Training strategy

2013-2015

THE NATIONAL BOARD FOR
SAFEGUARDING CHILDREN
IN THE CATHOLIC CHURCH

Contents

Background

Since the establishment of the National Board for Safeguarding Children in the Catholic Church in Ireland, training has developed as a core function of the office. The creation of the seven standards for safeguarding in Ireland outlines the importance of training as a standard in itself.

A Proposed Training Strategy has been in place in line with standards since 2010.   This strategy outlines the proposed plan to disseminate training across target groups at a national level. Since then all training has been delivered by staff in the NBSCCCI in line with this strategy.

A renewed focus on training culminated in the appointment of the Training Manager in February 2013, and part of this remit was to develop a new training strategy.

Aims

This strategy aims to provide a comprehensive training framework for all those who hold safeguarding responsibilities in the Church, so that the Church is a safer place for children. This Aim is broken down into 3 sub aims

1. To outline the training that is required for each safeguarding role in Ireland.
2. To outline the support systems which are necessary to deliver Sub Aim 1.
3. To outline the process of evaluation of Sub Aim 1 and 2.

It is the responsibility of the Office staff of the National Board for Safeguarding Children to deliver on this strategy and the effectiveness of the training courses will be judged by assessing the outcomes through the evaluation processes identified in Sub Aim 3.
It is the responsibility of each Diocese/Religious to ensure that the standards outlined by the National Board are implemented and that appropriate training is sought and provided to those in safeguarding roles.

Aim 1 Requirements of Training for each safeguarding role

Target	Standards	Outputs	Responsibility	Timescale	Outcome
1.1 Provide appropriate awareness raising and safeguarding training to the Lay Faithful	All	1.1A Deliver Information Session/full day training in accordance with guidance on the delivery of awareness raising training	Trainers with Safeguarding Committee.	Ongoing as needs identified by Safeguarding Committee	• Lay Faithful are aware of safeguarding practice and how to create safe environments.

Target	Standards	Outputs	Responsibility	Timescale	Outcome
1.2 Provide appropriate training to staff/ volunteers	All	1.1A Deliver Information Session/full day training in accordance with guidance on the delivery of awareness raising training	LSRs with Safeguarding Committee and Trainer	Ongoing as needs identified by Safeguarding Committee	• All activities are conducted in a safe and child centred way
	4,3,7	1.2B Deliver workshop on involving children and young people in codes of behaviour as necessary	Trainers	Ongoing	• Trainers are equipped to deliver training to volunteers as necessary • Volunteers and Children are aware of the importance and nature of codes of conduct
	4,3,7	1.2C Deliver workshop on talking to children about safeguarding	Trainers	Ongoing	• Trainers are equipped to deliver training to volunteers as necessary • Volunteers who work with Children are able to make them aware of who to contact if they have a safeguarding concern.
	All	1.2D Develop and deliver first point of contact training	Training Manager	30/06/14	• Those who are a first point of contact are aware of their responsibilities around safeguarding

Target	Standards	Outputs	Responsibility	Timescale	Outcome
1.3 Provide appropriate training to students for priesthood and religious life	All	1.3A Deliver full day training with seminarians on pastoral training in accordance with guidance on the delivery of awareness raising training	Trainers with safeguarding committee	Ongoing as needs identified by safeguarding committee	• Students are aware of importance of safeguarding and creating safe environments. • Students understand the Church's Policies and procedures in relation to Safeguarding, roles of behaviour, reporting concerns
	All	1.3A Develop bespoke training for delivery in St Patrick's Seminary and Pontifical Irish College for years 1 and 3	Training Manager	Jul-Sept 13	
	All	1.3B Deliver bespoke training	Training Manager	Jul-Sept 13 Jul-Sept 14 Jul-Sept 15	• Students understand the appropriate personnel in their parish to deal with safeguarding concerns.
	All	1.3C Deliver bespoke training as requested by formators.	Training Manager	Ongoing	

