



**NEWCASTLE
CATHEDRAL**

Newcastle Cathedral Safeguarding Action Plan 2021

KEY:

- Actions in blue shading continue our response to the considerations offered in the Social Care Institute for Excellence (SCIE) Cathedral Safeguarding Audit (May 2019)
- Where an action is 'ongoing' its status is rated **green** where the person responsible and/or the Cathedral Safeguarding Advisor feel the ongoing work is established and understood, where **amber** or **red** there remains work to be done to get to that point.
- Where a 'Target Date' is in brackets this date is the date carried over from the SCIE Audit Action Plan. For each postponed 'Target Date' a rationale is offered in the footer.

Action	Area For Action	Action Plan	Responsible Person	Target Date	Status	Date Completed
1	Cathedral Precincts	To continue to consider physical systems for safety in the re-ordered cathedral e.g. CCTV <i>(SCIE Audit Consideration 3.1.1.)</i>	Lindy Gilliland & Kate Sussams	Ongoing	A radio communication system and protocol is now in place. CCTV to be re-visited in light of new facilities and how they are used.	N/A
2	'Common Ground In Sacred Space Project' Completion	2.1 To consider the safeguarding implications of inhabiting the newly re-ordered cathedral prior to re-opening, identifying where new policies and procedures will be required, and where existing ones need to be altered.	Canon Peter Dobson	June 2021		
		2.2 Implementing the changes above and assuring staff and volunteers are made aware of the changes, receiving training where necessary	Canon Peter Dobson & Lucy Cooke	September 2021		

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3	Volunteering	3.1 To complete the Cathedral Volunteer Strategy by agreeing a Volunteer Recruitment Strategy with Chapter. <i>(SCIE Audit Consideration 3.1.1.)</i>	Lucy Cooke	(July 2020) ¹ March 2020	The strategy having been agreed adopted February 2021, the strategy has subsequently also been amended and procedures put in place to allow us to broaden our volunteer base, allowing us to safely recruit and support volunteers aged 16-18.	3 rd February 2021
		3.2 To implement the Cathedral Volunteer Strategy as agreed, including safer recruitment, initial and ongoing training. <i>(SCIE Audit Consideration 3.1.1.)</i>	Lucy Cooke	Ongoing		N/A
		3.3 To help Cathedral/Church Officers and longstanding 'Cathedral' volunteers to feel integrated with 'project' volunteers.	Lucy Cooke	December 2021		
		3.4 To explore a suitable way for all volunteers to be identifiable by visitors to the Cathedral.	Lucy Cooke	September 2021		
		3.5 To record video messages from the Dean and Cathedral Safeguarding Advisor raising awareness of the importance of safeguarding and some particular safeguarding issues as part of volunteer induction and training.	Lucy Cooke	October 2021		

¹ Work delayed due to the Volunteer Coordinator having been furloughed and continuing to remain on flexible furlough.

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4	Vulnerable Adults	4.1 To appoint a Lead for the Lantern Initiative with the skills and experience to develop existing good practice in supporting vulnerable adults. <i>(SCIE Audit Consideration 3.1.2.)</i>	Canon Peter Dobson	(May 2020) ² May 2021	The Rev'd Jon Canessa was appointed 12 th March and took up the post, 1 st June 2021.	12 th March 2021
		4.2 To design and deliver specialist training for volunteers in this area. <i>(SCIE Audit Consideration 3.1.2.)</i>	Lantern Initiative Lead	October 2021		
		4.3 To develop support services for vulnerable adults in the cathedral and continue to build relationships with statutory services and other agencies offering support. <i>(SCIE Audit Consideration 3.1.2.)</i>	Canon Peter Dobson & Lantern Initiative Lead	Ongoing	Due to COVID-19 and the cathedral closures, appropriate support services have not been able to be developed but nor have we been able to welcome visitors (vulnerable or otherwise). Liaison with partners and the City Council continues.	N/A
5	Children	To review present safeguarding practice in Junior Church and other children's activities, and develop a strategy for improvement. <i>(SCIE Audit Consideration 3.1.3.)</i>	Canon Peter Dobson	(July 2020) ³ July 2021	This process has been delayed due to Junior Church not being able to meet, and will be part of a wider review of provision for children and young people during Spring 2021.	
6	Visiting Groups and Hirers	6.1 To assure that key safeguarding messages are included in all communication with visiting groups and hirers. <i>(SCIE Audit Consideration 3.1.3.)</i>	Canon Peter Dobson	Ongoing	This will happen at the same time as new documents and processes are designed following the re-opening of the refurbished Nave and new facilities.	N/A

² Delayed due to COVID-19, the post is grant funded and the decision was taken to delay the appointment to make the most of the funding when the LI Lead would be able to work more effectively.

