



Annual Parish Safeguarding Self Audit

The Peterborough Diocese recommends that all Parishes adopt an annual safeguarding self-audit to be assured that appropriate safeguarding arrangements are in place and implemented effectively.

Name of Church/Benefice

No of Churches in Benefice

Deanery:

Incumbent

For Calendar Year:

Completed by

Role

Date Completed:

Parish Safeguarding Self Audit

Who should complete the Audit?

The Parish Safeguarding Officer, consulting with the Incumbent and Churchwardens. If you are a Local Ecumenical Partnership, please also consult with all ministers and relevant officers.

Even if you don't think you have any safeguarding worries in our church...

While some Parochial Church Councils (PCCs) may not have approved work with children or adults who are vulnerable, all will at some time have children or vulnerable adults in their church and most will have licensed lay ministers or other volunteers involved in pastoral activity on behalf of the Church. There could also be insurance implications if you fail to follow good safeguarding practice.

How do we complete the Audit?

1. Undertake the Audit in good time for you Annual Parochial Church Meeting (APCM) or other Annual Meeting.
2. The Audit may be undertaken across a Benefice.
3. Each question below represents a simple safeguarding standard. For each one tick either "YES", or place a cross under "NO" in the appropriate column. If some churches in a Benefice meet a standard but others don't, enter the number out of the total that do e.g/ 5/6. NB: Question's 18-20 are for Local Ecumenical Partnerships only.
4. Total all the "Yes" and "No" ticks and crosses.
5. For all the "No" scores set out how you intend to rectify them in a bullet point action plan. (below). Your scores and Safeguarding Action Plan from this audit give you a baseline against which you can compare future scores; and safeguarding implementation can be measured against this year's agreed Action Plan
6. Agree the Action Plan at the APCM or other Annual Meeting. There should be clarity about who will take undertake tasks listed and when they should be completed by. (See Action Plan format below)

Before you start...

<p>List Church related activities approved by the PCC which involve children in this Parish/Benefice</p>	<p>List Church related activities approved by the PCC which involve adults who are vulnerable in this Parish/Benefice</p>
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<p>Has the Parochial Church Council:-</p>	<p>Yes √</p>	<p>No x</p>	<p>If no, Scheduled for (date)</p>
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PROTECTING				
1.	Ensured that all safeguarding concerns about a child vulnerable adult or the behaviour of an adult have been immediately reported to the diocesan safeguarding adviser? (DSA)			
POLICY				
2.	Adopted all of the Church of England House of Bishops' Safeguarding Policy Statements? (1)			
3.	Adopted the Diocesan Safeguarding Policy Statement? (2)			
4.	Adopted / reviewed the Diocesan model Church Safeguarding Policy and Procedure?			
PCC				
5.	Appointed a Parish Officer (PSO) who is neither the incumbent, nor related to them.			
6.	Ensured the PSO reports periodically to the PCC and to the Annual Church Meeting on the implementation of the policy?			
7.	Ensured that Safeguarding is a standing item on the PCC agenda?			
PREVENTING, AND PROMOTING SAFEGUARDING				
8.	Displayed in the church building and church premises where children's or adults activities take place, the contact details of the PSO and the "Worried about a child or adult" contacts list. (2)			
9.	Displayed in the church building and church premises where children and adults activities take place the recommended Diocesan Sample Posters (2)			
10.	Ensured the Church website has a Safeguarding Statement on the home page with a link to the telephone numbers and email addresses of the PSO and DSA?			
SAFER RECRUITMENT				
11.	Ensured all paid staff and volunteers working with children, young people and vulnerable adults have been recruited according to the C of E's and Diocese's Safer Recruitment Guidance?			
12.	Arranged to join the Peterborough Diocese online criminal record checking scheme run by the Churches Child Protection Advisory Service (CCPAS)			
12a	Appointed a "Lead Recruiter" and Deputy Lead Recruiter as required under the CCPAS scheme to arrange for eligible roles to be checked by the DBS?			
Has the Parochial Church Council:-		Yes √	No x	If no, scheduled for (date)

12b	Ensured all those occupying eligible roles have been DBS checked in accordance with Church of England or CCPAS guidance?			
12c	Ensured all roles checked under the scheme in which an offence or concern has been revealed have been notified immediately to the DSA?			
13.	Ensured all children and adult leaders and volunteers have written job roles and person specifications?			
14.	Ensured all those applying for roles, paid or unpaid, with children/vulnerable adults (irrespective of whether or not a DBS check is required) have completed a confidential self-declaration form?			
15.	Ensured that no one occupying a role in which an offence has been disclosed has been appointed or started in their role until assessed by the DSA?			
RECORDING, TRAINING, INSURANCE, RISK, CHURCH PREMISES				
16.	Ensured accounts of all safeguarding incidents arising in the period have been recorded, collated into one document and stored securely in one place.			
17.	Ensured all church officers (3) have attended the appropriate diocesan safeguarding training modules?			
18.	Ensured that there is appropriate insurance cover for all activities involving children or vulnerable adults undertaken in the name of the parish/cathedral?			
19.	Ensured risk assessments of new and existing activities with children and vulnerable adults have been undertaken to identify hazards and minimise risk?			
20.	Ensured church premises have been hired out in accordance with Diocesan Practice Guidance? (2)			
LOCAL ECUMENICAL PARTNERSHIPS ONLY				
21.	If working within Local Ecumenical Partnerships (LEPs), agreed which denomination or organisation's safeguarding children or vulnerable adults policy to follow, including where to seek advice in urgent situations.			
22.	Ensured this decision has been ratified both by the Bishop and other appropriate church leaders in the partnership?			
23.	In the event of a safeguarding concern, ensured that all LEP partners are notified?			
Totals				

(1) Follow link : <https://www.churchofengland.org/clergy-office-holders/safeguarding-children-vulnerable-adults/national-policy-practice-guidance.aspx>

(2) Follow link: <http://www.peterborough-diocese.org.uk/safeguarding/safeguarding>

(3) Church Officer – anyone appointed/elected by or on behalf of the Church to an office, post or role, whether they are ordained or lay, paid or unpaid.

Action Plan

Year

Task	Who will carry out the task?	Target Date for Completion	Date of Completion
1			
2			
3			
4			
5			

NB Carry forward any uncompleted tasks into the following year's action plan.