



Excellence in Safeguarding training

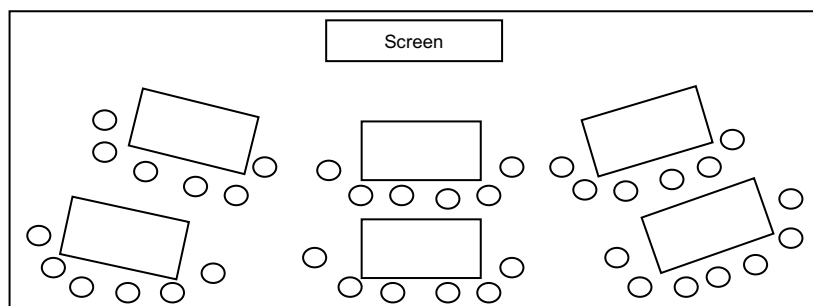
Offering to be a host church

We are grateful that some churches feel that they can offer their building for the delivery of training. Most training is delivered on a Saturday however there is possibility that we can offer a different day/evening if that suits better.

Each session will last for a minimum of 3 hours. Starting at 9.30am on a Saturday. Date and timings will be agreed with the CBA Administrator prior to a booking taking place but we normally offer Level 2 and Level 3 on the same day, 9:30-12:30 and 1:30-4:30

What we expect from you (the host church)

- One lead contact person who deals with the booking and who is on site for the duration of the training.
- **A minimum of 20 confirmed delegates for level 2 and, if applicable, a minimum of 5 delegates for level 3*.**
- Access to the premises by the trainer from 8.30am for Level 2 or an all-day session.
- The provision of a suitable room to seat **at least** 50 people set up in the style of the picture below



- To agree with CBA administrator the maximum number of delegates that you can comfortably fit into the room to enable the event to not be overbooked.
- Access to a projector and sound system with 2 microphones, ideally at least one hands-free and a roving microphone and someone to make sure this is all working correctly on the day. Trainers will require either an HDMI cable or, for the slide presentation to be sent and loaded onto the IT system. This will need to be deleted following the training.
- Toilet facilities in the immediate vicinity of the room where training will be taking place – we are unable to accept offers to host where facilities are in a different building.

Walking Together in Ministry & Mission

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Correspondence address: 14 Sedgwick Street, Haddenham, HP17 8FF

- Access to car parking on church premises or the specific location, address and postcode of car parks nearby with information on the accepted methods of payment e.g. cash, card, parking app.
- If you have any particular instructions for those unfamiliar with your location, please send to the CBA admin so that they can be passed on to delegates.
- The provision of refreshments (drinks and biscuits) on arrival for all delegates, during the mid-way break in both sessions and at lunchtime if hosting a combined training.
- Someone to register all delegates for sessions. The register is online, and access will be given to the host church. Is important that this is done with the online access given to the church (which will be sent by the CBA admin prior to the day), as this register is then used to issue electronic certificates for each attendee.
- Delegates will be asked to arrive up to half an hour before the start of the training session. No late arrivals will be allowed into the training, as to not extend the planned timings.
- A warm welcome to those who have travelled from other churches and to the trainers.

What you can expect from us (Central Baptist Association)

- We will provide trainers who are trained in delivering the Baptists Together Excellence in Safeguarding training level 2 and level 3.
- We will provide electronic handouts and worksheets for each delegate prior to the course.
- We will take the bookings and payments from each church and provide you with a register for the event.
- We will produce and distribute all certificates following the training event.

If you are able to meet these expectations, please contact Loreto Soto-Cartwright, CBA Administrator by email to begin the process of confirming a date - admin@centralba.org.uk

*To confirm the booking, we will require payment in advance for the 20 places for level 2 and 5 for level 3. Once the payment is cleared, we will send you a private link to book people into the training (these will show as free tickets, as you will have a credit with us for them). If you then require more tickets than the 20 originally booked, you will be able to book through the CBA website as normal.

CBA 2025

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