



## 2014 Safeguarding Annual Report

### Welcome

2014 has been a time of change in terms of safeguarding both locally and nationally. Whilst nationally the Church of England as a whole has been working to implement the recommendations of the Chichester Report; Child sexual exploitation scandals in Rotherham, Oxford and other cities; allegations of historic sexual abuse against media personalities; politicians and people in positions of trust and the set up and potential disbanding of the National Child Abuse Enquiry have ensured that the importance of safeguarding has been constantly on the agenda.

Safeguarding within the church is a complex issue and not an area in which anyone wants to 'get it wrong' since doing so can have devastating results for survivors, their families and their communities. Whilst the safeguarding of children has been on the agenda for some time, safeguarding adults is less well embedded into our culture and is an area in which development is needed over the next few years.

The Church of England as a whole is moving beyond simply providing policies and advice and into the arena of quality assurance in which we should expect that everyone in a position of trust is safely recruited, well trained and well supported. All of the children and vulnerable adults that are part of our churches and communities should feel safe and listened to and have people they can tell if they don't. We should be working with Local Authorities, the Police and other agencies to nationally agreed standards which identify and address issues of abuse and prevent abuse and harm wherever possible.

This annual report summarises the work undertaken across the diocese in Safeguarding this year and sets out the priorities and action plan for 2015.

### Contents:

|  | Page |
|--|------|
| Welcome  | 1    |
| Staffing   | 2    |
| Safeguarding Development                           | 2    |
| Policy and Procedures                              | 3    |
| Diocesan Safeguarding Steering Group               | 4    |
| Training   | 5    |
| DBS/ Safer Recruitment                             | 6    |
| Quality Assurance                                  | 7    |
| Case work  | 8    |
| Agreements   | 9    |
| Budget   | 9    |
| Looking to 2015                                    | 10   |
| Appendix 1: National Audit Summary                 | 11   |
| Appendix 2: Parish Safeguarding Audit Summary      | 12   |
| Appendix 3: Section 11 Audit                       | 17   |
| Appendix 4: Actions Completed from Barnardo's plan | 29   |
| Appendix 5: 2015 Action Plan                       | 33   |



### **Safeguarding Staffing:**

**National:** Elizabeth Hall, National Safeguarding Adviser to the Church of England and Methodist Church, has been on leave due to poor health for much of 2014. Consequently Jill Sandham and Simon Payne, both previously Diocesan Safeguarding Advisers, have been standing in. Following an announcement by Bishop Paul Butler that a full time National Safeguarding Adviser for the Church of England was to be recruited, Graham Tilby was announced as the new post holder in November 2014, he is due to start in role in January 2015. Additionally, Bishop Mark Sowerby, the Bishop of Horsham, was announced in November 2014 as a deputy to Bishop Paul Butler to assist with his safeguarding lead work.

**Diocese:** Katheryn Caithness joined the Diocesan Services Team as PA to the Diocesan Secretary (3 days a week) and Safeguarding Administrator (2 days a week) in June 2014. Leanne Smith continues as Diocesan Safeguarding Adviser, in post since December 2013.

**Parish:** The 'Nominated Person' role has changed to that of 'Parish Safeguarding Officer' in 2014 with a renewed role description. There has been a high turn over in terms of those fulfilling this role in 2014 with many citing the increased responsibilities and sheer number of changes as reasons for stepping down. However there are currently 258 individuals registered as PSO's. It must be recognised that this is a volunteer role and that it can be exceptionally challenging, particularly if understanding of safeguarding is low amongst the PCC and congregation. Through 2014 increasing support for PSOs' has been a priority with the introduction of Induction sessions, updates via the monthly E news, targeted training and PSO forums. This will remain a priority in 2015 in terms of resourcing PSO's in their work.

### **Safeguarding Development:**

Throughout 2014 the Diocese of Bristol has been working to the action plan developed following the Barnardo's review commissioned by Bishop Mike Hill and delivered in July 2013. (See Appendix 4 for action points completed). Additional action has been taken where national requirements have been updated, legislation has changed and where practice learning has indicated a need.

As part of developing safeguarding work the Diocesan Safeguarding Adviser has provided summaries to the monthly Bishops Staff meetings, met monthly with Bishop Mike and presented policies to Bishops Council and Diocesan Synod.

The Diocesan Safeguarding Adviser has additionally focused on developing links with Local Authorities and other agencies, for example sitting on South Gloucestershire Council's Local Safeguarding Children Board and attending the Bristol City Council Multi Faith Safeguarding Forum.

Links have also been developed with other diocese and with other denominations in the South West area via the Diocesan Safeguarding Advisers attendance at quarterly meetings of the South West Ecumenical Safeguarding Forum (SWESF).



## **Policy and Procedures:**

At the September 2014 Diocesan Synod the national Church of England safeguarding policies were formally adopted for use across the diocese:

- House of Bishops (2010) Protecting All God's Children
- House of Bishops (2006) Promoting a Safe Church
- Archbishops Council (2006) Responding to Domestic Abuse
- House of Bishops (2011) Responding Well to those who have been sexually abused.
- Safer Recruitment Policy (June 2013) for the Church of England and the Methodist Church of Britain

The Cahill report was published in 2014; amongst the recommendations was that the Church of England work to national safeguarding policies and procedures. This formed the basis of the diocesan decision to not develop complete local diocesan procedures but to adopt national ones where they are in existence and up to date. As such a new "Safeguarding Policy" covering children, young people and adults was developed and published for use on the diocesan website alongside the national policies. The Diocese of Bristol 'Safe and Sound' child protection policy has been replaced in 2014. Additional procedures and guidance were also issued for use across the diocese on the following issues:

- Safer Recruitment Guidance
- Fair recruitment of Ex Offenders Policy
- Handling of disclosure information policy
- Allegations Management Procedure
- Ministering to those that present a Risk
- Information Sharing Guidance
- Role of the Parish Safeguarding Officer
- Parish Safeguarding Responsibilities

2014 saw the development of new practice guidance by the National Safeguarding team:

- Responding to Serious Safeguarding Situations (Incorporated into the diocesan Allegations Management procedure)
- Record Keeping and Storage (incorporated into the diocesan Information Sharing guidance)

Additionally the national team issued consultations on an update to the Safer Recruitment Policy and Risk Assessment guidance as well as consultations on potential future Quality Assurance work. Further publications are expected in 2015.

## **Diocesan Safeguarding Steering Group:**

A key requirement of the House of Bishops is that each Diocese form a safeguarding group with representatives from across the diocese and from independent agencies to over see the safeguarding policy and work of the diocese.



In early 2014 a Terms of Reference document for the Diocesan Safeguarding Steering Group (DSSG) was created and agreed (available on the diocesan website) and representatives for the group sought. The inaugural meeting of the DSSG happened in April 2014 with meetings occurring quarterly from that date.

We are grateful to Justin Humphrey's, Head of Safeguarding at the Churches Child Protection Advisory Service for taking on the role of Independent Chair to the DSSG.

It remains a challenge to recruit sufficient representatives from Local Authority and other agencies to support the work of the DSSG. This will remain a focus in 2015 with key appointments being those for representatives for children's and adult's local authority safeguarding services.

At present the DSSG operates one subgroup: The risk management group (RMG). This group is intended to oversee the development and any major changes to risk assessments and agreements for those individuals requiring them across the diocese. This group has been used once in 2014. This subgroup will require development in 2015 to enable it to function efficiently.

As at December 2014 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 & Assistant Archdeacon |
| Roland Callaby   | Diocesan Registrar                                      |
| Jeremy Carter    | Wiltshire Constabulary                                  |
| Vanesther Rees   | Diocesan Communications Officer                         |
| John Swainston   | Director of Education                                   |

### **Safeguarding Training:**

A Safeguarding training strategy was agreed for 2014 by the DSSG. However this has been amended throughout the year in light of changing priorities and changes to national practice.

Due to a need to focus on the change in the DBS system (see DBS/Safer recruitment below) sessions were created focussing on Safer Recruitment and booked across the diocese. These sessions were not in the initial training strategy.

Feedback has suggested that multiple, short sessions on specialist topics is not time efficient and that Clergy in particular would appreciate longer sessions covering a variety of subjects. In 2015 the Diocese of Bristol will be piloting the new National Safeguarding training modules; this and the feedback regarding longer sessions has been fed into the 2015



training strategy. This may also reduce the issue of low bookings for sessions which has resulted in inefficient use of DSA time.

Lack of resilience has been an issue this year. “Allegations Management” and “Working with Offenders” sessions were cancelled due to lack of bookings. Clergy, LLM and Basic training sessions were cancelled at relatively short notice due to the unexpected unavailability of the Diocesan Safeguarding Adviser.

