



Safeguarding Annual Report 2015

Welcome

2015 has seen substantial changes in terms of safeguarding staffing, policy, training and legislation within the Church of England. Alongside this, the implementation of Working Together 2015 and the Care Act 2014 have led to changes in safeguarding provision and direction nationally.

This has been a year of focusing on developing safeguarding provision across the Diocese. Many parishes have been working to their safeguarding action plans following the 2014 Parish Safeguarding Audit and credit should be given to those who have been working incredibly hard to ensure that their church communities are as safe as they can be.

Keeping pace with changes at a national level has been a challenge at times. This will continue over the next few years as major national projects receive approval (for example, the new training framework, policies, legislation and quality assurance process).

There is the possibility of a new national Church of England Past Case Review and it has been announced that the Church of England will be included in the Independent Inquiry into Child Sexual Abuse. Both of these are welcomed but will require resources to support them.

At the time of writing, the government is consulting on proposal to require registration of all out of school organisations offering educational classes and holiday clubs for children. This could see an impact for Sunday Schools and holiday clubs. More will be known later in 2016.

It has been encouraging that the Diocese of Bristol is already working towards the outcomes identified in the new national safeguarding auditing programme and that this diocese's implementation of the pilot national safeguarding training modules has put it in a positive position for the roll out of the scheme over the next two to three years.

Justin Humphreys: Independent Chair of DSSG

Oliver Home: Diocesan Secretary

Leanne Smith: Diocesan Safeguarding Adviser

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Safeguarding Staffing

National: A complete change in staffing within the National Safeguarding Team has occurred in 2015 with all previous post holders stepping down or retiring.

Graham Tilby joined the team as National Safeguarding Adviser in January 2015. Heather Reid, Policy Manager and Jane Dodds, National Casework Manager and Lisa Clarke, Safeguarding Training and Development Manager, have joined more recently. Two Provincial Safeguarding Advisers are currently being recruited.

Diocese: The Diocesan Safeguarding team remains as Leanne Smith, Diocesan Safeguarding Adviser (since December 2013) and Katheryn Caithness as PA to the Diocesan Secretary (3 days a week) and Safeguarding Administrator (2 days a week) since June 2014. Oliver Home, Diocesan Secretary, is the safeguarding lead and line manages Leanne and Katheryn as part of a team that also includes HR.

Three volunteer trainers, Mike Boshier, Becky Fisher and Sara Wadsworth were recruited early in 2015 and have delivered safeguarding training across the Diocese this year.

Chris Benjamin has been providing professional supervision for the DSA each month on a private consultancy basis through 2015. This arrangement is expected to continue in 2016.

Expected Developments in 2016:

A Safeguarding Case Worker post (part time, 12 month fixed term) is currently in the recruitment stages, with interviews planned to occur February 2016.

A Social Work student is due to join the team for the period February-June 2016. Lucy Taylor is part of the 'Step up to Social Work' programme, hosted locally by UWE and South Gloucestershire Council.

One to two additional Volunteer Trainers will be recruited in 2016 to meet the demand for additional in parish training sessions.

Two Authorised Listeners are to be fully recruited in 2016, having been identified in 2015, to provide a listening service for victims and survivors of abuse.

Safeguarding Service Development

National

National Independent Chairs Network: The first national Independent Chairs' (of diocesan safeguarding boards/ steering groups) Network meeting was held at Lambeth Palace in 2015. The intention is now for regional groups to be formed and for bi annual network meetings to occur.

Our Independent Chair (Justin Humphreys) is also involved in meeting quarterly with other Independent Chairs from across the South West region (including Truro, Exeter, Bath & Wells and Salisbury) – we understand that this is the first and only regional group established so far.

Regional Safeguarding Forum: Justin also chairs the South West Ecumenical Safeguarding Forum (SWESF) for DSAs (and their equivalents from other denominations) that meets quarterly, of which Leanne Smith is also the newly-appointed Vice Chair.

Pilot – National Safeguarding Audit Program: During 2015, the pilot stage of the National Safeguarding Audit program took place involving four dioceses (Blackburn, Durham, Portsmouth and Salisbury). The audits are being undertaken by SCIE (Social Care Institute for Excellence). The reports were published on 14th January 2016 and will be discussed at the DSSG in due course to assist learning and service development within the Diocese. (See Quality Assurance section later for further details).

The national safeguarding team is now producing newsletters approximately quarterly to inform dioceses of developments at the national level.

Independent Inquiry into Child Sexual Abuse (IICSA): Justice Lowell Goddard QC and the Inquiry Team have announced during 2015 that they propose to include the Church of England within the scope of the national independent inquiry. Communications so far have been brief, but there is an expectation that attentions will be focused upon those dioceses where there have been known issues of national significance that have already attracted necessary attention. Our Independent Chair (Justin Humphreys), Diocesan Secretary (Oliver Home) and Diocesan Safeguarding Adviser (Leanne Smith) have met to consider possible responses to the announcement, which include establishing a sub-group to the DSSG to plan for any potential involvement in the Independent Inquiry. At this stage, they have decided that such a group is not needed, but will keep this under regular review.

Diocese

Throughout 2015, the Diocese of Bristol has been working to the Action Plan agreed by the Diocesan Safeguarding Steering Group in January 2015. This Action Plan was developed following last year's Safeguarding Annual Report which incorporated results of the first Parish Safeguarding Audit, the Bishops' checklist, internal Section 11 style audit and the existing Barnardo's Safeguarding Action Plan arising from the 2013 review.

Safe and Welcome: The 'Safe and Welcome' scheme has been trialled this year. This involves the DSA, Youth and Children's Adviser and Disability Adviser supporting parishes to achieve Bronze, Silver and Gold standards through self audits, site visits and training days in order to enhance good practice in relation inclusion of all children and adults.

14 parishes registered for Safe and Welcome in 2015, 4 parishes achieved the Bronze award. The training days have developed across the year, with sessions receiving positive feedback in the main and that feedback used to improve the programme where required.

Inductions: One-to-one Safeguarding Inductions for Clergy and BDBF Advisers/Officers were implemented in 2015. Seven incumbent status clergy and two BDBF staff have received one-to-one inductions with the Diocesan Safeguarding Adviser in 2015.

Authorised Listeners: Through 2015, the Diocesan Safeguarding Adviser has continued to work on developing provision of Authorised Listeners as required by 'Responding Well'. An agreement in principle is now in place with Acorn Christian Listening, with the intention to deliver training in the second quarter of 2016 and provision from the third quarter.

Bristol Cathedral: A service level agreement was put in place in 2015 between the Bristol Diocese Board of Finance and Bristol Cathedral. This outlines how each organisation communicates and cooperates in terms of safeguarding casework and provision and sets out how each organisation functions in relation to provision of training and DBS services.

Out of Hours/ Holiday Advice Access: The provision of out of hours safeguarding support and advice was reviewed in September 2015. 24 hour access to the DSA via a phone number was ended. Feedback was received that access to out of hours advice other than via social care and police was wanted by individuals in parishes. Accordingly, following discussion with the Churches Child Protection Advisory Service (CCPAS) an Information Sharing Agreement is in place from December 2015 to enable individuals to access CCPAS's 24 hour helpline and for urgent telephone advice to be provided during DSA leave. This was trialled from 19 December 2015 to 4 January 2016 and is to be reviewed in January 2016.

Pocket Safeguarding Booklets: These were printed and distributed to parishes early in 2015 and were well received. These are to be re printed following the change to out of hours cover and redistributed in early 2016.

