

## SCIE Audit Considerations – Action Plan

Ref:	Consideration	Comment/Action	Timescale/Review	Responsibility
<b>CATEGORY 1: Can be implemented quickly or already in place:</b>				
<b>1.1</b>	Maintain the commitment to safeguarding even in a climate of financial review and overspend.	Complete	Annual Safeguarding review to Bishop's Council to seek ongoing support in accordance with assessed need.	Bishop's Staff and Bishop's Council
<b>1.2(a)</b>	Invite a representative from the Cathedral to sit on the Safeguarding Panel.	Mrs Sarah-Jane Allison, Cathedral HR Manager appointed to Panel from 20 September 2016. Constitution to be amended.	5 December 2016.	Head of Safeguarding
<b>1.2(b)</b>	Formulate an action plan to work with the Cathedral to facilitate closer working relationships in regard to safeguarding matters.	Diocesan Safeguarding Adviser has held consultation with the Cathedral Administration, to review safer recruitment and training.	Review Annually.	Diocesan Safeguarding Adviser
<b>1.3</b>	Review the Diocesan Register of Safeguarding Policies and Procedures and ensure it is aligned with the key documents published at national level.	Diocesan registered amalgamated with National Register and reviewed at 20 September 2016 Panel meeting.	Register to be reviewed at each Panel meeting.	Head of Safeguarding
<b>1.4</b>	Refresh the paper-based induction training to reflect the language and intention of the face-to-face training.	Updated by the Diocesan Safeguarding Adviser (August 2016). To be superseded by National Church training C1 Module.	C1 Implementation on appointment of Training Coordinator.	Diocesan Safeguarding Adviser > Safeguarding Training Coordinator once appointed.
<b>1.5</b>	Review the arrangements in place in relation to safer recruitment of clergy in line with both House of Bishops' Safer recruitment 2015 and the most up to date Guidance on Personal Files relating to Clergy.	Safeguarding check list to be placed on the inside cover of every Clergy file. Diocesan Safeguarding Adviser to liaise with the Bishop's Executive Assistant.	Checklist reviewed and (subject to minor amendments) approved at 28 June 2017 Bishop's Safeguarding Panel.	Diocesan Safeguarding Adviser

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1.6	Provide the option of a postal submission, by adding an address to the current information.	Office address to be added to safeguarding page of website	5 December 2016.	Head of Safeguarding
<b>CATEGORY 2: For further thinking and planning:</b>				
2.1	Both Assistant Diocesan Secretary (Operations) and Safeguarding Officer ADSSO and Assistant Safeguarding Officer (ASO) to access professional supervision: a suitably experienced social work manager should have the appropriate training and skills to undertake this role.	Roles have since changed. The ASO has become the Diocesan Safeguarding Adviser and leads on casework, thus requiring the supervision. The ASSSO has become Head of Safeguarding and leads of governance and would not require supervision.	<ul style="list-style-type: none"> <li>• Monthly 1-hour supervision sessions.</li> <li>• Discuss and review referrals and casework.</li> <li>• Casework will comprise advice provided as well as significant issues.</li> <li>&gt; DSA will provide a copy of the diocesan 'safeguarding concerns table' to each session as the basis for conversation, to which a comment will be added by the supervisor for each instance reflected upon.</li> <li>&gt; Significant issues (e.g. those for which DSA has to produce an advisory report to the Bishop's Safeguarding Panel) should take priority over day-to-day concerns/referrals.</li> <li>• Head of Safeguarding attends every third supervision session. (Attended 12/01/18)</li> </ul>	Head of Safeguarding on behalf of Diocesan Bishop
<p><b>DSA Regulations (2016)</b>  <b>Professional support and development</b>                      5. (1) The bishop of a diocese must make arrangements for ensuring that a person appointed as diocesan safeguarding advisor receives professional supervision at an appropriate level from a person with experience of work that is concerned with the safeguarding of children or vulnerable adults.</p>				

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2.2	Liaise with the National Safeguarding Team about the progress in adopting national policies and the preference for some local ones over the national policies.	All National policies and practice guidance adopted.	Completed December 2017.	Head of Safeguarding
2.3	How to work more proactively with safeguarding officers at the parish level – this could involve the use of networks and focus groups.	Within job description of Diocesan Safeguarding Adviser.	Parish Safeguarding Officer Forums held. Report submitted to June 2017 Panel.	Diocesan Safeguarding Adviser
2.4	Review the extent that information is collated and used to obtain an accurate safeguarding picture of progress in the Diocese, and use this to inform the safeguarding strategy.	Information gathered via Archdeacons' Articles of Enquiry – scheduled for February 2017	Responses to be discussed by the September safeguarding Panel.	Diocesan Safeguarding Adviser / Head of Safeguarding
2.5	Evaluate the use of our risk assessment form, once approved by BSP.	Form updated. New practice guidance in development by NST. Complete.	Review revised National Church guidance due for September 17 Panel.	Diocesan Safeguarding Adviser
2.6(a)	Consider how to track and refresh the training of those working closely with children, young people and adults at risk of abuse or neglect.	Diocesan Safeguarding Training Strategy 2017-20 drafted.	Adopted at June 2017 Panel.	Diocesan Safeguarding Adviser
2.6(b)	Consider how to monitor the 'no training, no licence' approach.	Practice Guidance and Guidelines in place to support approach.	National policy adopted at November 2017 Diocesan Synod.	Head of Safeguarding / Diocesan Registrar
<p><b>Safeguarding Learning and Development Framework Practice Guidance (2016)</b> 6.1 Clergy through their Guidelines for Professional Conduct will be expected to attend those sessions required for the context of their work. However, sanctions may be imposed if there is not full compliance.</p> <p><b>Guidelines for the Professional Conduct of the Clergy (2015 Revised Addition)</b> 2.11 The clergy are required to have appropriate and current training in safeguarding children and vulnerable adults. Failure to participate may result in action being taken under the Clergy Discipline Measure.</p>				

