

Ideford with Luton

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 document was re-signed on the 26th of January 2021 for both Ideford and Luton Churches
<p>Safeguarding Policy Promotion 'Promoting a Safer Church' must be publicised and promoted, and all Church Officers must have access to it.</p>	Completed	An ecopy of the SC booklet has been circulated to all PCC members. A paper copy was given to both Ideford and Luton PCCs.
<p>Safeguarding Action Plan The PCC must approve an action plan and review it regularly.</p>	Completed	A copy of the Action Plan was sent to the PCC members of St Marys Church Ideford on the 24th of January 2021 and to the members of Luton PCC.
<p>Recruitment of Ex-Offenders The PCC must have a policy regarding the recruitment of ex-offenders.</p>	Completed	Reviewed and a signed copy filed for Luton PCC on 7th Of September 2020. Ideford on the 16th of September 2020
<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 has been signed off for the Team and was reviewed during the PCC meeting on the 26th of January 2021. A copy has been filed for Ideford and Luton in the PCC files.
<p>Local Ecumenical Partnership Local Ecumenical Partnerships (LEPs) must agree which denomination or organisation's safeguarding policy to follow.</p>	Completed	This parish is 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	The Responding to Allegations or Concerns Statement was reviewed by Rev Jane Frost and signed off after a ZOOM PCC meeting in 2020 with both Ideford and Luton.

	Status	Notes
<p>Known Offenders</p> <p>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, SGO and PCC officers are fully aware of their obligation to manage known offenders as per the guidelines.
<p>Data Protection</p> <p>The PCC must approve a procedure for the storage and use of safeguarding records.</p>	Further guidance will be added soon.	Generic Safeguarding Documents, notices and training trackers are filed in the SG file in the Administrators Office. St Michaels Teignmouth. This file has limited access. All SG Reports made to the Diocesan SG office are securely filed with the Vicar. The PCC are aware that documentation relating to the PCC and church business must be stored in a protected manner.
<p>Clergy Vacancy</p> <p>Consideration must be given to the secure storage of safeguarding records during a clergy vacancy.</p>	Completed	Please see previous statement regarding the storage of documentation during a clergy vacancy and at other times.

Safeguarding Roles

	Status	Notes
<p>Parish Safeguarding Representative</p> <p>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	Neither Ideford or Luton have an allocated Safeguarding Officer with access to the Dashboard within the PCC. SH is the Lead SG officer for the team and currently fills the role of local SG Officer for these 2 PCCs.
<p>Churchwardens</p> <p>The churchwardens must be made aware of their safeguarding responsibilities.</p>	Completed	Luton Church Wardens are aware of the SG Responsibilities and have completed all necessary SG Training. Ideford PCC does not have a Church Warden. This matter was discussed in detail at the Ideford PCC Meeting.
<p>DBS Verifier</p> <p>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	There is no DBS Verifier attached to either the Luton or Ideford PCCs. SH carries this role for the Team at the present time.

Training for Key Roles

	Status	Notes
Parish Safeguarding Representative The Parish Safeguarding Representative must complete Foundation (C1), Leadership (C2) and Safer Recruitment (S1) training.	Completed	SH has completed all the required training.
Churchwardens All churchwardens must complete Foundation (C1) and Leadership (C2) safeguarding training.	Completed	The Church Warden for Luton has completed all available training. Ideford PCC have not been able to recruit a church warden.
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	

Displayed Information

	Status	Notes
Safeguarding Policy Notice Each church building must display a notice about its safeguarding policy.	Completed	The 2017 Policy Document for the Safeguarding of Children and Vulnerable Adults was reviewed and signed off January 2021. This document can be found in the foyer of the Ideford and Luton churches.
Safeguarding Who's Who Each church building must display contact details for people who have safeguarding roles.	Completed	Posters listing the SG contact locally and Diocesan SG Officers- is present in both churches and foyers. A Photograph of the SG officer was published in August 2020
Parish Website Safeguarding arrangements must be clearly visible on the front page of a parish website (if you have one).	Completed	A statement has been put on all 5 A Church in Your sites and also added to the team website http://www.haldonteam.org.uk/index.php/safeguarding with a link on the left.

Reviews and Reports

	Status	Notes
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<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. Reviewed at both PCC Meetings.
<p>Reports to the PCC The Parish Safeguarding Representative must give regular reports to the PCC regarding safeguarding in the parish.</p>	Completed	A SG report along with agenda items has been sent to the PCCs for both Ideford and Luton prior to the PCC zoom meetings in January 2021
<p>Reports to the APCM At the Annual Parochial Church Meeting, the PCC must report on safeguarding in the parish.</p>	Completed	A copy of this report will be sent to both the PCC secretaries and to the Haldon Team APCM Data base
<p>Review List of Church Activities The PCC must confirm that the list of Church Activities on this dashboard is complete.</p>	Completed	Prior to possible recommencement of the Messy Church outreach initiative, a risk assessment, role profile, insurance review, and training completion must be completed. There are no other activities with children associated with Luton PCC. Confirmed at the first 2021 PCC meeting.
<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	Discussed at the last PCC meeting. Messy Church will recommence when it is possible.

Church Activities

Non-Church Activities