

## Safeguarding Audit Detailed Action Plan

	<u>Consideration</u>	<u>Diocesan response</u>	<u>Action(s)</u>	<u>Responsible person or body</u>	<u>Delivery timescale</u>	<u>Resources</u>	<u>Evidence</u>	<u>Current update</u>
1	<p><b>Capacity</b> Consider how to improve the capacity of the safeguarding team</p>	<p>A proposal is being developed for an additional post within the Safeguarding Team to boost casework capacity and develop better links with Parish Safeguarding Coordinators.</p>	<p>Recruit to Assistant DSA post following approval by Bishop's Council.</p>	<p>DOG &amp; DSA</p>	<p>Asst DSA in post from Oct 2017</p>	<p>Funding for additional salary to be identified</p>	<p>Asst DSA appointed</p>	<p>Job description drafted for agreement by Bishop's Staff</p>
2	<p><b>Supervision and line management</b> Consider how to integrate feedback from the DSA's supervisor into her annual appraisal and overall performance management</p>	<p>A review will be undertaken of the DSA's supervision contract with a view to establishing a link to line management.</p>	<p>Review DSA's supervision agreement.</p>	<p>DSA</p>	<p>Review complete by Oct 2017</p>	<p>Within existing budget</p>	<p>Supervision contract and PDR form</p>	
3	<p><b>Case Management and Review Group (CMRG)</b> Consider the future of the Case management and Review Group in relation to the expectations of a diocesan safeguarding group as set down in "Promoting a Safer Church" (PASC)</p>	<p>The purpose and function of CMRG will be reviewed when the guidelines about Diocesan Safeguarding Groups have been finalized and published.</p>	<p>Build a review of CMRG into an implementation plan for PASC</p>	<p>DSOG</p>	<p>Timescale dependent on publication of information by National Safeguarding Team</p>	<p>Within existing budget</p>	<p>Report summarizing outcome of review</p>	<p>Awaiting publication of guidelines</p>
4	<p><b>Training in information sharing</b> Follow through on the plan to train core</p>	<p>Having signed the Information Sharing Agreement with the Local Safeguarding</p>	<p>Find a suitable training provider and book the training</p>	<p>STO</p>	<p>Dec 2017</p>	<p>Possible minor additional budget requirement</p>	<p>Attendance log from training</p>	

## Safeguarding Audit Detailed Action Plan

	group members in the legal implications of information sharing	Children Boards (LSCB) the Diocese will now seek to provide training in information sharing for members of the Safeguarding Group, preferably through the LSCB if possible.						
5	<b>Recording</b> Consider how best to record in a way that allows other professionals to understand a case	Consideration will be given to taking on the national recording system as this becomes available.	Identify and adopt a database system pending development of the national system. Consider adoption of national system when available.	DSA	Adopt an interim system by Dec 2017	Possible minor additional budget requirement	System in place and in use	Awaiting further information about national recording system
6	<b>Compliance with training attendance</b> Consider how to ensure compliance with training, should this become an issue	Systems are being developed to enable regular reporting. The Bishop's Senior Staff will be responsible for ensuring that clergy and those in licensed or authorised lay ministries attend training. The Diocese will ask the PCC and incumbent to account for parish staff and volunteers who do not attend training.	Implement system for tracking compliance and regular reporting to Bishop's Senior Staff and DSOG	ADSA	Implement system by Feb 2018	Within existing budget	System in place and reports acted on by BST and DSOG	Lists of parish volunteers needing training are being collated in a single spreadsheet for uploading to the database
7	<b>Whistleblowing</b> Consider: a) the revision of the staff whistle-blowing policy and procedure, so that it provides specific advice for employees who may	a) Staff policies are reviewed annually and this issue will be considered during the next review. b) The whistleblowing policy for those who are not employees (eg	a) Build in to next review of Staff Handbook b) Implement policy following approval by Bishop's Council	a) DOG b) DOG	a) March 2018 b) Sept 2017	Within existing budget	a) Updated policy issued to staff in Staff Handbook b) Policy published on website	b) Draft policy presented to Bishop's Staff for approval

## Safeguarding Audit Detailed Action Plan

	not trust the employing organisation and b) the implementation of the policy for those who are not employees.	clergy office holders, churchwardens and volunteers) will be taken to Bishop's Council, Cathedral Chapter and DBE for consideration and approval.						
8	<b>Learning from complaints</b> Consider how to make sure that any learning from complaints is followed up and embedded where it needs to be	The Diocesan Safeguarding Oversight Group will receive an annual overview of complaints about safeguarding.	Annual report to go to first meeting of DSOG in each new year	DSA	March 2018	Within existing budget	Report submitted to DSOG	
9	<b>Quality Assurance</b> Consider how to develop QA so that it measures quality as well as quantity, and seeks to find out what makes a difference	The Diocese will develop a QA framework for safeguarding.	Set up working group to develop a proposal	ADSA	Dec 2018	Within existing budget	Framework in place and used by DSOG	Awaiting appointment of Asst DSA
10	<b>Parish Safeguarding</b> Consider how to develop information sourced from the parishes so that a picture of safeguarding compliance can be developed	The Diocese will produce a pictorial description (eg heat map, traffic lights) to show progress at parish level with implementing safeguarding provision. Consideration will be given about how to follow-up non-return of annual data collection requests.	Plot information about parish safeguarding on a spreadsheet using traffic lights  Submit reports to DSOG on non-return of data collection requests	SA  SA	July 2017	Within existing budget	Report delivered to DSOG	Existing information already plotted on spreadsheet
11	<b>Networking for Safeguarding</b>	The Diocese will establish a forum for	Establish a forum meeting twice yearly.	ADSA	April 2018	Possible minor additional	Forum is meeting with	Coordinators' conference and

## Safeguarding Audit Detailed Action Plan

	<b>Coordinators</b> Consider how Parish Safeguarding Coordinators can be encouraged to share practice that works so that others may learn from it	Parish Safeguarding Coordinators to provide a conduit for communication and to assist in building local networks. Attention will be given to creating a mentoring network.	Develop a mentoring network for Coordinators	ADSA	Dec 2018	budget requirement  Possible minor additional budget requirement	attendance from all deaneries  Six mentors identified and in place	Focus Group from audit provide the beginnings of a network to build on
12	<b>Listening to children</b> Make sure that the pilot project with children goes ahead and the responses brought to DSOG	The Diocese will implement a structure for listening to children and will ensure that this is reviewed periodically by DSOG.	Implement the proposal regarding provision of quality resources to children and feed results back to DSOG	STO & CFO	Oct 2017	Possible minor additional budget requirement	Resources available and distributed to children across the Diocese	Proposal agreed by DSOG in March
13	<b>Bishop's Youth Council</b> Continue with the review of the Bishop's Youth Council and consider how it might support a wider interpretation of Quality Assurance	The Diocese will engage with Bishop's Youth Council on safeguarding issues.	STO to attend Bishop's Youth Council annually and seek feedback	STO & YMO	Dec 2017	Within existing budget	STO reports back to DSOG	

### Glossary:

ADSA = Asst Diocesan Safeguarding Adviser

BST = Bishop's Staff Team

CFO = Children and Families Officer

DOG = Director of Operations and Governance

DSA = Diocesan Safeguarding Adviser

DSOG = Diocesan Safeguarding Oversight Group

SA = Safeguarding Administrator

STO = Safeguarding Training Officer

YMO = Youth Ministry Officer