

St John's Church Kenilworth

Safeguarding Risk Assessment and Action Plan

Approved by PCC: 17th March 2021

Introduction

In 2017, the Church of England published a safeguarding policy statement entitled [Promoting a Safer Church](#). This requires all Church bodies to ensure that they:

"...have a 'Promoting a Safer Church' action plan in place that sets out, in line with national and local priorities, how the policy is being put into action and is reviewed."

This document has been developed to guide Safeguarding work in the church over the period April 2021 to March 2022. It is based on:

- Information from the Parish Safeguarding dashboard
- Discussion with wardens and Vicar
- Requirements derived from Diocesan training courses

The Parish Safeguarding dashboard was updated during March 21. Red items (urgent), currently comprise:

- PCC approval of the safeguarding action plan
- Completion of C0 Basic Awareness Training by PCC members
- Safeguarding report to PCC every 6 months
- Review list of Church and Non-church activities

There are also three yellow (for action items):

- Confirm arrangements for storing Safeguarding records during an interregnum
- PCC assurance around the need for management and monitoring of known offenders
- Compliance with Data Protection requirements (more information awaited)

There has been little church activity during 2020 and early 2021 due to Coronavirus restrictions.

DBS checks have not been renewed during Covid restrictions, since eligibility for checks arises from imminent activity. We will need to quickly ensure that volunteers are both checked and trained as face to face church activity returns, probably from May onwards. Youth work has continued online during the year, and team members' checks and training are being kept up to date.

The Safeguarding report also proposes action in the following areas:

- The resumption of face to face activity to include DBS check, Safeguarding

- training and safer recruitment
- Maintain the On-line Parish Safeguarding Dashboard
- Ensure Parish Data Privacy Notice includes a section on Use of Social Media
- PCC approval for Safeguarding Action Plan
- PCC approval for Social Media Policy and incorporation into Data Privacy Notice

Section 11.4 of the Safeguarding Handbook includes useful advice for Parish Officers undertaking home visits. The advice is included in Appendix 2.

Action Plan

Safeguarding Area	Actions to be taken	Timescales	Progress
DBS Checks	<p>Contact church members whose DBS check lapses, from April 21.</p> <p>Complete new checks as needed</p> <p>Include all PCC members for checks from April 2020</p>	<p>Every 3 months</p> <p>Prior to activity start</p>	
Training	<p>Contact church members whose training needs updating, from April</p> <p>Ensure all PCC members complete C0 Basic Training from April 2021</p>	Every 3 months	Last email sent:
Safer Recruiting	<p>Include Safeguarding questions in activities report template</p> <p>Establish list of leaders of activities with children or vulnerable adults</p> <p>Check list with DBS database</p>	<p>Every year</p> <p>Every year following activities report</p> <p>Every year following above</p>	Last email sent 20/1/21 asking PCC to include in template

	Ensure safer recruiting guidance is available to all church leaders	Email to church leaders every 6 months	
Parish Safeguarding Dashboard	Maintain dashboard	Safeguarding Officer to Check contents monthly	
Home Visiting Policy	For discussion with church leaders: see Appendix 1		
Social Media Policy, and incorporation into Data Privacy Notice	Discuss policy with key church staff (Andrew, Denise, Michelle) Draft Policy for SC to consider Submit draft to PCC If approved, note on dashboard, publish on website and circulate to leaders, and arrange incorporation into Data Privacy Notice	March 21 Apr 21 Apr 21 May 21	
Live streaming Arrangements	Need a declaration form for consent to video and incorporation into church electoral roll renewal Addition to Privacy Notice Signage and forms at church entry Agreed no film area Reminder each service		

Risk Assessment

Risk	Likelihood (1-4) x Seriousness (1-4)	Mitigation	Revised Likelihood (1-4) x Seriousness (1-4)
Church members without DBS checks work with Vulnerable adults and children	2x4=8	Maintain safeguarding arrangements in line with Church Policy	1x4=4
Established church members have lapsed safeguarding training.	2x2=4	Email church members to make them aware of the need to attend further training	1x2=2
New church members do not have current safeguarding training	2x4=8	Ensure that recruitment processes emphasise the need for training C0 and C1	1x4=4
Safeguarding incidents are badly handled	2x4=8	Ensure procedures and paperwork and training of safeguarding officer are all up to date	1x4=4

