

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>Safeguarding Policy Approval</p> <p>The Chaplaincy Council must approve a parish safeguarding policy which complies with Church of England requirements.</p>	Completed	
<p>Safeguarding Policy Promotion (Europe)</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>Safeguarding Action Plan</p> <p>The Chaplaincy Council must approve an action plan and review it regularly.</p>	Completed	
<p>Recruitment of Ex-Offenders</p> <p>The Chaplaincy Council must have a policy regarding the recruitment of ex-offenders.</p>	Completed	
<p>Local Ecumenical Partnership</p> <p>Local Ecumenical Partnerships (LEPs) must agree which denomination or organisation's safeguarding policy to follow.</p>	Completed	

Safeguarding Procedures

	Status	Notes
<p>Responding to Concerns or Allegations</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>	Completed	
<p>Known Offenders</p> <p>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>Data Protection and Retention</p> <p>The Chaplaincy Council must comply with data protection legislation and Church of England data retention guidance.</p>	Completed	Sharing data in relation to Safeguarding was clarified at recent Safeguarding Officers conference.

	Status	Notes
<p>Clergy Vacancy Consideration must be given to the secure storage of safeguarding records during a clergy vacancy.</p>	Completed	
<p>Use of Social Media The Chaplaincy Council must ensure that the chaplaincy/congregation is following national guidance regarding the use of social media.</p>	Completed	

Safeguarding Roles

	Status	Notes
<p>Safeguarding Officer 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>	Completed	
<p>Churchwardens The churchwardens must be made aware of their safeguarding responsibilities.</p>	Completed	

Reviews and Reports

	Status	Notes
<p>Chaplaincy Council Agendas Safeguarding must be a standing agenda item at every Chaplaincy Council meeting.</p>	Completed	
<p>Reports to the Chaplaincy Council The Safeguarding Officer must give regular reports to the Chaplaincy Council regarding safeguarding in the parish.</p>	Completed	
<p>Reports to the APCM At the Annual Parochial Church Meeting, the Chaplaincy Council must report on safeguarding in the parish.</p>	Completed	Next AGM is 30th May 2022
<p>Review List of Chaplaincy/congregation Activities The Chaplaincy Council must confirm that the list of Chaplaincy/congregation Activities on this dashboard is complete.</p>	Completed	
<p>Review List of Non-Chaplaincy/congregation Activities The Chaplaincy Council must confirm that the list of Non-Chaplaincy/congregation Activities on this dashboard is complete.</p>	Completed	

Training for Key Roles

	Status	Notes
Safeguarding Officer (Europe) The Safeguarding Officer must complete Basic Awareness, Foundation and Leadership safeguarding training.	Completed	
Churchwardens (Europe) All churchwardens must complete Basic Awareness, Foundation and Leadership safeguarding training.	Completed	
Chaplaincy Council Members The Chaplaincy Council must ensure that all their members undertake the required safeguarding training.	Chaplaincy Council members need to complete some safeguarding training.	All new PCC members will be offered the required Basic Safeguarding Training session after the AGM by way of a Coffee Morning session. A separate coffee morning will be offered to all PCC and Worship Team members to meet the new Domestic Abuse pathway training requirement

Chaplaincy/congregation Activities

Pastoral Visiting

	Status	Notes
Chaplaincy Council Authorisation The Chaplaincy Council must authorise any chaplaincy/congregation activity involving children, young people or vulnerable adults.	Completed	
Risk Assessment The Chaplaincy Council must ensure that an 'activity risk assessment' is completed and reviewed regularly.	Completed	
Insurance Cover The Chaplaincy Council must provide appropriate insurance cover for this activity.	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.
Safer Recruitment The Chaplaincy Council must ensure that the Safer Recruitment process is followed for all leaders and helpers.	Completed	Chaplaincy Safer Recruitment Policy needs renewing in 2021

	Status	Notes
DBS Checks The Chaplaincy Council must ensure that all eligible leaders and helpers are DBS checked every five years.	Completed	
Safeguarding Training The Chaplaincy Council must ensure that all leaders and helpers undertake the required safeguarding training.	Completed	
Safer Environment The Church must strive to create and maintain environments that are safer for all.	Completed	Section 11 discussed at 05/05/2021 Worship Team meeting

Displayed Information

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

Non-Chaplaincy/congregation Activities