**Training Delivered 2014:**

| Subject                          | Led By                                 | Number Completed | Number Cancelled | Number participants |
|----------------------------------|--|------------------|------------------|---------------------|
| Safer Recruitment                | DSA                                    | 11               | 1                | 136                 |
| Basic Safeguarding               | DSA                                    | 2                | 1                | 23                  |
| Safeguarding Refresher           | DSA                                    | 2                | 0                | 12                  |
| Mental Health                    | MIND                                   | 2                | 0                | 26                  |
| Domestic Abuse                   | BAVA                                   | 2                | 0                | 23                  |
| PSO Forum                        | DSA                                    | 2                | 1                | 26                  |
| In Parish (volunteers and staff) | DSA                                    | 7                | 0                | 90 (approx.)        |
| PSO Induction                    | DSA                                    | 2                | 0                | 22                  |
| Allegations Management           | DSA                                    | Cancelled        | All              | 0                   |
| Working with Offenders           | DSA                                    | Cancelled        | All              | 0                   |
| Clergy                           | DSA                                    | ½                | 2 ½              | 5                   |
| LLM                              | DSA                                    | 1                | 1                | 20                  |
| Court Chaplaincy                 | Multi Faith Chaplaincy- DSA supporting | 2                | 0                | 20                  |

**DBS/ Safer Recruitment:**

Changes to legislation relating to safer recruitment checks impacted on the safety of diocesan DBS arrangements in 2013/14. The cessation of the practice of issuing of a certificate to registered bodies resulted in BDBF no longer receiving the outcomes of checks directly after June 2013. Agreement was gained to move to the online ebulk DBS system with CCPAS identified as the preferred service provider. The change occurred in stages between April and September 2014 with training on the new system and safer recruitment rolled out.



Parishes were required to ensure that one person, usually the Parish Safeguarding Officer, was trained and they could then register to use the online system.

Since implementation of the new system 2 disclosures have been returned containing information regarding criminal offences. In both cases a risk assessment has been completed by the Diocesan Safeguarding Adviser. An additional 1 risk assessment was completed as the result of a paper based DBS check and additional 1 processed via the Ofsted DBS processing system.

501 DBS applications were recorded as being processed in 2014 versus around 800 in previous years. This is likely due to the reduced number of roles eligible for the disclosure; however this will require monitoring during 2015.

Information below correct at 17<sup>th</sup> December 2014, note some parishes manage DBS on a benefice or team basis and so 'parish' is to be taken to represent whichever sized group is in place.

| Deanery                  | Total Parishes | Parishes completed DBS training | Parishes signed up with CCPAS | Parishes completed DBS training | Parishes signed up with CCPAS |
|--------------------------|----------------|---------------------------------|-------------------------------|---------------------------------|-------------------------------|
| Bristol South            | 18             | 89%                             | 78%                           | 16                              | 14                            |
| Bristol West             | 19             | 53%                             | 79%                           | 10                              | 15                            |
| Bristol City             | 25             | 56%                             | 68%                           | 14                              | 17                            |
| Chippenham               | 16             | 81%                             | 44%                           | 13                              | 7                             |
| Kingswood & South Glos   | 22             | 68%                             | 68%                           | 15                              | 15                            |
| North Wiltshire (Groups) | 6              | 83%                             | 33%                           | 5                               | 2                             |
| Swindon                  | 21             | 76%                             | 71%                           | 16                              | 15                            |
| <b>Totals</b>            | <b>127</b>     | <b>70%</b>                      | <b>67%</b>                    | <b>89</b>                       | <b>85</b>                     |

| Churches using a different System (i.e. via Methodist System if in LEP) |                |  |  |  |  |
|---|----------------|--|--|--|--|
| Deanery   | Total Parishes |  |  |  |  |
| Bristol South   |                |  |  |  |  |
| Bristol West  | 1              |  |  |  |  |
| Bristol City  |                |  |  |  |  |
| Chippenham  |                |  |  |  |  |
| Kingswood & South Glos  | 1              |  |  |  |  |
| North Wiltshire (Groups)  |                |  |  |  |  |
| Swindon   | 1              |  |  |  |  |
| <b>Totals</b>   | <b>3</b>       |  |  |  |  |

A significant challenge remains in that the diocese has no central record of information related to staff, ministers and volunteers and so matching up contact information with DBS due dates is time consuming and vulnerable to errors.



## Quality Assurance:

**National:** The Church of England issued two audits this year for dioceses to complete. The annual case work information request and an additional request for information related to the key safeguarding standards set by the House of Bishops. Action points arising from the audits (see Appendix 1) have been fed into the 2015 action plan (see Appendix 5).

The national safeguarding team has also consulted this year on potential arrangements for increased quality assurance work. The outcome of this is likely to be the implementation of annual diocesan and parish audits and a rolling 5 year programme of on site diocesan safeguarding reviews.

**Parish Safeguarding Audit:** The diocese has for the first time this year issued a Parish Safeguarding Audit. This was well received with the majority of respondents stating that they had found it useful in reviewing their own safeguarding arrangements and identifying strengths and weaknesses. Overall 86 full responses were received with additional written responses from 2 parishes and Cross Net. In total 120 parishes plus two Bishops Mission Orders were represented by the responses. The audit summary is provided in Appendix 2 (note this contains 77 Responses received within a week of the closing date of 8<sup>th</sup> December 2014) and the main learning and development points have been fed into the action plan for 2015 (Appendix 5). In January 2015 every responding parish will receive tailored resources from the Diocesan Safeguarding Adviser to assist them in addressing their action plans.

In addition to the parish safeguarding audit; the Diocesan Safeguarding Adviser has completed a Section 11 style audit (See Appendix 3) and fed the resulting action points into the 2015 action plan.

**Clergy File Review:** Every diocese across the Church of England has been required to commission a review of clergy files where those files were not involved in the 2008 safeguarding file review. In the diocese of Bristol a double review was undertaken, both including files for 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. This review was commissioned from David Niven Associates following a tender process. The report from this process was provided to the diocese on 22<sup>nd</sup> December 2014.

**Record Storage:** Prior to December 2013 it appears that there was no central record of safeguarding cases within the diocese. Through 2014 all safeguarding related paperwork found in the diocesan office has been reviewed, logged and records scanned and saved as electronic files. A result of this, each case identified has needed to be reviewed by the Diocesan Safeguarding Adviser and in many cases additional work has been required to determine the outcome of the case and whether any additional action has been required. There are a number of identified cases that still require work before closure. Alongside this, it is known that additional sources of information exist within ministry personal files and additional records. In 2015 these various records will need to be compiled, reviewed and safely closed and a system of cross referencing information agreed to prevent a reoccurrence of similar issues in future.



**Case Work:**

- **Cases involving a person in/ previously in a position of trust: 16.** 10 involved sexual abuse, 1 spiritual abuse, 1 financial abuse and 2 physical abuse, two others involved emotional abuse.

|                   | Victim: Adult | Victim: Child | Wrong Diocese | Convicted | LADO referral | LA referral | Police referral | Internal investigation | Substantiated/ unsubstantiated | Dismissed/ DBS referral |
|-------------------|---------------|---------------|---------------|-----------|---------------|-------------|-----------------|------------------------|--------------------------------|-------------------------|
| Clergy            | 2             | 4             | 2             | 0         | 0             | 0           | 1               | 2                      | U X 1                          | 0                       |
| Staff / volunteer | 0             | 4             | 0             | 2         | 2             | 0           | 1               | 2                      | S x 2                          | 1                       |
| LLM               | 1             | 3             | 0             | 1         | 1             | 1           | 0               | 2                      | U X 1<br>S X 1                 | 0                       |
| Other             | 0             | 1             | 0             | 0         | 1             | 0           | 0               | 1                      | ongoing                        | 0                       |

- **Cases involving adults but where allegation is not against a person in a position of trust: 20.** 3 were referred to the Local Authority, 2 referred to police. 4 involved domestic abuse, 2 financial abuse, 1 neglect, 2 historical sexual abuse as a child, 1 historical sexual abuse as an adult and two resulted in informal agreements to assist with managing behaviour.
- **Cases involving children and young people but where the allegation is not against a person in a position of trust: 26.** 7 were referred to the Local Authority, 5 referred to police, 1 to Local Authority Designated Officer (LADO), 1 to Ofsted. 3 involved self harm.
- **Other significant contacts: 16** Significant contacts with the Diocesan Safeguarding Adviser regarding information about sex offenders, referring information to other denominations and situations regarding potentially vulnerable adults referred to other staff/ procedures.
- **Complaints: 2.** DSA has been involved in 2 complaints this year. 1 resulted in the raising of a formal complaint against a clergy person the other has resulted in a letter to the person causing concern.
- **Additional Case Work:**
  - 1 x ongoing concern regarding a PCC member and potential historical abuse
  - 1 x case originating in another diocese where the individual may attend church within the Diocese of Bristol and has recently been found not guilty in court.
  - 1 x case in which compensation was awarded via insurers



1 x ongoing case continuing from 2012 involving a vulnerable adult, 2 Clergy and an LLM.

**Agreements:**

As at December 2014 there are 17 individuals with agreements. 10 of these were in existence prior to 2014, 6 are new within the year, 1 is yet to be completed.

Within 2014 7 agreements have ended and two referrals were received from other agencies which have not resulted in an agreement being required.

There are currently 3 agreements which are out of date for review: 2 being dates cancelled whilst DSA was unavailable and 1 which was previously unknown to DSA.

