



Parish Safeguarding Checklist 2018

Completing the checklist

- Please use this PDF version of the checklist as a reference for working through the checklist and discussing with your PCC (ideally as a PCC meeting agenda item) **before** the final completion and submission of the checklist.
- Final responses should be submitted by one person (normally a Nominated Safeguarding Person) on behalf of the PCC via the link [HERE](#) by **30th September 2018**.
- Please submit the responses via the online form rather than on paper, to enable us to better collate and analyse the responses we receive from across the Diocese.
- If you have any questions, concerns or technical issues with accessing or completing/submitting your responses, please get in touch with us via safeguarding@glosdioc.org.uk

Thank you!

Diocese of Gloucester Parish Safeguarding Checklist 2018

Thank you for taking time to fill out the 2018 safeguarding checklist. Your feedback enables us to best support you at a parish/benefice level, understand what is working well, and where there is room for improvement. Safeguarding is everyone's business and it is the role of the Diocesan Safeguarding Team to ensure people are supported in their commitment to keeping children and vulnerable adults safe.

* Required

Email address^o *

Your name (person completing/submitting the form)^o *

About your parish/benefice

i. Parish/benefice *

ii. Deanery *

Mark only one box.

<input type="checkbox"/>	Cheltenham
<input type="checkbox"/>	Cirencester
<input type="checkbox"/>	Forest South
<input type="checkbox"/>	Gloucester
<input type="checkbox"/>	North Cotswolds
<input type="checkbox"/>	Severn Vale
<input type="checkbox"/>	Stroud
<input type="checkbox"/>	Tewkesbury & Winchcombe
<input type="checkbox"/>	Wotton

iii. Name of incumbent (type 'vacancy' if applicable) *

iv. Location of parish

Mark only one box.

<input type="radio"/>	Rural
<input type="radio"/>	Urban
<input type="radio"/>	Suburban

v. Activities currently happening or being planned (Tick all that apply) *

Check all that apply.

<input type="checkbox"/>	Sunday worship
<input type="checkbox"/>	Sunday school/Kids Church
<input type="checkbox"/>	Messy Church
<input type="checkbox"/>	Crèche
<input type="checkbox"/>	Youth group/club
<input type="checkbox"/>	Scouts/Guides/Other weekly childrens clubs
<input type="checkbox"/>	Bell ringing
<input type="checkbox"/>	Lunch club
<input type="checkbox"/>	Groups for elderly/vulnerable adults
<input type="checkbox"/>	Young peoples outreach (including open the book and sports ministries)
<input type="checkbox"/>	Home visiting (pastoral and home communion)
<input type="checkbox"/>	Other:

vi. For any of the above, do you have risk assessments you are willing to share with us, as we share best practice across the Diocese

Mark only one box.

<input type="radio"/>	Yes
<input type="radio"/>	No

If 'Yes' to above, please specify for which activity/activities

Safeguarding Checklist

This PDF document version of the checklist is to enable you to work through the questions with others in the PCC. Completing/submitting online allows us to more effectively collate the checklists from across the Diocese.

1. Parish Safeguarding Policy

1a. We have a policy in place signed and agreed by the PCC *

Mark only one box.

<input type="radio"/>	Yes
<input type="radio"/>	To Do

If 'Yes' to above, please state when this was last done

The House of Bishops have approved the following safeguarding policy statement:

<https://www.churchofengland.org/sites/default/files/2017-12/PromotingSaferChurchWeb.pdf>

This sits alongside the church policy and would be worth displaying too if you are able to. Please do set a PCC agenda item to discuss and accept this new revised policy statement. You can download this to share. Also, please do let the diocesan safeguarding team know if you would like further copies for sharing with your PCC and Nominated Person/people.

1b. We report on Safeguarding at each APCM and in our annual reports *

Mark only one box.

<input type="radio"/>	Yes
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<input type="radio"/>	To Do
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If 'Yes' to above, please state when this was last done

1c. Safeguarding is an item on some/all our PCC agendas *

Mark only one box.

<input type="radio"/>	Yes
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<input type="radio"/>	To Do
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If 'Yes' to above, please state which

1d. Our PCC are aware of our responsibility to have due regard to the House of Bishops guidance on safeguarding (links to this guidance are at the end of the checklist). *

Mark only one box.

<input type="radio"/>	Yes
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<input type="radio"/>	To Do
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There are a number of policies and guidance documents. Please check the links on the bottom of this survey to help you ensure you are aware of what these are.

1e. Our personnel and safeguarding records are kept safely and securely. And all our records are kept in line with national requirements *

Mark only one box.

<input type="radio"/>	Yes
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<input type="radio"/>	To Do
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2. Parish Nominated Person for Safeguarding

2a. We have at least one Nominated Person for Safeguarding to work with the incumbent and PCC *

Mark only one box.

<input type="radio"/>	Yes
<input type="radio"/>	No

If 'Yes' to above, please state name (or names if you have more than one, which is common in multi parish benefices), plus contact details to help keep our records up-to-date°

2b. The Nominated Person is a lay person and has a copy of the parish safeguarding policy and procedures and diocesan safeguarding details *

Mark only one box.

<input type="radio"/>	Yes
<input type="radio"/>	No

What support or training would your nominated person like / like more of?

