



## Safeguarding Commissioning Group

### 3 Year Action Plan

## Safeguarding Audit Action Plan

An independent audit by the Social Care Institute of Excellence (SCIE) was undertaken in June 2016. The audit affirmed the high level of safeguarding practice within the Diocese. The auditors drew attention to a number of areas for further consideration. This Action Plan lists the points raised for consideration by the auditors. The Action Plan also highlights how the issues and concerns will be addressed.

### Considerations from the SCIE Audit

1. Continue to pursue representation from Adult's Social Care or a Local Safeguarding Adults Board on the Safeguarding Commissioning Group (SCG).
2. Invite the Bishop's Chaplain to be a member of the SCG.
3. A representative from Southwell Minster to be recruited onto the SCG.
4. Diocesan Synod to consider the national set of safeguarding policies (2015) and formally adopt them.
5. Keep under continual review the capacity of the safeguarding service to enable it to deliver its responsibilities as efficiently, and to the highest standards, as possible.
6. Keep under review the effects of the many changes in staff and senior clergy to ensure it is managed in the best possible and most positive way in order that it adds further value to the safeguarding service.
7. Consider the need for investment to update IT and databases in order that they can be as efficient as possible.
8. Consider ways that the good practice of the safeguarding service, particularly in regard to record keeping and Safeguarding Agreements, can be shared.
9. Develop a system to cross reference when incumbents have undertaken safeguarding training between the centralised spreadsheet and their blue files.
10. Undertake a bigger review on non-clergy diocesan posts to check if DBS checks are in place, and evidenced on HR files, for roles where they are required
11. Refrain from the use of applicants' friends being used as referees in job applications.
12. Insert front sheets onto the files where they are missing.
13. Consider how best to promote the complaints procedure (including placing it on the diocesan website) so those who become involved with the service know how to complain if they are dissatisfied with their experiences of the service.
14. Initiate annual reporting of complaints regarding the handling of safeguarding issues, and their outcomes, into the SCG.
15. Formulate a plan to promote the maximum publicity for the whistleblowing policy (including placing it on the diocesan website) and, as part of this, make sure people are aware how and when to use it.
16. How to use data/information on safeguarding provided in the Articles of Enquiry to inform future planning of safeguarding services and resources.
17. Consider producing a leaflet to further promote the Authorised Listener service.
18. Consider what further ways could further promote the role of the Diocesan Safeguarding Advisor (DSA) and the safeguarding service to the parishes.
19. Consider how best to further promote adult safeguarding issues.

20. Develop stronger relationships with safeguarding leads from other major faith groups represented within the Diocese, with a view to developing an information-sharing protocol.
21. To establish whether there will be any national guidance around the development of a quality assurance process, or if this should be further progressed by the Diocese.

### Safeguarding Audit Action Plan

Accountability for safeguarding rests ultimately with the Diocesan Bishop. The Chief Executive for the diocese, the Chief Executive Officer (CEO) for Family Care and the Archdeacon of Newark and the Archdeacon of Nottingham are the Bishop's delegated leads for safeguarding within the Diocese. The Diocesan Safeguarding Adviser (DSA) is line managed by the CEO of Family Care who provides the safeguarding service for the diocese. The Safeguarding Commission Group (SCG) holds the Diocese to account for its safeguarding activity, the CEO of Family Care and the DSA are members of the SCG. The Diocesan Board of Finance is responsible for the resourcing for the DSA who operates within national policy and approved Diocesan guidelines.

Category	Consideration	Comment/Action	Timescale/Review	Responsibility
1	Continue to pursue representation from Adult's Social Care or a Local Safeguarding Adults Board on the Safeguarding Commissioning Group (SCG).	Muriel Weisz, the Chair of the Adult Social Care & Health Committee joined the Commission Group in April 2017.	Completed.	CEO Family Care/Nigel Spraggins, CE for the Diocese.
2	Invite the Bishop's Chaplain to be a member of the SCG.	Reverend Lucy Cleland, Bishop's Chaplain, joined the commission Group in September 2016.	Completed.	DSA,
3	A representative from Southwell Minster to be recruited onto the SCG.	Dean Nicola Sullivan was invited and attended her first meeting in July 2017.	Completed.	DSA.
4	Diocesan Synod to consider the national set of safeguarding policies (2015) and formally adopt them.	These were adopted at the Diocesan Synod.	Completed.	CE for the Diocese
5	Keep under continual review the capacity of the safeguarding service to enable it to deliver its responsibilities as efficiently, and to the highest standards, as possible.	Under constant review.	Reviewed regularly.	CEO Family Care/CE for the Diocese/DSA/Training Manager.

