



# Parish of St Andrew's, Caversham



## PCPR Checklist

This document is a checklist for the Parish Child Protection Representative (PCPR) on how to implement the first three statements of the parish child protection policy. Implementation of statements 4 and 5 are also the PCPR's responsibility. The diocesan child protection handbook, and other documents referred to below, can be found under 'Links' on the parish website: [www.standrewscaversham.org](http://www.standrewscaversham.org).

### **1. We are committed to implementing the House of Bishops' Child Protection Policy Protecting All God's Children, and the diocesan procedures, which are based on the Children Act 1989, and the Home Office Guidance Safe from Harm.**

- Changes in what constitutes "best practice" will normally reach the parish via the diocese. The PCPR will be the recipient of this information and take whatever action is necessary, e.g. informing the PCC, vicar or churchwardens of any recommended changes to policy or procedures.
- The PCPR will inform the PCC of any other improvements in its implementation of child protection policy which he/she feels may be necessary.

### **2. We are committed to the safeguarding, care and nurture of the children within our church community.**

The PCPR will ensure that diocesan guidelines (in the diocesan child protection handbook and subsequent updates) are being followed, including:

- FOR CHURCH GROUPS AND ACTIVITIES
  - keeping an up-to-date list of the leaders and helpers of each church group or activity which includes children/ young people;
  - ensuring that all those who work with children and young people have access to, and have agreed to abide by, the *Child Protection Guide for Church Workers with Children and Young People*;
  - ensuring that the groups maintain the required records (attendance registers, parental consent forms, accident books etc)
  - checking that premises used are fit for purpose, and that information is displayed so that children and young people know who they can talk to if they need to speak to someone (e.g. Childline poster)
  - being particularly aware of the issues around transporting children by car and taking children and young people out on trips
  - ensuring that the parish has the necessary insurance in place
- FOR HIRERS OF CHURCH PREMISES
  - The PCPR will liaise with the hall bookings secretary to ensure that diocesan guidelines (p.29 in the diocesan handbook) are being followed with regards hirers of church premises, and that every hall booking includes a signed agreement to follow best practice (statement included in conditions of hire).

### **3. We will carefully select and train ordained and lay ministers; volunteers and paid workers with children and young people using the Criminal Records Bureau, to check the background of each person.**

The PCPR will ensure that diocesan guidelines on recruitment (in the diocesan child protection handbook and subsequent updates) are being followed, including:

- ensuring that all current and new leaders and helpers with responsibility for children have the necessary checks (references, confidential declaration form, interview, CRB), using a checklist such as that on p.70 of the diocesan handbook. (The PCPR is also the parish "Recruiter", formerly 'Appointing Body Nominee' - see p.16 of the diocesan handbook.) A separate document outlines the procedure in the parish for obtaining CRB clearance.
- maintain confidential records on those who work in the church with children/ young people