Policy and Procedures:

National

The Safeguarding and Clergy Disciplinary Measure was approved by General Synod in July. Guidance to support the implementation of the Measure is expected by July 2016. The Measure will introduce a raft of changes including:

- providing a duty for 'due regard' to be paid to the safeguarding policies of the Church of England;
- strengthening a Bishops ability to suspend Clergy, PCC members and Churchwardens where an allegation is made;
- enabling a Bishop to require clergy and lay workers to under go a risk assessment following an allegation or concern; and
- barring from office those barred under the Safeguarding and Vulnerable Groups Act.

New guidance has been issued this year:

- Practice Guidance- Responding to Serious Safeguarding Situations (2015)
- Risk Assessment for Individuals who may Pose Risk to Children or Adults (2015)
- Safer Recruitment (2015)
- Safeguarding in Religious Communities (2015)
- Safeguarding Records: Joint Practice Guidance for the Church of England and the Methodist Church (2015)
- Safeguarding Guidance for Single Congregation Local Ecumenical Partnerships (2015)

The four existing Church of England Safeguarding policies remain in place:

1. Promoting a Safe Church (safeguarding policy for adults) 2006
2. Protecting All God's Children (safeguarding policy for children and young people, 4th edition, 2010)
3. Responding to Domestic Abuse (guidelines for those with pastoral responsibility, 2006)
4. Responding Well (policy and guidance for the church of England, 2011)

Diocese

All of the Diocese of Bristol's safeguarding policy and guidance was reviewed in August 2015. In the light of national policies being under review, the diocese's versions were simply updated to reflect changes in national policy, Working Together 2015 and the Care Act 2014. The diocesan guidance on safeguarding record keeping was archived and national guidance adopted, new guidance on considerations for hire of church premises added.

Parish

The parish audit showed significant improvement in parish use of safeguarding policy.

- 78% of responding parishes reported that their policies are compliant with Church of England and diocesan safeguarding policy this year as opposed to 59% in 2014.
- 75% had completed an annual review of policy as opposed to 40% in 2014.

- 60% of parishes consult their safeguarding policy before starting a new activity this year as opposed to 38% in 2014.

Expected developments in 2016

All Church of England national safeguarding policies are under review. Draft replacements for Promoting a Safe Church and Protecting All God's Children are expected in January 2016, with new policies to be approved in May 2016. Draft replacements for Domestic Abuse and Responding Well are expected in autumn 2016. It is not as yet clear whether the new policies will be for direct adoption or whether there will be a requirement for each diocese and parish to continue to develop their own.

Diocesan Safeguarding Steering Group

The Diocesan Safeguarding Steering Group has been operating since April 2014. Meetings have occurred quarterly through 2015.

A particular success has been the introduction of 'Quarterly Metrics' to each meeting from April 2015. These figures report on training, casework and DBS compliance levels. This monitoring process has overseen improvements in levels of in-date training and a move to less than 1% of monitored DBS checks being out of date (against national 5 year standard) compared to 13% in Q1 of 2015.

In 2015 two DSSG members stood down. Jeremy Carter of Wiltshire police (a replacement has not as yet been sourced) and Vanesther Rees, Communications Officer (to be replaced by Ben Evans, Communications Officer). An additional member has been recruited for 2016, Adam Bond, Acting Safeguarding Business Unit Manager Bristol LSCB.

The DSSG function was reviewed by Justin Humphreys, Independent Chair, Oliver Home, Diocesan Secretary and Leanne Smith, Diocesan Safeguarding Adviser in November 2015. It was agreed to recruit a Vice Chair position and to consolidate the role of the group, whilst continuing to monitor, review and lead progress with existing priorities during 2016.

The form and focus of the DSSG; Risk Management Group (RMG), was reviewed in 2015 in light of additional guidance in Church Of England practice guidance "Risk Assessment for Individuals who may Pose Risk to Children or Adults (2015)".

As such the RMG was changed to a quality assurance and appeal process group for the purposes of appeals occurring following type A risk assessments (including: assessments following non-clear DBS disclosure, risk assessments related to offenders and risk assessments related to the allegations management process but not including type B assessments). The new process is yet to be trialled. It is expected that the new Vice Chair, once recruited, will lead on the process to enable it to occur in a timely way.

As at December 2015 the membership of the DSSG is as follows:

Justin Humphreys	Independent Chair
Oliver Home	Diocesan Secretary
Leanne Smith	Diocesan Safeguarding Adviser
Jules Barnes	Bishop's Chaplain
Daniel Jones	Diocesan Youth and Children's Adviser
Olive Gascoigne	Parish Safeguarding Officer
Denise Reynolds	Parish Safeguarding Officer
Raymond Adams	Chair of House of Clergy
Derek Chedzey	Adviser for Ministry Development & representing Bristol Cathedral
Roland Callaby	Diocesan Registrar
Ben Evans	Communications Officer
John Swainston	Director of Education

Safeguarding Training

The Diocese of Bristol volunteered to be a pilot site for the National Safeguarding Learning and Development Framework in 2015. Three modules were piloted as part of this:

- SG1: Basic information on types of abuse, reporting and boundaries and behaviours
- SG2: Foundation leadership focusing on managing allegations, managing offenders and healthy practice.
- SG6: For Clergy: SG1 and 2 combined alongside further detail on case management and healthy practice.

The pilot phase was completed in summer 2015. However, in the Diocese of Bristol the decision was made to continue delivery of the pilot modules to ensure that consistency was achieved amongst those attending the course in the earlier and later part of the year.

In addition, in response to the need highlighted in the 2014 Parish Safeguarding Audit, two online safeguarding training modules were commissioned from Chelmsford Diocese and made available to all parishes. Some issues have been experienced with these modules in terms of log in and reporting process. However, they will continue to be delivered in 2016 pending delivery of national provision in 2017. 736 people undertook online training.

Additional training sessions continued to be offered for Parish Safeguarding Officers (similar content to 2014 sessions): 'Induction' and 'Safer Recruitment and DBS'.

In order to deliver SG1 to all parishes, three Volunteer Safeguarding Trainers were recruited and attended a Train the Trainer course led by Jeanette Plumb, Lead Trainer at Bristol LSCB in March 2015. The commitment of the three trainers has been remarkable, with every parish training request being met across the year. 16% of parishes reported that all staff and volunteers are up to date with safeguarding training in this year's parish audit (11% in 2014), 54% that this is partly completed compared (29% in 2014) and 26% that they had not yet started (53% in 2014).

In 2014, an issue was experienced with lack of resilience due to having only the Diocesan Safeguarding Adviser available to deliver safeguarding training. The support of the Volunteer Trainers has resolved this issue through 2015 with no courses being cancelled due to trainer availability. In total, there have been 50 training events delivered with 977 participants in 2015 compared to 33 with 403 in 2014. This is in addition to the online training.

Attendance at safeguarding sessions run by the National Safeguarding Team has been difficult this year whilst the national team has been in transition. Staff have been identified for attendance at SG7 sessions (renamed C4 in the new framework) and they have been in contact with the National Safeguarding Team. One staff member attended the National Safeguarding Communications Training in October 2015.

Monitoring has occurred at each DSSG meeting through 2015 of levels of training for those holding a Bishop's licence or permission. Levels of in date training have risen through the year, with further improvement forecast in 2016.

Numbers of people with outstanding training

Period		Clergy	PTO	LLM inc LLM(PTO)	PSO
Q1	Total number in role	193	139	203	230
	Number with out of date training	110	106	135	162
	% out of date training	57%	76%	67%	70%
Q2	Total number in role	204	143	202	230
	Number with out of date training	90	86	131	138
	% out of date training	44%	60%	65%	60%
Q3	Total number in role	200	135	202	230
	Number with out of date training	83*	51	112	131
	% out of date training	41.5%	37.8%	55%	57%
Q4	Total number in role	203	132	200	238
	Number with out of date training	84*	39**	88^	152#
	% out of date training	41.3%	29.5%	44%	65.9%

* Of the 84 clergy whose safeguarding training is out of date, 45 are booked onto a course taking place during Q1&2 of 2016.

