

**SCOTTISH EPISCOPAL CHURCH
CONGREGATIONAL SAFEGUARDING CHECKLIST**



Congregation:

SAFEGUARDING POLICIES AND PROCEDURES

	YES	NO	Details
Are the SEC Policies for Children and Vulnerable Adults displayed prominently in the Church?			
Is the 'Childline' Poster displayed in the Church?			
Does the Church have a PVG Co-ordinator for Children			
Is their name and contact details displayed within the Church and the Church buildings?			
Do they have a copy of the Child Protection Training Booklet?			
Does the Church have a separate PVG Co-ordinator for Vulnerable Adults			
Is their name and contact details displayed within the Church and the Church buildings?			
Do they have a copy of the Protecting Vulnerable Adults Booklet?			
Are the contact details of the Diocesan Protection Officer and the Provincial Officer for the Protection of Children and Vulnerable Adults displayed within the Church?			
Does the Vestry have safeguarding on its agenda at its meetings?			
Is an annual safeguarding report provided to the Vestry at the Church AGM?			
Has the Vestry identified a 'Regulated Work Employer'?			
Has the Vestry compiled a register of 'Regulated Work Positions and 'Positions of Trust' within the Church?			

SAFE RECRUITMENT AND MANAGEMENT OF VOLUNTEERS/STAFF

	YES	NO	Details
Who undertakes the recruiting process for regulated work positions and positions of trust within the Church on behalf of the Vestry?			
Are regulated work positions and positions of trust within the Church advertised?			
Are job descriptions available for all volunteer and paid staff posts?			
Are people interviewed for these roles and who undertakes this function?			
Are references taken up for volunteer and paid staff posts?			
Are PVG applications submitted and the approval of the Provincial Officer received BEFORE the person commences regulated work?			
Do all volunteers and paid staff have an identified supervisor to whom they report?			
Have all volunteers and staff undertaking a regulated work role been issued with a pocket card of good practice for children or vulnerable adults?			
Have the volunteers or staff (including the PVG coordinators) received or attended any training?			
Are records maintained for safeguarding training?			

Name of Person Completing this return:

Position in Church:

Date: