

Teignmouth West

Safeguarding Action Plan

Level 3

Introduction

The Church of England's safeguarding policy statement, *Promoting a Safer Church*, says:

"All Church bodies should ensure that they have a 'Promoting a Safer Church' action plan in place that sets out, in line with national and local priorities, how the policy is being put into action and is reviewed regularly."

This Action Plan has been produced by an application called *Safeguarding Dashboards* for the consideration of the PCC.

The PCC is invited to discuss, amend and approve this Action Plan.

Safeguarding Dashboards has three levels:

- Level 1 - Safer Foundations;
- Level 2 - Safer Activities;
- Level 3 - Safer Practices.

Further information about these levels can be found at... <https://tinyurl.com/roadmap-safeguarding>

Date approved by the PCC: _____

Policies and Action Plan

	Status	Notes
<p>Safeguarding Policy Approval The PCC must approve a parish safeguarding policy which complies with Church of England requirements.</p>	Completed	An updated Safeguarding Policy was discussed at the Zoom PCC meeting on the 18th of February 2021. An updated Policy Document will be resigned.
<p>Safeguarding Policy Promotion 'Promoting a Safer Church' must be publicised and promoted, and all Church Officers must have access to it.</p>	Completed	The Promoting a Safer Church booklet was left with the PCC on the 16th of September 2020 .
<p>Safeguarding Action Plan The PCC must approve an action plan and review it regularly.</p>	Completed	The Action Plan was reviewed at the PCC dated 18th Feb 2021 and signed off and placed in the PCC file.
<p>Recruitment of Ex-Offenders The PCC must have a policy regarding the recruitment of ex-offenders.</p>	Completed	This document was reviewed in detail at the PCC meeting and signed by the Vicar. Now filed.
<p>Use of Social Media The PCC must have a policy regarding the use of social media. This is to be reviewed annually.</p>	Completed	This Policy was discussed at the meeting on the 18th of February 2021 after which a copy was filed.
<p>Local Ecumenical Partnership Local Ecumenical Partnerships (LEPs) must agree which denomination or organisation's safeguarding policy to follow.</p>	Completed	There is no LEP for this parish.

Safeguarding Procedures

	Status	Notes
<p>Responding to Concerns or Allegations The PCC must approve a procedure to deal promptly with any safeguarding concern or allegation (including any suspicion of abuse). This procedure is to be reviewed annually.</p>	Completed	Signed off by the Vicar at the PCC meeting held on the 18th of July 2020
<p>Known Offenders Known offenders, and others who may pose a risk to children or vulnerable adults, must be effectively managed and monitored in consultation with the Diocesan Safeguarding Adviser.</p>	Completed	

	Status	Notes
<p>Data Protection The PCC must approve a procedure for the storage and use of safeguarding records.</p>	Further guidance will be added soon.	A policy has been agreed for the safe storage of safeguarding related materials. Reports of allegations and concerns are confidentially filed by the Vicar. All PCC signed policies are kept in the individual PCC file. Generic documents are saved to the SAFEGUARDING banner on the Team website.
<p>Clergy Vacancy Consideration must be given to the secure storage of safeguarding records during a clergy vacancy.</p>	Completed	All generic SG documents are stored in the Administrators office for the Team. All SG reports are confidentially kept by the Vicar.

Safeguarding Roles

	Status	Notes
<p>Parish Safeguarding Representative The PCC must safely recruit a lay person, not related to the incumbent, to the role of Parish Safeguarding Representative. The appointment is to be made in accordance with national 'safer recruitment' guidance.</p>	Completed	St James has a Safeguarding Representative who liases with the Diocese and the Team SG Officer on all matters relating to safeguarding in the church. The PCC are pleased to have the support of this volunteer. All the necessary SG training has been completed- including Leadership S2
<p>Churchwardens The churchwardens must be made aware of their safeguarding responsibilities.</p>	Completed	There are now 2 Church Wardens. Both are aware of their safeguarding responsibilities.
<p>DBS Verifier The PCC must appoint at least one DBS Verifier who is responsible for the administration of DBS applications. This role may be carried out by the Parish Safeguarding Representative.</p>	Completed	

Training for Key Roles

	Status	Notes
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Parish Safeguarding Representative The Parish Safeguarding Representative must complete Foundation (C1), Leadership (C2) and Safer Recruitment (S1) training.	Completed	SH is the Safeguarding Officer for this PCC at this point in time.
Churchwardens All churchwardens must complete Foundation (C1) and Leadership (C2) safeguarding training.	Completed	
DBS Verifier Every DBS Verifier must complete Safer Recruitment training (S1).	Completed	
PCC Members All PCC members must complete Basic Awareness safeguarding training (C0).	Completed	One member of the PCC is currently living abroad and so for the purposes of this dashboard, her training status has not been included.

Displayed Information

	Status	Notes
Safeguarding Policy Notice Each church building must display a notice about its safeguarding policy.	Completed	An updated poster (in conjunction with the re-signed Policy Notice) will be placed on the notice board after the PCC meeting on the 18th of February 2021.
Safeguarding Who's Who Each church building must display contact details for people who have safeguarding roles.	Completed	A poster documenting the contact details of the local SG Officer and the Diocesan Office, can be found on the notice board of the church.
Parish Website Safeguarding arrangements must be clearly visible on the front page of a parish website (if you have one).	Completed	Our Team website, and the A Church Near You website contains the contact details of SG officers and other local support agencies.

Reviews and Reports

	Status	Notes
PCC Agendas Safeguarding must be a standing agenda item at every PCC meeting.	Completed	Safeguarding has been an agenda item following on from the APCM held in April 2019

	Status	Notes
<p>Reports to the PCC</p> <p>The Parish Safeguarding Representative must give regular reports to the PCC regarding safeguarding in the parish.</p>	Completed	The SG representative sends an updated Action Plan prior to the PCC being conducted. PCC Minutes have recorded updates at every meeting held since the APCM 2019
<p>Reports to the APCM</p> <p>At the Annual Parochial Church Meeting, the PCC must report on safeguarding in the parish.</p>	Completed	A SG report was shared with the PCC for review and for uploading to the Haldon Team APCM data base after the meeting in 2020. The same process will take place when the APCM meeting date is confirmed.
<p>Review List of Church Activities</p> <p>The PCC must confirm that the list of Church Activities on this dashboard is complete.</p>	Completed	There are no childrens outreach activities at this moment in time. The Friday Club activity with children will recommence post Covid 19 Closure. This is a subject for discussion at the next meeting.
<p>Review List of Non-Church Activities</p> <p>The PCC must confirm that the list of Non-Church Activities on this dashboard is complete.</p>	Completed	Friday club has been cancelled because of lockdown. We discussed what documentation is required before this activity recommences.

Church Activities

Non-Church Activities