Target	Standards	Outputs	Responsibility	Timescale	Outcome
1.4 Provide appropriate training to all Priests/Religious/Parish Priests	All	1.3A Deliver full day training programme to priests/religious in active ministry in accordance with guidance on the delivery of awareness raising training	Trainers with safeguarding committee	Ongoing as needs identified by safeguarding committee	• All priests/Religious are aware of importance of safeguarding and creating safe environments and of the Church's policies and Procedures
		1.4A Develop one day programme on practical ministry and theology	Training Manager	May-Dec 15	• Priests/Religious more aware of the practical implications of safeguarding on ministry
		1.4B Deliver and evaluate programme on practical ministry and theology	Training Manager	14/10/15	• Programme evaluated for future delivery by Trainers

Target	Standards	Outputs	Responsibility	Timescale	Outcome
1.5 Provide appropriate training to Local Safeguarding Reps (LSRs)	All	1.3A Deliver full day training programme in accordance with guidance on the delivery of awareness raising training	Trainers with safeguarding committee	Ongoing as needs identified by safeguarding committee	• LSRs aware of importance of safeguarding and creating safe environments and of Church's Policies and Procedures.

Target	Standards	Outputs	Responsibility	Timescale	Outcome
1.6 Provide appropriate training to trainers	All	1.6A Train all new applicants in Train the Trainers course	Training Manager Training Associates Tutors	Oct-Dec 13	• All trainers prepared for community assessments
	All	1.6B All new applicants registered	Tutors	Oct-Dec 13	• All trainers fully registered to deliver safeguarding training. • Trainers are equipped to deliver training to lay faithful as necessary • Trainers ensure that through safeguarding awareness that Adults and Children are aware of the importance and nature of codes of conduct
	3,7	1.6C Develop workshop on involving children and young people in codes of behaviour	Training Manager	Jan-Mar 14	
	3,7	1.6D Deliver workshop on involving children and young people in codes of behaviour to trainers to trainers.	Training Manager	22/02/14	
	3,7	1.6E Develop workshop on talking to children about safeguarding	Training Manager	Jan-Mar 14	• Trainers are equipped to deliver training to lay faithful as necessary • Through training that Children are aware of whom to contact if they have a safeguarding concern.
	3,7	1.6F Deliver workshop on talking to children about safeguarding	Training Manager	22/02/14	
	All	1.6G Deliver compulsory annual update training	Training Manager	22/02/14 19/09/15	• Trainers are familiar with relevant updates in legislation and new standards

Target	Standards	Outputs	Responsibility	Timescale	Outcome
1.7 Provide appropriate training to Safeguarding Co-ordinator/Safeguarding Committee (Cmte)	All	1.3A Deliver full day safeguarding awareness training in accordance with guidance on the delivery of awareness raising training	Trainers with Safeguarding Committee.	Ongoing as needs identified by Safeguarding Committee	• Safeguarding Coordinator/Cmte aware of safeguarding practice and safe environments.
	1,2,4,6	1.7A Develop role specific training	Training Manager	Oct-Dec 13	• Safeguarding Coordinator/Cmte aware of their role as distinct from other safeguarding roles
	1,2,4,6	1.7B Deliver role specific training	Training Manager	Ongoing as requested by Safeguarding Committees	
	1,2,4,5,6	1.7C Develop training on developments in governance for safeguarding committees	Training Manager	Oct-Dec 15	• Safeguarding Coordinator/Cmte understand the practical implications of their role.
		1.7D Deliver developments in governance training	Training Manager	11/11/15	
		1.7E Develop Briefing on new vetting legislation	Training Manager	Oct- Dec 15	• Safeguarding Coordinator/Cmte are aware of their responsibilities around recruitment and vetting.
		1.7F Deliver Briefing on new vetting legislation	Training Manager	21/10/15	

