



**NEWCASTLE  
CATHEDRAL**

## Newcastle Cathedral Safeguarding Action Plan 2022

**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 a previous Safeguarding 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>'Common Ground In Sacred Space Project' (CGISS) Completion</b>	To continue to consider the safeguarding implications of inhabiting the newly re-ordered cathedral. <i>Particular attention to be given to:</i> <ul style="list-style-type: none"><li>- <i>Monitoring of toilet facilities.</i></li><li>- <i>Use of the accessible toilet/shower facilities.</i></li><li>- <i>Visibility of safeguarding messaging.</i></li></ul>	Kate Sussams & Lindy Gilliland	July 2022	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 were re-considered by the Safeguarding Committee, 16 <sup>th</sup> December.	

Action	Area For Action	Action Plan	Responsible Person	Target Date	Status	Date Completed
2	Volunteering	2.1 To help Cathedral/Church Officers and longstanding 'Cathedral' volunteers to feel integrated with 'project' volunteers.	Lucy Cooke	(December 2021) <sup>1</sup> June 2022		
		2.2 To bring all cathedral volunteer roles pre-existing the CGISS project (e.g. Bellringers, Junior Church Volunteers, Flower Arrangers) fully under the remit of the Volunteer Co-ordinator and into the Better Impact Volunteer Management System.	Lucy Cooke	October 2022		
3	Vulnerable Adults	Developing a system whereby all events and activities arising out of the work of the Lantern Initiative provide adequate pastoral support for all involved (leaders and participants alike).	Jon Canessa	July 2022	A dedicated volunteer role has been recruited to provide this support for the Lantern Singing Group, and additional members of staff are providing this at the Cathedral's Recovery Church. In addition, a 'Befrienders' role is being created to help offer one-to-one support for individuals beyond group sessions and to offer those who feel they might benefit from mentoring in a particular role.	
4	Children	To review present safeguarding practice in Junior Church and other children's activities, and develop a strategy for improvement. (SCIE Audit Consideration 3.1.3.)	Canon Peter Dobson	(July 2020) <sup>2</sup> September 2022	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 is ongoing.	

<sup>1</sup> Due to the COVID pandemic volunteer recruitment was delayed and then slower than expected. This had to take priority over other tasks relating to volunteering in order to assure the safe opening of the cathedral. As at 2.2, not all volunteers come under the same system as yet and so these two tasks go hand in hand.

Action	Area For Action	Action Plan	Responsible Person	Target Date	Status	Date Completed
5	Activities	To renew risk assessments for all activities involving children, young people and vulnerable adults.	Canon Peter Dobson	September 2022		
6	Visiting Groups and Hirers	6.1 To assure that key safeguarding messages are included in all communication with visiting groups and hirers. (SCIE Audit Consideration 3.1.3.)	Kate Sussams & Isabel Hunt	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
		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. (SCIE Audit Consideration 3.1.2.)	Kate Sussams & Isabel Hunt	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	Safer Recruitment	7.1 To ensure implementation of the amended Safer Recruitment Policy (October 2021) following publication of the Church of England's new 'Safer Recruitment and People Management' Practice Guidance.	Canon Peter Dobson	Ongoing		N/A
		7.2 To ensure implementation of the amended Safer Recruitment Policy (October 2021) across all volunteer appointments.	Lucy Cooke	Ongoing	The volunteer strategy and all volunteer recruitment information have been updated to reflect changes to the most recent version of the policy and the national 'Safer Recruitment and People Management' Practice Guidance.	N/A

<sup>2</sup> Junior Church has not met since March 2020 initially due to the cathedral closure during lockdowns and lack of space/facilities during the cathedral refurbishment., and latterly the lack of volunteers to make meeting possible and safe.

Action	Area For Action	Action Plan	Responsible Person	Target Date	Status	Date Completed
		<b>7.3</b> To ensure implementation of the amended Safer Recruitment Policy (October 2021) across all Cathedral/Church Officer appointments.	Canon Peter Dobson	Ongoing		N/A
		<b>7.4</b> To bring all safer recruitment and training files for all Cathedral volunteers into to the same secure digital location.	Canon Peter Dobson & Lucy Cooke	(June 2021) <sup>3</sup> October 2022	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>7.5</b> To review all Lay Clerk and Choral Scholar roles, ensuring that the Safer Recruitment Policy is considered in the review, and all Safer Recruitment procedures are followed in their advertisement, recruitment and appointment.	Ian Roberts	June 2022	The review is already underway and progressing, working together with the Cathedral's HR consultants.	
<b>8</b>	<b>Safeguarding Learning and Development</b>	<b>8.1</b> To outline a safeguarding learning and development strategy that is Cathedral-wide. (SCIE Audit Consideration 3.4)	Safeguarding Committee	(October 2021) <sup>4</sup> April 2022	The SCIE Audit 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.	