**Of the 39 PTOs whose safeguarding training is out of date, 6 are booked onto a course taking place during Q1&2 of 2016.

^Of the 88 LLMs whose safeguarding training is out of date, 62 are booked onto a course taking place during Q1&2 of 2016.

#PSO training is an area for query as there is no PSO specific module included in training framework.

Training delivered in 2015

Subject	Led By	Number Completed	Number Cancelled	Number participants
Online Adults	Online	N/A	0	259
Online Children	Online	N/A	0	477
SG1:Parish	DSA/Vol. Trainer	22	0	514
SG2: LLM	DSA	2	0	37
SG2:PTO	DSA/Vol Trainer	4	0	95
SG2:Safe and Welcome	DSA	5	0	123
SG6	DSA	6	0	99
PSO Induction	DSA	3	0	23
DBS/Safer recruitment	DSA	3	0	12
PSO Forum	DSA	2	0	16
Diocesan Staff	DSA	1	0	20
Train the Trainer	Ext Trainer	1	0	3
Ordinands	DSA	1	0	35
Total		50	0	1713

Expected Developments for 2016

The Safeguarding Learning and Development framework was approved by the House of Bishops in December 2015. Modules have been renamed:

SG1 (Basic), SG2 (Foundation Leadership), SG6 (Clergy), SG7 (Senior Staff: Regional), SG8 Refresher are now named Core (C) 1-5. These modules are to be implemented from March 2016 C1-4 with C5 Refresher being implemented from January 2017.

Additional specialist modules have been approved and are to be implemented through 2017:

- S1 Safer Recruitment from January 2017
- S2 Domestic Abuse from September 2017
- S3 Pastoral Relationships from September 2017
- S4 Sexual Abuse from September 2017
- S5 Managing offenders from September 2017
- SG0 blended or online training is also due to be available from April 2017; this may replace the current provision commissioned from Chelmsford Diocese.

The training plan developed in 2015 for 2016, and already published, meets the demands of the new training framework in its first year. However, ensuring that sufficient resourcing is available to provide the six new modules to the relevant groups from 2017 onwards is expected to be challenging.

A series of brochures are currently under development within Diocesan Support Services. These brochures will showcase training available to different groups. Safeguarding Training as per the National Learning and Development framework is to be included in every brochure, with an additional Safeguarding specific brochure to be provided. It is envisaged that these will be available from April 2016 for the academic year 2016/17.

DBS and Safer Recruitment

Full implementation of safer recruitment processes has been going on across the Diocese this year and the updated National Safer Recruitment guidance in June 2015 was welcomed.

73% of parishes reported that DBS checks for volunteers and staff are completely up to date in the 2015 parish audit as opposed to only 59% in 2014. This is a significant change which is reflected in the higher number of checks processed in 2015 compared to 2014.

The challenge has remained that the Diocese's central record of information related to staff, ministers and volunteers cannot currently record DBS checks and training records and does not include all parish roles that require DBS checks. Matching up contact information with DBS due dates is time consuming and vulnerable to errors. This also means that it is not possible to establish from diocesan records whether relevant parish volunteers and staff have an in date DBS disclosure. In 2016, the Church of England Contact Management System will be introduced but this does not include some parish roles.

Seven DBS disclosures have been returned 'not clear' in 2015. Of these, six assessments have been completed. One remains outstanding due to the individual not being available for assessment; this individual is not in any post.

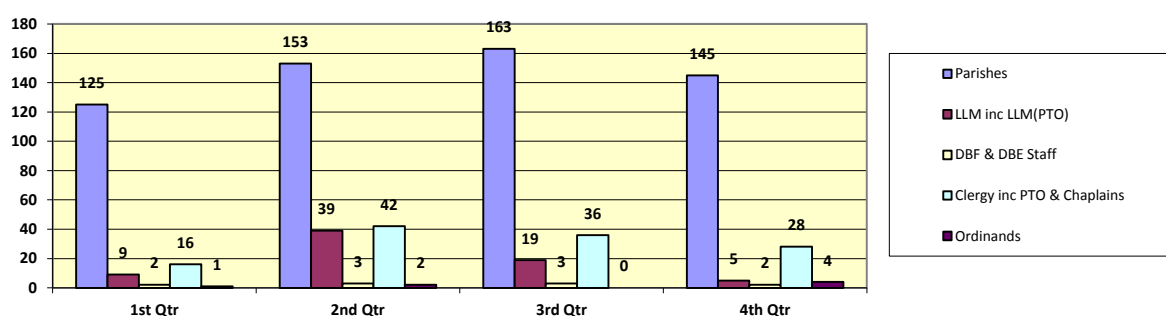
817 DBS applications were recorded as being processed in 2015 versus 376 in 2014 and approx. 800 per year in previous years. This increased number can be partly explained by the move to reduce the level of out of date checks for clergy and lay ministers and partly by the increase in parishes reporting that their staff and volunteer checks are completely up to date compared to the level in 2014.

In order to allow parishes rapid access to the CCPAS DBS system, given that relevant training has reduced in frequency in 2015 compared to during the roll out of the system in 2014, parishes have been allowed to register without first attending training. From 2017 the national Safer Recruitment module will become mandatory for those involved in recruitment and so this issue should resolve.

Parish Registration with CCPAS to process DBS checks

Deanery	Total Parishes	2014: Parishes completed DBS training	2015: Parishes completed DBS training	2014: Parishes signed up with CCPAS	2015: Parishes signed up with CCPAS
Bristol South	18	89%	89%	78%	89%
Bristol West	19	53%	47%	79%	95%
Bristol City	26	56%	58%	68%	69%
Chippenham	16	81%	81%	44%	88%
Kingswood & South Glos	22	68%	68%	68%	86%
North Wiltshire (Groups)	6	83%	83%	33%	67%
Swindon	21	76%	76%	71%	71%
Totals	128	70%	70%	67%	81%

Number of DBS applications complete



Outstanding DBS checks 2015

Period		Clergy inc PTO	LLM inc LLM(PTO)	BDBF Staff
Q1	Total number in role	357	203	8
	Total number of expired DBS checks	33	43	0
	% expired checks	9%	21%	0%
Q2	Total number in role	358	202	8
	Total number of expired DBS checks	22	11	0
	% expired checks	6%	5%	0%
Q3	Total number in role	363	200	10
	Total number of expired DBS checks	3	1	1
	% expired checks	0.83%	0.5%	10%
Q4	Total number in role	358	200	16
	Total number of expired DBS checks	*2	0	0
	% expired checks	0.56%	0%	0%

*Two Clergy DBS checks overdue by less than one month.

Quality Assurance

National

The National Safeguarding Team piloted a new safeguarding audit process this year. Following tender, the Social Care Institute for Excellence (SCIE) has been identified to provide the audits. Feedback from pilot dioceses has been positive. Whilst we are awaiting the final audit framework, the scheme largely follows a section 11 style audit and involves an onsite visit over 3 days by two SCIE auditors. The Diocese of Bristol is currently identified as due for audit in 2017. The audit requirements have been incorporated into the 2016 safeguarding action plan following review by the Independent Chair, Diocesan Secretary and Diocesan Safeguarding Adviser of the draft Section 11 style SCIE tool.