Target	Standards	Outputs	Responsibility	Timescale	Outcome
1.8 Provide appropriate training to Designated Liaison People (DLPs)	All	1.3A Deliver full day safeguarding awareness training in accordance with guidance on the delivery of awareness raising training	Trainers with Safeguarding Committee.	Ongoing as needs identified by Safeguarding Committee	• DLPs are aware of safeguarding practice and safe environments.
	1,2	1.8A Develop case management training	Training Manager	Jan-Mar 13	• DLPs understand the process of case management and their place within the structure.
	1,2	1.8B Deliver case management training	Training Manager	07/03/13 09/04/14	
	2,3,6	1.8C Develop training on annual NCMRG update.	Training Manager	Apr-Jun 13 Jan-Mar 14 Apr-Jun 15	• DLPs are aware of the purpose and function of NCMRG as well as how to present cases.
	2,3,6	1.8D Deliver annual NCMRG update training	Training Manager	08/05/13 18/02/14 17/06/15	
	1,2	1.8E Develop training on record keeping, data protection and confidentiality	Training Manager	Jan-Mar 14	• DLPs are aware of their responsibilities around data protection, record keeping and confidentiality.
	1,2	1.8F Deliver training on record keeping, data protection and confidentiality.	Training Manager	13/03/14	

Target	Standards	Outputs	Responsibility	Timescale	Outcome
1.8 Provide appropriate training to Designated Liaison People (DLPs)	1,2,4,6	1.8G Develop role specific training for new DLPs to cover the following: • Clarity of role • Self care • Support Services in place	Training Manager	Apr-Jun 14 Apr-Jun 15	• DLPs understand their role as distinct from other safeguarding roles. • DLPS understand more fully the support services in place • DLPs are aware of needs of survivors and how to put in place specific support services.
	1,2,4,6	1.8H Deliver role specific training to new DLPS	Training Manager	23/04/14 13/05/15	
	1,2,4,6	1.8I Develop training on CDF	Training Manager with representatives of CDF	Apr-Jun 14	• DLPs understand more fully the administrative practicalities of working with the CDF • DLPs understand more fully the decision making process in the CDF
	1,2,4,6	1.8J Deliver training on CDF	Training Manager with representatives of CDF	14/05/14	
	1,2,4,6	1.8K Develop and deliver training on Church Inquiry Process for Religious	Training Manager with Fr Aidan McGrath	08/01/15	• DLPs understand more fully the practicalities of Church Inquiry process for religious

Target	Standards	Outputs	Responsibility	Timescale	Outcome
1.9 Provide appropriate training to all Support People	All	1.3A Deliver full day safeguarding awareness training in accordance with guidance on the delivery of awareness raising training	Trainers with Safeguarding Committee.	Ongoing as needs identified by Safeguarding Committee	• Support people are aware of safeguarding practice and safe environments.
	1,2	1.8A Develop case management training	Training Manager	Jan-Mar 13	• Support people understand the process of case management and their place within the structure.
	1,2	1.8B Deliver case management training	Training Manager	09/04/14	
	6	1.9A Develop and deliver training on support services	Training Manager Director of Professional Standards	15/05/13	• Support people are aware of services/ support available and how to access them.
	1,2	1.8E Develop training on record keeping, data protection and confidentiality	Training Manager	Jan-Mar 14	• Support people are aware of their responsibilities around data protection, record keeping and confidentiality.
	1,2	1.8F Deliver training on record keeping, data protection and confidentiality	Training Manager	13/03/14	

1.9 Provide appropriate training to all Support People	1,2,4,6	1.9B Develop role specific training to cover the following: • Clarity of role • Self care • Working with complainants • Dealing with the emotional side of abuse	Training Manager	Jan-Mar 15	• Support People understand the practicalities of supporting complainants • Support People understand the importance of supervision and self care. • Role of the Support Person is more widely understood and used as distinct from the DLP.
	1,2,4,6	1.9C Deliver role specific training for Support People	Training Manager	22/04/15	
		1.9D Develop and Deliver training on working with survivors	Training Manager and Key agencies	24/09/14	• Support People understand the complexities of working with survivors and the importance of a pastoral response

Target	Standards	Outputs	Responsibility	Timescale	Outcome
1.10 Provide appropriate training to all Advisers	All	1.3A Deliver full day safeguarding awareness training in accordance with guidance on the delivery of awareness raising training	Trainers with Safeguarding Committee.	Ongoing as needs identified by Safeguarding Committee	• Advisers are aware of safeguarding practice and safe environments.
	1,2	1.8A Develop case management training	Training Manager	Jan-Mar 13	• Advisers understand the process of case management and their place within the structure.
	1,2	1.8B Deliver case management training	Training Manager	09/04/14	
	1,2	1.8E Develop training on record keeping, data protection and confidentiality	Training Manager	Jan-Mar 14	• Advisers are aware of their responsibilities around data protection, record keeping and confidentiality.
	1,2	1.8F Deliver training on record keeping, data protection and confidentiality	Training Manager	13/03/14	

