

### Blackburn Cathedral SCIE (Social Care Institute for Excellence) Audit Action Plan 2020

We are very pleased with the positive and encouraging report from SCIE, following their independent audit in October 2019 of safeguarding arrangements at Blackburn Cathedral. However, we cannot be complacent about safeguarding, and have identified the following areas for action.

NB We would ordinarily include a timeline with proposed dates for completion, but the COVID-19 pandemic has made any such timeline meaningless. The action plan will be reviewed on or before 30<sup>th</sup> April 2021

<b>Relevant Section</b>	<b>Report Consideration</b>	<b>Proposed Action</b>	<b>Involving</b>	<b>Other</b>	<b>Date completed</b>	<b>Review Process</b>
Precincts and Buildings	How can staff and volunteers within the Cathedral be more identifiable to those who use or visit the space?	Use and management of lanyards.	Dean and Canon Missioner			
Precinct and Buildings	How can the current internal communications and radio system be standardised and broadened to accommodate the different groups who use the Cathedral?	Fact finding discussion with Virgers initially. Include welcomers.	CSA and Virgers			
Vulnerable Adults	Can further provision be established for chaplaincy and pastoral support within the Cathedral, to benefit those in need of support and more clearly safeguard volunteers	Explore what current arrangements are in place and seek views of virgers and volunteers what would help to address this suggestion. Explore if appropriate to train volunteers to act as listeners.	CSA, virgers, volunteers, VASC and existing pastoral team.	Consider existing partnerships with organisations serving vulnerable adults. Ensure risk assessments in place. Consider if further training		

				on safe practice is required?		
Children [other than choristers]	How can the potential vulnerability of the Sunday School as an isolated space be addressed to ensure that support can be accessed quickly without compromising safety?	Look at any existing written risk assessment for Sunday school and other children's work.	CSA to speak to Sunday School leaders and explore this with them.			
	How can the Cathedral most effectively draw up a missing child/vulnerable adult procedure?	Implement policy.	CSA with U18SC and VASC			
Choir	How can the Cathedral continue to address gender imbalance of the choirs, in terms of demands, performances and profile?	To be considered as part of the liturgical review.	CSA to be included in discussion with the Music team.			
	How can the Cathedral be more assured of the effectiveness and robustness of third party risk assessment of choir tours and trips?	Written risk assessments signed off jointly by the Dean and Director of Music.	Dean and DoM			
	How can the Music department be more fully engaged in the safeguarding decision making of the Cathedral?	Member of the department, or deputy, joins the Cathedral safeguarding management group.	Safeguarding management group			
	Should changes be made to the arrangements for choral and organ scholars to reduce	CSA to have initial conversation with Dean, Canon Missioner and	CSA, Dean, Canon Missioner, DoM			

	the probability of breaches of the 'position of Trust'?	Director of Music to identify the background to this recommendation and to consider any inherent risks.				
Bell Ringing	How can the Cathedral best ensure a timely assurance of safe recruitment and training for bell ringers?	Safeguarding management group considers making a requirement that House of Bishops Practice guidance is followed. Explore if there is a regional safeguarding adviser for bell ringers and enlist their support.	Safeguarding management group		May 2020	
	Are current practices robust enough in the seeking of information from visiting ringers, particularly in regard to any safeguarding agreements?	Clarity about the current arrangements through audit. Chapter may be asked to support a requirement that visitors follow Blackburn's procedures.	Safeguarding management group		May 2020	
Case work	How will the working relationship between the CSA and the Coordinators be established so that the CSA is fully informed of all safeguarding concerns?	A procedure based on a communication flow chart is agreed and publicised.	CSA, U18SC and VASC			

