

Pastrow

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.	The PCC has adopted 'Promoting a Safer Church' as its own safeguarding policy.	
Safeguarding Policy Promotion 'Promoting a Safer Church' must be publicised and promoted, and all Church Officers must have access to it.	Completed	Policy statement signed 8th Aug 2023, to be displayed in ALL churches, along with the Church of England Promoting a Safer Church Poster
Safeguarding Action Plan The PCC must approve an action plan and review it annually.	The PCC needs to approve a Safeguarding Action Plan.	To be reviewed six monthly or sooner if actions are red.
Recruitment of Ex-Offenders The PCC must have a policy regarding the recruitment of ex-offenders.	The PCC needs to approve a policy regarding the recruitment of ex-offenders.	
Local Ecumenical Partnership Local Ecumenical Partnerships (LEPs) must agree which denomination or organisation's safeguarding policy to follow.	The parish is not part of an LEP.	

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.	Action is required.	Responding to SG Concerns & Allegations Flowchart Quick Guide from the Parish Safeguarding Handbook, needs to be accepted by PCC.. TO BE REVIEWED ANNUALLY
Use of Social Media The PCC must ensure that the church is following national guidance regarding the use of social media.	A question needs to be reviewed.	The Social Media policy needs to be agreed and signed at next PCC meeting

	Status	Notes
<p>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. The PCC must be assured of this annually.</p>	Action is required.	Incumbent and PSGO to give assurance to PCC before signing off. REVIEW ANNUALLY
<p>Data Protection and Retention The PCC must comply with data protection legislation and Church of England data retention guidance. This must be reviewed annually.</p>	Completed	All records held by SGO held under password protection.
<p>Clergy Vacancy Consideration must be given to the secure storage of safeguarding records during a clergy vacancy.</p>	The PCC needs to consider the secure storage of safeguarding records.	PCC to agree they are happy with this Statement from the Parish Safeguarding Handbook.

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>	A Parish Safeguarding Officer was appointed on 08/08/2023.	
<p>Churchwardens The churchwardens must be made aware of their safeguarding responsibilities.</p>	The churchwardens are aware of their safeguarding responsibilities.	PSO to check with wardens on their knowledge of their responsibilities according to the summary published by the C of E, currently and then to be reviewed annually.
<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>	The PCC has appointed at least one DBS Administrator.	

Training for Key Roles

	Status	Notes
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Parish Safeguarding Officer The PCC must ensure that the Parish Safeguarding Officer undertakes the required safeguarding training.	Completed	
Churchwardens The PCC must ensure that all Churchwardens undertake the required safeguarding training.	Completed	Churchwardens to complete necessary training to levels set out by the Diocese Safeguarding Training Matrix
DBS Administrator The PCC must ensure that DBS Administrators undertake the required safeguarding training.	Completed	SGO to keep on check on dates for renewals.
PCC Members The PCC must ensure that all their members undertake the required safeguarding training.	Urgent PCC members need to complete some safeguarding training.	Ask all PCC Members to complete training to the levels required as set out by the Diocese of Winchester Safeguarding Training Matrix

Displayed Information

	Status	Notes
Safeguarding Policy Notice Each church building must display a notice about its safeguarding policy.	Completed	Signed policy in church as stated in PCC minutes 8/8/2023 TO BE REVIEWED ANNUALLY
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	

Reviews and Reports

	Status	Notes
PCC Agendas Safeguarding must be a standing agenda item at every PCC meeting.	Safeguarding is a standing agenda item at every PCC meeting.	Dates of PCC Meetings to SGO so reports can be submitted.

	Status	Notes
<p>Reports to the PCC</p> <p>The Parish Safeguarding Officer must give regular reports to the PCC regarding safeguarding in the parish.</p>	<p>Urgent</p> <p>Action is required.</p>	<p>PSO to update with new dates regularly</p>
<p>Reports to the APCM</p> <p>At the Annual Parochial Church Meeting, the PCC must report on safeguarding in the parish.</p>	<p>The APCM received a safeguarding report on 12/05/2023.</p>	<p>Date to be supplied, or confirmed once APCM has taken place.</p>
<p>Review List of Church Activities</p> <p>The PCC must confirm that the list of Church Activities on this dashboard is complete.</p>	<p>Urgent</p> <p>The PCC needs to confirm that the list of Church Activities is complete.</p>	<p>List started PCC to confirm if additional activities happen and inform PSGO to update</p>
<p>Review List of Non-Church Activities</p> <p>The PCC must confirm that the list of Non-Church Activities on this dashboard is complete.</p>	<p>Urgent</p> <p>The PCC needs to confirm that the list of Non-Church Activities is complete.</p>	<p>Full list of hall users needed to complete this section. It does not need to include odd hall hire for partys.</p>

