**SCOTTISH EPISCOPAL CHURCH**

**CONGREGATIONAL SAFEGUARDING CHECKLIST**

*Congregation:*

**SAFEGUARDING POLICIES AND PROCEDURES**

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

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

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|  |  | **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? | Yes/No |  |
| Are job descriptions available for all volunteer and paid staff posts? | Yes/No |  |
| Are people interviewed for these roles and who undertakes this function? | Yes/No |  |
| Are references taken up for volunteer and paid staff posts? | Yes/No |  |
| Are PVG applications submitted and the approval of the Provincial Officer received **BEFORE** the person commences regulated work? | Yes/No |  |
| 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? | Yes/No |  |
| Have the volunteers or staff (including the PVG coordinators) received or attended any training? | Yes/No |  |
| Are records maintained for safeguarding training? | Yes/No |  |

Name of Person Completing this return:

Position in Church:

Date: