



## SCIE Safeguarding Audit Action Plan; Diocese of Lichfield.

*(Up to date as of 15/05/2018).*

- For Policy And Process Evidence Please See; [https://www.lichfield.anglican.org/safeguarding\\_resources/](https://www.lichfield.anglican.org/safeguarding_resources/)

Summary of recommendation	Diocese Actions	Responsible	Comments	<span style="background-color: green; color: black;">Green</span> (Completed) <span style="background-color: yellow; color: black;">Amber</span> (in progress) <span style="background-color: red; color: black;">Red</span> (not yet actioned).
<p><b>Filing systems: the paper files are unstructured in some cases, despite improvements</b></p> <p><b>chronologies, key people</b></p> <p><b>There is a lack of risk assessment evidence</b></p>	<p>A recording with Care policy was introduced in 2017 requiring standardised file formats with modularised format. This has enabled more effective chronology and identification of people and documents. This policy also introduced an end to</p>	<p><b>DSA</b> <b>Bishops Chaplin</b> <b>ICP</b></p>	<p>Although now stored electronically under standard format the Diocese would ideally seek to implement a CRM database system to allow constructive reporting and cross referencing. Some initial enquiries have been made but have not been pursued as in consultation with the NST it is understood that a national system is</p>	

<p><b>underpinning the Contracts. Some file notes were not up to date.</b></p>	<p>paper files and new information is being stored electronically on a dedicated secure computer server that is regularly backed up. Paper files are now archived centrally under control of Bishops Chaplin.</p>		<p>currently being considered.</p>	
<p><b>Development of the adult safeguarding agenda</b></p>	<p>The Diocese has now employed a Qualified Social Worker with experience as a team leader in adult Safeguarding and Mental Health services. This has led to the development of Adults safeguarding processes and Policy that are re-enforced via training and cmms/parish visits.</p>	<p><b>DSA DBF Comms</b></p>	<p>Awareness promotion of adults safeguarding continues as part of ongoing operations.</p>	
<p><b>Information sharing within the Diocese around high profile cases needs to be strengthened</b></p>	<p>Diocese has now fully implemented a process to ensure compliance with NST Core group processes. This ensures that information is shared fully and appropriately on</p>	<p><b>DSA Comms Core Groups Bishop (ad clerums)</b></p>	<p>Diocese also has enlarged Safeguarding Scrutiny Panel since audit ensuring local and third party interests are represented.</p>	

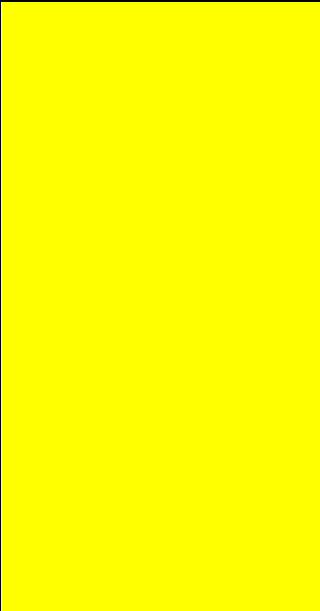
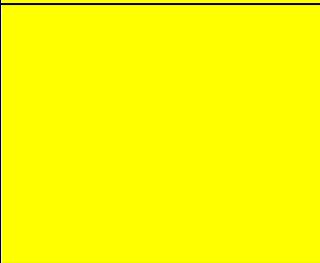
	<p>a strict need to know bases. The scope of need to know is determined by the core group on a case specific bases. Key messages and learning and circulated via coms who form part of all such core groups. DSA regularly gives Parish talks to PCC's and congregations to ensure learning is disseminated.</p>			
<p><b>The DBS system works well, but could be more cost and time effective</b></p>	<p>Since report a dedicated DBS administrator has been put in place and each deanery now has dedicated verifiers. This now means that the Diocese Safeguarding advisor is no longer undertaking day to day responsibility for administration of system (although retains oversight). CCPAS have been contracted to facilitate an electronic on line application system for</p>	<p><b>DBF DSA BDS Admin. Deanaries</b></p>	<p>As left .</p>	

	DBS.			
<b>Some systems and policies need to be developed/updated (see section 3.4 for details)</b>	<p>Following appointment of a new DSA in 2017 all Diocese Policies were rewritten in line with latest NST guidance and national Policy. This has resulted in a key suite of Policies including;</p> <p>Safeguarding Adults and Children (2017)</p> <p>Recording With Care (2017)</p> <p>Core Group processes and major incident response (2018)</p> <p>Safeguarding and Social Media (2017)</p> <p>Safeguarding and Safer Recruitment; guide to DBS and self-declaration (2017)</p> <p>All policies contain contact information, processes for reporting concerns and a process by which</p>	<p><b>DSA</b>  <b>Bishops office</b>  <b>DBF</b>  <b>LSSP</b></p>	<p>Further working groups are looking at adding to Policy suite with new Policies over coming years;</p> <p>Domestic Violence response and awareness</p> <p>Female Genital Mutilation</p> <p>Spiritual abuse, prayer and deliverance ministry</p> <p>Modern day slavery</p>	