Church Activities

Messy Church

	Status	Notes
<p>PCC Authorisation</p> <p>The PCC must authorise any church activity involving children, young people or vulnerable adults.</p>	<p>Action is required.</p>	<p>Agreeded at Minity team but PCC to confirm they are also happy.</p>
<p>Risk Assessment</p> <p>The PCC must ensure that an 'activity risk assessment' is completed and reviewed regularly.</p>	<p>Action is required.</p>	<p>Risk assessments to be check by Messy Church leader and PSGO informed</p>
<p>Insurance Cover</p> <p>The PCC must provide appropriate insurance cover for this activity.</p>	<p>Action is required.</p>	<p>Insurance policy to be checked and expiry date confirmed to PSGO</p>
<p>Safer Recruitment</p> <p>All new leaders and helpers must be appointed in accordance with the Church of England's Safer Recruitment and People Management Guidance. This must be reviewed annually.</p>	<p>Action is required.</p>	<p>To be discussed with the incumbant and PSGO</p>

	Status	Notes
Safeguarding Training The PCC must ensure that all leaders and helpers undertake the required safeguarding training.	Some safeguarding training needs to be booked.	Volunteers are being chased by PSGO
Safer Environment The Church must strive to create and maintain environments that are safer for all.	Action is required.	to be discussed with incumbent and PSGO
DBS Checks (every 3 years) The PCC must ensure that all eligible leaders and helpers are DBS checked every three years.	DBS status was last reviewed on 10/11/2023.	

Play and Praise

	Status	Notes
PCC Authorisation The PCC must authorise any church activity involving children, young people or vulnerable adults.	Action is required.	Agreed at Ministry Team but PCC also need to approve
Risk Assessment The PCC must ensure that an 'activity risk assessment' is completed and reviewed regularly.	Action is required.	PSGO needs to be told of dates of last risk assessment check
Insurance Cover The PCC must provide appropriate insurance cover for this activity.	Action is required.	To be checked by PCC and PSGO told of expiry date
Safer Recruitment All new leaders and helpers must be appointed in accordance with the Church of England's Safer Recruitment and People Management Guidance. This must be reviewed annually.	Action is required.	to be discussed with incumbent and PSGO
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.	
DBS Checks (every 3 years) The PCC must ensure that all eligible leaders and helpers are DBS checked every three years.	A question needs to be reviewed.	

Pastrow Family Gathering Kids

Childrens Workshop

	Status	Notes
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PCC Authorisation The PCC must authorise any church activity involving children, young people or vulnerable adults.	Action is required.	Ministry Team agreed, PCC to confirm.
Risk Assessment The PCC must ensure that an 'activity risk assessment' is completed and reviewed regularly.	Action is required.	FACt team to confirm risk assessment is up to date.
Insurance Cover The PCC must provide appropriate insurance cover for this activity.	Action is required.	To be confirmed by PCC
Safer Recruitment All new leaders and helpers must be appointed in accordance with the Church of England's Safer Recruitment and People Management Guidance. This must be reviewed annually.	Action is required.	to be discussed with incumbent & PSGO
Safeguarding Training The PCC must ensure that all leaders and helpers undertake the required safeguarding training.	Some safeguarding training needs to be booked.	Individuals are aware and PSGO is chasing to get this up to date
Safer Environment The Church must strive to create and maintain environments that are safer for all.	Action is required.	PSGO to check this and confirm back to PCC
DBS Checks (every 3 years) The PCC must ensure that all eligible leaders and helpers are DBS checked every three years.	DBS status was last reviewed on 10/11/2023.	

Pop in & Play

	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 All new leaders and helpers must be appointed in accordance with the Church of England's Safer Recruitment and People Management Guidance. This must be reviewed annually.	Action is required.	

	Status	Notes
<p>Safeguarding Training The PCC must ensure that all leaders and helpers undertake the required safeguarding training.</p>	Action is required.	
<p>Safer Environment The Church must strive to create and maintain environments that are safer for all.</p>	Action is required.	
<p>DBS Checks (every 3 years) The PCC must ensure that all eligible leaders and helpers are DBS checked every three years.</p>	Action is required.	

Xplorers (Charlton)

	Status	Notes
<p>PCC Authorisation The PCC must authorise any church activity involving children, young people or vulnerable adults.</p>	Action is required.	
<p>Risk Assessment The PCC must ensure that an 'activity risk assessment' is completed and reviewed regularly.</p>	Action is required.	
<p>Insurance Cover The PCC must provide appropriate insurance cover for this activity.</p>	Action is required.	
<p>Safer Recruitment All new leaders and helpers must be appointed in accordance with the Church of England's Safer Recruitment and People Management Guidance. This must be reviewed annually.</p>	Action is required.	
<p>Safeguarding Training The PCC must ensure that all leaders and helpers undertake the required safeguarding training.</p>	Action is required.	
<p>Safer Environment The Church must strive to create and maintain environments that are safer for all.</p>	Action is required.	
<p>DBS Checks (every 3 years) The PCC must ensure that all eligible leaders and helpers are DBS checked every three years.</p>	Action is required.	

