

Starting to Use your Parish Safeguarding Dashboard

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 THE CHURCH
OF ENGLAND

DIOCESE OF DURHAM

BLESSING OUR
COMMUNITIES
IN JESUS' NAME

What this session will cover

- Reporting safeguarding concerns or allegations
- Introduction, why and how
- Dashboard Levels
- Logging In (live demo)
- Navigating
- Answering questions
- Action Plan
- Frequently asked questions
- Further support



Reporting concerns or allegations

- **Information about a safeguarding situation where a child or adult is in immediate danger or requires immediate medical attention, call 999;**
- If you do not think there is a risk of immediate danger, but you are concerned that a child or vulnerable adult is at risk of harm, or you want to report abuse whether it is currently happening or happened some time ago, do not hesitate to contact the Diocesan Safeguarding Adviser for advice and support.
- **Beth Miller** - Diocesan Safeguarding Adviser
Address: Cuthbert House, Stonebridge, Durham DH1 3RY
Email: beth@bethmillerisw.co.uk | beth.miller@durham.anglican.org
Mobile: 07968034075
or contact your local police force by dialling 101 or your local children's or adult services.



Why? Safeguarding Context

- Promoting a Safer Church (2017)
- IICSA Report October 2022
- Parish has key responsibilities locally in mission and safeguarding
- Diocese responsibility for oversight of mission and safeguarding

Need assurance on safeguarding compliance

- [Diocesan Safeguarding Policy](#)
- Prepare for further checks and audits
- Parish Safeguarding Dashboard to help keep administration, governance and compliance on track in Parishes

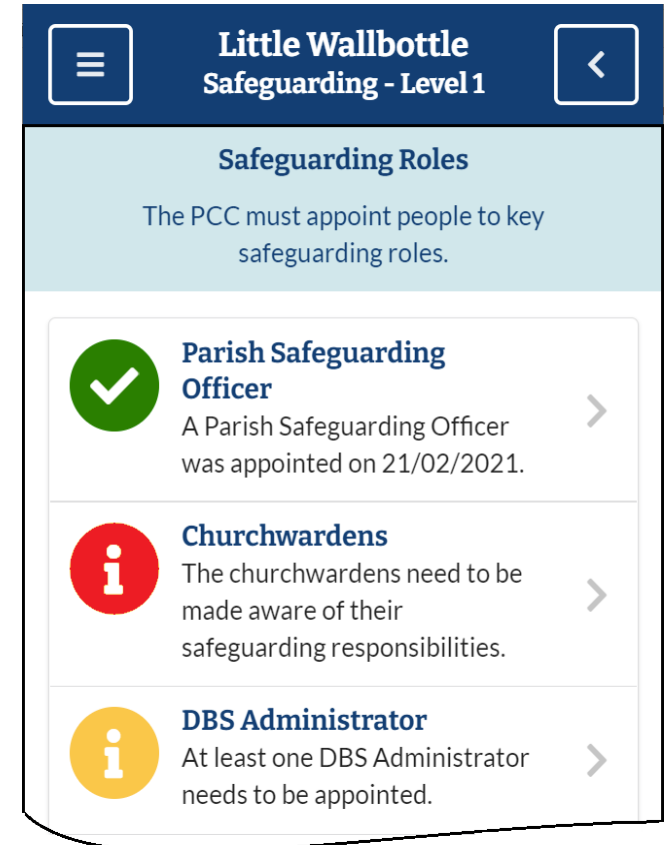


How? Parish Safeguarding Dashboard for Parishes and Diocese

- Established and nationally recognised
- Durham pilot
- Free to parishes and owned by them

Resourced and supported by Diocese and Clearly Simpler

- Flexible access online, simple to use and support
 - “Traffic light” system produces action plans
- Progress through 3 levels
- Signposting to national advice and policy
- Reducing burden on parishes with Diocese support and Diocese oversight



Registering by Accepting your Email Invitation

- Personal **email invitation** to **register** for your dashboard
- Web based
- Access your dashboard on mobile, tablet or computer
- You will only have access to your parish dashboard
- **Owners** update dashboard
- **Owner is usually the PSO and member of clergy**
- Owner can invite others to view dashboard
- **Viewers** view dashboard, but can not update it



Dashboard invitation for – Parish Name

Inbox



Parish Dashboards Team <admin@mail2.parishdashboards.org.uk>
to Parish Safeguarding Officer

Wendy Hopkins is inviting you to own the **Safeguarding Dashboard** for Parish
Name

This is a personal invitation, so please don't forward it to anyone else.

Please choose one of the following options before this invitation expires...

[Accept this invitation](#)

[Decline this invitation](#)

[Decline this invitation ...and don't contact me again](#)

Kind regards,

The Parish Dashboards Team

If this invitation has expired, please ask Wendy Hopkins to send you another one.

You can contact Wendy Hopkins by replying to this email.

Parish Safeguarding Dashboard: Dashboard Levels



3 LEVELS

- Level 1: Safer Foundations
- Level 2: Safer Activities
- Level 3: Safer Practices

Level 1: SAFER FOUNDATIONS

- ALL Parishes start at Level 1 which contains 18 dashboard actions or lights
- Covers policies, procedures, roles, training, displayed information, reviews and reports
- To progress to Level 2, at least 12 dashboard lights must be turned
- green



Parish Safeguarding Dashboard: Level 2 SAFER ACTIVITIES

Level 2: SAFER ACTIVITIES

- At Level 2 the dashboard displays additional lights associated with church activities
- Lights from Level 1 are still displayed
- Make a list of any church activities for children, young people and vulnerable adults for PCC review
- Covers risk assessment, insurance cover, safer recruitment, DBS checks recruitment of ex-offenders, training, policies and PCC authorisation
- To progress to Level 3, most of the Level 2 dashboard lights must be turned green



Parish Safeguarding Dashboard: Level 2 SAFER PRACTICES

Level 3: SAFER PRACTICES

- The original Level 1 and 2 lights are still displayed.
- The Level 3 lights comprise the other requirements in the *Parish Safeguarding Handbook* that are not covered by the preceding levels
- Covers Local Ecumenical Partnership (where relevant), social media, data protection, clergy vacancy



Logging Into Parish Safeguarding Dashboard:

<https://www.parishdashboards.org.uk/auth/login>

Durham Demo


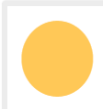

parishdashboards.org.uk/auth/login

Webmail Login | IO... Gmail Parish Returns Online Parish Returns Online Google Groups Parish Dashboards Dashboard Tools Dashboard Roll Out A Church Near You...

Parish Dashboards

Sign in

Parish Dashboards

Please sign in

Email address

Enter your email address...

Password

Enter your password...

Sign in

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66% 12:50 22/11/2022



Parish Safeguarding Dashboard: Action Plans

2017 Church of England published safeguarding policy statement ***Promoting a Safer Church*** stating that all Church bodies should ensure that they:

"...have a 'Promoting a Safer Church' action plan in place that sets out, in line with national and local priorities, how the policy is being put into action and is reviewed." (page 24)

- Parish Safeguarding Dashboard provides you with your Action Plan
- Present a copy of Action Plan produced to an appropriate PCC meeting



Disclosure & Barring Service (DBS Checks)

- **DBS Checks Frequency**

- *Safer Recruitment and People Management Guidance:*

"For all roles requiring an enhanced or enhanced with barred list DBS check, a re-check must be carried out every 3 years, as a minimum." Section 9.7

- Prior to January 2022, requirement was every 5 years

- Durham has moved to 3 yearly checks with immediate effect

- **DBS Checks Level**

- !!! Depends on role !!!



