

Church of England – Diocese of Hereford – Safeguarding Strategy and Action Plan 2016-2018

Safeguarding Action Plan 2016-2017

Introduction

This document should be read in conjunction with the Church of England – Diocese of Hereford Safeguarding Strategy 2016-2018. This Action Plan takes each Safeguarding Strategic Objective and breaks down every activity required to achieve each objective. It identifies named people responsible for and involved in carrying out each activity. It contains defined timescales over which each activity should be achieved. It also contains an update regarding progress against each required activity. The intention is to use this Action Plan as the key work planning document for the new Diocesan Safeguarding Working Group. An updated version of it will be taken to each meeting of the Diocesan Safeguarding Working Group. It can also be used as a source of reference at a number of other key Diocesan meetings and forums. It will be the responsibility of the Diocesan Safeguarding Adviser to maintain and update the Action Plan.

July 2016 (updated July 2017)

Church of England – Diocese of Hereford – Safeguarding Action Plan 2016 - 2017

Strategic Objective 1: Governance and Leadership. The Diocese will develop and maintain an efficient and effective governance structure to support the delivery of safeguarding activity. The governance structure will ensure the following: that there is the correct level of senior leadership and oversight of safeguarding activity; that there is an appropriate level of engagement with independent and statutory bodies and that there are sufficient levels of resource in place to carry out the activity required.

1A Develop a process of gaining external scrutiny of the Diocesan Safeguarding arrangements. (New).

This element has been altered in light of experience and feedback from the 2017 Independent Safeguarding Audit into the Diocese’s Safeguarding arrangements. A Safeguarding Scrutiny Panel was established and met for the first time in December 2016. Not all external statutory agencies invited, took part. The Diocese received feedback from West Mercia Police and the Herefordshire Child and Adult Safeguarding Board Chairs in relation to its Strategy and Action Plan. The Diocese have subsequently been invited to take part in the local Safeguarding Board’s Annual Audit and Quality Assurance processes. This will provide an effective means of scrutiny and oversight. The Diocese will aim to replicate the process across all Local Authority areas covered within its geography. The Diocesan Safeguarding Scrutiny Panel will be disbanded. External agencies, charities and other organisations will be approached and invited to attend meetings of the Safeguarding Working Group.

Action required	By whom	Timescale	Progress
<ol style="list-style-type: none"> 1. Complete Safeguarding Board’s Annual Audit 2. Submit Audit Documents through Safeguarding Board Quality Assurance Process and seek feedback 3. Meet regularly with Safeguarding Board Business Manager. 4. Ensure Every Local Authority covered by geography has sight of Audit submission. 	DSA with assistance from Admin Support	12 months	Audit template received completion being carried out.

1B Maintain Safeguarding oversight at a Senior Leadership level within the Diocese, Bishop and Bishop's Chaplain			
1. Deliver monthly safeguarding briefing to Bishop and Bishop's Chaplain.	DSA arrange briefings via Bishop's PA	Dates booked up to December 2017	Already happening
2. Ensure Safeguarding Information is discussed where relevant at Bishop's Council and Staff meetings.	Bishop and Bishop's Chaplain Diocesan Secretary and Communications officer	Where relevant	Already happening Standing item on the Bishop's Staff meeting for Safeguarding
1C Maintain Safeguarding oversight by an Independent chair with appropriate expertise			
1. Independent Chair appointed for Safeguarding Working Group.	DSA with Independent Chair	Meetings took place in 2016 and meetings planned in 2017	Ongoing
2. Regular meetings held between Independent Chair and DSA.		Next meeting scheduled for 5 th September 2017	DSA - Independent supervision needs reviewing – A new supervisor is being sought. (ISA Finding)
3. Bishop and Independent Chair to meet regularly	Bishop's PA to arrange with Bishop and Independent Chair		
1D Create a Diocesan Safeguarding Working Group (HDSWG)			
1. Maintain Terms of Reference for the Working Group.	DSA with assistance of Admin Support	SWG has been established and meeting since October 2016	Meetings arranged
2. Decide and agree on Working Group membership.	<u>Membership as follows:</u> Independent Chair Diocesan Secretary Bishop's Chaplain	Next meetings scheduled for: 3 rd October 2017 12 th December 2017	Action Plan Updated each meeting The group has wide and expansive membership and meetings are well attended.
3. Present this Strategy and Action Plan at meeting of old Safeguarding group on 5 th July 16 and seek feedback for Diocesan Synod meeting on 7 th July	Senior Representative from the Cathedral – Precentor /lay Canon Suffragan Bishop and Archdeacon Diocesan Safeguarding Adviser DDVO Rep from Ministry Training and Development	6 th March 2018 5 th June 2018	Suggested increase in Parish representatives on group. Seek membership from external agencies and charities (ISA finding)

