

PCR2 Frequently Asked Questions

Question: *If I am a chaplain in an academy school do I need to complete an Appendix A.*

Answer: Not if you are the only church officer in the school. As licenced clergy your file will be reviewed in the bishop's office. However, there may instances where services are brought into the school that are provided by the church and we would want to know were there any concerns. These are likely to be recorded with the schools safeguarding adviser. We would not be interested in any other school staff as an academy is a separately organisation funded directly by the government. If you are a chaplain at a school directly run by the Church of England, such as a cathedral school, then we would need an appendix A completing for all staff working with children.

Question: *Should I fill in appendix A for people who are on safeguarding agreements*

Answer: If they are members of the congregation, they are **not** required to be recorded on Appendix A. If they are a church officer, they **should** be added to Appendix A

Question: *I am an Honorary Bishop and I have seen the letter from Bishop Sarah, I have assisted in a safeguarding matter within a Parish. Do I need to do anything else?*

Answer: If you have informed us of the issue and the name of the parish then we will check that that parish has included the concern on their appendix A. The allegation/issue would need to involve a church officer in order to qualify for recording on appendix A.

Question: *I am a Chaplain (other than school) do I need to complete an Appendix A?*

Answer: If you work on your own the answer is no. If you have a licence to the area bishop we will pick up your blue files, if there was a concern lodged with your employer or/and the safeguarding team in that organisation you will need to let us know and complete an appendix A. If you were also aware of any allegation against a previous chaplain in your organisation, then we would appreciate you letting us know on Appendix A. (If they have moved to another area of the country, we wouldn't have their file but will need to let the Diocese know where they have moved to).

Question: *What happens if something comes to light after we have submitted Appendix A?*

Answer: Update the Appendix A, sign and return to the PCR2 mailbox copying in your Bishops office.

Question: *Are we expected to report on any of the following; previously reported (to the DST) cases, Unreported (to the DST) cases, and issues?*

Answer: If you know absolutely that a case has been reported to and has/is being dealt with by the DST (Diocesan Safeguarding Team) then no you do not need to tell us. However, if you have any doubt or are unsure whether something has been reported or not, it is better to tell us. So please include them in the Appendix A.

Question: *If issues have come to light recently but are chronologically "historic" (appreciating that cases causing on-going trauma/distress to a survivor are not "historic" for them) Do they still need to be recorded on Appendix A?*

Answer: Although the guidance talks of PCR1 covering the period 2007 and before, if you know of something however old please record it on Appendix A. We cannot be sure that it was included in PCR1 and it may still be relevant today. It is better for us to be told about something twice than not at all.

Question: Who has received this information and letter?

Answer: Within each episcopal area all religious institutions have been sent the letter, so that's all licenced clergy, including chaplains and self-supporting ministers.

Question: What information do we use to complete the Appendix A?

Answer: In order to complete the Appendix A, you may start by looking at files you hold (paper and electronic) and, within the community memory. In addition to that, if you are in contact with the previous incumbent it may be worth contacting them if it's useful. When reviewing electronic information there may be emails and other information sources that provide information as well as a church officer file.

Question: What happens in a vacant parish?

Answer: In a Parish in vacancy, the Deans are managing this through the Bishops office. We will be checking with the Bishops offices to make sure vacancies are covered.

Question: Do we have to go back before 2007?

Answer: Yes, if you can. Whilst the PCR1 covered the period up to 2007, the information recorded regarding vulnerable adults may have been sparse. Also, there have been many new diocesan staff since 2007 and so we may not be aware of everything that was reported before. It's better to list it again and for us to pick it up rather than it be missed completely. We appreciate that this may contradict the information in the letter you have received, however it has been our experience of conducting this exercise that has led us to change approach slightly. We don't know what we don't know. Therefore, we are erring on the side of caution.

Question: Should we ask staff, warden's and others in the Parish to complete an Appendix A?

Answer: Corporate memory is very important, and you should ask long standing members of the congregation as files may not exist. In terms of the actual completion of the Appendix A form, you can delegate this task, but it requires a signature from the incumbent in order to submit it. This acts as authorisation and confirmation of accuracy (as far as possible).
Files = electronic, paper, records, files and emails.

Question: What if the accused no longer works in that position?

Answer: We still need to know about any concerns even if the individual is no longer in the Diocese. We are looking at people who have left in the period. We will contact the dioceses they have moved to, to ensure the receiving Diocese is responsible for reviewing the file. This piece of work will be undertaken by the PCR2 project team and the relevant team/DST in each of the 42 Diocese nationally.

Question: How would you suggest we inform the congregation about PCR?

Answer: Use a positive approach, it's inviting congregations to help us to carry out this audit, it's transparent and helps the church too. You can refer them to the Diocesan website or the Church of England website if they would like more information.

Question: Is it mandatory to contact previous incumbents in order to complete Appendix A?

Answer: No this is not a compulsory measure, merely a request that if you are still in contact with them it may be useful to have a conversation about any issues that previously came to light.

Question: How long will it take to complete the Appendix A?

Answer: It will depend on the size of your church and therefore how many roles you have to consider. Harrow on the Hill for example said that it took them about a month. This included looking at files and talking with staff/parishioners

Question: Do we report on something even if we have concerns that the information isn't true, or the person may not be truthful?

Answer: Yes, please tell us. It is better to have information even if we need to investigate further than to miss something important. It is also worth remembering that if serious enough we will involve partner agencies such as the police and social care to test the validity of the allegations. This is about us being able to discover the truth, not a blaming exercise. All investigations will be handled sensitively and with the utmost confidentiality.

Question: How do I sign it off and submit it?

Answer: Once you have completed Appendix A as fully as you are able then the incumbent will need to **physically sign** the document. It can then be scanned in and emailed to **both** your area bishops office and to PCR2@london.anglican.org Please note you will need to make a submission even if there is no cause for concern. Please just mark it as a nil return and submit as above.

Question: What if I still need further help?

Answer: If your question doesn't appear here or you require further support please contact Susie Barber – PCR2 Project Administrator or Ailsa Reid-Crawford – PCR2 Project Manager at PCR2@london.anglican.org

Question: What if I come across something posing a current concern/danger?

Answer: If something comes to light as a result of you conducting the PCR2 request for information that poses a current safeguarding concern, and you have not already done so please refer it into the Diocesan Safeguarding Team as a matter of urgency. Contact: 020 3837 1224 or email safeguarding@london.anglican.org