**Budget:**

**2014 Spend** Note: Costs may increase due to end of year alternations and so are approximate only at the time of annual report issue.

| <b>2014 Safeguarding Spend</b>                          | <b>Cost</b>       | <b>Credit</b>    |
|---|-------------------|------------------|
| <b>Work for another diocese</b>                         |                   | 707.38           |
| <b>Safeguarding Training</b>                            | 7747.93           |                  |
| <b>Safeguarding Risk assessments and investigations</b> | 7925.22           |                  |
| <b>DSA and DSSG expenses</b>                            | 2205.35           |                  |
| <b>CRB/DBS Disclosure costs</b>                         | 7147.18           | 3278.8           |
| <b>Totals</b>   | <b>£25,025.68</b> | <b>£3,986.18</b> |
| <b>Total Spend</b>                                      | <b>£21,039.50</b> |                  |
| <b>2014 Budget minus staff costs</b>                    | <b>£25,939.00</b> |                  |

Note: Does not include staff costs or invoices processed after 31st December 2014

**2015 Budget**

| <b>New budget line title</b>                  | <b>2015 budget</b> |
|---|--------------------|
| DBS Disclosure costs                          | <b>12,000</b>      |
| Safeguarding risk assessments, investigations | <b>5,000</b>       |
| Safeguarding training                         | <b>5,000</b>       |
| DSA and DSSG working expenses                 | <b>3,500</b>       |



### **Looking to 2015:**

2014 has been a period of change as both the national and local safeguarding teams have changed personnel and recommendations from the Chichester report have started to be implemented.

Further changes are expected in 2015 with the incoming National Safeguarding Adviser, consideration of the Cahill report, the National Child Abuse Enquiry, start up of the Safe Spaces project and implementation of the Care Act 2014.

The Church of England as a whole is aiming for greater unity in its safeguarding arrangements with a new national safeguarding steering group, national safeguarding training requirements and the potential for more extensive national policy and case work structures.

All of this is good news for the Diocese of Bristol. Across 2014 work has gone into updating our safeguarding structures and testing out where we are against national requirements.

This work will continue in 2015 with the aim to ensure that our safeguarding work continues to develop and to move towards best practice.



## Appendix 1: National Audit Summary

For the first time in 2014 the national safeguarding team asked DSA's to complete an audit response form regarding adherence to major points of national safeguarding policy. Below is the summarised outcome and how the Diocese of Bristol came out against that national picture.

| Finding of National Audit  | Diocese of Bristol  | Already in action Plan?   |
|--|---|---|
| 73% of Diocese have adopted the HoB safeguarding policies. 27% have not  | Policies adopted Sept Synod   | No-but done   |
| 97% of DSAs are skilled and qualified  | Includes us   | Yes- complete   |
| Hours DSAs contracted for ranges from 5 – 44 hours a week. Average 29 hrs  | We have 37-above average  | Yes- complete   |
| 93% of all Diocesan websites have a safeguarding link on their home page – major improvement on 2013 (then 15% had a link)   | Includes us   | Completed in 2013   |
| 100% have a diocesan safeguarding group, 100% included senior clergy, 89% had an independent chair and 86% had external representation. HoB policy requires an independent chair and external representation | We have an independent chair but some work to do on external representation.  | Yes   |
| There are 87 Authorised Listeners across 22 dioceses. This needs urgent attention in 2015 in parallel with the Safer Spaces project with Survivors.<br>15 diocese with no AL's                               | We have no authorised listeners- still exploring with Acorn and other diocese | Yes- discussed at last DSSG- to discuss further with Bath and Wells and Acorn |
| 86% have a written protocol regarding immediate response to abuse. 5 have none. To be safe all must have a written protocol  | We have the Allegations Management Procedure                                  | Yes- completed  |
| 97% has systems in place to be informed of those who pose a risk and worship locally. 92% had monitoring in place. To be safe all must have monitoring arrangements in place                                 | DSA involved in monitoring all know agreements and offenders.                 | No- but updates done and policy updated                                       |
| Safeguarding training in past 3 years; Bishop's staff (73%), Clergy (49%), Readers (28%), laity with DBS (23%). Clergy, Readers and Laity training needs serious attention                                   | Records now in place, and training strategy for all groups agreed for 2015.   | Yes- 2015 strategy in place and diocese to join national pilot in 2015        |
| There are high levels of people eligible for a DBS in some dioceses who have not been checked. Some dioceses who do not know whether DBS checks are outstanding should review their DBS systems urgently     | New DBS system in place. Awaiting new database to enable monitoring.          | Not in 2014 action plan but being done.                                       |
| Major concerns reported about security and access to clergy files  | Issue regarding non fireproof storage.  | Needs consideration by Bishop's office.                                       |



**Appendix 2: Summary of 2014 Parish Safeguarding Audit**

**PARISH CHECKLIST 2014  
Summary of results**

*Total responses: 77*

*Covering 110 parishes and 2 BMO*

*Note some returns contained information for individual parishes, teams or benefices. Therefore the following information should be used to determine themes rather than viewed as a statistically accurate view of all parishes within the diocese.*

**Parish safeguarding policy**

Standard: A safeguarding children and adults policy is in place and reviewed annually, can be separate policies or combined

Our church is part of a Local Ecumenical Partnership. (LEP)

|            |           |
|------------|-----------|
| <b>Yes</b> | <b>No</b> |
| <b>7</b>   | <b>62</b> |

**BMO1**

|   | <b>Completed</b>        | <b>Partly Completed</b> | <b>Not Yet Started</b>  | <b>Don't Know</b>      | <b>Total</b> |
|---|-------------------------|-------------------------|-------------------------|------------------------|--------------|
| If you are part of an LEP.. We have adopted the safeguarding policy and procedures of one of the denominations within the partnership.  | <b>6</b>                | <b>0</b>                | <b>2</b>                | <b>0</b>               | <b>8</b>     |
| The PCC has a current safeguarding policy (covering adults and children or one policy for each group) which has been reviewed and approved by the PCC in the last year.       | <b>39</b><br><b>55%</b> | <b>27</b><br><b>38%</b> | <b>5</b><br><b>7%</b>   | <b>0</b>               | <b>71</b>    |
| Our Parish Safeguarding Policy and procedures are compliant with Church of England and Diocesan policy and procedure.   | <b>44</b><br><b>62%</b> | <b>15</b><br><b>21%</b> | <b>5</b><br><b>7%</b>   | <b>7</b><br><b>10%</b> | <b>71</b>    |
| 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. | <b>31</b><br><b>44%</b> | <b>19</b><br><b>27%</b> | <b>20</b><br><b>28%</b> | <b>1</b><br><b>1%</b>  | <b>71</b>    |
| We have processes in place so that each time a new activity is planned we consult the policy and procedures.  | <b>29</b><br><b>42%</b> | <b>21</b><br><b>30%</b> | <b>19</b><br><b>28%</b> | <b>0</b>               | <b>69</b>    |
| Our safeguarding policy(s) are available to all in our parish who may wish to consult them.   | <b>42</b><br><b>59%</b> | <b>16</b><br><b>23%</b> | <b>13</b><br><b>18%</b> | <b>0</b>               | <b>71</b>    |



### Parish Safeguarding Officers

Standard: One or more people should be in post to undertake the roles described in the Parish Safeguarding Officer Role profile. Their roles should be clear and publicized.

|  | Completed | Partly Completed | Not Yet Started | Don't Know | Total |
|--|-----------|------------------|-----------------|------------|-------|
| The parish has a Parish Safeguarding Officer for Children:<br>Name:  | 74<br>96% | 2<br>3%          | 0               | 1<br>1%    | 77    |
| The parish has a Parish Safeguarding Officer for Vulnerable Adults (adults at risk)<br>Name:   | 68<br>88% | 4<br>5%          | 3<br>4%         | 2<br>3%    | 77    |
| 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. | 49<br>64% | 16<br>21%        | 12<br>15%       | 0          | 77    |
| Our Parish Safeguarding Officer(s) are in contact with the Diocesan Safeguarding Adviser who has their name(s) and email/contact details.        | 68<br>90% | 3<br>4%          | 1<br>1%         | 4<br>5%    | 76    |

### Record Storage

Standard: Records should be maintained in line with the Data Protection Act 1998 and Church of England guidance.

|  | Completed | Partly Completed | Not Yet Started | Don't Know | Total |
|--|-----------|------------------|-----------------|------------|-------|
| Parish Safeguarding Officer(s) have access to secure physical and/or electronic storage for records. | 52<br>68% | 16<br>21%        | 6<br>8%         | 3<br>3%    | 77    |
| Records of recruitment processes are kept as appropriate and PCC informed of the outcome.            | 45<br>58% | 20<br>26%        | 9<br>12%        | 3<br>4%    | 77    |
| Records of induction and training are kept for all staff/volunteers.                                 | 9<br>12%  | 25<br>33%        | 38<br>51%       | 3<br>4%    | 75    |
| Records are kept of all safeguarding concerns and actions taken.                                     | 44<br>60% | 12<br>16%        | 14<br>19%       | 4<br>5%    | 74    |



### Training

Standard: Everyone working with children/vulnerable adults should attend basic safeguarding training every 3 years. Those in leadership roles should attend higher level training.

