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## Guidance for Parishes

### Safeguarding Training for Volunteers (without DBS)

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#### 1. What do we need to do in Parish?

From July 1<sup>st</sup> 2025, parishes will need to keep a record of safeguarding training for volunteers (without a DBS). Going forward safeguarding training for all that hold a role in the church will be mandatory.

The Parish Priest will decide who will be the contact at the parish for training queries. For example, this could be the Parish Safeguarding Representative, Parish Administrator or Activity Lead. Every parish will be different but must have a point of contact for volunteers

#### 2. Why do we need to keep a record?

The parish holds the information on non-DBS volunteers and is in contact with them regularly. In the event of a CSSA or Diocesan Safeguarding audit of your parish you would be asked to show your training record as part of embedding a culture of safeguarding.

#### 3. What about other volunteers or staff with DBS roles?

The Safeguarding Service will continue to keep a record of roles with a DBS and employees of the parish/Diocese. You can help to keep these records accurate by returning your parish report and encouraging everyone in your parish to keep their training and DBS updated.

#### 4. Are there any resources to help us?

Yes. Many parishes are already keeping records of volunteers' training so these resources are provided as a template if you do not already do so. There is:

- Safeguarding Training Register: Spreadsheet to input and save electronically
- Training Poster – telling volunteers how to get more information and who to contact in the parish.
- Plain English Leaflet
- Young People/Teen Leaflet
- Children's Leaflet

## 5. What do volunteers need to register?

They need:



an email address



training website: <https://training.catholicsafeguarding.org.uk/>



their Diocese (Westminster)



Parish location (as listed in the year book/directory e.g. Stonebridge)



Name of Parish/Church (e.g. Five Precious Wounds)

When registering they choose their role as:

Westminster Volunteer no DBS

## 6. How will they know what course to complete?

In the Diocese of Westminster all roles complete the Level 3 training regardless of DBS, that way everyone has the same knowledge to keep themselves and others safe.

Level 3 Safeguarding training for Volunteers in the Catholic Church

Author: CSSA Level: Advanced Study time: 60 to 75 min

register for free!

**COURSE OVERVIEW**

Our advanced training course in safeguarding for volunteers in the Catholic Church, who require a DBS certificate which is also checked against the barred list(s). Please check your DBS certificate, or with your Safeguarding Coordinator, whether this is the right training course for you.

The training “**Level 3 Safeguarding training for Volunteers in the Catholic Church**” will be visible once they sign into the training platform. If the course does not appear on your home page, please use the following link to enroll:

<https://training.catholicsafeguarding.org.uk/course/safeguarding-for-volunteers-in-the-catholic-church-l3>

## 7. What about volunteers without access to internet or without email?

We have further guidance on support for volunteers needing a different format of training. **(insert link/guide details)** You may be able assist them in parish to sign up and complete the training. Alternatively, or if the volunteer does not use email contact [safeguardingadmin@rcdow.org.uk](mailto:safeguardingadmin@rcdow.org.uk). The training contact in parish will be provided with a printed training leaflet and questionnaire which will need to be discussed one on one with the volunteer, signed, dated and kept in the training record at Parish.

## 8. How will I know volunteers have completed their training?

They should provide the parish training contact with a printed or emailed certificate to add to the training register. Your training record can be kept as a paper or electronic file.

**9. If volunteers have questions or encounter difficulties during the course, how can we help?**

In the training instructions we encourage volunteers to seek help in parish first, it may be a simple matter of providing the website address.

For technical issues please contact the CSSA training team at: [training@catholicsafeguarding.org.uk](mailto:training@catholicsafeguarding.org.uk)

**10. Do volunteers need any specific software or equipment for the training?**

The training will work on desktop computers, laptops, tablets, and smartphones and requires internet access

**11. Can volunteers access the course content offline?**

No, the LMS is hosted online only and can be accessed through the CSSA (Catholic Safeguarding Standards Agency) website. For further information see Question 7.

**12. How often are the courses updated?**

The content is reviewed by the CSSA regularly to ensure that it meets the required standards and recent changes in legislation and good practice. The learning modules are in the process of being accredited by CPD (Continuing Professional Development) bodies.

**13. Is there anything additional I need to know?**

Yes! Be sure to encourage all the volunteers within the parish complete safeguarding training every 3 years. In addition, make sure that safeguarding is a part of your induction for new volunteers or briefings for running an activity/event.

Chat with your Parish Priest and PSR in parish to find out more.

**Safeguarding is everyone's responsibility**

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*Safeguarding Service General Training Enquiries (Monday-Friday 9am-5pm)*



[safeguardingadmin@rcdow.org.uk](mailto:safeguardingadmin@rcdow.org.uk)

or



020 7998 9352 (option 4)