



## Parish Safeguarding Self Audit 2020

### Abbreviations used in this document:

PSO – Parish Safeguarding Officer

DSA – Diocesan Safeguarding Adviser

ADSA – Assistant Diocesan Safeguarding Adviser

DST – Diocesan Safeguarding Team

APCM – Annual Parochial Church Meeting

PCC – Parochial Church Council

DCC – District Church Council

NSM – Non-Stipendiary Minister

**Who should complete the Audit?** Where possible the Parish Safeguarding Officer or Benefice Safeguarding Officer, in consultation with the incumbent and churchwardens. If you are a Local Ecumenical Partnership, please also consult with all ministers and relevant officers.

### How do we undertake the audit?

- If this is your first audit, you will be asked to repeat the audit annually or within the first 6 months of a new Incumbent being installed.
- Undertake the audit in good time for your Annual Parochial Church Meeting (APCM).
- Each question below represents a simple safeguarding standard which enables you to judge and measure progress against a standard
- Please add up the number of red, amber, green and N/A scores, and insert totals in the table at the end of the document.
- Information in this table will be asked for in the Archdeacons' Articles of Enquiry, along with the confidential sheet in a sealed envelope if applicable and will be held as a diocesan record by the DSA.
- Summarise for your own use your action plans for each section and complete the Action Plan. Take the Action Plan plus your scoring to the PCC for discussion.
- Ask your PCC to agree the action plan for the next 12 months

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<b>Section 1: Publicity and Promotion of Safeguarding in Church</b>			<b>Please indicate below whether you have met the criteria <b>wholly</b>, <b>partially</b> or <b>not at all</b></b>		
1.1	Do you have sufficient copies of the Parish Safeguarding Handbook	Minimum of 2 hard copies of the Parish Safeguarding Handbook (additional copies can be downloaded <a href="#">here</a> )	<input checked="" type="radio"/> Wholly	<input type="radio"/> Partially	<input type="radio"/> Not at all
1.2	Have you shared electronic copies of the relevant sections with those who need them?	Relevant sections should be given to each role with responsibility for children and vulnerable adults (including PCC members)	<input checked="" type="radio"/> Wholly	<input type="radio"/> Partially	<input type="radio"/> Not at all
1.3	Do you display where copies can be accessed if needed?	Is it available to all church members?	<input checked="" type="radio"/> Wholly	<input type="radio"/> Partially	<input type="radio"/> Not at all
1.4	Does your congregation know who your Parish Safeguarding Officers are, and do you have a link to safeguarding on the front page of your website	Put details their details on Promoting a Safer Church Poster, display it in church and publish details in the parish magazine, if applicable Eg. Do your PSOs have an email address which is not accessible by others, to receive and send information of a sensitive nature? Have the email addresses and contact details been passed to the Diocesan Safeguarding Team for future use?	<input checked="" type="radio"/> Wholly	<input type="radio"/> Partially	<input type="radio"/> Not at all
1.5	Are safeguarding arrangements clearly visible on the front page of your website, if you have one?		<input checked="" type="radio"/> Wholly	<input type="radio"/> Partially	<input type="radio"/> Not at all
<b>Total score Section 1</b>					
<b>Action needed to move to green from red or amber</b>			n/a		

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<b>Section 2: The Diocesan Safeguarding Policies</b>		<b>Please indicate below whether you have met the criteria <b>wholly</b>, <b>partially</b> or <b>not at all</b></b>			
2.1	Has your PCC formally adopted the House of Bishops Practice Guidance and have you delegated responsibility for reporting serious incidents to the Charity Commission to the Diocesan Board of Finance (DBF)	Date first adopted by PCC:  Policies contained within the Parish Safeguarding Handbook	<input checked="" type="radio"/> Wholly	<input type="radio"/> Partially	<input type="radio"/> Not at all
2.2	Has your PCC reviewed these policies in the last 12 months?	Date of last review: Next review due:	<input checked="" type="radio"/> Wholly	<input type="radio"/> Partially	<input type="radio"/> Not at all
2.3	Have you delegated responsibility for reporting serious incidents to the Charity Commission to the Diocesan Board of Finance (DBF)	You need to inform the Diocesan Secretary that you have done so, for the Diocesan Safeguarding Team to be able to submit safeguarding serious incident reports on behalf of the PCC. You will receive copies of these reports.	<input checked="" type="radio"/> Wholly	<input type="radio"/> Partially	<input type="radio"/> Not at all
2.4	Is there a Safeguarding report completed annually by the Parish Safeguarding Officers for the Annual Parochial Church Meeting?	A written report should be submitted and there should be opportunities for questions and discussion.	<input checked="" type="radio"/> Wholly	<input type="radio"/> Partially	<input type="radio"/> Not at all
	<b>Total score Section 2</b>				
	<b>Action needed to move to green from red or amber</b>		n/a		

