

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."

To help parishes prioritise their safeguarding work, your *Safeguarding Dashboard* can produce three levels of action plan:

- Level 1 - Safer Foundations
- Level 2 - Safer Foundations and Safer Activities
- Level 3 - Safer Foundations, Safer Activities and Safer Practices

All three levels only cover the mandatory requirements for safeguarding in the Church of England.

The PCC is invited to discuss and approve this Level 3 Action Plan.

All actions need to be completed in order to comply with the mandatory requirements of the Church of England.

Date discussed and 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 Nov 25) Action point 1
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 26)
Safeguarding Action Plan The PCC must approve a Safeguarding Action Plan and review it at least once a year.	The PCC needs to review their Safeguarding Action Plan before 13/11/2025.	REVIEW TWICE A YEAR (Due June 25) NB Sooner if actions are Red Action point 2
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) Action point 3
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 06/11/2025.	REVIEW ANNUALLY (due Oct 26)
Lone Working The PCC must follow the Church of England's safeguarding guidance regarding lone working with children or vulnerable adults.	The PCC is following guidance regarding lone working with children or vulnerable adults.	Due for Review Nov 2026
Appropriate Boundaries The PCC must follow the Church of England's safeguarding guidance regarding appropriate boundaries with children or vulnerable adults.	The PCC is following guidance regarding appropriate boundaries with children or vulnerable adults.	Due for Review by Nov 2026

	Status	Notes
<p>Use of Social Media</p> <p>The PCC must ensure that the church is following national guidance regarding the use of social media.</p>	The church is following national guidance regarding the use of social media.	REVIEW ANNUALLY (Due Feb 25) Action point 4
<p>Known Offenders</p> <p>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.</p>	A question needs to be reviewed before 05/12/2025.	REVIEW BI-ANNUALLY (Due Dec 25) Action point 5
<p>Data Protection and Retention</p> <p>The PCC must comply with data protection legislation and Church of England data retention guidance.</p>	A question needs to be reviewed before 10/11/2025.	All records held by SGO held under password protection. (Review Oct 2027) Action point 6
<p>Clergy Vacancy</p> <p>Consideration must be given to the secure storage of safeguarding records during a clergy vacancy.</p>	A question needs to be reviewed before 05/12/2025.	To be reviewed bi-annually (due Dec 25) Action point 7
<p>Support for Victims and Survivors</p> <p>Following the disclosure of church-based abuse, the PCC must take reasonable steps to offer appropriate support to the victim or survivor.</p>	Completed	To be reviewed by Nov 2026

Safeguarding Roles

	Status	Notes
<p>Parish Safeguarding Officer</p> <p>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.	Reappointed at the APCM 1/6/25
<p>Churchwardens</p> <p>The churchwardens must be made aware of their safeguarding responsibilities.</p>	The churchwardens are aware of their safeguarding responsibilities.	REVIEW ANNUALLY (Due Nov 25) Action point 8
<p>DBS Administrator</p> <p>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
<p>Parish Safeguarding Officer</p> <p>The PCC must ensure that the Parish Safeguarding Officer undertakes the required safeguarding training.</p>	The Parish Safeguarding Officer has completed the required safeguarding training.	PSO Training Completed Feb 24
<p>Churchwardens</p> <p>The PCC must ensure that all Churchwardens undertake the required safeguarding training.</p>	Churchwardens have completed the required safeguarding training.	Check Spring 26
<p>DBS Administrator</p> <p>The PCC must ensure that DBS Administrators undertake the required safeguarding training.</p>	DBS Administrators have completed the required safeguarding training.	SGO to keep a check on dates for renewals. (Due Feb 27)
<p>PCC Members</p> <p>The PCC must ensure that all their members undertake the required safeguarding training.</p>	PCC members have completed the required 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
<p>Safeguarding Policy Notice</p> <p>Each church building must display a notice about its safeguarding policy.</p>	A notice about our safeguarding policy is being displayed in each church building.	REVIEW THREE YEARLY (due Aug 27)
<p>Safeguarding Poster</p> <p>Each church building must display a 'Promoting a Safer Church' poster.</p>	A poster is being displayed in each church building.	REVIEW THREE YEARLY (Due Aug 27)
<p>Parish Website</p> <p>Safeguarding arrangements must be clearly visible on the front page of a parish website (if you have one).</p>	Safeguarding arrangements are clearly visible on the front page of our parish website.	REVIEW THREE YEARLY (Due Aug 2027)
<p>Information for Victims and Survivors</p> <p>The PCC must provide clear and accessible information for victims and survivors of abuse.</p>	Completed	Yes subject to further information from National Church

