**Deanery Benefice**

**Parish Name Date of Visit**

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| Has the original copy of the Articles of Enquiry (duly signed) been handed in at the visitation? if not, please hand it in now. | Y/N |
| **Please have ready for inspection:** |  |
| 1. Parish Accounts including name, address & signature of the Independent Examiner/Auditor
 | Y/N |
| 1. Has a copy of the Accounts and Trustee Report been sent to the Deanery Treasurer?
 | Y/N |
| 1. PCC/APCM Minute Book (or access to electronic records)
 | Y/N |
| 1. Parish Health & Safety Policy (dated as reviewed in past year)
 | Y/N |
| 1. Health and Safety & Fire Risk Assessment as reported to the PCC (annual)
2. **Safeguarding:**
 | Y/N |
| 1. Parish Safeguarding Policy (dated as reviewed in past year)
 | Y/N |
| 1. Name of Parish Safeguarding Representative, contact details and photograph – to be included in the Policy document and on the Church Notice Board, the parish website and A Church Near You
2. List of people for whom the PCC has requested a DBS check – with their role
3. List of people who have undergone Safeguarding Training, including their role and which modules have been completed
4. Has the PCC adopted the Diocesan policy on Domestic Abuse?
5. List of people who have undergone Safer Recruitment Training. The parish priest must have completed this. If not, it is to be done online within two months of this visitation.
6. Has the parish adopted and implemented a Safer Recruitment Policy?
7. List of Chalice Assistants/Servers
 | Y/N Y/N Y/N Y/N Y/NY/NY/N |
| 1. Church / Church Hall Hiring Agreement (if applicable) including a statement about adherence to safeguarding policy
 | Y/N |
| 1. Proof of faculties and List B’s granted in the previous 3 years
2. Faculty Jurisdiction Rules – Archdeacon’s List B Permission Certificates
 | Y/N Y/N  |
| 1. Terrier (Church Lands and Property Register)
 | Y/N |
| 1. Inventory (list of all church plate, furniture, vestments, altar frontals and other significant items in church)
2. Church Plate (silver)
 | Y/N Y/N  |
| 1. The Maintenance Log Book
 | Y/N |
| 1. **Parish Registers currently in use:**
 |  |
| * 1. Services
	2. Baptism
 | Y/N Y/N |
| * 1. Confirmation
 | Y/N |
| * 1. Banns
 | Y/N |
| * 1. Marriage
 | Y/N |
| * 1. Burial (including reserved spaces in closed churchyards)
1. Churchyard plan
 | Y/N Y/N |
| **The most recent:** |  |
| 1. Insurance Certificates, including Property and Public Liability (annual)
 | Y/N |
| 1. Electrical Report and PAT (Portable Appliance Test) report (within the last 5 years)
 | Y/N |
| 1. Gas Safety Certificate (if applicable) (annual)
 | Y/N |
| 1. Quinquennial Inspection Report (within the last 5 years) including name of inspecting architect and record of works done / to be done
 | Y/N |
| 1. Lightening Conductor Inspection certificate (if applicable) (within last 3 years)
 | Y/N |
| 1. Asbestos Survey (if applicable)
 | Y/N |
| 1. Licences – including CCLI Copyright Licences, TV (if applicable)
 | Y/N |
| 1. Servicing contracts for such things as fire extinguishers, boilers
 | Y/N |
| 1. Lift maintenance paperwork (if applicable)
 | Y/N |
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| **Name of Visitor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |  |
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| **Please add any comments here:****General:** Please can you put here anything that is identified during the Visitation that warrants particular commendation.**Areas of concern:** **Action for PCC:** Please can you put here things that the parish identify as needing to be done during the inspection. Make sure they are aware of what you are putting in here.**Action for Diocese:** Please can you put here anything needing follow up by ADs or diocesan staff. You can include comments on the process here. |  |