

Recommendations – Key Areas	Action	Led by	Deadline	Evidence of Outcome
1. SURVIVORS AND VICTIMS				
National Recommendation				
1.1 Ensure that the 2021 ‘Responding Well to Victims and Survivors of Abuse Guidance’ is fully implemented to ensure the delivery of consistent, high-quality survivor-focused standards, including visible referral pathways for support.	Survivor Strategy to be developed for Manchester Diocese	DSA	31/12/23	Survivor Strategy agreed and published on website
Local Recommendations				
1.2 Develop a survivor strategy for the diocese to ensure that appropriate support is offered to survivors/victims, communicate it to clergy and parishes and publish it on the diocese’s website.	See 1.1 above	DSA	31/12/23	See 1.1 above
1.3 Set up a system of allocating all victims/survivors a ‘supportive friend’, external to the diocese who can provide ongoing support, including when the clergy discipline process is underway.	This is current practice and will be made explicit in the Survivor Strategy	DSA	31/12/23	See 1.1 above
1.4 Put the survivor/victim at the heart of safeguarding agreements.	This is current practice and will be made explicit in the Survivor Strategy	DSA	31/12/23	See 1.1 above

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2. MANAGING THOSE WHO POSE A RISK				
National Recommendations				
2.1 Ensure that all clergy, church officers and volunteers are equipped with sufficient knowledge and skills, proportionate to their role, to recognise safeguarding risks and make effective referrals to safeguarding professionals in the diocese.	Annual Training Strategy to be produced to address this	DSA	31/1/23	Annual Training Strategy presented to the Diocesan Safeguarding Advisory Panel (DSAP), along with a review of the development and training delivered in the previous year
2.2 Ensure that current measures for consistent risk assessment and risk management arrangements are in place for individuals (clergy, church officers or congregation members) who present a safeguarding risk.	New caseworker to be recruited (starting 28/11/23) to ensure that all Risk Assessment and Safeguarding Agreements are up-to-date	ACW	31/12/23	Annual Safeguarding Report to provide an update on % of outstanding risk assessments completed
2.3 Ensure that safeguarding agreements are based on effective risk assessments and are monitored, regularly reviewed and actively managed. These should be overseen by safeguarding professionals and the record-keeping must also be consistent and effective.	This is already current practice	ACW	31/1/23	Annual Safeguarding Report to provide an update on the number of safeguarding agreements in place
Local Recommendations				
2.4 Put in place formal processes to support parish staff when they choose or are advised to ask an individual to step back from role.	The Safeguarding Team to ensure that written confirmation is sent from the parish to the person who has been asked to step back from role, with the reasons for this, and the key decision-points, to be recorded on CPOMs	ACW	31/1/23	Annual Safeguarding Report to report on progress with written confirmation being provided to all those who have been asked to step back from role
2.5 Ensure all safeguarding agreements are up-to-date.	See 2.3 above			

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3. CASE MANAGEMENT				
National Recommendation				
3.1 Support the implementation of a national safeguarding case management system to enable standardised recording and effective case management.	To be progressed once the national case management system has been made available to Manchester Diocese	ACW/DB	2025	Full migration of data held on local CPOMs system to the national case management system
Local Recommendation				
3.2 Fully document clear reasons as to why a person who is suggested as being vulnerable is not deemed to be so – the DSA should make the final decision on vulnerability.	This is already current practice	DSA	1/1/23	As recorded on CPOMs
4. MANAGING INFORMATION				
National Recommendations				
4.1 Ensure good record-keeping and adherence to GDPR requirements, so that information is retained and shared lawfully.	This is already current practice	DSA	1/1/23	Update on recordkeeping and GDPR to be included in Annual Safeguarding Report
4.2 Ensure that appropriate and robust arrangements are in place for the management and control of all blue clergy files in line with existing policy and guidelines, so that safeguarding issues are correctly identified, recorded and referred onwards.	This is already current practice	Bishop’s Chaplain/DSA	1/1/23	Update on management of blue clergy files to be included in Annual Safeguarding Report

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4.3 Hold information in a front-sheet of all clergy files, documenting all safeguarding information including DBSs, safeguarding training, recruitment information and details of any concerns raised with dates and outcomes, along with information about PCR1 and PCR2.	<p>The recommendation to create a summary front-sheet for DBSs, safeguarding training, recruitment information and details of any concerns is not accepted.</p> <p>Records are kept on clergy files as required by national policy. There is no purpose in further maintaining a cover sheet, especially as these may be readily deduced from documents already contained in the file.</p>	N/A	N/A	N/A
4.4 Apply national CoE guidance on personal files relating to clergy, in particular the requirement to include all safeguarding information in full, and to include a full audit trail of all documentation from the initial disclosure through the investigation process to the conclusion – also apply these policies to employee files.	National guidance does not require all safeguarding information to be held in full on clergy files. However, a full summary of any safeguarding issues will from this point be included in any clergy files and employee files, with a cross-reference to the relevant safeguarding records.	DSA	1/1/23	For all new safeguarding cases, as recorded in clergy files and employee files
4.5 Ask all parishes to confirm the names of Readers to the diocese, to ensure this information is complete and up-to-date.	The Reader list has now been completely updated and will be kept up-to-date from this point as new Readers are licensed.	+Bolton	1/1/23	Up-to-date Reader list maintained by the +Bolton’s office

