

## Training/Consultancy Services Information 2011

CCPAS provides a range of 'face-to-face' and distance learning courses and consultancy services, as follows:

- 1. 'Facing the Unthinkable' live presentation.** These half or full-day courses are hosted by churches and other organisations throughout the UK. This is an abridged version of the full course contained in the DVD pack, below
- 2. 'Facing the Unthinkable' DVD distance learning pack.** A comprehensive child protection course for individual and group study with tutorial support from CCPAS staff.
- 3. 'Facing the Unthinkable' follow-up training.** Typically arranged for churches/groups that have completed the distance learning course and require a CCPAS trainer to lead a follow-up session.
- 4. DVD-based 'advanced' courses.** Three one-day, DVD based, courses which we recommend following the basic training. These relate to working with children with special needs, providing pastoral care to all those affected by abuse, and supporting sex offenders (in churches and faith groups) safely.
- 5. Specialist courses/consultancy.** CCPAS design and deliver a range of courses/consultancy programmes to meet specific requirements in relation to any aspect of child protection.

Further details of these programmes are set out below. The distance learning pack and 'advanced' courses can be ordered by post or via our on-line shop. 'Facing the Unthinkable' live seminars can be booked using the form at the end of this document. For other services, email requests should be sent to [info@ccpas.co.uk](mailto:info@ccpas.co.uk) or by post.

### 1. 'Facing the Unthinkable' live presentation

CCPAS has run many hundreds of these seminars throughout the UK for churches across the denominational spectrum, plus organisations, groups and local authorities working with children and young people. The aim is to assist places of worship and organisations to respond effectively to children and vulnerable adults who may have been abused, develop policies and safe practice to ensure children and adults are safeguarded, as well as to minimise the risk of false allegations against workers.

Each seminar is hosted by a local church, group of churches, or by an organisation over a half-day, two consecutive evenings or, whenever possible, a longer period. This reflects the views of past attendees, who usually feel that more time is needed. The course is presented by David and Pauline Pearson who have been running events most weekends over nearly 20 years.

Each seminar is widely advertised to all, with people also booking directly with us. We will send information about the event to your local regional press and radio. In return for providing the venue, refreshments etc, members of the host organisation or group are able to participate at a special rate. People from your church or organisation do not, of course, book through us. They are covered by your payments and services. Others should book directly through CCPAS.

For churches and organisations hosting the seminar, we expect that you will provide the venue and refreshments. Basically this means provision of tea/coffee and a biscuit at the beginning and at the mid-way point in a half day. Longer seminars would also include a lunch break where tea and coffee are available (participants would bring their own lunch). We also expect that you will advertise the seminar locally with flyers we will provide. The suggested donation is a lump sum of £295 plus £4 per person from your group for the workbook (value £5 each). The lump sum of £295 is payable one month before the training event. We will invoice you for the workbooks after the event.

The demand for *Facing the Unthinkable* seminars has been very high, often resulting in our having to suggest a date of six months to a year in advance. However, it is not just a question of offering the next available date as we cover the whole of the British Isles and this means that sometimes we can offer an earlier slot because we have the space in an existing itinerary. We also have to bear in mind the need to spread our services across the country and leave a reasonable time between events in the same area.

We must stress that this arrangement is based on a partnership and good local advertising of the event is essential. Each seminar consumes an average of six working days for CCPAS. This is based on two people travelling to and from the seminar, running the actual day, to which must be added the equivalent of a day's administration at the office and a day for

follow-up as people always contact us for help afterwards. We want to share the benefits of good local advertising. Flyers will contain information on any other seminars we have in the area. This information should not be deleted as someone unable to attend the event in your church or organisation might well be able to manage one of the others.

### **What makes a good venue?**

When arranging a *Facing the Unthinkable* seminar you will need to think very carefully about the venue. All our seminars are at least 4 ½ hours in length. Cold, draughty church halls (or churches!) with uncomfortable seats, poor acoustics and no amplification and nowhere to park your car are not really what we are looking for. There are times when the best thing you can do is talk with another church and put the event on together.

*Check list for a good venue:*

- Comfortable seating for at least 150
- Sufficient numbers of toilets for 150 (because everybody needs to go at roughly the same time!)
- Access for people with disabilities and a loop system
- Vehicular access to enable the organisers to deliver large amounts of books and resources
- Sufficient parking for the participants within easy reach of the venue

A church on the edge of town can be more accessible than one in the centre - especially on a Saturday morning!