Training: Frequency, Delivery & Levels

- **Completed every 3 years + additional requirements**
 - **Basic Awareness**
 - [Church of England Safeguarding Training Portal](#)
 - **Foundation**
 - [Church of England Safeguarding Training Portal](#)
 - **Leadership**
 - [Diocese training](#): online training platform or in-person session
 - **Domestic Abuse Training**
 - [Church of England Safeguarding Training Portal](#) or [Diocese in person training](#)
 - **Safer Recruitment & People Management**
 - [Church of England Safeguarding Training Portal](#)
 - **Modern Slavery (Clewer Initiative)**
 - [Church of England Safeguarding Training Portal](#)



Basic Awareness & Foundation Level Training

- **Basic Awareness:**
- All Church Officers **and** anyone who has to complete higher training
- **Foundation:**
- Anyone in a role, which involves work with children, young people, or vulnerable adults
- Churchwardens
- Anyone going on to complete any other safeguarding learning pathway
- Vergers
- PCC Members
- Parish Safeguarding Officers
- Bell Tower Captains and Bell Ringing Teachers



Leadership Training

- All clergy, Readers Licensed Lay Ministers and anyone holding the Bishop's licence, commission, authorisation, or permission
- Parish Safeguarding Officers
- Churchwardens
- Bell Tower Captains and Bell Ringing Teachers
- Leaders* of groups which involve work with children, young people, or vulnerable adults.

Leader' means the person in overall charge of a group; the 'go-to' person for decisions about activities or things that happen during sessions.

'Helpers' will generally need training to Foundation level.



Domestic Abuse Training

- All clergy, Readers Licensed Lay Ministers and anyone holding the Bishop's licence, commission, authorisation, or permission
- Parish Safeguarding Officers
- PCC members
- *Before completing this training you must have current training to Foundation level or above.*
- *Although the National Guidance Requires PCC members to complete this training this is currently under review by the National Safeguarding Team and whilst await a settled decision about the PCC members we are encouraging at least one member of every PCC to complete the course*



Safer Recruitment & People Management Training

- All clergy involved in the recruitment or line management of Church Officers (employees, elected members, and volunteers)
 - Churchwardens
 - Parish Safeguarding Officers
 - Others involved in recruitment or line management of Church Officers (employees, elected members, and volunteers)
 - Those with responsibility for administering DBS
-
- *Before completing this training, you must have current training to Foundation level or above.*



Parish Safeguarding Resources

- Church of England Safeguarding web pages

<https://www.churchofengland.org/sites/default/files/2019-05/PromotingSaferChurchWeb.pdf>

- Safeguarding Support Officer
- Parish Safeguarding Dashboard
- Clearly Simpler

<https://www.safeguardingdashboards.org.uk/support/>

- Diocese website (and FAQs)
- Training
- Other Parish Safeguarding Officers and clergy



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*Thank you for your time safeguarding
our Diocese*

Any questions please contact

Safeguarding Support Officer

Wendy.Hopkins@durham.anglican.org

07570 851951



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*The following slides are
screenshots of
Parish Safeguarding
Dashboard
for information*



Logging Into Parish Safeguarding Dashboard:

<https://www.parishdashboards.org.uk/auth/login>

Durham Demo


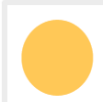

parishdashboards.org.uk/auth/login

Webmail Login | IO... Gmail Parish Returns Online Parish Returns Online Google Groups Parish Dashboards Dashboard Tools Dashboard Roll Out A Church Near You...

Parish Dashboards

Sign in

Parish Dashboards

Please sign in

Email address

Enter your email address...

Password

Enter your password...

Sign in

[Forgotten your password?](#)

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66% 12:50 22/11/2022



Parish Safeguarding Dashboard

Level 1 SAFER FOUNDATIONS 18 actions

Dashboard Overview - 0% progress

Green is good - Amber for action - Red means urgent

Select any dashboard light for more information.



Policies and Action Plan

3 actions need to be completed



Safeguarding Procedures

1 action needs to be completed



Safeguarding Roles

3 actions need to be completed



Training for Key Roles

4 actions need to be completed



Displayed Information

4 actions need to be completed



Reviews and Reports

3 actions need to be completed



Navigating and Answering Questions

- Click on arrow > to move to page



Policies and Action Plan

3 actions need to be completed



- Click on arrow > to move to page to answer questions



Safeguarding Policy Approval

The PCC needs to adopt 'Promoting a Safer Church' as its own safeguarding policy, or else approve a policy that takes account of it.



- Click on button to select your answer

Which safeguarding policy has the PCC approved?



The PCC has adopted 'Promoting a Safer Church' as its own safeguarding policy



The PCC has approved a safeguarding policy which takes account of 'Promoting a Safer Church'



Navigating and Answering Questions

- Click on **submit button** to record your answer

Submit

Cancel

- You will be returned to the previous page and the action will be updated

Dashboard updated



Safeguarding Policy Approval

The PCC has adopted 'Promoting a Safer Church' as its own safeguarding policy.



In this example you have a **green tick**

- Now we will answer this question. Click on the arrow **>** to move to next page.....



Safeguarding Procedures

1 action needs to be completed



Navigating and Answering Questions



Responding to Concerns or Allegations

A question needs to be answered.



- Click on arrow > to move to answer page

When did the PCC last approve or review their procedure for dealing with safeguarding allegations or concerns?

 Date

Clear

When did the PCC last approve or review their procedure for dealing with safeguarding allegations or concerns?

 Date


- This action requires a **date** for a response
- Click in the **Date field** and a drop down calendar appears
- Note: the date you are using the dashboard will be boxed

November 2022						
Su	Mo	Tu	We	Th	Fr	Sa
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10



Navigating and Answering Questions

- Using the arrow < scroll back to find the month and date
- Select 23 May 2022 (example date) by clicking on box
- This date will be recorded against this action

 Date


<

May 2022

>

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4
5	6	7	8	9	10	11

When did the PCC last approve or review their procedure for dealing with safeguarding allegations or concerns?

 23/05/2022

Clear



Navigating and Answering Questions

- **Remember to click on submit button** to record your answer

Submit

Cancel


- Some questions require you to **enter the date on which you are answering rather than a previous date when an action happened**

Example

Are the churchwardens aware of their safeguarding responsibilities?

- ☒ Yes
- ☐ No
- ☐ We have not been able to appoint any churchwardens
- ☐ Not sure

When was the above question answered or reviewed?

 21/11/2022

Clear



Navigating and Answering Questions

- **Always remember to click on submit button** to record your answer



- After each section (or if you get lost 😊)
click on **Home** on the left hand side
to get back to first page



Parish Safeguarding Dashboard: Lets look through actions

Dashboard Overview - 0% progress

Green is good - Amber for action - Red means urgent

Select any dashboard light for more information.

	Policies and Action Plan 3 actions need to be completed	>
	Safeguarding Procedures 1 action needs to be completed	>
	Safeguarding Roles 3 actions need to be completed	>
	Training for Key Roles 4 actions need to be completed	>
	Displayed Information 4 actions need to be completed	>
	Reviews and Reports 3 actions need to be completed	>



Policies and Action Plan: 3 actions

The screenshot shows a web browser window displaying the 'Parish Dashboards' application. The browser's address bar shows the URL 'parishdashboards.org.uk/api/v1/ss/default/topic/186610'. The application's header is dark blue with a home icon on the left, the title '- Durham Demo Safeguarding Dashboard - Level 3' in the center, and a back icon on the right. A light blue banner below the header contains the title 'Policies and Action Plan' and the text 'The PCC must adopt and promote a safeguarding policy, and approve an action plan to implement it.' The main content area features three white cards, each with an orange information icon, a title, a description, and a right-pointing arrow:

- Safeguarding Policy Approval**
The PCC needs to adopt 'Promoting a Safer Church' as its own safeguarding policy, or else approve a policy that takes account of it.
- Safeguarding Policy Promotion**
'Promoting a Safer Church' needs to be publicised and promoted, and all Church Officers need to be given access to it.
- Safeguarding Action Plan**
The PCC needs to approve a Safeguarding Action Plan.

