

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.	REVIEW ANNUALLY (Due Aug 24)
Safeguarding Policy Promotion 'Promoting a Safer Church' must be publicised and promoted, and all Church Officers must have access to it.	'Promoting a Safer Church' is publicised and promoted, and all Church Officers have access to it.	REVIEW BI-ANNUALLY (Due Aug 25)
Safeguarding Action Plan The PCC must approve a Safeguarding Action Plan and review it at least once a year.	The PCC last reviewed their Safeguarding Action Plan on 05/12/2023.	REVIEW TWICE A YEAR (Due June 24) NB Sooner if actions are Red
Recruitment of Ex-Offenders The PCC must have a policy regarding the recruitment of ex-offenders.	The PCC last reviewed their policy regarding the recruitment of ex-offenders on 05/12/2023.	REVIEW ANNUALLY (Due Dec 24)
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 suspicion of abuse).	The PCC reviewed their procedure on 05/12/2023.	REVIEW ANNUALLY (due Dec 24)
Use of Social Media The PCC must ensure that the church is following national guidance regarding the use of social media.	The church is following national guidance regarding the use of social media.	REVIEW ANNUALLY (Due Feb 25)
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.	Anyone who poses a risk to children or vulnerable adults is being effectively managed and monitored.	REVIEW ANNUALLY (Due Dec 24)

	Status	Notes
Data Protection and Retention The PCC must comply with data protection legislation and Church of England data retention guidance.	The PCC complies with GDPR legislation and data retention guidance.	All records held by SGO held under password protection.
Clergy Vacancy Consideration must be given to the secure storage of safeguarding records during a clergy vacancy.	Arrangements have been made for the secure storage of safeguarding records.	To be reviewed bi-annually (due Dec 25)

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.	A Parish Safeguarding Officer was appointed on 08/08/2023.	
Churchwardens The churchwardens must be made aware of their safeguarding responsibilities.	The churchwardens are aware of their safeguarding responsibilities.	REVIEW ANNUALLY (Due Nov 24)
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.	The PCC has appointed at least one DBS Administrator.	to be confirmed at next PCC Meeting

Training for Key Roles

	Status	Notes
Parish Safeguarding Officer The PCC must ensure that the Parish Safeguarding Officer undertakes the required safeguarding training.	The Parish Safeguarding Officer has completed the required safeguarding training.	PSO Training Completed Feb 24
Churchwardens The PCC must ensure that all Churchwardens undertake the required safeguarding training.	Churchwardens have completed the required safeguarding training.	Training expires Dec 24

	Status	Notes
DBS Administrator The PCC must ensure that DBS Administrators undertake the required safeguarding training.	DBS Administrators have completed the required safeguarding training.	SGO to keep a check on dates for renewals. (Due Feb 27)
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.	A notice about our safeguarding policy is being displayed in each church building.	REVIEW ANNUALLY (due Aug 24)
Safeguarding Poster Each church building must display a 'Promoting a Safer Church' poster.	A poster is being displayed in each church building.	REVIEW THREE YEARLY (Due Aug 27)
Parish Website Safeguarding arrangements must be clearly visible on the front page of a parish website (if you have one).	Safeguarding arrangements are clearly visible on the front page of our parish website.	REVIEW THREE YEARLY (Due Aug 2027)

Church Activities

Cosy Cafe

	Status	Notes
PCC Authorisation The PCC must authorise any church activity involving children, young people or vulnerable adults.	The PCC has authorised this church activity.	
Risk Assessment The PCC must ensure that an 'activity risk assessment' is completed and reviewed regularly.	Urgent Action is required.	

	Status	Notes
Insurance Cover The PCC must provide appropriate insurance cover for this activity.	This activity is covered by our standard church insurance policy.	
Safer Recruitment All new leaders and helpers must be appointed in accordance with the Church of England's Safer Recruitment and People Management Guidance.	Urgent Action is required.	
DBS Checks The PCC must ensure that all eligible leaders and helpers are DBS checked every three years.	DBS checks were last reviewed on 07/12/2023.	
Safeguarding Training The PCC must ensure that all leaders and helpers undertake the required safeguarding training.	Training was last reviewed on 07/12/2023.	If new helpers start they must complete safeguarding training as necessary.
Safer Environment The Church must strive to create and maintain environments that are safer for all.	A review date needs to be entered.	

