

‘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 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 (or £3 for 50 or more) per person from your group for the workbook (value £5 each). The lump sum of £295 is payable one month before the training event. The charges are exempt from VAT. 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. Participants also receive a certificate of attendance if they are present for the whole session.

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 training@ccpas.co.uk or 'phone the Training Services Administrator on 0845 120 4550 (option 3)

1. Name of Church/Group _____

Your Name _____ Designation _____
Address _____
_____ Post Code _____
Phone (Day) _____ Fax _____
Phone (Eve) _____ Mobile: _____
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

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 the venue has parking for less than 50 cars please give specific details of car parking in the locality and charges where they apply (include post code of any public car park). This is very important information for delegates attending.

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)

Possible dates/times:

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

6. Have you read and understood the information about hosting an FtU event?

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 or
 send by post to CCPAS PO Box 133, Swanley, Kent. BR8 7UQ**