**Parish Safeguarding Self Audit and PCC Safeguarding Statement 2021**

It’s really important that you complete this audit, please. Only if every incumbent and PCC work through this document and fill in all the sections will we as a Diocese get a true picture of how well we are working together to ensure that we have a safer Church for all.

The Archbishop of Canterbury in statements to the Independent Inquiry into Child Sexual Abuse in 2019 said, ‘My aim is for the Church Of England not only to be a safe place for those who work and worship within it, but also be a place which offers a safe harbour.’

In our partnership in the gospel, the London College of Bishops is asking for your assurance through the completion of this self-audit and confirmation that your church and or worshipping community has adopted the Diocese of London Safeguarding Policy Statement and is working within its guidelines.

The responsibilities of parishes are outlined in the House of Bishops [roles and responsibilities guidance](https://www.churchofengland.org/sites/default/files/2017-11/Key%20Roles%20and%20Responsibilities%20of%20Church%20Office%20Holders%20and%20Bodies%20Practice%20Guidance.pdf) *[[1]](#footnote-1)*, as well as those of the Diocese. The Church of England requires all dioceses to adopt a parish self-audit approach to check that parishes are working safely and to provide assurance see the [Parish Safeguarding Handbook](https://www.churchofengland.org/sites/default/files/2019-10/ParishSafeGuardingHandBookAugust2019Web.pdf) Parish Roles and Responsibilities on pages 1- 4.

This audit is a snapshot of 2021 and reflects both this year’s Safeguarding activities and plans for 2022. If you require any support or advice in completing the audit, please contact the safeguarding team who will be very happy to help. If this is your first audit, you will be asked to repeat the audit annually. Your scores and Action Plan from this audit give you a baseline against which you can compare future scores.

If there has been a serious safeguarding issue during the year, which has not been undisclosed to the Diocesan Safeguarding Team, a confidential sheet summarising the matter should be completed by the parish priest and a copy sent to the DST immediately, A copy should be filed confidentially.

Thank you for your co-operation in the completion of the audit.

**Instructions for completing your audit:**

1. The parish priest, church safeguarding officer, churchwardens with other appropriate church officers, should work together to complete the self-audit.
2. For each question, complete one of the colour-coded scores. If a question does not apply to you click the N/A box.
3. Keep notes as you go, by section, of actions that you need to take in order to be wholly compliant.
4. Complete the table at the bottom of the last page of the audit document.
5. Summarise your notes of actions needed in the Action Plan sheet.
6. Take your table of results, with your Action Plan, to a PCC meeting for discussion.
7. At this meeting, the PCC agree the Safeguarding Action Plan for the following year, with clarity about who will take responsibility, and with target dates.
8. Once completed and discussed at PCC, **a copy of this audit along with the action plan should be sent to the Diocesan Safeguarding Team via the MyDiocese portal** [**https://myd.io/london/**](https://myd.io/london/) **or via email at** **safeguarding@london.anglican.org**

**Abbreviations used in this document:**

|  |  |
| --- | --- |
| CSO – Church Safeguarding OfficerDSA – Diocesan Safeguarding AdviserHoB – House of BishopsLEP – Local Ecumenical Partnership | APCM – Annual Parochial Church MeetingPCC – Parochial Church CouncilDCC – District Church Council |

**Church related activities:**

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| **List below your church related activities provided by or approved by the PCC** |
| **which involve children** | **involve adults who are vulnerable** |

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| **Are you in a Team Ministry, United Benefice or a Local Ecumenical Project?** |  |

**If you are in a Team Ministry or United Benefice,** please work together with Church Safeguarding Officers in each of your churches. You may choose to share your results and discuss your plans either at your District or PCC. If parishes are held in plurality, it may be appropriate to consider joining together to implement the policy and procedures, while remembering that legal responsibility will continue to rest with the individual PCCs

