



---

**Safeguarding in the Catholic Church in England and Wales**

**National Standards for  
Induction, Supervision, Support, Training and Appraisal.**

## Contents

### **1. Introduction**

### **2. Induction**

- 2.1 Scope
- 2.2 Definition
- 2.3 Policy
- 2.4 Table 1: Specific responsibilities
- 2.5 Table 2: Standards for induction for safeguarding practitioners
- 2.6 Table 3: Suggested induction programme for safeguarding practitioners
- 2.7 Table 4: Induction standards for parish safeguarding representatives

### **3. Supervision and Support**

- 3.1 Scope
- 3.2 Policy
- 3.3 Definitions and practice
- Table 5: Supervision standards for SCOs, SOs/SAs and RSO's
- Table 6: Standards of support for PSRs
- Form 1: Supervision agreement for SCOs, SAs/SOs, RSCs and RSRs
- Form 2: Supervision agenda
- Form 3: Record of supervision session
- Form 4: Record of individual case discussion

### **4. Training**

- 4.1 Scope
- 4.2 Definition
- 4.3 Policy
- Table 7: Training for safeguarding practitioners
- Table 8: Training for parish safeguarding representatives

### **5. Appraisal**

- 5.1 Scope
- 5.2 Definition
- 5.3 Policy
- Form A: Appraisal preparation – role holder
- Form B: Appraisal preparation – supervisor/manager
- Form C: Annual appraisal summary

## **1. INTRODUCTION**

- 1.1** It has long been the intention within the Catholic Church in England and Wales that there should be consistently high standards of safeguarding practice in relation to children and vulnerable adults. Policies and procedures developed since Lord Nolan's report "A Programme for Action" 2001 have demonstrated commitment to achieving this, but there have not up to now been any national standards or guidelines set down in an accessible way for induction, supervision, support, training and appraisal to support that commitment.
- 1.2** The recent report of the Cumberlege Commission, "Safeguarding with Confidence" 2007, reiterated the need for consistency in safeguarding practice to be underpinned by national standards for induction, supervision, support, training and appraisal for key safeguarding roles and this focus has given renewed impetus to our work in this area.
- 1.3** The Catholic Church is a dynamic and varied organisation and progress in improving standards of safeguarding practice has proceeded at a variable pace around the country, however strong the commitment. It is therefore, timely to provide structure and clear minimum acceptable standards for specific job or role holders in order to continue to improve our services. This document seeks to describe the standards and provide guidance and supporting materials for those who will be implementing them.
- 1.4** In the drafting of these standards, consideration has been given to the paramount need to maintain high standards of safeguarding practice at all levels in the Church whilst appreciating the challenges which this continues to pose within available resources.
- 1.5** We acknowledge that people from several different professional backgrounds play an active role in the Church's safeguarding work and that practice differs in these different fields e.g Police, Social Work, Probation. These standards seek to describe what is required good practice in the unique context of the Catholic Church in England and Wales.
- 1.6** Following implementation of the standards, a date will be set for the auditing process to begin.

## **2. INDUCTION**

### **2.1 SCOPE**

These standards apply to the roles of Safeguarding Coordinators, Safeguarding Officers/ Advisors, Parish Safeguarding Representatives and Religious Safeguarding Coordinators and Religious Safeguarding Representatives in the Catholic Church in England and Wales.

### **2.2 DEFINITION**

Induction is a process which orientates a person to their job or role and provides them with essential information and support in the early stages to enable them to do it well. It is a planned process within set timescales and is led by the line manager or other designated support person.

It is a vital part of the process by which people become familiar with their role and responsibilities, the context within which they perform their role, and what the expectations of them are in that role in relation to their conduct, practice and performance.

### **2.3 POLICY**

Induction is a right for everyone in the Catholic Church in England and Wales performing a safeguarding role in respect of children and vulnerable adults.

It is our policy that all new entrants to safeguarding roles will complete an induction programme as far as possible tailored to the demands of their new role and their individual needs.

As well as helping us to provide high standards of service, a good induction will contribute to job or role satisfaction and retention of staff and volunteers.

The people responsible for ensuring that new role holders complete an induction programme are the line manager or other designated person and the role or job holder themselves.

The standards in this document describe the basic level of induction that new role holders should receive and suggest timescales for completion.

