

Appendix D A checklist for churches

Church Council policy	What else is needed?	Who will take action?	Action reviewed – date and notes
1 An overview:			
a) implementation/action plan and			
b) review timetable			
c) allocated responsibility for this			
d) equality and diversity issues discussed			
2 Safer recruitment procedures:			
a) records of vetting processes – i.e. criminal records and ISA registration/ PVG scheme membership.			
b) registration forms, references, identity			
c) the person with responsibility for the activity and volunteers			
d) reviews of probation, annual reviews, training and development			
e) the code of conduct – distributed and discussed			
3. Planning of activities:			
a) staff ratios and balance			
b) written risk assessments			
c) reviews of risk assessments			
d) responsibility for occasional events			
e) equipment			
f) transport			
g) permissions i.e. for photography			
h) E-Safety			
4. Training and development:			
a) induction			
b) arrangements for team supervision			
c) individual supervision or support			
d) review of training needs and planning			
5. Responding to incidents:			
a) Incident book			
b) First Aid			
c) Local police child protection and Adult Social Care numbers			
d) responsibility for referral			
e) responsibility for reporting to others on a need-to-know basis			
6. Who else needs to know about the policy			
a) where is it displayed/made available			
b) local ecumenical contacts			
c) lettings and hirers			
Other – please add			
Signed:			
Review date:			