

**Diocese of Oxford**

**Safeguarding Action Plan (response to considerations in SCIE Audit - June 2017)\***

|   | <b>They said:-</b>  | <b>We have:-</b>  |
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| <b>2.1 Safeguarding Management</b>                |   |   |
| 1   | Consider if a review of the reporting of safeguarding to Bishop's Council would be helpful.   | Established a schedule of reporting to Bishop's Staff Meeting and Bishop's Council (July 2018).   |
| 2   | Consider whether regular meetings between the delegated lead for Safeguarding and the Diocesan Safeguarding Officer will be of benefit to both and to the quality of safeguarding in the diocese. | Arranged monthly meetings between the lead Bishop for Safeguarding and Diocesan Safeguarding Officer.   |
| 3   | Consider how to assess the spread and strength of a safeguarding culture across the diocese.  | Incorporated revised safeguarding questions into the Articles of Inquiry for the Annual Safeguarding Report and started to review other self-audit tools which capture safeguarding data.                       |
| <b>2.2 Diocesan Safeguarding Adviser and Team</b> |   |   |
| 4   | Keep the resources given to safeguarding under review and consider a project-based approach to catch up with expected practice in some areas  | The Diocese will continue to review workload demands for the Safeguarding Team. It has successfully recruited to an additional Safeguarding Caseworker post (start date 08.10.18).                              |
| <b>2.3 Diocesan Safeguarding Panel</b>            |   |   |
| 5   | Review the terms of reference in line with roles and  | Adopted a revised set of Terms of Reference for the Diocesan Safeguarding Panel based on the <a href="#">Practice Guidance: Key Roles &amp; Responsibilities of Church Office Holders &amp; Bodies (2017)</a> . |

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|  | responsibilities in new practice guidance, to reinforce the strategic, scrutiny, and Quality Assurance function of the Diocesan Safeguarding Panel.  | These were endorsed at the Human Resources Panel in March 2018.   |
| 6  | Consider how the Diocesan Safeguarding Panel can best function in line with new Terms of Reference, and whether that is best done by one panel or three geographically-based panels and a central panel. | <p>Started to develop proposals to support Area-based meetings to facilitate wider stakeholder participation by piloting an area-based meeting in Berkshire.</p> <p>Safeguarding will be included as a standing item on Area Team Meetings with the Diocesan Safeguarding Officer &amp; relevant stakeholder's in attendance.</p>   |
| 7  | The Diocesan Safeguarding Panel should consider a process to focus and track activity e.g. by drawing up an annual plan.   | Started to work on an Annual Business Plan to be presented to Bishop's Council in December 2018.  |
| <b>2.4 Guidance, Policies and Procedures</b> |  |   |
| 8  | Consider replacing the foreword of the 2012 Safeguarding policy & guidance with a message from the current Bishop  | <p>Removed the Foreword by previous Bishop from the online copy of the Parish Safeguarding Handbook. In addition some further work on the webpages has been completed to focus on procedure to be followed in reporting safeguarding concerns. Further work is required as below.</p> <p>Arranged for the Director of Communications and new Diocese Safeguarding Advisor to meet in mid-October 2018 to review Safeguarding content on website.</p> <p>A Parish handbook developed by the National Safeguarding Team is due for initial consultation early summer 2018 &amp; general release in autumn 2018.</p> |
| <b>2.5 Casework</b>                          |  |   |
| 9  | Ensure that all Safeguarding concerns or allegations against Church Officers are dealt with  | Started to review local safeguarding practice guidelines to ensure they comply with the national <a href="#">Practice Guidance: Responding to, assessing and managing allegations and concerns against church officers (2017)</a>   |

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|    | by the Diocese Safeguarding Team and Senior Clergy in line with the House of Bishops policy and guidance.   | Most Senior Staff have completed the C4 training module – additional training is being provided for those needing ‘catch-up’ in October 2018. In addition it has been recognised that an audit of safeguarding training needs for Boards and Committees members is needed and a training programme will be put in place accordingly.                  |
| 10 | Consider what steps need to be taken to be confident that Core Groups and both Type A and Type B risk assessments are undertaken in accordance with House of Bishop guidance.                                       | Started to review local safeguarding practice guidelines to ensure all risk assessments are completed in accordance with the <a href="#">Practice Guidance: Responding to, assessing and managing allegations and concerns against church officers (2017)</a> .   |
| 11 | Consider how to urgently locate all existing safeguarding agreements that exist in the diocese, review them and risk assess the subjects.   | Started to update information received and collated from all parishes concerning existing safeguarding agreements and known offenders to ensure comprehensive risk assessments and safeguarding agreements are completed and regularly reviewed.<br><br>Recruitment of a new Diocesan Safeguarding Adviser and Caseworker have introduced some delay. |
| 12 | Introduce a system able to track safeguarding agreements and risk assessments in the future, providing data on those needing reviews.   | Invested in the ‘Safebase’ electronic case management system which offers the necessary reporting tools for cases going forward.<br><br>This will assist the Diocese to develop and refine the existing recording system for logging, tracking and reviewing safeguarding agreements and risk assessments.  |
| 13 | Consider whether the Diocesan Safeguarding Adviser should sign all safeguarding agreements in the diocese in the future, to demonstrate the diocese is supporting the parishes in managing safeguarding situations. | Begun to review practice guidance to ensure compliance with this requirement.   |