The Church of England issued the annual case work information request this year, returned by the due date in March 2015. An additional checklist was distributed by the National Safeguarding team in terms of diocesan preparations for the National Inquiry into Child Sexual Abuse; results of this submitted to Bishop's Staff for consideration. The decision was made to review need for additional action points as further information becomes available in relation to the inquiry. The suggestion from this checklist of creating a narrative of safeguarding provision across the diocese from 1970 (or earlier) to date has been accepted and added to the 2016 Action Plan.

Diocese

Parish Safeguarding Audit: Following the success of the first Parish Safeguarding Audit in 2014, the DSSG opted to run the audit again in 2015. An online response option was integrated this year to reduce inputting time following submission. This was met with mixed feedback and requests for the possibility of submissions to be printable.

The closing date for Parish Audit responses was 7 December 2015. At 15 January 2016 81 responses had been received, covering approximately 106 parishes. The experience from 2014 (total 100 received) was that responses will continue coming in in the first quarter of 2016.

Whilst the results may not be statistically reliable, given that there may be a link between late submission and level of overall compliance, the results look positive. Improvements have been made in all but one area if calculated using the percentage stating an area is 'complete' against any other answer.

The results showed one area in which a lower percentage of parishes reported 'complete' which was the training of PSOs. This will be discussed with the National Safeguarding team as there is currently no PSO specific training module and so determining what 'complete' training is for PSO's is a grey area at present.

In general, there has been a progression from reporting of 'not yet started' to 'partly complete' in most areas, suggesting that parishes responding are working to action plans and making progress.

In particular there has been an increase in the number of PCC's reporting that they have safeguarding as a regular agenda point as well as the levels of awareness of PCC's of their role in safeguarding and of the activities and services they are offering. Given the challenges of keeping training and policies up to date in the currently rapidly changing environment, parishes being able to make progress is a very positive sign.

Low levels of awareness of the congregation of their role in safeguarding and of children and vulnerable adults as to how to report a concern continues to be an indicator that further work would be beneficial in these areas.

For the first time a question was asked about whether any parish had an individual who should have an agreement as part of their church family. No new individuals were identified; which is reassuring.

63 out of 81 parishes have requested an action plan this year. These will be formulated and sent out in the second week of January 2016.

Expected Developments in 2016

A final outline of the SCIE led diocesan auditing programme is expected in January 2016, with dates for 2017 audits to follow later in the year.

The National Safeguarding Team is considering providing a national parish audit programme. A decision on this has yet to be made. This will require review within this diocese once a decision is made as this would impact on the diocesan audit programme and the functioning of the Safe and Welcome programme.

A project, with involvement from a Social Work student, will run in 2016, aiming to develop materials to support children and young peoples understanding of safeguarding in church.

A mechanism for identifying parishes who are not engaged with or are struggling with safeguarding arrangements is due to be considered by DSSG in January 2016 alongside resourcing support to address those issues.

Clergy File Review: A review of files belonging to 107 deceased clergy and also a review of the files identified as of concern in the 2008 review and of the practice recommendations of that review was undertaken by David Niven Associates; with the resulting report provided to the Diocese on 22nd December 2014.

Of the issues identified by David Niven Associates (DNA), only one file required urgent work. This resulted in a report to the National Safeguarding Team, Bristol City Council Local Authority Designated Officer and Avon and Somerset Police. Following a strategy meeting it was agreed that no further action could be taken at this stage.

The review highlighted that a risk existed in documents being held related to individuals and safeguarding cases in multiple locations i.e. safeguarding files, Bishop of Bristol's office and the Bristol Records Office. In August 2015 the Diocesan Safeguarding Adviser reviewed all known records, placed 'reviewed and no issue known' notices in the relevant files and consolidated files from the various sources.

DNA made the following recommendations in the 2014 report:

1. The Diocese should move to a system where all information on safeguarding files is up to date and held at only one location. (Where a decision is made to hold safeguarding information on other files at other locations e.g. the Bishop's Office or the Bristol Records Office; it should be copy information only.)
2. The Diocese should complete accepted recommended actions on individual cases subject to this review within six months of receiving this report. (It is the authors' view if action took any longer it may be expected that new cases and other work pressures would make it increasingly difficult to complete the work required.)
3. The Diocese should consider an early audit of 10% of current cases to establish if current recording practices are in line with national guidance and good practice.
4. The Diocese should consider an annual independent audit of open case files from January 2017, allowing a full calendar year for any system revision and updating required.
5. The Diocese should encourage the practice of content being properly referenced, chronologically available, securely attached and limit the need for both digital and paper copies.
6. That referrals be made to relevant international church authorities, as well as law enforcement, where clergy subject to allegations have worked abroad.

Whilst these recommendations were accepted by the DSSG; the recommendations have not been fully implemented in 2015, due to time pressure and awaiting new document management system. A part time, 12 month fixed term Case Worker is to be recruited in 2016 to address these issues. As such a limited audit of case files will not take place initially, rather a file management system for safeguarding will be developed and the Case Worker tasked to review and safely close existing case files in accordance with the agreed document storage principles.

Plans in this area may be affected by the decision on whether a new national past case review is conducted. All dioceses are due to be involved in an information finding exercise and consultation January to March 2016.

Case Work

Cases are recorded on file where advice is sought from the DSA and where this is related to a safeguarding concern or has the potential to become one (other types of queries e.g. re recruitment, policy, training, sign posting to services, are not recorded)

62 new cases/consultations were recorded in 2015 with 10 additional cases continuing from previous years. This does not include individuals requiring an 'agreement', which are reported separately below.

Victim: Child (where child now or at time of allegation)

(Key: S: sexual, DV: domestic abuse. NS: not safeguarding, P: physical, N: neglect, nn: not named)

	Action (may be more than 1 action per case)							
Perpetrator	Type	Count	Advice	Report to LA	Report to LADO	Report to police	Refer to other diocese	DBS referral
Clergy	S	1	0	0	0	0	1	0
PTO	S	1	0	0	1	1	0	1
LLM		0	0	0	0	0	0	0
Staff	NS	0	1	0	0	0	0	0
	S	0	1(nn)	0	1	1	0	1
Volunteer	NS	3	1	0	1	1	0	0
	S	2	0	0	1	0	1	0
Unknown	P	1	1	0	0	0	0	0
	S	3	0	0	0	2	1	0
	NS	1	1	0	0	0	0	0
Congregation member	S	4	1 (nn)	1	0	3	0	0
	NS	1	1	0	0	0	0	0
	P	1	0	1	0	0	0	0
	N	1	0	1	0	0	0	0
Public	P	3	2	1	0	0	0	0
	S	4	2	1	0	2	0	0
	N	2	0	2	0	0	0	0
	NS	4	4	0	0	0	0	0
Other org.	S	2	0	2	0	0	0	0
Total by type	S	19	4	4	3	9	3	2
	NS	9	8	0	1	1	0	0
	N	3	0	3	0	0	0	0
	P	5	3	2	0	0	0	0
Total		36	16	9	4	10	3	2

Victim: Adult

(Key: S: sexual, DV: domestic abuse. NS: not safeguarding, P: physical, N: neglect, nn: not named, Dis: discrimination, E: emotional, F: financial, SN: self neglect)