<p>16. Set dates for working group and book room.</p> <p>4. Send out invites and secure attendance.</p> <p>5. Ensure paperwork is circulated to membership in advance of meetings.</p> <p>6. Ensure agreed actions circulated following every meeting.</p> <p>7. Progress to be reported up to Diocesan Synod, Bishop's Council and Bishop's staff.</p> <p>8. New – seek membership / representation from Statutory Agencies and / or charities.</p>	<p>Rep from Healing and Deliverance Group</p> <p>Diocesan Director of Communications</p> <p>DBS Rep from Cathedral</p> <p>Clergy Rep from each Archdeaconry</p> <p>Lay Rep from each Archdeaconry</p> <p>Children and Families Support Officer and/or their Assistant</p> <p>Wider membership sought from externa Statutory Agencies and Charities.</p>		
<p>1E Ensure that there is adequate resource in place to achieve Safeguarding activity</p>			
<p>1. Ensure that there is a DSA in post. Keep under review contracted hours.</p> <p>2. Ensure that there is Admin Support in place. Review hours allotted.</p> <p>3. Ensure that there is an adequate Budget to support activity.</p> <p>4. Ensure Budget and Resource monitoring and review takes place at the HDSWG.</p>	<p>HDBF in consultation with Bishop and Diocesan Synod</p> <p>Diocesan Secretary</p>	<p>Yearly Budget setting process.</p>	<p>Currently underway</p> <p>Review of staffing done. No specific additional support available for safeguarding but acknowledged it is an area that is under resourced and if resources become available they can be redirected.</p> <p>A suggestion regarding a flexible approach to a small increase in resource has been included in 2018 Budget Proposal.</p>

5. Review Admin support to DBS process.			ISA finding Proposal for increase in resourcing.
<p>Strategic Objective 2: Policy and Practice Guidance. Ensure that all National Safeguarding Policy and Practice Guidance are formally adopted and implemented within the Diocese. The National Safeguarding Team are responsible for the formulation of National Safeguarding Policy and Practice Guidance. All policy and practice guidance are produced after extensive consultation both from within the Church and with external statutory agencies and other appropriate bodies and experts in the field. All policy and practice guidance are set within a revolving timetable of review by the National Team, this is to ensure that they are fully up to date and current according to legislation and developments outside the church. The Diocese needs to ensure it adopts, implements and carries out all of its safeguarding activities in accordance with the National Policy and Practice Guidance. The Diocese should also ensure it uses the most up to date version of policy and practice guidance and should ensure it actively engages with consultation exercises 2A - 2L.</p>			
<ol style="list-style-type: none"> 1. Implement all National Policy and Practice Guidance. 2. Ensure there is open access to all National Policy and Practice Guidance including its availability on the Diocesan Website and hardcopy format. 3. Produce and publish explanatory information to assist with understanding national Policy and practice guidance. 	<p>DSA to work to and promote policy</p> <p>All members of staff and church officers throughout the Diocese.</p>	<p>The Diocese already works to National Policy and Practice Guidance – consideration needs to be given to formally taking each Policy and piece of Practice Guidance to Diocesan Synod for their formal approval.</p> <p>Over next 12 months.</p>	<p>Adopted at Diocese level</p> <p>Progress underway regarding parish level understanding. Estimated that about half of the PCC's have some form of policy and a basic level of awareness.</p> <p>To request confirmation at APCM's. National Parish Safeguarding handbook being produced 2018.</p> <p>New Webpage now includes links to all National Policy (web hits check)</p> <p>Training for sub-wardens of Readers</p> <p>Positive feedback following training</p>
<p>Strategic Objective 3: Training: Provide Safeguarding Learning and Development at all levels of the organisation adhering strictly to the National Learning and Development Practice Guidance and using the national produced Training Modules. This new practice guidance gives detail about the training that should be delivered in a Diocese. It outlines various types of training and how it applies to various roles within the church both in relation to licensed and lay people as well as paid workers and volunteers. It provides a flexible approach with the facility to combine modules. The Diocesan Safeguarding Adviser will be responsible for the organisation and delivery of all Safeguarding training in the Diocese.</p>			
<p>3A Deliver Awareness / Foundation training for lay people – C1</p> <p>3B Deliver Leadership training for lay people – C2</p>			

