

# Costa Almeria & Costa Calida

# Safeguarding Action Plan

## Level 3

### Introduction

The Church of England's safeguarding policy statement, *Promoting a Safer Church*, says:

*"All Church bodies should ensure that they have a 'Promoting a Safer Church' action plan in place that sets out, in line with national and local priorities, how the policy is being put into action and is reviewed regularly."*

This Action Plan has been produced by an application called *Safeguarding Dashboards* for the consideration of the Chaplaincy Council.

**The Chaplaincy Council is invited to discuss, amend and approve this Action Plan.**

*Safeguarding Dashboards* has three levels:

- Level 1 - Safer Foundations;
- Level 2 - Safer Activities;
- Level 3 - Safer Practices.

Further information about these levels can be found at... <https://tinyurl.com/roadmap-safeguarding>

Date approved by the Chaplaincy Council: \_\_\_\_\_

# Policies and Action Plan

	Status	Notes
<p><b>Safeguarding Policy Approval</b></p> <p>The Chaplaincy Council must approve a parish safeguarding policy which complies with Church of England requirements.</p>	The Chaplaincy Council has adopted 'Promoting a Safer Church' as its own safeguarding policy.	
<p><b>Safeguarding Policy Promotion (Europe)</b></p> <p>The Chaplaincy Safeguarding Policy Statement must be publicised and promoted, and all Church Officers must be given access to the Diocesan Safeguarding Policy and Guidance.</p>	Completed	
<p><b>Safeguarding Action Plan</b></p> <p>The Chaplaincy Council must approve an action plan and review it regularly.</p>	The Chaplaincy Council last reviewed their Safeguarding Action Plan on 02/05/2023.	
<p><b>Recruitment of Ex-Offenders</b></p> <p>The Chaplaincy Council must have a policy regarding the recruitment of ex-offenders.</p>	The Chaplaincy Council last reviewed their policy regarding the recruitment of ex-offenders on 10/01/2023.	
<p><b>Local Ecumenical Partnership</b></p> <p>Local Ecumenical Partnerships (LEPs) must agree which denomination or organisation's safeguarding policy to follow.</p>	The parish is not part of an LEP.	

# Safeguarding Procedures

	Status	Notes
<p><b>Responding to Concerns or Allegations</b></p> <p>The Chaplaincy Council must approve a procedure to deal promptly with any safeguarding concern or allegation (including any suspicion of abuse). This procedure is to be reviewed annually.</p>	The Chaplaincy Council reviewed this procedure on 10/01/2023.	
<p><b>Use of Social Media</b></p> <p>The Chaplaincy Council must ensure that the chaplaincy/congregation is following national guidance regarding the use of social media.</p>	The chaplaincy/congregation is following national guidance regarding the use of social media.	

	Status	Notes
<p><b>Known Offenders</b> Known offenders, and others who may pose a risk to children or vulnerable adults, must be effectively managed and monitored in consultation with the Diocesan Safeguarding Adviser.</p>	Completed	
<p><b>Data Protection and Retention</b> The Chaplaincy Council must comply with data protection legislation and Church of England data retention guidance.</p>	Completed	
<p><b>Clergy Vacancy</b> Consideration must be given to the secure storage of safeguarding records during a clergy vacancy.</p>	Completed	

## Safeguarding Roles

	Status	Notes
<p><b>Safeguarding Officer</b> The Chaplaincy Council must safely recruit a suitable person (not the incumbent or his/her partner) to the role of Safeguarding Officer. The appointment is to be made in accordance with national 'safer recruitment' guidance.</p>	A Safeguarding Officer was appointed on 01/09/2020.	
<p><b>Churchwardens</b> The churchwardens must be made aware of their safeguarding responsibilities.</p>	The churchwardens are aware of their safeguarding responsibilities.	

## Training for Key Roles

	Status	Notes
<p><b>Safeguarding Officer (Europe)</b> The Safeguarding Officer must complete Basic Awareness, Foundation and Leadership safeguarding training.</p>	Completed	
<p><b>Churchwardens (Europe)</b> All churchwardens must complete Basic Awareness, Foundation and Leadership safeguarding training.</p>	Completed	

	Status	Notes
<b>Chaplaincy Council Members</b> The Chaplaincy Council must ensure that all their members undertake the required safeguarding training.	Completed	Domestic Abuse Awareness training has been "offered" to all PCC members and interested congregation members.