HBT Choir

	Status	Notes
PCC Authorisation The PCC must authorise any church activity involving children, young people or vulnerable adults.	Urgent The type of activity needs to be specified.	
Risk Assessment The PCC must ensure that an 'activity risk assessment' is completed and reviewed regularly.	Urgent Action is required.	
Insurance Cover The PCC must provide appropriate insurance cover for this activity.	This activity is covered by our standard church insurance policy.	
Safer Recruitment All new leaders and helpers must be appointed in accordance with the Church of England's Safer Recruitment and People Management Guidance.	Urgent Action is required.	
DBS Checks The PCC must ensure that all eligible leaders and helpers are DBS checked every three years.	DBS checks were last reviewed on 20/12/2023.	

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

Messy Church

	Status	Notes
PCC Authorisation The PCC must authorise any church activity involving children, young people or vulnerable adults.	The PCC has authorised this church activity.	
Risk Assessment The PCC must ensure that an 'activity risk assessment' is completed and reviewed regularly.	Urgent Action is required.	Risk assessments to be check by Messy Church leader and PSGO informed
Insurance Cover The PCC must provide appropriate insurance cover for this activity.	This activity is covered by our standard church insurance policy.	Insurance policy to be checked and expiry date confirmed to PSGO
Safer Recruitment All new leaders and helpers must be appointed in accordance with the Church of England's Safer Recruitment and People Management Guidance.	Urgent This activity needs Role Descriptions for some roles.	To be discussed with the incumbant and PSGO
DBS Checks The PCC must ensure that all eligible leaders and helpers are DBS checked every three years.	A question needs to be reviewed before 10/11/2024.	
Safeguarding Training The PCC must ensure that all leaders and helpers undertake the required safeguarding training.	Urgent Some safeguarding training needs to be completed.	Volunteers are being chased by PSGO
Safer Environment The Church must strive to create and maintain environments that are safer for all.	Urgent Action is required.	to be discussed with incumbant and PSGO

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.	The PCC has authorised this church activity.	
Risk Assessment The PCC must ensure that an 'activity risk assessment' is completed and reviewed regularly.	Urgent 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.	This activity is covered by our standard church insurance policy.	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.	Urgent This activity needs Role Descriptions for some roles.	to be discussed with incumbent & PSGO
DBS Checks The PCC must ensure that all eligible leaders and helpers are DBS checked every three years.	A question needs to be reviewed before 10/11/2024.	
Safeguarding Training The PCC must ensure that all leaders and helpers undertake the required safeguarding training.	Urgent Some safeguarding training needs to be completed.	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.	Urgent Action is required.	PSGO to check this and confirm back to PCC

Play and Praise

	Status	Notes
PCC Authorisation The PCC must authorise any church activity involving children, young people or vulnerable adults.	The PCC has authorised this church activity.	
Risk Assessment The PCC must ensure that an 'activity risk assessment' is completed and reviewed regularly.	Urgent 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.	This activity is covered by our standard church insurance policy.	

	Status	Notes
Safer Recruitment All new leaders and helpers must be appointed in accordance with the Church of England's Safer Recruitment and People Management Guidance.	Urgent This activity needs Role Descriptions for some roles.	to be discussed with incumbent and PSGO
DBS Checks The PCC must ensure that all eligible leaders and helpers are DBS checked every three years.	Urgent A question needs to be reviewed.	
Safeguarding Training The PCC must ensure that all leaders and helpers undertake the required safeguarding training.	Urgent Action is required.	
Safer Environment The Church must strive to create and maintain environments that are safer for all.	Urgent Action is required.	