	Action (may be more than 1 action per case)									
Perpetrator	Type	Count	Advice	Report to LA	Report to LADO	Report to Police	Refer to other Diocese	Report to MH	DH Review	DBS referral
Clergy	Dis	1	1	0	0	0	0	0	0	0
	S	1	0	0	0	0	1	0	0	0
PTO	E	1	0	0	0	0	1	0	0	0
	DV	1	1	0	1	0	0	0	0	0
LLM	NS	1	1	0	0	0	0	0	0	0
Staff	0	0	0	0	0	0	0	0	0	0
Volunteer	S	1	0	1	1	1	0	0	0	0
	DV	1	0	0	0	0	0	0	1	0
Unknown	E	1	0	1	0	0	0	0	0	0
Congregation member	NS	3	3	0	0	0	0	0	0	0
	SN	4	3	1	0	0	0	0	0	0
	E	1	0	1	0	0	0	0	0	0
Public	DV	1	1	0	0	0	0	0	0	0
	F	2	0	2	0	0	0	0	0	0
	S	2	0	0	0	1	1	0	0	0
	NS	5	3	0	0	0	1	1	0	0
Other org.	0	0	0	0	0	0	0	0	0	0
Total by type	Dis	1	1	0	0	0	0	0	0	0
	S	4	0	1	1	2	2	0	0	0
	E	3	0	2	0	0	1	0	0	0
	DV	3	2	0	1	0	0	0	1	0
	NS	9	7	0	0	0	1	1	0	0
	F	2	0	2	0	0	0	0	0	0
SN	4	3	1	0	0	0	0	0	0	
Total		26	13	6	2	2	4	1	1	0

Comparison to 2015

2014: 23 adult cases or consultations/ 2015 26 adult cases or consultations

2014: 38 children cases or consultations /2015 36 children cases or consultations

Case numbers have remained steady across the two years, however figures from 2014 contained a high number of case reviews and ongoing cases, therefore new reports have in fact risen slightly in 2015 as only new cases/consultations have been reported in 2015.

Additional Case Work

10 cases have continued into 2015 from other years.

1 x Ongoing case continuing from 2012: Independent review of case in progress, report due January 2016

1x Complaint related to safeguarding arrangements in 1 parish. Internal report completed and parish has reviewed policy.

1x Person, convicted in 2014, released from prison. Whereabouts established and relevant diocese advised.

1x Compensation claim pending following 2014 conviction of person previously holding lay licence.

1x Review of case in which alleged victim did not wish to make complaint. Risk assessment and agreement in progress following review with disciplinary action having occurred in previous years.

1x Independent risk assessment for a clergy person following self disclosed allegation.

1x Allegation of spiritual abuse against clergy person. Advised re complaint process as not vulnerable adult.

1x Independent risk assessment outstanding following not guilty verdict for clergy person in 2012.

1 x LADO meeting to review historic allegations of sexual abuse by clergy person following 2014 file review; outcome no further action unless victim/s come forward.

1x Review of allegation made third hand, no further action as not a safeguarding allegation.

Agreements

As at December 2015 there are 19 individuals with agreements, some having multiple agreements. Three are new within the year, four agreements were closed this year (in all four cases they have left church) of which one maintains contact with the DSA and may require a new agreement in future.

There is currently one agreement out of date for review due to additional agreements being required for the same individual (three to date). A review to be arranged for January 2016 and police and probation to attend.

Parish

Figures from the 2015 parish safeguarding audit state that 84% of parishes have complete records of safeguarding concerns and actions, an improvement from 62% the previous year. The audit also showed an improvement in the percentage of parish safeguarding officers with access to secure storage for records 72% as compared to 67% marking as complete in 2014.

Budget

Description	2014 Actual	2015 Budget	2015 Spend	2016 Budget
	£	£		£
DBS Disclosure Costs	3,915	12,000	14,014	12,000
Safeguarding risk assessments	4,355	5,000	4,800	5,500
Safeguarding training	9,474	5,000	3,120	5,000
DSA & DSSG working expenses	415	3,500	1,853	3,500
Child Protection Risk Clearance Exp	3,570	0	0	0
Totals	21,729	25,500	23,787	26,000

Note: 2015 expenditure may vary due to figures being produced before year end.

Looking to 2016

In summary, 2015 has been a time of development in terms of safeguarding. There have been moves forwards in terms of safeguarding policy, training and safer recruitment in churches across the diocese. This has at times been frustrated by the rate of change nationally and locally in that steps forward can seem like standing still.

2016 looks like a time for increased oversight of safeguarding arrangements across the Church of England, with the Diocese of Bristol being no different. Once the national safeguarding policies are refreshed and the Safeguarding and Clergy Disciplinary Measure is implemented there will be no doubt that following the agreed policies is mandatory. This will bring challenges in terms of resourcing training, imbedding policy and generating practice change. Successful transition will rely on safeguarding being truly what everyone does and what every one understands rather than the domain of a limited number of specialists as it has been viewed to be in the past.

Initiatives from Diocesan Support Services including training brochures, Safe and Welcome and 'How To' guides are intended to support parishes to access information easily and to assist them in developing and maintaining good practice. The planned new diocesan database and move to Office 365 in 2016 should further support the improved record keeping for safeguarding cases.

It is reassuring to see that our work in 2016 on safeguarding will be independently reviewed in 2017 by SCIE, giving us renewed focus and ideas in this important area.

Report Produced Date: 18 January 2016

Appendix I: Annual Parish Safeguarding Self Audit Summary

2015 Data			2014 Data		
Row Labels	Our church is part of an LEP		Row Labels	Our church is part of an LEP	
No	72		No	83	
Yes	9		YES	15	
(blank)			(blank)		
Grand Total	81		Grand Total	98	
Row Labels	The PCC has a current safeguarding policy which has been reviewed in the last year		Row Labels	The PCC has a current safeguarding policy which has been reviewed in the last year	
a) Completed	61	75%	a) Completed	49	50%
b) Partly Completed	18	22%	b) Partly Complete	35	36%
c) Not Yet Started	2	2%	c) Not Yet Started	6	6%
(blank)			d) Don't Know	8	8%
Grand Total	81		(blank)		
			Grand Total	98	
Row Labels	Our Parish safeguarding policy and procedures are compliant with Church of England and Diocesan Policy and procedures		Row Labels	Our Parish safeguarding policy and procedures are compliant with Church of England and Diocesan Policy and procedures	
a) Completed	63	78%	a) Completed	58	59%
b) Partly Completed	16	20%	b) Partly Complete	24	24%
c) Not Yet Started	2	2%	c) Not Yet Started	2	2%
(blank)			d) Don't Know	14	14%
Grand Total	81		(blank)		
			Grand Total	98	
Row Labels	We have processes in place so that each time the parish safeguarding policy is reviewed we check that the activities we run are compliant with the new policy and procedures		Row Labels	We have processes in place so that each time the parish safeguarding policy is reviewed we check that the activities we run are compliant with the new policy and procedures	
a) Completed	48	60%	a) Completed	39	40%
b) Partly Completed	24	30%	b) Partly Complete	23	23%
c) Not Yet Started	8	10%	c) Not Yet Started	26	27%
(blank)			d) Don't Know	10	10%
Grand Total	80		(blank)		
			Grand Total	98	