|   | Completed | Partly Completed | Not Yet Started | Don't Know | Total |
|---|-----------|------------------|-----------------|------------|-------|
| All the parish clergy, LLMs and PTOs have attended at least basic/refresher safeguarding training in the last 3 years.  | 21<br>28% | 34<br>45%        | 6<br>8%         | 15<br>19%  | 76    |
| Our Parish Safeguarding Officer(s) have attended introductory, or basic, or refresher safeguarding training in the last 3 years.                                    | 61<br>80% | 10<br>13%        | 4<br>5%         | 2<br>2%    | 77    |
| Our Parish Safeguarding Officer(s) have undertaken other safeguarding training (eg at work or through the local authority).   | 43<br>63% | 3<br>5%          | 11<br>16%       | 11<br>16%  | 68    |
| 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. | 8<br>11%  | 19<br>26%        | 42<br>56%       | 5<br>7%    | 74    |

### Safer Recruitment

Standard: Everyone who has contact with children and vulnerable adults through church in a paid or volunteer role should be safely recruited in line with the Church of England Safer Recruitment policy.

|  | Completed | Partly Completed | Not Yet Started | Don't Know | Total |
|--|-----------|------------------|-----------------|------------|-------|
| The PCC (and/or DCC/LEP) are aware that they are responsible for the safe recruitment of all paid and volunteer staff/ helpers.  | 56<br>74% | 14<br>18%        | 6<br>8%         | 0          | 76    |
| The PCC has adopted policies on the 'fair recruitment of ex offenders' and 'fair use of disclosure information'.                 | 43<br>57% | 6<br>8%          | 24<br>32%       | 2<br>3%    | 75    |
| The PCC is using or has someone trained to use the DBS E-Bulk online system.   | 65<br>86% | 4<br>5%          | 5<br>6%         | 2<br>3%    | 76    |
| We have a policy in place to ensure that all recruitment is carried out in line with Church of England Safer Recruitment policy. | 42<br>63% | 11<br>17%        | 9<br>14%        | 4<br>6%    | 66    |
| All those who are eligible for a DBS disclosure for their church role have had one and it is updated every 5 years.              | 45<br>59% | 25<br>33%        | 1<br>1%         | 5<br>7%    | 76    |



### Safeguarding Responsibilities

Standard: There is a clear line of accountability for safeguarding and everyone is clear about their role.

|   | Completed | Partly Completed | Not Yet Started | Don't Know | Total |
|---|-----------|------------------|-----------------|------------|-------|
| The PCC (and/or DCC) have safeguarding as a regular agenda item so that any safeguarding issues can be discussed.   | 38<br>51% | 18<br>24%        | 18<br>24%       | 1<br>1%    | 75    |
| Everyone on the PCC (and/or DCC) is aware of their role in safeguarding.  | 42<br>58% | 22<br>30%        | 7<br>9%         | 2<br>3%    | 73    |
| 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.                  | 50<br>66% | 24<br>32%        | 0               | 2<br>2%    | 76    |
| People in our church(es) are aware of their role in safeguarding.   | 22<br>29% | 33<br>43%        | 15<br>20%       | 6<br>8%    | 76    |
| Children and adults at risk are aware of who they can talk to if they have a concern.   | 33<br>43% | 30<br>40%        | 9<br>12%        | 4<br>5%    | 76    |
| There is a display of the current safeguarding policy and sources of support (eg Childline or NSPCC poster etc).  | 25<br>34% | 22<br>30%        | 26<br>35%       | 1<br>1%    | 74    |
| 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. | 25<br>36% | 22<br>32%        | 15<br>21%       | 8<br>11%   | 70    |

### Activities

|  | Completed | Partly Completed | Not Yet Started | Don't Know | Total |
|--|-----------|------------------|-----------------|------------|-------|
| The PCC is clear about what activities take place for children and what safeguarding arrangements are in place.  | 50<br>68% | 20<br>27%        | 1<br>1%         | 3<br>4%    | 74    |
| 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.                            | 36<br>49% | 24<br>33%        | 9<br>13%        | 4<br>5%    | 7     |
| The PCC is clear about what activities take place for vulnerable adults/adults at risk and has ensured that safeguarding arrangements are in place.  | 29<br>43% | 15<br>22%        | 19<br>29%       | 4<br>6%    | 67    |
| 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. | 21<br>33% | 16<br>25%        | 23<br>37%       | 3<br>5%    | 63    |



## Summary

- The majority of parishes have a safeguarding policy. However 28% are 'partly completed'. This likely reflects the change in diocesan policy in 2014 and a substantial number of parishes moving from child only to child and adult safeguarding awareness.

**Action Point: Provide guidance on parish safeguarding policy requirements.**

- 28% of parishes are not reviewing their activities when the policy is reviewed and 30% not using their policy when developing new activities- doing so will assist parishes to ensure that activities are well set up. This seems to match up with the high numbers of PCC's which are not aware of arrangements for children's and adults activities in their parish. However it was positive to see 51% of PCC's with safeguarding regularly on the agenda and another 24% moving towards this.

**Action Point: Provide information about this at Deanery Training days and offer visits to PCC to discuss where needed.**

- Almost all parishes have child safeguarding officers, slightly less have adult safeguarding officers. Likely reflecting that this is a more recent requirement. Training levels for PSO's were good at 80%.

**Action point: Focus on adult safeguarding in clergy training and inductions, remind all PCC's of importance of safeguarding for all age groups.**

- The number of parishes not maintaining full records of recruitment and particularly induction and training and safeguarding issues is of concern.

**Action point: Provide guidance and template for record keeping. Provide guidance of who should complete which training sessions.**

- Of major concern is that 56% have not trained volunteers, with an additional 26% partially trained.

**Action point: Online training, volunteer trainers and deanery days to be offered in 2015 to resource this area.**

- Safer recruitment has been a major focus in 2014. High levels of awareness of recruitment in PCCs were reported (74%) with an additional 18% partially aware. There remains some work to do on ensuring that all DBS checks are up to date with 59% reporting they are but 33% being partially complete.

**Action point: Review via PSO forums. Creation of diocesan database capable of holding this information will enable more effective targeting of support for this area.**

- There were a high number of parishes reporting that church members are not sure of their responsibilities and that children and or adults were only 'partly complete (40%) on knowing who they can talk to with a concern. There was also a lack of safeguarding information on display in 35% of churches. With an additional 30% partly complete.



**Action point: Work with youth and adult groups to understand what they want from safeguarding and to develop accessible materials to support this area. Open online training to all to provide access to information on safeguarding and sources of support.**

**Appendix 3: Section 11 Audit**

**Diocese of Bristol Section 11 Audit December 2014**

**Diocese of Bristol**

**SECTION 11 SELF ASSESSMENT TOOL**

**This section 11 audit tool has been expanded to include information related to vulnerable adults as well as children and young people.**

**Each Standard has been split into 3 areas: Parish, Diocesan Level and Additional.**

**STANDARD 1 – Senior management have commitment to the importance of safeguarding and promoting children and adult’s at risk welfare**

**How effective is the commitment of senior management to safeguarding and promoting the welfare of children and adults within your agency / organisation?**

|   |  |
|---|--|
| <b>Compliance checklist – policies &amp; procedures, organisational arrangements</b>  | <b>Describe / identify how your organisation meets this standard.</b>  |
| <p>Named person at senior level responsible for safeguarding and championing role clearly in job description</p> <p>Corporate plans include reference to safeguarding and staff involved</p> <p>Senior managers demonstrate good understanding of safeguarding</p> <p>Annual monitoring in place and is</p> | <p><b>Diocesan Level:</b><br/>Bishop Mike Hill has a safeguarding agenda point at monthly Bishops staff meetings and meets approximately monthly with Diocesan Safeguarding Adviser.</p> <p>Diocesan Secretary identified as Lead for Safeguarding on Bishops Staff. Diocesan Secretary line manages Diocesan Safeguarding Adviser and Safeguarding Administrator.</p> <p>Senior staff were invited to regional training led by the Church of England National Safeguarding Adviser in October 2013. Three staff who did not attend are to attend a second event in December 2014.</p> <p>Annual report to be provided from December 2014 to include monitoring.</p> |



