**Parish Safeguarding Audit & Action Plan 2017**

 **Please be reminded that safeguarding relates to both children and adults attending your church and is the**

 **responsibility of all church officers or members with a role; either paid or voluntary.**

**Parish: ………………………….………………………………………..**

**Incumbent:………………………………………………………………**

**Safeguarding representative: …………………………………….**

**Date completed:…………………………………………………………**

**THE AUDIT**

As part of its undertaking to have robust safeguarding policies, procedures and practice in place across the Church of England, the National Safeguarding Team has commissioned SCIE (Social Care Institute for Excellence), an independent organization, to carry out an audit of the safeguarding arrangements in each Diocese; they will visit Winchester in August 2017. As a result, SCIE will report back to each Diocese and the National Safeguarding Team, to highlight good practice and to make recommendations for improvements that can be made. The National Safeguarding Team will then advise Dioceses on how to make these improvements and will provide any necessary guidance.

Winchester Diocese will need to evidence to the auditors that each parish has appropriate safeguarding arrangements in place. To allow for an overall picture of safeguarding across the Diocese, each parish is asked to complete and submit this self-audit of their safeguarding arrangements. The standards in this template have been agreed by the Safeguarding Audit Action group of the Winchester Diocese.

The document should ideally be filled in electronically and submitted via email to; safeguarding @winchester.anglican.org The deadline for this is **Ist April** **2017**

The audit should be completed under the auspices of the PCC but key people will include the Incumbent, and the Safeguarding representative. The PCC will need to take responsibility for submitting the document.

The Safeguarding Audit and Action plan is a combined document; the Safeguarding Audit tool has a RAG (Red – Amber - Green) rating system, explained below. Standards have been set for 5 sections and you should respond to each standard by explaining in the relevant box whether your parish is:

|  |  |  |
| --- | --- | --- |
| Green: We fully meet this standard | Amber: We partly meet this standard  | Red: We do not meet this standard |
| *Every parish works differently, so please don’t just tick if you think you meet the standard – please explain how* | *Completing this box means you need to or want to improve on what you are doing in respect of meeting this standard – explain what you will do to fully meet this standard in your**safeguarding plan at the end of the document* | *Explain if this standard is not applicable to your parish or explain what you will do in the future to meet the standard in your safeguarding plan at the end of the document* |

**SAFEGUARDING ACTION PLAN**

Your Safeguarding Action Plan for 2017 will relate to all the responses you have entered in the amberand red columns of the Safeguarding Audit document, so these will have a corresponding action in the Safeguarding Action Plan for 2017 Exceptions will be where any standard is not applicable. Actions should be addressed within a reasonable timescale.

**FAQ’s:**

**Question:** I don’t understand the document or a particular standard - can I get any advice?

**Answer:** If you have any questions - pleasecontact Jackie Rowlands via email (details below)

**Question:** Our Parish has projects operating from different sites; should they all do an audit?

**Answer:** Each church accountable to a PCC should complete an audit. Where a church provides a large service

 or project (e.g that has its own team) in ‘off-site’ premises you should consider if this needs a separate audit.

**Question:** Do we need to submit evidence, for example risk assessments, to support the responses we put in each box?

**Answer:** You are not required to submit the actual evidence but you need to be confident it is available

**Question:** When does the Safeguarding Audit and Action Plan need to be submitted by?

**Answer:** The deadline is **Ist April 2017**

**Question:** What will happen to the information we provide and will we get feedback?

**Answer:** The information from all the audits will be collated and presented in a report to the Diocesan Audit Action

 Group and used as evidence in the audit carried out by SCIE. Receipt of audits will be acknowledged but

 there won’t be individual feedback to parishes unless concerns are raised that require an immediate response

**Question:** Can we get advice in addressing the actions?

**Answer:** The Diocesan Safeguarding Adviser can advise in relation to safeguarding standards and practice

**Question:**  Where does the completed Safeguarding Audit & Action Plan form go?

**Answer:**  It should be submitted to; safeguarding@winchester.anglican.org with a copy kept by the PSO . Where it is

 not possible to submit an electronic version, a hand - written copy can be sent; C/O Jackie Rowlands

