**DIOCESE OF WORCESTER**

**ANNUAL PAROCHIAL CHURCH MEETINGS & SAFEGUARDING**

It is long established that the PCC presents to the APCM an annual report. For those PCCs which are registered with the Charity Commission, this is filed alongside their financial statements. In the Diocese of Worcester, all PCCs are required to send the PCC’s Annual Report & Accounts (including the safeguarding statement) to the Secretary of the Diocesan Board of Finance via the Archdeacon’s Visitation each May.

**What is relatively new, though, is that the PCC’s annual report must report on safeguarding.**

As a minimum…

**The PCC’s annual report required by the Church Representation Rules shall include a statement as to whether the council has complied with the duty under section 5 of** **the Safeguarding and Clergy Discipline Measure 2016 (duty to have due regard to House of Bishops' guidance on safeguarding children and vulnerable adults).**

Good practice….

**How do we know how we are progressing?**

Every Parish currently has the choice of how to complete their annual audit, the results of which can be used as the basis for the annual report.

1. By use of the toolkit (as has been used for the past few years) The questions have been revised to reflect the content of the checklist provided in new National Parish Safeguarding Handbook, but it retains the familiar format.
2. By signing up to the use of the new Parish Dashboard App.

Following a trial of this app, which was positively received, we have decided to encourage its use to any Parish which would prefer to use this. Please see documents on the safeguarding section of the Diocesan website with further details, or contact Assistant DSA, Delia Stokes for more information and to be enrolled.

**What could we include in our report?**

In addition to the statement re compliance, you could also include:-

* Number of DBS processed – any that required referral to DSA/ADSA. Are there any that have lapsed without renewal? If so what action is being taken
* Number of people who have attended training. Any renewals due/out of date? Actions taken?
* Any advice sought from DSA/ADSA this year (without personal details of case) any actions as a result?
* Sharing of updates from PSO network meetings? Or training events?
* Any policy changes/new statements added/new Diocesan/National policies adopted?
* Completion of toolkit/take up of Dashboard?
* Highlights of Parish action plan?
* How many children’s/adult activities are taking place in the parish? Any new ones planned?
* Whether role descriptions are available for every post? Do any need preparing?
* How is Safer Recruitment adhered to in your Parish.

NB – please note that the Annual report, and any information contained within, can be available publicly (via Parish records, or Charity Commission returns) so sensitive information, or such that could lead to speculation should not be recorded.

**All Diocesan Safeguarding Policies are listed on the Diocesan website in section D.**

<https://www.cofe-worcester.org.uk/diocesan-compendium/safeguarding/safeguarding-policies/>

**Please note that the Parish Safeguarding Officer CANNOT be the incumbent or their spouse. Please speak directly to the Assistant Diocesan Safeguarding Advisor urgently if this is an issue for your parish.**

For support with any of the above please contact **Delia Stokes, Assistant Diocesan Safeguarding Adviser, 07376 374380 or** **dstokes@cofe-worcester.org.uk** **.**