The left sidebar is dark grey and contains the following links: Home, Wendy Hopkins, Sign out, Help, About, and Privacy. The Windows taskbar at the bottom shows the search bar, task view, and several open applications (Outlook, File Explorer, Calendar, Chrome, PowerPoint). The system tray on the right indicates 61% battery, network status, and the date/time: 13:01, 22/11/2022.



Policies and Action Plan: Safeguarding Policy Approval

- Durham Demo

parishdashboards.org.uk/api/v1/input/341436

Webmail Login | IO... Gmail Parish Returns Online Parish Returns Online Google Groups Parish Dashboards Dashboard Tools Dashboard Roll Out A Church Near You...

Parish Dashboards

Home

Wendy Hopkins

Sign out

Help

About

Privacy

Safeguarding Policy Approval

The PCC must approve a parish safeguarding policy which complies with Church of England requirements.

Which safeguarding policy has the PCC approved?

☐ The PCC has adopted 'Promoting a Safer Church' as its own safeguarding policy

☐ The PCC has approved a safeguarding policy which takes account of 'Promoting a Safer Church'

☒ Neither of the above

☐ Not sure

In 2017, the Church of England published a safeguarding policy statement entitled *Promoting a Safer Church*.

This states that:

"All parts of the Church of England must adopt or take account of this Policy Statement within their own safeguarding policy. The Policy Statement must actively underpin all safeguarding work within the Church and the drive to improve safeguarding practice."

Action Plan note (but please do not enter any personal data)

This optional note will be printed on the Action Plan

Submit

Cancel

Last updated by Wendy Hopkins on Nov 21, 2022

Type here to search

61%

13:03
22/11/2022



Policies and Action Plan: Safeguarding Policy Promotion

parishdashboards.org.uk/api/v1/input/341437

Webmail Login | IO... Gmail Parish Returns Online Parish Returns Online Google Groups Parish Dashboards Dashboard Tools Dashboard Roll Out A Church Near You...

Parish Dashboards

Home Wendy Hopkins Sign out

Help About Privacy

Safeguarding Dashboard - Level 3

Safeguarding Policy Promotion

'Promoting a Safer Church' must be publicised and promoted, and all Church Officers must have access to it.

Do all Church Officers have access to 'Promoting a Safer Church' policy statement?

☐ Yes

☐ No

☒ Not sure

Is 'Promoting a Safer Church' publicised and promoted?

☐ Yes

☐ No

☒ Not sure

In 2017, the Church of England published a safeguarding policy statement entitled *Promoting a Safer Church*.

This states that all Church bodies should ensure that:

"All Church Officers have access to this Policy Statement."

A Church Officer is anyone appointed/elected by or on behalf of the Church to a post or role, whether they are ordained or lay, paid or unpaid. They can be given access to *Promoting a Safer Church* in either paper or electronic format.

It is also a requirement that all Church bodies should ensure that:

- The Policy Statement is promoted and publicised;



Policies and Action Plan: Safeguarding Action Plan

The screenshot shows a web browser window with two tabs labeled '- Durham Demo'. The address bar shows the URL `parishdashboards.org.uk/api/v1/input/341438`. The browser's bookmark bar includes links for Webmail Login, Gmail, Parish Returns Online, Google Groups, Parish Dashboards, Dashboard Tools, Dashboard Roll Out, and A Church Near You. The page has a dark blue header with a home icon, the text '- Durham Demo' and 'Safeguarding Dashboard - Level 3', and a back icon. A light blue banner below the header contains the title 'Safeguarding Action Plan' and the instruction 'The PCC must approve an action plan and review it regularly.' The main content area is a form with a title 'When did the PCC last approve or review their safeguarding action plan?' and a date input field with a 'Clear' button. A light blue information box contains text about the Church of England's 2017 safeguarding policy and instructions on how the dashboard generates an action plan. Below this is a text area for an 'Action Plan note' and 'Submit'/'Cancel' buttons. Another light blue box explains that the 'Submit' button applies answers to the current dashboard, with a 'Read more' link. The footer of the form states 'Last updated by Wendy Hopkins on Nov 9, 2022'. The left sidebar of the dashboard lists 'Parish Dashboards', 'Home', 'Wendy Hopkins', and 'Sign out'. The bottom of the image shows a Windows taskbar with a search bar, various application icons, a 57% battery indicator, and a system clock showing 13:12 on 22/11/2022.

Parish Dashboards

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Help

About

Privacy

- Durham Demo

Safeguarding Dashboard - Level 3

Safeguarding Action Plan

The PCC must approve an action plan and review it regularly.

When did the PCC last approve or review their safeguarding action plan?

Date

Clear

In 2017, the Church of England published a safeguarding policy statement entitled [Promoting a Safer Church](#). This states that all Church bodies should ensure that they:

"...have a 'Promoting a Safer Church' action plan in place that sets out, in line with national and local priorities, how the policy is being put into action and is reviewed."

This Safeguarding Dashboard automatically generates an Action Plan which can be presented to the PCC for discussion and approval. Simply go to the Dashboard Overview page and select: [Send me the Action Plan](#).

Action Plan note (but please do not enter any personal data)

This optional note will be printed on the Action Plan

Submit

Cancel

When you press the 'Submit' button, the answers on this page will only be applied to this one dashboard. [Read more](#)

Last updated by Wendy Hopkins on Nov 9, 2022



Safeguarding Procedures: 1 Action

The screenshot shows a web browser window with two tabs labeled "- Durham Demo". The address bar displays the URL `parishdashboards.org.uk/api/v1/ss/default/topic/186611`. Below the address bar is a navigation bar with links: Webmail Login | IO..., Gmail, Parish Returns Online, Google Groups, Parish Dashboards, Dashboard Tools, Dashboard Roll Out, and A Church Near You... The main interface has a dark blue header with a home icon, the text "- Durham Demo Safeguarding Dashboard - Level 3", and a back icon. A light blue banner below the header reads "Safeguarding Procedures" and contains the text "The PCC must approve procedures which explain how national guidance will be implemented within their local context." Below this is a white box with an orange information icon, the title "Responding to Concerns or Allegations", and the text "A question needs to be answered." with a right-pointing arrow. On the left is a dark sidebar with "Parish Dashboards" at the top, followed by "Home", "Wendy Hopkins", and "Sign out". At the bottom of the sidebar are links for "Help", "About", and "Privacy". The Windows taskbar at the bottom shows the search bar, task view, and several application icons. The system tray on the right shows a 56% battery level, network and volume icons, the language "ENG", the time "13:14", and the date "22/11/2022" with a notification icon showing 14 items.

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Help

About

Privacy

- Durham Demo

Safeguarding Dashboard - Level 3

Safeguarding Procedures

The PCC must approve procedures which explain how national guidance will be implemented within their local context.

Responding to Concerns or Allegations

A question needs to be answered.

Type here to search

56%

ENG 13:14 22/11/2022



Safeguarding Procedures: Responding to Concerns or Allegations

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Help

About

Privacy

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Safeguarding Dashboard - Level 3

When did the PCC last approve or review their procedure for dealing with safeguarding allegations or concerns?

