# [Model Parish Safeguarding Checklist](#_Appendix_7:_Model)

At insert Parish name we recognise that the few who are determined to harm children or adults, deliberately seek out groups or organisations where they can meet children or other vulnerable people. The Church is particularly vulnerable to these people. Creating and maintaining a safeguarding culture will discourage them from becoming involved for the wrong reasons and make it difficult for them to harm or abuse children or adults if they do.

To assist with the creation of a safeguarding culture each PCC (or equivalent charitable body) must:

**Appoint:**

* At least one appropriately experienced designated Parish Safeguarding Officer (PSO) to work with the incumbent and PCC. This PSO should be a lay person. The PSO may also be the DBS administrator for church officers who work with children or vulnerable adults but if not, the PCC should appoint another individual. The PSO should be supported, trained and given a copy of the parish safeguarding policy and procedures; (see separate Model PSP role description)

**Safer Recruit, Support and Train:**

* Ensure that all church officers who work with children, young people and/or vulnerable adults are:
  + recruited following the House of Bishops’ Safer Recruitment practice guidance;
  + aware of and work to House of Bishops’ safeguarding guidance (includes both policies and practice guidance);
  + attend diocesan safeguarding training at least every three years;
* Provide appropriate insurance to cover for all activities undertaken in the name of the PCC which involve children and vulnerable adults;

**Display:**

* A formal statement of adoption of the House of Bishops ‘Promoting a Safer Church; safeguarding policy’. This should be signed on behalf of the PCC. See the [Parish Safeguarding Policy Statement](https://www.winchester.anglican.org/documents/parish-safeguarding-policy-statement/) template.
* Contact details of the PSO, Churchwarden and any other local leaders.
* Contact details for the Diocesan Safeguarding Team – including phone, email and website details.
* Information about where to get help with child and adult safeguarding issues, domestic abuse and key helplines e.g. ChildLine
* Provide access to a hard copy Parish Safeguarding Handbook available from the Winchester Diocese [Website](https://www.winchester.anglican.org/safeguarding-resources/)
* Provide access to a hard copy of the House of Bishops’ Safer Environment and Activities’ Guidance 2019, available via the Winchester Diocese [Website](https://www.winchester.anglican.org/safeguarding-resources/)

**Respond:**

* Create an environment, which is welcoming and respectful and enables safeguarding concerns to be raised and responded to openly, promptly and consistently;
* Have a procedure in place to deal promptly with safeguarding allegations or suspicions of abuse in accordance with the relevant policy and practice guidance and in consultation with the Diocesan Safeguarding Manager;
* Report all safeguarding concerns or allegations against church officers to the Diocesan Safeguarding Manager;
* To ensure that known offenders or others who may pose a risk to children and/or vulnerable adults are effectively managed and monitored in consultation with the Diocesan Safeguarding Manager;
* Comply with all data protection legislation especially in regard to storing information about the ‘church workforce’, including volunteers and any safeguarding records;
* Ensure that an “activity risk assessment” is completed and reviewed regularly for each activity, which is associated with either children or vulnerable adults, and run in the name of the Church.

**Review and Report Progress:**

* The PSO should regularly report on safeguarding in the parish. Safeguarding should be a standing agenda item at each PCC meeting. At the APCM the PCC should provide an annual report in relation to safeguarding. In the PCC’s annual report will be a statement which reports on 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.

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.

**Irrespective of this choice all abuse cases arising in Church of England settings must be notified to the Diocesan Safeguarding Team.**

**Hire out your church premises?**

* Any hire agreement with organisations wishing to hire church premises must be conditional upon the organisation having their own Safeguarding Policy (equivalent to the Church of England Safeguarding Policy), which the organisation is responsible for keeping up to date, regularly reviewed and adequate for purpose. The organisation is responsible for ensuring compliance with their Safeguarding Policy. Organisations must be asked to confirm this in writing – using the [Model Safeguarding Provision](https://www.winchester.anglican.org/documents/model-safeguarding-provision-church-premises-hire/), which should be signed by the organisation and attached to any Hire of Church Premises Agreement.
* The hire agreement should also contain a provision whereby all those hiring church premises are required to ensure that children and vulnerable adults are protected at all times, relevant staff have had appropriate DBS checks and that all reasonable steps have been taken to prevent injury, illness, loss or damage occurring.
* All organisations hiring church premises must confirm that they have full public liability insurance cover for their activities whilst the church premises are being hired. For ‘casual hire’ of church premises - individuals hiring the church premises must ensure they hold adequate insurance to cover their activities whilst the church premises are being hired, for example through their Home Insurance; or alternatively, the parish church must confirm with their Insurers that their parish church insurance policy covers ‘casual hire’.

**Do you have a clergy vacancy?**

* During an interregnum 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 Parish Safeguarding Officer who can pass the information on to the new incumbent when he/she takes up his new role.

**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 or Diocesan Website. If you have questions or need support to complete the steps on the checklist you can contact the Diocesan Safeguarding Manager for further support and advice.

## **Diocesan Safeguarding Contact details:**

To register a concern: telephone  **- 01962 737317**

**email - safeguarding@winchester.anglican.org**

If you need immediate advice or help outside usual working hours, telephone the Hampshire Out of Hours Service - 0300 555 1373

If a child or vulnerable adult may be at immediate risk – contact the police on 999