**Key tasks for PCCs to review annually.**

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| **Task** | **Date checked/****Completed and by who initial** |
| Adopt annually a Parish Safeguarding Policy Statement (see Diocesan Template ‘We are a Safeguarding Church’ found on the website [here](https://www.canterburydiocese.org/safeguarding/forms-policies/)). Ensure this is displayed in a prominent area.  |  |
| Review annually the implementation of this policy and of the Church of England Safeguarding Codes of Practice. |  |
| Appoint (or re-appoint) Parish Safeguarding Officers and Parish Disclosure Officers Coordinator(s) and advise Diocesan House of any change. |  |
| Display the Childline and Family Lives telephone numbers. |  |
| Keep a record of all activities in which children and vulnerable adults are involved. |  |
| Ensure that a record is kept of all unaccompanied children and vulnerable adults attending parish activities. |  |
| Ensure that all those working with children and vulnerable adults are appropriately recruited, trained and supported under Safer Recruitment Guidelines and that a record of when renewal of training and DBS check are due is held securely at a local level (which includes Bell Ringing bands).  |  |
| Ensure that all those working with children and vulnerable adults have a DBS Disclosure subject to role, which is renewed every 3 years. |  |
| Ensure that those who may pose a threat to children and vulnerable adults are effectively managed and monitored, always taking advice from the Diocesan Safeguarding Adviser and ensuring that any Safeguarding Agreements that are in place are adhered to. |  |
| Notify the DSA of any serious safeguarding incident involving a parish worker, paid or unpaid. Where required they will report the incident to the Charity Commission on your behalf and discuss if further action around notification to insurers needs to take place.  |  |
| Carry out an audit of premises in which activities involving children and vulnerable adults take place to assess any potential risks, which should include health and safety in addition to potential of safeguarding risks. |  |
| Ensure that good records are kept of safeguarding concerns/unusual circumstances and that they are stored securely and in accordance with Data Protection and GDPR guidance.  |  |