

**Self-Assessment Tool for local Baptist churches**

**The Baptist Union of Great Britain**

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| SAFEGUARDING AUDIT TOOL FOR CHURCHES |

Version 2: April 2025

# Quick Start Safeguarding Self-Assessment Checklist for Churches

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| (✓) | **Date Completed** | **Key Priorities** |
|  |  | We have a Safeguarding Policy in place, covering both children and adults at risk, and it is being implemented. |
|  |  | Our Safeguarding Policy has been reviewed and updated as necessary in the last 12 months. |
|  |  | Our Safeguarding Policy Statement is placed on display in a prominent area within the church and is available on our church website. |
|  |  | A Designated Person for Safeguarding (DPS) and Deputy Designated Person for Safeguarding (DDPS) have been appointed for our church. |
|  |  | A Safeguarding Trustee has been appointed for our church. |
|  |  | The Excellence in Safeguarding Level 1 films have been shown to the congregation/church meeting in the past 12 months. |
|  |  | All Church workers (paid and voluntary) working with children, young people and adults at risk have completed BUGB Excellence in Safeguarding Training at Levels 2 & 3. |
|  |  | The minister, DPS, DDPS, all group leaders, trustees and members of church leadership have all completed BUGB Excellence in Safeguarding Training Levels 2 & 3 |
|  |  | All trustees and church workers (paid and voluntary) working with children, young people and adults at risk have an up-to-date Disclosure and Barring Service (DBS) check at the appropriate level for their role in church life. |
|  |  | All external groups using the building have an appropriate safeguarding policy in place or adhere to the church safeguarding policy, including undertaking the necessary training and DBS checks for their group or organisation. |

*You might consider reporting on this checklist to the church meeting, alongside the annual reading of the Safeguarding Policy Statement and watching the Excellence in Safeguarding Level 1 film designed for use in church meetings.*

**Safeguarding Self-Assessment Tool for Churches**

Safeguarding self-assessment for: ………………………………………………………………………………………………………. (church name)

Undertaken by: ………………………………………………………………………………………………………… (names and positions)

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Started: …………………………………. Completed: ……………………………

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| This self-assessment tool is designed for Baptist churches to use as a way of checking compliance with safeguarding legislation, guidance and best practice.It should be completed by the Safeguarding Trustee and at least one other person. This could be:1. Someone from within the church who is not the Designated Person for Safeguarding but has professional knowledge or experience in safeguarding.
2. The Designated Person for Safeguarding from another local church.

Once the assessment has been completed the church safeguarding team should work together to write an action plan to respond to any matters that need to be updated or implemented.The assessment is not intended to highlight where your church is ‘doing something wrong’, but rather to help you build and maintain a safe community for all to grow and belong.We would encourage you to use this tool on a 2-yearly cycle and to report back to your church meeting about the findings of the audit and the actions you are taking. |

