**EXCELLENCE IN SAFEGUARDING**

Host Church Information

Dear Church,

Thank you for considering hosting a safeguarding training course at your venue. We have put together key information you need to know in order to host a training day. **Please contact the office to discuss possible dates** for you to host. We have included a **Host Church 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 2 and 3 safeguarding training **every 4 years** to be able to retain their accredited Baptist Minister status.
* Deacons/Trustees and all workers in leadership roles will need to do levels 2 & 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 level 2.
* Level 1 is a short film, suitable for showing in church meetings and available on the Baptists Together website

**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 (9:15 am for registration – 1.00 pm) and Level 3 in the afternoon (1:25 pm – 5:00pm).

We can train a maximum of **25 people** in each session and we would ask that, as a host church, you provide a minimum of **12 people** for Level 2.

We ask the host church, to **provide refreshments three times** over the course of the day - mid-morning, at lunchtime and mid-afternoon, and **someone who is not a course participant to prepare and wash up.** Participants are expected to provide their own lunch, and to bring a pen/pencil.

The cost of the event per person is **£15** for Level 2 and **£15** for Level 3. This price covers the training materials, and the trainers’ expenses. As you are the Host Church you are entitled to **3 free places** for Levels 2 and 3.

**VENUE REQUIREMENTS**

For us to deliver the training successfully we need a suitable meeting space and will require certain equipment. The room will need to be able to accommodate up to 30 people sitting around tables and be easily accessible. We will need to know specifics on parking so please fill in the booking form with as much detail as possible. A kitchen is required where the noise will not disturb the training experience. The equipment needed is as follows (please contact us if you cannot provide sound/projector equipment):

* **Access to the venue at 8:30am**
* Equipment to display a PowerPoint presentation, and sound to play a YouTube video
* Heating (if required)
* 35 chairs
* 6 tables, desk height
* 1 microphone (not essential)

We look forward to working with you to make the training day a success. If you have any questions concerning your booking please contact us via emailing [office@swba.org.uk](mailto:office@swba.org.uk) or by telephone on **029 20 491366.** If you need an emergency contact on the day of the training, please contact Sally George on **07974 834957**

BOOKING POLICY - HOST CHURCHES

As Baptists, we take the protection of children and adults at risk who are part of our churches very seriously. 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.

You have requested to be a host church because you have a number of participants who need training.

If you would like your church to have **exclusive training**, you will be charged for 25 places for Levels 2 and 3. Please note that there is a discount of three free places for being a host church.

If you do not require exclusive training and will not fill the 25 participant places, Host Churches should reserve the specific number of places they need at the time of booking. Any unallocated places will be advertised on our website for other people to book on to the course. You will still be entitled to your three free places.

Churches will be charged for the number of spaces they have booked, and will be invoiced after the Safeguarding Training Day.

**EXCELLENCE IN SAFEGUARDING**

HOST CHURCH BOOKING FORM

|  |  |
| --- | --- |
| **HOST CHURCH NAME** |  |
| **CHURCH ADDRESS & POSTCODE** |  |
| **CHURCH PHONE NUMBER** |  |
| **DATE OF COURSE (FIRST CHOICE)**  (Please contact us first to discuss possible dates) |  |
| **DATE OF COURSE (SECOND CHOICE)** (Please contact us first to discuss possible dates) |  |

Please tick the checklist below to indicate the equipment you are able to provide. If you do not have PA equipment, we can supply it.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 1 | Easy access from outside |  | 8 | Microphone (if required) |  |
| 2 | Heating (if required) |  | 9 | Tea/Coffee/Biscuits |  |
| 3 | Space for up to 30 people |  | 10 | Kitchen, where noise does not disturb the training |  |
| 4 | 35 chairs |  | 11 | Parking (on premises). Please specify how many spaces are available. |  |
| 5 | 6 tables, desk height, for participants to work at |  | 12 | Parking (off premises). Please give a description of where participants can park and if there is a charge |  |
| 6 | Equipment to display a PowerPoint presentation & sound |  |  |
| 7 | Screen or wall to display slides |  |  |

***PLEASE PROVIDE DETAILS OVERLEAF ABOUT THOSE WHO WILL BE ATTENDING (If anyone has any specific needs, please let us know at the time of booking)***

*I understand that any cancellations must be notified to the SWBA in advance of the training day.*

|  |  |  |
| --- | --- | --- |
| ***Signed*** |  | ***Telephone number*** |
| ***Name*** |  | ***Email address*** |
| ***Name and mobile number of the person who will be opening the building on the training day*** |  | |
| ***Date*** | | |

*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*

|  |  |
| --- | --- |
| 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.)* |  |

**PARTICIPANT DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Church Safeguarding Role** | **Level 2**  (please tick) | **Level 3**  (please tick) |
| *First FREE place:* |  | ✓ | ✓ |
| *Second FREE place:* |  | ✓ | ✓ |
| *Third FREE place:* |  | ✓ | ✓ |
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*Please add rows for more participants*

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

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