



## CATHOLIC SYRO-MALABAR EPARCHY OF GREAT BRITAIN

Issued by

The Bishop and Trustees

St. Alphonsa of the Immaculate Conception Cathedral

Parish St Ignatius Square,

Preston PR1 1TT

Registered Charity Number - 1173537

# Training Requirement/ Analysis Policy

Version 2.0

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## DOCUMENT CONTROL

| Document Name                           | Version                                                                                                                                                                             | Status | Author                          |
|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|---------------------------------|
| Data Protection Policy & Framework      | 2.0                                                                                                                                                                                 | Final  | Data Protection Officer         |
| Document objectives:                    | This policy supports the Catholic Syro-Malabar Eparchy of Great Britain to comply with its legal requirements on clergy, employees, contractors & volunteers training requirements. |        |                                 |
| Target audience:                        | The Clergy, Employees, Contractors, and volunteers who render their service to the Eparchy.                                                                                         |        |                                 |
| Monitoring arrangements and indicators: | This policy will be monitored by the Eparchy’s relevant commissions to ensure it is always updated with the latest legislative changes as and when this takes place.                |        |                                 |
| Approved and ratified by:               | Approved by Eparchy’s relevant commissions<br>Ratified by Trustees                                                                                                                  |        | Date: Nov 2021<br><br>Date: TBC |
| Date issued:                            | Nov 2021                                                                                                                                                                            |        |                                 |
| Review date: (yearly)                   | March 2027                                                                                                                                                                          |        |                                 |
| Author:                                 | Data Protection Officer                                                                                                                                                             |        |                                 |
| Owner                                   | The Bishop and the Trustees.                                                                                                                                                        |        |                                 |

## Change Record

| Date | Author | Version | Page | Reason for Change |
|------|--------|---------|------|-------------------|
|      |        |         |      |                   |



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## **1. Why it's Essential to have a Learning Requirement Policy for the Eparchy**

Training requirements are one of the most important forms of training that an organisation can conduct. It's essential for clergy/staff/volunteers to understand the many different regulations and legislations that govern their roles and the services they provide.

Conducting some form of training on legislative requirement is usually required by the government. Not only does it allow all to understand their rights and responsibilities, but it also helps the Eparchy to reduce liability in the case of any mistakes made by the staff.

## **2. Scope**

This Training Requirements Policy applies to all Clergy, Employees, Contractors, and Volunteers of the CSCMEGB.

## **3. Why it is Essential for the Clergy, Employees, Contractors, and Volunteers to Learn About Legal Requirements**

The first element of training requirements is teaching the clergy, staff and volunteers about their responsibilities in the services they carry out. There are so many different regulations and requirements that Eparchy as a service provider must adhere to. However, it's impossible for one person to oversee these requirements. Everyone must be aware of the requirements and onboard to follow them properly. The Eparchy itself as a registered charity is liable in the case these requirements are not upheld, so it is in the Eparchy's own best interest to ensure that all its staff and volunteers are well-versed in the legal requirements that apply to them. In the United Kingdom, there are many different types of important legal requirements.

## **4. Main Legislative Laws that Apply to this Policy.**

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- i. UK GDPR/DPA 2018 Compliance.
- ii. Common Laws/Case laws on Confidentiality Requirements
- iii. Safeguarding Laws (Care Acts/Children Act 1989)
- iv. Health & Safety Law
- v. Fire Safety Laws

## **5. Implementation & Compliance.**

**The Respective leads will,**

- Issue prompts and updates to all clergy, staff, & volunteers via email, intranet, meeting briefings and newsletters regarding completion of annual mandatory & voluntary Training. The designated system to monitor training will also send out reminders for volunteers to complete their refresher training when their training is due.
- Monitor completion of Training.
- Update the training monitoring system as appropriate.
- Conduct training as appropriate.

6. Clergy, Employees, Contractors & Volunteers are responsible for:

- Completing identified Training within the specified timescales.
- Keeping themselves informed and up to date about changes to all Eparchial policies and procedural documents.

## 7. Mandatory Training Requirements

| Training Modules                                                                                                                | Safeguarding Training & Frequency | Data Protection Training & Frequency | Health & Safety Training & Frequency | Fire Safety Training & Frequency |
|---------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|--------------------------------------|--------------------------------------|----------------------------------|
| Trustees                                                                                                                        | <b>Mandatory yearly</b>           | <b>Mandatory</b>                     | <b>Mandatory</b>                     | <b>Mandatory</b>                 |
| Clergy                                                                                                                          | <b>Mandatory yearly</b>           | <b>Mandatory yearly</b>              | <b>Mandatory yearly</b>              | <b>Mandatory yearly</b>          |
| Employees                                                                                                                       | <b>Mandatory yearly</b>           | <b>Mandatory yearly</b>              | <b>Mandatory -yearly</b>             | <b>Mandatory yearly</b>          |
| Volunteers who work with children, young people & adults.<br>[Catechism Teachers<br>Choir Team<br>Youth Workers<br>Kaikkansans] | <b>Mandatory</b>                  | <b>Mandatory Yearly</b>              | Recommended                          | Recommended                      |
| Volunteers [Commission Members]                                                                                                 | <b>Mandatory</b>                  | <b>Mandatory Yearly</b>              | Recommended                          | Recommended                      |
| Volunteers [ handles personal/special category data]                                                                            | Recommended                       | <b>Mandatory Yearly</b>              | Recommended                          | Recommended                      |
|                                                                                                                                 |                                   |                                      |                                      |                                  |
|                                                                                                                                 |                                   |                                      |                                      |                                  |



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## 1. Specialised Training

| Training Modules<br>(Additional tailored awareness training) | Safeguarding Training & Frequency | Data Protection Training & Frequency | Health & Safety Training & Frequency | Fire Safety Training & Frequency |
|--------------------------------------------------------------|-----------------------------------|--------------------------------------|--------------------------------------|----------------------------------|
| TRUSTEES                                                     | Bi-yearly                         | Bi-yearly                            | Bi-yearly                            | Bi-yearly                        |
| CLERGY                                                       | Bi-yearly                         | Bi-yearly                            | Bi-yearly                            | Bi-yearly                        |
| EMPLOYEES                                                    | Bi-yearly                         | Bi-yearly                            | Bi-yearly                            | Bi-yearly                        |