| <p>communicated to staff and action plans to address issues developed</p>                                    | <p><b>Parish:</b><br/>The incumbent and PCC are accountable for safeguarding at a parish level, supported by one or more volunteer Parish Safeguarding Officers. This has been communicated via training and in documents e.g. Parish responsibilities and the PSO role profile.</p> <p>Parish Safeguarding Audit implemented from Autumn 2014. Each parish to have a resulting action plan and resources provided by Diocesan Safeguarding Adviser.</p> <p><b>Additional:</b><br/>The Bishop of Bristol Commissioned a review of safeguarding arrangements across the diocese in 2013 from Barnardos. The resulting action plan has formed that strategic direction for 2014.</p> <p>From 2014 the Diocese of Bristol has implemented an annual self audit for parish use across the diocese. Information from this audit will feed into strategy for the following year. Safeguarding arrangements in Parish are additionally a component of the Archdeacons triennial inspections. A quality assurance system is due to be implemented across the Church of England in 2015.</p> |   |                          |
|--|---|---|--------------------------|
| <p><b>Are any actions required to improve effectiveness?</b></p>   | <p><b>How will you do this?</b></p>   | <p><b>Who will lead?</b></p>                                  | <p><b>Timescale?</b></p> |
| <p>Provide local training for senior staff to ensure confidence in reaction to safeguarding incidents</p>    | <p>Book a date in 2015 for module SG6</p>   | <p>Leanne Smith, DSA</p>                                      | <p>By end 2015</p>       |
| <p>Further development of links with triennial inspections to ensure rapid response to issues identified</p> | <p>DSA to meet with Archdeacon and Deans to discuss quality standards for safeguarding policy and arrangements and agree format for sharing responses.</p>  | <p>Leanne Smith, DSA</p>                                      | <p>By June 2015</p>      |
| <p>Job Descriptions to be reviewed to ensure safeguarding responsibilities are clearly included</p>          | <p>By reviewing each job description in use following the development of a safeguarding accountability framework</p>  | <p>HR</p>   | <p>By December 2015</p>  |
| <p>Safeguarding Accountability and responsibility framework to be completed.</p>                             | <p>By reviewing local structures against the national framework</p>   | <p>Jules Barnes, Bishops Chaplain with Leanne Smith, DSA</p>  | <p>By June 2015</p>      |
| <p>Key targets to be agreed for 2015 and reported on quarterly at Bishops staff meetings.</p>                | <p>By reviewing key requirements of national policy and setting review dates.</p>   | <p>Leanne Smith, DSA with Oliver Home, Diocesan Secretary</p> | <p>By March 2015</p>     |



**STANDARD 2 – There is a clear statement of the agency’s responsibility towards children and adults at risk and this is available to all staff**

| <b>How clearly are the agency’s responsibilities towards children communicated to all staff?</b>   |  |
|--|--|
| <b>Compliance checklist – policies &amp; procedures, organisational arrangements</b>   | <b>Describe / identify how your organisation meets this standard.</b>  |
| <p>All staff are aware of safeguarding policies and procedures</p> <p>Effective complaints system in place, which is in line with current statutory guidance, for children, staff &amp; other people to make complaint about non-compliance to agency’s procedures.</p> <p>Child friendly complaints information</p> <p>Organisation demonstrates how recommendations / outcomes on practice are communicated to staff</p> <p>Commissioning arrangements include monitoring of sec 11 responsibilities</p> <p>Organisation can demonstrate policies and procedures have positive impact on outcomes for children</p> | <p><b>Diocesan:</b><br/>           Diocesan Safeguarding policy has been updated in 2014. It now includes both children and adults at risk. The Diocese formally adopted the safeguarding policies of the House of Bishops at diocesan synod in September 2014. Additional local procedures and guidance have been produced where national guidance is out of date and are hosted on the diocesan website.</p> <p>The complaints process for clergy is the “Clergy Disciplinary Measure” this is grounded in ecclesiastical law. There have been difficulties with complaints at an informal level or related to non clergy in that the process for this is not clear. Distinction needs to be clear between a safeguarding case, a complaint about safeguarding practice (not resulting in harm) and a complaint raised by a vulnerable person.</p> <p>The diocese of Bristol does not currently provide child friendly safeguarding or complaints information.</p> <p>Not all staff receive a safeguarding induction unless their role is safeguarding focussed.</p> <p>Recommendations and learning from investigations/ incidents are not routinely communicated across the diocese.</p> <p><b>Parish:</b><br/>           The parish audit 2014 incorporated questions around adoption of policy and understanding of roles and responsibilities.</p> <p>Parish Audit: 55% of parishes have up to date policies with a further 38% ‘partly complete’- likely due to recent changes to diocesan policy prompting review.<br/>           58% reported that everyone on PCC is aware of their responsibilities in safeguarding with a further 30% ‘partly complete’ and 75% having safeguarding as a regular agenda item.</p> |



| Are any actions required to improve effectiveness?   | How will you do this?   | Who will lead?   | Timescale?     |
|--|---|--|----------------|
| Review complaints procedure on informal level and for non clergy   | Establish current practice v best practice and write guidance for practice on going.                          | Jules Barnes, Bishops Chaplain   | June 2015      |
| Work with young people and adults at risk to establish how they see safeguarding arrangements and to develop accessible guidance for them. | Invite young people and adults to focus group sessions to discuss and develop resources.                      | Dan Jones, Diocesan Youth and Children's Adviser<br>Alice Kemp, Diocesan Disability Adviser<br>Leanne Smith, DSA | September 2015 |
| Implement safeguarding induction for all staff and volunteers  | Agree process and content with HR for clergy and DBF staff and write guidance for parish staff and volunteers | HR and Leanne Smith, DSA   | June 2015      |
| Develop mechanism for disseminating learning and recommendations   | In discussion with Diocesan Safeguarding Steering Group   | Leanne Smith, DSA  | September 2015 |

**STANDARD 3 – There is a clear line of accountability within the organisation for work on safeguarding and promoting welfare**

| How clear is the line of accountability within the organisation for work on safeguarding & promoting welfare?  |   |
|--|---|
| Compliance checklist – policies & procedures, organisational arrangements  | Describe / identify how your organisation meets this standard.  |
| <p>Named person has ultimate accountability for safeguarding arrangements</p> <p>There are clear lines of accountability from staff through organisation to named person &amp; flow chart of accountability is</p> | <p><b>Diocesan:</b><br/>Ultimate accountability for safeguarding arrangements sits with the Bishop of Bristol. The Safeguarding Lead role sits with the Diocesan Secretary. An accountability and responsibility framework is required.</p> <p>A review of contracts will be required to determine whether responsibilities to children and vulnerable adults are outlined.</p> |



| <p>displayed and available to staff</p> <p>Anyone who comes into contact with children or their families or vulnerable adults has their responsibility towards children's and vulnerable adults welfare explicitly stated in job description.</p> <p>Staff are aware who has overall responsibility for agency contribution, and are clear of own responsibilities.</p> <p>Effective supervision and monitoring is available to all staff.</p> | <p>Staff are aware of the Diocesan Safeguarding Advisers role. Training and updating of the staff handbook is required to ensure that all staff have access to clear information.</p> <p>All staff have an identified line manager. Work will be required to establish whether safeguarding is part of a supervision agenda where staff have responsibilities towards children and vulnerable adults.</p> <p><b>Parish:</b><br/>Each incumbent and PCC are accountable for safeguarding arrangements within their parish. This is stated in diocesan guidance and national policy.</p> |                              |                          |
|--|--|------------------------------|--------------------------|
| <p><b>Are any actions required to improve effectiveness?</b></p>   | <p><b>How will you do this?</b></p>  | <p><b>Who will lead?</b></p> | <p><b>Timescale?</b></p> |
| <p>See Standard 1 re staff contracts and accountability framework</p>  |  |                              |                          |
| <p>Update staff handbook</p>   | <p>By updating the handbook</p>  | <p>Leanne Smith, DSA</p>     | <p>March 2015</p>        |

**STANDARD 4 – Service development takes into account the need to safeguard and promote welfare and is informed, where appropriate, by the views of children & families and adults at risk**

| <p><b>How effectively does service development take into account need to safeguard? How is it effectively informed by views of children &amp; families and adults at risk? How can you demonstrate improved outcomes?</b></p> |  |
|---|--|
| <p><b>Compliance checklist – policies &amp; procedures, organisational arrangements</b></p>   | <p><b>Describe / identify how your organisation meets this standard.</b></p>   |
| <p>Service development has taken into account the need to safeguard and promote the welfare of</p>  | <p>The Bishop commissioned a review in 2013 with the aim of ensuring that development occurred in line with best practice.</p> <p>Children and young people are involved in the development of</p> |



|  |   |  |                          |
|--|---|--|--------------------------|
| <p>children and adults at risk</p> <p>Children &amp; their families and adults at risk are actively involved in design, development &amp; delivery of services &amp; their involvement is demonstrated.</p> <p>Different methods of communication are available to children and adults at risk to express their views.</p> <p>Children &amp; young people and adults at risk are involved in the development of equal opportunity policies</p> <p>There is a responsive process in place to act on identified unmet need</p> <p>Improved outcomes for children matched to agency / LSCB business plans are demonstrated as a result of service development</p> | <p>services and ministry through the work of the Diocesan Youth and Children's adviser. This work will combine with that of the Diocesan Safeguarding adviser in 2015 via joint training, roll out of the ' Safe and Welcome' programme and work with young people and adults at risk to identify what they need from safeguarding structures and accessible guidance. This work will also involve Diocesan Disability Adviser Alice Kemp. Alice's role was developed in 2014 to begin to identify and meet the needs of disabled people within church.</p> |  |                          |
| <p><b>Are any actions required to improve effectiveness?</b></p>   | <p><b>How will you do this?</b></p>   | <p><b>Who will lead?</b></p>                           | <p><b>Timescale?</b></p> |
| <p>Ensure that communications are available in a variety of formats</p>  | <p>Review of diocesan website and publications</p>  | <p>Alice Kemp, Disability Adviser</p>                  | <p>By end 2015</p>       |
| <p>Roll out 'Safe and Welcome' programme</p>   | <p>Develop and roll out to all parishes with aim of supporting them to develop youth ministry, safeguarding and accessibility and equality</p>  | <p>Leanne Smith, DSA with Alice Kemp and Dan Jones</p> | <p>Through out 2015</p>  |



