# [Safeguarding Checklist](#_Appendix_7:_Model)

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 are appointed to work with vulnerable groups, but if not, the PCC should appoint another individual.
* The PSO should be appointed through the safer recruitment process, given the appropriate support and training, and be provided with a copy of the parish safeguarding policy and supporting procedures.

**Safely Recruit, Support and Train:**

* Ensure that all church officers who work with vulnerable groups are:
* Recruited following the House of Bishops’ Safer Recruitment practice guidance
* Aware of and work to House of Bishops’ safeguarding 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 vulnerable groups, including children

**Promote:**

* 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
* Information about where to get help with child and adult safeguarding issues, including key helplines, e.g. ChildLine, etc.
* Provide access to national and local safeguarding policy and procedures

**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 concerns or allegations of abuse in in consultation with the Diocesan Safeguarding Adviser
* Ensure that known offenders or others who may pose a risk to vulnerable groups are effectively managed and monitored in consultation with the Diocesan Safeguarding Adviser
* Comply with data protection legislation and guidance in regard to storing and sharing information
* Ensure that a risk assessment is completed for every activity and event associated with vulnerable groups, and run in the name of the Church, and these are reviewed regularly.

**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.

**Other points to consider**

**Are you working in an LEP?**

* 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 both by the bishop and 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 hire out your church premises?**

* Ensure that regular hirers of church premises have their own safeguarding policy in place in order that children and adults are protected at all times, and that all reasonable steps have been taken to prevent injury, illness, loss or damage occurring. If they do not, they are provided with a copy of the church’s in order that they can devise an equivalent policy under their own name to supply on request.
* Ensure that all those hiring church premises carry full public liability insurance for this, or are covered through the church insurance (i.e. for a birthday party).

**Do you have a clergy vacancy?**

* The departing incumbent should ensure all information about safeguarding matters is passed to the Churchwarden/s and the Parish Safeguarding Officer (PSO) before leaving the parish. In turn, they are responsible for ensuring that this is stored securely before passing the information onto the new incumbent when s/he takes up their new role.
* During an interregnum, the PCC, in liaison with the Churchwarden/s and the PSO, has a duty of care to ensure the well-being of the vulnerable, as well as all church officers, within the church.

**Support & Compliance**

The measures identified in the list above will be checked during parish visitations and the documents referred to can be found on the national or diocesan websites. 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.