**Safeguarding in your parish – who’s who?**

**Parish Name:**

**Parish Number:**

**The churchwardens**

Name(s)

**Clergy person in charge:**

**Safeguarding Officers**

**Additional Recruiter (if appropriate)**

Name:

**Lead Recruiter**

Name:

**Archdeacons’ Safeguarding Review**

Churches need to 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.

**Please keep a copy of this form for your parish records.**

The measures identified in the list above may be checked during an Archdeacons Parish Review. The Diocese will carry out a repeat of this review every 3 years.

In order to assist with the creation of a safeguarding culture each PCC should ensure they are adhering to the National Safeguarding Standards.

We ask that you answer the questions included in this review honestly. Please indicate in the boxes below the appropriate level of response to each action:

R for red - indicates you have not completed this action

A for Amber - indicates you have completed some of this action but still have more work to do

G for Green- indicates you have completed this action

If you have questions or need support to complete the steps on the review you can contact Debbie Doran, Safeguarding Team Support, by email: deborah.doran@liverpool.anglican.org

**CULTURE, LEADERSHIP AND CAPACITY**

* Do you create an environment, which is welcoming and respectful and enables

safeguarding concerns to be raised and responded to openly, promptly and

consistently?

* Do you annually complete a parish [Model Safeguarding Policy statement](https://www.churchofengland.org/sites/default/files/2018-09/6.%20Model%20Parish%20Safeguarding%20Policy.docx)?. Is a signed copy of this displayed in your church and church hall
* Do you have a Parish Safeguarding Officer to work with the incumbent and PCC.

(This Parish Safeguarding Officer should be a lay person)

What date was your PSO appointed to role?

* Has the Parish Safeguarding Officer been safely recruited, supported,

trained and given a copy of the parish safeguarding policy and procedures.

* Are the Church Wardens aware of their [safeguarding responsibilities](https://tools.parishdashboards.org.uk/storage/app/media/Resources/safeguarding-responsibilities-of-churchwardens.pdf)?

**PREVENTION**

* Have you adopted The House of Bishops Safeguarding Policy

‘[Promoting a Safer Church’](https://www.churchofengland.org/sites/default/files/2019-05/PromotingSaferChurchWeb.pdf)

If yes what date did you do that?

Was this recorded in your PCC minutes? YES/NO Is a hard copy of this displayed in your premises? YES/NO If yes where in your building is this displayed?

Do all church officers have access to it YES/NO

* Have you adopted and implemented the procedures and guidance of [The Church of England’s Parish Safeguarding Handbook](https://www.churchofengland.org/media/11842)

if yes what date did you do that? Was this recorded in your PCC minutes? YES/NO Is a hard copy of this displayed in your premises? YES/NO If yes where is this displayed in your premises?

* Do you display [‘A Safer Church Poster’](https://www.churchofengland.org/media/17305), which should include contact details of

the Parish Safeguarding Officer, any local leaders, Diocesan Safeguarding Team

– including phone, email and website details.

Where on you premises is this displayed?

* Do you display [Safe Spaces](https://safespacesenglandandwales.org.uk/resources/), [Child Line](https://learning.nspcc.org.uk/media/1519/helpline-poster-english-girl.pdf)  and [Domestic Abuse](https://dev.refuge.org.uk/wp-content/uploads/2020/03/Helpline-poster-A3-1.pdf) posters.

Where on your premises are they displayed?

* Is the following statement displayed clearly on the front page of your

Web Site and the Church Near You Entry?

(Insert own church name) *takes its duty and obligation to protect all extremely*

*seriously. We have adopted the national Church of England’s robust procedures*

*and guidelines. You can find out more about the national policies and procedures at*[*www.churchofengland.org/safeguarding*](http://www.churchofengland.org/safeguarding) *If you have any safeguarding*

*concerns or issues on a safeguarding matter then you can find useful*

*contact information at*[*http://www.liverpool.anglican.org/safeguarding*](http://www.liverpool.anglican.org/safeguarding)*’*

* Does the PSO regularly report on Safeguarding to the PCC?

When did the PCC last receive a report from the PSO

* Is safeguarding a standing agenda item at each PCC meeting?
* Does your PCC have an action plan, which is regularly reviewed, in place

which sets out, in line with local and national priorities how safeguarding

policies and procedures are put into place

* Do you have an appointed Lead Recruiter to be the DBS administrator?

Churches can also appoint an additional recruiter to assist with this work.

* Do you ensure that all church officers who work with children, young people

and/or vulnerable adults are:

* recruited following the House of Bishops’

[Safer Recruitment & People Management practice guidance](https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance);

* aware of and work to House of Bishops’ safeguarding guidance;
* Do you ensure your volunteers are provided with a copy of the

[Code of Safer Working Practice](https://www.churchofengland.org/media/18856)?

