

**‘Promoting a Safer Church’ Action Plan – (Example sheet)**

Parish/Benefice \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date started\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reference to a Promoting a Safer Church Action Plan is detailed within the Church of England ‘Promoting a Safer Church’ Policy, which details the foundations and overarching policy commitments required within safeguarding. The Action Plan places responsibility for each parish or benefice to detail what requirements have been completed and those that need undertaking. You may use this form to aid you in this task, you are welcome to adapt this form to meet you own parish needs or use your own version of an Action Plan.

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| Requirements – Safeguarding Roles | Undertaken/ Action etc. | By Whom | Date |
| Incumbent/Church Warden(s)/PCC/  Parish or Benefice Safeguarding Officer  aware of their Safeguarding Responsibility  as stated in Section 3 of Key Roles and Responsibility of Church Office Holders  and Bodies Practice Guidance (2017) | 2 PCC members and 1 Church Warden on appointment to read section 3 of Key Roles and Responsibility Guidance - these people are …  Other officers have read this guidance, these people are … |  |  |
| Appoint a Parish/Benefice Safeguarding Officer (P/BSO). | Yes – this person is … |  |  |
| There is a Safeguarding lead on the PCC. | P/BSO also belongs to PCC therefore not required. |  |  |
| DBS Administrator in place, if not the P/BSO. | P/BSO undertakes these duties. |  |  |
| Are there other people with Safeguarding responsibility within your parish/benefice. | Small Parish not applicable. |  |  |

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| Requirements – Information Displayed in Church/on Website. | Undertaken/ Action etc. | By Whom | Date |
| The House of Bishops ‘Promoting a Safer Church: Safeguarding Policy Statement (1 page) is displayed in each church. | Displayed in all churches- Completed - month |  |  |
| How to contact the Diocesan Safeguarding Adviser and Incumbent Poster is displayed in each church ( Who’s Who poster) | Displayed in all churches – Completed – month. |  |  |
| If your church/parish has a website – safeguarding arrangements are clearly visible on the front page. | No website - therefore not relevant. |  |  |

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| Requirements – Policy, Review and Reports | Undertaken/ Action etc. | By Whom | Date |
| The PCC have approved a Parish Safeguarding Policy which either incorporates or is the Church of England Parish Safeguarding ‘Promoting a Safer Church’ Policy. | A Policy needs to be drawn up – P/BSO to print off CoE ‘Promoting a Safer Church’ Policy to present to next PCC meeting to decide if this to be used or own version to be created. |  |  |
| Safeguarding is listed on PCC Agenda and is discussed, as necessary. | This Action Plan is discussed at each PCC meeting with an update of outstanding issues and on the progress made. |  |  |
| P/BSO reports regularly to the PCC. | Attends meetings and will verbally feedback. |  |  |
| P/BSO/PCC submits written report to the APCM. | Yes - written report produced and presented. |  |  |

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| Requirements – Church Activity including  **Safer Recruitment (DBS checks).** | Undertaken/ Action etc. | By Whom | Date |
| All activities have been formally approved by the PCC. | Formal approval is noted in the PCC minutes. |  |  |
| Risk Assessments have been completed for each activity. | Some are outstanding or to be reviewed. Church Warden, Incumbent and P/BSO to meet to check those needed to be completed. |  |  |
| Insurance is covered for each activity. | To be checked be Incumbent. |  |  |
| The PCC will approve a Hire Agreement procedure for all external organisations or individuals using the church building for an activity AND a copy will be given to the hirer. | PCC to approve Hire Agreement. |  |  |
| DBS checks have been completed for all those with a  responsibility (i.e. Churchwardens), workers (leaders  and helpers) who have direct contact within children,  young people groups/activities and for those who work  with vulnerable adults (i.e. Home Visitors). Full Details of those roles requiring a DBS check is listed in Practice Guidance: Safer Recruitment (2016). Or you may contact the Safeguarding Team for further guidance. | Some outstanding – to undertaken as a priority. Those needed are … |  |  |
| All leaders and helpers are provided with a role description and given support. | Role descriptions to be established. |  |  |

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| Requirements – Safeguarding Training | Undertaken/ Action etc. | By Whom | Date |
| All those who have a responsibility (e.g. Incumbent/Churchwardens/PBSO) and those who are involved in an activity with a child, young person or vulnerable adult have attended the relevant training as per the Framework. (Please contact the Safeguarding Team if you need clarification on requirement levels). | New workers and 1 Churchwarden to attend when next relevant training available. All have been booked onto relevant session. These people are … |  |  |

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| Requirements – Reporting Procedures | Undertaken/ Action etc. | By Whom | Date |
| All allegations or concerns (including any low-level concerns) of behaviour are promptly reported to Mandy McPhee, Diocesan Safeguarding Adviser and followed up in an email. | Yes this is undertaken on an as and when basis. Paper records are kept on calls and emails sent/received. |  |  |