**STANDARD 5 – There is effective training on safeguarding & promoting the welfare of children and adults at risk for all staff working with or, depending on the agency’s primary functions, in contact with children & families and adults at risk.**

| <b>How effective is training on safeguarding &amp; promoting welfare of children and adults at risk for all staff &amp; volunteers working with or in contact with children &amp; their families or adults at risk? Can you demonstrate improved outcomes as a result?</b>   |  |                          |                    |
|--|--|--------------------------|--------------------|
| <b>Compliance checklist – policies &amp; procedures, organisational arrangements</b>   | <b>Describe / identify how your organisation meets this standard.</b>  |                          |                    |
| <p>A clear induction process is in place for all staff that addresses safeguarding &amp; is delivered in a timely way</p> <p>Staff receive appropriate safeguarding training &amp; individual training plans are in place</p> <p>Organisation can evidence training undertaken by staff through a database</p> <p>Training enhances staff awareness of diversity issues</p> <p>Organisation can demonstrate impact of training on practice &amp; improved outcomes</p> | <p><b>Diocesan</b><br/>All new clergy attend an induction day at which safeguarding is highlighted. However 1-1 inductions for clergy are required and are yet to be fully implemented.</p> <p>BDBF staff have not previously been included in safeguarding training except where they have a ministry role. Training to role out to all staff in 2015.</p> <p>Training information has been collated in 2014 for previous years and will be recorded ongoing. From 2014 joint training with Diocesan Disability Adviser to be implemented to ensure attention to equality and diversity awareness.</p> <p><b>Parish:</b><br/>A major focus on training in 2014 has been around induction for Parish Safeguarding Officers and safer recruitment. The parish Safeguarding audit provides evidence of good take up and awareness in these roles.<br/>However the audit also highlighted poor levels of volunteer safeguarding training in parishes and lack of induction and training record keeping.</p> |                          |                    |
| <b>Are any actions required to improve effectiveness?</b>  | <b>How will you do this?</b>   | <b>Who will lead?</b>    | <b>Timescale?</b>  |
| 1-1 sessions with all new incumbents to share any safeguarding case history  | In liaison with HR to book appointments when new clergy arrive.  | HR and Leanne Smith, DSA | From February 2015 |
| Review induction arrangements for BDBF staff   | In liaison with HR   | HR                       | March 2015         |
| New training resourcing and strategy   | By piloting national training modules in 2015 and providing  | Leanne Smith, DSA        | From January 2015  |



|  |  |                   |                  |
|--|--|-------------------|------------------|
|  | access to online training for all      |                   |                  |
| Improve understanding of inductions and record keeping in parishes | Via Parish Safeguarding Officer forums | Leanne Smith, DSA | From Spring 2015 |

**STANDARD 6 – Safer recruitment procedures including vetting procedures and those for managing allegations are in place**

| <b>How robust are organisation’s recruitment, vetting and managing allegations procedures?</b>   |   |
|--|---|
| <b>Compliance checklist – policies &amp; procedures, organisational arrangements</b>   | <b>Describe / identify how your organisation meets this standard.</b>   |
| <p>Organisation has safer recruitment &amp; selection procedures in place in line with statutory guidance</p> <p>Organisation can demonstrate that agencies commissioned to provide services have safer recruitment in place</p> <p>Safer recruitment training is in place for managers involved in recruitment</p> <p>Organisation has managing allegations procedures in place</p> <p>A senior manager has been identified for the managing allegations process &amp; knows who the LADO is and when to contact them</p> <p>Support is available for staff who are subject to allegation</p> <p>Audit processes are in</p> | <p><b>Diocese:</b><br/>The diocese of Bristol follows the Church of England Safer Recruitment policy 2013 (due for update 2015). In 2014 DBS processing has been moved from in house to ebulk provided by CCPAS following identification of risks related to the single certificate process. Training on safer recruitment has rolled out to parishes. A module on this is expected from National Church in 2015 and will be rolled out once available.</p> <p>An allegations management procedure was developed in 2014 and is now in use. This meets the requirements of the national Church of England procedure.</p> <p>The Diocesan Safeguarding Adviser is identified as the lead or adviser for the allegations management process- this includes contacting and working with LADO.</p> <p>Resourcing of support for staff subject to allegation is an issue.</p> <p>Key targets for quarterly review to include safer recruitment and allegations management however data available limits ability to monitor parish adherence to these policies.</p> |



|  |  |                                 |  |
|--|--|---------------------------------|--|
| place to monitor safer recruitment & managing allegations                                      |  |                                 |  |
| <b>Are any actions required to improve effectiveness?</b>                                      | <b>How will you do this?</b>   | <b>Who will lead?</b>           | <b>Timescale?</b>  |
| Develop resources for support for those subject to allegations                                 | By discussing with Bishops Chaplain, DSSG and Ministry development team. |                                 | June 2015 to develop alongside complaints procedure work |
| Develop key targets and reporting to Bishops staff quarterly                                   | By reviewing key policies  | Leanne Smith, DSA               | March 2015   |
| Develop mechanism for monitoring parish DBS checks and whether they are within 5 year standard | Discuss potentially availability of IT solution                          | Oliver Home, Diocesan Secretary | June 2015  |

**STANDARD 7 – There is effective inter-agency working to safeguard & promote the welfare of children and adults at risk**

|  |  |
|--|--|
| <b>How effective is inter-agency working by your organisation? How do you demonstrate improved outcomes as a result?</b>   |  |
| <b>Compliance checklist – policies &amp; procedures, organisational arrangements</b>   | <b>Describe / identify how your organisation meets this standard.</b>  |
| <p>Multi-agency working is actively promoted</p> <p>Early Assessment tools are utilised to improve outcomes and are monitored for effectiveness of improved outcomes</p> <p>Agency contributes to the team around the child approach</p> <p>Organisation uses LSCB inter-agency protocols for specific needs</p> <p>Organisation ensures effective contribution to</p> | <p>Multi agency working is highlighted through all training, the implementation of the diocesan safeguarding steering group and through all case work.</p> <p>Church is rarely asked to contribute to TAC/TAF approaches or S.47 or CP/ AP plans. These are covered in training but additional work is required to highlight the role the church can play in supporting this area to agencies.</p> <p>Due to covering 4 LSCB areas the use of interagency protocols can be difficult. However information is shared appropriately.</p> <p>Where the DSA has been made aware that an invitation to a multi agency meeting has been made the DSA offers support and will attend to ensure participation where needed.</p> <p>There is some reluctance from clergy and parish safeguarding officers to report concerns to Local Authorities due to fear of out of proportion response or break down of relationships in parish.</p> |



| <p>Sec 47 investigations and CP Plans</p> <p>participation in multi agency planning at multi-agency meetings is monitored and non-attendance addressed</p> <p>Outcomes identified through assessment of children are monitored to demonstrate improvement at all levels of intervention</p> <p>Children &amp; their families are consulted on regarding the effectiveness of inter-agency working.</p> |   |                          |                        |
|--|---|--------------------------|------------------------|
| <b>Are any actions required to improve effectiveness?</b>  | <b>How will you do this?</b>  | <b>Who will lead?</b>    | <b>Timescale?</b>      |
| <p>Improve awareness of key agencies of potential of church to support this work</p>   | <p>Attendance at LSCB's and via proactive contacting of agencies.</p> <p>Invite key agencies to join DSSG</p> | <p>Leanne Smith, DSA</p> | <p>Ongoing</p>         |
| <p>Address barriers to reporting concerns</p>  | <p>Via training and inviting partners to join training and discuss their roles.</p>                           | <p>Leanne Smith, DSA</p> | <p>Throughout 2015</p> |

**STANDARD 8 – There is effective Information Sharing**

| <b>How effective are the organisations arrangements for information sharing governance?</b>             |   |
|---|---|
| <b>Compliance checklist – policies &amp; procedures, organisational arrangements</b>                    | <b>Describe / identify how your organisation meets this standard.</b>   |
| <p>Organisation has a clear policy on appropriate information sharing to ensure children and adults</p> | <p>This is included in the national and diocesan policy and a guidance document for the diocese is in place- accessible via the diocesan website.</p> |



|  |  |                              |                          |
|--|--|------------------------------|--------------------------|
| <p>at risk are safeguarded and their welfare promoted</p> <p>Organisation can evidence how this impacts on outcomes for children</p> <p>Training addresses need for effective information sharing and encourages staff to use professional judgement</p> <p>Staff know where to seek advice on information sharing &amp; have confidence in their professional judgement</p> | <p>Training includes information sharing procedures and considerations.</p> <p>Staff are advised to contact DSA or Diocesan Registrar for advice. DSA liaises with Registrar on matters of complex data sharing.</p> |                              |                          |
| <p><b>Are any actions required to improve effectiveness?</b></p>   | <p><b>How will you do this?</b></p>  | <p><b>Who will lead?</b></p> | <p><b>Timescale?</b></p> |
|  |  |                              |                          |

|  |
|--|
| <p><b>This audit was completed by:</b></p>                   |
| <p><b>Name:</b>            <b>Leanne Smith</b></p>           |
| <p><b>Position:</b> <b>Diocesan Safeguarding Adviser</b></p> |
| <p><b>Agreed by DSSG date:</b></p>                           |



## Appendix 4: Completed Actions 2014 Safeguarding Action Plan

### Barnardo's Safeguarding Action Plan 2014

Below is a summarised list firstly of points completed on the 2014 action plan for Safeguarding resulting from the 2013 Barnardo's review of safeguarding in the diocese of Bristol.

