**SCOTTISH EPISCOPAL CHURCH**

**CONGREGATIONAL SAFEGUARDING CHECKLIST**

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| *Congregation:* |  |

**For details of publications/procedures mentioned here, go to** [**http://www.scotland.anglican.org/who-we-are/organisation/safeguarding/**](http://www.scotland.anglican.org/who-we-are/organisation/safeguarding/)

**SAFEGUARDING POLICIES AND PROCEDURES**

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| --- | --- | --- | --- |
|  | **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? |  |  |  |
| Does the Church have a PVG Co-ordinator for Vulnerable Adults? |  |  |  |
| Are their names and contact details displayed within the Church and the Church buildings? |  |  |  |
| Do they have a copy of the Child Protection Training Booklet? |  |  |  |
| 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 each meeting? |  |  |  |
| Is an Annual Safeguarding Report presented at the Church AGM? |  |  |  |
| Has the Vestry identified a ‘Regulated Work Employer’? *(If so, please state who that is)* |  |  |  |
| Has the Vestry compiled a register of ‘Regulated Work Positions and ‘Positions of Trust’ within the Church? |  |  |  |

**SAFE RECRUITMENT AND MANAGEMENT OF VOLUNTEERS/STAFF**

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|  | **YES** | **NO** | **Details** |
| Who undertakes the recruiting process for regulated work positions and positions of trust within the Church on behalf of the Vestry? |  |  | *Name/Position:* |
| 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? |  |  |  |

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| ADDITIONAL COMMENTS: |

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| Name of Person Completing this return: |  |
| Position in Church: |  |
| Date: |  |