

Areas for development / considerations from the Diocese of Rochester independent safeguarding audit by the Social Care Institute for Excellence			
Action required	By whom	Timescale	Progress/notes
1. Consider how to develop protocols around the role of safeguarding lead, and the involvement of archdeacons more generally in safeguarding and core groups.	DSEC/ BASCVA/DSA	Ongoing	Protocols to be prepared
2. Consider more structured support between the Diocesan Secretary and the BSA.	Dio Sec	Implemented	Bishop and Diocesan Secretary to conduct annual appraisal and day to day line management to be responsibility of Dio Sec
3. Consider how best the Diocesan Secretary can contribute to the BSAP.	Dio Sec	Ongoing	Diocesan Secretary and Chair of BSAP
4. The Diocese to keep under consideration whether the further expansion of the safeguarding service might be necessary.	BC/Dio Sec/DSEC	Implemented	DS and SEC Chair to keep resourcing under review. To include in SEC Terms of Reference
5. The Diocese to consider how to provide adequate administrative support to the expanding safeguarding service.	BC/Dio Sec/DSEC	Ongoing	See above
6. A support structure for the BSA, which includes professional supervision, and possibly also regular meetings with senior figures in the Diocese, should be put in place as soon as is practical.	Dio Sec	2018	Regular pattern of meetings being established with the Bishop, Dio Sec, BASCVA and DSA
7. The support needs of the new safeguarding worker should be considered at the same time.	Dio Sec	2018	
8. Thought should be given to the need for a private work space for the safeguarding professionals.	Dio Sec	IMPLEMENTED	Separate room set aside for the Safeguarding Team.
9. Consideration to be given to regular meetings between the Bishop and the Chair of the BSAP.	Bishop of Rochester	Ongoing	

10. The BSAP to assure itself that it is compliant with forthcoming guidance on not being involved in case management.	BSAP	Ongoing	
11. To review and update local publications to use consistent job titles, to reflect lessons learned from Kendall House and to ensure that the documents are consistent with the Care Act 2014 and the latest House of Bishops' policies.	DSEC/ BASCVA/DSA	Ongoing	BASCVA/DSA to keep under review and update publications as and when required.
12. The Diocese to sign safeguarding agreements as a matter of course, and to put in place a system for tracking when they are due for review.	Dio Sec/ BASCVA/DSA	Ongoing	BASCVA/DSA to ensure that SA maintains a database of all agreements and produces regular reports highlighting those that are due for review.
13. The Diocese to link safeguarding agreements to risk assessments, and to ensure they are in place whenever necessary.	BSAP/DSEC	Ongoing	BASCVA/DSA to link agreements to risk assessments and ensure they are in place when necessary
14. Risk assessment guidance from the NST to be adhered to.	SEC		to comply with NST guidance on risk assessments. NST currently developing training for safeguarding advisers
15. Practice guidance involving core groups to be adhered to.	DSEC/ BASCVA/DSA	ongoing	
16. Ensuring the BSA is sufficiently well-supported to be able to make full use of the NST's safeguarding mechanisms.	Dio Sec/DSEC	Ongoing	
17. Move to a case management system that allows for all key contacts regarding a case to be recorded.	Dio Sec/	Ongoing	Awaiting NST to develop an rollout national case management system
18. The Diocese is developing a detailed training delivery plan and should give thought to whether the SEC and/or BSAP should be responsible for overseeing its implementation.	BSAP/DSEC	Ongoing	The training plan implementation is overseen by DSEC and monitored by BSAP through regular reports.

19. If volunteer trainers are recruited, consideration to be given to how to quality assure their work.	DSA	Ongoing	
20. Communication about safeguarding training to be developed for the parishes.	DSA	Ongoing	The availability of training is advertised through newsletters, emails and on the diocesan website
21. An overall database of training numbers could be considered alongside the delivery plan.	DSA and SA	Ongoing	
22. Develop consistent local expectations, in line with national guidance, about what is stored on Blue Files and lay HR files, including a flagging system for safeguarding concerns on Blue Files.	Bishop of Rochester /Dio Sec	2018	A further review of the clergy 'Blue Files' is to be commissioned by the Bishop.
23. Keep SEC discussion notes on safeguarding files in blemished DBS cases, to maintain consistent record-keeping.	BASCVA	Ongoing	
24. To ensure DBS referrals are made, where appropriate, in cases where the CDM has led to the removal of the Bishop's Licence.	Bishop of Rochester BASCVA/DSA	Ongoing	
25. Develop a more detailed complaints policy, giving information about who to make complaints to, and expectations in terms of response times and standards.	BC/Dio Sec	Ongoing	
26. The BSAP and SEC to consider mechanisms for quality assurance, which may include using data to support safeguarding at the parish level.	BSAP/DSEC	Ongoing	
27. The BSAP to consider drawing up an action plan to work through recent recommendations and considerations.	BSAP	Ongoing	

