

## Safeguarding Checklist for Northern Ireland

This checklist has been prepared to assist Designated Persons, Adult Safeguarding Champions and Kirk Sessions to assess the congregation’s compliance with safeguarding procedures.

It is recommended that safeguarding teams complete this checklist annually.

The checklist should be tabled at a Kirk Session meeting for discussion.

<u>Area</u>	<u>Yes/No</u>	<u>Actions needed, who is responsible and timescale</u>
<b>Safeguarding leadership in church</b>		
Has the church appointed a Designated Person (DP)/Deputy DP and Adult Safeguarding Champion (ASC)?		
Do those responsible for safeguarding in the congregation meet as a team?		
<b>Records management</b>		
Do you have arrangements to hold confidential records and safeguarding notes securely? This includes information held electronically.		
Is access to records restricted to the safeguarding team?		
<b>Local policy development</b>		
What parts of the PCI Church’s policy and procedures are you planning on customising over the next 12 months?		
Have you looked at the nature and extent of the church’s mission and any risks or vulnerabilities that need local guidance?  E.g., you host a lot of overseas mission teams or have older people’s drop-in centres.		
<b>Awareness of safeguarding</b>		
Do you display the details of DPs and ASC leads in the church?		
How do you raise awareness of safeguarding in the church? E.g. social		

media, church website, display of local procedures, newsletters or Safeguarding Sunday?		
Do you have a code of behaviour for leaders? Is it prominently on display? Are young people aware of it?		
Is the Kirk Session provided with a regular safeguarding update report?		
<b>Involving children and young people in safeguarding</b>		
How do you involve the church's young people in the development of safeguarding arrangements?		
<b>Managing adults who may pose a risk</b>		
Are you aware of PCI's policy on managing adults who pose a risk and who require safeguarding agreements?		
If any such agreements are in use, are they reviewed within appropriate timescales i.e., yearly?		
<b>Recruitment</b>		
Have you developed role descriptions for paid and volunteer posts?		
Is there an application form and suitable assessment process?		
Have you interviewed in line with best practice? eg. use of a mixed gender panel		
Are references checked in all cases?		
Is identity verified in all cases?		
Are all forms sent to PCI centrally for processing to AccessNI?		
Have volunteers & leaders set up their AccessNI online account?		

Are AccessNI checks completed for all new volunteers and staff before commencing service?		
Do you have a list showing when leaders will need to be rechecked by AccessNI?		
Have you sought any advice from the PCI central team where there are concerns about an adult [leader, volunteer or member of the congregation]?		
<b>Training</b>		
Has there been general child protection for leaders in the congregation? When will this next be required?		
Have the Safeguarding Team, Minister, lead elder, ASC and DPs undertaken training? When will this next be required?		
Has Kirk session undertaken appropriate safeguarding training? When will this next be required?		

Date completed: \_\_\_\_\_

Signature: \_\_\_\_\_

Role (Minister, DP/ ASC): \_\_\_\_\_