<b>Category</b>	<b>Consideration</b>	<b>Comment/Action</b>	<b>Timescale/Review</b>	<b>Responsibility</b>
6	Keep under review the effects of the many changes in staff and senior clergy to ensure it is managed in the best possible and most positive way in order that it adds further value to the safeguarding service.	Under continual review.	Monitored in supervision and other meetings.	CEO Family Care/CE for the Diocese/DSA/Training Manager.
7	Consider the need for investment to update IT and databases in order that they can be as efficient as possible.	Case Management System being developed by the National Safeguarding Team.	Under regular review.	CEO Family Care/ CE for the Diocese/DSA.
8	Consider ways that the good practice of the safeguarding service, particularly in regard to record keeping and Safeguarding Agreements, can be shared.	Joint meeting to be organised with other faith groups.	2018/19	DSA
9	Develop a system to cross reference when incumbents have undertaken safeguarding training between the centralised spreadsheet and their blue files.	Bishop's Office working in collaboration with the Diocesan Office to develop a system.	Ongoing work.	Bishop's Chaplain/Diocesan Office.
10	Undertake a bigger review on non-clergy diocesan posts to check if DBS checks are in place, and evidenced on HR files, for roles where they are required	A system to be established to review the non-clerical posts in the diocese.	Ongoing.	Lead Administrator for the Diocese/HR.
11	Refrain from the use of applicants' friends being used as referees in job applications.	This practice was not commonly used.	Completed.	HR.
12	Insert front sheets onto the files where they are missing.	The missing front sheets have been inserted.	Completed.	DSA.
13	Consider how best to promote the complaints procedure (including placing it on the diocesan website) so those who become involved with the service know how to complain if they are dissatisfied with their experiences of the service.	A statement has been placed on the diocesan website encouraging individuals with a complaint about the way a safeguarding concern has been	On the website.	CEO Family Care/ CE for the Diocese/DSA.

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		handled to contact the Director (CEO) of Family Care. A copy of the Complaints Policy is available from Family Care.		
14	Initiate annual reporting of complaints regarding the handling of safeguarding issues, and their outcomes, into the SCG.	To be included in the Annual Safeguarding Commission report.	Annual reporting to be initiated commencing in January 2019.	DSA.
15	Formulate a plan to promote the maximum publicity for the whistleblowing policy (including placing it on the diocesan website) and, as part of this, make sure people are aware how and when to use it.	Whistleblowing policies are included in the Diocesan Staff Employee Handbooks as well as the Whistleblowing policy for Family Care.	Plan to be presented to the Safeguarding Commission Group in 2019.	CEO Family Care/CE for the Diocese/DSA.
16	How to use data/information on safeguarding provided in the Articles of Enquiry to inform future planning of safeguarding services and resources.	Information gained to be discussed in the Archdeacon/DSA bi-monthly meetings.	Under regular review.	Archdeacon of Newark and Archdeacon of Nottingham/DSA.
17	Consider producing a leaflet to further promote the Authorised Listener service.	Review of the service to take place at the Safeguarding Commission Group.	Review 2019.	DSA.
18	Consider what further ways could further promote the role of the Diocesan Safeguarding Advisor (DSA) and the safeguarding service to the parishes.	Annual Parish Safeguarding Coordinator meetings; safeguarding posters; pocket guides to be updated and distributed.	First annual meeting held for Parish Safeguarding Coordinators held in May 2017; safeguarding posters and pocket guides distributed in 2018.	DSA.
19	Consider how best to further promote adult safeguarding issues.	Different concepts and ideas to be discussed at the Commission Group.	To be discussed by Bishop's Senior Staff Team.	Bishop's Chaplain.
20	Develop stronger relationships with safeguarding leads from other major faith groups represented within the Diocese, with a view to developing an information-sharing protocol.	Links to be established.	Network meeting to be established.	DSA.

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21	To establish whether there will be any national guidance around the development of a quality assurance process, or if this should be further progressed by the Diocese.	Liaison with the National Safeguarding Team to establish plans for a national quality assurance process.	Review 2019.	DSA.