See Tables 2 - 4

### **2.4 SPECIFIC RESPONSIBILITIES**

**Table 1**

<b>Role</b>	<b>Person / body responsible for ensuring induction</b>
Diocesan Context	
Safeguarding Coordinator	Safeguarding Commission
Safeguarding Adviser/ Officer	Safeguarding Commission
Parish Safeguarding Representatives	SCO/ SA/SO
Religious Context	
Religious Safeguarding Coordinator	Religious Safeguarding Commission
Religious Safeguarding Representative	Religious Safeguarding Coordinator/ Religious Safeguarding Commission

## 2.5 INDUCTION STANDARDS FOR SAFEGUARDING PRACTITIONERS

**Table 2**

This table indicates the areas that should be covered during an induction period for specific roles and gives indicative timescales from date of appointment for completion. **It does not include Parish Safeguarding Representatives.**

<b>KEY</b>				
<b>Diocesan Context</b>		<b>Religious Context</b>		
SCO- Safeguarding Coordinator		RSC- Religious Safeguarding Coordinator		
SO/ SA- Safeguarding Officer/ Safeguarding Advisor		RSR – Religious Safeguarding Representative		
	<b>Diocesan Context</b>		<b>Religious Context</b>	
<b>Standard</b>	<b>SCO</b>	<b>SO/SA</b>	<b>RSC</b>	<b>RSR</b>
1. Handover meeting between old and new post holder wherever possible. In the absence of a meeting, the new post holder will receive a handover pack detailing key issues.	1 Week	1 Week	1 Week	4 Weeks
<b>Structures and roles</b>				
2. Have an understanding of relevant national and local Church structures for safeguarding children and young people and vulnerable adults.	1 Week	1 Week	1 Week	4 Weeks
3 Have an understanding of own safeguarding role in the parish/Diocese/ Religious community.	1 Week	1 Week	1 Week	4 Weeks
4. Know where to turn for support and guidance in own job/ role - Supervision and support policy - Arrange dates and times for supervision or support sessions. - Access to contact details for colleagues in other Diocese/ Congregations and CSAS	1 Week	1 Week	1 Week	4 Weeks
5. Know what meetings to attend e.g. SC/SO/SA national meetings, strategy meetings, MAPPA meetings; case conferences; training and support sessions in parish/ Diocese/Religious community.	1 Week	1 Week	1 Week	4 Weeks
6. Have knowledge of key statutory services- Police, Social Services, Education, Health and relevant legislation, referral processes, investigative processes, strategy meetings etc.	1 Week	1 Week	1 Week	4 Weeks

7. Have a list of the names and location of groups and organisations dealing with children and vulnerable adults in the parish/ Diocese/ Religious Community and know the names of leaders.	4 Weeks	4 Weeks	4 Weeks	4 Weeks
<b>Policy</b>				
8. Be familiar with multi agency child protection and vulnerable adult policies and procedures.	4 Weeks	4 Weeks	4 Weeks	4 Weeks
9. Have a clear understanding of the need for confidentiality.	1 Week	1 Week	1 Week	1 Week
10. Have a clear understanding of safe recruitment processes and the CRB (ISA) process within these.	4 Weeks	4 Weeks	4 Weeks	4 Weeks
11. Be aware of risk management issues.	2 Weeks	2 Weeks	2 Weeks	2 Weeks
12. Introduction to the Annual Report process.	4 Weeks	4 Weeks	4 Weeks	12 Weeks
<b>Local processes</b>				
13. Read the Parish Pack.	4 Weeks	4 Weeks	N/A	N/A
14. Be aware of relevant clerical and administrative systems and documents in the parish/ Diocese/ Religious community, this will include an introduction to record keeping, filing systems in the parish/ diocese/ Religious community.	2 Weeks	2 Weeks	2 Weeks	4 Weeks
15. Be aware of IT systems in the parish/ Diocese/ Religious community and the national database.	1 Week	1 Week	1 Week	4 Weeks
16. Be aware of training policy and procedure for application/ approval for courses.	4 Weeks	4 Weeks	4 Weeks	12 Weeks
<b>Essential reading</b>				
17. "A Programme for Action" and "Safeguarding with Confidence".	4 Weeks	4 Weeks	4 Weeks	4 Weeks
18. Department of Health guidance- Working Together to Safeguard Children and relevant guidance relating to vulnerable adults e.g. "No Secrets: guidance on developing and implementing multi agency polices and procedures to protect vulnerable adults from abuse".	4 Weeks	4 Weeks	4 Weeks	4 Weeks

## 2.6 SUGGESTED INDUCTION PROGRAMME FOR SAFEGUARDING PRACTITIONERS

**Table 3**

This table can be copied and used with individual role holders. It will form the record of induction and should be used from the very beginning of the induction period. It should be signed by the person being inducted and the person organising the induction to confirm that the standard has been met.

