

Parish Safeguarding Training Action Plan

Adopted by the PCC: 20th November 2025 **Date of review:** September 2027

Approach to training

The PCC adopts entirely the maxim that ‘safeguarding is everyone’s responsibility.’ Some may ask ‘why do I have to undergo training?’ As a PCC we hope that much of what is taught in this training will never need to be put into action, but this in no way lessens the grave importance of what is contained within the training.

We acknowledge that the Church of England, along with many other organisations, has fallen short of providing a safe space for all in the past, and we align ourselves with the wider determination to do better. This document relates to our approach towards safeguarding training, that we will not ignore the warning signs (whether large or small), that we will give a voice to those who have traditionally gone less heard, and that all may attend our Church confident of a safe environment, with clear lines of communication where concerns arise.

As a PCC we aim for **best practice** – this goes above and beyond the basic **requirements**. This policy is rooted in our unique context, and aims to build the safest possible environment therein.

This policy is made with reference to our overarching *Safeguarding Policy*, and the Church of England’s *Safeguarding Learning and Development Framework 2024*.

Continual development of this policy

The CofE’s *Safeguarding Learning and Development Framework* was approved by the General Synod in 2024. This lays out the basic **requirements** which the Church of England has set, but also **best practice** which all Church organisations are highly advised to follow.

It is important to note that this policy is fluid, and written within a changing environment. Owing to the relatively recent nature of the Church of England’s safeguarding legislation, which has been written and adopted in the light of horrendous revelations of mismanagement, there are occasions where the requirements and guidance are not yet entirely clear. For instance a person elected to the PCC, if they refused to undertake any safeguarding training, would be breaking the law according to the Framework adopted by Synod in 2024, but would technically still be a legal member. The Charity Commission, however, would almost certainly call this person unfit to be a trustee (bearing in mind the importance of good safeguarding to the Church, and the role the PCC members have in ensuring this is carried out), and not only does this not live up to our aim as a PCC to always act with best practice regarding safeguarding, it would cause serious embarrassment to all involved. In this instance a PCC Code of Conduct is being progressed through General Synod which would give members the power to deselect members who are not fit to be trustees.

At a local level, our Church will continue to change and develop and this policy, aimed as it is at best practice within our context, will also need to be reviewed and developed with time.

To ensure continued best practice, **the PCC has set a date for review of this policy in September 2027 (alongside other safeguarding policies)**, but the **PSO and Rector will continue to monitor changes in the law and our parish** and, at any relevant moment, will bring forward the date of the review if it is deemed necessary.

Safeguarding Training Expectations and Requirements at St Clement's, Sandwich

	DBS	Basic Awareness	Foundation	Domestic Abuse	Leadership	Safer Recruitment and People Management
All licensed clergy and lay ministers (administered by the Diocese)	Yes – Enhanced	Required (online)	Required (online)	Required (online)	Required (online)	Required (online)
Churchwardens	Yes – Enhanced (due to potential direct contact with children or vulnerable adults) (DDC designation: 'Churchwarden')	Required (online)	Required (online)	Required (online), except in extenuating circumstances	Best Practice (Basic and Foundation then not required)	No
Parish Safeguarding Officer	Yes – Basic (due to lack of potential direct contact with children or vulnerable adults) (DDC designation: 'Parish Safeguarding Officer')	Required (online)	Required (online)	Required (online), except in extenuating circumstances	Required (online)	Required (online)
PCC members	No	Required (online)	Required (online)	Best Practice	No	No

Tower Captain and Organist/Director of Music	Yes – Enhanced (due to potential direct contact with children or vulnerable adults) (DDC designation: ‘Choir Leader (with Under 18s Choir Members)’ OR ‘Volunteer Bel’ Tower Captain’)	Required (online)	Required (online)	Best Practice	Best Practice	No
Parish Administrator	Yes – Basic (due to lack of potential direct contact with children or vulnerable adults) (DDC Designation: ‘Church Administrator (Paid)’)	Required (online)	Required (online)	Best Practice		
Volunteers at an activity organised primarily for children, young people or vulnerable adults	Yes - Enhanced (due to potential direct contact with children or vulnerable adults) (DDC Designation: ‘Children and	Required (online)	Required (online)	Best Practice	No	

	Youth Worker (Enhanced U18s Barring) Volunteer' OR 'Children and Adults Volunteer (Enhanced U18/VAs Barring)')					
Volunteers at an activity including teaching, training, instructing, caring for, supervising or transporting children, young people or vulnerable adults	Yes for the leader only – Enhanced (DDC Designation: 'Children and Youth Worker (Enhanced U18s Barring) Volunteer' OR 'Children and Adults Volunteer (Enhanced U18/VAs Barring)')	Required (online or in-house, online for the leader)	Required (online or in-house, online for the leader)	Best Practice	No	
Anyone else in recruitment of volunteers	No	Required (online or in-house)	No	No	No	Required – either online, or in-house training on our safer recruitment policy
Other volunteers who represent the church	No	Best Practice – either online, or in-house training and guides provided	No	No	No	No

Breaking down organisations at St Clement's:

Volunteers at an activity organised primarily for children, young people or vulnerable adults

- Servers
- Pastoral care group

Volunteers at an activity including teaching, training, instructing, caring for, supervising or transporting children, young people or vulnerable adults

- Bell ringers
- Choir members
- Toddler group volunteers

Anyone else in recruitment of volunteers

- Chair of the flower arranging committee
- Organiser(s) of Churchyard Rediscovered
- Organiser(s) of Coffee Pot

Other volunteers who represent the church

- Welcomers
- Coffee servers
- Sidespeople
- Readers
- Intercessors
- Chalice assistants
- Gift Aid Secretary
- Churches Together representatives
- Flower arrangers
- Little Gardens of Sandwich Committee

Overseeing these roles

The Rector and PSO will review these groups at least annually, and the training of individuals is logged on the Parish Safeguarding Dashboard.