³ Junior Church has not met since March 2020 because of cathedral closure during lockdowns and lack of space/facilities due to the cathedral refurbishment.

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		6.2 To assure that the Cathedral Safeguarding Policy and Safeguarding Policy Statement are sent with all booking forms and that all hire agreements require hirers to comply with the policy. <i>(SCIE Audit Consideration 3.1.2.)</i>	Kate Sussams & Amy Carrithers	Ongoing	We are aware that a new and more robust system will be required with the greater number of bookings there will be on the re-opening of the refurbished Nave and new facilities.	N/A
7	Safer Recruitment	7.1 To ensure that all those responsible for staff and volunteer appointments undertake learning and development in the area of safer recruitment.	Canon Peter Dobson	March 2021	A learning and development workshop in safer recruitment took place for those responsible for recruitment, 16 th February. In addition, a training session for all staff on the safer recruitment of volunteers and those on student/work placement took place on 30 th March.	16 th February 2021
		7.2 To ensure the implementation of the new Safer Recruitment Policy (October 2020) across all staff appointments.	Canon Peter Dobson	Ongoing	The Policy has now been implemented in five appointment process so far. Members of staff have commented on its usefulness and the effectiveness of the safer recruitment checklist in-particular.	N/A
		7.3 To ensure the implementation of the new Safer Recruitment Policy (October 2020) across all volunteer appointments.	Lucy Cooke	Ongoing	The Policy has been included in the new Volunteer Strategy and is already being implemented.	N/A
		7.4 To ensure the implementation of the new Safer Recruitment Policy (October 2020) across all Cathedral/Church Officer appointments.	Canon Peter Dobson	Ongoing	Appropriate elements of the Policy are currently being applied retrospectively to those elected most recently (October 2020).	N/A
		7.5 To ensure that all Cathedral/Church Officers have a copy of the Cathedral Safeguarding Policy, 'Promoting a Safer Church'.	Canon Peter Dobson	May 2021		April 2021

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		7.6 To work with the Volunteer Co-ordinator to bring all safer recruitment and training files in to the same secure digital location.	Canon Peter Dobson	June 2021		
8	Safeguarding Learning and Development	8.1 To outline a safeguarding learning and development strategy for the cathedral. <i>(SCIE Audit Consideration 3.4)</i>	Safeguarding Committee	October 2021	Previous action plan identified a need for this for volunteers, and this is part of the volunteer strategy (see Action 3.2), but the committee felt staff and Church Officers should be included in the same strategy as per the SCIE Audit consideration.	
		8.2 To move the paper based system for monitoring and maintaining records of safeguarding learning to a digital/online system. <i>(SCIE Audit Consideration 3.4)</i>	Canon Peter Dobson & Isabel Hunt	September 2021		
		8.3 To ensure that newly appointed Cathedral/Church Officers (especially Churchwardens) undertake safeguarding learning at the appropriate level within three months of taking up their appointment.	Canon Peter Dobson	July 2021		
9	Policies, Procedures and Guidance	9.1 To ensure that all new policies and procedures (e.g. staff handbook, contracts with external organisations) continue to give the consistent message that safeguarding is everybody's business. <i>(SCIE Audit Consideration 4.1)</i>	Kate Sussams	<i>(May 2020)</i> ⁴ May 2021	Significant progress was made during 2020 in terms of identifying policies that needed to be reviewed or written. Having engaged Peninsula Group Plc. for HR consultancy (October 2020), Peninsula are currently reviewing all policies and compiling a new staff handbook.	

⁴ Some of the work in this area has been delayed by the decision to engage an HR Consultancy, Peninsula Group Plc. were engaged October 2020.