<b>Name:</b>	<b>Role:</b>	<b>Name of Line Manager/ Supervisor / Supporter:</b>		
<b>Date role commenced:</b>				
Standard	Timescale for completion	Date achieved	Signatures	
1. Handover meeting between old and new post holder wherever possible  - Key tasks - Current cases and issues - Current training programmes - Local issues				
2. Know where to turn for support and guidance in your job/ role - Supervision and support policy - Arrange dates and times for supervision or support sessions.				
3. Have an understanding of relevant local and national Church structures for safeguarding children and young people and vulnerable adults.				
4. Know what meetings to attend e.g. SC/SO/SA national meetings, strategy meetings, MAPPAs meetings; case conferences; training and support sessions in parish/ Diocese/ Religious community.				
5. Knowledge of key statutory services- Police, Social Services, Education, Health, knowledge of relevant legislation, referral processes, investigative processes, strategy meetings etc.				
6. Have a list of the names and location of groups and organisations dealing with children and vulnerable adults in the parish/ Diocese/ Religious Community and know the names				

of leaders.				
7. Awareness of IT systems in the parish/ Diocese/ Religious community and the national database.				
8. Be familiar with child and vulnerable adult safeguarding policies and procedures.				
9. Have a clear understanding of the need for confidentiality – read and sign policy				
10. Awareness of the Annual Report process.				
11. Awareness of training policy and procedure for application/ approval for courses.				
12. Read the Parish Pack.				
13. Be aware of relevant clerical and administrative systems and documents in the parish/ Diocese/ Religious community.				
14. Introduction to record keeping, filing systems in the parish/ Diocese/order.				
15. Be familiar with Department of Health guidance- Working Together to Safeguard Children.				
16. Awareness of risk management issues.				
17. Have a clear understanding of safe recruitment processes and the CRB (ISA) process within these.				
18. Be aware of A Programme for Action and Safeguarding with Confidence.				

## 2.7 INDUCTION STANDARDS FOR PARISH SAFEGUARDING REPRESENTATIVES

**Table 4**

Parish Safeguarding Representatives should....	This knowledge will be gained by...	Within the following timescale...
1) Be familiar with the values and principles that underpin work with children and vulnerable adults in the Catholic Church.	Reading the parish pack. Discussion with Safeguarding Coordinator/Officer/Advisor(SC/SO/SA) and other Reps	12 weeks
2) Understand the role of the PSR in the context of diocesan and parish safeguarding structures.	Reading a copy of their role description. Attending an introductory meeting.	12 – 24 weeks
3) Have a <b>working knowledge</b> of relevant safeguarding policies and procedures for children and vulnerable adults including how to respond to concerns/ allegations received in the parish.	Reading the parish pack. Discussion with other Reps and SC/SO/SA	24 weeks
4) Receive written information on who's who and what's what in the parish which includes local groups and activities.	Safeguarding Coordinator providing access to the parish pack and any necessary additional information.	12 weeks
5) Attend training on Child and Vulnerable Adult abuse.	Attending appropriate training courses.	24 weeks
6) Have a basic understanding of the signs and symptoms of child and vulnerable adult abuse.	Reading written definitions and information in parish pack. Attendance at basic awareness course. Discussion with SC/SO/SA	12 weeks
8) Have a clear understanding of confidentiality and how it is maintained in a parish setting.	Reading the parish pack. Discussion with other Reps and Safeguarding Coordinators.	4 weeks
9) Receive clear information about the nature and level of support available from the Safeguarding Coordinator/ Safeguarding Officer/Adviser/peer group/ Parish Priest.	Referring to Parish Pack. Discussion with SC/SO/SA etc	4 weeks
10) Be given clear information about meetings and training events that they are expected to attend.	SC/SO/SA providing access to information about meetings and training sessions.	12 weeks
11) Understand the processes for recruiting/appointing people in the parish to positions that bring them into contact with children/vulnerable adults.	Reading the parish pack. Reading " Safeguarding Matters" newsletters from CSAS Discussion with other Reps and Safeguarding Coordinators. Observing another PSR.	4 weeks
12) Receive information about how to claim expenses, and how costs will be met e.g. for postage, photocopying.	Attending an introductory meeting.	4 weeks
13) Be instructed on how to keep records.	Attending an introductory meeting.	4 weeks

### **3. SUPERVISION AND SUPPORT**

#### **3.1 SCOPE**

These standards are relevant to Diocesan and Religious community contexts. They apply to the following jobs or roles within the Catholic Church in England and Wales: - Safeguarding Coordinator, Safeguarding Officer/ Adviser, Religious Safeguarding Coordinator, Religious Safeguarding Representatives, and Parish Safeguarding Representative.

