

## DIOCESE OF WORCESTER

### **ANNUAL PAROCHIAL CHURCH MEETINGS & SAFEGUARDING**

It is long established that the PCC presents to the APCM an annual report. For those PCCs which are registered with the Charity Commission, this is filed alongside their financial statements. In the Diocese of Worcester, all PCCs are required to send the PCC's Annual Report & Accounts (including the safeguarding statement) to the Secretary of the Diocesan Board of Finance via the Archdeacon's Visitation each year.

**The PCC's annual report must report on safeguarding.**

As a minimum this must comply with the following:

**The PCC's annual report required by the Church Representation Rules shall include a statement as to whether the council has complied with the requirements imposed by the code under section 5A of the Safeguarding and Clergy Discipline Measure 2016**

*This is most helpfully explained in the Safeguarding Dashboard page via this link: [Mandatory requirements - Safeguarding Dashboards](#)*

**How do we know how we are progressing?**

Please ensure that your parish safeguarding dashboard is up to date prior to your APCM. The 'Action Plan' facility on the dashboard is a very helpful way to highlight both strengths and weaknesses of safeguarding requirements and could be included as part of your annual report if you wish.

You are able to now report based on the previous safeguarding requirements or now via the new look 'safeguarding standards'.

The Archdeacons will continue to check in with each parish about their safeguarding progress during their visit.

**What could we include in our report?**

In addition to the statement re compliance, you might also include:-

- Number of DBS processed – any that required referral to Diocesan Safeguarding team (DST). Are there any that have lapsed without renewal? If so, why and what action is being taken
- Number of people who have attended training. Any renewals due/out of date? Actions taken?
- Any advice sought from DST this year (without personal details of case) any actions as a result?
- Sharing of updates from PSO network meetings? Or training events?
- Any policy changes/new statements added/new Diocesan/National policies adopted?
- Dashboard compliance rate and actions required?
- Highlights of Parish action plan?
- How many children's/adult activities are taking place in the parish? Any new ones planned?
- Whether role descriptions are available for every post? Do any need preparing?
- How is Safer Recruitment adhered to in your Parish.
- Whether we are/or hope to use the new safeguarding recruitment hub tracker.

**NB – please note that the Annual report, and any information contained within, can be available publicly (via Parish records, or Charity Commission returns) so sensitive information, or such that could lead to speculation should not be recorded.**

**All Diocesan Safeguarding Policies are listed on the Diocesan Website:**

<https://www.cofe-worcester.org.uk/safeguarding//xdb/safeguardingpoli/>

**Please note that the Parish Safeguarding Officer CANNOT be the incumbent or their spouse. Please speak directly to the Assistant Diocesan Safeguarding Advisor urgently if this is an issue for your parish.**

For support with any of the above please contact **Delia Stokes, Assistant Diocesan Safeguarding Adviser, 07376 374380** or [dstokes@cofe-worcester.org.uk](mailto:dstokes@cofe-worcester.org.uk) .