Points not completed have been fed through to the 2015 action plan.

| Action Point number on Barnardos action Plan 2013 | Action Required  | Action Taken  |
|---|--|---|
| 3   | A member of the Bishop's Staff should be identified as the Strategic safeguarding Lead for the Diocese   | Diocesan Secretary is Safeguarding Lead for Bishop's Staff  |
| 5   | A single role of Diocesan Safeguarding Officer is established covering CP & VA   | Diocesan Safeguarding Adviser in post from December 2013  |
| 6   | A realistic and informed scoping is undertaken to make a case for this role being allocated sufficient hours/ full time.   | Full time role  |
| 7   | Job Description & Person Specification is stringently drawn up considering the roles and responsibilities to be carried out and the qualifications and skills required | In place and similar to national example documents  |
| 10<br>14  | Consideration should be given to the appropriate resourcing of administrative support for the DSA  | 2 days a week admin support from June 2014- also supports DSSG- point 14.   |
| 11  | An adequate budget should be allocated for the safeguarding work of the Diocese  | Budget agreed for 2015  |
| 12  | Safeguarding to be a standing-item on the Bishop's Staff meeting agenda with appropriate attendance of Safeguarding Advisor  | Safeguarding summary sent for each meeting. Diocesan Secretary attends each meeting. Safeguarding adviser attended twice in 2014. |



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| 13 | Consideration is given to developing a DSSG, (with the potential of an operational sub-group) in line with the above outlined remit, with representation from both inside and outside of the organisation | DSSG in place from April 2014.<br><b>Requires additional members</b>   |
| 15 | Serious consideration is given to the title of the 'Nominated Person' role which more accurately describes the role they perform (e.g. 'Parish Safeguarding Coordinator')                                 | Changed to "parish safeguarding officer" in all communications in 2014 and ongoing                                   |
| 16 | Communications with and within parishes about who fulfils the role and how to contact them will form part of the communications strategy  | Included in all comms and documents in 2014 and in safeguarding pocket book for 2015.                                |
| 18 | Any initiative to promote Safeguarding within the Diocese is utilised as an opportunity to promote and value this key role within parishes  | Parish safeguarding officers mentioned at all opportunities.   |
| 24 | 'Safe & Sound' should be updated in an on-line version with clearly marked dates of any amendments and 'what has changed'   | New policy and guidance in place 2014; to be reviewed annually or as national guidance, policy, legislation changes. |
| 19 | In addition to training consideration is given to holding workshops at which good and developing practice can be shared and areas of procedural difficulty within parishes can be aired and addressed.    | Forums occurred Spring 2014 to occur twice yearly from 2015  |
| 20 | A 'Parish Safeguarding Checklist' is introduced to support parishes in what should and could be in place  | Parish audit/ checklist circulated in Autumn 2014, supported by guidance document on website longer term.            |
| 25 | Current content to be updated in line with Working Together 2013  | Safeguarding policy updated 2015 and is Working Together compliant.  |
| 26 | The development and dissemination of bespoke parish safeguarding policy and procedures, and their accessibility   | Included in Parish audit and guidance developed on what should be in policies for circulation Jan 2015.              |



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|    | to all, should form part of the communications strategy   |   |
| 28 | All safeguarding related procedures are reviewed and thorough and clear Bristol Diocese specific procedures are compiled (linked to 2)  | Safeguarding policy and local procedures developed for safer recruitment and allegations management- see point 29.            |
| 31 | The Parish Safeguarding Checklist to include effective recruitment processes for volunteers and oversight by the PCC  | Included in checklist, training and guidance also rolled out in 2015.   |
| 32 | DBS (CRB) Processes to be reviewed once the extent of the impact of the new processes is known  | Moved to ebulk 2014 and processes realigned   |
| 34 | There should be closer collaboration between Safeguarding staff and the Department of Children & Education over the delivery of safeguarding related training                         | Involved in DSSG and joint training and QA system planned for 2015  |
| 35 | The training strategy and content should be ratified by DSSG and evaluation of training monitored by the same Group   | 2014 and 2015 strategies agreed by DSSG   |
| 37 | Consideration is given to the introduction of electronic recording and monitoring system within the Diocese   | Electronic recording in place for safeguarding from 2014.<br><b>Continued issue re lack of e management system/ database.</b> |
| 39 | Clear policies & procedures for the management and investigation of allegations, which link into local Multi-Agency procedures, are developed, agreed and made available (link to 29) | Allegations management procedure in place and complaint with national "serious safeguarding situations" guidance              |
| 40 | The Diocese introduces a register of incidents, allegations of abuse and complaints   | In place from Dec 2013 and continually updated. <b>Some historic work to re check and safely close as a result.</b>           |
| 42 | Training is appropriately provided on single and multi-agency processes as well as the importance of effective recording and storage of information                                   | Training offered in 2014 includes processes and recording- also included for 2015.  |



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| 47 | The output from this Review is utilised as an opportunity to promote the key Safeguarding roles within the Diocese (link to Communication Strategy) | Roles of everyone communicated including ministers, PCC and PSOs.                   |
| 49 | Up to date Local Safeguarding Agency and Support Service contact numbers should be made available through the Diocese Website                       | On website and checked monthly  |
| 50 | Consideration is given to facilitating access to Multi-Agency procedures via the Diocesan website   | On website alongside contacts where copies available electronically on LA websites. |
| 55 | Links between the DSA and Child & Youth Officer roles should be enhanced  | See also 34   |



**Appendix 5: 2015 Action Plan**

**Note: Four Origin of Point's: BAP (Barnardo's Action Plan 2013), S11 (see Section 11 Audit), 2014 Parish Audit, 2014 National Audits.**

|  | <b>Proposal</b>  | <b>Origin of point</b> | <b>Who by</b>  | <b>By When</b>                                    | <b>Actions</b>  | <b>Outcomes</b>  |
|--|--|------------------------|--|---|---|--|
| <b>Accountability and responsibility framework</b> |  |                        |  |   |   |  |
| 1  | Develop Safeguarding Accountability and Responsibility Framework   | BAP and S.11           | Bishops Chaplain with Diocesan Safeguarding Adviser and Diocesan Secretary | April 2015  | Write local structure document based on national guidance- publish on                     | Publish on diocesan website                                  |
| 2  | Job Descriptions should be reviewed to ensure that Safeguarding Roles and Responsibilities are clearly described and DBS eligibility included. | BAP and S.11           | HR and transitions management group  | June 2015<br>BDBF staff<br><br>Dec 2016<br>Clergy | Review all job descriptions based on accountabilities framework and amend where required. | All Job descriptions in line with accountabilities framework |
| 3  | Training Strategy should be developed and linked into the Accountability Framework   | BAP                    | Diocesan Safeguarding Adviser<br><br>Agreed by DSSG                        | Dec 2015  | 2016 training strategy to be cross referenced with accountabilities framework             | Strategy and framework published together                    |
| 4  | Recruit additional members for DSSG  | National Audit         | Diocesan safeguarding Adviser and Independent Chair                        | March 2015  | Additional members required to represent children's and adult services                    | Full membership will be achieved                             |



|                       |   |              |  |               |   |  |
|-----------------------|---|--------------|--|---------------|---|--|
| 5                     | Implement safeguarding induction for all clergy and BDBF staff  | S.11         | Diocesan Safeguarding Adviser with HR                | From Feb 2015 | Plan a 1-1 induction with each new clergy person to share any concerns in their new parish and diocesan practice. | All new clergy are aware of current safeguarding issues in their parish and diocesan practice. |
| 6                     | Update Staff Handbook and Clergy Handbook with current safeguarding information                               | S.11         | Diocesan Safeguarding Adviser                        | Feb 2015      | Update in line with current policy and practice   | Staff hand book updated and available to staff   |
| <b>Communications</b> |   |              |  |               |   |  |
| 7                     | Form Communications plan: including using bishop and Archdeacons visitations to highlight safeguarding issues |              | Diocesan Communications Officer and DSA              | March 2015    | Plan in place to cover communications regarding policy, training, practice learning                               | Plan in place and used   |
| <b>Resilience</b>     |   |              |  |               |   |  |
| 8                     | Develop formal cross working relationships with other diocese to cover holiday/ sickness                      | BAP          | Diocesan Secretary                                   | June 2015     | Formally agree arrangements with local dioceses   | Agreement including frequency, remuneration, confidentiality in place.                         |
| 8                     | Diocesan Safeguarding Adviser Supervision   | BAP and S.11 | Diocesan Safeguarding Adviser and Diocesan Secretary | March 2015    | Source professional supervision   | Supervision occurs at set frequencies  |
| 9                     | <b>Quality Assurance</b>  |              |  |               |   |  |
| 10                    | Key targets to be identified and reported on at Bishops Staff   | BAP and S.11 | Diocesan Safeguarding Adviser with Diocesan          | March 2015    | Set key targets and provide quarterly report  | Report at Bishops staff and DSSG quarterly containing  |



