

# 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
<b>Safeguarding Policy Approval</b> The PCC must approve a parish safeguarding policy which complies with Church of England requirements.	Completed	
<b>Safeguarding Policy Promotion</b> 'Promoting a Safer Church' must be publicised and promoted, and all Church Officers must have access to it.	Completed	The Promoting a Safer Church booklet was left with the PCC on the 16th of September 2020 .
<b>Safeguarding Action Plan</b> The PCC must approve an action plan and review it regularly.	Completed	The Action Plan was reviewed at the PCC dated 20/01/2022
<b>Recruitment of Ex-Offenders</b> The PCC must have a policy regarding the recruitment of ex-offenders.	Completed	This document has been reviewed in detail and signed by the Vicar. Now filed. This subject will was discussed at the PCC Meeting on the 20th of January 2022
<b>Local Ecumenical Partnership</b> Local Ecumenical Partnerships (LEPs) must agree which denomination or organisation's safeguarding policy to follow.	Completed	There is no LEP for this parish.

# Safeguarding Procedures

	Status	Notes
<b>Responding to Concerns or Allegations</b> 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.	Completed	At the PCC meeting on the 7th of October 2021 the safe reporting of concerns were reviewed in detail.
<b>Known Offenders</b> 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.	Completed	This subject was discussed at the PCC meeting on the 20th of January 2022

	Status	Notes
<p><b>Data Protection and Retention</b> The PCC must comply with data protection legislation and Church of England data retention guidance.</p>	Completed	<p>During the PCC meeting on the 7th of September 2021 we discussed the Document Retention requirements as mandated by the C of E. Particular attention was paid to the safe storage of all documents relating to SG allegations or concerns, and to all documentation relating to outreach activities with children. I/e the Risk Assessment. For the record: All reports relating to allegations or concerns are stored with Rev Jane Frost because they contain individual specific information- and are therefore confidential. . All Children's Activity documentation are stored by the PCC in a designated file. All generic SG documentation, including policy documents are stored in the Administration Office for the Haldon Mission Community in St Michaels Church Teignmouth.</p>
<p><b>Clergy Vacancy</b> Consideration must be given to the secure storage of safeguarding records during a clergy vacancy.</p>	Completed	<p>In the absence of any clergy- the report file will be stored with the SG officer for the Mission Community.</p>
<p><b>Use of Social Media</b> The PCC must ensure that the church is following national guidance regarding the use of social media.</p>	Completed	<p>This subject was discussed at the PCC Meeting on the 20th of January 2022.</p>

## Safeguarding Roles

	Status	Notes
<p><b>Parish Safeguarding Representative</b> The PCC must safely recruit a suitable person (not the incumbent or his/her partner) to the role of Parish Safeguarding Representative. The appointment is to be made in accordance with national 'safer recruitment' guidance.</p>	Completed	<p>St James has a Safeguarding Information Sharer who reports 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>

	Status	Notes
<b>Churchwardens</b> The churchwardens must be made aware of their safeguarding responsibilities.	Completed	There is now 1 Church Warden. March 2022
<b>DBS Evidence Checker</b> The PCC must appoint at least one DBS Evidence Checker who is responsible for the administration of DBS applications. This role may be carried out by the Parish Safeguarding Representative.	At least one DBS Evidence Checker needs to be appointed.	This PCC has not appointed an evidence checker who is responsible for the administration of DBS applications in this Parish. The role is currently been carried out by SH SG Officer for the Team.

## Reviews and Reports

	Status	Notes
<b>PCC Agendas</b> 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
<b>Reports to the PCC</b> The Parish Safeguarding Representative must give regular reports to the PCC regarding safeguarding in the parish.	Completed	A SG Action Plan will be sent in preparation for the next PCC meeting.
<b>Reports to the APCM</b> At the Annual Parochial Church Meeting, the PCC must report on safeguarding in the parish.	Completed	A SG report will be shared with the PCC and uploaded to the Community Website for the APCM in April 2022
<b>Review List of Church Activities</b> The PCC must confirm that the list of Church Activities on this dashboard is complete.	Completed	There are no childrens outreach activities at this moment in time.
<b>Review List of Non-Church Activities</b> The PCC must confirm that the list of Non-Church Activities on this dashboard is complete.	Completed	