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5. SAFER RECRUITMENT				
National Recommendation				
5.1 Ensure that Manchester Diocese complies with the House of Bishops’ ‘Safer Recruitment and People Management Guidance’ including clergy, parochial and extra-parochial, and also PTOs, church officers, lay ministers and volunteers. DBS renewals also to be consistent and effective and recorded on file.	Safer Recruitment to be covered in stakeholder engagement exercise in the first half of 2023 through: written correspondence; networking events; the regular newsletter; and by supplementing on-line training with face-to-face training. To be further reinforced in the second half of 2023 and beyond through the Parish Safeguarding Officer networks at deanery level.	DSA	30/12/23	100% of parish officers with safer recruitment responsibilities have attended safer recruitment training, either online or in person (as evidenced via a survey in January 2024)
Local Recommendation				
5.2 Requirements for recruitment processes should be confirmed with parishes and support provided to help with implementing this.	See 5.1 above			
6. SUPPORT AND ACCOUNTABILITY				
National Recommendation				
6.1 Ensure that Parish Safeguarding Officers are provided with the correct training and support to enable them to perform their role effectively	See 2.1 above Set up deanery-level networks of Parish Safeguarding Officers in the second half of 2023	DSA	31/12/23	Progress with Parish Safeguarding Officer networks to be included in the Annual Safeguarding Report

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7. LEARNING AND DEVELOPMENT				
National Recommendation				
7.1 Ensure all training that is available to DSA, their teams, PSOs, members of clergy and other church officer is underpinned by a robust communications plan which provides the information using a variety of methods and platforms ensuring relevant stakeholders know what is available, how it can be accessed and what skills and knowledge it will provide.	Develop a Communications Plan with the Diocese’s Communications Manager to communicate all learning and development opportunities	DSA/GG	30/9/23	Comms plan for Safeguarding Learning and Development in place, with progress being mapped against this by DSAP; review of website traffic for safeguarding issues compared with Dec 2022 baseline
7.2 Raise awareness of domestic abuse including the understanding of the impact of the harmful impact of domestic abuse on children.	Domestic abuse issues to be raised in in stakeholder engagement programme in first half of 2023 – see above. Training on domestic abuse to be held for all clergy every three years.	DSA	31/12/23	Review of content of stakeholder engagement programme by DSAP
Local Recommendation				
7.3 Provide clear communication to parishes on domestic abuse and reporting requirements in relation to it. Provide dedicated training on all areas of domestic abuse.	See 2.1 and 7.1 above – to be covered in the Annual Training Strategy and the Communications Plan	DSA	31/12/23	Review of content of Annual Training Strategy and the Communications Plan by DSAP

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8. OTHER				
National Recommendation				
8.1 Review safeguarding resources at diocesan level to ensure these are sufficient, prioritised and in place to deliver the required standard of safeguarding; including training, prevention and support for survivors and victims, risk assessment and management of safeguarding caseloads	<p>New team members in post from the start of 2023 – the team now comprises: the DSA, the Assistant DSA, the Case Manager and the Administrative Support Assistant.</p> <p>Resourcing to be reviewed again January 2024</p>	COO/DS	31/1/24	Annual Safeguarding Report for 2024 to report back on safeguarding resources
8.2 Diocesan Safeguarding Advisory Panel to review its terms of reference and membership – to include an independent chair and survivor representation, with a range of independent statutory and voluntary partners that is appropriate to the diocese.	<p>Recruit survivor representative</p> <p>Carry out Annual Review of the TOR and membership of DSAP</p>	<p>DSAP Chair/DSA</p> <p>DSAP Chair</p>	<p>31/12/23</p> <p>31/12/23</p>	<p>Survivor representative a member of DSAP</p> <p>Outcome of annual review of DSAP to be included in Annual Safeguarding Report</p>
Local Recommendation				
8.3 Communicate the diocese’s safeguarding strategy to all clergy and publish it on the website	+David to write to all clergy in June 2023, with key messages arising from PCR2 and informing them of the Development Strategy and the Training and Development Plan	COO/DS & DSA	30/6/23	Annual Clergy Wellbeing Survey – May each year – includes clergy feedback on support from Safeguarding Team
8.4 Write to clergy and church officers with the learning from PCR2, including the need for timely referrals to the DSA with a variety of examples, such as offender worship, domestic abuse and the process for supervising those about whom concerns have been raised; and	See 8.3 above			

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also emphasise the need for appropriate records to be kept at parish level.				
8.5 Consider the safeguarding resources available and whether more safeguarding case management time is required.	See 8.1 above			
8.6 Put in place a point of contact for chaplain roles, to enable good communications and liaison on safeguarding matters.	Compile a list of all institutions employing chaplains in the diocese; DSA to write to all chaplains highlighting the need for good communication on safeguarding matters	DSA/Bishop's Chaplain	31/12/23	Letters sent to all chaplains
8.7 Update cases of concern records arising from PCR2 to ensure that any actions taken following the review are documented and that this is included in clergy files.	Include information from cases of concern records in clergy files	DSA	31/12/23	Report to DSAP on progress