28. When staffing allows, consider a survey of the safeguarding situation in parishes, to inform how best they can be supported.	BSA/DBSA	2018	
29. Consider a safeguarding newsletter.	BASCVA/DSA	IMPLEMENTED	Regular bulletin/update now being published by the Safeguarding Team.
30. A framework to guide discussions about a diocesan offer of support to survivors, consistent with Responding Well, which is communicated to parishes.	DSEC/ BASCVA/DSA		Awaiting National Safeguarding Team/House of Bishop guidelines.
31. Consider revamping the safeguarding pages of the diocesan website.	Dio Sec/ BASCVA/DSA	2018	New Communications Officer is undertaking a review of the diocesan website and content with the relevant role-holders.
32. It is encouraging that there will be further capacity, but training tends to generate more work, and some of the recommendations of the Kendall House report, the Proctor Review and this audit will also generate work. The Diocese may need to consider provision for further expansion at some point in the future, including of the administrative support around safeguarding.	BC/Dio Sec	IMPLEMENTED	Safeguarding Administrator appointed 2018. Resourcing to be kept under review.
33. The implementation of the recommendations from Kendall House and the Proctor Review, alongside the considerations from this audit, where appropriate, need to be tracked and monitored. This could be in the form of an action plan overseen by the new BSAP.	Dio Sec	Ongoing	Action against the recommendations will be tracked with regular reports being made to DSEC and BSAP
34. Casework needs to be done in accordance with NST guidance in relation to, for example, risk assessments, core groups and safeguarding agreements.	Dio Sec	IMPLEMENTED	BSA and DBSA are ensuring compliance with NST guidance

Prompt and inclusive core groups are especially important.			
35. Professional supervision for the BASCVA, and her new colleague, needs to be arranged promptly.	Dio Sec	2018	See 9.2.5
36. Regular links between BASCVA, the BSAP, and the Bishop and Bishop's Council would help generate a wider sense of ownership of safeguarding, and be part of a supportive network for the BASCVA, which feels somewhat lacking at present.	Bishop of Rochester /Dio Sec	Ongoing	To include a regular item of business on the Bishops Leadership Team /BC/DS agendas
37. There is a considerable training challenge to be met, and a strategy for how to deliver all the C0–C2 requirements will need to match the excellent work on training clergy this year.	DSEC	Ongoing	
38. Some more structured thought needs to be given to the offer of support to survivors; a framework which is not overly-prescriptive but which gives everyone involved some steer as to what might be available would be useful.	DSEC/BSAP	Ongoing	
39. Filing is well organised, but needs to include case notes of all key telephone calls and other contacts, and to be compliant with NST recording guidance.	Dio Sec BASCVA/DSA		BASCVA/DSA are ensuring compliance with NST guidance
40. The safeguarding aspects of the website should cover more than DBS issues. Communication with the parishes on safeguarding could be improved – e.g. via a newsletter.	Dio Sec/ BASCVA/DSA	Ongoing	See 9.3.29 and 9.3.31
41. The support to and engagement with the parishes more generally on	BASCVA/DSA	Ongoing	To be monitored through Annual Return and Archdeacons' Visitations.

safeguarding needs to be developed. Safeguarding returns from the parishes could inform what this looks like, and the data could improve the overall functioning of the service.			
42. Safeguarding agreements should be signed by the BASCVA and systematically reviewed, with thought given to how to keep on top of them during vacancies.	BASCVA/DSA	Ongoing	Policy /Protocols required for keeping on top of the agreements during vacancies.
43. The safeguarding team, when in place, ought to have a more private room for safeguarding, to avoid having to look around for spaces for private conversations.	Dio Sec	IMPLEMENTED	
44. Consider the implications of growing work in the social services field – foodbanks, care home visits – in terms of safeguarding.	DSEC	Ongoing	

Key:

BC - Bishop's Council

Dio Sec – Diocesan Secretary

DS - Diocesan Synod

BSAP - Bishop's Safeguarding Advisory Panel

DSEC - Diocesan Safeguarding Executive Committee

BASCVA - Bishop's Advisor for Safeguarding Children and Vulnerable Adults

DSA- Deputy Safeguarding Adviser