Row Labels	We have processes in place so that each time a new activity is planned we consult the policy and procedures			Row Labels	We have processes in place so that each time a new activity is planned we consult the policy and procedures	
a) Completed	48	60%		a) Completed	38	39%
b) Partly Completed	22	28%		b) Partly Complete	26	27%
c) Not Yet Started	10	13%		c) Not Yet Started	26	27%
(blank)				d) Don't Know	8	8%
Grand Total	80			(blank)		
				Grand Total	98	
Row Labels	Our safeguarding policy is available to all in our parish who may wish to consult them			Row Labels	Our safeguarding policy is available to all in our parish who may wish to consult them	
a) Completed	62	77%		a) Completed	56	57%
b) Partly Completed	16	20%		b) Partly Complete	21	21%
c) Not Yet Started	2	2%		c) Not Yet Started	13	13%
d) Don't Know	1	1%		d) Don't Know	8	8%
Grand Total	81			Grand Total	98	
Row Labels	The Parish has a Safeguarding Officer for Children			Row Labels	The Parish Has a Safeguarding Officer for Children	
a) Completed	79	98%		a) Completed	94	96%
c) Not Yet Started	2	2%		b) Partly Complete	3	3%
(blank)				d) Don't Know	1	1%
Grand Total	81			(blank)		
				Grand Total	98	
Row Labels	Count of Parish Safeguarding Officers [The Parish has a Parish Safeguarding Officer for Vulnerable Adults]			Row Labels	Count of Parish Safeguarding Officers [The Parish has a Parish Safeguarding Officer for Vulnerable Adults]	
a) Completed	72	89%		a) Completed	85	87%
b) Partly Completed	4	5%		b) Partly Complete	5	5%
c) Not Yet Started	5	6%		c) Not Yet Started	6	6%
(blank)				d) Don't Know	2	2%
Grand Total	81			(blank)		
				Grand Total	98	

Row Labels	The details of our Parish Safeguarding Officer (s) are advertised on our notice board and people know how to contact them if they have a concern			Row Labels	The details of our Parish Safeguarding Officer (s) are advertised on our notice board and people know how to contact them if they have a concern	
a) Completed	60	74%		a) Completed	60	61%
b) Partly Completed	17	21%		b) Partly Complete	21	21%
c) Not Yet Started	3	4%		c) Not Yet Started	17	17%
d) Don't Know	1	1%		(blank)		
(blank)				Grand Total	98	
Grand Total	81					
Row Labels	Our Parish Safeguarding Officer(s) are in contact with the Diocesan Safeguarding Adviser who has their names and contact details			Row Labels	Our Parish Safeguarding Officer(s) are in contact with the Diocesan Safeguarding Adviser who has their names and contact details	
a) Completed	78	96%		a) Completed	86	88%
b) Partly Completed	3	4%		b) Partly Complete	5	5%
(blank)				c) Not Yet Started	2	2%
Grand Total	81			d) Don't Know	5	5%
				(blank)		
				Grand Total	98	
Row Labels	Parish Safeguarding Officer(s) have access to secure physical and/or electronic storage for records.			Row Labels	Parish Safeguarding Officer(s) have access to secure physical and/or electronic storage for records.	
a) Completed	58	72%		a) Completed	66	67%
b) Partly Completed	12	15%		b) Partly Complete	19	19%
c) Not Yet Started	8	10%		c) Not Yet Started	9	9%
d) Don't Know	3	4%		d) Don't Know	4	4%
Grand Total	81			Grand Total	98	

Row Labels	Records of recruitment processes are kept as appropriate and PCC informed of the outcome			Row Labels	Records of recruitment processes are kept as appropriate and PCC informed of the outcome	
a) Completed	53	66%		a) Completed	53	54%
b) Partly Completed	14	18%		b) Partly Complete	24	24%
c) Not Yet Started	11	14%		c) Not Yet Started	17	17%
d) Don't Know	2	3%		d) Don't Know	4	4%
Grand Total	80			Grand Total	98	
Row Labels	Records of induction and training are kept for all staff/ volunteers			Row Labels	Records of induction and training are kept for all staff/ volunteers	
a) Completed	30	38%		a) Completed	11	11%
b) Partly Completed	25	31%		b) Partly Complete	37	38%
c) Not Yet Started	21	26%		c) Not Yet Started	46	47%
d) Don't Know	4	5%		d) Don't Know	4	4%
Grand Total	80			Grand Total	98	
Row Labels	Records are kept of all safeguarding concerns and actions taken			Row Labels	Records are kept of all safeguarding concerns and actions taken.	
a) Completed	67	84%		a) Completed	61	62%
b) Partly Completed	7	9%		b) Partly Complete	15	15%
c) Not Yet Started	3	4%		c) Not Yet Started	19	19%
d) Don't Know	3	4%		d) Don't Know	3	3%
Grand Total	80			Grand Total	98	
Row Labels	All the parish clergy, LLMs and PTOs have attended at least basic/refresher safeguarding training in the last 3 years			Row Labels	All the parish clergy, LLMs and PTOs have attended at least basic/refresher safeguarding training in the last 3 years.	
a) Completed	52	64%		a) Completed	28	29%
b) Partly Completed	16	20%		b) Partly Complete	44	45%
c) Not Yet Started	2	2%		c) Not Yet Started	5	5%
d) Don't Know	11	14%		d) Don't Know	21	21%
Grand Total	81			Grand Total	98	

Row Labels	Our Parish Safeguarding Officer(s) have attended diocesan safeguarding training in the last 3 years.			Row Labels	Our Parish Safeguarding Officer(s) have attended introductory, or basic, or refresher safeguarding training in the last 3 years.	
a) Completed	64	79%		a) Completed	80	82%
b) Partly Completed	10	12%		b) Partly Complete	12	12%
c) Not Yet Started	6	7%		c) Not Yet Started	4	4%
d) Don't Know	1	1%		d) Don't Know	2	2%
Grand Total	81			Grand Total	98	
Row Labels	Our Parish Safeguarding Officer(s) have undertaken other safeguarding training (eg at work or through the local authority). This is not mandatory			Row Labels	Our Parish Safeguarding Officer(s) have undertaken other safeguarding training (eg at work or through the local authority)	
a) Completed	36	45%		a) Completed	54	55%
b) Partly Completed	10	13%		b) Partly Complete	6	6%
c) Not Yet Started	20	25%		c) Not Yet Started	25	26%
d) Don't Know	14	18%		d) Don't Know	13	13%
Grand Total	80			Grand Total	98	
Row Labels	Our parish has ensured that all volunteers and staff working with children and/ or vulnerable adults have attended basic safeguarding training in the last 3 years.			Row Labels	Our parish has ensured that all volunteers and staff working with children and/ or vulnerable adults have attended basic safeguarding training in the last 3 years.	
a) Completed	13	16%		a) Completed	11	11%
b) Partly Completed	43	54%		b) Partly Complete	28	29%
c) Not Yet Started	21	26%		c) Not Yet Started	52	53%
d) Don't Know	3	4%		d) Don't Know	7	7%
Grand Total	80			Grand Total	98	

Row Labels	The PCC (and/or DCC/LEP) are aware that they are responsible for the safe recruitment of all paid and volunteer staff/ helpers.			Row Labels	The PCC (and/or DCC/LEP) are aware that they are responsible for the safe recruitment of all paid and volunteer staff/ helpers.	
a) Completed	71	88%		a) Completed	74	76%
b) Partly Completed	8	10%		b) Partly Complete	16	16%
c) Not Yet Started	1	1%		c) Not Yet Started	7	7%
d) Don't Know	1	1%		d) Don't Know	1	1%
Grand Total	81			Grand Total	98	
Row Labels	The PCC has adopted policies on the 'fair recruitment of ex offenders' and 'fair use of disclosure information'			Row Labels	The PCC has adopted policies on the 'fair recruitment of ex offenders' and 'fair use of disclosure information'	
a) Completed	56	69%		a) Completed	54	55%
b) Partly Completed	11	14%		b) Partly Complete	9	9%
c) Not Yet Started	10	12%		c) Not Yet Started	30	31%
d) Don't Know	4	5%		d) Don't Know	5	5%
Grand Total	81			Grand Total	98	
Row Labels	The PCC is using or has someone trained to use the DBS E-Bulk online system.			Row Labels	The PCC is using or has someone trained to use the DBS E-Bulk online system.	
a) Completed	72	89%		a) Completed	81	83%
b) Partly Completed	6	7%		b) Partly Complete	6	6%
c) Not Yet Started	3	4%		c) Not Yet Started	9	9%
(blank)				d) Don't Know	2	2%
Grand Total	81			(blank)		
				Grand Total	98	
Row Labels	We have a policy in place to ensure that all recruitment is carried out in line with Church of England Safer Recruitment policy.			Row Labels	We have a policy in place to ensure that all recruitment is carried out in line with Church of England Safer Recruitment policy	
a) Completed	57	70%		a) Completed	55	56%
b) Partly Completed	13	16%		b) Partly Complete	15	15%
c) Not Yet Started	7	9%		c) Not Yet Started	21	21%
d) Don't Know	4	5%		d) Don't Know	7	7%
Grand Total	81			Grand Total	98	

