**EXCELLENCE IN SAFEGUARDING**

Participant Information

Dear Church/Member,

Thank you for considering attending one of our safeguarding training courses. We have put together key information you need to know in order to attend a training day. Please refer to our website to view available dates. We have included a **Participant Booking Form** with this pack for you to complete and return to [office@swba.org.uk](mailto:office@swba.org.uk)

* A Minister is required to complete levels 1, 2 and 3 safeguarding training **every 4 years** to be able to retain their accredited Baptist Minister status.
* Deacons/Trustees and all members of church leadership will need to do levels 1-3.
* Children’s workers, youth workers, crèche workers and people who work with adults at risk, but do not have a leadership responsibility will need to do levels 1 & 2.
* Level 1 is a short film which will be shown at the beginning of the Level 2 session.

**WHAT YOU NEED TO KNOW**

Training for Levels 2 and 3 takes a full day from **9:15 am to 5:00pm.** The day is split into two sessions – Level 2 in the morning (9:15am for registration – 1.00 pm) and Level 3 in the afternoon (1:45 pm – 5:00pm).

We can train a maximum of **25 people** in each session.

The Host Church will **provide refreshments three times** over the course of the day - mid-morning, at lunchtime and mid-afternoon. Participants are expected to provide their own lunch.

The cost of the event per person is **£15** for Level 2 or **£20** for Levels 2 and 3. This will rise to £15 for each level after Easter 2024. This price covers the training materials, certificates and the trainers’ expenses.

Your church will be sent an invoice when all bookings have been confirmed.

**BECOMING A HOST CHURCH**

If you have a large number of participants who need training, why not consider becoming a host church for the safeguarding training? If you would like to be considered, please download our Host Church Information from the website and return a completed form to [office@swba.org.uk](mailto:office@swba.org.uk)

We look forward to seeing you at the training day. If you have any questions or queries concerning your booking, please contact us by emailing office@swba.org.uk or by telephone on **029 20 491366.**

BOOKING POLICY - PARTICIPANTS

As Baptists we take very seriously the protection of children and adults at risk who are part of our churches. The Excellence in Safeguarding training courses, provided by the Baptist Union of Great Britain, have been designed specifically for Baptist churches to ensure their leaders and workers are able to undertake their roles in the best possible way. We therefore want as many churches as possible to benefit from the training.

Host churches have priority in reserving places for their church to attend the Safeguarding Training. Any unallocated places will then be available for other churches to book onto that course.

You must reserve places for the course you would like to be booked on by filling in the Participant Booking Form. We recommend you check with us by emailing [office@swba.org.uk](mailto:office@swba.org.uk) to make sure we have the number of places you require. Once booked you will be charged for the number of booked places and will be invoiced after the Safeguarding Training Day.

**EXCELLENCE IN SAFEGUARDING**

PARTICIPANT BOOKING FORM

|  |  |  |  |
| --- | --- | --- | --- |
| **YOUR CHURCH NAME:** | |  | |
|  |  | | |
| **COURSE VENUE:**  *(if known)* |  | | |
|  | | | |
| **DATE OF COURSE:** |  | | (First choice) |
|  | | | |
|  |  | | (Second choice) |

|  |  |
| --- | --- |
| Please give the **TOTAL** number of participants for the following: - | |
| **LEVEL 2**  *(For all working with or supervising those who work with children, young people and adults at risk)* |  |
|  | |
| **LEVEL 3**  *(Level 3 can only be completed after Level 2 and is intended for Designated Persons for Safeguarding, deacons/trustees, ministers and children’s/youth/pastoral leaders.)* |  |

**PLEASE PROVIDE DETAILS ABOUT PEOPLE ATTENDING OVERLEAF**

**(If anyone has any specific needs please let us know at time of booking)**

|  |  |
| --- | --- |
| I understand that any cancellations must be notified to SWBA in advance of the training day. | |
| **SIGNED:** |  |
|  |  |
| **NAME:** |  |
|  |  |
| **TELEPHONE NUMBER:** |  |
|  |  |
| **EMAIL ADDRESS:** |  |

*Please return this booking form to:* [*office@swba.org.uk*](mailto:office@swba.org.uk) *or post to:*

*South Wales Baptist Association, 54 Richmond Road, Cardiff, CF24 3UR*

**PARTICIPANT DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Church Role** | **Level 2**  (please tick) | **Level 3**  (please tick) |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*Please add rows for more participants*

*Please return this booking form to:* [*office@swba.org.uk*](mailto:office@swba.org.uk) *or post to:*

*South Wales Baptist Association, 54 Richmond Road, Cardiff, CF24 3UR*