**Safeguarding in your parish – who’s who?**

**Parish Name:**

**Parish Number:**

**The churchwardens**

Name(s)

**Clergy person in charge:**

**Safeguarding Officers**

**Additional Recruiter (if appropriate)**

Name:

**Lead Recruiter**

Name:

**Archdeacons’ Safeguarding Review**

Churches need to 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.

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

The measures identified in the list above may be checked during an Archdeacons Parish Review. The Diocese will carry out a repeat of this review 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

In order to assist with the creation of a safeguarding culture each PCC should have the following in place, PLEASE TICK THE BOXES BELOW AS APPROPRIATE

**Have you adopted and implemented all of the following:**

       The procedures and guidance of [The Church of England’s Parish Safeguarding Handbook](https://www.churchofengland.org/media/11842) and [Safer Environment and Activities](https://www.churchofengland.org/sites/default/files/2019-11/Safer%20Environment%20and%20Activities%20Oct19_0.pdf) if yes what date did you do that?

 The House of Bishops Safeguarding Policy Statement ‘[Promoting a Safer Church’](https://www.churchofengland.org/sites/default/files/2019-05/PromotingSaferChurchWeb.pdf) if yes what date did you do that?

Do you annually complete a [Model Safeguarding Policy statement](https://www.churchofengland.org/sites/default/files/2018-09/6.%20Model%20Parish%20Safeguarding%20Policy.docx)? a signed copy of this should be displayed in your church and church hall

       Do you record annually in the PCC minutes that the above have been adopted?

**Have you appointed:**

 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 for church officers who work with children or adults at risk. Churches can also appoint an additional recruiter to assist with this work.

**Do you display?**

 [‘A Safer Church Poster’](https://www.churchofengland.org/media/17305), which should include contact details of the Parish Safeguarding Officer, any local leaders, Diocesan Safeguarding Team – including phone, email and website details. Where on you premises is this displayed?

Information about where to get help via your local council with child and adult safeguarding, display [ChildLine](https://learning.nspcc.org.uk/media/1519/helpline-poster-english-girl.pdf)  and [domestic abuse](https://dev.refuge.org.uk/wp-content/uploads/2020/03/Helpline-poster-A3-1.pdf) posters], where on your premises are they displayed?

 A hard copy Parish Safeguarding Handbook? Where on your premises is that displayed?

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*](http://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*](http://www.liverpool.anglican.org/safeguarding)*’*

**Safer Recruitment, Support and Training:**

 Do you ensure that all church officers who work with children, young people and/or vulnerable adults are:

* recruited following the House of Bishops’ [Safer Recruitment & People Management practice guidance](https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance);
* aware of and work to House of Bishops’ safeguarding guidance;
* attend diocesan safeguarding training at least every three years.

Do you ensure your volunteers who work with children, young people and adults at risk are provided with a copy of the [Code of Safer Working Practice](https://www.churchofengland.org/media/18856)?

 Do you provide appropriate insurance to cover for all activities undertaken in the name of the PCC, which involve children, young people and adults at risk?

Have all your PCC members completed a [PCC Member Trustee Eligibility and Fit and Proper Persons Declaration](https://www.parishresources.org.uk/pccs/trusteeship/) and are they DBS checked.

Are there any other training needs in your parish which are not covered by the Church of England Safeguarding training e.g. Health and Safety, child sexual exploitation etc. YES/NO

If you answered yes, please insert details of any training you feel your parish is in need of:

**Does your church know how to respond to Safeguarding issues by?**

 Creating an environment, which is welcoming and respectful and enables safeguarding concerns to be raised and responded to openly, promptly and consistently.

 Having 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.

* Do you report all safeguarding concerns or allegations against church officers to the Diocesan Safeguarding Team YES/NO
* In the last 3 years how many safeguarding concerns have you had?
* Were all these reported to the Diocesan Safeguarding Team? YES/NO

 Do you ensure that known offenders or others who may pose a risk to children, young people and/or vulnerable adults are effectively managed and monitored in consultation with the Diocesan Safeguarding Adviser?

 Do you comply with all data protection legislation especially concerning storing information about the ‘church workforce’, including volunteers and any safeguarding records?

 Do you ensure that an “[activity risk assessment](https://www.churchofengland.org/sites/default/files/2018-09/3.%20Model%20Activity%20Risk%20Assessment%20Template.docx)” is completed and reviewed regularly for each activity, which is associated with either children, young people or adults at risk and run in the name of the Church? Please attach a copy of one of your completed activity risk assessments.

 Are you aware of how to respond well to victims/survivors of abuse?

**Review and Report Progress:**

 Does the Parish Safeguarding Officer regularly report on safeguarding in the parish to the PCC?

 Is safeguarding a standing agenda item at each PCC meeting.

 At the Annual Parochial Church Meeting do you provide 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.

***Other Points to Consider***

**Hire out your church premises?**

 Any hire agreement [Template Hire Agreement](https://www.churchofengland.org/sites/default/files/2017-11/Roles%20and%20Responsibilities%20-%20Appendix%206.docx) 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, young people 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.

**New Worshipping Communities and projects**

Do you have a Fresh expressions/Community Project/Joshua project/New Worshipping Community attached to your church? YES/NO

If you answered yes what New Worshipping Communities and projects are attached to your church?

Are they aware and do they follow up to date safeguarding policies and procedures? YES/NO

**Support**

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

If you answered YES please give details of the support or help which you may need:

This form was completed by:

Name:

Role:

Date:

Tel Number:

Email:

Completed forms should be returned via email to mailto:centralservices@liverpool.anglican.org