

## **PCC Parish Safeguarding Checklist**

The PCC and Incumbent have a duty of care to ensure the protection of the vulnerable in their church community. In terms of safeguarding, this means that the incumbent and PCC will. To assist with the creation of a safeguarding culture each PCC (or equivalent charitable body) must:

### **Appoint:**

- An appropriately experienced, named Parish Safeguarding Officer (PSO), who should be a lay person, to work with the incumbent and PCC.

### **Safer Recruit, Support and Train:**

- Ensure that all church officers are trained appropriately for their roles.
- Have a policy statement for the recruitment of ex-offenders. (1)
- Provide appropriate insurance to cover for all activities undertaken in the name of the PCC.

### **Display:**

- Ensure that safeguarding arrangements are clearly visible on the front page of the parish website**
- A signed formal statement of adoption of the House of Bishops 'Promoting a Safer Church; safeguarding policy statement'.
- Ensure that information is displayed about how to contact the Diocesan Safeguarding Adviser, (DSA), PSO's and how to get help outside the church.
- Provide access to a hard copy of the Parish Safeguarding Handbook.

### **Respond:**

- Have a procedure to deal promptly with safeguarding allegations or suspicions of abuse. (2)
- Report all safeguarding concerns/allegations against church officers to the DSA.
- Ensure that known offenders or others who may pose a risk are effectively managed and monitored in consultation with the DSA;
- Comply with all data protection legislation. (3)
- Ensure that an "activity risk assessment" is completed and reviewed regularly for each activity.

### **Review and Report Progress:**

- The PSO should regularly report on safeguarding in the parish as a standing agenda item at each PCC meeting. At the **APCM**, the PCC annual report should include a report on safeguarding progress and a statement as to whether or not the PCC has complied with the duty to have "due regard" to the House of Bishops' guidance in relation to safeguarding.

### **During a clergy vacancy?**

- The PCC must, working with the churchwardens, ensure that all information about safeguarding matters is securely stored before passing the information on to the new Incumbent. The departing Incumbent must give the safeguarding information to the PSO who can pass the information on to the new Incumbent when they take up their new role.

## Other points to consider:

### Are you working in an LEP?

- If working within Local Ecumenical Partnerships (LEPs), agree which denomination or organisation's safeguarding policy to follow, including where to seek advice in urgent situations in line with the practice guidance. This decision should be ratified both by the bishop and other appropriate church leaders in the partnership and shared with the DSA; in the event of a specific safeguarding concern, ensure that all the LEP partners are notified.

### Hire out your church premises

- Ensure that an addendum to a hire agreement is always used when any person/body hires church premises (i.e. a church building or church hall) for activity that involves children or vulnerable adults, whereby the person/body hiring the premises agrees to comply with the relevant safeguarding guidance issued by the House of Bishops and the diocese (Model Hire Agreement on diocesan website).

## Support & Compliance

The measures identified in the list above will be checked during parish visitations and the documents referred to can be found on National website. [www.churchofengland.org/](http://www.churchofengland.org/)

or Diocesan Website [www.blackburn.anglican.org](http://www.blackburn.anglican.org)

If you have questions or need support to complete the steps on the checklist you can contact the DSA for further support and advice:

### Diocesan Safeguarding Phone Numbers and Emails:

**Julie Grimshaw - Safeguarding Administrator: 01254 503088**

[Julie.grimshaw@blackburn.anglican.org](mailto:Julie.grimshaw@blackburn.anglican.org)

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**Rachael Campion – Assistant Diocesan Safeguarding Adviser: 07817 550224**

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## Notes

1. Model statement available on Diocesan Website safeguarding pages on the Safer Recruitment and DBS pages.
2. Page 20 of the parish safeguarding handbook available on the parish toolkit section of the safeguarding pages on the diocesan website.
3. See Church of England Safeguarding Records Retention toolkit on the diocesan website, parish toolkit section of the safeguarding pages.