

Plan for the implementation of Safeguarding at Eccleston and Pulford St Mary's

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Rev: 4

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Summary

Item	Description	Planned	Actual Date Completed	Comments
1	Creation of Safeguarding Policy for Eccleston and Pulford.			See Resources A
2	Appointment of Parish Safeguarding Officer (PSO)			See Resource C
3	Safeguarding training for all members of PCC (online) [Level1] and advanced.			See Resource D
4	Establish procedure for reporting / recording and reviewing safeguarding issues.			See Resources E
5	Risk Assessment			

Item 1 – Safeguarding Policy

PCC to approve and adopt a policy for safeguarding based on the Church of England model policy.

Item	Action	Status
1.1	Formal approval and adoption of the policy proposed at the September PCC meeting.	
1.2	Copies of the policy to be sent to all PCC members prior to the September PCC meeting. (Ref A)	

Item 2 – PSO

Appoint PSO and define role requirements specific to this parish.

Item	Action	Status
2.1	Establish the job description of the role (Ref C)	
2.2	Display contact details of PSO as appropriate: policy, Handbook, website (Done) and posters (Done)	In Progress.
2.3	Audit requirements and responsibilities – develop a timed schedule	

Item 3 – Safeguarding training

Identify those who need to be trained, and create a schedule for training.

Item	Action	Status
3.1	Identify who needs safeguarding training and at what level (PCC Level 1, Rector and PSO Level 2+?)	In progress.
3.2	Deliver basic level training for all who need to be trained (via email link to training course) [PCC members] (Ref D)	
3.3	Deliver advanced level training to rector and PSO and any others requiring higher level training.	

Item 4 – Recording / Reporting and Reviewing.

Item	Action	Status
4.1	Develop procedure and practice to <i>report</i> all safeguarding issues (Ref E)	
4.2	Develop a procedure to <i>record</i> all safeguarding issues (Ref F)	
4.3	Develop a procedure to <i>review</i> all safeguarding issues	
4.4	Safeguarding to be agenda item at all PCC meetings and at AGM.	
4.5	Regular review of parish safeguarding policy/procedure/practice within the C.E. framework	

Item 5 – Risk Assessment.

Item	Action	Status
5.1	Audit to identify areas of risk	
5.2	Prioritise the risk of all activities involving children. Define 'where, when, who, why' in a hierarchy of need	
5.3	Interim R.A's to be put in place as appropriate	
5.4	Develop procedure and practice to address the risk with appropriate personnel	
5.5	Establish policy, procedure and practice for 'Safe Recruiting'	

Resources

A Parish Safeguarding Handbook:

<https://www.churchofengland.org/sites/default/files/2019-10/ParishSafeGuardingHandBookAugust2019Web.pdf>

parish safeguarding policy template:

<https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.churchofengland.org%2Fsites%2Fdefault%2Ffiles%2F2018-09%2F6.-model-parish-safeguarding-policy.docx&wdOrigin=BROWSELINK>

B Safeguarding Templates and Resources:

[Templates and resources | The Church of England](#)

C Safeguarding Officer Role Duties:

[roles-and-responsibilities-appendix-8.docx \(live.com\)](#)

D Safeguarding Training Level 1 (For PCC)

<https://www.churchofengland.org/sites/default/files/2017-11/instruction-for-accessing-basic-safeguarding-awareness.pdf>

E Dedicated Email account for reporting safeguarding issues

safeguarding@ecclestonandpulfordchurches.org will be monitored by Hilary Garrard

F Template for recording Safeguarding issues:

<https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.churchofengland.org%2Fsites%2Fdefault%2Ffiles%2F2018-09%2F4.-model-parish-recording-template.docx&wdOrigin=BROWSELINK>