Date

Clear

Page 2 of the [Parish Safeguarding Handbook](#) states that the incumbent and the PCC will:

- Have a procedure in place to deal promptly with safeguarding allegations or suspicions of abuse;
- Report all safeguarding concerns or allegations including those against church officers to the Parish Safeguarding Officer/ incumbent and the DSA.

Further information can be found in Section 7 of the handbook.

Action Plan note (but please do not enter any personal data)

This optional note will be printed on the Action Plan

Submit

Cancel

When you press the 'Submit' button, the answers on this page will only be applied to this one dashboard. [Read more](#)

Last updated by Wendy Hopkins on Nov 9, 2022

Type here to search

55%

13:16

22/11/2022

Safeguarding Roles: 3 Actions

The screenshot shows a web browser window with two tabs labeled '- Durham Demo'. The address bar shows the URL `parishdashboards.org.uk/api/v1/ss/default/topic/186612`. Below the browser window is a dark blue header bar with a home icon on the left, the text '- Durham Demo' and 'Safeguarding Dashboard - Level 3' in the center, and a back icon on the right. A light blue banner below the header contains the title 'Safeguarding Roles' and the text 'The PCC must appoint people to key safeguarding roles.' Below this banner is a list of three items, each with an information icon (i) on the left and a right-pointing arrow on the right:

- Parish Safeguarding Officer**
A question needs to be answered.
- Churchwardens**
The churchwardens need to be made aware of their safeguarding responsibilities.
- DBS Administrator**
At least one DBS Administrator needs to be appointed.

On the left side of the dashboard is a dark sidebar with the following links: Home, Wendy Hopkins, Sign out, Help, About, and Privacy. The Windows taskbar at the bottom shows the search bar, task view, and several application icons. The system tray on the right shows the battery level at 54%, network status, and the date and time: 13:19 on 22/11/2022.



Safeguarding Roles: Parish Safeguarding Officer

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Home

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Help

About

Privacy

Parish Safeguarding Officer

The PCC must safely recruit a suitable person (not the incumbent or his/her partner) to the role of Parish Safeguarding Officer. The appointment is to be made in accordance with national 'safer recruitment' guidance.

When was the current Parish Safeguarding Officer appointed?

Date

Clear

Please delete the above date if the PSO is no longer in post.

Have all the 'safer recruitment' steps been completed?

☐ Yes - all the 'safer recruitment' steps have been completed

☐ No - at least one step needs to be completed

☒ Not sure

Page 2 of the [Parish Safeguarding Handbook](#) states that the incumbent and the PCC will:

"Appoint an appropriately experienced, named Parish Safeguarding Officer to work with the incumbent and the Parochial Church Council, or join with other parishes to share a named Parish Safeguarding Officer."

Section 3.3 of [Key Roles and Responsibilities of Church Office Holders and Bodies Practice Guidance](#) also states that:

"Preferably the PSO should be someone who is a lay person, has good pastoral and organisational skills and experience of working with children/young people or vulnerable adults (although not always currently involved in such work in the parish). They should not be the incumbent or his or her partner."

The PSO must be safely recruited in accordance with Section 5 of the [Parish Safeguarding Handbook](#).

A model role description can be downloaded from the [Church of England website](#).

Windows taskbar

53%

13:21 22/11/2022



Safeguarding Roles: Churchwardens

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Help

About

Privacy

- Durham Demo

Safeguarding Dashboard - Level 3

Churchwardens

The churchwardens must be made aware of their safeguarding responsibilities.

Are the churchwardens aware of their safeguarding responsibilities?

☐ Yes

☒ No

☐ We have not been able to appoint any churchwardens

☐ Not sure

When was the above question answered or reviewed?

📅

Date

Clear

Churchwardens are the senior lay representatives of the parish. Their responsibilities are summarised here: [Safeguarding Responsibilities of Churchwardens](#).

This question needs to be reviewed annually.

Action Plan note (but please do not enter any personal data)

This optional note will be printed on the Action Plan

Submit

Cancel

Type here to search

52%

13:22

22/11/2022

ENG

15



Safeguarding Roles: DBS Administrator

The screenshot shows a web browser window with the URL `parishdashboards.org.uk/api/v1/input/341448`. The page is titled "Safeguarding Dashboard - Level 3" and "DBS Administrator". It includes a sidebar with links to Home, Wendy Hopkins, and Sign out. The main content area contains a form with a question about appointing a DBS Administrator, a text box for an action plan note, and a "Submit" button. The footer shows the last update date as Nov 21, 2022.

Parish Dashboards

Home Wendy Hopkins Sign out

- Durham Demo
Safeguarding Dashboard - Level 3

DBS Administrator

The PCC must appoint at least one DBS Administrator who is responsible for the administration of DBS applications. This role may be carried out by the Parish Safeguarding Officer.

Has at least one DBS Administrator been appointed?

☐ Yes

☐ No

☒ Not sure

The role of the DBS Administrator is described in Section 3.4 of [Key Roles and Responsibilities of Church Office Holders and Bodies Practice Guidance](#).

In smaller churches this role is often carried out by the PSO. In larger churches it is usually carried out by other people.

A DBS Administrator does not need to be safely recruited, since the role does not involve working with children, young people or vulnerable adults.

Action Plan note (but please do not enter any personal data)

This optional note will be printed on the Action Plan

Submit Cancel

Last updated by Wendy Hopkins on Nov 21, 2022



Training for Key Roles: 4 Actions

The screenshot shows a web browser window with two tabs, both labeled "- Durham Demo". The address bar shows the URL `parishdashboards.org.uk/api/v1/ss/default/topic/186616`. Below the address bar is a navigation bar with several links: "Webmail Login | IO...", "Gmail", "Parish Returns Online", "Parish Returns Online", "Google Groups", "Parish Dashboards", "Dashboard Tools", "Dashboard Roll Out", and "A Church Near You...".

