

## Safeguarding Policy, Guidance and Procedures

<b>Purpose of this Statement</b>	To detail the Safeguarding Policy, Guidance and Procedures for the LLM Training Pathway in the diocese of Leeds
<b>Dated</b>	17 July 2025
<b>Contact</b>	Steve Proudlove
<b>Next Review Date</b>	July 2026

### Purpose

To ensure all stakeholders in the LLM Training Pathway know where to find relevant safeguarding guidance and contacts.

### Setting the Scene

#### a) Definitions / Acronyms used in this policy

<b>LLM</b>	Licensed Lay Minister / Licensed Lay Ministry (as appropriate for sentence)
<b>LLMTP</b>	Licensed Lay Ministry Training Pathway
<b>DoF</b>	Department of Formation
<b>MDT</b>	Ministerial Development Team
<b>YTEP</b>	Yorkshire Theological Education Partnership

#### b) Leeds Diocese – St Hild Partnership Agreement

St Hild Theological College is responsible for teaching the academic elements of the LLMTP. St Hild is part of YTEP and the modules to be taught are all Common Awards with Durham University as the validating organisation.

Leeds Diocese will be responsible for the LLM Candidate selection process, the formational programme, ongoing discernment and final decisions about whether a candidate is licensed.

### 1. Introduction

The LLM Training Pathway operates under the umbrella of the Diocesan Safeguarding Policy and Guidance so relevant links to diocesan safeguarding contacts are listed below along with specific contact information for The LLM Training Pathway.

St Hild, as an independent organisation, has its own safeguarding policy:

<https://www.sthild.org/safeguarding>

Safeguarding Training, DBS and Self-Declaration Requirements are included

### 2. Diocesan Safeguarding Information

**Safeguarding Information on the diocesan website:**

<https://www.leeds.anglican.org/safeguarding.php>

#### **Safeguarding Concerns / Enquiries**

The **Diocesan Safeguarding Team** operates with a duty DSA each day, so this address and telephone number should be your first point of contact for reporting safeguarding issues, concerns or making enquiries:

**Diocesan Safeguarding Team email:** [safeguarding@leeds.anglican.org](mailto:safeguarding@leeds.anglican.org)

**Office number:** 0113 353 0257

#### **DBS Enquiries:**

- Please contact [dbs@leeds.anglican.org](mailto:dbs@leeds.anglican.org)
- Parish DBS checks are processed on-line through [Thirtyone eight](#). Call 0303 003 1111 to check role eligibility for a DBS check.
- See below for specific DBS information for the LLM Training Pathway.

#### **Safeguarding Training:**

All *safeguarding training* enquiries should go to [safeguardingtraining@leeds.anglican.org](mailto:safeguardingtraining@leeds.anglican.org)

Please see the diocesan website for information about the safeguarding team and forthcoming training:

<https://www.leeds.anglican.org/safeguarding.php>

### 3. Safeguarding Contacts for the LLM Training Pathway

*Academic Programme:* <https://www.sthild.org/safeguarding>

*Formational Programme:* The diocesan aspects of the LLM Training Pathway operate under the umbrella of the diocesan safeguarding policy. [National and Diocesan Safeguarding Guidance](#).

#### **Safeguarding Lead for the LLM Training Pathway:**

**Steve Proudlove**

[steve.proudlove@leeds.anglican.org](mailto:steve.proudlove@leeds.anglican.org)

### 4. Safeguarding Training, DBS and Self-Declaration Requirements

#### 4.1 SAFEGUARDING TRAINING

##### 4.1a Courses available via the [National Church of England Safeguarding Portal](#)

- Basic Safeguarding
  - Foundations of Safeguarding
  - Raising Awareness of Domestic Abuse
- Required as part of the selection process:*  
Applicants are asked to provide proof (downloadable PDF certificate) that they have completed all three courses.
- Safer Recruitment & People Management: Once LLMs have been selected for training they are asked to complete this by the end of their first year of training. The downloadable PDF certificate should be sent to the MF&D administrator as proof.

##### 4.1b Diocesan Safeguarding Courses

###### Safeguarding Leadership 1:

- **Safeguarding Leadership 1** training MUST be completed as soon as possible after selection as an LLM trainee.
- **The usual requirement is for LLM candidates to have completed this prior to going on Placement** (either term 2 or term 5, depending on the candidate's allocated hub timetable). However, for those going on placement in their second term of training, there may be insufficient places available between selection and the placement, in which case being partway through the course or providing evidence of attempts to book a course at least three months prior to the placement, [along with evidence of registration on a course after placement](#), will be deemed sufficient for the placement.
- **Safeguarding Leadership 1** training, as the highest level of safeguarding training for LLMs, has to be repeated every three years.

- The **Safeguarding Leadership 1** course consists of two zoom tutorials two weeks apart followed by a six week period during which the trainee must write and submit an assignment. The zoom sessions occur on Mondays, Tuesdays or Wednesdays and a variety of timeslots are available.

Other diocesan courses (for information only):

- Once an LLM reaches the age of 70 they may request Permission to Officiate (PTO). As an LLM with PTO they update their safeguarding training by taking the **PTO Safeguarding Training** (instead of Safeguarding Leadership 1) every three years they are still active in ministry.
- If an LLM is also the Parish Safeguarding Officer (PSO): *Safeguarding Leadership 1* is a higher level than the *PSO Induction Training*, which means the latter is only required if they are a new PSO.

### 4.2 DBS CHECKS

LLM Candidates are required to have a diocesan Enhanced DBS check which includes checks against both the child register and the vulnerable adult register. A diocesan DBS check covers you when you undertake LLM duties at churches other than your home church.

The diocesan DBS Team will contact newly selected LLM candidates in order to organise a DBS check before training starts. Diocesan DBS checks are updated every three years.

The diocesan DBS certificates for newly selected LLM students must be shown to St Hild (usually at Induction Day in September) to comply with their safeguarding procedures.

### 4.3 CHURCH OF ENGLAND CONFIDENTIAL SELF-DECLARATIONS

All LLM applicants are asked to complete a self-declaration as part of their application. Hardcopies will be kept for six months in locked storage after which they will be securely shredded. Scanned copies will be filed online.

Post-selection, self-declarations are part of the diocesan DBS application process.