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| **Standard One:****SAFEGUARDING POLICY** | **Met** | **In Progress** | **Not Met** | **N/A** | **Comments/Evidence** |
| ***Every local Baptist church should adopt a formal, working safeguarding policy as churches are open to, and likely to have contact with, children and Adults at Risk.*** |
| 1.1 | A Safeguarding Policy has been put in place and is being implemented. This complies with national guidance and best practice, following the [template](https://www.baptist.org.uk/Articles/512218/Model_Safeguarding_Policy.aspx) provided by BUGB |  |  |  |  |  |
| 1.2 | The Safeguarding Policy is signed and endorsed by the Church Members Meeting. It has been reviewed and updated in the past 12 months in line with best practice guidelines. |  |  |  |  |  |
| 1.3 | A Safeguarding Policy Statement is in place, demonstrating the church’s commitment to safeguarding. This includes contact information. It is prominently displayed in the church building and available on the church website. |  |  |  |  |  |
| 1.4 | There is a Designated Person for Safeguarding (DPS), Deputy Designated Person for Safeguarding (DDPS) and a Safeguarding Trustee who have implemented the Safeguarding Policy and promote safeguarding amongst the trustees and wider church. |  |  |  |  |  |
| 1.5 | The trustees are familiar with the Safeguarding Policy and are actively supporting the DPS, DDPS and Safeguarding Trustee.  |  |  |  |  |  |
| 1.6 | The church has appropriate insurance in place, including legal protection and public liability cover. |  |  |  |  |  |
| **Overall Comments on Standard (including actions where appropriate)** |
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| **Standard Two:****AWARENESS AND TRAINING** | **Met** | **In Progress** | **Not Met** | **N/A** | **Comments/Evidence** |
| ***Every local Baptist church must have an awareness of safeguarding and provide appropriate training for the relevant people*** |
| 2.1 | The Designated Person for Safeguarding (DPS) and Deputy Designated Person for Safeguarding (DDPS) roles have been explained to everyone, especially children, young people and adults at risk. |  |  |  |  |  |
| 2.2 | Safeguarding awareness has been promoted across the whole congregation using the BUGB Excellence in Safeguarding Level 1 film every year. |  |  |  |  |  |
| 2.3 | All those working with children and adults at risk have undertaken the [BUGB Level 2 Excellence in Safeguarding Training](https://www.baptist.org.uk/Publisher/File.aspx?ID=264782) within the last 4 years. |  |  |  |  |  |
| 2.4 | The church minister, trustees, DPS and DDPS and leaders of groups working with children and adults at risk have undertaken [BUGB Levels 2 and 3 Excellence in Safeguarding Training](https://www.baptist.org.uk/Publisher/File.aspx?ID=264783) within the last 4 years |  |  |  |  |  |
| 2.5 | Written records are kept of all safeguarding training undertaken. |  |  |  |  |  |
| 2.6 | All external groups working with children and adults at risk have confirmed in writing that their staff have undertaken the necessary training and have current DBS checks as required. |  |  |  |  |  |
| **Overall Comments on Standard (including actions where appropriate)** |
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| **Standard Three:****SAFER RECRUITMENT** | **Met** | **In Progress** | **Not Met** | **N/A** | **Comments/Evidence** |
| ***Every local Baptist church should adopt a written recruitment policy for all church workers, both paid and voluntary*** |
| 3.1 | We have read and implemented the recommendations of the [BUGB Safer Recruitment Guide](https://www.baptist.org.uk/Publisher/File.aspx?ID=335577). |  |  |  |  |  |
| 3.2 | Role descriptions and person specifications have been prepared for all paid and volunteer roles, and formal advertisements are posted at least internally. Adverts indicate whether a role is subject to a DBS check. |  |  |  |  |  |
| 3.3 | A standard job application is completed by all applicants for paid roles, giving details of previous experience, qualifications, referees and any other supporting information. |  |  |  |  |  |
| 3.4 | At least two references are obtained for all applicants for both paid and volunteer roles, one of these being a current or former employer where possible. |  |  |  |  |  |
| 3.5 | A self-disclosure form is completed by all those applying for work with children or adults at risk, and those in positions of trust (including trustees), detailing any cautions, convictions and any other criminal history. |  |  |  |  |  |
| 3.6 | All applicants accepted for a role working with children or adults at risk, or in a position of trust within the church, have had the [appropriate DBS check](https://www.baptist.org.uk/Articles/452419/BUGB_Guide_to.aspx). In the event of a blemished disclosure they have been cleared to work in the role by the BUGB National Safeguarding Team. |  |  |  |  |  |
| 3.7 | All appointments are made based on the person’s experience, ability and suitability to perform the tasks in the role as set out in the role description/personal specification. |  |  |  |  |  |
| 3.8 | Successful candidates for paid roles are provided with a written contract which includes requirements such as attending safeguarding training and adhering to the church safeguarding policy and procedures. |  |  |  |  |  |
| **Overall Comments on Standard (including actions where appropriate)** |
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| **Standard Four:****MANAGEMENT OF WORKERS** | **Met** | **In Progress** | **Not Met** | **N/A** | **Comments/Evidence** |
| ***All those working with children and adults at risk in local Baptist churches should be appropriately managed, supervised and supported*** |
| 4.1 | All workers are required to follow the church code of conduct. |  |  |  |  |  |
| 4.2 | Any breaches of the code of conduct are dealt with promptly. |  |  |  |  |  |
| 4.3 | All workers who work with children, young people and adults at risk are adequately supervised. For paid staff, this includes one-to-one meetings with their line manager on a regular basis. |  |  |  |  |  |