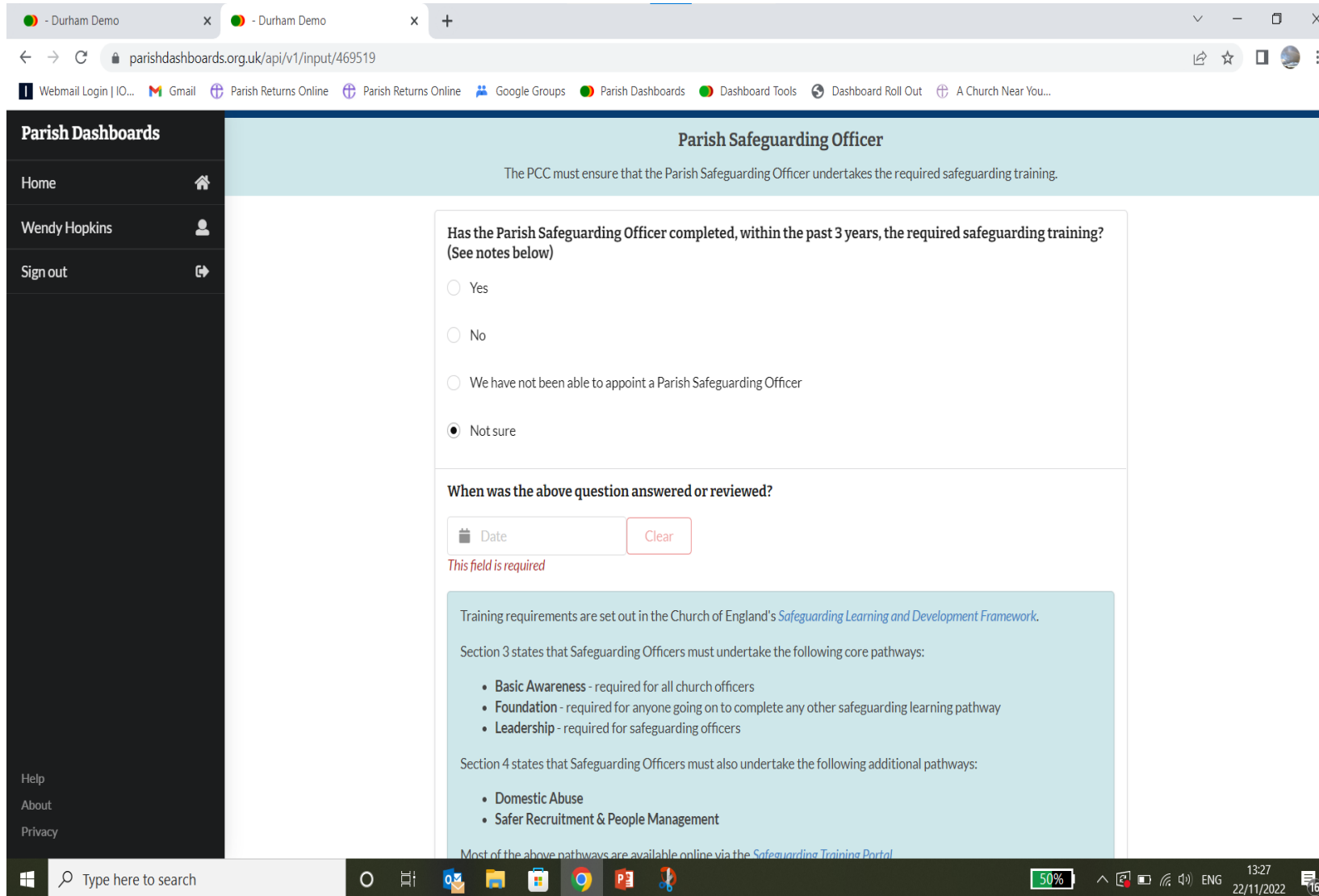
The main content area is titled "Parish Dashboards" and "Safeguarding Dashboard - Level 3". It features a sidebar on the left with links for "Home", "Wendy Hopkins", and "Sign out". The main content area has a header "Training for Key Roles" with a sub-header "Everyone who plays a key safeguarding role must complete the relevant training." Below this, there is a list of four roles, each with an information icon and a right arrow:

- Parish Safeguarding Officer**
A question needs to be answered.
- Churchwardens**
A question needs to be answered.
- DBS Administrator**
A question needs to be answered.
- PCC Members**
PCC members need to complete some safeguarding training.

The bottom of the screen shows a Windows taskbar with a search bar, task view button, and several application icons (Outlook, File Explorer, Task View, Chrome, PowerPoint). The system tray on the right shows the battery level at 51%, network status, and the date and time: 13:25, 22/11/2022.



Training for Key Roles: Parish Safeguarding Officer



The screenshot shows a web browser window with two tabs labeled "- Durham Demo". The address bar displays the URL "parishdashboards.org.uk/api/v1/input/469519". The browser's bookmark bar includes links for "Webmail Login | IO...", "Gmail", "Parish Returns Online", "Google Groups", "Parish Dashboards", "Dashboard Tools", "Dashboard Roll Out", and "A Church Near You...".

The website interface features a dark sidebar on the left with the heading "Parish Dashboards" and links for "Home", "Wendy Hopkins", and "Sign out". The main content area is titled "Parish Safeguarding Officer" and contains the following text: "The PCC must ensure that the Parish Safeguarding Officer undertakes the required safeguarding training."

The form asks: "Has the Parish Safeguarding Officer completed, within the past 3 years, the required safeguarding training? (See notes below)". It provides four radio button options: "Yes", "No", "We have not been able to appoint a Parish Safeguarding Officer", and "Not sure" (which is selected).

Below this, it asks: "When was the above question answered or reviewed?". There is a date input field with a calendar icon, a "Clear" button, and a red error message: "This field is required".

A light blue box contains the following text: "Training requirements are set out in the Church of England's [Safeguarding Learning and Development Framework](#). Section 3 states that Safeguarding Officers must undertake the following core pathways:

- **Basic Awareness** - required for all church officers
- **Foundation** - required for anyone going on to complete any other safeguarding learning pathway
- **Leadership** - required for safeguarding officers

Section 4 states that Safeguarding Officers must also undertake the following additional pathways:

- **Domestic Abuse**
- **Safer Recruitment & People Management**

At the bottom of the box, it says: "Most of the above pathways are available online via the [Safeguarding Training Portal](#)".

The Windows taskbar at the bottom shows the search bar, task view button, and several open applications including Edge, File Explorer, and PowerPoint. The system tray on the right shows the battery level at 50%, network status, and the date and time: 13:27 on 22/11/2022.



Training for Key Roles: Churchwardens

The screenshot shows a web browser window with two tabs labeled "- Durham Demo". The address bar shows the URL "parishdashboards.org.uk/api/v1/input/469520". The browser's top bar includes links for "Webmail Login | IO...", "Gmail", "Parish Returns Online", "Google Groups", "Parish Dashboards", "Dashboard Tools", "Dashboard Roll Out", and "A Church Near You...".

The application interface has a dark blue header with a home icon, the text "- Durham Demo" and "Safeguarding Dashboard - Level 3", and a back icon. A left sidebar contains the following links: "Parish Dashboards", "Home", "Wendy Hopkins", "Sign out", "Help", "About", and "Privacy".

