

St Edmundsbury Cathedral



SCIE Audit Action Plan

St Edmundsbury Cathedral Safeguarding Committee

Diocesan Safeguarding Advisor (DSA) – Karen Galloway

Cathedral Safeguarding Officer (CSO) – Sarah-Jane Allison

Priest with Pastoral Charge for Safeguarding (Canon Pastor and Sub-Dean) – Matthew Vernon

Chapter Safeguarding Representative (CSR) – Barbara Pycraft

Completed	Ongoing	Pending	In progress	Outstanding

Section	Question to Consider	Owner	Timescale	Action taken or response
3.1.1 – Precincts and Buildings	Consider introducing CCTV in the Cathedral	Cathedral Safeguarding Committee		It was decided with careful thought that due to practicality and cost we cannot consider CCTV in the Cathedral.
	Consider what skills and knowledge staff and volunteers will require with the implementation of the inclusivity policy	Canon Pastor	Ongoing	See Section 5.5 Training for staff and volunteers where appropriate will follow review of Inclusivity Policy.
	Consider appointing an Inclusivity Champion	Canon Pastor	December 2019	Alternative approach being taken to look at particular inclusive issues in turn e.g. Dementia friendly Cathedral.

3.1.2 – Vulnerable Adults	Explore methods of record keeping by the pastoral team to ensure records and information can be more easily retrieved whenever required	Canon Pastor	January 2020	Completed consideration of data protection restrictions and after consultation with other Canons it was concluded that keeping general pastoral records centrally is not appropriate.
	Consider the best way to both raise awareness about the incidence of domestic abuse and how those from the Cathedral community who are victims can be best supported	DSA	January 2020	DSA is in consultation with National Church as work being completed on a domestic abuse training module.
	How to welcome LGBTQ+ minority groups of the community in Suffolk to the Cathedral, in light of the Inclusivity Policy, and rise (nationally) in hate crimes towards members of these communities	Canon Pastor	January 2020	Now to be considered at Chapter away day in June.
3.1.3 - Children	How can all children involved in Cathedral life be made aware of who the lead people are for safeguarding in the Cathedral	CSO	January 2020	More posters displayed. Posters now A3 with photographs. Safeguarding Information Cards given to new choristers and members of Junior Church.
3.1.4 - Choir	Review the chaperoning arrangements to ensure the children are cared for by adults who have been appropriately recruited, checked and trained for the role	CSO	November 2019	Implementation of new process to DBS check and provide C0 training to parent chaperones

3.2 – Case Work (Including Information Sharing)	Introducing a record keeping system that all relevant people can access and input into when required	DSA CSO	January 2020	Electronic Files now shared.
	Reviewing the identified cases in line with the relevant Church of England guidance	DSA CSO	August 2019	The identified cases have been reviewed in line with the relevant Church of England guidance.
	Formulating an agreement between the Cathedral and the diocese about delivery of a safeguarding service by the diocese	Diocese and Cathedral	January 2020	An agreement has been formulated between the Cathedral and diocese about delivery of a safeguarding service by the diocese.
	The Cathedral (and Diocese) to Ensure relevant guidance is followed for the risk assessment and formulation of any necessary safeguarding agreements of anyone who may pose a known risk to children, young people or vulnerable adults	DSA CSO	January 2020	Agree a process to ensure relevant guidance is followed for the risk assessment and formulation of any necessary safeguarding agreements of anyone who may post a known risk to children, young people or vulnerable adults.
3.4 - Training	Monitoring the reduction in hours of the new safeguarding trainer, either via Chapter and/or the DSAP, to ensure there is no negative impact on the delivery of safeguarding training for the Cathedral community	DSA CSO	Ongoing Review March 2020	Identified a Cathedral member of staff to support and carry out training once trained to do so.