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<b>Section 3: Responsibilities within the parish church</b>		<b>Please indicate below whether you have met the criteria <b>wholly</b>, <b>partially</b> or <b>not at all</b></b>			
3.1	Have all your church officers read relevant sections of the Parish Safeguarding Handbook	See also Chapter 3 of the Roles and Responsibilities of Church Officers <a href="#">here</a>	<input checked="" type="radio"/> Wholly	<input type="radio"/> Partially	<input type="radio"/> Not at all
3.2	Has your PCC appointed 2 Parish Safeguarding Officers to cover Children and Adults?	Minimum 1, 2 recommended. House of Bishops Guidance states that Clergy cannot be the PSO.	<input checked="" type="radio"/> Wholly	<input type="radio"/> Partially	<input type="radio"/> Not at all
3.3	Have the PSOs been issued a mobile phone to use for the role	The PCC should fund a phone for use by the PSOs and this is the number(s) that should be advertised within the parish so that sensitive information is not held on personal phones.	<input checked="" type="radio"/> Wholly	<input type="radio"/> Partially	<input type="radio"/> Not at all
3.4	Is there a formal connection between the PSOs and your PCC? Does it need improvement?	e.g. receipt of minutes and agenda in advance of meeting; PSOs can comment/raise issues/ask to be invited; annual invitation for safeguarding report and review; inclusion in items where there are safeguarding issues.	<input checked="" type="radio"/> Wholly	<input type="radio"/> Partially	<input type="radio"/> Not at all

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3.5	Do you work as a team of Incumbent/Priest in charge, PSOs, Churchwardens, youth and children's workers, adults' workers and others in ministry teams etc?	How do you communicate? (meetings, email etc) Are you clear about your respective safeguarding responsibilities and the links between different areas? Do PSO's share safeguarding information received from the DST? Do you work together on risk assessments? Have the PSOs briefed new Churchwardens on safeguarding practice in the parish?	<input checked="" type="radio"/> Wholly	<input type="radio"/> Partially	<input type="radio"/> Not at all
3.6	Have all of your church officers attended Diocesan Safeguarding training in the last 3 years? Have incumbents/priests in charge and PSOs undertaken the required national safeguarding training?	Do PSOs disseminate and promote the training programme? See separate training programme on the safeguarding pages of the Diocesan website for the different roles.	<input checked="" type="radio"/> Wholly	<input type="radio"/> Partially	<input type="radio"/> Not at all
	<b>Total score Section 3</b>				
	<b>Action needed to move to green from red or amber</b>		n/a		

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Section 4: Keeping safe			Please indicate below whether you have met the criteria <b>wholly</b> , <b>partially</b> , <b>not at all</b> , or <b>n/a</b>			
4.1	Health and safety and risk assessment	<p>Have all new activities for children and adults been risk assessed?</p> <p>When did you last risk assess ongoing activities?</p> <p>Is there an Accident and Incident book available for all activities?</p> <p>To whom are entries reported and are entries reviewed to look for trends?</p>	<input checked="" type="radio"/> Wholly	<input checked="" type="radio"/> Partially	<input checked="" type="radio"/> Not at all	
4.2	Activities with children and young people	<p><b>Check:</b></p> <ul style="list-style-type: none"> <li>· Required staffing level for each activity</li> <li>· Recruitment, induction and training of new helpers</li> <li>· Up to date list of all paid and voluntary leaders</li> <li>· Registration forms for each child</li> <li>· Attendance record for each activity</li> <li>· Records and secure storage of sensitive safeguarding information</li> <li>· Activities run in accordance with Safer Environment and Activities guidance (including taking children off premises)</li> <li>· Sharing and publicising information to parents about activities and safeguarding practice</li> <li>· Responding to unaccompanied children</li> <li>· Risk assessment of home venues</li> </ul>	<input checked="" type="radio"/> Wholly	<input checked="" type="radio"/> Partially	<input checked="" type="radio"/> Not at all	<input type="radio"/> N/A