The standards provide guidance and tools to underpin the supervision and support processes for people fulfilling the roles above, and are an important part of the way in which the Church seeks to uphold high standards of practice in relation to safeguarding children and young people and vulnerable adults. As the roles differ somewhat in their focus, there are differences in the standards applied, and these are detailed below.

#### **3.2 POLICY**

The Church is committed to developing and maintaining high standards of practice in relation to safeguarding children and vulnerable adults and to supporting the staff and volunteers who carry out these roles for the benefit of the whole Church community.

##### **Supervision**

Diocesan and Regional Religious Commissions will ensure that supervision is provided to Safeguarding Coordinators, Safeguarding Officers/Advisers, Religious Safeguarding Coordinators and Religious Safeguarding Representatives.

The supervisor will be a current practicing safeguarding specialist approved by the Commission. Anyone appointed to provide professional supervision will do so under the terms of an agreement/contract between them and the relevant Commission.

##### **Support**

In respect of Parish Safeguarding Representatives, supervision is neither appropriate nor possible given their large numbers and their role. Instead, clear local support arrangements will be established that are appropriate for the individuals concerned and approved by the relevant Commission.

It is also recognised that Religious Safeguarding Representatives will often have no need for supervision because they will have no active case work and, when this is the case, they will receive support similar to Parish Safeguarding Representatives as outlined below.

### **3. DEFINITIONS AND PRACTICE**

#### **a) "Safeguarding practitioners"**

In this context, safeguarding practitioners are Safeguarding Coordinators, Safeguarding Officers/Advisers, Religious Safeguarding Coordinators and Religious Safeguarding Representatives.

#### **b) Supervision**

Supervision is an essential means of providing professional support and guidance for safeguarding practitioners. It is the process which ensures that the work of the Church reaches

agreed standards and adheres to policies and procedures that support good practice in safeguarding.

Supervision includes discussion of roles and responsibilities; strategies for individual case management; strategies for prevention and management of risk in the community; appropriate use of resources; safe recruitment of volunteers; delivery of training programmes; ways of working with known abusers; dealing with stress and so on.

Supervision ensures that responsibility for decisions about safeguarding matters is shared between the supervisee, their supervisor, and the Commission which approved the supervisor. However, it does not prevent the safeguarding practitioner getting on with the job on a day to day basis and should, indeed, help to equip them to do so.

Supervision supports the learning and development needs of the individual by identifying gaps in knowledge and practice and recommending ways in which to address such gaps. It can also highlight that learning is taking place and practice is improving, and should be experienced by the supervisee as a very supportive process.

See Table 5 which encompasses the standards.

### **c) Supervision for Safeguarding Coordinators, Safeguarding Officers/ Advisers and Religious Safeguarding Coordinators**

Supervision is provided on a one to one basis. However, in appropriate circumstances, it may be possible for supervision sessions to be shared, for example, where an SCO and SO/SA in the same Diocese could benefit from joint discussions.

It is recommended that full time SCOs and SOs/SAs and RSCs receive supervision on a monthly basis. Part time role holders should receive supervision on a pro rata basis. The Commission will decide on the frequency when appointing a supervisor and this shall not be less than quarterly. This flexibility should not be used to dilute the quality of support or accountability, but does allow for an appropriate "sliding scale" regarding timescales.

### **d) Supervision for Religious Safeguarding Representatives**

Supervision for Religious Safeguarding Reps will be provided by the Commission and a Religious Safeguarding Coordinator. Their role involves less intensive involvement in safeguarding processes than RSCs, and the level of supervision and support provided for them will reflect this. Where a Religious Safeguarding Coordinator is coordinating and leading a group of Religious Safeguarding Representatives, supervision for that group could be on a collective basis with potential for individual sessions as needs dictate. It is acknowledged that their role carries different responsibilities from Parish Safeguarding Representatives, and that supervision, rather than the broader and less personal function of "support", will be necessary to some extent.

