Facilitating Online Safeguarding Training for Groups

The Diocese of Leeds subscribes to the National Church's Learning and Development Framework (2021) Some of the training included in the new framework is delivered via the Safeguarding Training Portal as self-paced online modules. Whilst this way of accessing training is welcomed by many, some people in our diocese will either require support to access the internet or may prefer to learn alongside colleagues and friends.

To meet the needs of everyone who is expected to undertake safeguarding training as a requirement of their role(s) in church, some parishes have chosen to facilitate group training. This can be a great way to make sure that everyone in your parish is enabled to fulfil their safeguarding training requirements. In addition to making online training accessible for all, undertaking training in a group also encourages fruitful discussion and reinforces the notion that *safeguarding is everyone's business*.

Frequently asked questions about facilitating online training for groups

Should everyone do online training in groups?

- Whenever possible, the online courses should be undertaken independently and individually. This ensures that each individual has a training record, retained on the National Safeguarding Portal, and is how the online courses were designed to be used. However, for people without internet access or for those who may be apprehensive or reluctant to complete the courses alone, engaging with the online course(s) alongside friends and colleagues can be an ideal solution. What is of overriding importance is that everyone who needs has an opportunity to access the course(s) content and can demonstrate that they understand it.

Can we offer group facilitation for every course on the Safeguarding Portal?

- No. Safer Recruitment and People Management must be undertaken independently using the account registered to the learner. All other online courses can be undertaken in groups.

How do I facilitate online training for others?

- The facilitator is not a trainer. Be mindful that the facilitator's role is to enable the group to work through the online course, not to deliver training on the course content.
- The person facilitating the course should be trained to Leadership level (this is usually the incumbent, PSO or both).
- Someone with a safeguarding training portal account should use their login to access and display the chosen course (if you have access to a projector/wall mounted screen this is helpful for larger groups).

(Group-training Photo courtesy of Christ the King Battyeford)

- Someone familiar with using online resources 'clicks through' the course(s) at a pace that suits the group, pausing for discussion when presented with questions/prompts to reflect.
- When arriving at assessment points in the online course(s) the group should be given some time to discuss and decide upon/submit a collective response(s). If the group is split then you should submit the majority response.
- Make time for some discussion as well as refreshment and comfort breaks.
- Be mindful that some safeguarding topics can be difficult to engage with. The facilitator should communicate clearly with the group to ensure the group feels comfortable, listens fully to the wellbeing section of the training introduction, and is encouraged to take (additional) breaks if needed.

How are people assessed when training together in a group and can they have certificates?

- Certificates can be issued to people who have completed group training. The diocesan safeguarding trainer can issue certificates upon request and update diocesan training records.
- The diocesan safeguarding trainer will require written assurance from the facilitator that all those requesting a certificate were fully engaged and demonstrated a good understanding of the course content (the pass rate online is min. 75% correct answers so a 'good understanding' should reflect that threshold).
- The information required to issue a certificate is:
    - Course (e.g. Basic)
    - Name
    - Church Role (e.g. PCC Member)
    - Parish
    - Facilitator
    - Date of training

What do I do if I am concerned that someone does not understand the course content and or gives too many incorrect answers to the assessment questions?

- Fully explore the correct and incorrect responses as you work through the online course(s) assessment questions. Often, supplementary information is given to explain why a response is correct or incorrect. Asking your group to share their thoughts on the supplementary information can be a useful way to assess if the person (who had offered an incorrect response) now understands why their response was incorrect, and or, why their colleagues chose the correct answer.
- When you have completed the course assessment with you group, if you still have concerns that someone is demonstrating a lack of understanding and you are think they would be unable to achieve the 75% pass threshold if undertaking the course independently, please, contact the safeguarding training team on safeguardingtraining@leeds.anglican.org

Is there anything I should do before arranging a group-training event?

- Yes. Please, inform the safeguarding team safeguardingtraining@leeds.anglican.org that you are planning to facilitate online training with a group.
- Please ensure that the person facilitating training for the group is up to date with all their required safeguarding training (Leadership level minimum).

(Group-training Photo courtesy of Christ the King Battyeford)

Tips and things to remember:

- Safeguarding topics can be challenging for some. Regular breaks, pausing for reflection and creating an atmosphere where people feel listened to and cared for models good safeguarding practice.
- Don't overload people (or yourself) with courses. If your group has 3 or 4 courses to undertake, don't attempt to work through more than 2 in one session. It will be exhausting for the group and for you!
- If your group has several courses to undertake, work through them in this order (skipping courses that are not required) - 1) Basic Safeguarding 2) Foundations 3) Safer Recruitment 4) Domestic Abuse Awareness.
- When facilitating discussion/assessment questions ensure that everyone feels included and takes part.
- If you are asked a safeguarding question that you don't know the answer to, tell the group/person that you'll ask the safeguarding team and come back to them.
- If someone in your group is hearing impaired offer them a transcript of the audio sections of the course (diocesan training can provide you with a copy on request)
- Be mindful that people read, listen, and process information at different speeds. When moving between sections of the online course(s) be sure that everyone is ready to move on before moving on to a new section.
- The National Safeguarding Portal can be accessed here https://safeguardingtraining.cofeportal.org/
- If you encounter a problem logging on to the Safeguarding Training Portal or encounter a technical issue on the website/course, please, contact elearning@safeguardingtraining.cofeportal.org
- If someone in your group wishes to share feedback about the online training courses, direct them to the National Safeguarding Team. The online courses are National Church products.
- Some of the courses suggest additional reading/activities (e.g. the Jeremiah takeaway at the end of Basic Training). If you would like digital copies of the additional reading sending to you, to print off and distribute to your group, please request these from safeguardingtraining@leeds.anglican.org

If you have any questions or would like to request digital copies of additional training resources, please do get in touch with one of the diocesan safeguarding trainers (on the email address above).

Thank you for facilitating access to safeguarding training, for your commitment to safeguarding across the diocese and all the best with your training event!