**The Annual Report to the PCC and to the APCM** 

*Within the format your parish normally adopts for a report to the PCC or APCM you should include the following detail. You can of-course change the wording (so you might want to say “The Parish of X” rather than “our parish”).*

1. Our Parish Safeguarding Officer

Our Parish Safeguarding Officer is...

2. Safer Recruitment, and Training

Our parish supports the following groups working with children and young people, and with adults who are vulnerable...

The leaders and volunteers working with our groups have been safely recruited according to the Church’s national guidance and we have ensured they have received the level of training required by the Church.

*Be honest: the Diocese recognises the pressures on PCC’s and on PSO’s who are volunteers, often undertaking many different tasks in a parish or benefice.*

*If you are in the process of safely recruiting or training volunteers, say so – how many, where they are volunteering, when you will complete the process. Remember, before they have been safely recruited they must not be working unsupervised.*

*The same applies to training. If you have ensured (for example) that some of your volunteers have undertaken training (C0 & C1 online) or attended the C1 or C2 training, but other volunteers have yet to do so, say how many have completed & how many are yet to complete training & when. The safeguarding training pages on our diocesan website will tell you what is needed and when it is available in your area, & Kaley Vaughton (safeguarding Training & Development Officer) will always offer you advice if she is asked.*

3. Church Policy and Guidance

All parishes are required to have formally adopted the House of Bishops ‘Promoting a Safer Church; Safeguarding Policy statement’, and Church of England safeguarding policy and guidance.

*You will therefore need a further paragraph to propose this to the PCC & to table the revised Parish Safeguarding Policy. You will need to ensure the adoption of the policy statement & national safeguarding policy & guidance, together with the Parish Safeguarding Policy is minuted. You can then change the wording for the subsequent report to the APCM to signify that the PCC has adopted the policy statement and Church of England safeguarding policy and guidance.You can then also display:*

* *a copy of your Parish Safeguarding Policy,*
* *the poster recommended for parishes,*
* *the House of Bishops’ policy statement*
* *With the “Who’s who” in parish safeguarding*

*in your church.*