Safeguarding Questions for Activities Template

Safeguarding Question	Yes/No
1. Do you and your team work with Children and/or Vulnerable Adults?	
2. If yes then: a. Do all your team have a current DBS check?	
b. Have all your team completed safeguarding training in the last five years?	
c. Have you used our church safer recruiting guidance when recruiting new volunteers to your team?	

Charlie Palmer
Parish Safeguarding Officer

Appendix 1: Parish Safeguarding Handbook

Advice on Home Visits and Risk Assessment

Parish Safeguarding Handbook:

<https://tools.parishdashboards.org.uk/storage/app/media/Resources/parish-safeguarding-handbook.pdf>

To assure the person you are visiting of their safety, and for your own as a church officer:

- If possible undertake a risk assessment before an initial visit, especially if you do not know the person. If There are any concerns or risks known before a visit is made, you are advised always to undertake a risk assessment (see Model Risk Assessment Checklist for Home Visiting). In these circumstances, consider whether the visit is necessary, or whether you should be accompanied by another church officer. In addition, visiting in pairs may be advisable, especially if the adult is perceived to be vulnerable.
- Do not call unannounced; call by appointment, if appropriate telephoning the person just before visiting.
- Be clear about what support you can offer and the purpose and limitations of any pastoral care/support that is available.
- Do not make referrals to any agency that could provide help without the adult's permission, and ideally encourage them to set up the contact, unless there are safeguarding concerns.
- Never offer 'over-the-counter' remedies to people on visits or administer prescribed medicines, even if asked to do so.
- Do not accept any gifts from adults other than token items, to avoid misunderstandings or subsequent accusations from the person or their family. If someone wants to make a donation to the church, put it in an envelope, mark it on the outside as a donation and obtain a receipt from the Treasurer.
- Make a note of the date when you visit people, report back about the visit to the agreed named person and say what is concerning or going well. They will report safeguarding concerns to the Parish Safeguarding Officer and/or incumbent or directly to the DSA if they are not available.

Model Home Visiting Risk Assessment Checklist

Name of adult to be visited

1. Does the adult have a history of violence, or threatening behaviour? If yes, please detail below.	Yes/No Not known

2. Is the adult a risk to themselves? If yes, please detail below.	Yes/No Not known

3. Does anyone living in the house have a history of violence or threatening behaviour? If yes, please detail below.	Yes/No Not known

4. Does the adult have a history of violence, or threatening behaviour? If yes, please detail below.	Yes/No Not known

5. Does anyone who visits the adult have a history of violence or threatening behaviour? If yes, please detail below.	Yes/No Not known

6. Does the adult have any vulnerabilities that would make it inappropriate for him/ her to be visited alone (eg by a single male or female?).	Yes/No Not known

7. Does the adult have any health problems that may cause unpredictable behaviour? If yes, please detail below.	Yes/No Not known

8. Are there any health risks associated with visiting the adult at home? (Examples might be infestation, smoking, intravenous drug use, infectious diseases, dangerous pets?) If yes, please detail below.	Yes/No Not known

9. Is the adult's home in a well-lit area? Please detail below any difficulties you are aware of.	Yes/No Not known

10. Is there suitable parking nearby, is this well-lit? If known, please state below the best place to park	Yes/No Not known

11. Is there easy access to and exit from the home, more than one exit from the home. Are doors obstructed and not easily opened. If yes, please detail below.	Yes/No Not known

12. Are there any other risk factors or hazards (Including mental health, substance/alcohol mis-use)? If yes, please detail below.	Yes/No Not known

Please detail below any other information you think is important

Completed by Role:

Copy passed to Parish Safeguarding Officer on

Signed

Date: