



**NEWCASTLE
CATHEDRAL**

Newcastle Cathedral Safeguarding Action Plan 2023

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	<i>Volunteering</i>	<i>1.1</i> To bring all cathedral volunteer roles pre-existing the CGISS project (e.g. Bellsringers, Junior Church Volunteers, Flower Arrangers) fully under the remit of the Volunteer Co-ordinator and into the Better Impact Volunteer Management System.	Volunteer Co-ordinator	(October 2022) May 2023 ¹		

¹ Much of this work was completed in 2022, with the exception of some bellsringers, flower arrangers and liturgical volunteers, whose records are still kept separately on paper. We are awaiting the appointment of a new Volunteer Co-ordinator and so this work has been halted as we wait.

Action	Area For Action	Action Plan	Responsible Person	Target Date	Status	Date Completed
2	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) ² March 2023	The beginnings of a new Junior Church team has now met. Building on the Junior Church trial during Advent, another trial is taking place during Lent. A first Messy Cathedral, since before COVID-19 is being planned for Holy Saturday.	
3	Activities	To renew risk assessments for all activities involving children, young people and vulnerable adults.	Canon Peter Dobson	October 2023		
4	Safer Recruitment	4.1 To bring all safer recruitment and training files for all Cathedral volunteers into to the same secure digital location.	Volunteer Co-ordinator	(June 2021) ³ May 2023		
		4.2 To ensure implementation of the Safer Recruitment Policy when recruiting to new/additional committee roles as we implement the Cathedrals' Measure (2021)	Nominations Committee	Ongoing		
		4.3 To ensure implementation of the Safer Recruitment Policy across all Cathedral/Church Officer appointments following the Annual Congregational Meetings	Isabel Hunt	July 2023		N/A
5	Quality Assurance	5.1 To encourage the auditing of the Parish Dashboard by members of Chapter and the Safeguarding Committee.	Canon Peter Dobson	Ongoing		

² We are only now (February 2023) in the process of looking to begin Junior Church following the COVID-19 pandemic, considering safeguarding practice has been a central part of the review of the provision.

³ This work was delayed 2021/2022 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. Much of the migration of information is now complete, halted as we await the appointment of a new Volunteer Co-ordinator.

Action	Area For Action	Action Plan	Responsible Person	Target Date	Status	Date Completed
		5.2 To implement an Annual Review of Safeguarding, reporting on this to Chapter.	Safeguarding Committee	(April 2021) ⁴ April 2023	The Review (an internal audit) is now underway, with most of the audit areas having been completed, with the auditors on track to file their report by the end of March, as per the agreed timeline.	
6	Safeguarding Culture	6.1 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) (SCIE Audit Consideration 5.5.4.)	Canon Peter Dobson & Canon Clare Maclaren	November 2023		
		6.2 To produce and resource displays relating to awareness days throughout the year in the Cathedral (SCIE Audit Consideration 5.5.4.)	Safeguarding Committee	Ongoing	Cathedral Churchwardens have committed to working with members of the committee on this.	
		6.3 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. (SCIE Audit Consideration 5.5.4.)	Canon Peter Dobson, Music Department, & Junior Church Teams	Ongoing		

⁴ 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. It had been agreed that the Assistant Diocesan Safeguarding Advisor (ADSA) would undertake this work in the first quarter of each year beginning in 2022. The ADSA was then on long-term sickness leave and then left his post. Chapter have commissioned members of the Safeguarding Committee, who have now been trained in auditing, to implement a system whereby different departments audit one another across the Cathedral. A new timetable was agreed in 2022 with training for auditors having taken place in November, auditors are now planning their audits in December 2022, with the audits being completed by February 2023, with a deadline for reports to be filed by the end of March 2023.

Action	Area For Action	Action Plan	Responsible Person	Target Date	Status	Date Completed
		6.4 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 2023		
		6.5 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	In addition to being raised a number of days each month in the cycle of prayer (used at Morning Prayer and the Daily Eucharist) themes have been addressed during prayers at weekday Evensongs, picking up themes of modern day slavery, gender based violence, the care of young people and the affect of prejudice against the LGBTIQ+ community raised in the lectionary readings and prayers.	N/A
		6.6 To continue to work with survivors of abuse and those who have made disclosures to go on giving voice to their experience and concerns in the life of the cathedral.	Canon Peter Dobson	Ongoing	The survivors' exhibition 'Transformation', and the musical work around the survivors' composition, 'You Are Worth More Than Many Sparrows', hosted and created here, are beginning to tour different cathedrals, beginning this month in Truro.	N/A

Action	Area For Action	Action Plan	Responsible Person	Target Date	Status	Date Completed
7	Governance and Management of Safeguarding	7.1 To recruit a professional Cathedral Safeguarding Advisor (CSA) to a dedicated post for 2 days per week.	Canon Peter Dobson	(May 2022) ⁵ June 2023	There continues to be negotiation around the nature of the role and number of days/hours required, the CSA, Interim Dean, DSA and Chair of the Safeguarding Committee are meeting to progress this 20 th March.	
		7.2 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) ⁶ August 2023		
		7.3 To explore the mutual understanding of the Choristerships established with Dame Allan's School. To share safeguarding policy and practice and come to a clear agreement as to how the organisations relate, whether and how this recommendation relates in these circumstances.	Canon Peter Dobson & Ian Roberts	April 2023	The CSA has been meeting with the Principal and Designated Safeguarding Lead of Dame Allan's Schools to come to this renewed agreement.	March 2023

⁵ It had been hoped that the new post could be aligned to the national changes around CSA's becoming CSO's, leading to a delay on agreeing the Role Description and Job Pack. The draft Job Pack is awaiting agreement early in February 2023 with a view to advertising as soon as is possible following that.

⁶ This has not been possible as yet due to the delay in recruiting the new CSA.

Action	Area For Action	Action Plan	Responsible Person	Target Date	Status	Date Completed
8	People Management	8.1 Identify preferred provider of line management training and book all those involved in line management on courses appropriate to their level of responsibility.	Kate Sussams	April 2023	Two cohorts of staff have now attended training with the agreed provider. However, the standard of one of these modules was not felt to be fit-for-purpose. The Management Team are in the process of finding a date for this provider to run some bespoke training instead.	
		8.2 To embed the new appraisal / development review process for all staff across all departments	Senior Management Team	September 2023		
		8.3 To embed something about organisational culture and working relationships in all staff appraisals / development reviews.	Senior Management Team	September 2023		
		8.4 To establish and embed use of the new one-to-one meeting pro-forma, with copies kept by line managers and shared with each member of staff following each meeting.	Senior Management Team	April 2023		
		8.5 SMT to revisit exploring arrangements for providing business phones for those who use their mobile phone for work purposes.	Senior Management Team	November 2023		
9	Organisational Culture	9.1 To enlarge the membership of the organisational culture working group and further establish it and its work.	Canon Peter Dobson	September 2023		

AGREED: 1st February 2023
LAST REVIEWED: 1st March 2023