	<p>stakeholders can request additions and updates. Additions and updates are considered quarterly by the Safeguarding Scrutiny panel who also have delegated authority to ratify changes and additions to safeguarding policy suite.</p>			
<p><b>Some contracts have been undertaken by parishes without the knowledge/input of the DASC, It perhaps suggests a need for the DASC to be more present in the parishes</b></p>	<p>New policy and process ensures reviews are centrally led and tracked to ensure they are up to date with review. This is re-enforced via coms, visits and monitoring by DSA and Archdeacons.</p>	<p><b>DSA Comm DBF Archdeacons</b></p>	As left	
<p><b>A fuller understanding of key safeguarding concepts such as grooming among senior clergy</b></p>	<p>All clergy now undertaking training in grooming including interactive case studies via C3 training. This is tracked and licence from bishop is linked to attendance and completion. Bishops Ad clerum utilised to make clear expectation of clergy</p>	<p><b>Bishop DSA DBF NST</b></p>	As left	

	to engage.			
<b>Recruitment practices need to be tightened up</b>	New recruitment processes in place since 2017; including self-declaration and policy guidance's. People are not permitted to start work until compliant with requirements outlined.	<b>DBF</b>	As left	
<b>Senior clergy are very supportive of the safeguarding agenda and could use their authority where appropriate to give a public steer to the issues at hand</b>	Archdeacons visitations. Articles of enquiry, coms and Bishops Ad clerums and conferences are now utilised to promote safeguarding agenda pro-actively.	<b>Bishop Archdeacons Area Bishops Comms team</b>	The actions left are supported by regular DSA visits to Parishes to talk to PCC's etc.	
<b>Robustness of professional base for safeguarding knowledge fragile due to commitments by said person to other employer and her duties in priesthood. This needs to be re-enforced.</b>	Diocese has now employed a qualified and registered Social Worker into post as lead DSA. He continues to be supported by unqualified but experienced staff for whom he has oversight.	<b>DSA DBF</b>	As left	
<b>Provide a structure to manage safeguarding in the diocese for safeguarding</b>	Qualified DSA now appointed at officer level with oversight for	<b>DBF DBF Secretary Professional</b>	Supervision to DSA Neil Spiring provided by Sue Boyce. Structure outlined in policy Safeguarding Children	

	<p>safeguarding team. He is supervised by Diocese secretary and a qualified Social Worker provides for his professional supervision and oversight. Structure formalised and included in safeguarding policies.</p>	<p><b>supervisor DSA</b></p>	<p>and Adults (2017)</p>	
<p><b>To consider whether the Diocese Safeguarding Committee would be strengthened by external statutory safeguarding expertise</b></p>	<p>Safeguarding Board has now been reconstituted as the Diocese Safeguarding Scrutiny Panel. It's new chair is head of safeguarding for Wolverhampton adult and children's services and is also the chair of the regional Safeguarding board (strengthening representation two way). The board now has Statutory representation and representation from the third sector. New terms of reference and a 3 year safeguarding strategy are in place.</p>	<p><b>Chair DSA Third sector Regional panels DBF Bishops Staff.</b></p>	<p>As left. Information on Panel min's action plans and terms of reference now made public online.</p>	

<p><b>Provide access to a risk assessment service so that the bishop or others can evaluate and manage any risk posed by individuals or activities within the Church</b></p>	<p>Diocese now has standardised risk assessment processes and formats outlined in the appendix of our recording with care policy (2017). The Diocese has yet to provide a risk assessment service contractor to Parishes although this is included on the Diocese Safeguarding Scrutiny Panels Safeguarding action plan for development.</p>	<p><b>Panel DSA DBF</b></p>	<p>Ongoing see left</p>	
<p><b>Develop a simple complaints policy and whistle blowing policy.</b></p>	<p>Complaints and whistle blowing taken via Archdeacons and bishops office. However process would benefit from further formalisation.</p>	<p><b>Panel</b></p>	<p>For inclusion in Safeguarding Action plan</p>	
<p><b>Include the monitoring of safeguarding in parishes as part of the archdeacons' responsibilities</b></p>	<p>Completed. Archdeacons now have key role via daily duties and as chairs to core group meetings.</p>	<p><b>DBF Bishops office Archdeacons DSA</b></p>	<p>As left</p>	
<p><b>Share relevant information about individuals with other dioceses, other denominations and</b></p>	<p>This now forms formalised part of practice and policy both within safeguarding</p>	<p><b>DSA Bishops office Bishops Chaplin</b></p>	<p>As left</p>	

organisations or the national Church as appropriate	and Bishops staff.	Senior staff		
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## Key for plan.

**DSA – Diocese Safeguarding Advisor**

**DBF – Diocese Board of finance**

**Comms – Diocese communication team.**

**NST – National Safeguarding Team**

**ICP - Information Technology communications provider for Diocese.**

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<b>Completed</b>	<b>In progress</b>	<b>Not yet commenced</b>
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