



**Anglican Diocese  
of Christchurch**  
He Oranga Mihinare

# Safety Performance Review

for a ministry unit working with:

Children, Young People, Vulnerable adults

## Safeguarding

Does your Parish/ Ministry Unit have the following:

1. Children, Young People and Vulnerable Adults Protection Policy (or you may adopt the 'Keeping Them Safe' document (see Diocesan Website) paying special attention to Pg 27-30 Policy for Dealing with Suspected or Alleged Child Abuse, Pg 31-32 Care and Protection (Disclosure Form) and Pg 96-102 Recruitment of Workers)  
Create parish specific procedures/ guidelines/ statements to promote the protection of children, young people and vulnerable adults. This will include:
2. Employment of Staff and Recruitment of Volunteers Procedures which include referee checks, work/ volunteer history, an interview and police vetting prior to starting in a position then again every three years
3. A Code of Conduct signed by each employee and volunteer
4. Statement/ Guidelines regarding Staff and Volunteers Professional Dev./ Training/ Upskilling and recording who has completed that training. Examples of types of training:
  - Boundaries Training
  - Recognising Signs of Abuse and How to Report
  - Recognising Grooming Behaviours and How to Respond
  - Risk Management & Incident Reporting
  - Safer Recruitment/ Leading Safe Teams
  - First Aid
  - Mental Health First Aid
  - CYWC Membership (Youth Leaders)
5. Complaints Procedure that dovetails into the The National Complaint Process (see the Diocesan website)
6. Policy and Procedures to address Bullying and Harassment
7. Procedure to ensure an accurate attendance record is kept of all staff, volunteers and attendees in all regular programmes
8. An appointed Safeguarding Contact (PSC) who is 'visible' and known to all

Do all employees and volunteers in your parish have a clear understanding of how to respond appropriately to a complaint or disclosure or concern?



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## Health and Safety

Does your Parish/ Ministry unit have the following:

1. Has your parish adopted in full the 'Diocesan Health & Safety Policy document'? (see Diocesan Website)
2. Has your parish/ ministry unit developed health and safety procedures/ guidelines/ statements/ templates including:
  - a. Emergency and Evacuation Procedures
  - b. First Aid Procedure
  - c. Hazard and Risk Identification and Mitigation Procedure
  - d. Hazard and Risk Management Register
  - e. Safety Check of Programme Environment/ Church Building and Briefing Prior to Use Procedure
  - f. Accident and Incident Procedure (including responding to, recording, investigating & reporting)
  - g. Accident and Incident Register/ Record Book/ Report Form
  - h. Procedure for Engaging a Contractor
  - i. Procedure for Transporting Children, Young People and Vulnerable Adults
  - j. Procedure for Off-Site Activities and Overnight Camps (including RAMS)
  - k. Privacy Policy and Collection, Storage and Use of Information Procedure
3. Have all your employees and volunteers read and agreed, in writing, to abide by your parish/ ministry unit Policies and Procedures, including the Code of Conduct and the Code of Ethics?
4. Your parish vestry must have an appointed 'Health and Safety Champion'. Is this person liaising with all groups within the parish, including children's ministry, youth ministry and ministry to vulnerable adults to ensure appropriate health and safety standards are maintained within the whole parish?