2c. The Nominated Person (or one of Nominated People) is also the DBS administrator for church officers *

Mark only one oval.

<input type="radio"/>	Yes
<input type="radio"/>	No

Please specify the name/s of your evidence checker/s, whether a Nominated Person or not. If you currently don't have an evidence checker, select 'No' and type 'None' below°

2d. Our Nominated Person regularly attends or otherwise updates the PCC on any safeguarding matters *

Mark only one box.

<input type="radio"/>	Yes
<input type="radio"/>	No

If 'Yes' to above, please say how this works. If 'No' to above, please say why *

2e. Our Nominated Person/people and clergy would always take the lead in reporting to, and working with, the diocesan safeguarding team with any offender or anyone who may pose a risk to children or vulnerable adults *

Mark only one box.

<input type="radio"/>	Yes
<input type="radio"/>	No

Please tell us what has worked well with this, or if you have any concerns about the above

3. We promote safeguarding in our church(es) by:

3a. Displaying our policy where people can see it *

Mark only one box.

<input type="radio"/>	Yes
<input type="radio"/>	To Do

3b. Displaying the House of Bishop's policy statement *

Mark only one box.

<input type="radio"/>	Yes
<input type="radio"/>	To Do

3c. Displaying a ChildLine or other appropriate helpline poster *

Mark only one oval.

<input type="radio"/>	Yes
<input type="radio"/>	To Do

3d. Displaying other appropriate safeguarding related posters (eg mental health, Age UK etc) *

Mark only one box.

<input type="radio"/>	Yes
<input type="radio"/>	To Do

3e. Letting people know who our safeguarding nominated person /people are and encouraging people to talk to the clergy or nominated person if they are concerned about a child, family or vulnerable adult *

Mark only one box.

<input type="radio"/>	Yes
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<input type="radio"/>	To Do
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3f. Having the diocesan safeguarding contact details/web page address to hand *

Mark only one box.

<input type="radio"/>	Yes
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<input type="radio"/>	To Do
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This is a [NEW POSTER](#) you may also like to use in promoting safeguarding

4. For our Nominated Person, our PCC and volunteers/staff in appropriate roles we ensure that:

4a. They have access to Diocesan training (and refresher training) *

Mark only one box.

<input type="radio"/>	Yes
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<input type="radio"/>	To Do
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4b. They are aware of Diocesan resources (eg working with children, working with adults) *

Mark only one box.

<input type="radio"/>	Yes
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<input type="radio"/>	To Do
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4c. All volunteers/staff are recruited to appropriate roles through safer recruitment processes *

Mark only one box.

<input type="radio"/>	Yes
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<input type="radio"/>	To Do
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4d. We keep records for volunteers/staff in relation to DBS checks, training completed and any issues raised, and we retain data in line with the new General Data Protection Regulation (GDPR) *

Mark only one box.

<input type="radio"/>	Yes
<input type="radio"/>	To Do

Please tell us if you have any concerns about the above

5. Where we have activities for children or vulnerable adults we ensure that:

5a. We have adequate insurance provision *

Mark only one box.

<input type="radio"/>	Yes
<input type="radio"/>	To Do

5b. We carry out appropriate risk assessments *

Mark only one box.

<input type="radio"/>	Yes
<input type="radio"/>	To Do

5c. For external hirers of our premises, we ensure they are aware of their own safeguarding responsibilities *

Mark only one box.

<input type="radio"/>	Yes
<input type="radio"/>	To Do

5d. We have a safeguarding clause on any formal hiring agreements *

Mark only one box.

<input type="radio"/>	Yes
<input type="radio"/>	To Do

6. We are committed to promoting a positive safeguarding culture by:

6a. Reporting all safeguarding concerns or allegations to the diocesan safeguarding team and/or statutory authorities as appropriate *

Mark only one box.

Yes

More support needed

If you answered 'more support needed' above, please tell us what support you would like with this

6b. Creating an environment which is welcoming and respectful and encourages people to raise concerns *

Mark only one box.

Yes

More support needed

If you answered 'yes' above, please tell us how this is being done. If you answered 'more support needed' please tell us what you would like support with *

7. Looking ahead to 2018/19

7a. What couple of things might you do in relation to safeguarding and promoting a positive safeguarding culture in 2018/19? *

7b. What support, advice or guidance might you need from the diocesan team to help you achieve this?

8. Anything else?

8a. If there is any further comment you would like to make, including any clarification about any responses you have given, please do so below. Thank you.

Useful Links:

Please do refer to the newer policy statement and the guidance it includes:

[Promoting a Safer Church](#)

Other useful links:

[Ecclesiastical – Hiring of Church premises](#)

[Promoting a Safer Church Poster](#)

Please ensure that this checklist is completed and submitted (ideally via the online form) by [Monday 30th July 2018](#). Keep a copy for your own records and ensure a copy is included within the appropriate PCC minutes.

Please do contact the Diocesan Safeguarding Team for any advice and guidance at any time:

<http://www.gloucester.anglican.org/about-us/safeguarding/>

Thank you very much for taking the time to complete this year's safeguarding checklist.

The Diocesan Safeguarding Team.

°Contact details given for the person completing this form, the Nominated Person and/or the evidence checker in each parish will only be used to make contact in relation to safeguarding. Information will be stored and used in line with GDPR guidance.