Old Alresford Place Old Alresford, SO24 9DH

**1. IMPLEMENTING POLICIES & PROCEDURES**

|  |  |  |  |
| --- | --- | --- | --- |
| **STANDARD** | **We fully meet this standard****(please describe ‘how’ in the box below)** | **We partly meet this standard****(please describe ‘how’ in the box below)** | **We do not meet this standard****(please explain if you are unable to meet this standard)** |
| 1.1 The PCC has adopted the Diocesan safeguarding policies (these are based on national policies adopted the House of Bishops ) and has developed a Parish Safeguarding Policy relating to both children and adults, which is reviewed annually by the PCC: a copy of the updated version is sent to the Diocesan Safeguarding Adviser |  |  |  |
| 1.2 The PCC has appointed a Safeguarding Representative to work with the Incumbent and PCC to ensure that safeguarding policies are implemented and that any concern relating to a child or an adult is reported to the Diocesan Safeguarding Adviser and referred to the statutory agencies where appropriate  |  |  |  |
| 1.3 The Safeguarding Representative is either a member of the PCC and reports on safeguarding at each meeting ,or if not a member of PCC reports to PCC on a regular basis |  |  |  |
| 1.4 The contact details of the Safeguarding Representative are displayed in your church(es) alongside contact numbers for agencies that can be contacted for support (e.g Child Line, Family Lives) |  |  |  |
| 1.5 The PCC and has developed a Parish Safeguarding Policy relating to Domestic violence, which is reviewed annually by the PCC. |  |  |  |

**2. SAFE RECRUITMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| **STANDARD** | **We fully meet this standard****(please describe ‘how’ in the box below)** | **We partly meet this standard****(please describe ‘how’ in the box below)** | **You do not meet this standard****(please explain if you are unable to meet this standard)** |
| 2.1 The parish adheres to ‘safer recruitment’ processes, including:* A written job description (paid roles) and written job role (for volunteers)
* A completed application form
* Seeking and following up references (necessary for paid roles and good practice for volunteers)
* A completed Confidential Declaration
* An interview or discussion (with written record)
* A satisfactory DBS (where applicable)
* Approval of the applicant for the post by a person with appropriate responsibility
* All paid roles are subject to induction, a probation/settling in period, supervision and appraisal
 |  |  |  |
| 2.2 The parish has signed up the online DBS system **initially being introduced in phases in areas from in Jan 2017** |  |  |  |
| 2.3 A current DBS is in place for all those in the parish meeting the eligibility criteria as set out in Safer Recruiting guidance 2016 |  |  |  |
| 2.4 Any DBS application returned with a ‘blemish’ is discussed with the Diocesan Safeguarding Adviser  |  |  |  |
| 2.5 No-one commences in their role until a satisfactory DBS and references have been obtained (where applicable) |  |  |  |
| 2.6 The Parish has a process in place for monitoring DBS’s and ensuring they are renewed every 5 years or on change or role whichever is sooner. |  |  |  |
| 2.7 Does your parish have an up to date umbrella agreement for the Diocese to carry out DBS checks on your behalf? |  |  |  |

**3. SAFE PRACTICE**

|  |  |  |  |
| --- | --- | --- | --- |
| **STANDARD** | **We fully meet this standard****(please describe ‘how’ in the box below)** | **We partly meet this standard****(please describe ‘how’ in the box below)** | **We do not meet this standard****(please explain if you are unable to meet this standard)** |
| 3.1 A written risk assessment is carried out for all church activities with children or adults |  |  |  |
| 3.2 Adequate insurance cover is in place for all activities |  |  |  |
| 3.3 Staff ratios are adhered to at all times (even if this means that groups have to be temporarily suspended). Group sessions are always led by at least 2 leaders who have a current DBS |  |  |  |
| 3.4 Where intimate care is provided as part of a group session (e.g in a crèche) this is discussed and agreed with parents/carers when they join the group. A record is kept of any intimate care given to children (nappy changing, supporting children with disabilities etc.) and these records are shared with the parents/carers |  |  |  |
| 3.5 The issue of confidentiality and the duty to refer child/adult protection concerns is discussed with members of groups and with members of the church community receiving pastoral support  |  |  |  |
| 3.6 Anyone who has a role in the church is clear about their responsibility for safeguarding and who they need to speak to if they have a concern about a child or adult |  |  |  |