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| **The Parish. Each parish should:-** | **N/A** | **Please indicate below whether you have met the criteria wholly, partially or not at all** |
|  | Has your parish a current formal statement of adoption of the House of Bishops ‘Promoting a Safer Church safeguarding policy statement’, signed on behalf of the PCC? | [ ] **N/A**  | [ ] **Wholly** | [ ] **Partially** | [ ] **Not at all** |
|  | Does your Parish have an appointed a Church Safeguarding Officer? Please give the name and contact details below. **(Note:** The CSO should not be a member of the clergy and should either be a member of the PCC or be invited to attend the council and should report at least twice a year on the implementation of the policy. The CSO must ensure that any concerns about a child or the behaviour of an adult are appropriately reported both to the statutory agencies and to the Diocesan Safeguarding Adviser.) | [ ] **N/A**  | [ ] **Wholly** | [ ] **Partially** | [ ] **Not at all** |
| 3. | Does the PCC receive regular safeguarding reports and;* Review the implementation of safeguarding policy, procedures and good practice?
* Submit an annual written Safeguarding report (CSO) to your Annual Parochial Church meeting (APCM)?
 | [ ] **N/A**  | [ ] **Wholly** | [ ] **Partially** | [ ] **Not at all** |
| 4. | Are all relevant church officers/staff and volunteers up to date (every three years) with safeguarding training? [Who gets what training in the parish page 17](https://www.churchofengland.org/sites/default/files/2019-10/ParishSafeGuardingHandBookAugust2019Web.pdf) | [ ] **N/A**  | [ ] **Wholly** | [ ] **Partially** | [ ] **Not at all** |
| 5. | Do you display in church premises a copy of the Church of England safeguarding poster (or similar) the contact details of the CSO, local authority along with help lines for children and adults such as [childline](https://www.childline.org.uk/), [Action on Elder Abuse](https://www.elderabuse.org.uk/) and [Family Lives](https://www.familylives.org.uk/about/press/parentline-plus-relaunches-as-family-lives/) and the Diocesan Safeguarding team telephone numbers? | [ ] **N/A** | [ ] **Wholly** | [ ] **Partially** | [ ] **Not at all** |

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| 6. | Do you have in place a framework for safer recruitment and effective monitoring?**(Note:** Do all recruited volunteers have written role descriptions which are regularly reviewed, DBS checks completed prior to appointment, as well as someone to whom they report to and have available to them a person who can offer support in line with guidance.) * [Safer recruitment practice guidance (2016)](https://www.churchofengland.org/sites/default/files/2017-11/safeguarding%20safer_recruitment_practice_guidance_2016.pdf)
* [Safer recruitment FAQs](https://www.churchofengland.org/sites/default/files/2017-11/dbs-faq-february-2017.pdf)
* [Safer Recruitment – Permission to Officiate](https://www.churchofengland.org/media/18071)
 | [ ] **N/A** | [ ] **Wholly** | [ ] **Partially** | [ ] **Not at all** |
| 7. | Do all relevant church officers/staff and volunteer have current DBS checks with the Diocese?(**Note:** Renewed every 5 years ) | [ ] **N/A** | [ ] **Wholly** | [ ] **Partially** | [ ] **Not at all** |
| 8. | Do you have appropriate insurance (EIG Parish Guard) to cover all activities undertaken in the name of the PCC which involve children and vulnerable adults? Public liability | [ ] **N/A** | [ ] **Wholly** | [ ] **Partially** | [ ] **Not at all** |
| 9. | Does your parish have a compliant website with safeguarding information displayed clearly on the home page? | [ ] **N/A** | [ ] **Wholly** | [ ] **Partially** | [ ] **Not at all** |
| 10. | Does your Parish report **all** safeguarding concerns or allegations to the Diocesan Safeguarding Advisor within 24 hours? | [ ] **N/A** | [ ] **Wholly** | [ ] **Partially** | [ ] **Not at all** |
| 11. | Does your Parish report to the Diocesan Safeguarding Team known all ex/offenders or others who may pose a risk to children and/or vulnerable adults who attend church services or other activities in order that safeguarding agreements can to be considered?  | [ ] **N/A** | [ ] **Wholly** | [ ] **Partially** | [ ] **Not at all** |
| 12. | Where you have any individuals subject to a safeguarding agreement, please can you confirm that they continue to be managed in line with the agreement? | [ ] **N/A** | [ ] **Wholly** | [ ] **Partially** | [ ] **Not at all** |
| 13. | Does the Parish comply with all data protection legislation regarding storing information about the safeguarding records?  | [ ] **N/A** | [ ] **Wholly** | [ ] **Partially** | [ ] **Not at all** |
| 14. | Has the PCC passed the required resolution to delegate, put the delegation in place to pass the responsibility for reporting safeguarding serious incidents to the Charity Commission as required by House of Bishop’s Practice Guidance? <https://www.parishresources.org.uk/wp-content/uploads/Safeguarding-SIR-Guidance-FINAL-1-Jan-2019.pdf> | [ ] **N/A** | [ ] **Wholly** | [ ] **Partially** | [ ] **Not at all** |
|  | For the year 2021, please can you confirm that either:1. There were no safeguarding incidents that required reporting to the Charity Commission.
 | [ ] **N/A** | [ ] **Wholly** | [ ] **Partially** | [ ] **Not at all** |
|  | 1. There were serious incidents that were reported to the DST for onward reporting. (please give more details below.)
 | [ ] **N/A** | [ ] **Wholly** | [ ] **Partially** | [ ] **Not at all** |

