

Safeguarding Responsibilities of Churchwardens

Churchwardens are the senior lay representatives of the parish. The role of the churchwarden is extremely varied but generally involves management, maintenance, and mission 50 in accordance with the Churchwardens Measure 2001 and the Canons of the Church of England (see Canon E1).

They are the foremost in representing the laity and in co-operating with the incumbent, and they have a duty to maintain order and decency in the church and churchyard, particularly during the times of divine service. In co-operation with the incumbent, churchwardens are generally responsible for the day-to-day functioning of the parish.

In relation to safeguarding, the churchwardens work with the incumbent, PCC, and Parish Safeguarding Officer to have due regard to the safeguarding Guidance issued by the House of Bishops under section 5 of the Safeguarding and Clergy Discipline Measure 2016. [Safeguarding and Clergy Discipline Measure 2016 \(legislation.gov.uk\)](https://www.legislation.gov.uk/ukmg/2016/1200)

Ensure that in the period of a vacancy 47 (during an interregnum), that the incumbent's safeguarding roles and responsibilities are fulfilled, in consultation with the PCC, parish safeguarding officer and the area dean.

- Pay attention to the specific needs of children and vulnerable adults when undertaking health and safety inspections and risk assessment.
- Ensure that risk assessments are carried out before new activities are undertaken.
- Ensure that all parish activities with children and vulnerable adults are adequately supervised and insured.
- Ensure that the parish has procedures for responding to complaints and grievances.
- Answer questions regarding safeguarding as they arise in the archdeacon's visitations, and respond to any specific safeguarding advice, which may be given from the archdeacon.