

Clent, St Leonard

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
Safeguarding Policy Approval The PCC must approve a parish safeguarding policy which complies with Church of England requirements.	Completed	
Safeguarding Policy Promotion 'Promoting a Safer Church' must be publicised and promoted, and all Church Officers must have access to it.	Completed	
Safeguarding Action Plan The PCC must approve an action plan and review it regularly.	The PCC needs to review their Safeguarding Action Plan.	
Recruitment of Ex-Offenders The PCC must have a policy regarding the recruitment of ex-offenders.	Completed	
Local Ecumenical Partnership Local Ecumenical Partnerships (LEPs) must agree which denomination or organisation's safeguarding policy to follow.	Completed	

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.	the safeguarding policy was updated and signed by church wardens and incumbent
Use of Social Media The PCC must ensure that the church is following national guidance regarding the use of social media.	Completed	Social media policy continues to be created and updated
Known Offenders 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.	An assurance given to the PCC needs to be reviewed.	
Data Protection and Retention The PCC must comply with data protection legislation and Church of England data retention guidance.	Completed	All records are stored in a locked file on computer. Any paper copies are either sent to the church office or uploaded to hard drive and paper copy destroyed

	Status	Notes
<p>Clergy Vacancy Consideration must be given to the secure storage of safeguarding records during a clergy vacancy.</p>	Completed	All records are stored via locked file on PC and any paper copies given to church office or destroyed after being uploaded to PC.

Safeguarding Roles

	Status	Notes
<p>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.</p>	Completed	
<p>Churchwardens The churchwardens must be made aware of their safeguarding responsibilities.</p>	Completed	Information sent to church wardens. Awaiting their response
<p>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.</p>	Completed	

Training for Key Roles

	Status	Notes
<p>Parish Safeguarding Officer The PCC must ensure that the Parish Safeguarding Officer undertakes the required safeguarding training.</p>	Completed	Foundation training has been completed. Leadership training has been booked
<p>Churchwardens The PCC must ensure that all Churchwardens undertake the required safeguarding training.</p>	Completed	church wardens have been given the opportunity to complete DA training but have completed all other relevant for their position
<p>DBS Administrator The PCC must ensure that DBS Administrators undertake the required safeguarding training.</p>	Completed	Safeguarding officers/DBS checkers are currently undertaking the training required

	Status	Notes
<p>PCC Members</p> <p>The PCC must ensure that all their members undertake the required safeguarding training.</p>	Completed	All PCC members have been circulated with an email reminding them of their training and it will be brought up in the next PCC meeting

Displayed Information

	Status	Notes
<p>Safeguarding Policy Notice</p> <p>Each church building must display a notice about its safeguarding policy.</p>	Completed	
<p>Safeguarding Who's Who</p> <p>Each church building must display contact details for people who have safeguarding roles.</p>	Completed	
<p>Safeguarding Poster</p> <p>Each church building must display a 'Promoting a Safer Church' poster.</p>	Completed	
<p>Parish Website</p> <p>Safeguarding arrangements must be clearly visible on the front page of a parish website (if you have one).</p>	Completed	

Reviews and Reports

	Status	Notes
<p>PCC Agendas</p> <p>Safeguarding must be a standing agenda item at every PCC meeting.</p>	Completed	
<p>Reports to the PCC</p> <p>The Parish Safeguarding Officer must give regular reports to the PCC regarding safeguarding in the parish.</p>	Completed	
<p>Reports to the APCM</p> <p>At the Annual Parochial Church Meeting, the PCC must report on safeguarding in the parish.</p>	Urgent The APCM has not received a safeguarding report within the past 18 months.	To be updated after next PCC meeting, date TBC
<p>Review List of Church Activities</p> <p>The PCC must confirm that the list of Church Activities on this dashboard is complete.</p>	The PCC needs to review the list of Church Activities.	

	Status	Notes
Review List of Non-Church Activities The PCC must confirm that the list of Non-Church Activities on this dashboard is complete.	The PCC needs to review the list of Non-Church Activities.	

Church Activities

Junior 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.	
Insurance Cover The PCC must provide appropriate insurance cover for this activity.	Action is required.	
Safer Recruitment The PCC must ensure that the Safer Recruitment process is followed for all leaders and helpers.	Action is required.	
DBS Checks The PCC must ensure that all eligible leaders and helpers are DBS checked every five years.	Completed	
Safeguarding Training The PCC must ensure that all leaders and helpers undertake the required safeguarding training.	Completed	
Safer Environment The Church must strive to create and maintain environments that are safer for all.	Completed	

Community Choir

	Status	Notes
PCC Authorisation The PCC must authorise any church activity involving children, young people or vulnerable adults.	Please specify the type of activity.	
Risk Assessment The PCC must ensure that an 'activity risk assessment' is completed and reviewed regularly.	Action is required.	