| 4.4 | Where there is an allegation of abuse against a worker in relation to children and adults at risk, the worker is supported, and appropriate action is taken in line with the church safeguarding policy. |  |  |  |  |  |
| 4.5 | Where workers are affected by a disclosure of abuse or safeguarding concern, pastoral support will be offered. |  |  |  |  |  |
| **Overall Comments on Standard (including actions where appropriate)** |
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| **Standard Five:****WORKING SAFELY** | **Met** | **In Progress** | **Not Met** | **N/A** | **Comments/Evidence** |
| ***Every local Baptist church must adopt safe working practice in all aspects of church life*** |
| 5.1 | In our church those in Positions of Trust are working to [current legislation and guidelines](https://learning.nspcc.org.uk/research-resources/briefings/preventing-abuse-positions-of-trust) relating to their duty of care for children and young people.  |  |  |  |  |  |
| 5.2 | Our church carries out [risk assessments](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.baptist.org.uk%2FPublisher%2FFile.aspx%3FID%3D264629&wdOrigin=BROWSELINK) on the activities and services it provides, including where a safeguarding risk may be present. |  |  |  |  |  |
| 5.3 | Our church has ensured that buildings used for activities and services are properly maintained and meet safety standards. |  |  |  |  |  |
| 5.4 | Our church is working to acceptable adult to child ratios for any activity or service it is running, in line with the [BUGB Model Safeguarding Policy and Procedures](https://www.baptist.org.uk/Articles/512218/Model_Safeguarding_Policy.aspx). |  |  |  |  |  |
| 5.5 | Our church has written registration procedures for those wanting to participate in activities, including a policy on managing unexpected attendees at events and activities. |  |  |  |  |  |
| 5.6 | Our church has ensured that all accidents are recorded in a logbook and incidents reported to parents/carers where necessary. |  |  |  |  |  |
| 5.7 | Our church has ensured that any peer-led activities (e.g. peer mentoring programmes) are run according to best practice and the church Safeguarding policy. |  |  |  |  |  |
| 5.8 | Our church has anti-bullying procedures in place. |  |  |  |  |  |
| 5.9 | Our church is working to best practice guidelines in communicating and supporting those with additional needs and disabilities, in line with the [BUGB Model Safeguarding Policy and Procedures.](https://www.baptist.org.uk/Articles/512218/Model_Safeguarding_Policy.aspx) |  |  |  |  |  |
| 5.10 | The Church is working to best practice guidelines when transporting children, young people and adults at risk, in line with the [BUGB Model Safeguarding Policy and Procedures.](https://www.baptist.org.uk/Articles/512218/Model_Safeguarding_Policy.aspx) |  |  |  |  |  |
| 5.11 | The church is working to best practice guidelines when organising overnight events and residential activities, including carrying out risk assessments and DBS checks beforehand, in line with the [BUGB Model Safeguarding Policy and Procedures.](https://www.baptist.org.uk/Articles/512218/Model_Safeguarding_Policy.aspx) |  |  |  |  |  |
| 5.12 | The church is complying with data protection legislation in respect of filming and photography. |  |  |  |  |  |
| 5.13 | The church has implemented safeguarding procedures for the use of mobile phones, email and social media, in line with the [BUGB Model Safeguarding Policy and Procedure](https://www.baptist.org.uk/Articles/512218/Model_Safeguarding_Policy.aspx)s. |  |  |  |  |  |
| 5.14 | The church IT policy includes a clear, unambiguous statement in relation to viewing and or distributing indecent images of children, either on church IT equipment or by church workers or volunteers. |  |  |  |  |  |
| **Overall Comments on Standard (including actions where appropriate)** |
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| **Standard Six:****COMMUNICATING EFFECTIVELY** | **Met** | **In Progress** | **Not Met** | **N/A** | **Comments/Evidence** |
| ***Every local Baptist church should ensure that all church workers (both paid and voluntary) know how to communicate effectively and relate to those with whom they come into contact*** |
| 6.1 | All church workers know how to safely communicate using phones and other technology in line with the church’s IT procedures |  |  |  |  |  |
| 6.2 | The DPS has established relationships of trust with their Regional Safeguarding Lead and local statutory agencies. |  |  |  |  |  |
| **Overall Comments on Standard (including actions where appropriate)** |
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| **Standard Seven:****RESPONDING TO CONCERNS** | **Met** | **In Progress** | **Not Met** | **N/A** | **Comments/Evidence** |
| ***Every local Baptist church must be able to respond appropriately to concerns or allegations of abuse*** |
| 7.1 | All workers, paid and voluntary, receiving an allegation of abuse know how to listen and respond appropriately. |  |  |  |  |  |
| 7.2 | The Designated Person for Safeguarding (DPS) and the deputy (DDPS) know how to respond where there is a concern or allegation of abuse. |  |  |  |  |  |
| 7.3 | The DPS and DDPS know the procedure for contacting the statutory authorities, sharing information and what response to expect from them |  |  |  |  |  |
| 7.4 | The DPS and DDPS know how to respond in an emergency, where there are concerns about possible current or imminent abuse involving a child or adult at risk. |  |  |  |  |  |
| 7.5 | All workers (paid and voluntary) know how to respond to an allegation of abuse and the appropriate steps to take in recording and reporting these allegations to the DPS. |  |  |  |  |  |
| 7.6 | The DPS, DDPS and the leadership team know how to respond where there is an allegation against a worker or the Minister |  |  |  |  |  |
| 7.7 | The DPS and DDPS know how to respond to allegations made against children, young people and adults at risk. |  |  |  |  |  |
| 7.8 | All workers understand that bullying could be an indicator of abuse and know how to respond appropriately. |  |  |  |  |  |
| 7.9 | All workers have an understanding of domestic abuse and how to respond appropriately. |  |  |  |  |  |