Pop in & Play

	Status	Notes
PCC Authorisation The PCC must authorise any church activity involving children, young people or vulnerable adults.	The PCC has authorised this church activity.	
Risk Assessment The PCC must ensure that an 'activity risk assessment' is completed and reviewed regularly.	A risk assessment was last reviewed on 07/12/2023.	To be reviewed annually, with updates as necessary
Insurance Cover The PCC must provide appropriate insurance cover for this activity.	This activity is covered by our standard church insurance policy.	
Safer Recruitment All new leaders and helpers must be appointed in accordance with the Church of England's Safer Recruitment and People Management Guidance.	Urgent Action is required.	
DBS Checks The PCC must ensure that all eligible leaders and helpers are DBS checked every three years.	Urgent Action is required.	
Safeguarding Training The PCC must ensure that all leaders and helpers undertake the required safeguarding training.	Training was last reviewed on 07/12/2023.	
Safer Environment The Church must strive to create and maintain environments that are safer for all.	A review date needs to be entered.	

Xplorers (Charlton)

	Status	Notes
<p>PCC Authorisation</p> <p>The PCC must authorise any church activity involving children, young people or vulnerable adults.</p>	The PCC has authorised this church activity.	
<p>Risk Assessment</p> <p>The PCC must ensure that an 'activity risk assessment' is completed and reviewed regularly.</p>	<p>Urgent</p> <p>Action is required.</p>	
<p>Insurance Cover</p> <p>The PCC must provide appropriate insurance cover for this activity.</p>	This activity is covered by our standard church insurance policy.	
<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.</p>	<p>Urgent</p> <p>Action is required.</p>	
<p>DBS Checks</p> <p>The PCC must ensure that all eligible leaders and helpers are DBS checked every three years.</p>	<p>Urgent</p> <p>Action is required.</p>	
<p>Safeguarding Training</p> <p>The PCC must ensure that all leaders and helpers undertake the required safeguarding training.</p>	<p>Urgent</p> <p>Action is required.</p>	
<p>Safer Environment</p> <p>The Church must strive to create and maintain environments that are safer for all.</p>	<p>Urgent</p> <p>Action is required.</p>	

Non-Church Activities

Art Group

	Status	Notes
<p>PCC Authorisation</p> <p>The PCC must authorise any non-church activity that is held on church premises.</p>	The PCC has authorised this non-church activity to be held on church premises.	
<p>Hire Agreement</p> <p>This non-church activity must have a hire agreement that includes a signed safeguarding addendum.</p>	<p>Urgent</p> <p>Action is required.</p>	

Brownies - Girlguiding

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

Guides - Girlguiding

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

Line Dancing Club

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

Playschool - Charlton & District

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

Rainbows (Thurs) - Girlguiding

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

Rainbows (Weds) - 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.	

Trefoil - Girlguiding

	Status	Notes
PCC Authorisation The PCC must authorise any non-church activity that is held on church premises.	The PCC has authorised this non-church activity to be held on church premises.	
Hire Agreement This non-church activity must have a hire agreement that includes a signed safeguarding addendum.	Urgent 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

Reviews and Reports

	Status	Notes
<p>PCC Agendas Safeguarding must be a standing agenda item at every PCC meeting.</p>	Safeguarding is a standing agenda item at every PCC meeting.	Dates of PCC Meetings to SGO so reports can be submitted. (Review due Aug 2026)
<p>Reports to the PCC The Parish Safeguarding Officer must give regular reports to the PCC regarding safeguarding in the parish.</p>	The PCC last received a safeguarding report on 09/07/2024.	PSO to update with new dates regularly
<p>Reports to the APCM 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 year.	Report due by June 2025
<p>Review List of Church Activities The PCC must confirm that the list of Church Activities on this dashboard is complete.</p>	The PCC reviewed the list of Church Activities on 05/12/2023.	List started PCC to confirm if additional activities happen and inform PSGO to update
<p>Review List of Non-Church Activities The PCC must confirm that the list of Non-Church Activities on this dashboard is complete.</p>	The PCC reviewed the list of Non-Church Activities on 05/12/2023.	To be reviewed regularly and updated as needed
<p>Promoting a Healthy and Safe Culture The PCC must consider how they can better promote a healthy and safe church culture.</p>	The PCC needs to discuss the questions in Safeguarding Worksheet 1A.	