Row Labels	All those who are eligible for a DBS disclosure for their church role have had one and it is updated every 5 years.			Row Labels	All those who are eligible for a DBS disclosure for their church role have had one and it is updated every 5 years	
a) Completed	59	73%		a) Completed	58	59%
b) Partly Completed	21	26%		b) Partly Complete	35	36%
c) Not Yet Started	1	1%		c) Not Yet Started	1	1%
(blank)				d) Don't Know	4	4%
Grand Total	81			(blank)		
				Grand Total	98	
Row Labels	The PCC (and/or DCC) have safeguarding as a regular agenda item so that any safeguarding issues can be discussed.			Row Labels	The PCC (and/or DCC) have safeguarding as a regular agenda item so that any safeguarding issues can be discussed	
a) Completed	64	79%		a) Completed	52	53%
b) Partly Completed	9	11%		b) Partly Complete	22	22%
c) Not Yet Started	7	9%		c) Not Yet Started	23	23%
d) Don't Know	1	1%		d) Don't Know	1	1%
Grand Total	81			Grand Total	98	
Row Labels	Everyone on the PCC (and/or DCC) is aware of their role in safeguarding			Row Labels	Everyone on the PCC (and/or DCC) is aware of their role in safeguarding	
a) Completed	62	77%		a) Completed	57	58%
b) Partly Completed	14	17%		b) Partly Complete	29	30%
c) Not Yet Started	3	4%		c) Not Yet Started	7	7%
d) Don't Know	2	2%		d) Don't Know	5	5%
Grand Total	81			Grand Total	98	
Row Labels	The incumbent, our clergy and LLMs, and those working with children/adults at risk (vulnerable adults) and Parish Safeguarding Officers are aware of their safeguarding roles.			Row Labels	The incumbent, our clergy and LLMs, and those working with children/adults at risk (vulnerable adults) and Parish Safeguarding Officers are aware of their safeguarding roles.	
a) Completed	69	85%		a) Completed	67	68%
b) Partly Completed	10	12%		b) Partly Complete	27	28%
d) Don't Know	2	2%		d) Don't Know	4	4%
Grand Total	81			Grand Total	98	

Row Labels	[People in our church(es) are aware of their role in safeguarding.			Row Labels	People in our church(es) are aware of their role in safeguarding	
a) Completed	28	35%		a) Completed	26	27%
b) Partly Completed	38	47%		b) Partly Complete	42	43%
c) Not Yet Started	9	11%		c) Not Yet Started	21	21%
d) Don't Know	6	7%		d) Don't Know	9	9%
Grand Total	81			Grand Total	98	
Row Labels	Children and adults at risk are aware of who they can talk to if they have a concern.			Row Labels	Children and adults at risk are aware of who they can talk to if they have a concern	
a) Completed	43	53%		a) Completed	38	39%
c) Not Yet Started	4	5%		b) Partly Complete	42	43%
b) Partly Completed	30	37%		c) Not Yet Started	9	9%
d) Don't Know	4	5%		d) Don't Know	9	9%
Grand Total	81			Grand Total	98	
Row Labels	There is a display of the current safeguarding policy and sources of support (eg Childline or NSPCC poster etc).			Row Labels	There is a display of the current safeguarding policy and sources of support (eg Childline or NSPCC poster etc).	
a) Completed	40	49%		a) Completed	37	38%
c) Not Yet Started	16	20%		b) Partly Complete	27	28%
b) Partly Completed	25	31%		c) Not Yet Started	34	35%
Grand Total	81			Grand Total	98	
Row Labels	We have policies in place to ensure that any external bodies hiring or using church premises understand that they have the responsibility for safeguarding for their own activities and events.			Row Labels	We have policies in place to ensure that any external bodies hiring or using church premises understand that they have the responsibility for safeguarding for their own activities and events.	
a) Completed	38	47%		a) Completed	31	32%
b) Partly Completed	22	27%		b) Partly Complete	27	28%
c) Not Yet Started	16	20%		c) Not Yet Started	27	28%
d) Don't Know	5	6%		d) Don't Know	13	13%
Grand Total	81			Grand Total	98	

Row Labels	The PCC is clear about what activities take place for children and what safeguarding arrangements are in place.			Row Labels	The PCC is clear about what activities take place for children and what safeguarding arrangements are in place.	
a) Completed	61	76%		a) Completed	67	68%
b) Partly Completed	19	24%		c) Not Yet Started	4	4%
Grand Total	80			b) Partly Complete	23	23%
				d) Don't Know	4	4%
				Grand Total	98	
Row Labels	Within children's activities, the PCC is clear about the range of volunteer activities and roles and has ensured that safer recruitment practices are in place.			Row Labels	[Within children's activities, the PCC is clear about the range of volunteer activities and roles and has ensured that safer recruitment practices are in place.	
a) Completed	52	65%		a) Completed	45	46%
b) Partly Completed	23	29%		b) Partly Complete	33	34%
c) Not Yet Started	4	5%		c) Not Yet Started	14	14%
d) Don't Know	1	1%		d) Don't Know	6	6%
Grand Total	80			Grand Total	98	
Row Labels	The PCC is clear about what activities take place for vulnerable adults/adults at risk and has ensured that safeguarding arrangements are in place.			Row Labels	The PCC is clear about what activities take place for vulnerable adults/adults at risk and has ensured that safeguarding arrangements are in place.	
a) Completed	44	55%		a) Completed	39	40%
b) Partly Completed	27	34%		b) Partly Complete	20	20%
c) Not Yet Started	7	9%		c) Not Yet Started	30	31%
d) Don't Know	2	3%		d) Don't Know	9	9%
Grand Total	80			Grand Total	98	

Row Labels	Within activities with vulnerable adults/adults at risk, the PCC is clear about the range of volunteer activities and roles and has ensured that safer recruitment practices are in place.			Row Labels	Within activities with vulnerable adults/adults at risk, the PCC is clear about the range of volunteer activities and roles and has ensured that safer recruitment practices are in place.	
a) Completed	45	56%		a) Completed	28	29%
b) Partly Completed	21	26%		b) Partly Complete	24	24%
c) Not Yet Started	12	15%		c) Not Yet Started	36	37%
d) Don't Know	2	3%		d) Don't Know	10	10%
Grand Total	80			Grand Total	98	
Row Labels	Does your parish have any person in the congregation or attending any activity who is known to have a caution or conviction in their history which suggests that they may be a risk to others					
I'm not sure (the DSA will contact you to discuss if you choose this option)	3	4%		Not Asked 2014		
No	61	75%				
Yes	17	21%				
(blank)						
Grand Total	81					
Row Labels	Would you like to receive a suggested action plan in response to your self audit?			Not asked 2014		
No	18	22%				
Yes	63	78%				
(blank)						
Grand Total	81					

Appendix 2: 2016 Safeguarding Action Plan: Draft 4 to be finalised at DSSG 25 January 2015