### **What we provide**

Our costs for running the seminar include the presenter(s) expenses, general advertising, detailed booklet and handouts, administration, travel and overnight accommodation where necessary. Additionally we provide a back-up service to ensure follow-up support for all our seminars. This includes a telephone counselling service for individuals who, having attended one of our seminars, need to talk about their personal circumstances or church leaders needing help in particular situations or seeking our advice in drawing up policy documents etc. For each seminar participant the workbook provided is worth £5 and contains full seminar notes and a great deal of other valuable information.

The suggested charges are based on the *postage stamp* principle. In other words, a general rate to cover all our expenses including, of course, travel and accommodation, irrespective of distance. If costs for any of these services present a difficulty we are happy for individuals and groups to give what is possible. Our aim is to provide the training for whatever can be afforded. However, the reality is that our service functions on a knife-edge financially and we have to be responsible to the many who support us financially by suggesting realistic donations, which in any event are much less than the prevailing commercial rates and do not cover the full costs.

### **Aiming for excellence**

An independent consultant reviewed our child protection services and training programme. He commented on the high level of satisfaction from those attending our seminars. Attendees are asked to complete an evaluation sheet after every session and last year 99% rated our *Facing the Unthinkable* seminar, (on a scale of 1-5) as 4 or 5, ie as very good or excellent.

Our training material and other services are recommended in the government publication 'Working Together to Safeguard Children 2010' and have received support from leading insurance companies and other organisations.

### **Say You Want To Go Ahead**

Talk to other churches in your area. Decide on the venue and agree on acceptable dates, making sure that all the possibilities do not clash with other local events. Complete and return the attached application form or complete the online form. Remember we are a small team trying to cover the British Isles. There will only be certain periods when we can come to your area and we will need to combine your request with others in the region or locality - so please give as much scope as you can. We will then get back to you as soon as possible. For further information on these courses you can contact david@ccpas.co.uk

## **2. 'Facing the Unthinkable' DVD distance learning pack**

This is a comprehensive child protection course for individual and group study. As well as instruction in essential areas, there are several in-depth sessions (specialist tracks) on topics covered within the basic training, plus tasks, exercises and a test paper. Certificates are available on successful completion. The pack has been specially designed for flexibility so that tailor-made courses of study of between 4 and 15 hours can be arranged over a number of sessions. Full support is available from CCPAS website, email and by telephone from CCPAS trainers (see profiles below). There is also the opportunity of opting for a follow-up session as described in (3) below.

The DVD includes PowerPoint slides and the approximate running time is 7 hours. The pack comes with notes, participants' handbook, and the CCPAS online manual 'Safe and Secure' with regularly updated versions available on the CCPAS website. Further information is available in the latest issue of our 'Caring' magazine or on our website – www.ccpas.co.uk

### 3. **'Facing the Unthinkable' DVD workpack – follow-up support/training**

The DVD learning course is suitable for places of worship and for non-faith based organisations and groups. In addition to the details given above, further information is available in our 'Caring' magazine and on the CCPAS website.

The pack is designed for individual or group study and does not need a facilitator. As already described, CCPAS provide a full range of support and can arrange for a follow-up visit from a CCPAS trainer to help talk through implementation of policies and procedures within a church or group setting. The cost of a visit will be £180 for an evening/half day session, or £250 for a full day, plus expenses. Applications for this service should be made to CCPAS by letter or email: david@ccpas.co.uk

### 4. **DVD-based 'advanced' training**

**'Special Children, Special Needs'**. This DVD will help churches respond to children with disabilities and special needs in practical and inclusive ways. Sessions include how to make church welcoming, advice on specific disabilities and special needs, the requirements of the Disability Discrimination Act and a church that has tackled the issues. Contributors include Simon Bass (CCPAS) and 'Paul Dicken. (Through the Roof).

**'Sharing the Load'**. A pastoral care programme to enable churches and organisations offer help and support to all those affected by abuse. The DVD includes understanding the effects of abuse, models for recovery as well as personal testimony. Contributors include David Pearson (CCPAS) and professional counsellors Pauline Pearson, Dot and Andy Croall and survivors of abuse.

**'SOS – Supporting Offenders Safely'**. With the growing recognition that many sex offenders attend church, this training programme examines the issues and includes understanding patterns of sex offending behaviour, risk assessment and written contracts plus the treatment, pastoral care and counselling of sex offenders in a church setting. Contributors include Donald Findlater (Lucy Faithfull Foundation), David Pearson, Simon Bass and other CCPAS personnel.