## Learning and Development

	Status	Notes
<b>Basic Awareness Pathway</b> This learning pathway must be completed by all church officers, and anyone going on to complete any other safeguarding learning pathway.	Completed	

	Status	Notes
<p><b>Foundation Pathway</b></p> <p>This learning pathway must be completed by churchwardens, PCC members, vergers and anyone in a role which involves work with children, young people or vulnerable adults.</p>	Completed	<p>The purpose of the Basic C0 training is as follows:</p> <ul style="list-style-type: none"> <li>• Connect the core principles and practices of safeguarding to the Christian faith.</li> <li>• Recognise issues of power and abuse as they present themselves in a range of contexts, including the Church.</li> <li>• Identify the barriers (emotional, psychological &amp; theological) that can prevent the promotion of healthy Church communities.</li> <li>• Apply a clear process in the handling of concerns / safeguarding information whilst recognizing the boundaries of their own role. The Domestic Abuse Training has yet to be completed by all those on the Foundation Pathway</li> </ul>
<p><b>Leadership Pathway</b></p> <p>This learning pathway must be completed by Parish Safeguarding Representatives and anyone who significantly influences the culture of the church.</p>	One person needs to complete the Leadership Pathway.	<p>There are 2 PCC members identified as Licensed Readers. A further member of the PCC is on the Leadership Pathway but the completion of the appropriate training can not be confirmed. The training required for the Leadership Pathway is:</p> <ul style="list-style-type: none"> <li>• Connect an understanding of good safeguarding practice to their own role and responsibilities.</li> <li>• Recognise commonalities and differences arising from the age or circumstances of those affected, and how this informs appropriate action.</li> <li>• Identify wider support, accountability, and governance arrangements relevant for safeguarding in their context.</li> <li>• Analyze and respond appropriately to variety of safeguarding scenarios whilst recognizing the boundaries of their own role. The Executive Officer and Administrator for Licensed Lay Ministers (Readers) monitors the completion of the DBS status and training for LLMs.</li> </ul>
<p><b>Safer Recruitment and People Management Pathway</b></p> <p>This learning pathway must be completed by Parish Safeguarding Representatives, DBS Evidence Checkers, line managers and anyone involved in the recruitment of church officers.</p>	Completed	<p>There is no Evidence Checker for this Parish. SH fills this role at the moment. SH completed the Safer Recruitment Training on the 25th of April 2022</p>

	Status	Notes
<b>Domestic Abuse Pathway</b> This learning pathway must be completed by Parish Safeguarding Representatives and PCC members.	Some people need to complete the Domestic Abuse Pathway.	The completion of this training is currently taking place. Not every PCC member can access the training on line.
<b>Parish Safeguarding Officer Induction Pathway</b> This learning pathway must be completed by anyone taking on the role of Parish Safeguarding Representative.	Completed	

## Training for Key Roles

	Status	Notes
<b>Parish Safeguarding Representative</b> The PCC must ensure that the Parish Safeguarding Representative undertakes the required safeguarding training.	Completed	
<b>Churchwardens</b> The PCC must ensure that all Churchwardens undertake the required safeguarding training.	Completed	
<b>DBS Evidence Checker</b> The PCC must ensure that DBS Evidence Checkers undertake the required safeguarding training.	Completed	
<b>PCC Members</b> The PCC must ensure that all their members undertake the required safeguarding training.	Action is required.	

## Church Activities

### Displayed Information

	Status	Notes
<b>Safeguarding Policy Notice</b> Each church building must display a notice about its safeguarding policy.	Completed	An updated poster (in conjunction with the re-signed Policy Notice) has been placed on the notice board after the PCC meeting on the 18th of February 2021.

	Status	Notes
<p><b>Safeguarding Who's Who</b> Each church building must display contact details for people who have safeguarding roles.</p>	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.
<p><b>Safeguarding Poster</b> Each church building must display a 'Promoting a Safer Church' poster.</p>	Completed	
<p><b>Parish Website</b> Safeguarding arrangements must be clearly visible on the front page of a parish website (if you have one).</p>	Completed	<p>The Haldon Mission Community Website currently displays all the required Safeguarding Information. St James has its own website where contact information regarding the SG Representative and the Rector are included. On this site there is a link to the teams Safeguarding Policy and other pertinent documents. A Church Near You website contains information regarding safeguarding.</p>

## Non-Church Activities