## Displayed Information

	Status	Notes
<b>Safeguarding Policy Notice</b> Each chaplaincy/congregation building must display a notice about its safeguarding policy.	Completed	
<b>Safeguarding Who's Who</b> Each chaplaincy/congregation building must display contact details for people who have safeguarding roles.	Completed	
<b>Safeguarding Poster</b> Each chaplaincy/congregation building must display a 'Promoting a Safer Church' poster.	Completed	
<b>Chaplaincy/congregation Website</b> Safeguarding arrangements must be clearly visible on the front page of a chaplaincy/congregation website (if you have one).	Completed	

## Reviews and Reports

	Status	Notes
<b>Chaplaincy Council Agendas</b> Safeguarding must be a standing agenda item at every Chaplaincy Council meeting.	Safeguarding is a standing agenda item at every PCC meeting.	
<b>Reports to the Chaplaincy Council</b> The Safeguarding Officer must give regular reports to the Chaplaincy Council regarding safeguarding in the parish.	The Chaplaincy Council last received a safeguarding report on 10/01/2023.	
<b>Reports to the APCM</b> At the Annual Parochial Church Meeting, the Chaplaincy Council must report on safeguarding in the parish.	The APCM received a safeguarding report on 02/05/2023.	

	Status	Notes
<p><b>Review List of Chaplaincy/congregation Activities</b></p> <p>The Chaplaincy Council must confirm that the list of Chaplaincy/congregation Activities on this dashboard is complete.</p>	The Chaplaincy Council reviewed the list of Chaplaincy/congregation Activities on 06/03/2023.	
<p><b>Review List of Non-Chaplaincy/congregation Activities</b></p> <p>The Chaplaincy Council must confirm that the list of Non-Chaplaincy/congregation Activities on this dashboard is complete.</p>	The Chaplaincy Council reviewed the list of Non-Chaplaincy/congregation Activities on 02/05/2023.	

# Chaplaincy/congregation Activities

## Pastoral Visiting

	Status	Notes
<p><b>Chaplaincy Council Authorisation</b></p> <p>The Chaplaincy Council must authorise any chaplaincy/congregation activity involving children, young people or vulnerable adults.</p>	The PCC has authorised this church activity.	
<p><b>Risk Assessment</b></p> <p>The Chaplaincy Council must ensure that an 'activity risk assessment' is completed and reviewed regularly.</p>	A risk assessment was last reviewed on 09/01/2023.	
<p><b>Insurance Cover</b></p> <p>The Chaplaincy Council must provide appropriate insurance cover for this activity.</p>	The Chaplaincy Council needs to provide appropriate insurance cover.	After much searching no insurance company in Spain will insure home visits. Worship team has been advised to meet in commercial premises where possible for pastoral care.
<p><b>Safer Recruitment</b></p> <p>The Chaplaincy Council must ensure that the Safer Recruitment process is followed for all leaders and helpers.</p>	Safer Recruitment was last reviewed on 10/01/2023.	Chaplaincy Safer Recruitment Policy needs reviewing 10/1/2024
<p><b>DBS Checks</b></p> <p>The Chaplaincy Council must ensure that all eligible leaders and helpers have up-to-date DBS checks. 5-yearly checks must be replaced with 3-yearly checks by January 2024 at the latest.</p>	DBS checks were last reviewed on 05/05/2023.	
<p><b>Safeguarding Training</b></p> <p>The Chaplaincy Council must ensure that all leaders and helpers undertake the required safeguarding training.</p>	Training was last reviewed on 05/05/2023.	

	Status	Notes
<b>Safer Environment</b> The Church must strive to create and maintain environments that are safer for all.	This activity is fully compliant with Section 11 of the Parish Safeguarding Handbook.	Section 11 discussed at 05/05/2021 Worship Team meeting

## Lent Lunches

Simple lunch and prayer carried out in parishners houses.

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<b>Chaplaincy Council Authorisation</b> The Chaplaincy Council must authorise any chaplaincy/congregation activity involving children, young people or vulnerable adults.	The PCC has authorised this church activity.	
<b>Risk Assessment</b> The Chaplaincy Council must ensure that an 'activity risk assessment' is completed and reviewed regularly.	A risk assessment was last reviewed on 10/01/2023.	
<b>Insurance Cover</b> The Chaplaincy Council must provide appropriate insurance cover for this activity.	This activity is covered by an additional insurance policy which expires on 01/02/2024.	
<b>Safer Recruitment</b> The Chaplaincy Council must ensure that the Safer Recruitment process is followed for all leaders and helpers.	Safer Recruitment was last reviewed on 10/01/2023.	
<b>DBS Checks</b> The Chaplaincy Council must ensure that all eligible leaders and helpers have up-to-date DBS checks. 5-yearly checks must be replaced with 3-yearly checks by January 2024 at the latest.	DBS checks were last reviewed on 10/01/2023.	
<b>Safeguarding Training</b> The Chaplaincy Council must ensure that all leaders and helpers undertake the required safeguarding training.	Training was last reviewed on 10/01/2023.	
<b>Safer Environment</b> The Church must strive to create and maintain environments that are safer for all.	This activity is fully compliant with Section 11 of the Parish Safeguarding Handbook.	

## Non-Chaplaincy/congregation Activities