

Titchfield: St Peter

Safeguarding Action Plan

Level 2

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>

This Level 2 Action Plan only covers Safer Foundations and Safer Activities.

Safeguarding Dashboards can also produce a Level 3 Action Plan once sufficient progress has been made at Level 2.

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	Review Annually - June 2022
Safeguarding Policy Promotion 'Promoting a Safer Church' must be publicised and promoted, and all Church Officers must have access to it.	Completed	Review Annually June 2022
Safeguarding Action Plan The PCC must approve an action plan and review it regularly.	The PCC needs to review their Safeguarding Action Plan.	Review May 2022
Recruitment of Ex-Offenders The PCC must have a policy regarding the recruitment of ex-offenders.	Completed	Review 9/11/22

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.	The PCC must review this procedure.	Review 20/05/22
Use of Social Media The PCC must ensure that the church is following national guidance regarding the use of social media.	Completed	Review Feb 2022

Safeguarding Roles

	Status	Notes
Parish Safeguarding Officer The PCC must safely recruit a suitable person (not the incumbent or his/her partner) to the role of Parish Safeguarding Officer. The appointment is to be made in accordance with national 'safer recruitment' guidance.	Completed	Review annually - February
Churchwardens The churchwardens must be made aware of their safeguarding responsibilities.	Completed	Review 20 May 2022

	Status	Notes
DBS Administrator The PCC must appoint at least one DBS Administrator who is responsible for the administration of DBS applications. This role may be carried out by the Parish Safeguarding Officer.	Completed	Review 20 May 2022

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 Officer 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	Report submitted for 2021/2022 APCM
Review List of Church Activities The PCC must confirm that the list of Church Activities on this dashboard is complete.	Completed	Review Annually each November

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.	
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	
Leadership Pathway This learning pathway must be completed by Parish Safeguarding Officers and anyone who significantly influences the culture of the church.	Some people need to complete the Leadership Pathway.	Review after APCM 2022

	Status	Notes
Safer Recruitment and People Management Pathway This learning pathway must be completed by Parish Safeguarding Officers, DBS Administrators, line managers and anyone involved in the recruitment of church officers.	Some people need to complete the Safer Recruitment and People Management Pathway.	Reiew following APCM
Domestic Abuse Pathway This learning pathway must be completed by Parish Safeguarding Officers and PCC members.	Some people need to complete the Domestic Abuse Pathway.	Training request with Diocesan Trainer for local delivery of this module for St Peter's including Western Wards Cluster
Parish Safeguarding Officer Induction Pathway This learning pathway must be completed by anyone taking on the role of Parish Safeguarding Officer.	Completed	PSO training needed if current DBS Administrator decides to join as a PSO

Church Activities

Bell Tower

	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.	The risk assessment for this activity needs to be reviewed.	Urgent Action
Insurance Cover The PCC must provide appropriate insurance cover for this activity.	Completed	Review Annually - December
Safer Recruitment The PCC must ensure that the Safer Recruitment process is followed for all leaders and helpers.	Completed	Review Annually
DBS Checks The PCC must ensure that all eligible leaders and helpers are DBS checked every five years.	Completed	Monitor
Safeguarding Training The PCC must ensure that all leaders and helpers undertake the required safeguarding training.	Some safeguarding training needs to be booked.	Diocese advice is to wait until bespoke Safeguarding Training for Portsmouth & Winchester Diocese is available

Children & Families Wheelhouse Activities

	Status	Notes
PCC Authorisation The PCC must authorise any church activity involving children, young people or vulnerable adults.	Completed	Review Annually
Risk Assessment The PCC must ensure that an 'activity risk assessment' is completed and reviewed regularly.	Completed	Review Annually
Insurance Cover The PCC must provide appropriate insurance cover for this activity.	Completed	Review Annually - December
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	Review Annually
Safeguarding Training The PCC must ensure that all leaders and helpers undertake the required safeguarding training.	Some safeguarding training needs to be booked.	Leadership Training outstanding

Church Choir

	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.	Action is required.	No choir at present review when situation changes
Insurance Cover The PCC must provide appropriate insurance cover for this activity.	Completed	Review Annually - December
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	Review Annually
Safeguarding Training The PCC must ensure that all leaders and helpers undertake the required safeguarding training.	Some safeguarding training needs to be booked.	

Pastoral Support Group

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

Wheelhouse Pastoral Support Group

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

Pastoral Support - Parish Room Tea Parties

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

Teddy Bear Praise

	Status	Notes
PCC Authorisation The PCC must authorise any church activity involving children, young people or vulnerable adults.	Completed	Review Annually
Risk Assessment The PCC must ensure that an 'activity risk assessment' is completed and reviewed regularly.	A date needs to be entered.	Plan to re-open from Sept 2022 Thursdays 2-3pm
Insurance Cover The PCC must provide appropriate insurance cover for this activity.	Completed	Review Annually
Safer Recruitment The PCC must ensure that the Safer Recruitment process is followed for all leaders and helpers.	Completed	Review post Covid re-opening
DBS Checks The PCC must ensure that all eligible leaders and helpers are DBS checked every five years.	Completed	Review post Covid re-opening
Safeguarding Training The PCC must ensure that all leaders and helpers undertake the required safeguarding training.	Completed	

Welcome Cafe

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

Displayed Information

	Status	Notes
Safeguarding Policy Notice Each church building must display a notice about its safeguarding policy.	Completed	
Safeguarding Who's Who Each church building must display contact details for people who have safeguarding roles.	Completed	
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	Review annually

Safer Recruitment and People Management

	Status	Notes
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<p>Safer Recruitment Survey This survey relates to the new Safer Recruitment and People Management Guidance.</p>	<p>Completed</p>	<p>Review Sections 3, 6, 7, 12, 13, 14, 15</p>
<p>Safer Recruitment and People Management The PCC must comply with the new Safer Recruitment and People Management Guidance.</p>	<p>The PCC needs to comply with the requirements of the House of Bishops.</p>	<p>Raise awareness again with all relevant officers</p>