**SAFEGUARDING CHECKLIST**

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| ***Date:*** | ***Parish:*** | ***Incumbent:*** |
| **Item** | **Notes** | **Further Action** |
| 1. Have the National Policy and Practice Guidance and Diocesan Policy Statement been adopted by your PCC? Date? |  |  |
| 2. Has the PCC passed a motion about delegation of reporting of serious incidents? Date? |  |  |
| 3. How often does the PSO make a report to the PCC? (*Good practice to have on every PCC agenda but required at least annually).*Please provide a copy of the report the PSO made to the last Annual Meeting (this should use the Parish SafeguardingChecklist provided by the Diocese) |  |  |
| 4. Where are your Safeguarding policy, practice guidance and information on display?*(Policy statement should be on a noticeboard, preferably near to the main entrance.**Safeguarding arrangements should be on the website homepage. Policies and practice guidance should be in a place accessible to all church officers).* |  |  |
| 5. Do you have Childline and Social Services numbers displayed prominently? Where? |  |  |
| 6. Have all the activities that are run by your church been approved by the PCC? *(Be aware that insurance cover does not extend to third parties hiring the hall).* |  |  |
| 7. What is the name of your Parish Safeguarding Officer? Do they have an up to date DBS check?*Date:*What diocesan safeguarding training has the PSO attended in the last 3 years? (Should be up to C2) |  |  |
| 8a. Have all those working with children and vulnerable adults, and eligible for a DBS check, undertaken one in the last 5 years?1. Do you have a record of this information?
2. Have they also completed a self - declaration form?
3. Have you discussed any issues arising

from either of these with your DSA? |  |  |
| 9. What safeguarding training have those working with children and vulnerable adults in your parish undertaken? Please provide records |  |  |
| 10. Have all church members who are required to undertake appropriate safeguarding training done so within the last 3 years? Please provide records. |  |  |
| 11. Are Safer Recruitment processes (application, self-disclosure, references, interviews) followed for all volunteer and paid appointments? |  |  |
| 12. What are the long-term storage arrangements for your safeguarding records (eg self-disclosure forms, references etc)?(guidance - Keep it or bin it?) |  |  |
| 13. Are you using the Parish Safeguarding Dashboard? If so, what level have you reached? |  |  |
| 14. (Without details) how many people attend your church under a risk- assessed agreement? |  |  |
| 15. Are all agreements reviewed at least annually or by the date stated on the agreement? |  |  |
| 16. What help do you think you need, or can offer to others, in terms of safeguarding? |  |  |