Target	Standards	Outputs	Responsibility	Timescale	Outcome
1.10 Provide appropriate training to all Advisers	1,2,4,6	1.10A Develop role specific training to cover the following: • Clarity of role • Self care • Dealing with respondents • Dealing with the emotional side of abuse • Dealing with manipulation and denial	Training Manager	Apr-Jun 15	• Advisers understand the practicalities of working with respondents • Advisers understand the importance of supervision and self care. • Role of the Adviser is more widely understood and used as distinct from the DLP.
	1,2,4,6	1.10B Deliver role specific training for Advisers	Training Manager	27/05/15	
	1,2,4,6	1.10C Develop and deliver training on working with respondents	Training Manager and key agencies	23/09/15	• Advisers understand the complexities of working with respondents.

Target	Standards	Outputs	Responsibility	Timescale	Outcome
1.11 Provide appropriate training to Advisory Panels	All	1.3A Deliver full day safeguarding awareness training in accordance with guidance on the delivery of awareness raising training	Trainers with safeguarding committee	Ongoing as needs identified by safeguarding committee	• Advisory panel members are aware of importance of safeguarding and creating safe environments. • Advisory panels are aware of the practicalities of their role.
	1,2,3,7	1.11A Develop one day training for Advisory Panels on clarity of role and practical workings to focus on: • Case Management awareness • Confidentiality • Clarity of difference between Advisory panels and NCMRG	Training Manager	Apr-Jun 14	
	1,2,3,7	1.11B Deliver one day training on clarity of role and practical working of Advisory panels.	Training Manager with Director of Safeguarding	Delivered Locally by Training Manager at date and time that suits each advisory panel.	

Target	Standards	Outputs	Responsibility	Timescale	Outcome
1.12 Provide appropriate training to Church Authorities	All	1.3A Deliver full day safeguarding awareness training	Trainers with Safeguarding Committee.	Ongoing as needs identified by Safeguarding Committee	• Church Authorities are aware of safeguarding practice and safe environments.
	1,2	1.8A Develop case management training	Training Manager	Jan-Mar 13	• Church Authorities understand the process of case management and their place within the structure.
	1,2	1.8B Deliver case management training	Training Manager	07/03/13 09/04/14	
	2,3,6	1.8C Develop NCMRG update training	Training Manager	Apr-Jun 13 Jan-Mar 14 Apr-Jun 15	• Church Authorities are aware of the purpose and function of NCMRG as well as how to present cases.
	2,3,6	1.8D Deliver NCMRG update training	Training Manager	08/05/13 18/02/14 17/06/15	
	1,2	1.8E Develop training on record keeping, data protection and confidentiality	Training Manager	Jan-Mar 14	• Church Authorities are aware of their responsibilities around data protection, record keeping and confidentiality.
	1,2	1.8F Deliver training on record keeping, data protection and confidentiality	Training Manager	13/03/14	

Target	Standards	Outputs	Responsibility	Timescale	Outcome
1.12 Provide appropriate training to Church Authorities	1,2,4,6	1.12A Develop role specific training to cover the following: • Clarity of role • Self care • Support Services in place for themselves and other safeguarding roles	Training Manager	Oct-Dec 14	• Church Authorities understand their role as distinct from other safeguarding roles. • Church Authorities understand more fully the support services in place • Church Authorities are aware of specific support services in place for their role.
	1,2,4,6	1.12B Deliver role specific training for offering Support to survivors	Training Manager	05/11/14	
	1,2,4,6	1.8I Develop training on CDF	Training Manager with representatives of CDF	Apr-Jun 14	• Church Authorities understand more fully the administrative practicalities of working with the CDF • Church Authorities understand more fully the decision making process in the CDF
	1,2,4,6	1.8J Deliver training on CDF	Training Manager with representatives of CDF	14/05/14	
	1,2,4,6	1.8K Develop and deliver training on Church Inquiry Process for Religious	Training Manager with Fr Aidan McGrath	08/01/15	• Church Authorities understand more fully the practicalities of Church Inquiry process for religious.

