



**NEWCASTLE**  
CATHEDRAL

## Newcastle Cathedral Safeguarding Action Plan (November 2019)

Task	Audit Reference	Audit Observation	Lead Person	Response and agreed Actions	Review date	Status
1	3.1.1 Precincts and buildings (p10)	The CGISS Project to be used as an opportunity to embed safeguarding in all aspects of looking after people who come to the Cathedral.  Address particular safeguarding needs in major changes to building  Plan and recruit sufficient volunteers	Lindy Gilliland / Kate Sussams	Incorporate safeguarding considerations into all CGISS planning	Jan 2020	Green
				Consider physical systems for safety eg. CCTV and radio communication	Ongoing	Orange
				Arrangements for toilet use by different groups	Ongoing	Green
				To review volunteer strategy and agree with SMT/Chapter	Jan 2020	Orange
				Implement strategy including safe recruitment and training	Ongoing	Green
				Ensure safeguarding training undertake by volunteers	Ongoing	Green
				Agree Lantern Initiative	Jan 2020	Green
2	3.1.2 Vulnerable Adults	Sustaining good practice in supporting vulnerable adults	Canon Peter Dobson	Specialise training for volunteers	Sept 2020	Orange
				Appointment of new staff	May 2020	Red
				Develop support services	Ongoing	Orange



# NEWCASTLE CATHEDRAL

3	3.1.3 Children	Applying standards of best practice to arrangements for volunteers in Junior Church and all children's activities	Canon Peter Dobson	Review present practice and develop a strategy for improvement	July 2020	
		Develop documents for different kinds of visiting groups with key safeguarding messages	Canon Peter Dobson	Work with key staff to write documents – see especially booking forms and hire agreements	Ongoing	
4	3.2.1 Adults who pose a risk	Ensuring routine follow up and review of safeguarding concerns	The Dean / Canon Peter Dobson	Review of all cases	Nov 2019	
				Monitor Agreements	Ongoing	
		Undertake risk assessments	When applicable			
		Identifying lessons learnt reviews		Contribute to National "Lessons Learnt" reviews	Ongoing	
5	3.4 Training	Training Strategy developed	Canon Peter Dobson	Work with volunteer coordinator and Chapter to agree strategy and identify actions	July 2020	Volunteer Coordinator has been furloughed (returning 7/9/20)
		Negotiation with DSA	Canon Peter Dobson	Communicate projected training needs to DSA	Ongoing	
		Training records maintained		Set up a new system	Nov 2019	
6	Safer Recruitment	Recruitment files	Kate Sussams / Ellie Robertson	Integrate information e.g. – training and DBS checks	Oct 2019	



# NEWCASTLE CATHEDRAL

6 Cont.		Reconcile Systems	Canon Peter Dobson	To work with the Volunteer Coordinator to bring all Safe Recruitment and Training Files to the same secure location online	June 2021	
7	4.1 Policies, Procedures and Guidance	Ensure that new policies and procedures (e.g. Staff handbook and contracts for organisation using the building) give a consistent message that safeguarding is everybody's business	Kate Sussams	Ensure implementation	May 2020	
8	4.2 Cathedral safeguarding adviser and their supervision and management	Collaboration between DSA and the Cathedral to be strengthened	Ruth Rogan / Canon Peter Dobson	Establishing regular consultation between DSA and CSO	Dec 2019	
				DSA becoming a member of TASC	Nov 2019	
				MOU to take into account changes from CGISS project. See earlier volunteering strategy action (Task 5)	Ongoing	
9	Quality Assurance	Develop quality assurance mechanisms and bring into a learning framework to include the whole Cathedral	Canon Peter Dobson / Gill Lawrence and TASC Group	Develop self-audit, routine benchmarking, lessons learnt from other Cathedrals, survivor feedback, staff feedback, independent feedback. This will be a key action in the liaison with the National Safeguarding Officer and the Northern Cathedrals network	September 2020	



# NEWCASTLE CATHEDRAL

9 Cont.				Present to Chapter and TASC group an organisational learning framework	May 2020	
10	5.2 Complaints	Develop an accessible complaints procedure	Ruth Rogan / Kate Sussams	Develop a fit for purpose complaints procedure which is publicised within the Cathedral and regularly reviewed	April 2020	
				Ensure complaints procedure is easily accessible	April 2020	
11	5.3 Whistleblowing	Regularising and updating policy	Canon P Dobson / Kate Sussams	Review the Church of England and Diocesan whistle blowing policy and publicise in the Cathedral	April 2020	
12	5.4 Cathedral Safeguarding Advisory Panel	To negotiate a critical friend role for a DSAG and consider MOU arrangements	Canon P Dobson / Ruth Rogan	Review terms of reference for TASC	Sept 2019	Repeated Feb 2020
				Review MOU to include critical friend role	July 2020	
13	5.5 Leadership and Management	Strengthening Chapter's strategic leadership role	The Dean	Review TASC Group terms of reference	Sept 2019	Repeated Feb 2020
				TASC Group to be made a formal sub group to Chapter	Sept 2019	
				Chapter to receive minutes of TASC Group	Sept 2019	
				Chapter to review, own and monitor SCIE Safeguarding Action Plan	Ongoing	



# NEWCASTLE CATHEDRAL

13 Cont.				Make interim arrangements for safeguarding until the appointment of new CSA	June 2019	
14	5.5.4 Culture	Work to make less straightforward messages about safeguarding become part of the understanding and culture of those who work and worship in the Cathedral	The Dean	Develop a consistent message and value statement – value process	Ongoing	
				Ensure diverse groups access to the Cathedral	Ongoing	
				Special events to raise consciousness e.g. White ribbon	Ongoing	
				Incorporate into preaching and educational courses	Ongoing	