

**ARCHDEACONRY OF BOURNEMOUTH**

**PARISH VISITATION**

Please ensure that all documents requested are available for the Archdeacon (or their representative) to view on the date of your visit.

Email contact for queries: [beverley.teahan@winchester.anglican.org](mailto:beverley.teahan@winchester.anglican.org)

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| **DEANERY** |  |
| **PARISH** |  |
| **DATE of VISITATION** |  |
| **VISIT CARRIED OUT BY** |  |
| **PRESENT AT VISITATION** |  |

**VISITATION INFORMATION**

Please see theemail from the Archdeacon’s Office setting out the elements of the visitation and the suggested timetable.Please do not hesitate to get in touch if there are any queries or questions. Please note that everything does not need to be perfect. The idea of the visitation is not to find fault, but to work together to help the local church get everything in place. If you think there is a gap, please let us know and we will work together on dealing with it. Quite a lot of information, which we hope will be useful for you as a Parish, has been asked for and we recommend starting to complete the form in good time, so that you are able to consult others who will hold information you need.

For any items that are not applicable for your situation, please note these items as “N/A” or “Not Applicable”.

# SECTION 1 - BUILDINGS

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| **CHURCH BUILDINGS** | |
| List of all faculties granted in the last three years, noting whether certificates of satisfactory completion have been returned to the Registrar. |  |
| Date of most recent quinquennial inspection report including name of inspecting architect and record of works done/to do | *Dd/mm/yyyy and architect details to be provided by DAC Team in advance.*  *Parish to provide record of work done/to do* |
| Copies of licences under faculty or letters of agreement granted by the PCC for use of any part of the church or a hall. Please give due date for renewal. |  |
| Inspection Certificates for:  Electrical system  Gas Safe / Boiler Service  Fire Extinguisher  Alarm System  Lightning Conductor  PAT (portable appliance test) report (within the last five years) |  |
| All insurance policies (including Employers Liability Insurance and Public Liability Insurance) |  |
| The PCC’s Fire Risk Assessment. |  |
| The PCC’s Health & Safety Policy (Church & Hall) |  |
| List of buildings for which the PCC have management responsibility. |  |
| The PCC’s Policy for who may use the hall(s) or church and when. |  |
| List of church key holders |  |
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| **PROPERTY AND INVENTORY** | |
| Terrier including list of parishes owned properties and parish trust funds. |  |
| Inventory (either hard copy or taken from the Parish Portal). Please note if any items belong to someone else or are on loan from elsewhere. |  |
| Inventory items will need to be checked against the inventory (see separate list) |  |
| Receipts for any items stored or deposited or displayed away from the church. |  |
| Logbook - in an electronic form and hard copy. |  |
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| **HEALTH & SAFETY** | |
| The Accident Book |  |
| First Aid Kit |  |
| Emergency Evacuation Plan |  |
| Does the PCC ensure that a risk assessment is carried out for all activities undertaken under the auspices of the church? |  |
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| **INSURANCE** | |
| Name of insurer? (Please include the name e.g. Ecclesiastical) |  |
| Is the church insured to full replacement value? |  |
| Is the church hall insured to full replacement value? |  |
| Has all metal on roofs and downpipes been treated with Smartwater? |  |
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| **CHURCHYARD** | |
| Is the churchyard legally closed to future burials? |  |
| Is there a record book in church recording the names of those whose ashes are buried? |  |
| Are the faculties for any reservations recorded in the log book?  If there are reservations:  Are reservations recorded on the up to date burial map?  Are physical grave markers placed on reserved plots? |  |
| Does the PCC have, in addition to the Diocesan Chancellors Regulations, regulations for burials in the churchyard or for the burial of cremated remains and the introduction of memorials in either? If 'Yes', please have a copy available for the visit. |  |
| Churchyard plans, including record of interments (where applicable). Please also confirm that a copy is also stored elsewhere as a backup. |  |
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| **USE OF CHURCH AND CHURCH HALL** | |
| Does your hiring agreement check that users have a safeguarding policy in place?  (Please note – the hiring agreement should only ask that a policy is in place, and should not require a copy to be provided to the church) |  |
| Have you checked that regular users have insurance for the activities they are proposing to undertake in the church or church hall?  (Please note – the church should only seek confirmation that insurance is in place and does not need to see the policy) |  |

