

# 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><b>Safeguarding Policy Approval</b> 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><b>Safeguarding Policy Promotion</b> '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><b>Safeguarding Action Plan</b> The PCC must approve an action plan and review it regularly.</p>	Completed	A copy of the Action Plan will be provided and reviewed at both the Ideford and Luton PCCs at the meetings taking place in March 2022.
<p><b>Recruitment of Ex-Offenders</b> The PCC must have a policy regarding the recruitment of ex-offenders.</p>	Completed	This subject was revisited at the first PCC Meeting in January 2022
<p><b>Local Ecumenical Partnership</b> 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><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.</p>	Completed	The Reporting of Safeguarding Allegations and Concerns Policy Document was reviewed by the Teams clergy and thought to be acceptable in its current format. A new Policy document will not be presented to the PCC until 2022.
<p><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.</p>	Completed	The Clergy, SGO and PCC officers are fully aware of their obligation to manage known offenders as per the guidelines. This matter was raised at the first PCC meeting in 2022.

	Status	Notes
<p><b>Data Protection and Retention</b></p> <p>The PCC must comply with data protection legislation and Church of England data retention guidance.</p>	Completed	During the PCC meetings held in 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
<p><b>Clergy Vacancy</b></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.
<p><b>Use of Social Media</b></p> <p>The PCC must ensure that the church is following national guidance regarding the use of social media.</p>	Completed	All church related information is posted on Facebook via the Haldon Missions Community Website and Social Media Manager. Occasionally Messy Church is promoted on Social Media. Care is taken to comply with guidelines with regards to posting photos of children and vulnerable adults.

## Safeguarding Roles

	Status	Notes
<p><b>Parish Safeguarding Representative</b></p> <p>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	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.

	Status	Notes
<p><b>Churchwardens</b> The churchwardens must be made aware of their safeguarding responsibilities.</p>	At least one churchwarden needs to be elected.	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><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.</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.

## Reviews and Reports

	Status	Notes
<p><b>PCC Agendas</b> Safeguarding must be a standing agenda item at every PCC meeting.</p>	Completed	Both PCC Secretaries have been reminded that SG discussions must take place at all PCC meetings in a detailed and thorough manner. Reviewed at both PCC Meetings.
<p><b>Reports to the PCC</b> 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 meetings in March 2022
<p><b>Reports to the APCM</b> 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 for April 2022
<p><b>Review List of Church Activities</b> The PCC must confirm that the list of Church Activities on this dashboard is complete.</p>	Completed	There are no activities with children associated with Luton PCC. Confirmed at the first 2021 PCC meeting. Activities relating to Messy Church Ideford are documented subsequently.
<p><b>Review List of Non-Church Activities</b> The PCC must confirm that the list of Non-Church Activities on this dashboard is complete.</p>	Completed	No Non-Church activities take place in either Luton or Ideford Church which are organized primarily for children.

# Learning and Development

	Status	Notes
<p><b>Basic Awareness Pathway</b></p> <p>This learning pathway must be completed by all church officers, and anyone going on to complete any other safeguarding learning pathway.</p>	Completed	<p>C0 Basic Training has been completed by all PCC members and childrens workers. • The Basic Awareness Pathway aims to 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 &amp; 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.</p>
<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 outstanding Training is largely the Domestic Abuse Training- recently made mandatory</p>
<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>	Completed	<p>There are no single individuals who 'significantly influence' the running of this Parish (Ideford and Luton) or are eligible for the Leadership Pathway C2</p>
<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>SH completed the Safer Recruitment again on the 25th of April 2022</p>
<p><b>Domestic Abuse Pathway</b></p> <p>This learning pathway must be completed by Parish Safeguarding Representatives and PCC members.</p>	Some people need to complete the Domestic Abuse Pathway.	<p>A number of PCC members need to complete the Domestic Abuse Training.</p>
<p><b>Parish Safeguarding Officer Induction Pathway</b></p> <p>This learning pathway must be completed by anyone taking on the role of Parish Safeguarding Representative.</p>	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.	The PCC needs to appoint at least one Churchwarden.	The training has been completed by the Church Wardens for Luton. There is no Church Warden in Ideford PCC
<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.	Completed	

# Church Activities

## Messy Church

	Status	Notes
<b>PCC Authorisation</b> The PCC must authorise any church activity involving children, young people or vulnerable adults.	Completed	
<b>Risk Assessment</b> The PCC must ensure that an 'activity risk assessment' is completed and reviewed regularly.	Completed	
<b>Insurance Cover</b> The PCC must provide appropriate insurance cover for this activity.	Completed	
<b>Safer Recruitment</b> The PCC must ensure that the Safer Recruitment process is followed for all leaders and helpers.	Completed	
<b>DBS Checks</b> The PCC must ensure that all eligible leaders and helpers are DBS checked every five years.	Some leaders or helpers need to be DBS checked.	
<b>Safeguarding Training</b> The PCC must ensure that all leaders and helpers undertake the required safeguarding training.	Completed	

	Status	Notes
<b>Safer Environment</b> The Church must strive to create and maintain environments that are safer for all.	Completed	

## Displayed Information

	Status	Notes
<b>Safeguarding Policy Notice</b> 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 seen in the foyer of the Ideford and Luton churches.
<b>Safeguarding Who's Who</b> Each church building must display contact details for people who have safeguarding roles.	Completed	Posters listing the SG contact locally and the Diocesan SG Officers- are present in both churches and foyers.
<b>Safeguarding Poster</b> Each church building must display a 'Promoting a Safer Church' poster.	Completed	
<b>Parish Website</b> 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 Near You site references. The Team website is currently being updated.

## Non-Church Activities