<sup>3</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.

<sup>4</sup> Changes to the Church of England's 'Safer Recruitment and People Management' Practice Guidance have necessitated some changes to the draft strategy.

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		<b>8.2</b> To move the paper-based system for monitoring and maintaining records of safeguarding learning to a digital/online system. (SCIE Audit Consideration 3.4)	Canon Peter Dobson & Isabel Hunt	(September 2021) <sup>5</sup> October 2022	This was delayed in 2021 due to a lack of capacity in the Cathedral Office, the priority having been given to opening safely to the public following the late running of the Capital works. Nevertheless, the safe and timely monitoring of records is ongoing.	
<b>9</b>	<b>Policies, Procedures and Guidance</b>	To ensure publication of and induction into the new Staff Handbook, reinforcing the message that across the span of cathedral life 'safeguarding is everybody's business'. (SCIE Audit Consideration 4.1)	Kate Sussams	April 2022	The new staff handbook is now just awaiting one policy to be agreed and will then be complete and disseminated as a whole. However, all policies are being disseminated as and when they are agreed and put into place.	
<b>10</b>	<b>Quality Assurance</b>	<b>10.1</b> To encourage the auditing of the Parish Dashboard by members of Chapter and the Safeguarding Committee.	Canon Peter Dobson	Ongoing		
		<b>10.2</b> To implement an Annual Review of Safeguarding, reporting on this to Chapter.	Safeguarding Committee	(April 2021) <sup>6</sup> April 2022	It has been agreed that the Assistant Diocesan Safeguarding Advisor (ADSA) will undertake this work in the first quarter of each year beginning in 2022. The ADSA now being on long-term sickness leave, options for the appointment of another reviewer are being explored.	

<sup>5</sup> This was delayed in 2021 due to a lack of capacity in the Cathedral Office, the priority having been given to opening safely to the public following the late running of the Capital works.

<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
11	Safeguarding Culture	11.1 Alongside the Diocesan Safeguarding Advisor, to work with survivors to explore different methods of survivor engagement and for creating spaces for reflection for survivors and the whole Church together.	Canon Peter Dobson & Carol Butler	Ongoing	The cathedral is working with survivors to host a Survivors' Event, 23 <sup>rd</sup> June 2022. In addition an exhibition of art work, exploring the process of recovering from church-related sexual abuse, by a survivor, has been in the Cathedral during May, eliciting considerable feedback and interest in hosting/touring the material elsewhere.	
		11.2 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>	Canon Peter Dobson & Canon Clare Maclaren	November 2022		
		11.3 To produce and resource displays relating to awareness days throughout the year in the Cathedral <i>(SCIE Audit Consideration 5.5.4.)</i>	Safeguarding Committee	Ongoing	Cathedral Churchwardens have been invited to work with members of the committee on this.	
		11.4 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>	Canon Peter Dobson & Safeguarding Committee	Ongoing		

Action	Area For Action	Action Plan	Responsible Person	Target Date	Status	Date Completed
		<b>11.5</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>	Canon Peter Dobson, Music Department, & Junior Church Teams	Ongoing	The CSA is in conversation with a number of agencies who may be able to support some particular pieces of work in this area, in addition to the ongoing work, messaging and learning.	
		<b>11.6</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 2022	Themes for a number of Sundays were identified Nov 2021, with a proposal for 2022 agreed and implemented from 16 <sup>th</sup> December 2021. The same process will be repeated this year looking to 2023.	
		<b>11.7</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
<b>12</b>	<b>Governance and Management of Safeguarding</b>	<b>12.1</b> To recruit a professional Cathedral Safeguarding Advisor (CSA) to a dedicated post for 2 days per week.	Canon Peter Dobson	May 2022	A draft Job Pack, including Role Description and Person Specification is now out for consultation with relevant individuals and bodies.	
		<b>12.2</b> To review arrangements for the governance and management of safeguarding, including the roles of Chapter Safeguarding Lead and Deputy Cathedral Safeguarding Advisor, following the appointment of a new CSA.	Canon Peter Dobson	July 2022		

AGREED: 2<sup>nd</sup> February 2022  
LAST REVIEWED: 1<sup>st</sup> June 2022