	Status	Notes
Insurance Cover The PCC must provide appropriate insurance cover for this activity.	Action is required.	
Safer Recruitment The PCC must ensure that the Safer Recruitment process is followed for all leaders and helpers.	Action is required.	
DBS Checks The PCC must ensure that all eligible leaders and helpers are DBS checked every five years.	Completed	
Safeguarding Training The PCC must ensure that all leaders and helpers undertake the required safeguarding training.	Completed	
Safer Environment The Church must strive to create and maintain environments that are safer for all.	Completed	

school Seasonal services and visits

	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.	
Insurance Cover The PCC must provide appropriate insurance cover for this activity.	Action is required.	
Safer Recruitment The PCC must ensure that the Safer Recruitment process is followed for all leaders and helpers.	Action is required.	
DBS Checks The PCC must ensure that all eligible leaders and helpers are DBS checked every five years.	Completed	
Safeguarding Training The PCC must ensure that all leaders and helpers undertake the required safeguarding training.	Completed	
Safer Environment The Church must strive to create and maintain environments that are safer for all.	Completed	

Prayer Group

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

Open the book

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

	Status	Notes
Safeguarding Training The PCC must ensure that all leaders and helpers undertake the required safeguarding training.	Action is required.	
Safer Environment The Church must strive to create and maintain environments that are safer for all.	Action is required.	

Flower arranging

	Status	Notes
PCC Authorisation The PCC must authorise any church activity involving children, young people or vulnerable adults.	Please specify the type of activity.	
Risk Assessment The PCC must ensure that an 'activity risk assessment' is completed and reviewed regularly.	Action is required.	
Insurance Cover The PCC must provide appropriate insurance cover for this activity.	Action is required.	
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	
Safeguarding Training The PCC must ensure that all leaders and helpers undertake the required safeguarding training.	Completed	
Safer Environment The Church must strive to create and maintain environments that are safer for all.	Completed	

Family services

	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.	

	Status	Notes
Insurance Cover The PCC must provide appropriate insurance cover for this activity.	Action is required.	
Safer Recruitment The PCC must ensure that the Safer Recruitment process is followed for all leaders and helpers.	Action is required.	
DBS Checks The PCC must ensure that all eligible leaders and helpers are DBS checked every five years.	Completed	
Safeguarding Training The PCC must ensure that all leaders and helpers undertake the required safeguarding training.	Completed	
Safer Environment The Church must strive to create and maintain environments that are safer for all.	Completed	

All church services

	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.	
Insurance Cover The PCC must provide appropriate insurance cover for this activity.	Action is required.	
Safer Recruitment The PCC must ensure that the Safer Recruitment process is followed for all leaders and helpers.	Action is required.	
DBS Checks The PCC must ensure that all eligible leaders and helpers are DBS checked every five years.	Completed	
Safeguarding Training The PCC must ensure that all leaders and helpers undertake the required safeguarding training.	Completed	
Safer Environment The Church must strive to create and maintain environments that are safer for all.	Completed	

Bell Ringing

	Status	Notes
PCC Authorisation The PCC must authorise any church activity involving children, young people or vulnerable adults.	Completed	currently no children are involved, when this changes PSO will update
Risk Assessment The PCC must ensure that an 'activity risk assessment' is completed and reviewed regularly.	Completed	
Insurance Cover The PCC must provide appropriate insurance cover for this activity.	Action is required.	
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	
Safeguarding Training The PCC must ensure that all leaders and helpers undertake the required safeguarding training.	Completed	
Safer Environment The Church must strive to create and maintain environments that are safer for all.	Completed	

Organ and Music

	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.	Completed	
Insurance Cover The PCC must provide appropriate insurance cover for this activity.	Action is required.	
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	

	Status	Notes
Safeguarding Training The PCC must ensure that all leaders and helpers undertake the required safeguarding training.	Completed	
Safer Environment The Church must strive to create and maintain environments that are safer for all.	Completed	

assemblies with clent school

	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.	
Insurance Cover The PCC must provide appropriate insurance cover for this activity.	Action is required.	
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	
Safeguarding Training The PCC must ensure that all leaders and helpers undertake the required safeguarding training.	Completed	
Safer Environment The Church must strive to create and maintain environments that are safer for all.	Completed	

Non-Church Activities

Junior Choir

	Status	Notes
PCC Authorisation The PCC must authorise any non-church activity that is held on church premises.	Completed	

	Status	Notes
Hire Agreement This non-church activity must have a hire agreement that includes a signed safeguarding addendum.	A hire agreement with a signed safeguarding addendum is required.	this activity is completed within the local school and does not require a hire agreement as is run by church leaders

Bible Book Club

	Status	Notes
PCC Authorisation The PCC must authorise any non-church activity that is held on church premises.	Completed	
Hire Agreement This non-church activity must have a hire agreement that includes a signed safeguarding addendum.	A hire agreement with a signed safeguarding addendum is required.	This activity is currently completed over Zoom but is run by the church so does not need a hire agreement

RE Support (Clent School)

	Status	Notes
PCC Authorisation The PCC must authorise any non-church activity that is held on church premises.	Completed	
Hire Agreement This non-church activity must have a hire agreement that includes a signed safeguarding addendum.	A hire agreement with a signed safeguarding addendum is required.	this activity is completed within the local school and does not require a hire agreement as is run by church leaders

Safer Recruitment and People Management

	Status	Notes
Safer Recruitment and People Management The PCC must comply with the new Safer Recruitment and People Management Guidance.	The PCC needs to comply with the requirements of the House of Bishops.	there have been no new staff ready to recruit recently