*NB Each of these DVDs will provide a day's training. Follow up support and certificates of successful completion.*

### 5. **Specialist courses/consultancy**

For needs which are not covered by the above, CCPAS can develop tailor-made courses for churches, faith or other organisations in statutory, independent and voluntary sectors. This involves devising training programmes to meet identified needs, using one or two trainers. All training is backed-up with relevant material, including course pack, programmes and specialist information. In addition we will provide participants and organisations with on-going support via email and our telephone helpline. Details of our trainers and consultants are given at the end of this document.

We can supply a CCPAS consultant to advise on any child protection related issue. As will be seen from the profiles below, our consultants have many years' experience in the statutory child protection services and related areas of work. All have specialist knowledge of working with churches and other faith groups and in relation to the implementation of policies and procedures in many different settings. Our services are available to statutory and voluntary organisations, faith groups etc; examples of services we have provided include:

- Constructing a support/supervision package for a sex offender attending a faith group
- Conducting a management inquiry following a case of abuse by a staff member in an organisation
- Developing child protection policies and procedures for organisations/other faith groups
- Developing a child protection training strategy
- Developing a package of support for staff workers and clients following a serious case of abuse
- Advice in relation to faith-based crime against children, eg deliverance/witchcraft issues and abuse

Our normal charges based on one trainer for planning/delivery are £370 per day (less £50 for CCPAS members), plus expenses (and VAT where applicable). In accordance with the CCPAS equal opportunities policy, services are not declined for lack of finance, and where a fee cannot be reasonably afforded we will provide the service on a donation basis. The same rates/policies apply also to the consultancy services where a charge is applicable. Our normal helpline services and consultancy, and support to churches and faith groups, are provided through CCPAS charitable funds for no charge. Please contact us for further information.

#### **Our Commitment**

As a Christian organisation we seek to ensure:

- Churches and children's organisations are safer places for children and adults
- Leaders respond appropriately when there are possible concerns of abuse
- High quality, affordable training that is accessible to all
- A sensitive response offering follow-up advice and support where needed

## OUR TRAINERS/CONSULTANTS

**Simon Bass** has worked in various capacities for CCPAS since 1997 and became CEO in August 2010. He not only provides training but over the years has had a significant role in developing CCPAS safeguarding policy and good practice guidelines. Simon has a particular interest in the areas of disability and safe use of the internet, and has advised government and other organisations in these areas. Simon's background is in local authority social work and in lecturing.

**David and Pauline Pearson** are the founders of CCPAS and have been leading the 'Facing the Unthinkable' seminars for 20 years. David has been involved in child protection for more than 40 years. He worked as a senior Social Services Manager and court-appointed Children's Guardian as well as providing independent advice to courts and social services on child protection issues. David is a Director of CCPAS.

Pauline originally qualified as a nurse, and went on to work with adolescents in a residential capacity for 13 years. She has extensive experience of direct work with children and adults who have been abused and is a qualified counsellor.

**Bob Pull** Before joining the CCPAS team in September 2006, Bob served in the Met Police for 30 years. He attained the rank of Detective Inspector in the Child Abuse Investigation Command and was the operational lead for Project Violet which provided child safeguarding training, advice and support for African Diaspora communities. In addition to his police experience he has received ministerial training at Spurgeons College, South London. Bob serves CCPAS as a communities consultant and trainer.

**Bill Stone** is a social work trainer and consultant and a university lecturer. Bill previously worked for the NSPCC as a child protection officer, undertaking assessment and therapeutic work with young people. Bill has a particular interest in issues around parenting and child neglect and is author of a number of research articles on this subject. Bill writes for CCPAS and is also part of our helpline team.

**Andy Croall** has a proven track record in counselling, training and consultancy. He is known to many through 'Kings Communications', 'Care for the Family', and also his work with CCPAS. Andy was previously Deputy Director of Social Services for a large county and Chair of an Area Child Protection Committee. He is consultant to a number of statutory, voluntary and church agencies and works on the CCPAS helpline. Andy has taught extensively on team building, counselling and family relationships.

**Claudia Bell** is a Safeguarding and Policy Advisor with CCPAS, having joined the team in 2010. She has long experience as a social worker and manager, having worked in a busy London Borough child protection team and for a leading independent fostering agency. She has an extensive background in working with children who have complex needs resulting from abuse.