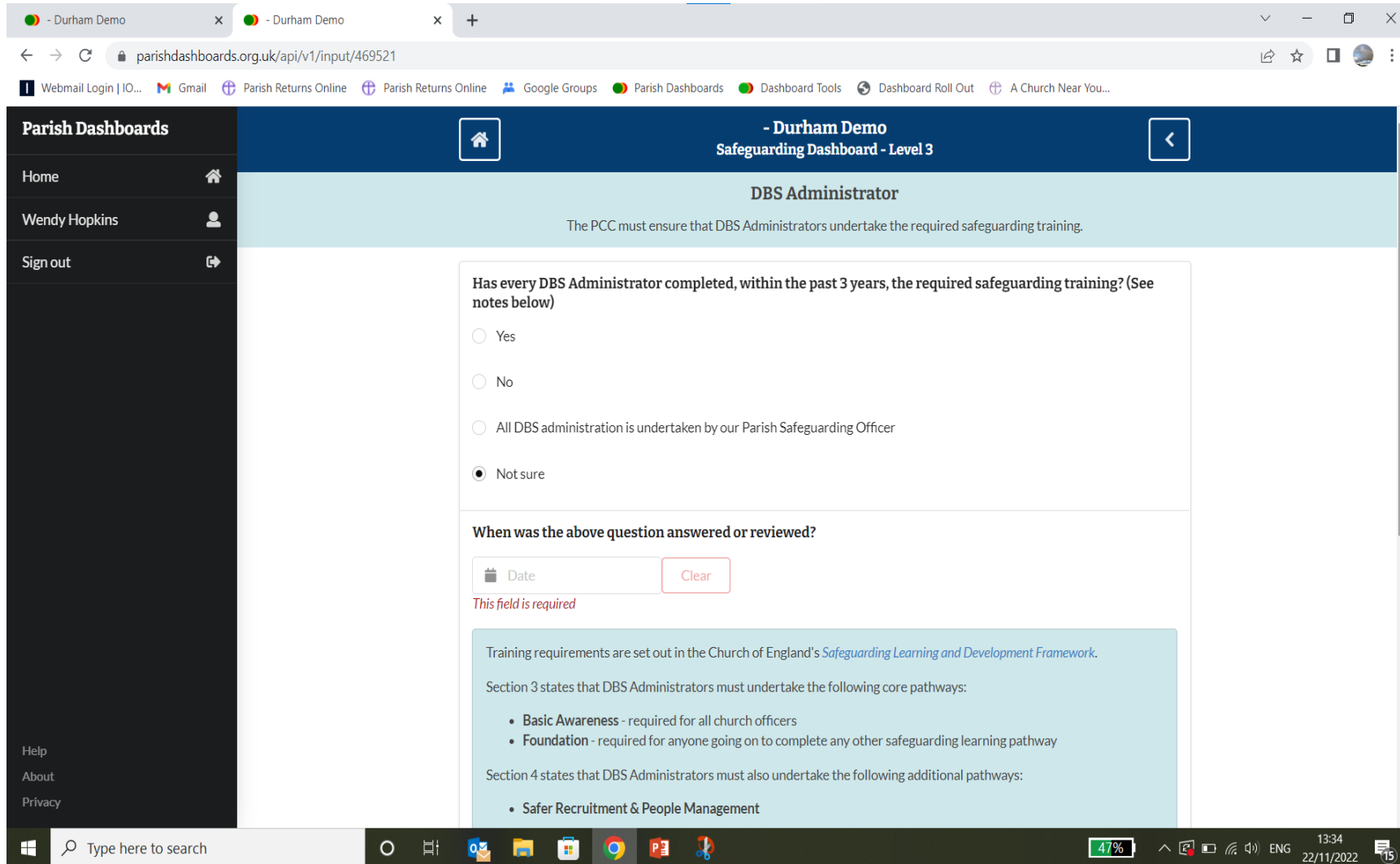
The main content area is titled "Churchwardens" and contains the instruction: "The PCC must ensure that all Churchwardens undertake the required safeguarding training." Below this is a form with the question: "Have all Churchwardens completed, within the past 3 years, the required safeguarding training? (See notes below)". The form has four radio button options: "Yes", "No", "We have not been able to appoint any churchwardens", and "Not sure" (which is selected). Below the radio buttons is a date selection field with a calendar icon, a "Date" label, and a "Clear" button. A red error message "This field is required" is displayed below the date field.

Below the form is a light blue box containing the following text: "Training requirements are set out in the Church of England's [Safeguarding Learning and Development Framework](#). Section 3 states that Churchwardens must undertake the following core pathways:" followed by a bulleted list: "Basic Awareness - required for all church officers" and "Foundation - required for Churchwardens". Below this, it says "Section 4 states that Churchwardens must also undertake the following additional pathway:" followed by a bulleted list: "Domestic Abuse - required for all PCC members".

The Windows taskbar at the bottom shows the search bar "Type here to search", several application icons, a battery level of 50%, and the system clock showing "13:28 22/11/2022" with a notification icon for 15 messages.



Training for Key Roles: DBS Administrator



The screenshot shows a web browser window with two tabs, both labeled "- Durham Demo". The address bar shows the URL `parishdashboards.org.uk/api/v1/input/469521`. Below the browser window is a Windows taskbar with various application icons and a system tray showing the time as 13:34 on 22/11/2022.

The web application interface has a dark blue header with a home icon, the text "- Durham Demo", and a back icon. Below the header is a light blue banner with the title "DBS Administrator" and the instruction "The PCC must ensure that DBS Administrators undertake the required safeguarding training."

The main content area contains a form with the following sections:

- Has every DBS Administrator completed, within the past 3 years, the required safeguarding training? (See notes below)**
 - ☐ Yes
 - ☐ No
 - ☐ All DBS administration is undertaken by our Parish Safeguarding Officer
 - ☒ Not sure
- When was the above question answered or reviewed?**
 - A date input field with a calendar icon and the text "Date".
 - A red "Clear" button.
 - A red error message: "This field is required".
- Training requirements are set out in the Church of England's [Safeguarding Learning and Development Framework](#).**
 - Section 3 states that DBS Administrators must undertake the following core pathways:
 - **Basic Awareness** - required for all church officers
 - **Foundation** - required for anyone going on to complete any other safeguarding learning pathway
 - Section 4 states that DBS Administrators must also undertake the following additional pathways:
 - **Safer Recruitment & People Management**



Training for Key Roles: PCC Members

- Durham Demo

- Durham Demo

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parishdashboards.org.uk/api/v1/input/469522

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Webmail Login | IO...

Gmail

Parish Returns Online

Parish Returns Online

Google Groups

Parish Dashboards

Dashboard Tools

Dashboard Roll Out

A Church Near You...

Parish Dashboards

Home

Wendy Hopkins

Sign out

Help

About

Privacy

- Durham Demo

Safeguarding Dashboard - Level 3

←

PCC Members

The PCC must ensure that all their members undertake the required safeguarding training.

Have all PCC members completed, within the past 3 years, the required safeguarding training? (See notes below)

☐ Yes

☒ No

☐ Not sure

When was the above question answered or reviewed?

📅

Date

Clear

This field is required

Training requirements are set out in the Church of England's [Safeguarding Learning and Development Framework](#).

Section 3 states that PCC members must undertake the following core pathways:

- **Basic Awareness** - required for all church officers
- **Foundation** - required for PCC members

Section 4 states that PCC members must also undertake the following additional pathway:

- **Domestic Abuse**

All of the above pathways are available online via the [Safeguarding Training Portal](#).

Section 2 states that:

Windows Taskbar

Type here to search

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ENG

13:33

22/11/2022

15

The logo of the Church of England, featuring a stylized cross inside a circle.

Displayed Information: 4 Actions

[illegible]

Displayed Information: Safeguarding Policy Notice

Parish Dashboards

Home

Wendy Hopkins

Sign out

Help

About

Privacy

Webmail Login | IO...

Gmail

Parish Returns Online

Parish Returns Online

Google Groups

Parish Dashboards

Dashboard Tools

Dashboard Roll Out

A Church Near You...

Home

- Durham Demo

Safeguarding Dashboard - Level 3

Back

Safeguarding Policy Notice

Each church building must display a notice about its safeguarding policy.

Is each church building displaying a notice about its safeguarding policy?

☐ Yes

☒ No

☐ Not sure

Page 2 of the [Parish Safeguarding Handbook](#) states that the incumbent and the PCC will:

"Display a formal statement of adoption of the House of Bishops' 'Promoting a Safer Church: Safeguarding Policy Statement'. This should be signed on behalf of the PCC."

Action Plan note (but please do not enter any personal data)

This optional note will be printed on the Action Plan

Submit

Cancel

Last updated by Wendy Hopkins on Nov 21, 2022



Displayed Information: Safeguarding Poster

- Durham Demo

- Durham Demo

← → ↻ parishdashboards.org.uk/api/v1/input/341460

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Webmail Login | IO... Gmail Parish Returns Online Parish Returns Online Google Groups Parish Dashboards Dashboard Tools Dashboard Roll Out A Church Near You...

Parish Dashboards

Home Wendy Hopkins Sign out

Help About Privacy

Home Wendy Hopkins Sign out

Help About Privacy

Home

- Durham Demo

Safeguarding Dashboard - Level 3

←

Safeguarding Poster

Each church building must display a 'Promoting a Safer Church' poster.

