



**NEWCASTLE
CATHEDRAL**

Newcastle Cathedral Safeguarding Action Plan

| 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 | Green |
| | | | | 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 |
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| 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 | |
| | | 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 | |



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| 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 | 5.1 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 | |



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| 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 | |



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| 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 | |