4.1 – Policy, procedures and guidance	Revising the 2017 Vision and Strategy document to include safeguarding in a prominent way	Chapter	June 2020	Chapter Strategy away day booked 10 & 11 June 2020
	How to place the safeguarding information sheets in more prominent positions and how they can be made more eye-catching	CSO	August 2019	Photographs added to posters and size increased to A3 for main noticeboards.
4.2 – Cathedral safeguarding adviser and their supervision and management	Strengthening the advisory role of the DSA with the Cathedral by having regular (for example) quarterly meetings with the Cathedral safeguarding leads	CSO Canon Pastor	October 2019	New committee set up. Will meet quarterly.
4.3 – Recording Systems and IT solutions	Developing secure shared electronic folders (or similar) in order that the Diocese can share safeguarding case information with those that need to have it in the cathedral	CSO DSA	January 2020	As above – 3.2
5.1 – Quality assurance	Further developing Chapter's role in both monitoring and promoting safeguarding within the Cathedral community, in line with 5.2 of Key Roles and Responsibilities of Church Office Holders and Bodies Practice Guidance 2017	Cathedral Safeguarding Team	January 2020	Karen Galloway will look into the document: Key Roles and Responsibilities of Church Office Holders and Bodies Practice Guidance 2017. KG has reviewed the document – Section 5 Cathedral Roles and Responsibilities – and is happy that all of the points raised are in place at the Cathedral. This document will be shared with Chapter and reviewed annually.

5.1 cont.	Forming a Chapter subgroup on safeguarding to assist the above point	CSO Canon Pastor	October 2019	As above – 4.2 Chapter Member appointed
	How can the whole Cathedral community, particularly children and young people, be included in feedback about safeguarding?	Cathedral Safeguarding Committee	June 2020	Karen Galloway is following up previous work by looking at how to gain feedback from children and young people.
5.2 – Complaints about the safeguarding service	The need to develop a complaints process that relates to safeguarding, to be incorporated in the main complaints procedure	CSO	January 2020	A Safeguarding Complaints Policy has been drawn up and is now on the Cathedral Website.
5.3 - Whistleblowing	Updating the whistleblowing policy with contact information of external whistleblowing organisations, and ways in which the policy can be accessible to staff	CSO	January 2020	The Cathedral Whistleblowing policy has been updated and is now on the Cathedral website.
5.4 – Diocesan safeguarding advisory panel	How DSAP can undertake a clear quality assurance role in casework, in order that it, and the Cathedral, can consider any information and themes arising such as the relevant guidance not being followed	DSAP/DSA	December 2020	DSAP forming Quarterly QA Group. Cathedral cases will be discussed and findings fed back. Any general reoccurring themes will be fed back from the DSA.
5.5 – Leadership and Management	How to incorporate safeguarding into the Inclusivity Policy	Canon Pastor	January 2020	Review Inclusivity Policy
	Incorporating safeguarding into Chapter member's role profile	CSO	August 2019	Safeguarding added into the Chapter role description.

5.5 cont.	How might the Chapter and the Cathedral clergy's strategic leadership role be strengthened? The auditors have suggested the establishment of a safeguarding sub-group, incorporating safeguarding into key strategies etc	Chapter	Ongoing	The sub-group is up and running. Safeguarding is an agenda item at all Chapter meetings and incorporated into the strategy meetings and included on the Cathedral's risk register. Reviewing and evaluating continues.
5.5.3 – Operational leadership and management	Reconsider the title of the Canon Pastor as the lead for pastoral care, to include safeguarding	Canon Pastor CSO		This was discussed and with careful thought it was decided that the Canon Pastor's title would remain the same.
5.5.4 - Culture	How to incorporate the "thinking the unthinkable" into the positive culture of a sense of community, trust and everybody knowing everybody	Cathedral Safeguarding Committee	Ongoing	Promoting a culture whereby people feel safe in raising concerns. Review and relaunch the Safeguarding Statement by making it more accessible.

Last updated 23 January 2020