Is each church building displaying a 'Promoting a Safer Church' poster?

☐ Yes

☐ No

☒ Not sure

Page 2 of the [Parish Safeguarding Handbook](#) states that the incumbent and the PCC will:

"Ensure information is displayed about how to get help outside the church with child and adult safeguarding issues."

The Church of England has designed a safeguarding poster for this purpose:

- [An A3 poster can be downloaded here.](#)
- [An A4 poster can be downloaded here.](#)

Alternatively, the poster can be purchased from [Church House Publishing](#).

Action Plan note (but please do not enter any personal data)

This optional note will be printed on the Action Plan

Submit

Cancel

Windows Taskbar

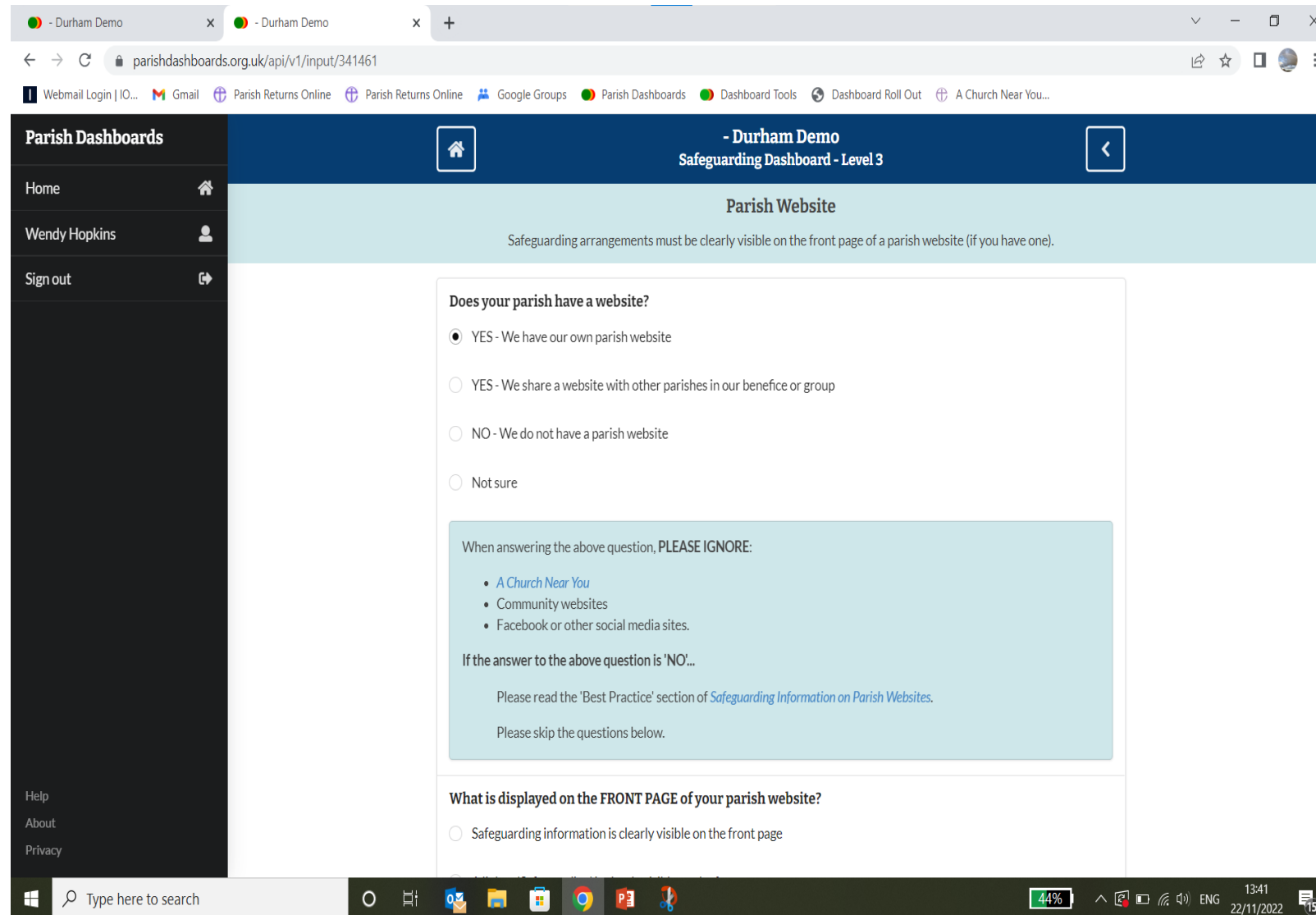
Type here to search

Taskbar Icons

45% 13:39 22/11/2022 ENG



Displayed Information: Parish Website



The screenshot shows a web browser window with two tabs labeled "- Durham Demo". The address bar displays "parishdashboards.org.uk/api/v1/input/341461". The browser's bookmark bar includes links for "Webmail Login | IO...", "Gmail", "Parish Returns Online", "Google Groups", "Parish Dashboards", "Dashboard Tools", "Dashboard Roll Out", and "A Church Near You...".

The website interface features a dark blue header with a home icon, the text "- Durham Demo", and a back icon. Below the header is a light blue banner titled "Parish Website" with the text: "Safeguarding arrangements must be clearly visible on the front page of a parish website (if you have one)."

A left-hand sidebar contains the following links: "Parish Dashboards", "Home", "Wendy Hopkins", "Sign out", "Help", "About", and "Privacy".

The main content area contains a form titled "Does your parish have a website?". It includes four radio button options:

- ☒ YES - We have our own parish website
- ☐ YES - We share a website with other parishes in our benefice or group
- ☐ NO - We do not have a parish website
- ☐ Not sure

Below these options is a light blue box with the following text:

When answering the above question, PLEASE IGNORE:

- [A Church Near You](#)
- Community websites
- Facebook or other social media sites.

If the answer to the above question is 'NO'...

Please read the 'Best Practice' section of [Safeguarding Information on Parish Websites](#).

Please skip the questions below.

Below this box is another section titled "What is displayed on the FRONT PAGE of your parish website?". It includes a single radio button option:

- ☐ Safeguarding information is clearly visible on the front page

The Windows taskbar at the bottom shows the search bar, task view icon, and several application icons. The system tray on the right indicates a battery level of 44%, network status, and the date and time: 13:41, 22/11/2022.



Displayed Information: Parish Website

The screenshot shows a web browser window with the URL `parishdashboards.org.uk/api/v1/input/341461`. The browser's address bar and tabs are visible at the top. Below the browser window, a dark sidebar on the left contains the following links: Home, Wendy Hopkins, Sign out, Help, About, and Privacy. The main content area displays a form with the following sections:

- Radio buttons:** Three options are presented: "A link to 'Safeguarding' is clearly visible on the front page", "Neither of the above", and "Not sure (or not applicable)". The "Not sure (or not applicable)" option is selected.
- Informational box:** A light blue box contains the text: "Before answering the above question, please read [Safeguarding Information on Parish Websites](#). A link to 'Safeguarding' is deemed to be clearly visible if:
 - The link is displayed in a prominent location (not hidden behind a menu); **and**
 - Safeguarding arrangements are clearly visible once the link is clicked (without the need to click anything else).
- Section header:** "What safeguarding information is displayed?"
- Checkboxes:** Two options are listed: "Contact details of a local person who can offer safeguarding help and who knows how to respond appropriately to a safeguarding concern or allegation" and "Contact details of the Diocesan Safeguarding Adviser". Both are currently unchecked.
- Informational box:** A light blue box contains the text: "The local person could be the Parish Safeguarding Officer, the incumbent, or someone else who knows how to respond to a safeguarding concern or allegation. The above information covers the minimum requirements. Please also consider displaying other information as set out in the 'Best Practice' section of [Safeguarding Information on Parish Websites](#)."
- Action Plan note:** A section titled "Action Plan note (but please do not enter any personal data)" with a text input field containing the placeholder "This optional note will be printed on the Action Plan".
- Buttons:** At the bottom of the form are "Submit" and "Cancel" buttons.