**Parish Safeguarding Audit outcome:**

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| Name of Parish: Parish code:Episcopal Area: | Completed by: Role in parish:  | Date of Completion:Date discussed by PCC:  |
|  | **Standards** |
| Scores | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 (i) | 14 (ii) | Total Scores |
| Green |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Amber |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Red |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| N/A |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Date of last audit by PCC |  | Notes: |
| Confidential Sheet completed? (see instructions for completing the audit on page 2)  | Yes /No |  |
| Is the parish part of an LEP? | Yes / No |  |
| Has an action plan been completed? | Yes /No |  |
| Date copy sent to DST:  |

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| **Safeguarding****Action Plan (2022)** |
| **Area for action** | **Task to be completed** | **Target date** | **By whom** | **Date completed** |
| **Uncompleted actions from previous audit: (year)** |  |  |  |  |
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| **New audit actions for this year: (year)** |  |  |  |  |
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What further steps will your parish be taking during 2022 to create an environment that is welcoming and respectful, enabling safeguarding concerns to be reported:

Completed by: ………………………………………………………………..

Role in Parish: …………………………..……………………………………

Date: ………………………………………………………………..

CONFIDENTIAL DATA SHEET

**For the incumbent only (or churchwarden in a vacancy) NOT TO BE IMBEDDED**

**Diocese of London Parish:**

**Name of incumbent/churchwarden completing this form:**

***If you answer ‘Yes’ to any question below, please return this******form securely to the Diocesan Safeguarding Team.***

1. **Have there been any safeguarding allegations/concerns regarding children or adults since your last safeguarding audit?**

Yes / No

 If yes, please give details:

Is the matter still current? Yes / No

1. **Have there been any concerns or allegations about domestic violence in a household where members attend your church since your last audit?** Yes/No

Was this person a church officer[[2]](#footnote-2)1 (paid or volunteer) at the time? Yes / No Not Applicable

Name of person, if a church officer:

Is the matter still current? Yes / No

1. **Do you have current agreements in place with offenders or those who pose risk to children or adults?** Yes / No

*If yes:*

* What is the name of the offender/Respondent?
* Who else is party to the agreement?
* When was the last agreement signed?
* When is the next review due?
1. **For all of the above:**
2. Are there any outstanding matters which require attention, or others who need to be informed?
3. How many serious incidents were reported in 2020:
4. Have you undertaken a training needs analysis and informed the DST of your training needs Yes/No

Name:....................................................................... Date:...........................................................

 **Who gets what training in the parish NOT TO BE IMBEDDED**.

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| **The Basic Awareness and Foundation** |
| courses can be completed by any member of the congregation, to support awareness raising and a culture of support and vigilance in the Church. They can be undertaken online at<https://safeguardingtraining.cofeportal.org/login/index.php>.However, itis recommended that those in the following roles are encouragedto complete them: Vergers, Servers, Welcomers, Caretakers, Refreshment Helpers, Shop Staff, Sidespersons, Flower Arrangers, Administrative Staff, Bell-ringers, Choir Members/Music Group Members (including Sound/AV Technicians). |
| **Additional Core Training Requirements** |
| **Role**  | **Basic Awareness** | **Foundation** | **Leadership** |
| Incumbents and clergy, including those that hold PtO  |  |  |  |
| Licensed Lay Ministers, e.g. Readers  |  |  |  |
| Parish workers with children/ vulnerable adults (paid or volunteer) |  |  |  |
| Leaders/Supervisors of work with children/vulnerable adults (paid or volunteer) |  |  |  |
| Parish Safeguarding Officers  |  |  |  |
| Church Operations Managers  |  |  |  |
| Churchwardens  |  |  |  |
| PCC Members  |  |  |  |
| PCC Safeguarding Leads  |  |  |  |
| Youth and Children’s Pastors  |  |  |  |
| Music Group Leaders/Choir Leaders  |  |  |  |
| Bell Tower Captains  |  |  |  |

1. Key roles and Responsibilities of church Officers and Bodies Practice Guidance [↑](#footnote-ref-1)
2. [↑](#footnote-ref-2)