

Bishopsteignton

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	This policy statement was updated and signed after review at the PCC meeting on the 13th of January 2021
<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 Policy Statement has been updated and signed off for 2021. A copy of the Statement Principles will be placed on the noticeboard for public review.
<p>Safeguarding Action Plan The PCC must approve an action plan and review it regularly.</p>	Completed	The updated Action Plan was reviewed in detail at the PCC meeting on 13th January 2021 and a signed copy was filed
<p>Recruitment of Ex-Offenders The PCC must have a policy regarding the recruitment of ex-offenders.</p>	Completed	Reviewed at the PCC meeting, signed and 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 will be adopted by the Haldon Team in January 2021. The PCC meeting approved the content of the policy on the 13th of January, 2021
<p>Local Ecumenical Partnership Local Ecumenical Partnerships (LEPs) must agree which denomination or organisation's safeguarding policy to follow.</p>	Completed	Not part of a LEP

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	Discussed in detail at the PCC meeting on the 16th of September 2020

	Status	Notes
<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	The Clergy and SG Officers understand the need to comply with the advice on this matter and that known offenders or others who may pose a risk to children and/or vulnerable adults are effectively managed and monitored in consultation with the DSA.
<p>Data Protection The PCC must approve a procedure for the storage and use of safeguarding records.</p>	Further guidance will be added soon.	Discussed with Vicar on 02/11/2020. General SG documents are stored in the Administrators office in St Michaels . Documents re: allegations and concerns are stored with the Vicar.
<p>Clergy Vacancy Consideration must be given to the secure storage of safeguarding records during a clergy vacancy.</p>	Completed	A Safeguarding File is kept in the Administration Office of St Michaels Church documenting generic guidance from the SG office. Training spreadsheets are also stored in this location. All Allegation and Concern reports are stored in a file with the Vicar-with restricted access. This information will be shared with all of the Team PCCs in January 2021.

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	SH is the named Safeguarding Officer for this Parish. The church warden KH will oversee all SG matters for this PCC with support from Sue Harvey. It is hoped that a designated SG officer will offer to take this role over in the future.
<p>Churchwardens The churchwardens must be made aware of their safeguarding responsibilities.</p>	Completed	
<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	SH fills this role for the Parish at this point in time.

Training for Key Roles

	Status	Notes
<p>Parish Safeguarding Representative The Parish Safeguarding Representative must complete Foundation (C1), Leadership (C2) and Safer Recruitment (S1) training.</p>	Completed	
<p>Churchwardens All churchwardens must complete Foundation (C1) and Leadership (C2) safeguarding training.</p>	Completed	
<p>DBS Verifier Every DBS Verifier must complete Safer Recruitment training (S1).</p>	Completed	SH has completed this training.
<p>PCC Members All PCC members must complete Basic Awareness safeguarding training (C0).</p>	Completed	We confirmed that all PCC members have now completed the basic SG training.

Displayed Information

	Status	Notes
<p>Safeguarding Policy Notice Each church building must display a notice about its safeguarding policy.</p>	Completed	A notice is displayed

	Status	Notes
<p>Safeguarding Who's Who Each church building must display contact details for people who have safeguarding roles.</p>	Completed	Updated posters were left with the PCC secretary after the PCC meeting on the 16th of September 2020. We discussed the need for all SG posters to be put in a position easily viewable by members of the public.
<p>Parish Website Safeguarding arrangements must be clearly visible on the front page of a parish website (if you have one).</p>	Completed	The Team website and the A Church Near You website has safeguarding links and contact details. Updated details have been up loaded onto the website since the PCC meeting.

Reviews and Reports

	Status	Notes
<p>PCC Agendas Safeguarding must be a standing agenda item at every PCC meeting.</p>	Completed	The PCC Secretary has been reminded that SG discussions must take place at all PCC meetings in a more detailed and thorough manner.
<p>Reports to the PCC The Parish Safeguarding Representative must give regular reports to the PCC regarding safeguarding in the parish.</p>	Completed	A copy of the Action Plan is provided for all PCC Meetings.
<p>Reports to the APCM At the Annual Parochial Church Meeting, the PCC must report on safeguarding in the parish.</p>	Completed	This Action Plan will be sent to the PCC and to the Haldon Team APCM data base in preparation for the APCM Meeting in 2021
<p>Review List of Church Activities The PCC must confirm that the list of Church Activities on this dashboard is complete.</p>	Completed	Because of CV19 restrictions and the need to conduct Risk Assesments, training, role profile generation and Insurance Reviews, it has been decided not to recommence the Open the Book outreach initiative until 2021.
<p>Review List of Non-Church Activities The PCC must confirm that the list of Non-Church Activities on this dashboard is complete.</p>	Completed	Open the Book activities are currently postponed due to Covid 19. Unlikely to recommence until later in 2021

Church Activities

Non-Church Activities