Cosy Cafe

	Status	Notes
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<p>PCC Authorisation</p> <p>The PCC must authorise any church activity involving children, young people or vulnerable adults.</p>	Action is required.	
<p>Risk Assessment</p> <p>The PCC must ensure that an 'activity risk assessment' is completed and reviewed regularly.</p>	Action is required.	
<p>Insurance Cover</p> <p>The PCC must provide appropriate insurance cover for this activity.</p>	Action is required.	
<p>Safer Recruitment</p> <p>All new leaders and helpers must be appointed in accordance with the Church of England's Safer Recruitment and People Management Guidance. This must be reviewed annually.</p>	Action is required.	
<p>Safeguarding Training</p> <p>The PCC must ensure that all leaders and helpers undertake the required safeguarding training.</p>	Action is required.	
<p>Safer Environment</p> <p>The Church must strive to create and maintain environments that are safer for all.</p>	Action is required.	
<p>DBS Checks (every 3 years)</p> <p>The PCC must ensure that all eligible leaders and helpers are DBS checked every three years.</p>	Action is required.	

HBT Choir

	Status	Notes
<p>PCC Authorisation</p> <p>The PCC must authorise any church activity involving children, young people or vulnerable adults.</p>	Action is required.	
<p>Risk Assessment</p> <p>The PCC must ensure that an 'activity risk assessment' is completed and reviewed regularly.</p>	Action is required.	
<p>Insurance Cover</p> <p>The PCC must provide appropriate insurance cover for this activity.</p>	Action is required.	
<p>Safer Recruitment</p> <p>All new leaders and helpers must be appointed in accordance with the Church of England's Safer Recruitment and People Management Guidance. This must be reviewed annually.</p>	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.	
DBS Checks (every 3 years) The PCC must ensure that all eligible leaders and helpers are DBS checked every three years.	Action is required.	

Non-Church Activities

Rainbows - Girlguiding

	Status	Notes
PCC Authorisation The PCC must authorise any non-church activity that is held on church premises.	Action is required.	PCC to reaffirm they are happy with this hire.
Hire Agreement This non-church activity must have a hire agreement that includes a signed safeguarding addendum.	Action is required.	PCC to confirm

Brownies - Girlguiding

	Status	Notes
PCC Authorisation The PCC must authorise any non-church activity that is held on church premises.	Action is required.	PCC to reaffirm they are happy with this hire.
Hire Agreement This non-church activity must have a hire agreement that includes a signed safeguarding addendum.	Action is required.	PCC to confirm this is in place

Playschool - Charlton & District

	Status	Notes
PCC Authorisation The PCC must authorise any non-church activity that is held on church premises.	Action is required.	PCC to reaffirm they are happy with this hire.

	Status	Notes
Hire Agreement This non-church activity must have a hire agreement that includes a signed safeguarding addendum.	Action is required.	PCC to confirm this

Guides - Girlguiding

	Status	Notes
PCC Authorisation The PCC must authorise any non-church activity that is held on church premises.	Action is required.	
Hire Agreement This non-church activity must have a hire agreement that includes a signed safeguarding addendum.	Action is required.	

Womens Insitute

	Status	Notes
PCC Authorisation The PCC must authorise any non-church activity that is held on church premises.	Action is required.	
Hire Agreement This non-church activity must have a hire agreement that includes a signed safeguarding addendum.	Action is required.	

Line Dancing Club

	Status	Notes
PCC Authorisation The PCC must authorise any non-church activity that is held on church premises.	Action is required.	
Hire Agreement This non-church activity must have a hire agreement that includes a signed safeguarding addendum.	Action is required.	

Trefoil - Girlguiding

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

	Status	Notes
Hire Agreement This non-church activity must have a hire agreement that includes a signed safeguarding addendum.	Action is required.	

Art Group

	Status	Notes
PCC Authorisation The PCC must authorise any non-church activity that is held on church premises.	Action is required.	
Hire Agreement This non-church activity must have a hire agreement that includes a signed safeguarding addendum.	Action is required.	

Safer Recruitment and People Management

	Status	Notes
Safer Recruitment and People Management The PCC must comply with the Church of England's Safer Recruitment and People Management Guidance.	Action is required.	Being reviewed by SGO & Rev Alex