### **e) Support for Parish Safeguarding Representatives**

Parish Safeguarding Representatives will **not** receive supervision; they will be supported in other ways appropriate to their role. By "support" we mean the provision of information, advice and guidance, and guaranteed access to a named person responsible for this. It also means providing a listening ear when necessary.

It is important that people carrying out safeguarding roles in the Church have access to regular support to help them to perform their role well and to reduce any risk of stress. It is necessary to be proactive in making support available. Support for Parish Safeguarding Representatives will be provided by Safeguarding Coordinators, Safeguarding Officers/Advisors, Parish Priests, other Parish Safeguarding Representatives and possibly Commission members.

Support is not necessarily a one to one arrangement. It is a less intensive arrangement than supervision and frequently is provided in groups, at Deanery meetings or training events, or by telephone or e mail contact, or through newsletters. What is important is that Safeguarding Representatives can rely on support and know what to expect, and that they are not left to their own devices for indeterminate periods, as this can be stressful as well as potentially risky and could expose the Representative and Church members to avoidable risk.

Given the large numbers of Parish Safeguarding Representatives and their wide geographical distribution, this provides a challenge.

See Table 6 which encompasses the standards.

#### **f) Dealing with concerns about skills or practice**

From time to time concerns may arise for example about a safeguarding practitioner's skills or practice. The individual will be offered appropriate support, guidance and training to improve their performance. If concerns persist, and practice is at an unacceptable level, this must be addressed through the relevant line management and personnel procedures and safeguarding structures in the Diocese or Religious community. Such concerns, and steps taken to address them, will form part of the supervision record and relevant records will be added to the personnel file. In exceptional circumstances, it may be necessary to remove a safeguarding practitioner from their role.

If there are concerns about the functioning of a Parish Safeguarding Representative, these must be addressed to enable them to carry out their responsibilities to a good standard. If concerns persist and performance cannot be improved, it will be necessary to remove an individual from their role so that the safety of children and vulnerable adults is not compromised.

#### **g) Supervision records**

The supervision record is confidential and should be accessible to only the supervisor and the supervisee unless there are serious concerns which require information to be shared with another appropriate person. The record should be stored in a secure, locked place.

Sample forms are provided in this document to assist with the supervision process and recording:

Form 1 – supervision agreement

Form 2 – supervision agenda

Form 3 – record of supervision

Form 4 – record of individual case discussion.

**Table 5**

<b>SUPERVISION STANDARDS FOR SAFEGUARDING COORDINATORS, SAFEGUARDING OFFICERS/ ADVISERS and RELIGIOUS SAFEGUARDING COORDINATORS</b>	
<b>Standard</b>	<b>Evidence</b>
1) Each SCO, SO/SA and RSC receives monthly professional supervision from a current practitioner in the field of safeguarding children/ vulnerable adults (every two months for part time post holders)	Dated records of supervision sessions.
2) Professional supervisors will be appointed by the relevant Safeguarding Commission.	Minutes of Commission meetings.
3) The supervisor will: <ul style="list-style-type: none"> <li>• Prepare for supervision sessions</li> <li>• Review progress since previous session</li> <li>• Advise on case management, assessments, legislation, and research.</li> <li>• Advise on general safeguarding issues in the Diocese/Religious community</li> <li>• Assess learning and support needs.</li> <li>• Support implementation of policies and procedures.</li> <li>• Promote sound interagency working</li> <li>• Feedback on quality of practice.</li> <li>• Help the supervisee to deal with stressful situations and overcome barriers to good practice.</li> </ul>	Record of discussion.
4) The supervisee will : <ul style="list-style-type: none"> <li>• Prepare for each session</li> <li>• Update the supervisor on case issues and progress on actions previously agreed</li> <li>• Update the supervisor on general safeguarding issues in the Diocese/Religious community</li> <li>• Raise problem areas for discussion e.g personal feelings, barriers to good practice.</li> <li>• Contribute to identifying their own learning and development needs</li> <li>• Implement actions agreed.</li> </ul>	Record of discussion.
5) A supervision agreement will be signed by supervisor and supervisee.	A signed agreement exists on file and supervisee has a copy.
6) Supervision sessions will last for a minimum of 1 hour.	Record of session.
7) Supervision will be held in a location which affords privacy and no interruptions.	
8) Cancelled sessions will be rearranged within 2 weeks of the planned date.	Dates of rearranged sessions.