**SECTION 2 - PEOPLE**

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| **PARISH EMPLOYEES / VOLUNTEERS** | |
| A copy of the PCC lone worker policy |  |
| Do all people employed by the PCC or associated trusts have job descriptions, letters of appointment or contracts? |  |
| It is not good practice for an employee of the PCC to also be a member of that body. Does anyone fall into this category? If yes, has this been registered with the Charity Commission? |  |
| Have references been taken up on all staff and volunteers? |  |
| Has the legal status of all employees been checked, including seeing documentary evidence, to verify that they are entitled to work in the United Kingdom (to ensure compliance with the Immigration, Asylum and Nationality Act 2006)? |  |
| Do all volunteers have an up to date role description? |  |
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| **SAFEGUARDING** | |
| The displayed copies of the PCC's Safeguarding Policy. |  |
| The action plan for implementing the Safeguarding Policy. |  |
| Name of the PCC’s Parish Safeguarding Officer. |  |
| The church’s Safeguarding Information Poster and any other information about Safeguarding (including information for the DSA and Parish Safeguarding Officer). |  |
| Does the front page of the website clearly show safeguarding links? | *This can be checked in advance* |
| Has the PCC undertaken a Parish Safeguarding Self Audit in the last twelve months? |  |
| Have all PCC members completed a DBS check and relevant training (C1 recommended)? |  |
| Please provide a copy of the safeguarding dashboard | *This will be provided in advance* |
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| **CARE OF CLERGY COVENANT** | |
| Has the PCC used the ‘Document for reflection and action for local congregations’ for care of their clergy in the last year? |  |
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| **FIT & PROPER PERSONS DECLARATIONS** | |
| Have all newly elected trustees and office holders confirmed their eligibility to be a charity trustee by signing two declarations, being: (i) confirmation of trustee eligibility (i.e. non-disqualification under charity law); and (ii) a Fit and Proper Person declaration? The PCC Secretary should receive this confirmation from all PCC members, including those who are ex-officio. |  |

**SECTION 3 - OTHER**

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| **REGISTERS** | | |
| Registers:  Services  Baptism  Confirmation  Banns  Marriage  Burials  Those admitted to Holy Communion before Confirmation | |  |
| Are the registers stored in a safe? | |  |
| Does the parish hold any records or registers over 100 years old? | |  |
| List of deposited registers | |  |
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| **PARISH FINANCES** | | |
| Annual Report with independent audited accounts for the previous year | |  |
| Process for counting Sunday collections and paying the money into the bank. | |  |
| Does the Parish use the Parish Giving Scheme (PGS)? | |  |
| Details of the Independent Examiner / Auditor (name and address). | |  |
| PCC’s Common Mission Fund offer for the current year.  How is this paid? Annually/Quarterly/Monthly Direct debit/ Standing Order. | | £  *To be requested from Parish Support Team in advance* |
| Who has the day-to-day responsibility for the church finances? Paid or voluntary? Please provide name of Treasurer. | |  |
| Who manages the Parochial Fees (e.g. statutory fees for Baptisms, Funerals, Weddings) on behalf of the PCC and clergy?  How often is the Fees return submitted to the diocese?  When was the last return submitted? | |  |
| Does the PCC use electronic banking?  If yes, who has access to this and what security method to ensure two signatories and oversight is used for this? | |  |
| Are all files and financial information, lists, etc. backed up and kept off-site? | |  |
| When was generous giving last drawn to the attention of the congregations and members of the Electoral Roll? Please provide a date.  How was this done? | | dd/mm/yyyy |
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| **POLICIES & LICENCES** | | |
| Data Protection Policy | |  |
| Social Media Policy | |  |
| Transportation Policy | |  |
| Copy of CCLI licence(s) | |  |
| The PCC’s policy (if any) on the admission of children to Holy Communion before confirmation | |  |
| Legacy Policy | |  |
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| **MINUTES AND PLANS** | | |
| PCC/APCM Minute Books/Files. |  | |
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| **ENVIRONMENT** | | |
| Has the church registered with Eco Church? |  | |
| If so has it gained an award? Bronze/silver/gold? |  | |
| Is there a Parish Creation Care Policy? |  | |
| If so, does this take account of the Diocese’s aims for Caring for God’s Creation especially the aim of achieving net zero carbon by 2030? |  | |
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| **ACCESSIBILITY** | | |
| Does the church have a working hearing aid loop and do people know how to use it? |  | |
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| **OTHER** | | |
| Are there any matters which the churchwardens and/or the PCC wish to raise with the Archdeacon? |  | |

