



## 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	<b><i>Cathedral Precincts</i></b>	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 is now in place across the Cathedral, especially around entrances and the toilet facilities.	N/A
2	<b><i>'Common Ground In Sacred Space Project' Completion</i></b>	<b>2.1</b> 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	This work is ongoing, with different actions being undertaken by the Cathedral Safeguarding Advisor, Director of Operations, Vergers, Lantern Initiative Lead and Hospitality and Visitor Experience Co-ordinator. A list of actions and considerations will be revisited at the Safeguarding Committee, 16 <sup>th</sup> December.	Ongoing

Action	Area For Action	Action Plan	Responsible Person	Target Date	Status	Date Completed
		<b>2.2</b> 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	Most members of staff and all new and existing volunteers have undertaken a bespoke training course covering these topics, with arrangements for regular updates to be sent out and discussed in place.	Ongoing
<b>3</b>	<b>Volunteering</b>	<b>3.1</b> To complete the Cathedral Volunteer Strategy by agreeing a Volunteer Recruitment Strategy with Chapter. <i>(SCIE Audit Consideration 3.1.1.)</i>	Lucy Cooke	<i>(July 2020)</i> <sup>1</sup> March 2020	The strategy having been agreed and 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 <sup>rd</sup> February 2021
		<b>3.2</b> 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	20 new volunteers have been safely recruited under the new Volunteer Strategy to date, with a new bespoke suite of induction and ongoing training launched.	N/A
		<b>3.3</b> To help Cathedral/Church Officers and longstanding 'Cathedral' volunteers to feel integrated with 'project' volunteers.	Lucy Cooke	December 2021		
		<b>3.4</b> To explore a suitable way for all volunteers to be identifiable by visitors to the Cathedral.	Lucy Cooke	September 2021	Branded, brightly coloured, fleeces and polo shirts have been sourced for volunteers, with an accompanying branded badge. Badges (and where appropriate polo-shirts/fleeces) are being made available to those in voluntary roles on Sundays and at liturgical occasions.	October 2021

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

Action	Area For Action	Action Plan	Responsible Person	Target Date	Status	Date Completed
		<b>3.5</b> To record video messages from the Dean and Cathedral Safeguarding Advisor (CSA) raising awareness of the importance of safeguarding and some particular safeguarding issues as part of volunteer induction and training.	Lucy Cooke	October 2021	The Dean has recorded two videos, one raising awareness of the importance of safeguarding as the Cathedral re-opens, and another as an induction for volunteers. The suggestion is that the CSA produce a video to refresh the Dean's at a later date.	August 2021
4	<b>Vulnerable Adults</b>	<b>4.1</b> 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	<i>(May 2020)</i> <sup>2</sup> May 2021	The Rev'd Jon Canessa was appointed 12 <sup>th</sup> March and took up the post, 1 <sup>st</sup> June 2021.	12 <sup>th</sup> March 2021
		<b>4.2</b> To design and deliver specialist training for volunteers in this area. <i>(SCIE Audit Consideration 3.1.2.)</i>	Lantern Initiative Lead	October 2021	Training has been built into induction and ongoing training for volunteers.	August 2021
		<b>4.3</b> 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	<b>Children</b>	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	<i>(July 2020)</i> <sup>3</sup> July 2021	This process has been delayed due to Junior Church not being able to meet during COVID, a wider review of provision for children and young people has begun but is still ongoing.	

<sup>2</sup> 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.

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

Action	Area For Action	Action Plan	Responsible Person	Target Date	Status	Date Completed
6	<b>Visiting Groups and Hirers</b>	<b>6.1</b> 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 has begun as new documents and processes are designed and implemented following the re-opening of the refurbished Nave and new facilities.	N/A
		<b>6.2</b> 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	A new and more robust system is being developed for the greater number of bookings there will be following the re-opening of the refurbished Nave and new facilities.	N/A
7	<b>Safer Recruitment</b>	<b>7.1</b> 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 <sup>th</sup> 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 <sup>th</sup> March.	16 <sup>th</sup> February 2021
		<b>7.2</b> 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 fifteen appointment process so far. Members of staff have commented on its usefulness and the effectiveness of the safer recruitment checklist in-particular. The policy has been thoroughly reviewed (Oct 2021) to incorporate the Church of England's new 'Safer Recruitment and People Management' Guidance.	N/A

Action	Area For Action	Action Plan	Responsible Person	Target Date	Status	Date Completed
		<b>7.3</b> 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. Amendments to the Volunteer Strategy necessitated by the revision of the policy (Oct 2021) are being made currently.	N/A
		<b>7.4</b> 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
		<b>7.5</b> 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
		<b>7.6</b> 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) <sup>4</sup> December 2021	The migration of information has begun but is still ongoing, delayed by the priority having been on recruiting a significant number of new volunteers.	
<b>8</b>	<b>Safeguarding Learning and Development</b>	<b>8.1</b> To outline a safeguarding learning and development strategy for the cathedral. (SCIE Audit Consideration 3.4)	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 safeguarding committee felt staff and Church Officers should be included in the same strategy as per the SCIE Audit consideration. Work has begun to produce this and the proposal will be considered by the committee, 16 <sup>th</sup> December 2021.	