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4.3	Activities with adults who may be vulnerable	<b>Check:</b> <ul style="list-style-type: none"> <li>· Required staffing level for each activity</li> <li>· Recruitment, induction &amp; training of new helpers</li> <li>· Up to date list of all paid and voluntary leaders</li> <li>· Registration forms for each adult in activities</li> <li>· Attendance record for each activity</li> <li>· Records and secure storage of sensitive safeguarding information</li> <li>· Activities run in accordance with Safer Environment and Activities guidance</li> <li>· Accessibility of premises and materials</li> <li>· Home visits in accordance with guidance on pastoral visiting</li> </ul>	<input checked="" type="radio"/> Wholly	<input type="radio"/> Partially	<input type="radio"/> Not at all	<input type="radio"/> N/A
4.4	First aid	<ul style="list-style-type: none"> <li>· Is there a first aid kit available for all activities?</li> <li>· Is there a designated First Aider for all activities?</li> <li>· Are emergency contact details available in case of accident or injury?</li> </ul>	<input checked="" type="radio"/> Wholly	<input type="radio"/> Partially	<input type="radio"/> Not at all	
4.5	Holidays and residential trips	If you have had or are planning a residential trip or 'sleepovers', have you worked through and complied with the relevant section in the procedures?	<input checked="" type="radio"/> Wholly	<input type="radio"/> Partially	<input type="radio"/> Not at all	<input type="radio"/> N/A
4.6	Childcare provision on your premises	<ul style="list-style-type: none"> <li>· If you are offering regular child care, have you checked whether you need to be Ofsted registered?</li> <li>· If you do, have you applied in good time?</li> </ul>	<input checked="" type="radio"/> Wholly	<input type="radio"/> Partially	<input type="radio"/> Not at all	<input type="radio"/> N/A
4.7	Transport	If your PCC takes responsibility for transporting children or adults, have you complied with this section of the procedures?	<input checked="" type="radio"/> Wholly	<input type="radio"/> Partially	<input type="radio"/> Not at all	<input type="radio"/> N/A

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4.8	<p>Electronic communication/ use of the internet</p> <p>Taking and publishing photos and videos</p>	<ul style="list-style-type: none"> <li>· How do you communicate with children/young people? – does it comply with the guidelines?</li> <li>· Does your parish/youth club have a Facebook page or equivalent? – if so, do you have a User policy?</li> <li>· What images of children and adults do you use, and where? Do they comply with the guidelines?</li> <li>· Do you have the required consents?</li> <li>· Are digital images stored securely?</li> </ul>	<input checked="" type="radio"/> Wholly	<input type="radio"/> Partially	<input type="radio"/> Not at all	<input type="radio"/> N/A
4.9	<p>Acceptable behaviour (including those who have committed offences)</p>	<ul style="list-style-type: none"> <li>· How do you respond to challenging behaviour from children and adults?</li> <li>· Do you have a code of conduct?</li> <li>· Do you relate to any agencies who might be supporting them?</li> <li>· Are others potentially placed at risk by their behaviour? If so, have you a Safeguarding Agreement signed by the DSA/ADSA</li> <li>· Do staff know how to respond to violent/aggressive behaviour?</li> </ul>	<input checked="" type="radio"/> Wholly	<input type="radio"/> Partially	<input type="radio"/> Not at all	
4.10	<p>Record keeping and personal data</p>	<ul style="list-style-type: none"> <li>· Do you keep records of safeguarding incidents?</li> <li>· Do you destroy/keep records as recommended?</li> <li>· Do you store records securely?</li> <li>· Who has access to them? – is this appropriately limited?</li> <li>· Who has access to computers which store sensitive personal data? – are they password restricted?</li> </ul>	<input checked="" type="radio"/> Wholly	<input type="radio"/> Partially	<input type="radio"/> Not at all	



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4.11	Insurance	<ul style="list-style-type: none"> <li>· Have you notified your insurers of any safeguarding incidents or allegations?</li> <li>· Are all of your activities insured adequately?</li> </ul>	<input checked="" type="radio"/> Wholly	<input type="radio"/> Partially	<input type="radio"/> Not at all	
4.12	Hire of church buildings	<ul style="list-style-type: none"> <li>· In all your letting agreements, do you include a paragraph relating to the Diocesan Safeguarding Procedures?</li> <li>· Do you renew agreements annually?</li> </ul>	<input checked="" type="radio"/> Wholly	<input type="radio"/> Partially	<input type="radio"/> Not at all	<input type="radio"/> N/A
	<b>Total score Section 4</b>					
	<b>Action needed to move to green from red or amber</b>		n/a			n/a