**SECTION 4**

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| **USEFUL LINKS/INFORMATION** |
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| **ENVIRONMENT** |
| [Creation Care and Diocesan Environmental Action](https://winchester.anglican.org/creation-care/) |
| **PAROCHIAL CHURCH FINANCES** |
| [Guidance about charities and risk management, including financial risk](https://www.gov.uk/government/publications/charities-and-risk-management-cc26)  [More information on managing risk-Parish Resources](http://www.parishresources.org.uk/pccs/managing-risk/)  [Parish Resources information on legacies](http://www.parishresources.org.uk/legacies/)  [Resources for Treasurers](https://www.parishresources.org.uk/resources-for-treasurers/) |
| **SAFEGUARDING** |
| [Diocesan Safeguarding Resources](https://www.winchester.anglican.org/safeguarding-resources/)  [Parish Safeguarding Handbook](https://www.churchofengland.org/sites/default/files/2019-10/ParishSafeGuardingHandBookAugust2019Web.pdf)  [Detailed information about Safeguarding and the responsibilities of the PCC](https://www.churchofengland.org/sites/default/files/2017-11/key-roles-and-responsibilities-of-church-office-holders-and-bodies-practice-guidance.pdf)  [Safeguarding Guidance for undertaking lone working.](https://winchester.anglican.org/wp-content/uploads/2022/03/Lone_working_PCC_Considerations.pdf) |
| **PERSONAL SAFETY PLAN FOR CHURCH PEOPLE** |
| [Ecclesiastical Insurance - Personal Safety](https://www.ecclesiastical.com/documents/personal-safety-plan.pdf)  [Lone Working PCC Considerations](https://winchester.anglican.org/wp-content/uploads/2022/03/Lone_working_PCC_Considerations.pdf) |
| **EMPLOYEES** |
| [Safer Recruitment](https://winchester.anglican.org/wp-content/uploads/2022/03/SAF_GUIDANCE_Safer_Recruitment_Practice_2016-2017.pdf) |
| **COPYRIGHT LAW** |
| [Copyright health check that you can complete and return to the CCLI.](http://www.ccli.co.uk/healthcheck) |
| **GENERAL DATA PROTECTION REGULATIONS (GDPR)** |
| [For organisations | ICO](https://ico.org.uk/for-organisations/)  [Parish Resources - GDPR](https://www.parishresources.org.uk/gdpr/) |
| **WEBSITE AND SOCIAL MEDIA** |
| [Diocesan Website guidelines about the use of social media.](https://winchester.anglican.org/parish-resources/communications-and-media/social-media-policy/) |
| **CHURCHYARD HANDBOOK** |
| Available to purchase from:  <https://www.chpublishing.co.uk/books/9780715143018/the-churchyards-handbook>  [DAC and Church Buildings - Diocese of Winchester (anglican.org)](https://winchester.anglican.org/parish-resources/dac-and-church-buildings/) |
| **CARE OF CLERGY COVENANT** |
| [Local (churchofengland.org)](https://www.churchofengland.org/sites/default/files/2020-07/COVENANT3_Local5_0.pdf) |
| **TRUSTEE ELIGIBILITY AND FIT & PROPER PERSONS DECLARATION FORM** |
| [The Annual Parochial Church Meeting & Electoral Roll - Parish Resources](https://parishresources.org.uk/pccs/apcms/) |