

SAFEGUARDING: Annual PVG Checklist 2019

1. Are the SEC Policies for Children and Vulnerable Adults displayed prominently in the Church? *
2. Is the 'Childline' & Silverline' Posters displayed in the Church and other church premises?
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3. Is the name and contact details of the PVG Coordinator displayed within the Church and the Church buildings? *
4. Does the PVG Coordinator have a copy of the Child Protection Training Booklet? *
5. Do they have a copy of the Protecting Vulnerable Adults Booklet? *
6. 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? *
7. Does the Vestry have safeguarding on its agenda at each meeting? *
8. Is an Annual Safeguarding Report presented at the Church AGM? *
9. Has the Vestry identified a 'Regulated Work Employer'? *
10. Who is that?
11. Has the Vestry compiled a register of 'Regulated Work Positions and 'Positions of Trust' within the Church? *

SAFE RECRUITMENT & MANAGEMENT OF VOLUNTEERS/STAFF

12. Who asks a person if they are willing to carry out regulated work or a position of trust within the Church on behalf of the Vestry? Please provide details.
13. How is this publicised? Please give details e.g. By invitation; In the service notices; in pew leaflets; the magazine; or other?
14. Are job descriptions provided for the work required? Please detail how they are given e.g. Verbally? In writing? *
15. Is the person interviewed, or the work discussed with the person before they take it on? Please detail who does this. *
16. Are references obtained for each person taking on regulated work or a position of trust, whether - voluntary or paid? *
17. Is a PVG application made and the approval of the Provincial Officer received BEFORE anyone starts regulated work? *

18. Does each volunteer and any paid staff have an identified supervisor to whom they report? Please provide names.

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19. Has each regulated work volunteer and paid staff been issued the appropriate pocket card of good practice? *

20. Was training given for volunteers and paid staff in 2019, or planned for 2020? Please detail any training provided by your Church. *

21. Are records kept of safeguarding training? Please provide a copy of any recent list. *