Church Activities

Cosy Cafe

	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>This activity needs Role Descriptions for some roles.</p>	
<p>DBS Checks</p> <p>The PCC must ensure that all eligible leaders and helpers are DBS checked every three years.</p>	DBS checks were last reviewed on 02/07/2025.	
<p>Induction and Settling-In Period</p> <p>For roles that involve substantial contact with children (under 18) or vulnerable adults, the PCC must ensure that all new appointments include an appropriate induction process and settling in period.</p>	Action is required.	
<p>Safeguarding Training</p> <p>The PCC must ensure that all leaders and helpers undertake the required safeguarding training.</p>	Training was last reviewed on 02/07/2025.	If new helpers start they must complete safeguarding training as necessary.
<p>Ongoing Support and Oversight</p> <p>The PCC must ensure that everyone who has substantial contact with children, young people or vulnerable adults has ongoing support and oversight.</p>	Action is required.	
<p>Safer Environment</p> <p>The Church must strive to create and maintain environments that are safer for all.</p>	<p>Urgent</p> <p>A review date needs to be entered.</p>	

HBT Choir

	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>	<p>Urgent</p> <p>The type of activity needs to be specified.</p>	
<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>	<p>This activity is covered by our standard church insurance policy.</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.</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>A question needs to be reviewed.</p>	
<p>Induction and Settling-In Period</p> <p>For roles that involve substantial contact with children (under 18) or vulnerable adults, the PCC must ensure that all new appointments include an appropriate induction process and settling in period.</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>Some safeguarding training has been booked but not yet completed.</p>	TO BE REVIEWED JULY 26
<p>Ongoing Support and Oversight</p> <p>The PCC must ensure that everyone who has substantial contact with children, young people or vulnerable adults has ongoing support and oversight.</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>	

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>The PCC has authorised this church activity.</p>	

	Status	Notes
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.	DBS checks were last reviewed on 02/07/2025.	
Induction and Settling-In Period For roles that involve substantial contact with children (under 18) or vulnerable adults, the PCC must ensure that all new appointments include an appropriate induction process and settling in period.	Action is required.	
Safeguarding Training The PCC must ensure that all leaders and helpers undertake the required safeguarding training.	Training was last reviewed on 02/07/2025.	Volunteers are being chased by PSGO
Ongoing Support and Oversight The PCC must ensure that everyone who has substantial contact with children, young people or vulnerable adults has ongoing support and oversight.	Action is required.	
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
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.

	Status	Notes
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 imcumbant & PSGO
DBS Checks The PCC must ensure that all eligible leaders and helpers are DBS checked every three years.	DBS checks were last reviewed on 02/07/2025.	
Induction and Settling-In Period For roles that involve substantial contact with children (under 18) or vulnerable adults, the PCC must ensure that all new appointments include an appropriate induction process and settling in period.	Action is required.	
Safeguarding Training The PCC must ensure that all leaders and helpers undertake the required safeguarding training.	Training was last reviewed on 02/07/2025.	Review Autumn 25
Ongoing Support and Oversight The PCC must ensure that everyone who has substantial contact with children, young people or vulnerable adults has ongoing support and oversight.	Action is required.	
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.	A risk assessment was last reviewed on 02/07/2025.	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
<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>This activity needs Role Descriptions for some roles.</p>	to be discussed with incumbent and PSGO
<p>DBS Checks</p> <p>The PCC must ensure that all eligible leaders and helpers are DBS checked every three years.</p>	DBS checks were last reviewed on 02/07/2025.	Review Autumn 25
<p>Induction and Settling-In Period</p> <p>For roles that involve substantial contact with children (under 18) or vulnerable adults, the PCC must ensure that all new appointments include an appropriate induction process and settling in period.</p>	Action is required.	
<p>Safeguarding Training</p> <p>The PCC must ensure that all leaders and helpers undertake the required safeguarding training.</p>	Training was last reviewed on 02/07/2025.	Review Autumn 25
<p>Ongoing Support and Oversight</p> <p>The PCC must ensure that everyone who has substantial contact with children, young people or vulnerable adults has ongoing support and oversight.</p>	Action is required.	
<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>	