|                    |  |                                       |  |            |   |   |
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|                    | and DSSG quarterly   |                                       | Secretary  |            |   | information on compliance with safeguarding standards e.g. training, DBS checks etc.                            |
| 11                 | Safeguarding measures within the Triennial Inspection process are reviewed in line with the Parish Safeguarding Checklist and extended to ensure that not only are policies and procedures in place but that they are communicated and embedded in practice. | BAP, S.11 and Parish Audit            | Archdeacon and Diocesan Safeguarding Adviser                   | March 2015 | Archdeacon and Deans are clear about quality standards and requirements and can advise and resource parishes where needed | Parishes are provided with information and resources at the point that an issue is identified.                  |
| 12                 | Point 12 incorporated in to comms plan point 7   |                                       |  |            |   |   |
| 13                 | Develop mechanism for monitoring DBS check compliance in parishes.   | S.11, Parish Audit and National Audit | Diocesan Secretary with Diocesan Safeguarding Adviser          | April 2015 | An IT solution to be in place to enable monitoring of DBS checks/ in date alongside training.                             | Database of information available which can inform reporting and form basis of advising parishes on compliance. |
| Policy Development |  |                                       |  |            |   |   |
| 14                 | Develop complaints procedure to ensure clarity of response and between safeguarding cases,   | S.11                                  | Bishops Chaplain, Archdeacon and Diocesan Safeguarding Adviser | June 2015  | Review issues and develop procedures and guidance<br><br>Develop resource to provide pastoral                             | Clear structures in place and pastoral support available as needed.   |



|          |  |                 |   |                                   |   |  |
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|          | complaints about safeguarding practice and complaints by vulnerable people. To include resourcing support for those facing allegations |                 |   |                                   | support   |  |
| 15       | Development of effective procedures in relation to administering 'Permissions to Officiate'  | BAP             | Bishops Chaplain  | June 2015                         | Procedure in place which is safer recruitment compliant   | Procedure in place and used  |
| 16       | Development of Policy and guidance around domestic abuse   | National Church | Diocesan Safeguarding Adviser and Bishops Visitor           | September 2015                    | Develop local guidance in line with national policy   | Procedure and resources in place   |
| 17       | Annual review of existing policies and guidance  | -----           | Diocesan Safeguarding Adviser and DSSG                      | As required at 12 month intervals | Review alongside national policy and legislation and learning from practice                         | Ensure policies always reviewed and updated.                                     |
| Training |  |                 |   |                                   |   |  |
| 18       | Training for Senior Staff to be arranged to ensure confidence in responding to safeguarding allegations                                | S11             | Diocesan safeguarding Adviser                               | Spring 2015                       | Develop and deliver workshop in line with national SG6 module and allegations management procedure. | Senior staff are confident in use of allegations management procedure.           |
| 19       | Records of attendance/ non-attendance should be maintained by the DSA and  | BAP and S.11    | Diocesan Safeguarding Adviser and Ministry Development Team | Ongoing                           | Developed systems for sharing data and responsibilities for updating                                | Records are up to date and any out of date training is actioned and reported on. |



|                |   |                       |  |              |   |   |
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|                | monitored by the DSSG   |                       |  |              |   |   |
| 20             | Pilot National training modules as part of 2015 training strategy   | S.11 and Parish Audit | Diocesan Safeguarding Adviser  | Through 2015 | <p>Deliver modules</p> <p>Develop volunteer training team</p> <p>Deliver online module</p> <p>Deliver 'Think U know' sessions as booked</p> | Safeguarding training has been delivered to all requiring a session in line with national requirements. |
| Files/ Records |   |                       |  |              |   |   |
| 21             | An audit is undertaken to ensure that all clergy and lay files are audited in respect of Safeguarding and Data Protection issues. | BAP                   | Bishops Chaplain and Diocesan Safeguarding Adviser                           | June 2015    | Develop process and agreement on how files will be reviewed and who by.   | All files are compliant with DPA and cross referenced where required.                                   |
| 22             | Cross referencing process established for safeguarding and clergy and other personnel files                                       | BAP                   | Bishops Chaplain, HR and Warden of Readers and Diocesan Safeguarding Adviser | June 2015    | As above  | As above  |
| 23             | The structure of 'Blue Files' is amended to include a section for the storage of all safeguarding related information             | BAP                   | Bishops Chaplain   | March 2015   | Establish whether this is within church of England guidance and how to do it  | All clergy files have a safeguarding section if this is within guidance                                 |



|                      |   |                     |   |                |   |   |
|----------------------|---|---------------------|---|----------------|---|---|
| 24                   | Measures are put in place to ensure that all identified 'recommended actions' arising from the 'Past Cases Review' and 2014 clergy file review have been satisfactorily completed   | BAP                 | Diocesan Safeguarding Adviser   | September 2015 | Review practice recommendations and take to Bishops staff and DSSG for agreement.<br><br>Follow up all case work alongside file review and restructuring. | All recommendations actioned and all cases from reviews safely actioned and' or closed. |
| Practice development |   |                     |   |                |   |   |
| 25                   | Encourage good induction and recording of this and training in parishes   | S.11 / Parish Audit | Diocesan Safeguarding Adviser   | Spring 2015    | Address via forums  | All PSO's aware of good practice  |
| 26                   | Facilitated workshops are held with Clergy, 'Parish Safeguarding Officers' and Volunteers to develop of a Code of Conduct and good practice guidance for Home Visiting including recruitment and licencing for Home communion | BAP                 | Diocesan Safeguarding Adviser   | September 2015 | Set up and facilitate workshops<br><br>Produce guidance   | Guidance is available on best practice.   |
| 27                   | Develop accessible safeguarding information for young people and adults through working   | BAP and S11         | Diocesan safeguarding Adviser, Diocesan Youth and Children's Adviser and Diocesan | September 2015 | Develop working groups and produce accessible information   | Accessible information is available regarding safeguarding and complaints               |



|    |  |                            |  |              |   |   |
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|    | alongside these groups   |                            | Disability Adviser   |              |   |   |
| 28 | Develop and Roll out 'safe and welcome programme   | BAP, S.11 and parish audit | Diocesan safeguarding Adviser, Diocesan Youth and Children's Adviser and Diocesan Disability Adviser | Through 2015 | Develop programme, provide training, set up and participate in monthly meetings.          | Programme is developed<br><br>Parishes are resourced to develop in the 3 areas<br><br>Training provided |
| 29 | Good practice in the engagement with vulnerable groups is disseminated Diocese wide  | BAP and Parish Audit       | Diocesan safeguarding Adviser, Diocesan Youth and Children's Adviser and Diocesan Disability Adviser | Through 2015 | Via 'Safe and Welcome' programme  | Good practice guidance and training delivered   |
| 30 | Develop mechanism for disseminating practice learning and recommendations  | S11                        | Diocesan Safeguarding Adviser  | July 2015    | Discuss at DSSG   | Learning is shared across the diocese and nationally where required/                                    |
| 31 | Urgent consideration is given to implementing fully the guidance in 'Responding Well' including the training of 'Authorised Listeners' | BAP and National Audit     | Diocesan Safeguarding Adviser  | June 2015    | Further develop work with Acorn, arrange training, procedures and service level agreement | Authorised Listeners are available as required.   |
| 32 | The 'Child Friendly Church Award' and 'The Key' awareness training should be developed in the future to                                | BAP, S.11                  | Diocesan safeguarding Adviser, Diocesan Youth and Children's Adviser and Diocesan                    | Through 2015 | Develop programme: 'safe and welcome', provide training, set up and participate in        | Programme is developed<br><br>Parishes are resourced to develop in the 3 areas                          |



|  |   |  |                    |  |                   |                   |
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|  | incorporate VA issues and be incorporated into the Safeguarding Training Strategy and the Safeguarding Communication Strategy |  | Disability Adviser |  | monthly meetings. | Training provided |
|  |   |  |                    |  |                   |                   |
|  |   |  |                    |  |                   |                   |

Points left:

- PSO right of access to PCC meetings.
- A generic 'Reporting Concerns' form is developed and circulated with appropriate training for use.
- Meaningful links are made with Safeguarding Boards locally and information sharing protocols are agreed with external agencies.
- In light of the changing picture and the increasing evolution of Academies revision is undertaken locally (and nationally) as to the lines of accountability particularly into safeguarding standards (National).
- Constructive discussions should be held to consider how Cathedrals can effectively link into developments arising from this review in order that vulnerable groups across the Diocese are provided with consistent and the best possible safeguarding.
- Recording systems are introduced which allow for effective recording practice and the secure storage of information in parishes.