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| **Overall Comments on Standard (including actions where appropriate)** |
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| **Standard Eight:****PASTORAL CARE** | **Met** | **In Progress** | **Not Met** | **N/A** | **Comments/Evidence** |
| ***Every local Baptist church should ensure that pastoral care and support is available to those affected by abuse*** |
| 8.1 | All workers, counsellors and pastoral carers are aware of the church’s procedures around physical contact with children and adults at risk, take this seriously and know how to respond appropriately. |  |  |  |  |  |
| 8.2 | All workers, counsellors and pastoral carers understand and know how to respond appropriately to the effects of different types of abuse, such as physical, sexual, emotional and spiritual. |  |  |  |  |  |
| 8.3 | The church has ensured that all counsellors and pastoral carers know how to respond to concerns about abuse and have a clearly defined role which has been explained to the person receiving counselling or pastoral care. |  |  |  |  |  |
| 8.4 | The church has ensured that practical help is provided to those affected by abuse, particularly where there is a formal investigation involved. |  |  |  |  |  |
| **Overall Comments on Standard (including actions where appropriate)** |
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| **Standard Nine:****MANAGING THOSE WHO POTENTIALLY POSE A RISK** | **Met** | **In Progress** | **Not Met** | **N/A** | **Comments/Evidence** |
| ***Every local Baptist church must have strategies in place to supervise and manage individuals who pose a risk to, have committed, or have been accused of sexual or other crimes against children, young people or adults*** |
| 9.1 | The DPS, DDPS and Leadership Team have a good understanding of the issues surrounding grooming in a church environment. |  |  |  |  |  |
| 9.2 | The DPS, DDPS and Leadership Team understand the principles of sharing information in relation to those who potentially pose a risk, including their data protection responsibilities. |  |  |  |  |  |
| 9.3 | The DPS, DDPS know how to carry out a [safeguarding risk assessment](https://www.baptist.org.uk/Articles/502828/Safeguarding_Contracts_Frequently.aspx) and put in place a suitable safeguarding contract, with help from their Regional Safeguarding Lead. |  |  |  |  |  |
| 9.4 | The DPS, DDPS and Leadership Team have considered how they would deal with the church wide impact of a serious safeguarding concern. |  |  |  |  |  |
| 9.5 | The DPS, DDPS and Leadership Team have considered how they will ensure pastoral support is in place for all those affected when there is a safeguarding allegation or concern. |  |  |  |  |  |
| 9.6 | The DPS, DDPS and Leadership Team know who to contact if they have any concerns about the behaviour of a known or alleged offender. |  |  |  |  |  |
| **Overall Comments on Standard (including actions where appropriate)** |
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| **Standard Ten:****COMMUNICATING EFFECTIVELY**  | **Met** | **In Progress** | **Not Met** | **N/A** | **Comments/Evidence** |
| ***Every local Baptist Church involved with children, young people and adults at risk in specialised areas, culturally diverse areas or through partnership organisations or agencies must ensure that appropriate safeguarding policies and procedures are in place*** |
| 10.1 | Churches partnering with other organisation(s) in overnight or residential events for children, young people or adults at risk have ensured appropriate additional safeguarding procedures are in place and are clear about where the responsibilities lie. |  |  |  |  |  |
| 10.2 | Churches involved in overseas work with children, young people or adults at risk have ensured that safeguarding procedures, including safer recruitment processes, are in place, whether or not these form a legal agreement in the host country. |  |  |  |  |  |
| 10.3 | Churches running Ofsted Registered childcare provision have ensured that statutory requirements for day care providers are being met. |  |  |  |  |  |
| **Overall Comments on Standard (including actions where appropriate)** |
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| **SUMMARY OF AUDIT FINDINGS (i.e. which areas is the church doing well in, where are there weaknesses)** |
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| **RECOMMENDATIONS (i.e. are there any broad areas where change is needed or recommendations from an external auditor)** |
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| **AUDIT UNDERTAKEN BY:** |  |
| **DATE COMPLETED:** |  |

