

## **Parish Safeguarding Checklist**

At **St Andrew The Great**, 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:

### **Appoint:**

- At least one appropriately experienced designated Parish Safeguarding Officer (PSO) to work with the incumbent and PCC. This PSO should be a lay person. The PSO may also be the DBS administrator for church officers who work with children or vulnerable adults but if not, the PCC should appoint another individual. The PSO should be supported, trained and given a copy of the parish safeguarding policy and procedures; (see separate Model PSP role description).

### **Safer Recruit, Support and Train:**

- 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;
- Provide appropriate insurance to cover for all activities undertaken in the name of the PCC which involve children and vulnerable adults.

### **Display:**

- A formal statement of adoption of the House of Bishops 'Promoting a Safer Church safeguarding policy statement'. This should be signed on behalf of the PCC;
- Contact details of the PSO, Churchwarden and any other local leaders;
- Contact details for the 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 (See separate 'Model Safeguarding in parishes-who's who');
- Provide access to a hard copy Parish Safeguarding Handbook.

### **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 in regard to 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 vulnerable adults, and run in the name of the Church.

### **Review and Report Progress:**

- The PSO should regularly report on safeguarding in the parish. Safeguarding should be a standing agenda item at each PCC meeting. At the APCM the PCC should 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.

### **In the event of a clergy vacancy:**

- 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 his new role.

### **Support & Compliance**

The measures identified in the list above will be checked during parish visitations and the documents referred to can be found on [National Website](#) or [Diocesan Website](#). If you have questions or need support to complete the steps on the checklist you can contact the Diocesan Safeguarding Team for further support and advice:

### **Diocesan Safeguarding Team**

**Duty Telephone:** 01353 652747  
 Diocesan Safeguarding Adviser: 01353 652731  
 Diocesan Safeguarding Officer: 01353 652735