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<b>Section 5: Selection, recruiting and supporting staff</b>		<b>Please indicate below whether you have met the criteria wholly, partially or not at all</b>		
5.1 The 10 Steps Procedure for all recruitment for parish paid and voluntary posts <ul style="list-style-type: none"> <li>• Have you implemented the 11 Steps Procedure for all recruitment (Page 13 of the Parish Safeguarding Handbook) , including: role descriptions, skills required, application forms, references and interviews?</li> <li>• Have you appointed a Lead Recruiter to arrange for people in eligible roles to be checked by DBS.</li> <li>• Procedure for checking single certificate?</li> <li>• Recording details where the Portability or Updating Schemes have been used.</li> </ul>	<input checked="" type="radio"/> Wholly	<input type="radio"/> Partially	<input type="radio"/> Not at all	
5.2 The Disclosure and Barring Service (DBS) <ul style="list-style-type: none"> <li>• Have you checked which posts require a DBS record check?</li> <li>• Do you ask for a confidential declaration form on all such posts?</li> <li>• Do you ensure all DBS certificates are checked for blemishes?</li> <li>• Do you ensure that no-one applying for a post in which an offence is disclosed is cleared to work until assessed by the DSA?</li> <li>• Do you keep a list of names, certificate numbers and dates of DBS disclosures?</li> <li>• Do any need renewing?</li> </ul>	<input checked="" type="radio"/> Wholly	<input type="radio"/> Partially	<input type="radio"/> Not at all	

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5.3	Support, supervision and training	<p>If you employ children or youth workers, do you induct them, require them to do national safeguarding training, make them familiar with the Parish Safeguarding Handbook, and formally supervise them regularly?</p> <p>Does each paid or voluntary worker know to whom they are accountable?</p> <p>Are they all trained in safeguarding relevant to their role?</p>	<input checked="" type="radio"/> Wholly	<input type="radio"/> Partially	<input type="radio"/> Not at all
	<b>Total score Section 5</b>				
	<b>Action needed to move to green from red or amber</b>				

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<b>Section 6: Allegations and concerns</b>			<b>Please indicate below whether you have met the criteria wholly, partially or not at all</b>		
6.1	Complaints, grievances and whistle blowing	Do you have separate procedures in place, agreed by the PCC? Is the PCC aware of the Diocesan Complaints process for safeguarding? Do people know how to use them?	<input checked="" type="radio"/> Wholly	<input type="radio"/> Partially	<input type="radio"/> Not at all
6.2	Disclosures or observations of abuse/inappropriate behaviour	Does everyone (staff, congregation, users) know who to contact if they have a concern (usually PSOs or incumbent)? Are contact details for PSO's, DST, Childline and Social Care clearly on display? Do the PSOs and incumbent know how to respond (don't delay, take advice from DST etc)? Do all leaders know how to listen to a concern or allegation?	<input checked="" type="radio"/> Wholly	<input type="radio"/> Partially	<input type="radio"/> Not at all
6.3	Allegations against clergy or church officers	Do incumbents, PSOs, churchwardens know who count as 'church officers'? Do they know how to respond (refer to DST)?	<input checked="" type="radio"/> Wholly	<input type="radio"/> Partially	<input type="radio"/> Not at all
6.4	Allegations of domestic abuse	Have clergy and those in pastoral roles undertaken Diocesan training in domestic abuse?	<input checked="" type="radio"/> Wholly	<input type="radio"/> Partially	<input type="radio"/> Not at all
6.5	Information sharing, confidentiality and consent	Do those in pastoral roles know when information must be passed on, and to whom?	<input checked="" type="radio"/> Wholly	<input type="radio"/> Partially	<input type="radio"/> Not at all
<b>Total score Section 6</b>					
<b>Action needed to move to green from red or amber</b>					

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**Section 7: Supervision of offenders and those who pose risk (to be completed by the PSOs only)**

7.1	Risk assessments/ management and agreements	Are you aware of any offenders or others who pose a potential risk to children or adults in your congregation that you haven't informed the vicar of? Is the DSA /DST aware of them?	<input type="radio"/> Yes Please inform the vicar (or churchwarden) verbally and with a brief written report.	<input type="radio"/> No
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<b>Name of Parish:</b>			<b>Form completed by:</b>				<b>Date of completion:</b>
			<b>Role(s) in parish:</b>				<b>Date discussed with PCC:</b>
<b>Scores</b>	<b>Section 1 Out of 5</b>	<b>Section 2 Out of 3</b>	<b>Section 3 Out of 5</b>	<b>Section 4 Out of 12</b>	<b>Section 5 Out of 3</b>	<b>Section 6 Out of 5</b>	<b>Total score</b>
Green							
Amber							
Red							
N/A							
<b>Date policies first adopted:</b>					<b>Date of last review by PCC:</b>		
<b>Confidential sheet submitted:</b>		<b>Yes/No</b>					
<b>Are you a Team Ministry/United Benefice?</b>		<b>Yes/No</b>			<b>Are you a Local Ecumenical Project?</b>		<b>Yes/No</b>