**Checklist of actions needed to be taken in every Connexional year.**

|  |  |  |
| --- | --- | --- |
| Chapter | Task | Tick when completed |
| 1 | Complete the Foundation Module, if not already done so. |  |
| 1 | Complete the Advanced module training, if not already done so, and refresh your training once every 4 years. |  |
| 1 | Attend an additional safeguarding training session which is relevant to the people using your church. |  |
| 1 | Check safeguarding is an agenda item at every Church Council Meeting. |  |
| 1 | Register to receive the District Newsletter |  |
| 2 | Year 1: Help your church to amend and adopt the District created Safeguarding Recording Policy, Procedures & Guidance document. |  |
| All subsequent years: Using the updated version of the District created Safeguarding Recording Policy, Procedures & Guidance document, amend, if required and adopt. |
| 2 | Print off and display the latest version of the Responding Well Flow Chart. |  |
| 3 | Give the current version of the Pastoral Visitors Guidance to the Pastoral Visitors Secretary, and ask that they give each Pastoral Visitor a copy. |  |
| 3 | Give the current version of the Pastoral Visitors Guidance to the Senior Steward, and ask that they give each Steward a copy. |  |
| 3 | Give the current version of the Safeguarding & Pastoral Care booklet to the Pastoral Visitors Secretary |  |
| 3 | Give the current version of the Safeguarding & Pastoral Care booklet to the Minister or Lay Pastor |  |
| 3 | Working with the property Steward or their representative, complete the Safeguarding Health & Safety Assessment form |  |
| 3 | Give a copy of the code of Conduct to all leaders of groups aimed at Children and young people. |  |
| 3 | First time:  Give group leaders, working with Children, Young people or Vulnerable Adults the Risk Assessment leaflet and that they complete an Activity Risk Assessment for their activity. |  |
| All subsequent years: Give group leaders, working with Children, Young people or Vulnerable Adults the Risk Assessment leaflet and that they update last year’s Risk Assessment if needed. |
| 4 | First year: Work with your Church Council to amend and adopt the District created 10 Steps to Safer Recruitment policy. |  |
| Subsequent Years: Amend, if needed the local church policy and adopt at a Church Council meeting |
| 4 | First Year: Create a spreadsheet of all the safeguarding information relating to Safer Recruitment. |  |
| Subsequent years: Update the Safer recruitment Spreadsheet, as and when required. |
| 5 | Inform people who, either need to complete the Foundation Module Training or need to refresh after 4 years, that they need to do this sometime in the Connexional year. |  |
| 6 | Provide the Lettings Steward with the updated Church Safeguarding Policy, after it has been adopted by the Church Council. |  |
| 6 | Check that the Lettings steward is using the Booking Form and the License provided on the TMPC website. |  |
| 7 | Place an up to date copy of your Church Safeguarding Policy on the Safeguarding Noticeboard. |  |
| 7 | Place the two Connexional safeguarding posters on the Church Noticeboard. |  |
| 8 | Inform the Circuit or District Safeguarding officers if you have any issues with compliance. |  |