Target	Standards	Outputs	Responsibility	Timescale	Outcome
1.12 Provide appropriate training to Church Authorities (Bishops/Provincials)	1,2,4,6	1.9D Develop and Deliver training on working with survivors	Training Manager and key agencies	24/09/14	• Church Authorities understand the complexities of working with survivors and the importance of a pastoral response
	1,2,4,6	1.10C Develop and deliver training on working with respondents	Training Manager and key agencies	23/09/15	• Church Authorities understand the complexities of working with respondents and the importance of a pastoral response

Aim 2 Support systems necessary to deliver Aim 1

Target	Standards	Outputs	Responsibility	Timescale	Outcome
2.1 Develop a database system to track attendance and target training outlined in Aim 1	4,7	2.1A Develop database to backlog all attendance sheets for training stored in NBSCCCI	Training Manager	Jan-Mar 13	• Awareness of who holds Safeguarding roles is current and reviewed at least annually
		2.1B Backlog all attendance sheets	Staff in National Office	Oct-Dec 13	• Access to information is more efficient.
		2.1C Create audit of safeguarding roles and send out to all Diocese and Religious Orders	Staff in National Office	Apr-Jun 13	• Ability to respond to training queries from all safeguarding personnel more effectively.
		2.1D Upload all information from audit to database	Staff in National Office	Apr-Jun 13	
		2.1E Develop spec to cost out upgrades to database	Training Manager	Jul-Sept 13	
		2.1F Necessary upgrades to database complete	Training Manager	Oct-Dec 13	
		2.1G Send out annual returns to trainers via tutors and update database.	Training Manager	Oct-Dec 13 Oct-Dec 14 Oct-Dec 15	• Statistics on training are up to date for Annual Report.

Aim 2 Support systems necessary to deliver Aim 1

Target	Standards	Outputs	Responsibility	Timescale	Outcome
2.2 Develop a system to record all financial incomes and outgoings specifically in relation to training outlined in Aim 1	4	2.2A Develop spread sheet and finance code to separate expenditure and income on training	Administrator	Jul-Sept 13	• Greater accountability for finance relating to training is created.
		2.2B Agree standard cost for tutors expenses and send to tutors	Training Manager and Chief Executive	Jul-Sept 13	• Standardised measures for expenditure created which will allow for better financial forecasting on cost of training.
		2.2C Agree levels of expenditure and sign off processes for training budget	Chief Executive	Jul-Sept 13	• Greater accountability for finance relating to training is created
		2.2D Develop written procedure to cost ad hoc and local training	Training Manager	Oct-Dec 13	• Standardised measures for donations are created which will allow for parity across all religious orders and dioceses across Ireland.

Target	Standards	Outputs	Responsibility	Timescale	Outcome
2.3 Amend website to support training outlined in Aim 1	4, 6	2.3A Upload appropriate resources from training days to website	Staff in National Office	Ongoing	• Greater use of website • Greater support for those in safeguarding roles • Provides opportunity to share best practice • Reduces amount of requests to the National Office
		2.3B Create separate section of the website for registered trainers use	Training Manager with external supplier	Jul-Sept 13	
		2.3C Issue every trainer with user name and password	Training Manager with Staff from the National Board	Jul-Sept 13	
		2.3D Upload relevant resources from across Ireland to website	Training Manager with Staff from the National Board	Ongoing	
		2.3E Create online booking function on website	Training Manager with external supplier	Oct-Dec 13	• Reduces the need for as much administrative time dedicated to bookings.

