

St John the Evangelist, Caterham
PCC Safeguarding Annual Report: March 2019

Parochial Church Council Duty

It is a formal legal obligation for the PCC in its report to the APCM to state whether or not the PCC “has complied with the duty under section 5 of the Safeguarding and clergy discipline measure 2016 (duty to have due regard to House of Bishops guidance on safeguarding children and vulnerable adults)”. The statement made at the APCM is, effectively, a public statement and therefore PCC needs to be clear that in making this statement that in good conscience, they have complied with this legal duty.

To assist in this process an annual assurance report from the Parish Safeguarding Officers is attached which reviews current church practice against the national model parish safeguarding check list which aligns with the House of Bishops guidance. Members of the PCC are therefore asked to review the content of this report and either raise any concerns or confirm that they are confident that The PCC is abiding by its duty.

To aid the process an outline of PCC member duties has been included below:

Responsibilities of the Incumbent and PCC

The Incumbent and PCC have a duty of care to ensure the well-being of the vulnerable in the church community and within this are required to:

- Adopt and implement the House of Bishops’ Policy on safeguarding children or the Joint Safeguarding Principles and a Parish Policy and procedure on safeguarding children and adults who may be vulnerable. A dated copy must be sent by email to the Diocesan Safeguarding Officer.
- Adopt a Parish Safeguarding Officer(s) (the ‘Designated Person’ with special responsibility for safeguarding children and adults), to work with the incumbent and the PCC to implement policy and procedures.
- Ensure that the Parish Safeguarding Officer(s) (PSO) and anyone having regular contact with children and vulnerable adults is appointed according to Diocesan Safer Recruitment Guidelines, is trained and supported, provided with a copy of the parish safeguarding policy and code of practice for church workers.
- Deal promptly with allegations or suspicions of abuse in accordance with the Disclosures and Allegations policy in consultation with the Diocesan Safeguarding Officer.
- Display the Diocesan and Parish Safeguarding Policy and Procedures, the contact details of the PSO(s) named person on church premises and wherever possible on the church website.
- Ensure that known offenders or others who may pose a threat to children and young people are effectively managed and monitored in consultation with the Diocesan Safeguarding Officer.
- During an interregnum ensure that information about all safeguarding matters is securely stored before passing on to the new incumbent. The departing incumbent should give the information to the PSO(s) who will inform the new incumbent when they take up post.
- Ensure that there is appropriate insurance cover for all activities involving children undertaken in the name of the parish.
- Review the implementation of safeguarding children and adults’ policy, procedures and good practice, at least annually.

Denise Sayles and Susan Gibbin (Parish Safeguarding Officers).

Statement of commitment included by the PCC in the signed Annual report dated March 2019

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Parish Safeguarding Checklist

At St John the Evangelist, Caterham we recognise that the few who are determined to harm children or adults, deliberately seek out groups or organisations where they can meet children or other vulnerable people. The Church is particularly vulnerable to these people. Creating and maintaining a safeguarding culture will discourage them from becoming involved for the wrong reasons and make it difficult for them to harm or abuse children or adults if they do.

In order to assist with the creation of a safeguarding culture we have as a PCC:

Appointed:

- At least two appropriately experienced designated Parish Safeguarding Officers (PSO) to work with the incumbent and PCC. Both are lay persons and also the DBS administrator for church officers who work with children or vulnerable adults.
- The PSOs are supported, trained and given a copy of the parish safeguarding policy and procedures;

Safer Recruitment practice by:

- Appointing all church officers who work with children, young people and/or vulnerable adults are recruited in line with the principles outlined in House of Bishops' Safer Recruitment practice guidance including regular DBS applications. **Action: *Further work will be needed to continue to review practice in line with changing diocesan guidance.***
- Offering individuals access to safeguarding training and support.
- Providing appropriate insurance to cover for all activities undertaken in the name of the PCC which involve children and vulnerable adults;

Displayed:

- A formal statement of adoption of the House of Bishops 'Promoting a Safer Church; safeguarding policy statement' is signed on behalf of the PCC and presented at the APCM.
- Contact details of the Churchwarden and any other local leaders,
- Contact details of the PSOs the Diocesan Safeguarding Team – including phone, email and website details and Information about where to get help with child and adult safeguarding issues, domestic abuse and key helplines e.g. ChildLine
- A hard copy of the Diocese Safeguarding Manual 'A Safer Church' which acts as our Parish Safeguarding Handbook.
- Copies of our Safeguarding policies for children, vulnerable adults and domestic violence as well as whistle blowing.

Responded by:

- Promoting an environment, which is welcoming and respectful and enables safeguarding concerns to be raised and responded to openly, promptly and consistently;
- Agreeing policies and procedures to:
 - deal promptly with safeguarding allegations or suspicions of abuse in accordance with the relevant policy and practice guidance and in consultation with the Diocesan Safeguarding Adviser;

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- Report all safeguarding concerns or allegations against church officers to the Diocesan Safeguarding Adviser;
- ensure that known offenders or others who may pose a risk to children and/or vulnerable adults are effectively managed and monitored in consultation with the Diocesan Safeguarding Adviser;
- Complying with all data protection legislation especially in regard to storing information about the 'church workforce'. Including volunteers and any safeguarding records;
- Providing an "activity risk assessment" tool for each those involved in activities associated with either children or vulnerable adults, and run in the name of the Church.

Review and Report Progress by:

- Inviting the PSO to regularly report on safeguarding in the parish. Safeguarding has been added as a standing agenda item at each PCC meeting.
- Reporting to the APCM in an annual report in relation to safeguarding. In the PCC's annual report will be a statement which reports on progress and a statement as to whether or not the PCC has complied with the duty to have "due regard" to the House of Bishops' guidance in relation to safeguarding.

Supported the Hiring of Church Premise by:

- Developing and updating its agreement with any person/body wishing to hire church premises stating whereby the person/body hiring the premises agrees:
 - to comply with the relevant safeguarding guidance issued by the House of Bishops and the diocese.
 - ensure that children and vulnerable adults are protected at all times, relevant staff have had appropriate DBS checks and that all reasonable steps have been taken to prevent injury, illness, loss or damage occurring.
- Ensuring that all those hiring church premises carry full public liability insurance for this, or are covered through the church insurance (for example hire for a children's party).

Support & Compliance:

The measures identified in the list above are checked during parish visitations and as to date no actions are outstanding.

Denise Sayles & Susan Gibbin
Parish safeguarding officers 2019