

St Peter's Hersham Guidelines in respect of Safeguarding Training:

A. Timetable and guidelines for Safeguarding Training applicable to new recruits:

- i.) Establish the duties required for the particular role
- ii) Decide on the necessary level of safeguarding training for that role from the following categories:
 - a. The basic level would require CO training.
 - b. Persons in a position of influence or authority should complete at least C1 training.
 - c. Additional Safeguarding training specified by the Diocese for certain positions.
- iii) Training should be undertaken as follows:
 - a. All initial training i.e. CO and C1 should be undertaken PRIOR to taking up the position. (These are both available via the internet).
 - b. Any further training which the role may require should be undertaken AS SOON AS POSSIBLE but within three months. (Such courses e.g. C2 are not currently available on line).

B. Procedure for non-compliance applicable to existing recruits:

- i) Those in default to be orally formed that they are in breach of safeguarding requirements and that they would shortly be formally notified of their breach. This would be done by the team leader.
- ii) Formal notice of the need to comply would be issued and if compliance is not achieved within four weeks, suspension would follow until training requirements are met. (A sympathetically worded letter would accompany the formal notice as there may be personal reasons why courses have not been undertaken.)

January 2020