

## November 2017 PCC Safeguarding Report

The Parish of Rayleigh is committed to its responsibility to protect and safeguard the welfare of children and vulnerable adults. To achieve this, the Diocese of Chelmsford requires certain actions to be taken in order to fulfil our responsibility. The purpose of this report is to lay out clearly those responsibilities & requirements and to report on our current position in relation to them.

- **Appoint at least one Parish Safeguarding Representative (PSR)** to work with the Incumbent and the PCC to implement the Diocese of Chelmsford Safeguarding Policy and associated procedures. This has been complied with fully through the appointment of Steve Davey, who is now working alongside the previously appointed George & Jo Gibbs. Currently the PSR work is divided between George & Jo dealing with the DBS checks and Steve overseeing the implementation of the Policy, liaison with the DIOCESE SAFEGUARDING TEAM and monitoring compliance. Steve will be combining both roles as of March 2018
- **Formally adopt the Diocese of Chelmsford Safeguarding Policy** – this is to be completed during this PCC meeting
- **Review the implementation of the Diocese of Chelmsford Safeguarding Policy annually** – a date needs to be set for the annual review (either at the PCC meeting January 2019 or sooner if there is another PCC meeting which generally has a lighter agenda)
- **The formal statement of adoption of the Diocese of Chelmsford Safeguarding Policy and Statement of Commitment should be signed on behalf of the PCC.** A copy should be kept with the meeting notes.
- **Invite the PSR to attend at least one PCC meeting each year** – this will be the date of the Annual review of the Diocese of Chelmsford Safeguarding Policy. At this meeting the PSR should report on Safeguarding for the parish.
- **Ensure that all those authorised to work with children and vulnerable adults are appropriately recruited** according to safer recruitment practice and are adequately supported – this is now standard practice and Cara complies with this requirement for all recruitment.
- **Ensure that all those authorised to work with children and vulnerable adults are trained** appropriately for their roles, including Diocesan Safeguarding Training. – Cara has set up four training dates which will have been completed prior to this PCC meeting and all persons working with children & vulnerable adults have been invited and requested to attend one session. The on-line Diocese Safeguarding Training has been previously promoted when DBS checks were completed / renewed, however they are now mandatory when DBS checks are completed or renewed and a copy of the certificate of completion is required from each applicable person. **We have set up a monitoring system to ensure that everyone who requires this training does complete the on-line course and provide copies of their certificates. Those who have not forwarded a copy of the certificate are being chased.**

- **Provide appropriate insurance cover for all activities undertaken in the name of the church, which involve children or vulnerable adults** – the hire agreement states that the Church has adequate insurance cover.
- **Ensure that an Activity Plan and Risk Assessment is completed and reviewed (at least once a year) for each activity**, which is associated with either children or vulnerable adults and run in the name of the church – at present the required Plan & Risk Assessment is completed for any new activity but as yet there is no system in place for automatic annual reviews. **This will be set up to run from March 2018.**
- **Comply with Data Protection Principles<sup>1</sup>** – specifically with reference to storing information about the ‘church workforce’, including volunteers, who have completed a confidential declaration and/or undergone DBS checks – this is complied with through the use of locked cabinets and password protected computer files, to which only essential persons have access.
- **Display the contact details for the Parish Safeguarding Representative (PSR)** – this can be found on literature and posters within the churches and Parish website. Steve now has a Parish of Rayleigh e-mail account.
- **Information about where to get help** with Child and Adult Safeguarding issues and with Domestic Abuse – these should include local and national numbers and contact details for the relevant local authority safeguarding teams - this can be found on literature and posters with the church.
- **Contact details for the Diocesan Safeguarding Team** – including phone, email and website details - this can be found on literature and posters within the churches.
- **Provide access to a hard copy of the Diocese of Chelmsford Safeguarding Policy Manual** – there is a copy in the Parish Office and also on the notice board in the Under Spire and at St Michaels.

#### **If you hire out your church premises other points to consider**

- The **group hiring the church premises**, whether they have a Safeguarding Policy or not, **should sign the hire agreement and thereby agree to abide by the Diocese of Chelmsford Safeguarding Policy** – this is clearly documented in the hire agreement that is signed by the hirer.
- **Ensure that all those hiring church premises undertake to fulfil their own safeguarding responsibilities** – those hiring church premises are required to ensure that children and vulnerable adults are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring – this is clearly documented in the hire agreement that is signed by the hirer.
- **Ensure that all those hiring church premises carry full liability insurance for this, or are covered through the church insurance** (for example hire for a children’s party) – the hire agreement states that the Church has adequate insurance cover.

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<sup>1</sup> See ICO for [http://ico.org.uk/for\\_organisations/data\\_protection](http://ico.org.uk/for_organisations/data_protection)

**Current DBS check figures taken from the register as of 31.10.2017:**

- Awaiting Clearance 3
- Cleared 68
- Total 71