**Diocese of Leicester**

**Safeguarding Provision in our Parish: A Checklist and Template for Annual Reporting on Safeguarding to the PCC and submission to the Diocesan Office.**

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| 11.11.21.31.41.51.6 | Requirement: We, the PCC, have adopted and reviewed up to date policies for Child Safeguarding and Safeguarding Adults* We have adopted the model diocesan Child Safeguarding Policy issued in January 2018 or have our own policy which incorporates all of the model diocesan policy.
* The Child Safeguarding Policy has been reviewed in the last 12 months. Date of review: *[Not necessary to complete if 1.1 ticked]*
* We have adopted the model diocesan Safeguarding Adults Policy issued in January 2018 or have our own policy which incorporates all of the model diocesan policy.
* The Safeguarding Adults Policy has been reviewed in the last 12 months. Date of review: *[Not necessary to complete if 1.3 ticked]*
* Copies of both policies are attached with this report.
* Safeguarding is regularly on the agenda at PCC meetings.
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| 22.12.2 | Requirement: We have Coordinators in place for Safeguarding Children and Adults (who may be the same person or two separate people)* Our Child Safeguarding Coordinator (Child Protection Coordinator) is

[Name] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* Our Safeguarding Adults Coordinator is

[Name] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| 3 | Requirement: We have a named Safeguarding lead on the PCC *(choose one of the following options)*EITHER* The Safeguarding Coordinator (or one of them) is a member of the PCC

*2nd option overleaf*OR* The Safeguarding lead on the PCC is

[Name] \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| 4 | Requirement: We are clear about what activities are taking place with children, who is responsible and where and when they take place *(choose one of the following options)*EITHER* The list of activities with children is stated in Appendix 1 to this report

OR* The list of activities with children is as stated in the Child Safeguarding Policy

OR* We have no activities with children and/or young people
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| 5 | Requirement: We are clear about what activities are taking place specifically for adults who may be considered to have additional needs, who is responsible and where and when they take place *(choose one of the following options)*EITHER* The list of activities with adults with additional needs is stated in Appendix 1 to this report

OR* The list of activities with adults with additional needs is as stated in the Adult Safeguarding Policy

OR* We have no activities specifically with adults with additional needs
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| 66.16.26.36.46.56.6 | Requirement: We make clear our commitment to safeguarding by displaying the policies and helpful information* The Child Safeguarding and Safeguarding Adults policy statements are posted on a church noticeboard
* The safeguarding poster with the Childline phone number is displayed in places where children can see it
* Relevant information about help for adults (eg in relation to domestic abuse) is available
* Contact details are displayed for the Safeguarding Coordinator(s), Churchwarden(s), any other local leaders as appropriate, and the Diocesan Safeguarding Team
* A hard copy of the Diocesan Safeguarding Handbook is available
* Safeguarding arrangements are clearly visible on the front page of our website or we have provided information on A Church Near You
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| 77.17.27.3 | Requirement: We know who is working with children and/or vulnerable adults* The number of people authorized to work with children and young people is \_\_\_\_\_
* The number of people authorized to work with vulnerable adults is \_\_\_
* The list of those authorized to work with children/young people and/or vulnerable adults is attached as Appendix 2
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| 88.18.28.38.4 | Requirement: We ensure that everybody who is eligible has a DBS check* We are registered with CCPAS for online DBS checks
* The lead recruiter is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* We have a record of DBS checks
* DBS checks are renewed every 5 years in line with Church of England policy
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| 99.19.2 | Requirement: In addition to DBS checks we use safer recruitment for everybody we recruit to work with children/young people and/or vulnerable adults, both paid staff and volunteers* It is clear who is responsible for making the appointment decision
* All new appointments are subject to a recruitment process which includes a role description, application form, references, interview/conversation, and confidential self-declaration
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| 10 | Requirement: We ensure that all people who work with children/young people and/or vulnerable adults attend safeguarding training* The list of those who have attended diocesan safeguarding training in the last 3 years is attached as Appendix 3 (or included in Appendix 2)
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| 1111.111.211.311.411.511.611.7 | Requirement: We ensure safe working practice in work with children/young people and vulnerable adults* Consent forms are in place for all under 18 groups
* The number of current authorised leaders and helpers is sufficient and the OFSTED staffing ratios are maintained
* Adequate insurance and a risk assessment is in place for all activities
* All volunteers and paid staff have received the relevant safeguarding policies and the Pocket Guide to Safeguarding Children
* The number of leaders and helpers who are qualified First Aiders is \_\_
* Volunteers and paid staff are advised on appropriate use of social media, mobile phones and texting
* Texting to under 18’s/social media is used in the following contexts:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| 1212.112.2 | Requirement: We ensure that any information/disclosures/concerns about possible abuse are passed on to the Diocesan Safeguarding Adviser* All volunteers and paid staff have received instruction and/or training in what to do if they receive information or have concerns about possible abuse
* All information known to the leadership has been passed on to the Diocesan Safeguarding Adviser
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| 13 | Requirement: We ensure that any blemished disclosures are passed to Diocesan Safeguarding Adviser* All blemished disclosures have been passed to the DSA (or there have been no blemished disclosures)
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| 14 | Requirement: We ensure that information about convictions and about people who may pose a safeguarding risk is passed to the Diocesan Safeguarding Adviser* All concerns or information about offenders in the congregation or people who may pose a risk have been passed to the DSA (or there are no such instances)
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| 1515.115.215.3 | Requirement: We keep information safely and maintain appropriate confidentiality* All personal records (consent forms, recruitment information, safeguarding records) are kept locked away
* Where necessary, computer files are password protected
* Shared email addresses are not used for correspondence on confidential matters
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| 16 | Requirement: We ensure that external bodies who use church premises have appropriate safeguarding arrangements in place* Hire agreements for church premises contain the appropriate provisions and arrangements made by hirers are verified by obtaining a copy of relevant documents
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| 17 | Requirement: We act to improve safeguarding arrangements and to respond to new and revised policies and guidance* The PCC’s action plan in response to any gaps identified by this report and new requirements identified from Promoting a Safer Church is attached as Appendix 4
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**Once completed and agreed by the PCC, return a copy to:**

**Safeguarding Administrator, Diocese of Leicester, St Martins House,**

**7 Peacock Lane, Leicester LE1 5PZ**