9) An agreed agenda will be used for each session.	Agenda on file and supervision record reflects its use.
10) A written record of each session will be made by the supervisor and a copy will be given to the supervisee.	Records available.
11) The written record will include issues discussed, decisions made and action agreed.	Records available.
12) Discussions in supervision will be confidential between the supervisor and supervisee unless an issue about performance arises and needs to be shared with the Chair of the Commission and the line manager.	Record of any information brought to the attention of the Chair and/ or line manager.
13) If a supervisor is concerned about quality of the supervisee's practice which could result in harm to a child, vulnerable adult or other person, this will be addressed in supervision and through the line management and safeguarding structures.	Record of discussions.
14) If the supervisee wishes to raise concerns about the quality of supervision they receive, this should be done with the supervisor initially who will attempt to improve the quality, and with Chair of the Commission if the quality does not improve satisfactorily.	Records of discussions.

**Table 6**

<b>STANDARDS OF SUPPORT FOR PARISH SAFEGUARDING REPRESENTATIVES</b>	
<b>Standard</b>	<b>Evidence</b>
1) PSRs will participate in an induction programme which commences at the time of their appointment; this will be supported by access to the parish pack.	Induction programme dated and signed by PSR.
2) PSRs will have a contact telephone number and e mail address for their SCO/SO/SA.	
3) PSRs will attend a minimum of one deanery meeting a year for training and support purposes.	Register of attendance.
4) PSRs will be invited to attend a yearly meeting for informal networking with other PSRs.	Record of scheduled meetings.
5) PSRs will be informed of important changes in practice, policy and procedure that affect their role through deanery meetings, newsletters, Diocesan websites.	Agenda for deanery meetings. Content of Newsletters. Website updates.

**Supervision Agreement for Safeguarding Coordinators, Safeguarding Officer/Advisers, Religious Safeguarding Coordinators and Religious Safeguarding Representatives.**

**Between** \_\_\_\_\_  
**and** \_\_\_\_\_

**Frequency**

Sessions will be held every month.

**Location**

Supervision will take place at:

**Duration**

Sessions will last for:

**Content**

Discussions will be based on the agreed agenda areas.

**Preparation**

Both parties will prepare for sessions by reviewing actions agreed last time and noting new issues for discussion.

**Recording supervision sessions**

A record of the session will be made by the supervisor using standard formats and a copy will be given to the supervisee who may also keep their own notes. Records will be signed and dated by both parties and will be kept in a secure place.

**Confidentiality**

Supervision is confidential between the parties unless there are concerns about the quality of supervision given or the quality of practice discussed.

**Dealing with concerns about quality of supervision or quality of practice.**

Concerns will be addressed within the supervision relationship and records of discussions and actions agreed will be kept. If the quality of supervision given or the quality of safeguarding practice does not improve to an acceptable standard, the line manager and Chair of the Commission will be informed.

**Disagreements**

Areas of disagreement will be recorded in the supervision record. Disagreements that cannot be resolved may be referred to the line manager.

**Cancellation of sessions**

If a session has to be cancelled, it will be rescheduled to take place within one week/ ....

**Date for review of agreement**

This agreement will be reviewed on \_\_\_\_\_

**Signed**

**Signed**

**Date**

**Date**

**Form 2**

**Supervision Agenda**

1. Check how supervisee is feeling e.g. concerns or things that are going well.
2. Review actions agreed at previous session and note progress.
3. Casework – discussion of specific cases or individuals.
4. General safeguarding issues in Diocese/ Religious community e.g. safe environment issues, progress of safe recruitment practices.
5. Barriers to effective safeguarding practice.
6. Training and development work in the Diocese/Religious community.
7. Legislation, research, policy and practice, updates.
8. Personal development and training needs.
9. Other areas...

**Form 3**

**Record of Supervision Session**

**Name of supervisee:**

**Supervisor:**

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **to** \_\_\_\_\_

**Location:**

<b>Area of discussion</b>	<b>Comments</b>	<b>Action agreed &amp; timescale</b>
How supervisee is feeling.		
Review of action agreed at last supervision.		
Casework - see individual record of case discussion.		
General safeguarding issues in Diocese or Religious community.		

Barriers to effective safeguarding practice.		
Training and development work in Diocese/ community.		
Legislation, research, policy and practice issues.		
Personal development and training needs.		
Annual leave / TOIL.		



## **4. TRAINING**

### **4.1 SCOPE**

These standards apply to the roles of Safeguarding Coordinator, Safeguarding Officer/ Adviser, Parish Safeguarding Representative, Religious Safeguarding Coordinator, Religious Safeguarding Representative.

