

**‘Promoting a Safer Church’ Action Plan –**

Parish/Benefice \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date started\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reference to a Promoting a Safer Church Action Plan is detailed within the Church of England ‘Promoting a Safer Church’ Policy, which details the foundations and overarching policy commitments required within safeguarding. The Action Plan places responsibility for each parish or benefice to detail what requirements have been completed and those that need undertaking. You may use this form to aid you in this task, you are welcome to adapt this form to meet you own parish needs or use your own version of an Action Plan.

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| Requirements – Safeguarding Roles | Undertaken/ Action etc. | By Whom | Date |
| Incumbent/Church Warden(s)/PCC/Parish or  Benefice Safeguarding Officer are aware of their Safeguarding Responsibility as stated in Section 3  of Key Roles and Responsibility of Church Office Holders and Bodies Practice Guidance (2017). |  |  |  |
| Appoint a Parish/Benefice Safeguarding Officer (P/BSO). |  |  |  |
| There is a Safeguarding lead on the PCC. |  |  |  |
| DBS Administrator in place, if not the P/BSO. |  |  |  |
| Are there other people with Safeguarding responsibility within your parish/benefice? |  |  |  |

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| Requirements – Information Displayed in Church/on Website. | Undertaken/ Action etc. | By Whom | Date |
| The House of Bishops ‘Promoting a Safer Church: Safeguarding Policy Statement (1 page) is displayed in each church. |  |  |  |
| How to contact the Diocesan Safeguarding Adviser and Incumbent Poster is displayed in each church ( Who’s Who poster) |  |  |  |
| If your church/parish has a website – safeguarding arrangements are clearly visible on the front page. |  |  |  |

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| Requirements – Policy, Review and Reports | Undertaken/ Action etc. | By Whom | Date |
| The PCC have approved a Parish Safeguarding Policy which either incorporates or is the Church of England Parish Safeguarding ‘Promoting a Safer Church’ Policy. |  |  |  |
| Safeguarding is listed on PCC Agenda and is discussed, as necessary. |  |  |  |
| P/BSO reports regularly to the PCC. |  |  |  |
| P/BSO/PCC submits written safeguarding report to the APCM. |  |  |  |

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| Requirements – Church Activity including  **Safer Recruitment (DBS checks).** | Undertaken/ Action etc. | By Whom | Date |
| All activities have been formally approved by the PCC. |  |  |  |
| Risk Assessments have been completed for each activity. |  |  |  |
| Insurance is covered for each activity. |  |  |  |
| The PCC will approve a Hire Agreement procedure for all external organisations or individuals using the church building for an activity AND a copy will be given to the hirer. |  |  |  |
| DBS checks have been completed for all those with a  responsibility (i.e. Churchwardens), workers (leaders  and helpers) who have direct contact within children,  young people groups/activities and for those who work  with vulnerable adults (i.e. Home Visitors). Full Details of those roles requiring a DBS check is listed in Practice Guidance: Safer Recruitment (2016). Or you may contact the Safeguarding Team for further guidance. |  |  |  |
| All leaders and helpers are provided with a role description and given support. |  |  |  |

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| Requirements – Safeguarding Training | Undertaken/ Action etc. | By Whom | Date |
| All those who have a responsibility (e.g. Incumbent/Churchwardens/PBSO) and those who are involved in an activity with a child, young person or vulnerable adult have attended the relevant training as per the Framework. (Please contact the Safeguarding Team if you need clarification on requirement levels). |  |  |  |

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| Requirements – Reporting Procedures | Undertaken/ Action etc. | By Whom | Date |
| All allegations or concerns (including any low-level concerns) of behaviour are promptly reported to Mandy McPhee, Diocesan Safeguarding Adviser and followed up in an email. |  |  |  |