

'Promoting A Safer Church' Action Plan for Chalfont St Giles Parish Church

The Church of England's safeguarding policy statement, Promoting a Safer Church, says:

"All Church bodies should ensure that they have a 'Promoting a Safer Church' action plan in place that sets out, in line with national and local priorities, how the policy is being put into action and is reviewed regularly."

Required	Current Status (Green / Amber / Red)	Further Actions	Notes
Safeguarding Policy The PCC must approve a parish safeguarding policy which complies with Church of England requirements.		PCC due to dopt 21 st May 2021	Annual review required
Safeguarding Policy Promotion 'Promoting a Safer Church' must be publicised and promoted, and all Church Officers must have access to it.		Signpost all new PCC members to this document.	Link to Policy is on Church Website
Recruitment of Ex-Offenders The PCC must have a policy regarding the recruitment of ex-offenders.		PCC due to adopt May 21st 2021	Annual review required

<p>Responding to Concerns or Allegations The PCC must approve a procedure to deal promptly with any safeguarding concern or allegation (including any suspicion of abuse). This procedure is to be reviewed annually.</p>		<p>This procedure is on Church noticeboard and will be minuted as read by PCC May 21st 2021.</p>	<p>Annual reading required by PCC.</p>
<p>Parish Safeguarding Officer The PCC must safely recruit a lay person, not related to the incumbent, to the role of Parish Safeguarding Officer. The appointment is to be made in accordance with national 'safer recruitment' guidance.</p>		<p>Antonia Lee appointed by PCC.</p>	
<p>Churchwardens The churchwardens must be made aware of their safeguarding responsibilities.</p>			<p>Through training and regular discussion at PCC and other safeguarding meetings.</p>
<p>DBS Administrator The PCC must appoint at least one DBS Administrator who is responsible for the administration of DBS applications. This role may be carried out by the Parish Safeguarding Officer.</p>		<p>Gill Cranesfield</p>	

<p>Parish Safeguarding Officer The Parish Safeguarding Officer must complete Basic Awareness, Foundation and Leadership safeguarding training.</p>		<p>Completed BA and F. Leadership Training booked</p>	<p>Renewal - May 2023</p>
<p>Churchwardens All churchwardens must complete Basic Awareness and Foundation safeguarding training.</p>			
<p>DBS Administrator Every DBS Administrator must complete Safer People Management training (S1 – Safer Recruitment). Will be available to parishes in 2021.</p>			
<p>PCC Members All PCC members must complete Basic Awareness safeguarding Training.</p>			
<p>Safeguarding Policy Notice Each church building must display a notice about its safeguarding policy.</p>		<p>On Church Noticeboard and website.</p>	
<p>Safeguarding Who's Who Each church building must display contact details for people who have safeguarding roles.</p>		<p>On Church Noticeboard.</p>	<p>Olwyn Davison-Oakley</p>

<p>Safeguarding Poster Each church building must display a 'Promoting a Safer Church' poster.</p>		On Church noticeboard	
<p>Parish Website Safeguarding arrangements must be clearly visible on the front page of a parish website (if you have one).</p>		On Church website	
<p>PCC Agendas Safeguarding must be a standing agenda item at every PCC meeting.</p>			
<p>Reports to the PCC The Parish Safeguarding Officer must give regular reports to the PCC regarding safeguarding in the parish.</p>		Annually undertaken and when required.	
<p>Reports to the APCM At the Annual Parochial Church Meeting, the PCC must report on safeguarding in the parish.</p>		Annually reported.	
<p>PCC Authorisation The PCC must authorise any church activity involving children, young people or vulnerable adults.</p>		All activities are church led and agreed by the Vicar and Church Wardens.	

Risk Assessment The PCC must ensure that an 'activity risk assessment' is completed and reviewed regularly.		All activities are risk assessed by the H&S PCC or appointed representative.	
Insurance Cover The PCC must provide appropriate insurance cover for this activity.		All activities are covered by insurance.	
Safer Recruitment The PCC must ensure that the Safer Recruitment process is followed for all leaders and helpers.		Gill Cranesfield	
DBS Checks The PCC must ensure that all eligible leaders and helpers are DBS checked every five years.		Gill Cranesfield	
Safeguarding Training The PCC must ensure that all leaders and helpers undertake the required safeguarding training.		We need to ask Gill to log these e-certificates.	
Other (at discretion of Parish / Benefice)			

* Training module titles in parentheses () indicate previous terminology which is being replaced in 2020

Date Action Plan Completed:.....3 rd April 2021...

. Completed By.....Antonia Lee....

Annual Review Date: April 2022....