**Booking Form – Safeguarding Training**

**Please send completed booking form to** **SGBookings@LeicesterCofE.org**

|  |  |
| --- | --- |
| First Name |  |
| Surname |  |
| Parish |  |
| Role in Parish  |  |
| Course Code, **please quote on all correspondence connected with the training.** Please note that courses have a limited number of places, so we ask for multiple choices for safeguarding leadership and PTO training. | 1st Choice2nd Choice3rd choice |
| Email address |  |
| Contact Telephone Number |  |
| Address, if no email |  |
| Additional Information it would be helpful to know (e.g. disabilities, hearing problems, or any relevant information) |  |
| Previous Church of England Safeguarding training completed, with approximate dates if possible. This could include C0, C1, C2 and C3, or Safeguarding Basic Awareness or Safeguarding Foundation Training. |  |
| Device using to access Zoom, if relevant |  |
| How familiar are you with Zoom? (e.g. very, it’s new to me) If relevant. |  |

**Further information**: a workbook will be emailed, usually with your confirmation email, prior to Virtual Safeguarding Leadership Training and PTO Safeguarding Training. The workbook includes a checklist to help you and the trainer track your tasks. If you do not receive a confirmation please check your junk email folder, or contact SGBookings@LeicesterCofE.org after 5 days.

**If you have been personally impacted** by issues that may be discussed at safeguarding training and are concerned in any way, please contact Louise, to talk about how best to support you and facilitate your training, which may include the offer of one to one training

Louise Warner, Safeguarding Training officer Louise.Warner@LeicesterCofE.org or 07729628319.

Rachael Spiers, Diocesan Safeguarding Adviser:  Rachael.Spiers@Leicestercofe.org

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Peter Holloway, Diocesan Assistant Safeguarding Adviser: Peter.Holloway@LeicesterCofE.org

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Julie Foulds, Safeguarding Team Administrator

T: 0116 261 5360 Julie.Foulds@LeicesterCofE.org

The Diocese of Leicester will process your personal data for the purpose of booking you on safeguarding training, contacting you about the training and recording your attendance at training.

We also use training information to keep records of those in churches who are working (paid or voluntary) with under 18s or vulnerable adults.  This is part of our safeguarding responsibilities and is required by the Church of England.

We keep your information securely.  The full privacy notice is available for download from the diocesan website: <https://www.leicester.anglican.org/resourcing-your-work/parish-administration/data-protection/> (scroll to the bottom of the page).