<sup>4</sup> Delayed due to priority being given to the recruitment of new volunteers to assure maximum coverage to respond to increased visitor numbers in the refurbished Cathedral.

Action	Area For Action	Action Plan	Responsible Person	Target Date	Status	Date Completed
		<b>8.2</b> 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	This has been delayed due to a lack of capacity in the Cathedral Office, the priority having been opening safely to the public following the late running of the Capital works.	
		<b>8.3</b> 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	Officers have struggled to book dates on courses, we are awaiting dates for training alongside others at the Cathedral for those who haven't been able to book onto a course.	
<b>9</b>	<b><i>Policies, Procedures and Guidance</i></b>	<b>9.1</b> 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)<sup>5</sup></i> 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. Following a meeting with Peninsula (7 <sup>th</sup> October) we are in the final stages of agreeing the new handbook and aligning it with our existing policies.	
		<b>9.2</b> 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 <sup>st</sup> March 2021.	31 <sup>st</sup> March 2021

<sup>5</sup> 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.

Action	Area For Action	Action Plan	Responsible Person	Target Date	Status	Date Completed
10	<b>Quality Assurance</b>	<b>10.1</b> 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 <sup>th</sup> May 2021.	5 <sup>th</sup> May 2021
		<b>10.2</b> To encourage the auditing of the Parish Dashboard by members of Chapter and the Safeguarding Committee.	Canon Peter Dobson	Ongoing		
		<b>10.3</b> To implement an Annual Review of Safeguarding, reporting on this to Chapter.	Safeguarding Committee	<i>(April 2021)</i> <sup>6</sup> April 2022	It has been agreed that the Assistant Diocesan Safeguarding Advisor will undertake this work in the first quarter of each year beginning in 2022.	
11	<b>Responding to Concerns or Allegations</b>	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 <sup>st</sup> March 2021.	31 <sup>st</sup> March 2021

<sup>6</sup> Following discussion at the Safeguarding Committee and then Chapter, it was agreed that the beginning of the annual audit process be postponed by a year, following this year's internal audit and actions identified around raising awareness of safeguarding and safeguarding messaging in different aspects of the Cathedral's life.

Action	Area For Action	Action Plan	Responsible Person	Target Date	Status	Date Completed
12	<i>Safeguarding Culture</i>	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>	The Dean	Ongoing	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.	N/A

Action	Area For Action	Action Plan	Responsible Person	Target Date	Status	Date Completed
		<p><b>12.2</b> 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>	<p>Canon Peter Dobson</p>	<p>Ongoing</p>	<p>The Lantern Initiative Lead has been working pro-actively with a significant number and wide range of groups who, in the past, may not have felt safe in the Cathedral (ranging from those who are survivors of abuse, modern slavery, addiction and homelessness) with groups visiting to help develop an inclusive activity plan.</p> <p>The Learning and Activities Team and Music Department have developed outreach work amongst a wide range of children and young people, and are beginning to welcome groups back to the Cathedral.</p> <p>A recent art exhibition exploring 'What Is A Safe Space?' created online during lockdown from the Cathedral with clients from Crisis has elicited a tremendous response from a broad audience, not least those connected with the artists and Crisis. assure the Cathedral Activity Plan continues to cater for diverse audiences throughout 2021 and beyond.</p> <p>The above work is ongoing with some new partnerships, joint-working and exhibitions, emerging in the area of struggles with fertility, and also with prison-leavers and survivors of church-related sexual abuse.</p>	<p>N/A</p>

Action	Area For Action	Action Plan	Responsible Person	Target Date	Status	Date Completed
		<p><b>12.3</b> 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	This calendar is yet to be agreed.	
		<p><b>12.4</b> 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><b>12.5</b> 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><b>12.6</b> 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	The CSA and DSA are in the process of planning an event, alongside survivors, in March 2022. The important change in approach from that taken in the past is to be led and advised by survivors themselves.	Ongoing
		<p><b>12.7</b> 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	The CSA is in conversation with two agencies who may be able to support some particular pieces of work in this area, in addition to the ongoing work, messaging and learning.	

Action	Area For Action	Action Plan	Responsible Person	Target Date	Status	Date Completed
		<b>12.8</b> 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	Themes for a number of Sundays have been identified, and a proposal for 2022 is to be considered by the Safeguarding Committee, 16 <sup>th</sup> December 2021.	
		<b>12.9</b> 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: 3<sup>rd</sup> February 2021  
LAST REVIEWED: 1<sup>st</sup> December 2021