

Planning Checklist

Any Church body in the Church of England can use the following questions before starting survivor participation work. It is not an exhaustive list. However, it provides some guidance for those who have not started this work yet. Be aware that each setting has its resources, budgets, and importantly their own safeguarding journey in terms of policy and practice. These guidelines aim to help each setting to identify and consider the best possible arrangements for victims and survivors to participate, alongside the guidance provide by the National Framework.

The biggest questions are:

- Why you want to involve victims and survivors and what are you aiming to achieve?
- What safeguarding developments areas do you want them involved in?

Creating meaningful and person-centred participation for victims and survivors in safeguarding in ways that prevents further harm and re-traumatisation.

- Are victims and survivors currently participating with you in case management and support provision? Where is each person on their journey of recovery and coping strategies?
- Are volunteers willing to help make safeguarding changes and improvements in your setting?
- What support systems are available for both you and victims and survivors?
- What are the potential risks and triggers, and who manages them? How are they monitored?
- What boundaries do you have in place to ensure everyone stays safe?
- How can you manage everyone's expectations?

Enabling well-informed choices for individuals when considering whether to participate and throughout their involvement (we recommend avoiding social media!)

- How do victims and survivors learn about opportunities to participate?
- How do you, or can you, best explain your setting to victims and survivors? Is there anything unique about your setting that is important to consider?
- Do you have a clear idea of the tasks and activities survivors will be involved in?
- What is (your best guess of) the time commitment for victims and survivors?
- How will people be kept updated? How can survivors choose to safely stop engaging?

Facilitating inclusive spaces where there is not 'us and them', where all individuals and opinions are respected and treated equally.

- How accessible is your space/setting?
- How are you going to meet the personal needs of victims and survivors, including reasonable adjustments? Be clear about what you can, and cannot, provide.
- How do you manage conflict well?

Ensuring that all voices and experiences of victims and survivors can be heard and influence safeguarding development decisions.

- How many victims and survivors do you currently have contact with?
- What voices are missing?

- What systems are in place to enable people to engage and come forward?
- Who listens to them in terms of safeguarding developments?

Focusing on the task during meetings, so that we can deliver outcomes and make an impact on keeping people safe.

- What types of participation are you offering victims and survivors? (eg co-design, consultation, etc.)
- What are the expectations of everyone involved in the participation?
- Are you going to involve victims and survivors in setting up your aims?
- Do you have, or would you consider victim and survivor representation in governance panels? DSAP?
- How will you ensure reciprocal learning for everyone involved?

Committing to appropriately resourced, open, transparent and ongoing survivor participation in safeguarding.

- Who is going to be the RCO (Responsible Church Officer) who will oversee/facilitate this work? Do they have appropriate qualities, qualifications, and experience? What support do they have?
- What aspects of your safeguarding work do you want victims and survivors involved in? What do they want to be involved in?
- Do you have funds to cover expenses/honorariums?
- Did you speak to colleagues who might be doing similar work? Did you ask them of hints and tips about things work and things that do not work?

All these answers can form an initial plan. A safeguarding body governance body (ie. PSS, DSAP) can also use this checklist before starting survivor participation work.

This checklist is part of the National Survivor Participation Framework which was approved by National Safeguarding Steering Group in 25 November 2024). The Framework will be reviewed in November 2026.

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