3C Deliver Foundation and Leadership for licensed ordained people – C3			
3E Deliver advanced /specialist training to licensed clergy and relevant lay people – S Modules			
<ol style="list-style-type: none"> 1. Set dates for training. 2. Book venues throughout the Diocese. 3. Arrange refreshments. 4. Advertise training. 5. Receive and manage bookings. 6. Prepare training support materials. 7. Keep accurate records of those attending. 8. DSA to attend update training briefings by National Safeguarding Team. 	<p>DSA with Admin Support</p> <p>Bishop's PA regarding Clergy</p> <p>Admin Support regarding communication out to Parishes</p> <p>Link in with Theological College</p> <p>Link in with Ministry of Learning and Development.</p>	<p>2016 – 152 people trained</p> <p>2017 – 410 people trained</p> <p>Dates planned up to early December</p>	<p>Please note there are 151 clergy, 197 people who hold PTO, 85 Readers all who will require C3 Module in next 3 years.</p> <p>There are 278 parish safeguarding reps who will require C1 and C2. In addition, to this there are Church Wardens and Youth leaders and Bishop's staff.</p> <p>Overview report training produced. Some specialist training cancelled in January.</p> <p>Training Ongoing</p>
3D Ensure that the relevant Diocesan Senior Staff attend and engage in Safeguarding Senior Leadership Training			
<ol style="list-style-type: none"> 1. Ensure all Bishop's senior staff have attended this training. 2. Carry out a follow up sessions with each person regarding their continued understanding. 3. Ensure we receive a refresh of this training in 2018. 	<p>DSA</p> <p>Individual meetings with each member of Bishop's Senior Staff</p>	<p>Senior staff from Hereford attended this training on 8th October 2015 in Worcester.</p> <p>There is a need to follow up on the learning received on that day.</p>	<p>Training Event took place on 4th November 2016 – 10 attendees.</p> <p>Follow up date in October 2017 for further training by NST</p>
Strategic Objective 4: Communications and Access to Safeguarding information for all. It is vitally important that the Diocese ensures that anyone involved with the Church, no matter what that involvement is, has access to up to date accurate information regarding safeguarding within the Church, including details about who to contact if there is a safeguarding concern.			
4A Website			

<ol style="list-style-type: none"> 1. Create and maintain an easy accessible Safeguarding web page as part of the Diocesan Website. 2. Ensure all National Policy and Practice Guidance is explained and is accessible. 3. Ensure other relevant information is displayed. 4. Advertise forthcoming training sessions and the means by which to book on. 5. Ensure other information and forms are accessible. 6. Ensure a copy of the latest newsletter is accessible. 7. Ensure the web page is kept fully up to date at all times. 	<p>Admin Support in consultation with DSA</p> <p>Assistance from the Diocesan Director of Communications</p>	<p>12 months ongoing</p>	<p>New Webpage designed with information and links on. Went live on 29th October 2016 updated on 5th January 2017 – more information needed re DV Bell-ringing other emerging trends re Safeguarding</p> <p>Pages updated once per month. Foremost means to communicate. Newsletter not produced due to current communication direction being more about using existing channels of communications (mass mailing, emails to PCC secretaries, website, and replacement for Reflections).</p>
<p>4B Newsletter</p>			
<ol style="list-style-type: none"> 1. Formulate an informative Safeguarding newsletter. 2. Provide access to the newsletter on the diocesan web page. 3. Communicate the newsletter out to all Parishes. 	<p>DSA with assistance from Admin Support</p> <p>Assistance from the Diocesan Director of Communications</p>	<p>Regular Newsletter</p> <p>Monthly Safeguarding Update produced – and given out at parish Events</p>	<p>Update published in July</p> <p>More detailed update being given out during training – content similar to webpage content.</p>
<p>4C Communications, Media and News</p>			
<ol style="list-style-type: none"> 1. Ensure that the Diocesan Communications and Press Adviser is briefed on any safeguarding issues that are 	<p>DSA in consultation with Diocesan Director of Communications</p>	<p>Ongoing</p>	<p>New Director now in place. Case work discussion on a regular basis</p>