* Have all your PCC members been DBS checked and completed

a [PCC Member Trustee Eligibility and Fit and Proper Persons Declaration](https://www.parishresources.org.uk/pccs/trusteeship/)

* Has your PCC adopted the Diocese policy on the [recruitment of](https://liverpool.anglican.org/content/pages/documents/recruitment-of-ex-offenders---june-2022.docx)

[Ex-offenders](https://liverpool.anglican.org/content/pages/documents/recruitment-of-ex-offenders---june-2022.docx)

If yes what date was that done?

* Do you ensure that an “[activity risk assessment](https://www.churchofengland.org/sites/default/files/2018-09/3.%20Model%20Activity%20Risk%20Assessment%20Template.docx)” is completed and reviewed

regularly for each activity, which is associated with either children, young people

or adults at risk and run in the name of the Church? This should include any

safeguarding risks to both those delivering and receiving in those activities and

should and include those that are associated with the layout of the

church building (eg access to toilets and potential blind spots)

Please attach a copy of one of your completed activity risk assessments.

* Does your church use social media for some or all of its activities YES?NO

If yes has the PCC approved all uses of social media YES/NO

If yes are all church officers aware of the guidance included in section 12 YES/NO

of the [Parish Safeguarding Handbook](https://www.churchofengland.org/sites/default/files/2019-10/ParishSafeGuardingHandBookAugust2019Web.pdf)

**RECOGNISING, ASSESSING AND MANAGING RISK**

* Do you have a procedure in place to deal promptly with safeguarding

allegations or suspicions of abuse in accordance with the relevant policy and

practice guidance (see section 7 of the parish safeguarding handbook) and in

consultation with the Diocesan Safeguarding Adviser?

When did the PCC last approve or review this procedure?

* Do you report all safeguarding concerns or allegations against church

officers to the Diocesan Safeguarding Team YES/NO

* In the last 3 years how many safeguarding concerns have you had?

Were all these reported to the Diocesan Safeguarding Team? YES/NO

* Do you ensure that known offenders or others who may pose a risk to

children, young people and/or vulnerable adults are effectively managed

and monitored in consultation with the Diocesan Safeguarding Adviser?

* Are all your records stored securely? Personal computers should not

hold personal information about volunteers or church workers.

Church computers used or data storage should have good security software

installed on them. Paper files are to be held securely and only be accessed

by the PSO and Clergy.

* Do you comply with all data protection legislation especially concerning

storing information about the ‘church workforce’, including volunteers

and any safeguarding records?

**VICTIMS AND SURVIVORS**

* Do you ensure that when reporting abuse, victims are heard, understood,

respected, taken seriously, genuinely cared for, and met with belief?

* Do you ensure that if you have a safeguarding concern victims and survivors

are informed of the progress throughout?

* Do you ensure that those who seek support around broader safeguarding issues

e.g.mental health, homelessness, are appropriately engaged with and supported

in accessing relevant local support services.

**LEARNING SUPERVISION AND SUPPORT**

* Does your PCC support the clergy and PSO in their safeguarding roles?
* Have your church wardens volunteers and/or paid workers completed the

required level of safeguarding training appropriate to their role? For details of

who should complete what level of training please see the following document:

<https://liverpool.anglican.org/content/pages/documents/what-level-of-safeguarding-training-is-required.docx>

Is their safeguarding training renewed every 3 years? YES/NO

* Do your volunteers and/or paid workers receive regular supervision

and support?

* Has your PSO attended an induction session and completed the required level

of safeguarding training appropriate to their role?

Is this renewed every 3 years? YES/NO

* Have all your PCC members completed their basic & foundation

Is this renewed every 3 years? YES/NO

***Other Points to Consider***

**Hire out your church premises/hall?**

* Does you church premises hire agreement contain a provision whereby

those hiring the premises either have their own safeguarding policies and

procedures or agrees to comply with the relevant safeguarding guidance

issued by the House of Bishops and the diocese.

* Does your church premises hire agreement contain a provision whereby

all those hiring church premises are required to ensure that children,

young people and adults at risk 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.

* Do you ensure that all those hiring church premises carry full public

liability insurance for this, or are covered through the church insurance

(for example hire for a children’s party).

**Are you working in a Local Ecumenical Partnership?** YES/NO

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 by the other appropriate church leaders in the partnership and shared with the Diocesan Safeguarding Adviser; 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.**

**Do you have a clergy vacancy?** YES/NO

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

their new role.

**New Worshipping Communities and projects**

Do you have a Fresh expressions/Community Project/Joshua project/New Worshipping Community attached to your church? YES/NO

If you answered yes what New Worshipping Communities and projects are attached to your church?

Are they aware and do they follow up to date safeguarding policies and procedures? YES/NO

Are there any other training needs in your parish which are not covered by the Church of England Safeguarding training e.g. Health and Safety, county lines, child sexual exploitation etc YES/NO

If you answered yes, please insert details of any training you feel your parish is in need of:

**Support**

Having completed this form do you feel you need further help and support from the Safeguarding Team in terms of safeguarding in your church YES/NO

If you answered YES please give details of the support or help which you may need:

This form was completed by:

Name:

Role:

Date:

Tel Number:

Email:

Completed forms should be returned via email to <mailto:centralservices@liverpool.anglican.org>