**NOT TO BE DISCUSSED WITH WHOLE PCC**

**4. MANAGING THOSE WHO POSE A RISK**

**Your Parish may have an individual(s) attending (or wishing to attend) your church who is considered to be ‘a person who poses a risk to children or adults’. This term relates to an individual who has a conviction (including a caution) for offences against a child or an adult and can also include an individual who is considered to pose a potential risk owing to information held that has not led to a conviction.**

**There is a procedure to be followed when it becomes known that a person who poses a risk or potential risk to children or adults, either by a disclosure from a victim or perpetrator, or via an alert from statutory authorities is attending or wishes to attend a church.**

**A multi-agency approach is required to undertake a risk assessment relating to church attendance and a safeguarding agreement will be put in place where it is deemed that the (potential) risk posed by the individual can be managed within the church setting or Christian community. The risk management procedure is led by the Diocesan Safeguarding Adviser, who liaises with the statutory agencies and works in collaboration with a ‘reference group’ within the particular church or Christian community.**

**In addition, you may have a safeguarding agreement in place relating to the behavior of an individual that does not meet the criteria above, but where a particular situation has required an agreement in order to protect the individual and the members of the church community.**

**Please provide information for:**

|  |  |
| --- | --- |
| Number of safeguarding agreements in place relating to convicted offenders (including cautions)  |  |
| Number of safeguarding agreements in place relating to individuals considered to pose a risk but not convicted  |  |
| Number of safeguarding agreements in place relating to behavior in the Christian community that didn’t involve a police investigation |  |
| List the date when each agreement was put in place |   |
| List any agreement that has been breached and action taken |  |

|  |  |  |
| --- | --- | --- |
| Provide the date when each agreement was last reviewed |  | Please add an action to your safeguarding action plan if any agreement/s need reviewing  |

**5. LEARNING & DEVELOPMENT**

**The section is being used to identify the numbers of clergy and lay people in each parish who require safeguarding training. The numbers will allow the Diocese to develop a plan and deliver the right level of training to ensure clergy and church members are equipped with knowledge and understanding of safeguarding in a church setting. You do not need to add anything to the safeguarding action plan in relation to training.**

**Please list all the people who have a (paid or unpaid) role in your parish and the date/approximate date when they last attended safeguarding training provided by the Diocesan Safeguarding Advisor or parish trainer.**

|  |  |  |
| --- | --- | --- |
| **Name** | **Role** | **Date last attended safeguarding training** |
|  |  |  |

**All responses entered in the amber or red boxes will now form your Safeguarding Action Plan below**

 **Safeguarding Action Plan 2017**

**The boxes below should be self-explanatory:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Standard partially met/not met** | **Action to be taken to meet the standard** | **Time -scale** | **Person/s responsible** | **Review date** |
| Cut and paste any standards from the red responses – these should be addressed as priority |  |  |  |  |
| Cut and paste any standards from the amber responses |  |  |  |  |
| Add more boxes as required |  |  |  |  |

**Your feedback is appreciated and will help to inform and improve future safeguarding audits - please use the space below to:**

**1) comment if you feel that you have safeguarding standards in place that are not been covered in this audit**

**2) suggest any safeguarding standards that you think should be part of the safeguarding audit**

**3) feedback your comments about the Safeguarding Audit process, including completing this form, so that we can improve the process next time.**

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| --- |
|  |

**When completed, please send this document to** safeguarding@winchester.anglican.org and save a copy for the parish records. If you unable to email a copy, please post to:

|Jackie Rowlands

Diocesan office

Old Alresford Place

Old Alresford

Hampshire

SO24 9DH