<p>likely to gain media / press attention.</p> <p>2. Diocesan Communications and Press adviser to attend Diocesan Safeguarding working group and any other relevant meeting.</p>			
<p>4D General Safeguarding Information and Presentations</p>			
<p>1. Attend and deliver safeguarding presentations to a variety of audiences.</p>	<p>DSA</p>	<p>As and when a request is received and or an identified need.</p>	<p>Ongoing</p> <p>Promotional material needed for Events</p>
<p>Strategic Objective 5: Safer Recruitment. It is vitally important that the diocese adheres fully to the principles of safer recruitment when engaging the services of people to work or volunteer within the church.</p>			
<p>5A Safer Recruitment to include a DBS System</p>			
<p>1. Maintain the DBS checking system currently administered by the Cathedral.</p> <p>2. Check that this system works correctly and is adequately resourced.</p> <p>3. Ensure that there is a robust process in place to identify renewals.</p> <p>4. Ensure that there is a robust process in place when DBS return a disclosure or blemish.</p> <p>5. Explore sustainable DBS system options such as</p>	<p>Cathedral DBS Administrator Diocesan Administrative Support DSA Bishop's PA and Bishop's Secretary</p> <p>Clergy</p> <p>PCCs</p>	<p>The DBS administration system is running effectively. We need to look to the future and sustainability especially in light of many people and organisations now moving to an online system.</p>	<p>Ongoing</p> <p>DBS Administrator moved to Diocesan Premises.</p> <p>New Safer Recruitment Policy and Training.</p> <p>Future plan to move to an online system. Issue is about timing, cost and parish checking requirements. Probable pilot, before roll out.</p> <p>Recent increase in DBS checks demonstrates impact of training.</p>

<p>online checking and renewal.</p> <ol style="list-style-type: none"> 6. Promote the need for DBS checking across the Parishes and other organisations such as Bell ringers. 7. Implement DBS audit of compliance across the Parishes. 8. DSA to carry out Type 'A' Risk assessments in relation to all DBS Blemishes and disclosures – making decisions regarding suitability. 			<p>Audit of Parish compliance needed before Safeguarding inspection in 2017. This will be factored into discussions regarding admin support.</p> <p>ISA finding need to move to online system</p> <p>Small lottery rules in S. Shropshire insisting on DBS checks. Guidance required.</p>
<p>Strategic Objective 6: Casework and working with those who pose risk in worship. The Diocese needs to maintain an effective and efficient mechanism to manage safeguarding casework to include working with offenders and people who pose a risk.</p>			
<p>6A Casework</p>			
<ol style="list-style-type: none"> 1. Carry out all casework in a timely and efficient manner making referrals when appropriate to do so. 2. Maintain accurate and up to date records complying with Data Protection and National Practice Guidance. 3. Deliver monthly briefings to Bishop and his Chaplain. 4. Partake in regular casework supervision meetings with a suitably qualified individual. 5. Conduct a full file review. 	<p>DSA</p> <p>Bishop</p> <p>Bishop's Chaplain</p> <p>Independent Chair</p>	<p>Currently ongoing</p>	<p>Ongoing.</p> <p>Closed SG case review completed</p> <p>Current cases being progressed, All risks managed.</p> <p>Request for case work statistics to come to working group</p> <p>Significant current case. Being worked on.</p> <p>Standalone Risk Assessments</p> <p>Ensure Core Groups are held.</p>

