**A close up of a logo

Description automatically generatedSCIE 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

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| Completed | Ongoing | Pending | In progress | Outstanding |
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| **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 as part of monitoring of Inclusivity Policy. |
| 3.1.1 – Precincts and Buildings cont… | 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 | Ongoing | New Masterplan completed to include Safeguarding and Inclusivity supported by operational plans to ensure implementation. |
| 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 | Ongoing | 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 between DSA & CSO. |
| 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 | This has been reviewed and agreed that a Cathedral member of staff will not carry out the training but will assist with online training. |
| 4.1 – Policy, procedures and guidance | Revising the 2017 Vision and Strategy document to include safeguarding in a prominent way | Chapter | June 2020 | New Masterplan includes Safeguarding. |
| 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 | September 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. |
| 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 | September 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 | June 2020 | Inclusivity Policy has been updated, approved by Chapter, and has been circulated to Staff, Congregation and Volunteers. |
| Incorporating safeguarding into Chapter member’s role profile | CSO | August 2019 | Safeguarding added into the Chapter role description. |
| 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 15 September 2020