Objective	Detail	Due Date	Responsible	Accountable	Date Complete
Ensure best practice for all case work and recording					
1. Review and carry out Learning Log process for Case Strategy Meeting	Involve all involved in 1 case, using diocesan review process. Learning to be implemented via additional actions as required.	Jan	LS	OH	
2. Ensure Casework Tracker is used and up to date	Casework tracker is excel sheet. Requires constant update.	Ongoing	CW/LS	LS	
3. Develop structure for case work files	Check how Office 365 works to ensure files structures compliant and secure when transfer occurs later in year. Develop case file structure accordingly.	Jan	LS/KC	OH	
4. Reconfigure files accordingly	New files to use new format and proformas. Case worker to transfer older files to new format.	July	CW	LS	
5. Develop proformas for recording	Require: Contacts, case summary, assessment proformas, agreement, minutes, running record sheet, email storage system, cross reference file template. 1-1 handover template. File review template.	Jan	LS/KC	OH	
6. Develop Inbox mechanism for safeguarding material generated by others	To collect documents and emails generated by others related to safeguarding cases. Items to then be saved to safeguarding file.	Feb	KC	LS	
7. Train others in recording and sharing relevant safeguarding material for filing	Develop and circulate guidance notes to all staff with access to citrix to advise of records that should be copied to main file and how to do this.	March	LS	OH	

Objective	Detail	Due Date	Responsible	Accountable	Date Complete
and retention					
8. Ensure cross reference note placed on all personnel files for which a safeguarding file is also held.	Use existing proforma - mark on case tracker sheet when cross reference note last created and filed.	July	CW/LS	OH	
9. Transfer files to Office 365	Office 365 to be used for all Diocesan Support team records	Oct-Dec	SG	OH	
10. National Past Case Review	National screening tool to be completed Take part in telephone Interview with national Report back to DSSG and Bishops Staff Await determination of whether new PCR will be commissioned.	Mid Jan Feb March TBC	LS LS LS	OH	
11. Audit of safeguarding case records- IF NOT MADE REDUNDANT BY 10 ABOVE	Audit of 10% of case records as per recommendation of David Niven Associates in 2014. Need to agree process, possibly tender and establish how to respond to further recommendations.	August: Planning Nov: Audit Dec: Response	LS	OH	
National Independent Inquiry into Child Sexual Abuse					
12. Create narrative of safeguarding provision within diocese since at least 1970.	To include policies used, staffing, training etc.	April	LS	DSSG	
13. Form management committee as and when requests received for information related to IICSA.	To manage requests for information and actions generated.	As required	OH	+M	
Safer recruitment policy and procedure					

Objective	Detail	Due Date	Responsible	Accountable	Date Complete
14. Confirm policy and procedure (plus How to guide) for all types of recruitment (staff, clergy, lay minister, parish staff and volunteers)	Discuss with CF,VN, JB for ministry appointments. Develop renewed procedures.	Jan	VN/LS	OH	
15. Safer recruitment checklist and record on file	Develop proforma for storage on staff and minister files. Implement.	March	VN/LS	OH	
16. Safer recruitment training for regular recruiters	1 session for senior staff, all others to access S1 when available in 2017	Apr	VN/LS	OH	
17. Audit safer recruitment practice and recording	Agree audit process, who will undertake and timings	Sep-Dec	LS/VN	OH	
18. Clergy job descriptions to be updated	Being managed via PMT	TBC	PMT		
Safeguarding Policy					
19. Adopt new National Safeguarding Policies at Diocesan Synod	Expecting renewed policies to be approved by House of Bishops in May 2016.	Sep	LS/JH	OH	
20. Determine whether template policy and guidance needed for parishes	Not clear whether this will be provided in national policies or whether parishes can adopt national policies or whether this will need to be provided by the diocese.	May	DSSG	OH	
21. Review Diocesan Safeguarding policy in light of revised national policies due May 2016	As above.	August	LS	DSSG	
Have in place an approach to monitoring safeguarding in parishes to supplement self-audit					
22. Discuss at	Aims, process and resourcing	Jan	DSSG	JH	

Objective	Detail	Due Date	Responsible	Accountable	Date Complete
DSSG	to be determined				
23. Agree methodology	At above	Jan	DSSG	JH	
Develop, implement and ensure capacity to support robust complaints, appeals, whistleblowing, information sharing and referral procedures and policies					
24. BDBF complaints procedure for BDBF staff	A 'How To' complain about a Diocesan support services staff member guide and process for complaint investigation and handling.	Apr-May	OH	BDB F	
25. Template complaints policy for parishes	How To Guide	June/July	OH		
26. Whistleblowing policy	Compliant with recommendations of 'Speak up' and Working Together 2015	Apr-May	OH	BDB F/synod	
27. Information sharing policy		Jun-Jul	OH		
28. Risk Management appeals policy	Already included in risk management guidance and DSSG ToR- to implement use in 2016.	As an appeal occurs	LS/DS SG Vice Chair	JH	
29. Recruit and train those to offer pastoral support to those making and who are the subject of allegations			JB		
Information and support for children and young people					
30. Develop appropriate information materials to inform children and young people of their rights and how to raise concerns in church	Work with children and young people, education staff and others to develop appropriate resources. Print and issue resources as available.	June	SW Student /DJ	LS	
31. Develop safeguarding training module for young leaders	Basic module to be used in parish as required.	June	LS/DJ	OH	

Objective	Detail	Due Date	Responsible	Accountable	Date Complete
Develop safeguarding team and oversight					
32. Recruit Part-Time Case Worker	Recruitment 1 st round to close 6 th January 2016.	Jan	LS	OH	
33. Host Social Work Student	Student to start 1 st Feb 2016.	Feb-June	LS	OH	
34. Recruit Additional Volunteer Safeguarding Trainers	1-2 Bristol based trainers required for 2016 and onwards to deliver C1.	March	LS	OH	
35. OH to undertake Safeguarding Lead training	OH in discussion with NSA	By Dec	OH		
36. Recruit DSSG Vice-Chair		Feb	JH	+M	
37. Recruit police reps to RMG		Mar	OH	+M	
Safeguarding Training					
38. Review current training materials C1/C2/C3 once final national modules available. Update volunteer trainers	Final materials to be available by March 2016.	March	LS	DSSG	
39. Plan for 2017 role out of S1-5 modules and C5	S1 to be implemented from Jan 2017, S2-5 and C5 to be implemented from Sept 2017. Require approx. numbers to deliver, resourcing, booking and delivery.	April	LS	OH	
40. Develop Safeguarding Training brochure	To include 2016 and 2017 modules. Safeguarding section in all brochures	Jan	LS	CP	
Communications Plan/Strategy					
41. Review and update for 2016	Need mechanism for disseminating lessons learnt given Safe and Welcome newsletter no longer being issued. Also require expected changes this and next year to	Jan 2016	LS/ BE	OH	

Objective	Detail	Due Date	Responsible	Accountable	Date Complete
	enable parishes to prepare.				
Authorised Listeners					
42. Confirm working agreement	To be confirmed with OH and Acorn	Jan 2016	LS	OH	
43. Confirm and use recruitment process	Confirm via HR	Feb 2016	LS/HR	OH	
44. Arrange and deliver training	Confirm content/ providers/ dates/bookings	March-June 2016	LS	OH	
45. Implement delivery of service	Include in comms plan.	June 2016	LS/AL's	OH	
Out of Hours Cover					
46. Review CCPAS Christmas provision		Jan	LS/JH	OH	
47. Procure secure email	Request made to MOJ Dec 2015- awaiting response	Feb 2016	LS	OH	