Safeguarding Action Plan

Level 3

Pastrow

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, a *Safeguarding Dashboard* can produce three levels of Action Plan:

- Level 1 - Safer foundations
- Level 2 - Safer foundations and activities
- Level 3 - Safer foundations, activities and practices

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

A parish must have no overdue actions if they are to comply with all the mandatory safeguarding requirements of the Church of England.

Overall Progress

69% progress has been made towards the mandatory requirements of the Church of England.

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 26) New Policy to sign, NB no updates from Diocese
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 28)
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 11/08/2026.	REVIEW TWICE A YEAR (Due February and August) NB Sooner if actions are Red Update to 10/11/26
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 11/11/2025.	REVIEW ANNUALLY (Due Nov 2026) New Policy to sign, NB no updates from Diocese
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).	The PCC reviewed their procedure on 07/11/2026.	REVIEW ANNUALLY (due Nov 27) I have updated as aware of the procedures
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 2028
Appropriate Boundaries The PCC must follow the Church of England's safeguarding guidance regarding appropriate boundaries with children or vulnerable adults.	A question needs to be reviewed before 13/11/2026.	Due for Review by Nov 2026 PSO advises we follow CoE guidlines

	Status	Notes
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 Nov 26) New Policy plus see notes
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 BI-ANNUALLY (Due Nov 2027)
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. (Review Oct 2027)
Clergy Vacancy - Storage of Records 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 Nov 2027)
Support for Victims and Survivors Following the disclosure of church-based abuse, the PCC must take reasonable steps to offer appropriate support to the victim or survivor.	A question needs to be reviewed before 13/11/2026.	To be reviewed by Nov 2026 PSO is aware, PCc need to confirm this too

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.	Reappointed at the APCM 5/7/26
Churchwardens The churchwardens must be made aware of their safeguarding responsibilities.	The churchwardens are aware of their safeguarding responsibilities.	REVIEW ANNUALLY (Due Nov 26) Both CW's have been asked and agree
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.	

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 Due to book new course, awaiting dates to be published
Churchwardens The PCC must ensure that all Churchwardens undertake the required safeguarding training.	Churchwardens have completed the required safeguarding training.	Check Spring 27
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.	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
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 THREE YEARLY (due Aug 27)
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)
Information for Victims and Survivors The PCC must provide clear and accessible information for victims and survivors of abuse.	A question needs to be reviewed before 13/11/2026.	Yes subject to further infomation from National Church Yes we do comply as we display the A Safer Church posters in all churches and on our website

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 2028)
Reports to the PCC The Parish Safeguarding Officer must give regular reports to the PCC regarding safeguarding in the parish.	The PCC last received a safeguarding report on 14/07/2026.	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 05/07/2026.	Report due by June 2027
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 11/08/2026.	List started PCC to confirm if additional activites happen and inform PSGO to update
Review List of Non-Church Activities The PCC must confirm that the list of Non-Church Activities on this dashboard is complete.	**Urgent** Action is required.	To be reviewed regularly and updated as needed Awaiting Hire Agreements
Promoting a Healthy and Safe Culture The PCC must consider how they can better promote a healthy and safe church culture.	The PCC has considered how they can better promote a healthy and safe church culture.	To be reviewed July 2028

Church Activities

By approving this Action Plan, the PCC confirms that the following list includes **every** church activity that involves teaching, training, instructing, caring for, supervising or transporting children (under 18) or vulnerable adults. Any other church activity that is organised primarily for children or vulnerable adults is also listed.

- **Cosy Cafe**
- **PFG4 Adventure**
  Holiday Club and associated activites
- **PFG4 Fun & Faith**
- **PFG4 Kids**
  Childrens Workshop
- **Pop in & Play**
- **Xplorers (Charlton)**

Full list of all helpers needed, this will be part of the Safer Recruitment process as mentioned in the SG report.

The status of all actions associated with Church Activities are shown below.

