

# Ashcombe

# 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 policy document was discussed at the PCC meeting on the 4th of February 2021. The Policy was left with the CW for sign off by both church wardens after being signed by the Vicar.
<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	The Policy Statement was prepared for the PCC meeting on the 4th of February 2021. The poster will be placed in a public area.
<p><b>Safeguarding Action Plan</b> The PCC must approve an action plan and review it regularly.</p>	Completed	This action plan is always sent to the PCC Secretary in preparation for the PCC Meeting .
<p><b>Recruitment of Ex-Offenders</b> The PCC must have a policy regarding the recruitment of ex-offenders.</p>	Completed	Discussed and signed off during the APCM on the 18th of October 2020
<p><b>Use of Social Media</b> The PCC must have a policy regarding the use of social media. This is to be reviewed annually.</p>	Completed	This policy has been generated by and behalf of the Haldon Team. The policy was reviewed at the PCC meeting on the 4th of February 2021. A copy will be uploaded to the Team website under the Safeguarding Banner.
<p><b>Local Ecumenical Partnership</b> Local Ecumenical Partnerships (LEPs) must agree which denomination or organisation's safeguarding policy to follow.</p>	Completed	There is no agreed 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 Responding to Allegations or Concerns Statement was signed off during 2020 and briefly reviewed verbally during the zoom PCC meeting on the 4th of Feb 2021.

	Status	Notes
<p><b>Known Offenders</b></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	This is fully understood by all clergy.
<p><b>Data Protection</b></p> <p>The PCC must approve a procedure for the storage and use of safeguarding records.</p>	Further guidance will be added soon.	Discussed on 2nd of November 2021 with Vicar. A storage plan has been agreed- see further comments.
<p><b>Clergy Vacancy</b></p> <p>Consideration must be given to the secure storage of safeguarding records during a clergy vacancy.</p>	Completed	All generic SG documents will be stored in the Team administrator office. All reports of allegations and concerns are stored confidentially- by the Vicar. The generic policy documents are also stored electronically in the Team Website.

## Safeguarding Roles

	Status	Notes
<p><b>Parish Safeguarding Representative</b></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	
<p><b>Churchwardens</b></p> <p>The churchwardens must be made aware of their safeguarding responsibilities.</p>	Completed	Both Church Wardens have completed the C2 Safeguarding Training
<p><b>DBS Verifier</b></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	

## Training for Key Roles

	Status	Notes
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<b>Parish Safeguarding Representative</b> The Parish Safeguarding Representative must complete Foundation (C1), Leadership (C2) and Safer Recruitment (S1) training.	Completed	
<b>Churchwardens</b> All churchwardens must complete Foundation (C1) and Leadership (C2) safeguarding training.	Completed	All available training now completed.
<b>DBS Verifier</b> Every DBS Verifier must complete Safer Recruitment training (S1).	Completed	SH has completed this training.
<b>PCC Members</b> All PCC members must complete Basic Awareness safeguarding training (C0).	One PCC member needs to complete Basic Awareness training (C0).	One active PCC member to complete the C0 training.

## Displayed Information

	Status	Notes
<b>Safeguarding Policy Notice</b> Each church building must display a notice about its safeguarding policy.	Completed	A copy of the Safeguarding Policy Statement has been posted in a public place.
<b>Safeguarding Who's Who</b> Each church building must display contact details for people who have safeguarding roles.	Completed	Contact details are displayed in public view.
<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 the 'A Church for You' - and also on the team website at <a href="http://www.haldonteam.org.uk/index.php/safeg">http://www.haldonteam.org.uk/index.php/safeg</a> via a link clearly visible.

## Reviews and Reports

	Status	Notes
<b>PCC Agendas</b> Safeguarding must be a standing agenda item at every PCC meeting.	Completed	Safeguarding is always an agenda item and the Dashboard Action Plan is used to review all aspects of protecting the vulnerable.
<b>Reports to the PCC</b> The Parish Safeguarding Representative must give regular reports to the PCC regarding safeguarding in the parish.	Completed	A copy of the dashboard Action Plan is sent to the PCC members prior to every PCC meeting.

	Status	Notes
<p><b>Reports to the APCM</b> At the Annual Parochial Church Meeting, the PCC must report on safeguarding in the parish.</p>	Completed	An updated Action Plan will be reviewed at the 2021 APCM. A copy of the Action Plan will be saved to the Team website.
<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	The PCC confirmed that it does not have any other outreach activities. The church has not re-opened since the CV19 lock down.
<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	Confirmed

## Church Activities

## Non-Church Activities