

## SCIE Audit Considerations – Action Plan

Overdue	Ongoing and Annual	Completed
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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.	Ongoing Annual Review	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.	Completed 2016-permanent role on the safeguarding panel	Head of Safeguarding
<b>1.2(b)</b>	Formulate an action plan to work with the Cathedral to facilitate closer working relationships regarding safeguarding matters.	DSA already working with the Cathedral on safeguarding concerns, safer recruitment and training. Safeguarding Manager attends Cathedral Chapter quarterly Safeguarding meeting.	Formalised following Cathedral SCIE Audit in 2019. To be reviewed Annually.	Cathedral Safeguarding Adviser Diocesan Safeguarding Manager
<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 register amalgamated with National Register and reviewed at each panel meeting	National Register being reviewed, and policies updated 2020/2021. Diocesan Safeguarding Manager involved in the feedback and review of the policies, which will be ongoing throughout 2020 and 2021	Diocesan Safeguarding Manager
<b>1.4</b>	Refresh the paper-based induction training to reflect the language and intention of the face-to-face training.	New Basic and Foundation modules introduced in 2019. Advertised on the website. Materials updated for	Completed Autumn 2019	Diocesan Safeguarding Training Co-ordinator.

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		face to face delivery of these modules by Safeguarding Training Co-ordinator		
<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. Completed	Diocesan Safeguarding Adviser
<b>1.6</b>	Review of Safer Recruitment policy	National review taking place. Diocesan Safeguarding Manager on the review group	Autumn 2020	National Team and Diocesan Safeguarding Manager

### CATEGORY 2: For further thinking and planning:

<b>2.1</b>	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> </ul> <p>&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.</p> <p>&gt; Significant issues (e.g. those for which DSA has to produce an advisory report to the Bishop's Safeguarding Panel)</p>	Head of Safeguarding on behalf of Diocesan Bishop
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			should take priority over day-to-day concerns/referrals. • Head of Safeguarding attends every third supervision session. (Attended 12/01/18) Completed	
<b>2.2</b>	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
<b>2.3</b>	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. 2020-Deanery meetings to be arranged with Diocesan Safeguarding Manager and Parish/Benefice Safeguarding officers	Diocesan Safeguarding Manager
<b>2.4</b>	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. Completed 2017	Diocesan Safeguarding Manager
<b>2.5</b>	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. 2020- Risk assessment form updated and implemented.	Diocesan Safeguarding Manager
<b>2.6(a)</b>	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. Updated 2019-2020	Adopted at June 2017 Panel. Adopted 2019 Panel To be reviewed July 2020 for presentation at September 2020 panel meeting	Diocesan Safeguarding training Co-Ordinator

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		To be reviewed July 2020-in response to Covid 19 restrictions and new zoom training events.		
<b>2.6(b)</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. Completed	Head of Safeguarding / Diocesan Registrar
<b>2.6(c)</b>	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.  Completed	Head of Safeguarding
<b>2.7</b>	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.  2020-new SafeGuarding Manager continues to attend the regional meetings where this item is discussed.  National approach to Quality Assurance is being developed. Diocesan Safeguarding Manager is part of the working group.	Diocesan Safeguarding Manager
<b>2.8(a)</b>	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.  Completed	Head of Safeguarding / Diocesan Registrar
<b>2.8(b)</b>	Formally distinguish between complaints and whistleblowing.			

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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  2020- ongoing review of the policy and the appointment and training of individuals to act as mediators in conflict/harassment cases.	Independent Chairperson / Diocesan Bishop
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.  2020- National Safeguarding Team developing national quality assurance standards.	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>				

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<b>3.2(a)</b>	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
<b>3.2(b)</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)
<b>3.3</b>	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.  2020- objective adopted by Diocesan Safeguarding Manager alongside Advisor to Children's panel	Diocesan Safeguarding Adviser & SCC Head of Safeguarding
<b>3.4</b>	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.  Ongoing	Diocesan Safeguarding Manager