**Justin Humphreys** is a Safeguarding and Policy Advisor with CCPAS, having joined the team in 2010. He has a background of over 15 years in Children's Services in the public and voluntary sectors. He is a trained counsellor, experienced trainer/facilitator and has trained in management consultancy at the National School of Government. Justin drafted the 'Recruiting Safely Guidance - helping to keep children and young people safe' for the Children's Workforce Development Council (CWDC).

### Contacts:

Further information can be obtained from CCPAS:

CCPAS, PO Box 133, Swanley, Kent, BR8 7UQ.

Email: [info@ccpas.co.uk](mailto:info@ccpas.co.uk)

Tel: 0845 120 4550

Web: [www.ccpas.co.uk](http://www.ccpas.co.uk)

1. Name of Church/Group \_\_\_\_\_

Your Name \_\_\_\_\_ Designation \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Phone (Day) \_\_\_\_\_ Fax \_\_\_\_\_

Phone (Eve) \_\_\_\_\_

E-mail \_\_\_\_\_ *Correspondence will be sent to this email address.*

Key holders details (if different)

Name \_\_\_\_\_ Phone (Day) \_\_\_\_\_

Phone (Eve) \_\_\_\_\_ Mobile \_\_\_\_\_

2. Details of Venue (*Facing the Unthinkable seminars only*).

We do need to know the location and facilities before we can make an offer.

Name & Address of Premises \_\_\_\_\_

\_\_\_\_\_

Town \_\_\_\_\_ County \_\_\_\_\_

Post Code \_\_\_\_\_ Phone No. \_\_\_\_\_

Number of people who can be seated comfortably \_\_\_\_\_

Is the seating fixed? YES/NO Is there wheelchair access to the meeting room/toilets? YES/NO

No. of toilets \_\_\_ male \_\_\_ female

Is there a Loop System? YES/NO

Do you have sound/ projection equipment? Give details:

\_\_\_\_\_

Are there car parking facilities available on site? YES/NO How many cars? \_\_\_\_\_

If NO, please supply details of car parking in the locality and charges where they apply.

\_\_\_\_\_

Presenters bring a lot of resources; please let us know if there are any unloading or parking difficulties?

\_\_\_\_\_

3. How Many?

Anticipated attendance from your own church/group \_\_\_\_\_

**4. Advertising (*Facing the Unthinkable seminars only*)**

- Are you:
- (1) A local church/group
  - (2) A parent body/diocese/network or similar

If (1) how will you publicise the seminar locally to churches across denominations and Christian organisations in and around your area? Publicity should begin at least three months prior to the event. We are able to provide a suitably prepared flyer for copying. Please state number required: \_\_\_\_\_

**5. Possible Dates.**

Please indicate suggested timing and dates below. The seminars can be run mid-week over two consecutive evenings, on a Saturday, or perhaps on a Sunday afternoon. Starting times can be varied but the seminar length needs to be a minimum of 4 ½ hours for a half day or 6 ½ hours for the extended version. Suggested times are: 9.00 am – 1.30 pm (our most popular option); 9.30 am – 4.00 pm; 5.30 pm – 10.00 pm; or (Sundays) 3.00 pm – 7.30 pm. If over two consecutive evenings we would suggest 7.00 – 9.30pm

In addition, and included in the price, we are happy to provide a follow-on session for the host church or organisation on the same day based, say, on questions and answers or looking at specific issues. As an example, the main seminar could be from 9.00 am – 1.30 pm followed by a break, with a ‘closed’ session for the host church or group during the afternoon from, say, 2.15 pm – 4.00 pm.

Before selecting a date, please consider any other Christian/other events in your area which might affect attendance. We face a huge demand for seminars – this means that we tend to be booked up well in advance – particularly so as far as Saturdays are concerned. Basically, the more flexible you can be the greater the chance that we will be able to arrange a seminar with you. (If you would like to discuss possible arrangements before submitting the form please email [david@ccpas.co.uk](mailto:david@ccpas.co.uk))

Possible dates/times:

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

**6. Have you read and understood the Training Information leaflet?**

If you are able to host a seminar on the basis described, please sign below otherwise discuss any problems with us!

Signed \_\_\_\_\_

Date \_\_\_\_\_

*(Name of Senior Officer/Leader or the Minister)*

**Please email the form to [david@ccpas.co.uk](mailto:david@ccpas.co.uk) or send by post to CCPAS PO Box 133, Swanley, Kent. BR8 7UQ**