Discuss possibility of Safeguarding Training being delivered locally with PCC



Once agreed contact Sarah Fullard (sarah.fullard@lichfield.anglican.org) to advise the wish to run face to face training and confirm who will be supporting you (always 2 people to be facilitating training)



Sarah will check records to see if Train the trainer module has been completed (by at least one facilitator)



If not previosuly done -complete the train the trainer module



Sarah Fullard will send/ ensure you have access to the most up to date materials for the module you are wanting to run locally.



Review materials and check everything is working - any issues report back to Sarah Fullard. Inform Sarah of the dates and time of your session and whether this can be advertised more widely



Deliver the training ensuring people sign an attendance sheet stating name, role and parish. After training they should fill in an evaluation form



Send attendance sheet and evaluation forms to Sarah Fullard who will arrange for certificates to be produced and sent electronically to the person running the course



Keep a record locally of who has completed the training as this will not be recorded at diocesan level - if individuals from alternative parishes have attended please let their PSO know.



Evaluate how it went and contact Sarah to discuss any issues/feedback