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.	
Insurance Cover The PCC must provide appropriate insurance cover for this activity.	This activity is covered by our standard church insurance policy.	
Safer Recruitment Leaders and helpers must be appointed in accordance with the Safer Recruitment and People Management Code of Practice.	**Urgent** This activity needs Role Descriptions for some roles.	
DBS Checks The PCC must ensure that all eligible leaders and helpers have an Enhanced DBS checked every three years.	**Urgent** A question needs to be reviewed.	

	Status	Notes
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.	**Urgent** A question needs to be reviewed.	If new helpers start they must complete safegauarding training as necessary.
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.	

PFG4 Adventure

	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 23/07/2026.	
Insurance Cover The PCC must provide appropriate insurance cover for this activity.	This activity is covered by our standard church insurance policy.	
Safer Recruitment Leaders and helpers must be appointed in accordance with the Safer Recruitment and People Management Code of Practice.	This activity needs Role Descriptions for some roles.	
DBS Checks The PCC must ensure that all eligible leaders and helpers have an Enhanced DBS checked every three years.	DBS checks were last reviewed on 27/08/2026.	
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.	

	Status	Notes
Safeguarding Training The PCC must ensure that all leaders and helpers undertake the required safeguarding training.	Training was last reviewed on 27/08/2026.	
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.	Some leaders and helpers need to attend appropriate support and oversight meetings	
Safer Environment The Church must strive to create and maintain environments that are safer for all.	Action is required.	

PFG4 Fun & Faith

	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.	Imsurance policy to be checked and expiry date confirmed to PSGO
Safer Recruitment Leaders and helpers must be appointed in accordance with the Safer Recruitment and People Management Code of Practice.	**Urgent** This activity needs Role Descriptions for some roles.	To be discussed with the imcumbant and PSGO
DBS Checks The PCC must ensure that all eligible leaders and helpers have an Enhanced DBS checked every three years.	**Urgent** A question needs to be reviewed.	
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.	**Urgent** A question needs to be reviewed.	Volunteers are being chased by PSGO

	Status	Notes
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 imcumbant and PSGO

PFG4 Kids

	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.
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 Leaders and helpers must be appointed in accordance with the Safer Recruitment and People Management Code of Practice.	**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 have an Enhanced DBS checked every three years.	**Urgent** A question needs to be reviewed.	
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.	**Urgent** A question needs to be reviewed.	Review Autumn 25
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.	

	Status	Notes
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

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.	**Urgent** The risk assessment for this activity needs to be reviewed.	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 Leaders and helpers must be appointed in accordance with the Safer Recruitment and People Management Code of Practice.	**Urgent** Action is required.	
DBS Checks The PCC must ensure that all eligible leaders and helpers have an Enhanced DBS checked every three years.	**Urgent** A question needs to be reviewed.	
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.	**Urgent** A question needs to be reviewed.	Review Autumn 25
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 Leaders and helpers must be appointed in accordance with the Safer Recruitment and People Management Code of Practice.	**Urgent** Action is required.	
DBS Checks The PCC must ensure that all eligible leaders and helpers have an Enhanced DBS checked every three years.	**Urgent** Action is required.	
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.	**Urgent** Action is required.	
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.	

Non-Church Activities

By approving this Action Plan, the PCC confirms that the following list includes every non-church activity for children (under 18) or vulnerable adults that is held on church premises. The only exception is one-off events organised by private individuals (e.g. a child's birthday party).

- **Art Group**
- **Brownies - Girlguiding**
- **Guides - Girlguiding**
- **Line Dancing Club**
- **Playschool - Charlton & District**
- **Rainbows (Thurs) - Girlguiding**
- **Rainbows (Weds) - Girlguiding**
- **Trefoil - Girlguiding**

All need site of signed Hire Agreements.
The bookings clerk is working on them.

The status of all actions associated with Non-Church Activities are shown below.

Art Group

	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.	

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.	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.	

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.	