

Safeguarding Training for Trustees

Information, further reading and case studies for training

This document contains any exercises (case studies) that will be undertaken during the training course and links for further information. Thank you for your time, energy and participation.

The online course will take approx. 2 hours with a break. We look forward to seeing you there.

Contents

- ❖ Introduction: Safeguarding and the purpose of this training in relation to your role – *page 2*
 - ❖ Training exercise (case studies) – *pages 3-5*
 - ❖ Important Resources – *pages 8-9*
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Introduction: Safeguarding and the purpose of this training in relation to your role

Safeguarding is a permanent and necessary part of the Church of Scotland. The Church of Scotland has invested in establishing a robust safeguarding system for all congregations (in Scotland, England and internationally), Church departments and councils including more than 70 CrossReach services.

Aim

The aim of this Safeguarding course is to advise trustees about their safeguarding responsibilities.¹ It seeks to provide trustees with the awareness and knowledge to lead and embed good safeguarding practice into their congregation.

¹ The Church of Scotland has congregations in England and internationally to which the key messages in relation to Safeguarding also consistently apply. For further guidance on any specific legislation applicable in other countries, please don't hesitate to contact the Safeguarding Service.

Health Warning

The subject of harm, abuse and neglect can be sensitive and distressing both personally, and professionally. If you have any difficulty in continuing with this training please speak with your safeguarding coordinator or line manager.

Exercise: Case studies

1. Appointment of an organist to work with the junior choir

The congregation would like to appoint an organist to work with the junior choir. Sarah has volunteered to play the organ at church services for many years and has been approached by the Minister to apply for the new role. The congregation have been told that Sarah has started work with the junior choir.

The formal recruitment process has been on-going and the Safeguarding Coordinator has just received a letter from the Safeguarding Service saying Sarah's PVG application was considered by the Recruitment Sub-Committee and the members are not recommending the appointment to the Kirk Session.

This has been raised at the Kirk Session, and the Minister is quite upset and wishes to appoint Sarah as, while she may have done things in her past, she should now be forgiven and be able to work with the children in the church.

What are the potential risks or problems that may arise?

What options are available to resolve this situation?

What needs to be done and by whom?

2. Human trafficking

Ana is a 22-year-old Romanian female who recently started attending the Church-run Food Bank. You are an Elder in the church, and volunteers on the food-bank rota. Ana is timid, anxious, is always seen in the same clothes and does not appear to be taking care of herself.

In addition, you have observed that Ana is reluctant to leave the foodbank and when she does, she is always picked up by a well-presented older white male, who drives an expensive car. To you, this does not correlate with Ana's situation.

Although initially reluctant to engage, Ana starts to open up telling you that she is tired from working so many hours with nothing to show for it, she has no friends, and she has limited contact with her family in Romania. When asked why she doesn't see her family, Ana states she cannot return to see them as her passport has been retained by someone.

Today, after being dropped off by the same man, she discloses that does not want to leave the food bank and asks for help.

Is this a situation where harm may be occurring, and if so, what type of harm? What are the potential risks or concerns?

What should happen next / what options are available to resolve this situation?

What needs to be done and by whom?

3. Concerns about the suitability of an individual for working with children

As a part of the recruitment process for a volunteer to work with the children in Junior Church, the coordinator and two members of the Session (one of whom is yourself) have been asked to interview Cheryl, who has expressed an interest in volunteering. You do not know Cheryl, but during the interview form a strong opinion that she is not suitable for the role. Her language is inappropriate, as are the attitudes she expresses about young people.

How should you address your concerns?

What should happen next?

Important Resources and Additional Reading

OSCR Safeguarding Guidance for Trustees:

<https://www.oscr.org.uk/media/3164/2019-01-23-latest-updated-safeguarding-booklet-design-pdf.pdf>

On completion of this course, you should also make yourself familiar the Safeguarding Handbooks and key documents on the Church of Scotland website.

[Safeguarding Handbook 1 – What you need to know and do to protect children and adults at risk from harm and abuse](#)

[Safeguarding Handbook 2 - The Safe Recruitment, Selection and Management of Volunteers and Paid Staff](#)

[Safeguarding Handbook 3 – Safeguarding Training: What is available, who it is for, and how to access it](#)

[Safeguarding Handbook 4 – Safeguarding in Practice](#)

[Safeguarding Handbook 5 – Managing those who pose a risk](#)

[Safeguarding Handbook 6 – Responding to Domestic Abuse](#)

[Safeguarding Act](#)

[Safeguarding Act Guidance](#)

(the guidance is currently being updated, with the updated version available on the web shortly)

[Report of the Safeguarding Committee May 2022](#)

Safeguarding in Practice

You will also find pro forma such as consent forms for children’s activities, media consent forms and guidance [here](#) under Safeguarding Forms.

Social media guidance

[Updated guidance on Safe use of social media and telephone support](#)

National guidance

[Adult Support and Protection \(Scotland\) Act 2007](#)

<https://www.gov.scot/publications/national-guidance-child-protection-scotland-2021/>

How to contact the Safeguarding Service

The service is available 9.00am-5.00pm, Monday to Friday. You can leave a telephone or email message outwith this time.

The Church of Scotland Safeguarding Service
The Church of Scotland
121 George Street
Edinburgh
EH2 4YN
Tel: 0131 240 2256
Email: safeguarding@churchofscotland.org.uk