THE CHURCH

OF ENGLAND

National Safeguarding Team

Parish Safeguarding Check List

In every church there should be a culture and environment of trust and confidence that meets public, regulatory (Charity Commission every PCC is an excepted charity) and it’s own people’s expectations that it will

* Prioritise safeguarding at all levels
* Be alert and report incidents and concerns
* Listen to and support those coming forward with concerns
* Deal with concerns sensitively

Compliance with the Parish Checklist supports the creation and flourishing of this culture and environment.

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| **Item** | **✓or X** | **Action** |
| Promoting Safeguarding |  |  |
| Have you a formal statement of adoption of the House of Bishops ‘Promoting a Safer Church; safeguarding policy statement’ that has been signed on behalf of the PCC? |  |  |
|  Is it publicly displayed? |  |  |
| Do you have a Parish Safeguarding Policy Statement that has been approved by the PCC?  |  |  |
| Is it publicly displayed? |  |  |
| Do you have a parish policy statement regarding domestic abuse that has been approved by the PCC? |  |  |
| Is it publicly displayed? |  |  |
| Do you have an appropriately experienced and trained Parish Safeguarding Officer? (*if you have more than one church ideally you would* *have a parish safeguarding officer in* *each church)* |  |  |

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| Is contact information for the Parish Safeguarding Officer, Diocesan Safeguarding Adviser and Churchwardens publicly displayed? |  |  |
| If you have a parish website (or ‘A Church Near You’ page) is the safeguarding information clearly visible on the front page? |  |  |
| Is Safeguarding a standing agenda item at each PCC meeting?  |  |  |
| Is there always a Safeguarding Report presented at the APCM? |  |  |
| Does the report contain a statement as to whether or not the PCC has complied with the duty to have ‘due regard’ to House of Bishop’s Guidance in relation to safeguarding? |  |  |
| Safer Recruitment |  |  |
| Has the PCC adopted the Practice Guidance for Safer Recruitment? |  |  |
| Are all those who work with children, young people and/or vulnerable adults, whether paid or unpaid, recruited following the House of Bishops’ Safer Recruitment practice guidance? |  |  |
| Have all paid workers and volunteers, who are required to do so, undertaken Diocesan Safeguarding Training to the level appropriate for their role?  |  |  |
| Do you have a record of those who have undertaken Safeguarding Training? |  |  |
| Is training being renewed every three years? |  |  |
| Have all paid workers and volunteers, whose roles require them to have a DBS check got one? |  |  |
| Do you have an up to date record of those who have completed DBS checks? |  |  |
| Are DBS checks being renewed every five years? |  |  |

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| Are all children and young people’s workers and those who work with vulnerable adults authorised by the PCC? |  |  |
| Have all new workers and volunteers been through an Induction process? |  |  |
| **Responding and Reporting** |  |  |
| Do you have a procedure in place for responding to and reporting all safeguarding allegations and concerns that is consistent with House of Bishop’s policy? |  |  |
| Are safeguarding concerns responded to openly, promptly, and consistently? |  |  |
| Do you report all safeguarding concerns or allegations against those who hold positions within the church to the DSA?  |  |  |
| Do you report known offenders who are attending the church to the DSA? |  |  |
| Has your PCC delegated responsibility for reporting serious safeguarding incidents to the charities commission to the DBF? |  |  |
| **Keeping Safe** |  |  |
| Have all church activities been risk assessed? |  |  |
| Is there an Accident and Incident Book available for all activities? |  |  |
| To whom are entries in the Accident and Incident Book reported? |  |  |
| For activities for those under the age of 18 years, are there correct ratios of leaders and genders to the numbers in each activity? |  |  |
| Do you have consent forms for each child including permission for photographs, health information and emergency contact details? |  |  |
| Do you keep a register for each activity for those under 18 years? |  |  |
| Does the register include the leaders present at each session? |  |  |
| If activities for under 18’s take place in home venues have these venues been risk assessed? |  |  |
| Do you have an agreed policy for those undertaking home visits on behalf of the church? |  |  |
| Is First Aid equipment easily accessed? |  |  |
| Are you insured for all your work with children and young people and vulnerable adults? |  |  |
| Are buildings regularly checked for Health and Safety? |  |  |
| Are there people designated by the PCC who are responsible for Fire Equipment and Procedures?  |  |  |
| **Transport** |  |  |
| Does your PCC take responsibility for transport?  |  |  |
| If so do the plans and arrangements comply with the Diocesan Safeguarding Policy? |  |  |
| **Use of Internet/Social Media/Electronic Communications**  |  |  |
| Do the methods you use to communicate with those under the age of 18 comply with the guidelines in the Diocesan Safeguarding Policy? |  |  |
| Do you have a Facebook page or equivalent? If so do you have a user policy? |  |  |
| Do you have a digital safeguarding policy for online worship, recording and conducting meetings using Zoom or other digital platforms? |  |  |
| Do all those taking part in digital activities organised by the church know how to keep themselves safe on line? |  |  |

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| **Record Keeping**  |  |  |
| Do you keep records of safeguarding incidents? |  |  |
| Do you comply with all data protection legislation with regard to storing information about the church workforce including volunteers and any safeguarding records? |  |  |
| Is access to such records appropriately limited? |  |  |
| **Hire of Premises** |  |  |
| If you hire out your premises do you in your hire agreements make your expectations about safeguarding explicit *(i.e.: if appropriate must have their own safeguarding policy; in the absence of this expect them to follow the parish policy)*? |  |  |
| Does you hire agreement contain a provision that all those hiring the premises are required to ensure that children and vulnerable adults are protected at all times |  |  |
| Do you ensure that the hirer has appropriate public liability insurance in place or that they are covered by your own insurance |  |  |

(It is good practice to review your parish checklist with the PCC every year. The outstanding actions will form the basis of your Parish Action Plan as required by Promoting a Safer Church Policy)