



## TEAM MEMBERS

### Role

Directly involved with children as programme helpers

### What sort of training do they need?

#### *Keeping People Safe*

- Environments, groups, boundaries, physical contact, etc.
- How to prevent incidents occurring
- An undesired event which resulted or could have resulted in harm, damage or loss.

#### *Child Protection*

- Children and abuse
- Types of abuse
- Indicators of abuse
- The process of victimisation
- The impact of child sexual abuse
- Responding sensitively when abuse is disclosed
- Reporting abuse

### What this looks like in practice

- Ratios
- Programme Style
- Physical Contact
- Behaviour and Language
- Privacy
- Boundaries



## TEAM LEADERS

### Role

Responsible for a team, group or programme

- Leading a safe team
- Conducting safe activities in safe environments
- Overseeing issues such as hygiene and medical safety
- Risk Management and safety planning for your program

### What training do they need?

#### *The SafeHere Team Leader*

- Leading a Safe Team
  - Team Leader appointment process
  - Appointing Team Members
- Conducting Safe Activities in Safe Environments
- Incident reporting
- The Team Leader's role in Emergency Response
- Reporting issues of child protection
- Safety Management System

#### *Safety Management Principles and Permission to Proceed*

- Risk Management and safety planning for your programme
- Permission to Proceed Process
- Emergency Response and spontaneous change of plans
- Review of programme

### What this looks like in practice

- Application forms
- Appropriate 'working with children' checks
- Referees
- Interviews
- Training
- Incident Reports
- Encouraging and supporting their team members





## Coordinator

Oversight of Safety in an parish

- Managing team leaders – appointment, oversight, discipline.
- Ensuring safety of events (including safe practices, incident reports, child protection, emergency response, risk management plan)
- Permission to proceed

## What sort of training do they need?

- The Safety Management System
- Team Leader appointment process
- How to support Team leaders
- Implimenting safety processes in an organisation



## Risk Management Officer

- Commitment to safe practices
- Holds the organisation accountable
- Overall monitoring of safety
- Sets the agenda for training in safety and care
- Person in senior leadership within organisation
- Emergency Response

## What does the Diocese need to do?

- Diocesan Safety Policy
- A united approach to safety across the diocese for young people and vulnerable adults.
- An independent Safety Officer to oversee SMO and training - someone who is responsible, wise, knowledgeable and unbiased.
- If a Safety Management system is used, like SafeHere, then someone needs to be a point of contact and an administrator for the system

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## Emergency Response

- In an emergency, how would your Diocese respond?
- Who do people contact?
- What is the order of response

## Basic Safe Team requirements

- Police checks
- Application forms
- References
- Interviews
- Training
- Encouragement and mentoring

NB Training and checks to be repeated every 3 years