

Safeguarding in your parish – who's who?

Parish Name:

Parish Number:

Clergy person in charge

The churchwardens

Name(s)

Safeguarding Officers

Name(s)

Lead Recruiter

Name(s):

Additional Recruiter (if appropriate)

Name(s):

At this parish 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 each PCC (or equivalent charitable body must (please tick the boxes below as appropriate):

Adopt and implement:

- The procedures and guidance of [The Church of England's Parish Safeguarding Handbook](#) and [Safer Environment and Activities](#)
- The House of Bishops Safeguarding Policy Statement '[Promoting a Safer Church](#)'

Appoint:

- At least one appropriately experienced designated Parish Safeguarding Officer to work with the incumbent and PCC. This Parish Safeguarding Officer should be a lay person. The Parish Safeguarding Officer should be supported, trained and given a copy of the parish safeguarding policy and procedures.
- One person known as a Lead Recruiter to be the DBS administrator, this can also be the responsibility of the Parish Safeguarding Officer or the PCC can choose to appoint another individual to this role. Churches can also appoint an additional recruiter to assist with this work.

Safer Recruitment, Support and Training:

- Ensure that all church officers who work with children, young people and/or vulnerable adults are:
 - recruited following the House of Bishops' Safer Recruitment practice guidance;
 - aware of and work to House of Bishops' safeguarding guidance (includes both policies and practice guidance)
 - attend diocesan safeguarding training at least every three years.
- Ensure your volunteers who work with children and adults at risk are provided with a copy of the [Code of Safer Working Practice](#).
- Provide appropriate insurance to cover for all activities undertaken in the name of the PCC, which involve children and adults at risk.
- Ensure all your PCC members have completed a [PCC Member Trustee Eligibility and Fit and Proper Persons Declaration](#) and are DBS checked.

Are there any other training needs in the parish that are not covered by NST training e.g. Health and Safety, child sexual exploitation etc.?

Display:

- A formal statement of adoption of the House of Bishops 'Promoting a Safer Church' [Model Safeguarding Policy statement](#). This should be signed and dated on behalf of the PCC
- Display '[A Safer Church Poster](#)', which should include contact details of the Parish Safeguarding Officer, any local leaders, Diocesan Safeguarding Team – including phone, email and website details
- Information about where to get help with child and adult safeguarding issues, domestic abuse and key helplines e.g. ChildLine
- Provide access to a hard copy Parish Safeguarding Handbook
- Is the following statement displayed clearly on your Web Site?
(Insert own church name) *takes its duty and obligation to protect all extremely seriously. We have adopted the national Church of England's robust procedures and guidelines. You can find out more about the national policies and procedures at www.churchofengland.org/safeguarding If you have any safeguarding concerns or issues on a safeguarding matter then you can find useful contact information at <http://www.liverpool.anglican.org/safeguarding>*

Respond:

- Create an environment, which is welcoming and respectful and enables safeguarding concerns to be raised and responded to openly, promptly and consistently.
- Have a procedure in place 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.
- Report all safeguarding concerns or allegations against church officers to the Diocesan Safeguarding Adviser.
- To 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.
- Comply with all data protection legislation especially concerning storing information about the 'church workforce', including volunteers and any safeguarding records.
- Ensure that an "[activity risk assessment](#)" is completed and reviewed regularly for each activity, which is associated with either children or adults at risk and run in the name of the Church.

Are you aware of how to respond well to victims/survivors of abuse? Yes/No

Review and Report Progress:

- The Parish Safeguarding Officer should regularly report on safeguarding in the parish. Safeguarding should be a standing agenda item at each PCC meeting. At the Annual Parochial Church Meeting the PCC should provide an annual report in relation to safeguarding progress this should also include 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.

Other Points to Consider

Hire out your church premises?

- Any hire agreement [Template Hire Agreement](#) with a person/body wishing to hire church premises must contain a provision whereby those hiring the premises either have their own safeguarding policies and procedures or agrees to comply with the relevant safeguarding guidance issued by the House of Bishops and the diocese.
- The hire agreement should also contain a provision whereby all those hiring church premises are required to ensure that children and adults at risk 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.
- Ensure 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).

Are you working in a Local Ecumenical Partnership?

Yes/No If working within Local Ecumenical Partnerships (LEPs), agree which denomination or organisation's safeguarding policy to follow, including where to seek advice in urgent situations in line with the practice guidance. This decision should be ratified by the other appropriate church leaders in the partnership and shared with the Diocesan Safeguarding Adviser; in the event of a Specific safeguarding concern, ensure that all the LEP partners are notified.

Irrespective of this choice, all abuse cases arising in Church of England settings must be notified to the Diocesan Safeguarding Team.

Do you have a clergy vacancy?

Yes/No During an interregnum the PCC must, working with the churchwardens, ensure that all information about safeguarding matters is securely stored before passing the information on to the new incumbent. The departing incumbent must give the safeguarding information to the Parish Safeguarding Officer who can pass the information on to the new incumbent when he/she takes up their new role.

Fresh expressions/Community Project/Joshua project

Do you have a Fresh expressions/Community Project/Joshua project attached to your church?

Yes/No

If you answered yes to the above question, are they aware of up to date safeguarding policies and procedures?

Yes/No

Support

Having completed this form do you feel you need further help and support in terms of safeguarding in your church: YES/NO

Please keep a copy of this form for your parish records.

The measures identified in this checklist could be checked by an Archdeacon when they carry out an Archdeacons Parish Review. The Diocese will carry out a repeat of this checklist every 3 years.

If you have questions or need support to complete the steps on the checklist, you can contact Debbie Doran, Safeguarding Team Support, by email: deborah.doran@liverpool.anglican.org

This form was completed by:

Name:

Role:

Date:

Tel Number:

Email:

Completed forms should be returned via email to <mailto:centralservices@liverpool.anglian.org>