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
Safeguarding Policy Approval The PCC must approve a parish safeguarding policy which complies with Church of England requirements.	Completed	This policy statement was updated and signed afer review at the PCC meeting on the 13th of January 2021
Safeguarding Policy Promotion 'Promoting a Safer Church' must be publicised and promoted, and all Church Officers must have access to it.	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 revew.
Safeguarding Action Plan The PCC must approve an action plan and review it regularly.	Completed	The updated Action Plan will be provided prior to all PCC meetings.
Recruitment of Ex-Offenders The PCC must have a policy regarding the recruitment of ex-offenders.	Completed	This subject was revisited at the PCC meeting to be held on the 20th of January 2022
Local Ecumenical Partnership Local Ecumenical Partnerships (LEPs) must agree which denomination or organisation's safeguarding policy to follow.	Completed	Not part of a LEP

Safeguarding Procedures

	Status	Notes
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.	Completed	A Safeguarding File is kept in the Adminstration 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 has been shared with all of the Team PCCs in January 2021.

	Status	Notes
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.	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.
Data Protection and Retention The PCC must comply with data protection legislation and Church of England data retention guidance.	Completed	During the PCC meeting on the 15th 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. 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 of St Michael's Church.
Clergy Vacancy Consideration must be given to the secure storage of safeguarding records during a clergy vacancy.	Completed	A Safeguarding File is kept in the Adminstration 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 accesss. This information witll be shared with all of the Team PCCs in January 2021.
Use of Social Media The PCC must ensure that the church is following national guidance regarding the use of social media.	Completed	This subject was discussed at the PCC meeting on the 20th of January 2022

Safeguarding Roles

	Status	Notes
Parish Safeguarding Representative 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.	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.
Churchwardens The churchwardens must be made aware of their safeguarding responsibilities.	Completed	
DBS Evidence Checker 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.	Completed	A DBS Evidence Checker has been appointed for this Parish. This support is much appreciated.

Reviews and Reports

	Status	Notes
PCC Agendas Safeguarding must be a standing agenda item at every PCC meeting.	Completed	
Reports to the PCC The Parish Safeguarding Representative must give regular reports to the PCC regarding safeguarding in the parish.	Completed	
Reports to the APCM At the Annual Parochial Church Meeting, the PCC must report on safeguarding in the parish.	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 2022
Review List of Church Activities The PCC must confirm that the list of Church Activities on this dashboard is complete.	Completed	The Open the Book children's outreach activity takes place in the school setting.
Review List of Non-Church Activities The PCC must confirm that the list of Non-Church Activities on this dashboard is complete.	Completed	There are no 'non-church' activities taking place on church premises.

Learning and Development

	Status	Notes

Basic Awareness Pathway This learning pathway must be completed by all church officers, and anyone going on to complete any other safeguarding learning pathway.	Some people need to complete the Basic Awareness Pathway.	Because of the changing nature of PCC membership it is hard to share accurate figures. We understand the Basic Awareness Pathway aims to be: • Connect the core principles and practices of safeguarding to the Christian faith. • Recognize issues of power and abuse as they present themselves in a range of contexts, including the Church. • Identify the barriers (emotional, psychological & theological) that can prevent the promotion of healthy Church communities. • Apply a clear process in the handling of concerns / safeguarding information whilst recognizing the boundaries of their own role.
Foundation Pathway 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.	Completed	All basic C0 SG training is up to date for all those on the Foundation Pathway. The Domestic Abuse training has not been completed as yet. See comment re: training for 2 Open the Book Volunteers
Leadership Pathway This learning pathway must be completed by Parish Safeguarding Representatives and anyone who significantly influences the culture of the church.	Completed	The Church Warden has now completed the Home Visitor Training Course and will now be sharing Holy Communion with those who are housebound. This is a Leadership role.The Executive Officer and Administrator for Licensed Lay Ministers (Readers) monitors the completion of the DBS status and training for LLMs.
Safer Recruitment and People Management Pathway This learning pathway must be completed by Parish Safeguarding Representatives, DBS Evidence Checkers, line managers and anyone involved in the recruitment of church officers.	One person needs to complete the Safer Recruitment and People Management Pathway.	The Safeguarding Officer SH completed the Safer Recruitment Training again on the 25th of April 2022. This training will be completed by the new Evidence Checker when it is possible to do so.
Domestic Abuse Pathway This learning pathway must be completed by Parish Safeguarding Representatives and PCC members.	Some people need to complete the Domestic Abuse Pathway.	The Domestic Abuse Training is ongoing
Parish Safeguarding Officer Induction Pathway This learning pathway must be completed by anyone taking on the role of Parish Safeguarding Representative.	Completed	Safer Recruitment Training completed again recently. DA training to be repeated as a refresher.

Training for Key Roles

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

Church Activities

Open the book

	Status	Notes
PCC Authorisation The PCC must authorise any church activity involving children, young people or vulnerable adults.	Completed	
Risk Assessment The PCC must ensure that an 'activity risk assessment' is completed and reviewed regularly.	Completed	The Risk Assessment has been completed for this activity.
Insurance Cover The PCC must provide appropriate insurance cover for this activity.	Completed	
Safer Recruitment The PCC must ensure that the Safer Recruitment process is followed for all leaders and helpers.	Completed	
DBS Checks The PCC must ensure that all eligible leaders and helpers are DBS checked every five years.	Completed	SG Officer to review expiry dates of current DBS cover.

	Status	Notes
Safeguarding Training The PCC must ensure that all leaders and helpers undertake the required safeguarding training.	Completed	There are 2 helpers who are of other denominations. Their SG obligations have been discussed with them by the activity lead. The PCC has recorded this information.
Safer Environment The Church must strive to create and maintain environments that are safer for all.	Completed	

Displayed Information

	Status	Notes
Safeguarding Policy Notice Each church building must display a notice about its safeguarding policy.	Completed	A notice is displayed
Safeguarding Who's Who Each church building must display contact details for people who have safeguarding roles.	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.
Safeguarding Poster Each church building must display a 'Promoting a Safer Church' poster.	Completed	
Parish Website Safeguarding arrangements must be clearly visible on the front page of a parish website (if you have one).	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.

Non-Church Activities