Current child protection and vulnerable adult policies and procedures stress the importance of training and development in supporting safe practice in the Church with respect to preventing and responding to safeguarding concerns. Job and role descriptions and person specifications also highlight the need for training and continuing development.

### **4.2 DEFINITION**

It is recognised that there are many ways of gaining knowledge which are effective and valid; these include attendance at conferences, supervision sessions, meetings, consultation with colleagues, reading of books, journals etc but for the purposes of this document, "training" is used to refer to formal, organised sessions which are attended by the role holder and which have learning outcomes defined at the outset.

### **4.3 POLICY**

Training needs will be identified in a number of ways for example, through meetings of safeguarding staff, through policy and case consultation with CSAS, through supervision and through formal appraisal as well as in response to changing legislation, guidance etc.

It is our policy to ensure that training needs are matched by training opportunities so far as resources allow and all safeguarding role holders will have access to training and development opportunities commensurate with their role and responsibilities.

Training courses will be provided "in house" at times by employees or role holders within the Catholic Church. At other times it will be appropriate for external training to be accessed.

Where training is provided through "in house" channels, there will be a consistently high standard of provision which will be facilitated through advice and guidance on training content, techniques etc. This will be available through CSAS in due course.

## TRAINING REQUIREMENTS

### KEY

<b>SC</b>	Safeguarding Coordinator
<b>SA/SO</b>	Safeguarding Adviser/ Safeguarding Officer
<b>RSC</b>	Religious Safeguarding Coordinator
<b>RSR</b>	Religious Safeguarding Representative
<b>LSCB</b>	Local Safeguarding Children Board/ adult equivalent

### Training for safeguarding practitioners

**Table 7**

Area of training	SC/RSC	SO/SA	RSR	Delivered by
Basic Child Protection and Vulnerable Adult awareness	✓	✓	✓	LSCB SC/SA/SO Commission Members
Definitions of child abuse and vulnerable adult abuse	✓	✓	✓	LSCB SC/ SA/SO Commission Members
Signs and symptoms of abuse	✓	✓	✓	LSCB SC/ SA/SO Commission Members
Prevention and protection	✓	✓	✓	LSCB SC/SA/SO Commission Members
Creating a Safe Environment in Church contexts	✓	✓	✓	SC/SO/SA
Statutory framework for safeguarding children and vulnerable adults	✓	✓	✓	LSCB SA/SC/SO SC
Inter agency working – roles and responsibilities	✓	✓	✓	LSCB SC/SO/SA
Risk assessment of alleged or confirmed offenders/perpetrators	✓	✓	✓	External trainer SC / SA
Working with perpetrators	✓	✓	✓	External trainer
Barriers to disclosure / power issues	✓	✓	✓	SC / SA

Safe recruitment processes (including CRB)	✓	✓	✓	CSAS SC SA/SO
Supervision skills	✓			External Commission Members
Interviewing skills	✓	✓	✓	External SC SA/SO
Assessment Skills	✓	✓	✓	External
Messages from Nolan / Cumberlege	✓	✓	✓	SC SA/SO
Group work Skills	✓	✓	✓	External trainer
Training for Trainers	✓	✓		External trainer
Legislative Framework	✓	✓	✓	LSCB SA/ SC/SO
Counter signatory training	✓	✓	✓	CSAS

### Training for Parish Safeguarding Representatives

**Table 8**

Training needs	Delivered by
Basic Child Protection and Vulnerable Adult awareness	LSCB SC/SA/SO Commission Members
Definitions of child abuse and vulnerable adult abuse	LSCB SC/ SA/SO Commission Members
Signs and symptoms of abuse	LSCB SC/ SA/SO Commission Members
Prevention and protection	LSCB SCO/SA/SO Commission Members
Creating a safe environment in Church contexts	SC/SO/SA
Statutory framework for safeguarding children and vulnerable adults	LSCB SA/SO SC
Inter agency roles and responsibilities	LSCB SCO/SO/SA

Working with people who abuse (perpetrators)	External trainer
Barriers to disclosure / power issues	SC/ SA/SO
Safe recruitment processes (including CRB)	CSAS SC SO/SA
Skills for interviewing volunteers	External trainer/SC/SA/SO
Key messages from "A Programme for Action" and "Safeguarding with Confidence"	SC SO/SA
Counter signatory training	SC/SA/SO

## **5. APPRAISAL**

### **5.1 SCOPE**

These standards apply to Safeguarding Coordinators, Safeguarding Officers/ Advisors, and Religious Safeguarding Coordinators in the Catholic Church in England and Wales.