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		9.2 To compile a list of Cathedral activities involving children, young people and/or vulnerable adults. Chapter to review this annually.	Canon Peter Dobson	March 2021	Agreed by Chapter, 31 st March 2021.	31 st March 2021
10	Quality Assurance	10.1 To present to Chapter, at least annually, the framework wherein and methods by which, quality is assured in safeguarding and how lessons are learned and integrated into practice. <i>(SCIE Audit Consideration 5.1)</i>	Canon Peter Dobson	April 2021	2021/2022 Framework agreed by Chapter, 5 th May 2021.	5 th May 2021
		10.2 To encourage the auditing of the Parish Dashboard by members of Chapter and the Safeguarding Committee.	Canon Peter Dobson	Ongoing		
		10.3 To implement an Annual Review of Safeguarding, reporting on this to Chapter.	Safeguarding Committee	April 2021	It has been agreed that the Assistant Diocesan Safeguarding Advisor will undertake this work. The parameters and timeline of the audit were discussed at Safeguarding Committee, 12 th May 2021.	
11	Responding to Concerns or Allegations	Chapter to approve a procedure to deal promptly with any safeguarding concern or allegation (including any suspicion of abuse). Chapter must assure that this is agreed annually.	Canon Peter Dobson	April 2021	Agreed by Chapter, 31 st March 2021.	31 st March 2021

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12	Safeguarding Culture	<p>12.1 To embed the Cathedral Values and to explore with staff, volunteers and the cathedral congregations the implications of them for life together at the cathedral. <i>(SCIE Audit Consideration 5.5.4)</i></p>	The Dean	Ongoing	<p>During 2020 staff (together with Chapter) were engaged in a number of processes exploring the values. The values will underpin material to help explore and interpret the refurbished cathedral and churchyard. In addition, additional information about the values has been included in Job Application Packs, with interview processes now exploring the values with candidates in more depth.</p>	N/A
		<p>12.2 Through the Lantern Initiative, and other appropriate means, to ensure that diverse groups have access to the cathedral. <i>(SCIE Audit Consideration 5.5.4.)</i></p>	Canon Peter Dobson	Ongoing	<p>Whilst physical access to the cathedral is not possible at present due to COVID-19 and the refurbishment works, our website and social media analytics show that we are reaching a wider and more diverse group of people through online activities. Through the work of our Learning and Activities Officer some particular groups have been able to be engaged. Work continues to assure the Cathedral Activity Plan continues to cater for diverse audiences throughout 2021 and beyond.</p>	N/A

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		<p>12.3 To agree a year in advance how national days of awareness will be incorporated into services and when, assuring that a diverse range of issues are addressed relating to safeguarding, extending support to those who feel able to access it (e.g. Services of Lament, White Ribbon Day) <i>(SCIE Audit Consideration 5.5.4.)</i></p>	Canon Peter Dobson & Canon Clare Maclaren	November 2021		
		<p>12.4 To produce and resource displays relating to awareness days throughout the year in the Cathedral <i>(SCIE Audit Consideration 5.5.4.)</i></p>	Safeguarding Committee	Ongoing		
		<p>12.5 To include short safeguarding messages in the weekly service or notice sheet, targeted at awareness days and/or when issues have been raised in the news. <i>(SCIE Audit Consideration 5.5.4.)</i></p>	Canon Peter Dobson & Safeguarding Committee	Ongoing		
		<p>12.6 To work with the Diocesan Safeguarding Advisor to plan a calendar of Survivors' Services <i>(SCIE Audit Consideration 5.5.4.)</i></p>	Canon Peter Dobson & Canon Clare Maclaren	October 2021		
		<p>12.7 To work with children and young people involved in the life of the Cathedral to regularly explore personal safety and what to do if they are ever made to feel uncomfortable in that respect. <i>(SCIE Audit Consideration 5.5.4.)</i></p>	Canon Peter Dobson, Music Department, & Junior Church Teams	Ongoing		

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		12.8 To review the lectionary for the upcoming year annually, identifying a minimum of three Sundays per annum where it would be appropriate to address issues relating to safeguarding within the sermon and/or liturgy. <i>(SCIE Audit Consideration 5.5.4.)</i>	Canon Peter Dobson	November 2021		
		12.9 To agree a way of assuring that a wide range of safeguarding messages are included in week-day worship throughout the year. <i>(SCIE Audit Consideration 5.5.4.)</i>	The Dean & Ministry Team	Ongoing		N/A

AGREED: 3rd February 2021
LAST REVIEWED: 2nd June 2021