**Diocese of Leicester**

**Safeguarding Provision in our Parish: A Checklist and Template for Annual Reporting on Safeguarding to the PCC and submission to the Diocesan Office.**

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| 1  1.1  1.2  1.3  1.4  1.5  1.6 | Requirement: We, the PCC, have adopted and reviewed up to date policies for Child Safeguarding and Safeguarding Adults   * We have adopted the model diocesan Child Safeguarding Policy issued in January 2018 or have our own policy which incorporates all of the model diocesan policy. * The Child Safeguarding Policy has been reviewed in the last 12 months. Date of review: *[Not necessary to complete if 1.1 ticked]* * We have adopted the model diocesan Safeguarding Adults Policy issued in January 2018 or have our own policy which incorporates all of the model diocesan policy. * The Safeguarding Adults Policy has been reviewed in the last 12 months. Date of review: *[Not necessary to complete if 1.3 ticked]* * Copies of both policies are attached with this report. * Safeguarding is regularly on the agenda at PCC meetings. |  |
| 2  2.1  2.2 | Requirement: We have Coordinators in place for Safeguarding Children and Adults (who may be the same person or two separate people)   * Our Child Safeguarding Coordinator (Child Protection Coordinator) is   [Name] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   * Our Safeguarding Adults Coordinator is   [Name] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| 3 | Requirement: We have a named Safeguarding lead on the PCC *(choose one of the following options)*  EITHER   * The Safeguarding Coordinator (or one of them) is a member of the PCC   *2nd option overleaf*  OR   * The Safeguarding lead on the PCC is   [Name] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| 4 | Requirement: We are clear about what activities are taking place with children, who is responsible and where and when they take place *(choose one of the following options)*  EITHER   * The list of activities with children is stated in Appendix 1 to this report   OR   * The list of activities with children is as stated in the Child Safeguarding Policy   OR   * We have no activities with children and/or young people |  |
| 5 | Requirement: We are clear about what activities are taking place specifically for adults who may be considered to have additional needs, who is responsible and where and when they take place *(choose one of the following options)*  EITHER   * The list of activities with adults with additional needs is stated in Appendix 1 to this report   OR   * The list of activities with adults with additional needs is as stated in the Adult Safeguarding Policy   OR   * We have no activities specifically with adults with additional needs |  |
| 6  6.1  6.2  6.3  6.4  6.5  6.6 | Requirement: We make clear our commitment to safeguarding by displaying the policies and helpful information   * The Child Safeguarding and Safeguarding Adults policy statements are posted on a church noticeboard * The safeguarding poster with the Childline phone number is displayed in places where children can see it * Relevant information about help for adults (eg in relation to domestic abuse) is available * Contact details are displayed for the Safeguarding Coordinator(s), Churchwarden(s), any other local leaders as appropriate, and the Diocesan Safeguarding Team * A hard copy of the Diocesan Safeguarding Handbook is available * Safeguarding arrangements are clearly visible on the front page of our website or we have provided information on A Church Near You |  |
| 7  7.1  7.2  7.3 | Requirement: We know who is working with children and/or vulnerable adults   * The number of people authorized to work with children and young people is \_\_\_\_\_ * The number of people authorized to work with vulnerable adults is \_\_\_ * The list of those authorized to work with children/young people and/or vulnerable adults is attached as Appendix 2 |  |
| 8  8.1  8.2  8.3  8.4 | Requirement: We ensure that everybody who is eligible has a DBS check   * We are registered with CCPAS for online DBS checks * The lead recruiter is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ * We have a record of DBS checks * DBS checks are renewed every 5 years in line with Church of England policy |  |
| 9  9.1  9.2 | Requirement: In addition to DBS checks we use safer recruitment for everybody we recruit to work with children/young people and/or vulnerable adults, both paid staff and volunteers   * It is clear who is responsible for making the appointment decision * All new appointments are subject to a recruitment process which includes a role description, application form, references, interview/conversation, and confidential self-declaration |  |
| 10 | Requirement: We ensure that all people who work with children/young people and/or vulnerable adults attend safeguarding training   * The list of those who have attended diocesan safeguarding training in the last 3 years is attached as Appendix 3 (or included in Appendix 2) |  |
| 11  11.1  11.2  11.3  11.4  11.5  11.6  11.7 | Requirement: We ensure safe working practice in work with children/young people and vulnerable adults   * Consent forms are in place for all under 18 groups * The number of current authorised leaders and helpers is sufficient and the OFSTED staffing ratios are maintained * Adequate insurance and a risk assessment is in place for all activities * All volunteers and paid staff have received the relevant safeguarding policies and the Pocket Guide to Safeguarding Children * The number of leaders and helpers who are qualified First Aiders is \_\_ * Volunteers and paid staff are advised on appropriate use of social media, mobile phones and texting * Texting to under 18’s/social media is used in the following contexts:   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| 12  12.1  12.2 | Requirement: We ensure that any information/disclosures/concerns about possible abuse are passed on to the Diocesan Safeguarding Adviser   * All volunteers and paid staff have received instruction and/or training in what to do if they receive information or have concerns about possible abuse * All information known to the leadership has been passed on to the Diocesan Safeguarding Adviser |  |
| 13 | Requirement: We ensure that any blemished disclosures are passed to Diocesan Safeguarding Adviser   * All blemished disclosures have been passed to the DSA (or there have been no blemished disclosures) |  |
| 14 | Requirement: We ensure that information about convictions and about people who may pose a safeguarding risk is passed to the Diocesan Safeguarding Adviser   * All concerns or information about offenders in the congregation or people who may pose a risk have been passed to the DSA (or there are no such instances) |  |
| 15  15.1  15.2  15.3 | Requirement: We keep information safely and maintain appropriate confidentiality   * All personal records (consent forms, recruitment information, safeguarding records) are kept locked away * Where necessary, computer files are password protected * Shared email addresses are not used for correspondence on confidential matters |  |
| 16 | Requirement: We ensure that external bodies who use church premises have appropriate safeguarding arrangements in place   * Hire agreements for church premises contain the appropriate provisions and arrangements made by hirers are verified by obtaining a copy of relevant documents |  |
| 17 | Requirement: We act to improve safeguarding arrangements and to respond to new and revised policies and guidance   * The PCC’s action plan in response to any gaps identified by this report and new requirements identified from Promoting a Safer Church is attached as Appendix 4 |  |

**Once completed and agreed by the PCC, return a copy to:**

**Safeguarding Administrator, Diocese of Leicester, St Martins House,**

**7 Peacock Lane, Leicester LE1 5PZ**