



Diocese of London Parish Safeguarding Checklist

In the Diocese of London we all have a role to play in creating a safer diocese – thank you for all that you have done and continue to do. We need to create a culture of informed vigilance, taking our safeguarding responsibilities seriously. To this end we are working to ensure that everyone has up to date safeguarding knowledge appropriate to their role, so that we can carry out our responsibilities with thoughtfulness, commitment and care.

In order to create a positive safeguarding culture each PCC (or equivalent body) must do the following:

Appoint a Church Safeguarding Officer:

- At least one appropriately experienced designated Parish/Church Safeguarding Officer (PSO/CSO) to work with the incumbent and PCC. This PSO/CSO should be a lay person. The PSO/CSO 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/CSO should be supported, trained and given a copy of the parish safeguarding policy and procedures; see ([CSO role description](#)).

Put in place a framework for Safer Recruitment, Support and Training:

- 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 all activities undertaken in the name of the PCC which involve children and vulnerable adults.
- Ensure that for all roles (volunteer, employed, officers - lay and ordained) which require a DBS check, that repeat checks are carried out every five years.
- Clergy must have a current DBS check (every 5 years) with appropriate safeguarding training (every 3 years)

Display:

- In and around the church 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.
- In and around the church, the contact details of the PSO/CSO, Churchwarden and any other local leaders.
- The contact details of 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').
- The PCC must also provide access to a hard copy Parish Safeguarding Handbook ([Parish Handbook](#)).
- Where the parish has a website, ensure that safeguarding information is displayed clearly on the home page. ([website guidance](#)).

The PCC needs to know how to respond. It must:

- 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 to the Diocesan Safeguarding Advisor within 24 hours.
- Report all safeguarding concerns or allegations against church officers to the Diocesan Safeguarding Adviser.
- Ensure that known ex/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. An agreement may be required.
- 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.
- Ensure that it has passed a resolution that delegates to the General Secretary of the London Diocesan Fund the reporting of safeguarding serious incidents to the Charity Commission. ([serious-incident-reporting](#)).

The PCC must review and report progress:

- The PSO/CSO should report regularly to the PCC 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.
- Complete the annual parish self-audit to assess your compliance and plan any improvements required. Ensure that this is forwarded to the Diocesan Safeguarding Team so that we also can prioritise improvement activity and parishes requiring additional support.



Other points to consider:

Are you working in an LEP?

- 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 both by the bishop and other appropriate church leaders in the partnership and shared with the DSA; in the event of a specific safeguarding concern, ensure that all the LEP partners are notified.

Are you hiring 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 of London [templates](#).
- 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.
- You should ensure that all those hiring church premises carry full public liability insurance for this or are covered through the church insurance (for example for hire for a children's party).

Is your parish in vacancy?

- During a vacancy the PCC must, working with the Area Deans and 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 his new role.

Support & Compliance

The measures identified in the list above will be checked during the Archdeacon's parish visitation. The documents referred to can be found on the Diocesan Website [here](#) or National website [here](#). If you have questions or need support to complete the steps on the checklist you can contact the **Diocesan Safeguarding Team** for further support and advice: **020 7932 1224**. **Irrespective of this choice all abuse cases arising in Church of England settings must be notified to the Diocesan Safeguarding Team.**