Training	What are the training needs beyond the basic programme and how might they be met?	A Cathedral training plan to be drawn up through the Cathedral safeguarding group. This plan would be informed by CSA links with the National Safeguarding Team.	Safeguarding management group			
	Should the Cathedral aim to adopt an electronic tracking system for training that will flag up monthly that people need to go on it?	Costings to be sought.	Safeguarding management group			
Safer Recruitment	How can the Cathedral satisfy itself that Safer Recruitment is used every time it should be and at all stages of the process?	Commitment from Chapter; ensure all those involved in recruitment have been trained.	Dean		March 2020	
	Could the volunteer agreements be strengthened so that people specifically agree to attend training and to share any concerns they may have with one of an agreed list of people?	Yes.	Safeguarding management group			
Policy Procedure and Guidance	How can people be encouraged to read the online version of the policy?	A simpler, policy summary to be produced and publicised.	Canon Missioner		March 2020	
	Would volunteers be better informed if they had their own handbook, part of which	This could be valuable. However, before beginning this	CSA with department leaders			

	was about their safeguarding responsibilities?	work, thought should be given to a specialised handbook for particular groups e.g. virgers, music department and choir members. This list is not exhaustive.				
	Should the cathedral tackle the issue of the use of social media by adopting a policy?	This would be beneficial but could be included in a handbook as above.	CSA			
	How can the Cathedral make sure that their policy is convergent with the House of Bishop's policies?	Chapter should formally endorse these.	Dean, Canon Missioner and Chapter		March 2020	
Management	How can the CSA make links with the Diocese and statutory agencies to enable her to receive and share information on a case-by-case basis?	Through planned links with the DSA, plus the latter's involvement with the Cathedral safeguarding group.	CSA and DSA			
	How can the Cathedral use the CSA's introduction to introduce her role, and the roles of the coordinators to staff, volunteers and congregations?	Involvement at existing groups, and by the CSA attending Sunday, or other, services from time to time.	CSA			
Recording systems and IT solutions	How will case recording work when the CSA is appointed?	Link in to existing arrangements locally and with any new arrangement via the NST.	CSA			

	How can the Cathedral make sure it is compliant with laws about data sharing?	Taking appropriate legal advice. This key information should be included in any handbook as above.	Dean			
Quality Assurance	What would a comprehensive quality assurance framework, incorporating qualitative as well as quantitative measures, look like?	Address this issue through the recently circulated dialogical safeguarding document. Safeguarding management group to discuss prior to Chapter.	Safeguarding management group			
	What sources of information are available for organisational learning [e.g. survivor feedback, lessons learned from other Cathedrals, staff and volunteer feedback and casework] and how can this become a regular part of safeguarding practice within the cathedral?	Information gained through CSA engagement with the Cathedral and DSA network.	CSA			
	How can CSMG best monitor and track progress?	Regular updates and opportunities for study days with a local theme/speaker. Possible speakers from the LA, statutory services e.g. MAPPA	CSA and Canon Missioner			

Complaints	How can the complaints policy be made accessible on the website?	Review current arrangements and consider policy being linked to front page.	Canon Missioner		December 2019	
Whistleblowing	How can the whistleblowing policy be made accessible on the website?	As above, linking these two areas together.	Safeguarding management group			
DSAP	Should the CSMG revisit the Terms of Reference and decide the extent to which it is an operational, progress checking meeting or whether it holds a scrutiny function or both?	This would be a useful task linked to the dissemination and implementation of this action plan.	Safeguarding management group			
	If the CSMG works best as an operational group, where should the scrutiny function sit and how should it be carried out [linking with Quality assurance above]?	Response dependent on the action taken re Quality Assurance.	CSA			
Strategic leadership	What will be the strategic priorities for safeguarding once the Dean has more time to give to it?	The starting point for this will be the expectations of Cathedrals, including Dean. Chapter as include in Roles and Responsibilities [Practice Guidance] This initially will be led by the Dean, with input from the Canon Missioner and advice from the CSA.	Dean, Canon Missioner, CSA			

Culture	How to make sure that the messages about safeguarding are reinforced in a variety of ways so that the culture grows stronger.	The CSMG to explore ways in which safeguarding can be raised. This will involve identifying and implementing different opportunities to promote good practice within a safe environment. Visual materials, training and development opportunities, sermons, proactive use of risk assessments and work with survivors.	Safeguarding management group			
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