6B Working with offenders and others who pose risk, in worship			
<ol style="list-style-type: none"> 1. Maintain accurate list of offenders or people who pose risk who are involved with Church work in the Diocese. 2. Ensure there is an appropriate up to date risk assessment, risk management plan and or agreement to worship in place in regard of each individual. 3. Work with Parishes and clergy regarding the monitoring of the operation of such agreements. 4. Work with Statutory Agencies in regard of these individuals. 5. Conduct full file review. 	<p>DSA</p> <p>Bishop and Bishop's Chaplain (when it involves a member of the clergy)</p> <p>Clergy</p> <p>Police , Probation , Herefordshire Child Safeguarding Board, Social Services</p>	<p>Completed</p> <p>September 2016</p>	<p>Ongoing</p> <p>All ATWS have had a full review prior to ISA in May which included consultation with Statutory agencies and a face to face meeting with subject.</p> <p>Next step – more detailed improved Risk Assessments as part of 2018 reviews.</p>
6C Dealing effectively with an allegation affecting a church officer			
<ol style="list-style-type: none"> 1. All Bishop's senior staff to be fully aware of how to deal with an incident involving a Church Officer. 2. DSA to meet with each member of senior staff and check out understanding. 3. DSA to take the lead if and when an incident occurs. 	<p>DSA</p> <p>Bishop's Senior Staff</p>	<p>6 months</p>	<p>121's booked with: Bishop Alistair; Archdeacon; Dean; Precentor - 121s carried out</p> <p>Training carried out on 4th November 2016 and training booked for 2nd October 2017</p> <p>ISA findings – ensure Core Groups are held when required.</p>

6D Whistleblowing and or Complaints Process			
1. Design and advertise a whistleblowing / complaints process.	DSA and Diocesan Secretary	12 months	Basic complaints and whistleblowing policies are contained in the staff handbook and accessible via the webpage – needs more publicity
Strategic Objective 7: Engaging with Survivors. The Diocese needs to develop and maintain a means by which it effectively engages with survivors of abuse. This is to enable survivors to have a voice and a way of shaping and influencing things. There is also a need to provide access for survivors to listening and healing.			
<ol style="list-style-type: none"> 1. Develop an effective engagement mechanism for Survivors of Abuse. 2. Research what other Dioceses are doing in regard of Survivors. 3. Assess Safer Spaces Projects. 4. Seek expert advice and Guidance. 5. Formulate a proposal for our Diocese. 	DSA Listening / Healing Group Diocesan Counsellors Bishop's Chaplain	Over next 12 months	Not yet begun. Some engagement at national level on national research. We have access to a Team of Diocesan Counsellors and external specialist agencies.
Strategic Objective 8: Quality Assurance and Audit. There needs to be an effective mechanism to ensure that every required safeguarding activity is delivered thoroughly and to the highest of standards throughout the whole of the Diocese at every level of the church.			
8A National Safeguarding – Independent Auditing of Diocesan Safeguarding Arrangements for the Church of England			
<ol style="list-style-type: none"> 1. Date set for our Audit 2nd-4th May 2017. 2. Set up Working Group to support and monitor activity leading up to Audit. 	DSA, Independent Chair, Bishop, Bishop's Chaplain, Diocesan Secretary, members of Diocesan Safeguarding Working Group	Audit 2 nd – 4 th May 2017 Working Group – Sept 2016	Receive Audit Report Publish report Respond to findings

<ol style="list-style-type: none"> 3. Produce checklist of required activity to prepare for Audit. 4. Book rooms and facilities to support the Audit. 			<p>Engage in National Review meeting in 18 months. Cathedral Audit in next 18months</p>
8B National Safeguarding Yearly Self-Assessment			
<ol style="list-style-type: none"> 1. Collect information for completion of yearly online self-assessment survey. 2. Consult Diocesan Safeguarding Working Group regarding contents of return. 3. Complete and return the self-assessment – ensuring deadline is met – March every year. 4. Respond to any Feedback received. 	<p>DSA Diocesan Safeguarding Working Group</p>	<p>Yearly in March</p>	<p>Completed for 2016 Completed for 2017</p>
8C Diocesan and Parish Audit			
<ol style="list-style-type: none"> 1. Design an efficient and simplistic Parish Audit process. 2. Complete a full Parish Audit. 3. Analyse results. 4. Make recommendations for actions based on results of Audit – report to Diocesan Working Group. 	<p>DSA Admin Support Parish and PCCS Diocesan Safeguarding Working Group.</p>	<p>Bi – Annually Consider including in Visitations</p>	<p>Audit completed in 2015 Suggest next audit is carried out in 2018.</p>
8D Blue Clergy File and Safeguarding File Review			
<ol style="list-style-type: none"> 1. Ensure all Blue Clergy files are managed and 	<p>Bishop Bishop’s Chaplain</p>	<p>Ongoing</p>	<p>File review on track</p>

