



GUIDE

Creating a Training Plan

INTRODUCTION

As your Committee works through each Best Practice, it is making decisions to implement child safeguarding protocols in your community and codifying them into policies. Even the best policies won't be sufficient if people aren't trained on the terms or understand why the policies exist. Therefore, essential to this work is providing regular education on youth safeguarding to all. This guide provides the tools you need to outline your organization's training plan.

WHY TRAINING

Adults are responsible for protecting children from maltreatment. While training youth is important as well, and will be covered in *Best Practice 9: Empower Youth*, it is never a child's job to protect themselves. Therefore, train adults to know what abuse is, to identify indicators of abuse, to recognize concerning behaviors, and to know the terms of your policy and how to intervene if someone violates your policy. In this way, individuals throughout your community can be partners in your organization's commitment to protecting youth.

If your policy is your best kept secret, you don't have a policy. Training helps to ensure that your policies are actively woven into the fabric of your organization's culture.

Best Practice 6
Train Adults

Goal 1
Create a Training Plan

OBJECTIVE
Create a chart for your organization outlining your training plan

AUDIENCE
Committee members and staff involved in planning trainings

TIME
15 minutes to read; 2-3 hours to develop your training chart



WHAT TRAINING

In *Best Practice 2: Create Opportunities for Community Dialogue*, you took initial steps to introduce your community to the Aleinu initiative. Perhaps you began including information about child safeguarding in your organization's communications, hosting community awareness events, and/or having clergy speak about the initiative from the *bima*. As we begin to talk about training, consider revisiting *Best Practice 2* and ensuring that efforts to engage the entire community are ongoing. Dialogue at every level of the community raises awareness of child maltreatment and signals communal responsibility for safeguarding our children. That being said, it is important to distinguish general community awareness from the process of training adults in your community on child maltreatment and proper intervention protocols.

The word "training" may evoke images of people sitting formally at desks as a professional trainer shares a detailed powerpoint. While this is one type of training, there are many ways to educate adults and empower them to protect children.

Training can include in-depth sessions for youth staff with professional trainers, discussing protocols at volunteer or staff orientation, conversing with Shabbaton Hosts to ensure they understand your child protection policy, and more. For the general community (synagogue or JCC members, parents, etc.), an information session reviewing your protocols and appropriate responses to witnessing concerning behavior can cultivate allies in safeguarding youth.

SAMPLE TRAINING CHART

The Sample Training Chart below illustrates the training needs of different categories of individuals within your organization and provides recommendations for who needs what type of training and how often, as well as who is responsible for coordinating the training.

Some groups will need formal training, a conversation will suffice for others, and some are only asked to review and agree to uphold your protocols in a signed affirmation (see the BP 5: *Sample Affirmation of Interaction Guidelines* as an example). For example, a teacher who works directly with youth needs formal training while a visiting expert should be educated on your child safeguarding practices through a conversation before their visit that includes signing an affirmation. In addition to helping you determine who in your organization needs what training, building a chart can help you determine which groups have similar training needs and therefore could be trained together.

In *Best Practice 3: Screen Employees and Volunteers*, you created a list of all categories of individuals who need screening. That same list can be the basis for your training plan. The categories listed in the "Group" column of our sample chart match those in our *Sample Screening Requirements* chart in BP3. Similarly, you can populate that column with the list you created when developing your organization's screening plan.



In addition to sharing the chart below, we have included it as an Excel spreadsheet that you can download as the starting point for your organization's own chart.

SAMPLE TRAINING CHART

Group	Affirmation	Formal Training	Other	Frequency	Coordinator
Teachers	✓	✓		Annual	Education Director
Volunteers	✓	✓		Annual/ As needed	Education Director
Shabbaton Hosts	✓		Conversation	As needed	Lead Shabbaton Staff Member
Board Members	✓	✓		Annual	Child Safety Committee Chair
Clergy	✓	✓		Annual	Child Safety Committee Chair
Maintenance/ Office Staff	✓	✓		Annual	Executive Director
Camp Drivers	✓	✓	Conversation	As needed	Camp Director
Visiting Experts	✓		Conversation	As needed	Executive Director
Synagogue Members	✓		Sermon, focus group, community awareness event, policy info session	Annual/ As needed	Clergy/Child Safety Committee Chair

After creating your own training chart, consider specific training topics and coordinate training for relevant groups. The *Guide: Coordinating Formal Trainings* will help you plan these trainings by introducing you to several key child maltreatment and safeguarding topics and providing helpful questions to ask when recruiting outside trainers.