| <b>2.6 Training</b>   |  |   |
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| 14  | Produce a training strategy to oversee the National Framework Training Programme in accordance with <u>Practice Guidance: Training and Development 2017</u>                                    | Developed a Safeguarding Training Strategy for 2018 – 2020, adopted by the Diocesan Safeguarding Panel in February 2018.  |
| 15  | Look to other Dioceses that already have systems to support training in place where necessary.   | <p>Ensured all planning and delivery of training draws on available support and good practice.</p> <p>The Training Officer is actively involved in a regional training group which shares resources and good practice examples.</p>   |
| <b>2.7 Safer Recruitment of Clergy, Lay Officers &amp; Volunteers</b> |  |   |
| 16  | Consider how it might be made easier to find information on Blue Files.  | Started to undertake a review of the content and structure of Clergy Blue Files to ensure a consistent approach to the gathering and recording of Safer Recruitment data.   |
| 17  | Consider how to make sure that evidence of Safer Recruitment reaches the same standard and accessibility on every Blue File and lay HR file. A recruitment checklist, on the file, might help. | <p>Identified a task group to work on guidelines that ensure all files contain the required evidence.</p> <p>All incoming Blue Files are reviewed by Archdeacons to ensure compliance.</p>  |
| <b>2.8 Disclosure &amp; Barring Service</b>                           |  |   |
| 18  | Consider the need to make explicit procedural guidance for the risk assessment process undertaken when self-disclosures are made before a DBS check, or when the DBS check shows offence(s).   | <p>Undertaken to revise and amend existing local practice guidance to ensure full compliance with <a href="#">Practice Guidance: Safer Recruitment (2016)</a>.</p> <p>A change of Diocesan Safeguarding Adviser has introduced delay in progress reporting originally scheduled for the Diocesan Safeguarding Panel in October 2018. It will be an agenda item in January 2019.</p> |

| <b>2.9 Complaints &amp; Whistleblowing</b> |   |   |
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| 19   | Review the complaints and whistleblowing policies, with the aim of making them easy to find via the website and wording them so that people feel supported in using them. | <p>Undertaken to ensure existing policies are revised and readily accessible via the Diocesan website to ensure anyone wishing to report concerns about safeguarding practice can do so.</p> <p>Progress in relation to this will be scheduled for discussion at the Diocesan Safeguarding Panel in January 2019.</p> |
| <b>2.10 Quality Assurance Processes</b>    |   |   |
| 20   | Consider how to implement quality assurance in terms of the impact of safeguarding activity across the diocese, including within parishes.                                | <p>Agreed to develop a Quality Assurance Framework, including key Performance Indicators.</p> <p>A 'Data Dashboard' will be developed for the Diocesan Safeguarding Panel and Bishops Staff Meeting.</p> <p>A change of Diocesan Safeguarding Adviser has introduced delay in relation to this objective.</p>         |
| 21   | Consider how to improve the support of Parish Safeguarding Officer's / Authorised Listener's and how to help them feel valued and confident.                              | <p>Ensured the C2 Training module is available and being delivered.</p> <p>A programme of peer support network meetings at Deanery-level will be scheduled in consultation with stakeholders (minimum of 4 meetings per annum.)</p>   |
| 22   | Consider how to improve the support and care for victims and survivors of abuse within the church, especially when no statutory agencies are providing help               | <p>Undertaken to add a themed A.O.B. to the Diocesan Safeguarding Panel Meeting in January 2019 and invite Bishop's staff to attend.</p> <p>A Resource guide will be compiled by the Safeguarding Team and made accessible on the Diocesan website by February 2019.</p>  |
| 23   | Explore the synergy between projects and training that promote churches as safe   | Undertaken to schedule regular meetings between the Safeguarding Team and Mission Department Specialist Advisers to share information and good practice examples.   |

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|  | places, and safeguarding, with a view to mutual support. | The Diocese will continue to develop links with existing projects and initiatives to ensure that safeguarding plays a key role in planning and practice. |
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\* This is part of a programme of work that is ongoing.