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	The Safeguarding and Clergy Discipline Measure 2016 ('the Measure') received the Royal Assent in March 2016. Amending Canon No. 34 ('the Amending Canon') was enacted by the General Synod in February 2016. Before the Measure and Amending Canon can come fully into force, certain necessary preparatory steps have to be taken – a four-part process until March 2017.			
2.6(c)	Consider how to involve senior clergy in training as a way of encouraging the take-up of training.	Foreword to training strategy from Diocesan Bishop and Panel Chairman.  Senior staff required to undertake bespoke C4 training which took place on Thursday 16 November 2017	Signed off at 28 June 2017 Panel.	Head of Safeguarding
2.7	Initiate a benchmarking exercise with a diocese with a similar demographic profile in relation to number of cases.	DSA attends quarterly regional meetings with other dioceses, where this is a standard agenda item.	Reported to September 2017 Panel.	Head of Safeguarding
2.8(a)	Develop and publish a complaints procedure with clear stages and indication of who to complain to. The procedure should refer to Clergy Disciplinary Measures and reflect the requirements of the House of Bishops' recommendations.	Generic DBF complaints policy developed with specific safeguarding reference	Signed off at September 2017 Panel.	Head of Safeguarding / Diocesan Registrar
2.8(b)	Formally distinguish between complaints and whistleblowing.			
2.9	The Bishop's Safeguarding Panel to consider the concerns raised in this audit about bullying and plan how they can best be both assessed and then addressed.	An independent person was appointed and provided a report.	Report discussed at the September 2017 Panel, leading to the creation of a Preventing Bullying and Harassment & Encouraging Positive Relationships policy which was adopted in November 2017 by Diocesan Synod. Further procedures to be introduced for approval by Diocesan Synod in February 2018	Independent Chairperson / Diocesan Bishop

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2.10(a)	Consider how to develop the monitoring and quality assurance of safeguarding, including safe recruitment, in all parishes through the visitation process.	Additional questions added to the 2017 Articles of Enquiry – responses collated, to be used as the baseline for future measurement.	Report presented to the September 2017 Panel.	Head of Safeguarding, Diocesan Safeguarding Adviser and Archdeacons
2.10(b)	Consider how the role of Rural Dean, the Archdeacon role and the safeguarding advisor role can work together to quality assure safeguarding at the parish and/or benefice level.			
<b>CATEGORY 3: An aspiration or lower priority:</b>				
3.1	Consider whether or not there is a potential conflict of interest in terms of independence, arising from the ADSSO being a lay minister: the National Safeguarding Team to be consulted on this.	Not identified as an issue in other dioceses audits e.g. Peterborough DSA and Reader.  No perceived conflict.	N/A	N/A
3.2(a)	Table the core safeguarding document, 'Protecting all God's Children' for the next Synod meeting, or as soon as is feasible.	Overarching safeguarding policy 'Promoting a Safer Church' received April 2017.	Adopted at June 2017 Panel, 13 July 2017 Bishop's Council. And 4 November 2017 Diocesan Synod.	Head of Safeguarding
3.2(b)	Ensure that Synod and the Board of Finance are aware of the key documents and adopt them as appropriate to the Diocese.	As 3.2(a)	As 3.2(a)	As 3.2(a)

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3.3	Develop a plan to enable the views of children and vulnerable adults to be heard and this should inform both service delivery and practice.	Initial "How safe do you feel?" survey undertaken and reported to Panel.  Accessible survey available on website – extend within 2.4	DSA to work in liaison with Diocesan Youth and Young Adults Adviser to monitor effectiveness.	Diocesan Safeguarding Adviser & SCC Head of Safeguarding
3.4	Review the section 11 audits undertaken for the local authority to make sure it works in tandem with s.11 audit developed by the national safeguarding team.	Audits serve different purposes – external view of quality of safeguarding provision (SCC S.11) and internal data collection (NST).  Check at audit points consistency between audits – complete.	Annually review at Panel.	Head of Safeguarding