**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 Safeguarding  Checklist 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? | |  | |  |