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| **SAFEGUARDING AUDIT ACTION PLAN****This plan outlines all the key actions and activities that will be taking place as a result of the audit process. It is important that each action is clearly described and that the timescale for action and who is responsible for the action is also clear.** |
| **Standard** | **Action to be Taken** | **By Whom**  | **By When** |
| Standard 1: Safeguarding Policy |  |  |  |
| Standard 2:Awareness and Training |  |  |  |
| Standard 3:Safer Recruitment |  |  |  |
| Standard 4:Management of workers |  |  |  |
| Standard 5:Working Safely |  |  |  |
| Standard 6:Communicating Effectively |  |  |  |
| Standard 7:Responding to Concerns |  |  |  |
| Standard 8:Pastoral Care |  |  |  |
| Standard 9:Managing those who Potentially Pose a risk |  |  |  |
| Standard 10:Working in Partnership |  |  |  |
| **ACTION PLAN COMPLETED BY:** |  |
| **DATE:** |  |
| **DATE REVIEWED AND AGREED BY LEADERSHIP TEAM:** |  |

We hope that this audit tool has proved to be helpful to your church in reviewing your current safeguarding practice. A full range of safeguarding policies, guides and other resources ere available free of charge at [www.baptist.org/safeguarding](http://www.baptist.org/safeguarding)

If you would like to provide feedback on your experience of using this audit tool, please send your comments to the National Safeguarding Team at safeguarding@baptist.org.uk

This template has been produced for use in Baptist Churches in England and Wales

**With thanks:**

*This self-assessment tool is based on a safeguarding audit tool originally created by thirtyone:eight, the safeguarding charity, but tailored specifically for use within Baptist churches.*

*Thirtyone:eight provide an independent safeguarding audit service that can help instil confidence in already good practice and provide recommendations to help strengthen and improve the safety of churches.*

*If interested, contact* *info@thirtyoneeight.org* *or telephone 0303 003 1111.*

*For more information about the work that thirtyone:eight undertake, go to* [*https://thirtyoneeight.org/*](https://thirtyoneeight.org/)

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