may be possible a course could be held in your location.

Please be aware that the evening may not be the best time for the training to happen, even if that is when you usually hold meetings, as some training requires 3 ½ hours. Please see the time to allow details under the preferred day and time section.

While Covid restrictions have been relaxed, everyone’s safety will remain an important consideration in safeguarding training.

**Please send completed expression of interest form to** [SGBookings@LeicesterCofE.org](mailto:SGBookings@LeicesterCofE.org)

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| --- | --- | --- |
| Name of person completing this form |  | |
| Date form completed |  | |
| Parish/BMO/Fresh Expression of Church/Cathedral/Benefice/ Context |  | |
| Role in Parish |  | |
| Email address |  | |
| Contact Telephone Number |  | |
| Training required for those unable to complete training via the Church of England Safeguarding Training Portal. | Course | Estimated Numbers |
| Basic Awareness |  |
| Foundation |  |
| Raising Awareness of Domestic Abuse |  |
| Safer Recruitment and People Management |  |
| Proposed location of training, including address |  | |
| Proposed other churches. BMOs or fresh expressions of church to join with. |  | |
| Additional Information it would be helpful to know (e.g. disabilities, hearing problems, or any relevant information) |  | |

Facilities

|  |  |  |
| --- | --- | --- |
|  | Yes | No |
| Is there a church hall/ room with a hearing loop system? |  |  |
| Is there an available microphone in the setting? |  |  |
| Is there a sound system available? |  |  |
| Is there a projector available? |  |  |
| Is there a projector screen available? |  |  |
| Are tables and chairs available? |  |  |
| Will seating be on pews? |  |  |
| Are tea and coffee facilities available? |  |  |
| Are you able to provide tea/ coffee/ refreshments? |  |  |
| Is there a fridge available? |  |  |
| Are there toilets available? |  |  |
| Is there car parking? |  |  |
| Does the proposed venue have ventilation? |  |  |
| Type of seating, including if padded chairs |  |  |

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| --- | --- | --- |
| What is the capacity of the proposed location of training? | With social distancing |  |
| Without social distancing |  |

Preferred day and time for training

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| --- | --- | --- |
| What is the preferred day, or days, of the week for training?  There are a limited number of Saturday’s available for contexts where those unable to access the portal training have other commitments during the week. | Monday |  |
| Tuesday |  |
| Wednesday |  |
| Thursday |  |
| Friday |  |
| Saturday |  |
| Sunday |  |

|  |  |  |
| --- | --- | --- |
| What is the preferred time of day for training?   * Please note that if the desire is for more than one course on a day, there would need to be a longer break between them. E.g 10am-4.30pm, with 30 minutes for lunch or 9.30am-4.30pm with an hour for lunch. * Foundation and Raising Awareness of Domestic Abuse need 3½ hours, so day time strongly recommended to avoid very long days for people. Evening courses would need to be 6-9.30pm. * Please consider your target audience when selecting the time of day preference | Morning |  |
| Afternoon |  |
| Evening |  |
| No preference |  |
| If you would like to have basic awareness and foundation courses on the same day then please indicate that, but please consider your context and whether it would be helpful for participants. | 2 courses on one day |  |

Approximate Course Times, including time for discussions and breaks

* Basic Awareness = 2 ½ hours
* Safeguarding Foundation = 3 ½ hours
* Raising Awareness of Domestic Abuse = 3 ½ hours
* Safer recruitment and People Management = 3 ½ hours
* It is possible to complete basic awareness and foundation training on the same day, but this can make it a long day for people so please consider whether this would be appropriate for your context.

**Further information**

* Where there are a number of people needing safeguarding leadership training who are unable to access training through Zoom, it may be possible to arrange a locally based training. Please note that this would still require two separate sessions and the maximum number of participants is 6.
* Numbers: the optimum number of participants is 24, but there may be times when lower numbers are appropriate depending on the circumstances. You can join with other churches where there are others that are unable to access online training. We may also consider churches with smaller numbers, but a good location where they are willing to host a training session that can be offered more widely. We would provide nice biscuits/ treats.
* For any training that is arranged, each course will be given its own code and each individual course attendee will be required to complete a booking form to ensure that there are accurate records and to allow for certificates to be issued after the course. Where possible the certificates will be issued electronically, after completion of the final course in a setting, as experience has shown that they are easier to keep track of.
* Training remains valid for 3 years from the date of completion and for core safeguarding learning pathways is repeated at the highest level required for the role.
* Refreshments will be required on arrival and during a break.

**If you, or someone that needs training, have been personally impacted** by issues that may be discussed at safeguarding training and are worried about how you/ they might cope, please contact us, so we can talk about how best to support you/ them:

Louise Warner, Safeguarding Trainer, [**Louise.Warner@LeicesterCofE.org**](mailto:Louise.Warner@LeicesterCofE.org)

T: 07729628319

Rachael Spiers, Diocesan Safeguarding Adviser: [Rachael.Spiers@Leicestercofe.org](mailto:Rachael.Spiers@Leicestercofe.org)

Peter Holloway, Diocesan Assistant Safeguarding Adviser: [Peter.Holloway@LeicesterCofE.org](mailto:Peter.Holloway@LeicesterCofE.org)

The Diocese of Leicester will process your personal data for the purpose of booking you on safeguarding training, contacting you about the training and recording your attendance at training.

We also use training information to keep records of those in churches who are working (paid or voluntary) with under 18s or vulnerable adults.  This is part of our safeguarding responsibilities and is required by the Church of England.

We keep your information securely.  The full privacy notice is available for download from the diocesan website: <https://www.leicester.anglican.org/resourcing-your-work/parish-administration/data-protection/> (scroll to the bottom of the page).

Follow up record, for office use only

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| --- | --- |
| Initial query followed up |  |
| Decision made about whether training is viable or whether an alternative suggestion is needed. |  |
| Date arranged |  |
| Course Code |  |
| Individual course participant form created, including course code |  |
| Booking system finalised with context |  |
| Facilitating support arranged |  |

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| --- | --- |
| Course | Basic Awareness |
| Course Code | LF2FBA9241122 |
| Date |  |
| Time |  |
| Location |  |
| Renewal Date |  |

|  |  |
| --- | --- |
| Course | Foundation |
| Course Code | LF2FF |
| Date |  |
| Time |  |
| Location |  |
| Renewal Date |  |

|  |  |
| --- | --- |
| Course | Raising Awareness of Domestic Abuse |
| Course Code | LF2FRADA |
| Date |  |
| Time |  |
| Location |  |
| Renewal Date |  |