

## ST BRANDON'S, BRANCEPETH



### PARISH SAFEGUARDING CHECKLIST

Last updated: February 2021. Approved by PCC: March 2021

At St Brandon's, Brancepeth 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 either face-to-face or online. 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.

In order 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.

#### 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 statement'](#). This should be signed on behalf of the PCC.
- ✓ Contact details of the PSO.
- ✓ 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 (See separate 'Model Safeguarding in parishes – who's who').
- ✓ Provide access to a hard copy [Parish Safeguarding Handbook](#).

- ✓ Provide access to a hard copy of the [Diocese Safeguarding Policy](#).

### **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 Adviser;
- ✓ Report all safeguarding concerns or allegations against church officers to the Diocesan Safeguarding Adviser;
- ✓ 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 Adviser;
- ✓ 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:**

#### **Hire out your church premises?**

- ✓ Any hire agreement with any person/body wishing to hire church premises must contain a provision whereby the person/body hiring the premises agrees to comply with the relevant safeguarding guidance issued by the House of Bishops and the diocese (see separate model Hire 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.
- ✓ 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).

## Support & Compliance

The measures identified in the list above will be checked during parish visitations and the documents referred to can be found online:

*On the Church of England's national website:*

Safeguarding Policy and Practice Guidance:

[www.churchofengland.org/safeguarding/promoting-safer-church/policy-practice-guidance](http://www.churchofengland.org/safeguarding/promoting-safer-church/policy-practice-guidance).

Practice Guidance: Safer Recruitment

[www.churchofengland.org/sites/default/files/2017-11/safeguarding%20safer\\_recruitment\\_practice\\_guidance\\_2016.pdf](http://www.churchofengland.org/sites/default/files/2017-11/safeguarding%20safer_recruitment_practice_guidance_2016.pdf)

Parish Safeguarding Handbook:

[www.churchofengland.org/sites/default/files/2019-10/ParishSafeGuardingHandBookAugust2019Web.pdf](http://www.churchofengland.org/sites/default/files/2019-10/ParishSafeGuardingHandBookAugust2019Web.pdf)

Promoting a Safer Church: Safeguarding policy statement for children, young people and adults:

[www.churchofengland.org/sites/default/files/2019-05/PromotingSaferChurchWeb.pdf](http://www.churchofengland.org/sites/default/files/2019-05/PromotingSaferChurchWeb.pdf)

*And on the website for Durham Diocese:*

Diocesan Safeguarding Policy:

[drive.google.com/file/d/1MUnW\\_CbZnkX3bx-e2JDFOmmUibteUmQT/view](https://drive.google.com/file/d/1MUnW_CbZnkX3bx-e2JDFOmmUibteUmQT/view)

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

**Beth Miller 07968 034075**