8E Management Information			
<ol style="list-style-type: none"> 1. Create a list of all the information retained electronically for management information purposes. Ensure all adhere to the requirements of the Data Protection Act. 2. Ensure information is accurate and up to date and easily accessible to those who need to it. 3. Develop and maintain a Safeguarding Case Management system – consider an online format. 4. Regularly Review what Information is kept and the need for it. 	Diocesan Secretary Bishop's PA Bishop's Secretary DSA	Over next 12 months	<p>This is being progressed</p> <p>New data protection policy in place</p>
8F Information Sharing Agreements			
<ol style="list-style-type: none"> 1. Develop an overarching Safeguarding Information Sharing agreement with all key Statutory Partners. 	DSA	Over next 12 months	<p>No progress. Appropriate information is shared within legal framework.</p>
8G Independent Inquiry into Child Sexual Abuse – IICSA			
<ol style="list-style-type: none"> 2. Receive and respond to all requests from the National Safeguarding Team in relation to the Independent Inquiry into Child Sexual Abuse IICSA . 	DSA In consultation with the Bishop and Bishop's Chaplain, Independent Chair	Requests will be coming through from the National Team for at least the next 12-18 months 2 requests so far.	<p>To date, we have received 2 requests for information – 2 requests submitted.</p> <p>Four more submissions due in 2017</p>

Strategic Objective 9: Work in Partnership with Statutory Agencies and other Organisations and Charities to assist in tackling ALL emerging safeguarding issues to include: Child Sexual Exploitation (CSE), Modern Day Slavery, Human Trafficking, Domestic Abuse including Honour Based Violence and Female Genital Mutilation. (FGM). (Other new safeguarding issues may emerge and these will be included.)

<ol style="list-style-type: none"> 1. Be a place of refuge or assistance for anyone seeking help regarding any safeguarding issue. 2. Raise awareness with those connected to the church of these issues. 3. Champion and promote Partnership activity to combat these issues. 4. Take part and contribute to multi agency media campaigns in relation to these issues 5. Relay information and make referrals when appropriate. 	<p>Parishes DSA</p> <p>Diocesan Director of Communications</p> <p>Children and Families Support Officer and/or their Assistant</p>	<p>Over next 12 months</p>	<p>DSA currently sits on the Herefordshire Safeguarding Board Communications Sub Group – where all media campaigns are co-ordinated.</p> <p>Action to discuss with communications director to link with external groups.</p>
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Notes

This Safeguarding Action Plan (with the exception of Strategic Objective 9) was formally presented to Diocesan Synod on Thursday 7th July 2016. Synod voted extensively to formally adopt the Strategy but made a request for the inclusion of a further Strategic Objective to include the Church playing an active role in tackling issues such as Child Sexual Exploitation. Strategic Objective 9 has subsequently been added and includes the Church taking an active role in tackling **ALL** emerging safeguarding Issues.

This Action Plan will now be the key working document driving activity in relation to Safeguarding in the Diocese. It will be updated on a bi-monthly basis by the DSA. It will be referred to by the Diocesan Safeguarding Working Group each time it meets as a measure of progress.

This Action Plan will also be referred back to Diocesan Synod together with the Safeguarding Strategy on a yearly basis.

This Action Plan has been scrutinised by the Diocesan Safeguarding Scrutiny Panel when it met at 12 noon on Tuesday 6th December 2016 and updated on 14 March 2017 during the Safeguarding Working group Meeting.

This Action Plan was presented to Diocesan Synod when it met on 13th July 2017.