Pop in & Play

	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>	The risk assessment for this activity needs to be reviewed before 07/12/2025.	To be reviewed annually, with updates as necessary
<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>	

	Status	Notes
DBS Checks The PCC must ensure that all eligible leaders and helpers are DBS checked every three years.	DBS checks were last reviewed on 02/07/2025.	
Induction and Settling-In Period For roles that involve substantial contact with children (under 18) or vulnerable adults, the PCC must ensure that all new appointments include an appropriate induction process and settling in period.	Action is required.	
Safeguarding Training The PCC must ensure that all leaders and helpers undertake the required safeguarding training.	Training was last reviewed on 02/07/2025.	Review Autumn 25
Ongoing Support and Oversight The PCC must ensure that everyone who has substantial contact with children, young people or vulnerable adults has ongoing support and oversight.	Action is required.	
Safer Environment The Church must strive to create and maintain environments that are safer for all.	Urgent A review date needs to be entered.	

Xplorers (Charlton)

	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.	
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.	

	Status	Notes
<p>Induction and Settling-In Period</p> <p>For roles that involve substantial contact with children (under 18) or vulnerable adults, the PCC must ensure that all new appointments include an appropriate induction process and settling in period.</p>	Action is required.	
<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>Ongoing Support and Oversight</p> <p>The PCC must ensure that everyone who has substantial contact with children, young people or vulnerable adults has ongoing support and oversight.</p>	Action is required.	
<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
<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>	PCC to confirm this is in place

Guides - Girlguiding

	Status	Notes
<p>PCC Authorisation 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 This non-church activity must have a hire agreement that includes a signed safeguarding addendum.</p>	<p>Urgent Action is required.</p>	

Line Dancing Club

	Status	Notes
<p>PCC Authorisation 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 This non-church activity must have a hire agreement that includes a signed safeguarding addendum.</p>	<p>Urgent Action is required.</p>	

Playschool - Charlton & District

	Status	Notes
<p>PCC Authorisation 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 This non-church activity must have a hire agreement that includes a signed safeguarding addendum.</p>	<p>Urgent Action is required.</p>	PCC to confirm this

Rainbows (Thurs) - Girlguiding

	Status	Notes
<p>PCC Authorisation 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 This non-church activity must have a hire agreement that includes a signed safeguarding addendum.</p>	<p>Urgent Action is required.</p>	PCC to confirm

Rainbows (Weds) - Girlguiding

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

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. (Review due Aug 2026)
Reports to the PCC The Parish Safeguarding Officer must give regular reports to the PCC regarding safeguarding in the parish.	The PCC needs to receive a safeguarding report before 12/12/2025.	PSO to update with new dates regularly
Reports to the APCM At the Annual Parochial Church Meeting, the PCC must report on safeguarding in the parish.	The APCM received a safeguarding report on 01/06/2025.	Report due by June 2025
Review List of Church Activities The PCC must confirm that the list of Church Activities on this dashboard is complete.	The PCC reviewed the list of Church Activities on 04/07/2025.	List started PCC to confirm if additional activities happen and inform PSGO to update

	Status	Notes
<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 04/07/2025.	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 has considered how they can better promote a healthy and safe church culture.	To be reviewed July 2028