



## Parish Safeguarding Checklist 2019

### ***Annual Safeguarding Checklist Process***

- 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 via the link below.
- Final responses should be submitted by one person (normally a Nominated Safeguarding Person) on behalf of the PCC via the link [HERE](#) by **30<sup>th</sup> September 2019**.
- Please submit the responses via the online form rather than on paper, as this enables 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](mailto:safeguarding@glosdioc.org.uk)

***Thank you!***

## Diocese of Gloucester Parish Safeguarding Checklist 2019

Thank you for taking time to fill out the 2019 safeguarding checklist. Your feedback enables us to track trends and issues, identify support needed at parish/benefice levels, 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<sup>o</sup> \***

**Your name (person completing/submitting the form)<sup>o</sup> \***

### 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 activity 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 checklists responses.

### **1. Parish Safeguarding Policy**

**1a. We have adopted the House of Bishop's Safeguarding Policy and it has been signed and approved 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 approved safeguarding policy statement can be found here:

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

The model Parish Safeguarding Policy (template) can be found here:

<https://www.gloucester.anglican.org/wp-content/uploads/2019/02/Model-Parish-Safeguarding-Policy.docx>

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**1b. In the parish/benefice have paper or electronic copies of the Parish Safeguarding Handbook that the relevant people use for guidance and to access templates/documents \***

*Mark only one box.*

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

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

*Mark only one box.*

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

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

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

*Mark only one box.*

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

If 'Yes' to above, please state which

**1e. 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
<input type="radio"/>	To Do

**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.**

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**1f. 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
<input type="radio"/>	To Do

## **2. Parish Safeguarding Officer (previously known as Nominated Person for Safeguarding)**

3

**2a. We have at least one Parish Safeguarding Officer 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 Parish Safeguarding Officer is a lay person and has a copies of the parish safeguarding policy, the parish handbook 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 Parish Safeguarding Officer 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 DBS evidence checker/s, whether a Parish Safeguarding Officer or not. If you currently don't have a DBS evidence checker, select 'No' and type 'None' below°**

**2d. Our Parish Safeguarding Officer(s) 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 \***

4

**2e. Our Parish Safeguarding Officer(s) and clergy would always take the lead in reporting to, and working with, the Diocesan Safeguarding Team regarding 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.*

 Yes To Do**3e. Letting people know who our Parish Safeguarding Officer(s) are and encouraging people to talk to the clergy or Safeguarding Officer if they are concerned about a child, family or vulnerable adult \***

5

*Mark only one box.*

 Yes To Do**3f. Having the diocesan safeguarding contact details/web page address to hand \***

*Mark only one box.*

 Yes To Do

Here is a [POSTER](#) to put up on your noticeboard to promote safeguarding

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**4. For our Parish Safeguarding Officer(s), 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.*

 Yes To Do**4b. At least one person from the parish has attended safeguarding training in the last year \***

*Mark only one box.*

 Yes To Do

If 'yes' above, what difference has it made for them/the parish?

**4c. They are aware of Diocesan resources (eg working with children, working with adults) \***

*Mark only one box.*

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

**4d. All volunteers/staff are recruited to appropriate roles through safer recruitment processes \***

*Mark only one box.*

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

**4e. 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) \***

6

*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 activity-based 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:**

7

**6a. Reporting all safeguarding concerns or allegations to the Diocesan Safeguarding Team and/or statutory authorities as appropriate \***

*Mark only one box.*

<input type="radio"/>	Yes
<input type="radio"/>	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.*

<input type="radio"/>	Yes
<input type="radio"/>	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 2019/20**

**7a. What couple of things might you do in relation to safeguarding and promoting a positive safeguarding culture in 2019/20? \***

7b. What support, advice or guidance might you need from the Diocesan Safeguarding 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.

8

### Useful Links:

*Safeguarding policy statement:*

[Promoting a Safer Church](#)

*Parish Safeguarding Handbook:*

[Parish Safeguarding Handbook](#)

*Other useful links:*

[Promoting a Safer Church Poster](#)

[Ecclesiastical – Hiring of Church premises](#)

**Please ensure that this checklist is completed and submitted (ideally via the online form) by 30<sup>th</sup> September 2019. 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.***

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*°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.*