#  [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 the parish must:

 **Appoint:**

* At least one appropriately experienced designated Parish Safeguarding Representative (PSR) to support the Parish Priest. This PSR should be a lay person. The PSR will also be the DBS regulator for the purpose a safer recruitment who work with children or vulnerable adults. The PSR should be supported, trained and given a copy of the parish safeguarding policy and procedures.

 **Safer Recruit, Support and Train:**

* Ensure that all Clergy, volunteers and employees who work with children, young people and/or vulnerable adults are:
	+ recruited following Diocesan Safer Recruitment practice guidance;
	+ aware of and work to the Diocesan safeguarding guidance (includes both policies and practice guidance);
	+ attend diocesan safeguarding training at least every two years;
* Has appropriate insurance to cover for all activities undertaken in the name of the Diocese which involve children and vulnerable adults;

 **Display:**

* A formal statement of safeguarding.
* Contact details of the PSR.
* 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
* Provide hardcopy of the Diocese policy practice and guidance.

**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 Director of safeguarding;
* Report all safeguarding concerns or allegations against church personnel to the Director of Safeguarding;
* 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 Director of Safeguarding
* 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 PSR 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.

Other points to consider:

 **Are you working with a Religious Group or organisation?**

* If working within other Religious groups, ensure jointly you are familiar with each practice guidance , 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 DS; in the event of a specific safeguarding concern always consult with the Director of Safeguarding.

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

 **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 Diocese of Nottingham and the diocese.
* 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 Diocese insurance (for example hire for a children’s party).