Sub Aim 2- Support Systems Necessary to Deliver Sub Aim 1

Target	Standards	Outputs	Responsibility	Timescale	Outcome
2.4 Establish networks to understand relevant legislative and policy developments	4, 6, 7	2.4A Establish regular meetings with HSE staff	Training Manager Interim Chief Executive	Apr-Jun 13	• Ensure that all training is compliant with relevant legislation.
		2.4B Establish regular meetings with NI Safeguarding Board	Training Manager	Oct-Dec 13	
		2.4C Attend training support meetings with relevant bodies across Ireland	Training Manager	Ongoing	

Target	Standards	Outputs	Responsibility	Timescale	Outcome
2.5 Issue relevant guidance to support training outlined in Aim 1	All	2.5A Develop guidance on difference in role between Support Person, Adviser and DLP		Oct-Dec 13	• Greater understanding of safeguarding roles, policy, practice and the function of the National Board is achieved.
		2.5B Place statement on website in relation to training and new legislative developments		Oct-Dec 13	
		2.5C Issue guidance on levels of awareness raising training		Apr-Jun 14	
		2.5D Develop position on sharing training resources and issue guidance		Oct-Dec 15	
		2.5E Develop position on process for re registration of trainers and cost and issue guidance		Oct-Dec 15	

Aim 3- Evaluation Systems for Sub Aims 1 and 2

Aim 1

All Training Courses
Each training course outlined in Sub Aim 1 will be evaluated using the following process
1. A unique evaluation form will be created for each course based on the aims of the particular course and including the outcomes listed in Sub Aim 1
2. Participants will complete the forms anonymously
3. The Training Manager will analyse the forms and produce a report outlining recommendations for change.
4. This report will be stored in the National Office and can be made available to participants at the training course if they wish to use it
5. Changes will be implemented based on this report

Train the Trainers Course

The Train the Trainers course will be evaluated by an external evaluator by Q1 13/14. This report will be analysed and based on the recommendations changes will be made to the training course and will be delivered to all trainers by Q4 13/14.

An annual event will be held each year for all trainers to update them on current developments and evaluate current programmes these events will run at Q4 of each financial year.

Aim 2

All support systems established will be reviewed on a quarterly basis and changes made as required.

Training Objectives listed by Year

2013	Date Due	2014	Date Due	2015	Date Due
Jan-Mar		Jan-Mar		Jan-Mar	
1.8A	04/03/13	1.6C	27/01/14	1.6G	02/02/15
1.8B	07/03/13	1.6D	22/02/14	1.8K	08/01/15
2.1A	04/02/13	1.6E	27/01/14		
		1.6F	22/02/14		
		1.6G	22/02/14		
		1.8E	24/02/14		
		1.8F	13/03/14		
		1.8C	01/02/14		
		1.8D	18/02/14		
Apr-Jun		Apr-Jun		Apr-Jun	
2.1C	03/05/13	1.2D	30/06/14	1.9B	01/04/15
1.8C	06/05/13	1.8B	09/04/14	1.9C	22/04/15
1.8D	08/05/13	1.11A	01/05/14	1.8H	13/05/15
1.9A	15/05/13	1.8G	01/04/14	1.8C	01/06/15
2.1D	31/05/13	1.8H	23/04/14	1.8D	17/06/15
2.4A	07/05/13	1.8I	14/05/14	1.8G	01/05/15
		1.8J	14/05/14	1.10A	01/05/15
		2.5C	28/05/14	1.10B	27/05/15
				1.4A	01/06/15
Jul-Sept		Jul-Sept		Jul-Sept	
1.3B	As requested	1.3B	As requested	1.3B	11/09/15
2.1E	23/08/13	1.9D	24/09/2014	1.6G	19/09/15
2.2A	31/07/13			1.10C	23/09/15
2.2B	01/09/13				
2.2C	30/09/13				

2.3B	06/08/13				
2.3C	20/08/13				
Oct-Dec		Oct-Dec		Oct-Dec	
1.6A	23/11/13	1.12A	31/10/14	2.1G	31/12/15
1.6B	31/12/13	1.12B	05/11/14	1.4B	14/10/15
2.1B	31/12/13	2.1G	31/12/14	1.7C	01/11/15
2.1F	02/12/13			1.7D	11/11/15
2.2D	31/12/13			1.7E	01/10/15
2.3E	31/12/13			1.7F	21/10/15
2.4B	01/10/13			2.5D	31/12/15
2.5A	02/12/13			2.5E	31/12/15
2.5B	02/12/13				
2.1G	31/12/13				
1.7A	31/12/13				

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