The standards apply to role holders whether or not they are paid workers, permanent role holders or volunteers. The important issue here is that people are appraised in their role for the safeguarding responsibilities which they carry out rather than because of the nature of their employment status.

### **5.2 DEFINITION**

Appraisal is a process which compliments supervision sessions that take place throughout the preceding year. It provides an opportunity for acknowledging achievements and success in a formal and focused way, as well as looking at areas of performance that require improvement or further development.

It is a shared process which culminates in a meeting between the role holder and their supervisor/ manager, usually on an annual basis.

### **5.3 POLICY**

Appraisal will take place every 12 months. A date for the meeting will be set at least one month in advance to allow for preparation.

The role holder and their supervisor/ manager will prepare for the appraisal meeting using Form A or Form B as appropriate. Preparation is necessary to ensure that the outcome of the appraisal is effective.

Where supervision is provided by someone outside the role holder's line management, a contribution will be made to the appraisal by both the supervisor and the line manager and responsibility for any follow up action will be shared between them and the role holder. It is also appropriate to seek feedback from other people on how the role holder has carried out their responsibilities and this should be discussed with the person to be appraised before approaches are made.

Following the appraisal meeting, the outcome will be summarised on Form C by the supervisor/ manager. This will identify objectives for the next 12 months and show how the role holder's needs for support will be met. The role holder will receive a copy of the completed Form C. Any areas of disagreement will be recorded.

The outcome may require action by the supervisor/ manager as well as the role holder.

It is good practice for progress on the agreed actions to be monitored through the supervision process so that momentum can be maintained.

**Form A**

**APPRAISAL PREPARATION - ROLE HOLDER**

This form is to be completed before the appraisal interview to help you reflect on key issues and make the best of the discussion.

Name of person being appraised:	Position/ Role:
How long in this position/ role:	
Name of Supervisor/Manager	
Position/ role:	
Date of appraisal meeting:	Period covered _____ to _____.
<b>1) Current role</b>	
What are the key areas of your position/ role?	
<b>2) Objectives agreed at last appraisal</b>	
Record what progress you have made on agreed objectives from your last appraisal.	
<b>3) Current performance in role</b>	
a) In relation to the key areas of your position/ role, please give examples of what you do well.	
b) What other achievements have there been for you during the review period?	

c) Identify any challenges, problems or concerns you have about your position/ role e.g. pressures of workload, level of knowledge, complexity of cases/ decisions, effectiveness of your role.

**4) Future performance**

a) What will help you to maintain your achievements or to do better? (Try to be specific e.g. training course, advice and guidance).

b) What aspect of your role do you need to improve on?

**5) Training and development**

a) What training have you received in the last 12 months? Please give dates and course title.

b) What other opportunities for development have you had?

**6) Any other issues**

--

<b>7) Future objectives</b>
-----------------------------

What are your work priorities for the next 12 months?
-------------------------------------------------------

<b>Signed:</b>
----------------

<b>Date:</b>
--------------

**Form B**

**APPRAISAL PREPARATION - SUPERVISOR/MANAGER**

This form is to be completed before the appraisal interview to help you reflect on key issues and make the best of the discussion.

Name of person being appraised	Position/role
How long in the position/role	
Name of Supervisor/manager	
Position/role	
Date of appraisal meeting:	Period covered
<b>1) Current role</b>	
Describe the key areas of the appraisee's position/role	
<b>2) Objectives agreed at the last appraisal</b>	
What progress has been made on previously agreed objectives or tasks?	
<b>3) Current performance</b>	
a) In relation to key areas, what has been done particularly well? Please give examples.	
b) What other achievements have there been during the appraisal period?	

<b>4) Future performance</b>	
a) How can the good work be maintained in future?	
b) What aspects of performance need to improve? Please give examples.	
c) How can the role holder be supported to improve their performance?	
<b>5) Training and development</b>	
a) What training courses have been attended during this review period?	
b) What other opportunities for development have there been for the role holder?	
<b>6) Any other issues</b>	
<b>7) Future objectives/tasks</b>	
<b>Signed</b>	<b>Date</b>



b) Areas where there needs to be an improvement in performance:

**4) Training and development**

a) What are the identified training and development needs?

b) How are these needs going to be met?

**5) Any other issues**

**6) Action agreed, including objectives for the next twelve months**

**Objective**

**Timescale for completion**

**Date for next appraisal meeting:**

**Signed:**

**Signed:**

**Date:**

**Date:**