

## Parish Safeguarding Checklist

Completed October 2023

At St Anne's Copp 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.

The PCC have met all the following requirements :

### Appoint:

Appointed a designated Parish Safeguarding Officer (PSO) to work with the incumbent and PCC. This PSO is a lay person. The PSO is also the DBS administrator for church officers who work with children or vulnerable adults. The PSO is supported, trained and has a copy of the parish safeguarding policy and procedures;

### Safer Recruit, Support and Train:

Ensured 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;

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

### Have Displayed:

- A formal statement of adoption of the House of Bishops 'Promoting a Safer Church; safeguarding policy statement'. 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')
- Provided access to a hard copy Parish Safeguarding Handbook in Vestry sideboard
- Provided access to a hard copy of the Diocese Safeguarding Manual in vestry sideboard

### Have:

- Created an environment, which is welcoming and respectful and enables safeguarding concerns to be raised and responded to openly, promptly and consistently;
- 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;

- Processes to report all safeguarding concerns or allegations against church officers to the Diocesan Safeguarding Adviser;
- Processes 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;
- Complied with all data protection legislation especially in regard to storing information about the 'church workforce', including volunteers and any safeguarding records;
- Ensured 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 report on safeguarding in the parish. Safeguarding is a standing agenda item at each PCC meeting. At the APCM the PCC provide an annual report in relation to safeguarding. In the PCC's annual report a statement 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.