The Windows taskbar is visible at the bottom of the screen, showing the search bar, task view button, and several open application icons. The system tray on the right indicates a battery level of 43%, the time as 13:43, and the date as 22/11/2022.



Review and Reports: 3 Actions

The screenshot shows a web browser window with two tabs labeled "- Durham Demo". The address bar displays the URL `parishdashboards.org.uk/api/v1/ss/default/topic/186613`. Below the address bar is a navigation bar with links: Webmail Login | IO..., Gmail, Parish Returns Online, Google Groups, Parish Dashboards, Dashboard Tools, Dashboard Roll Out, and A Church Near You... The main interface has a dark blue header with a home icon, the text "- Durham Demo Safeguarding Dashboard - Level 3", and a back icon. A light blue banner below the header reads "Reviews and Reports" and "Safeguarding must be regularly reviewed and reported upon." The left sidebar, titled "Parish Dashboards", contains links for Home, Wendy Hopkins, and Sign out, along with Help, About, and Privacy at the bottom. The main content area features three action items, each with an information icon and a right-pointing arrow:

- PCC Agendas**
Safeguarding needs to be a standing agenda item at every PCC meeting.
- Reports to the PCC**
A question needs to be answered.
- Reports to the APCM**
A question needs to be answered.

The Windows taskbar at the bottom shows the search bar, task view, and several open applications. The system tray on the right indicates 42% battery, network status, and the date/time: 13:44, 22/11/2022.



Review and Reports: PCC Agendas

- Durham Demo

- Durham Demo

parishdashboards.org.uk/api/v1/input/341449

Webmail Login | IO...GmailParish Returns OnlineParish Returns OnlineGoogle GroupsParish DashboardsDashboard ToolsDashboard Roll OutA Church Near You...

Parish Dashboards

Home

Wendy Hopkins

Sign out

Help

About

Privacy

- Durham Demo

Safeguarding Dashboard - Level 3

PCC Agendas

Safeguarding must be a standing agenda item at every PCC meeting.

Is 'safeguarding' a standing agenda item at every PCC meeting?

☐ Yes

☐ No

☒ Not sure

Page 3 of the [Parish Safeguarding Handbook](#) states that:

"Safeguarding should be a standing agenda item at each PCC meeting."

It is not necessary to have a safeguarding report at each meeting; however, PCC members must have the opportunity to raise any safeguarding matters.

Action Plan note (but please do not enter any personal data)

This optional note will be printed on the Action Plan

Submit

Cancel

When you press the 'Submit' button, the answers on this page will only be applied to this one dashboard. [Read more](#)

Type here to search

40%

13:49

22/11/2022



Review and Reports: Reports to the PCC

Durham Demo

Durham Demo

parishdashboards.org.uk/api/v1/input/341450

Webmail Login | IO...
Gmail
Parish Returns Online
Parish Returns Online
Google Groups
Parish Dashboards
Dashboard Tools
Dashboard Roll Out
A Church Near You...

Parish Dashboards

Home
Wendy Hopkins
Sign out

Help
About
Privacy

- Durham Demo
Safeguarding Dashboard - Level 3

Reports to the PCC

The Parish Safeguarding Officer must give regular reports to the PCC regarding safeguarding in the parish.

When did the PCC last receive a report from the Parish Safeguarding Officer?

Date

Clear

Page 3 of the [Parish Safeguarding Handbook](#) states that:
"The PSO should regularly report on safeguarding in the parish."
Footnote 10 in the handbook also says:
"Regular reporting means a minimum of twice a year to the PCC."

Action Plan note (but please do not enter any personal data)

This will be the date of St Gabriel's last PCC meeting

Submit
Cancel

When you press the 'Submit' button, the answers on this page will only be applied to this one dashboard. [Read more](#)

Last updated by Wendy Hopkins on Oct 27, 2022



Review and Reports: Reports to the APCM

The screenshot shows a web browser window with two tabs, both labeled '- Durham Demo'. The address bar shows the URL `parishdashboards.org.uk/api/v1/input/341451`. Below the address bar is a navigation bar with links: Webmail Login | IO..., Gmail, Parish Returns Online, Parish Returns Online, Google Groups, Parish Dashboards, Dashboard Tools, Dashboard Roll Out, and A Church Near You... The main content area has a dark blue header with a home icon, the text '- Durham Demo Safeguarding Dashboard - Level 3', and a back icon. Below the header is a light blue section titled 'Reports to the APCM' with the text 'At the Annual Parochial Church Meeting, the PCC must report on safeguarding in the parish.' The main content area is a form titled 'When did the APCM last receive a safeguarding report?'. It has a date input field with a calendar icon and a 'Clear' button. Below this is a light blue box containing text: 'Page 3 of the [Parish Safeguarding Handbook](#) states that: "At the APCM the PCC should provide an annual report in relation to safeguarding. In the PCC's annual report will be a statement which reports on progress and a statement as to whether or not the PCC has complied with the duty to have 'due regard' to the House of Bishops' Safeguarding Policy and Practice Guidance."' Below this is a section titled 'Action Plan note (but please do not enter any personal data)' with a text input field containing 'This should be the date of the 2022 APCM'. At the bottom of the form are 'Submit' and 'Cancel' buttons. Below the form is a light blue box with text: 'When you press the 'Submit' button, the answers on this page will only be applied to this one dashboard. [Read more](#)'. At the very bottom of the form is the text 'Last updated by Wendy Hopkins on Oct 27, 2022'. The left sidebar of the website has the title 'Parish Dashboards' and links for Home, Wendy Hopkins, and Sign out. At the bottom of the sidebar are links for Help, About, and Privacy. The Windows taskbar at the bottom shows the search bar, task view, and several open applications including Chrome, PowerPoint, and a file explorer. The system tray shows the battery level at 39%, network status, and the date and time as 13:51 on 22/11/2022.

Parish Dashboards

Home Wendy Hopkins Sign out

Help About Privacy

- Durham Demo Safeguarding Dashboard - Level 3

Reports to the APCM

At the Annual Parochial Church Meeting, the PCC must report on safeguarding in the parish.

When did the APCM last receive a safeguarding report?

Date Clear

Page 3 of the [Parish Safeguarding Handbook](#) states that:

"At the APCM the PCC should provide an annual report in relation to safeguarding. In the PCC's annual report will be a statement which reports on progress and a statement as to whether or not the PCC has complied with the duty to have 'due regard' to the House of Bishops' Safeguarding Policy and Practice Guidance."

Action Plan note (but please do not enter any personal data)

This should be the date of the 2022 APCM

Submit Cancel

When you press the 'Submit' button, the answers on this page will only be applied to this one dashboard. [Read more](#)


Last updated by Wendy Hopkins on Oct 27, 2022




Parish Safeguarding Dashboard: Managing Your Account

Click on your **name** to manage your account


Manage Your Account
Change your details and preferences ...or delete your account completely.




Name
Change your name...>




Email address
Change your email address...>



Password
Change your password...>



Your dashboards
Remove a dashboard from your account...>



Delete account
Remove all your account details...>

Parish Dashboards

Home

Wendy Hopkins

Sign out

