

Chapter - Safeguarding Activity Plan 2018-2019

(This overview links directly with the Diocesan Safeguarding Business Plan – it will be regularly reviewed by Chapter)

Issue	Objective/event	Comments and actions	Updates	Timeline
Chapter meetings	Chapter to receive regular updates to include any specific casework reporting, insurance/risk etc and HR reports on all matters of personnel.	JK reporting to Chapter meetings – ongoing	Chapter June Chapter July	Chapter meetings and annual review
Dean’s national role	Support SL national role Stats Cathedral SCIE IICSA Other	JK/BR/BF/ES		Ongoing
SLA	Renew SLA discussions June 2018	JK	Complete a new three year SLA agreed	Complete July 2018

Safeguarding networks and partnership Linked to casework	Develop relationship with statutory partners linked to Cathedral requirements	BF Domestic Abuse(tower lit) Police (ASB)		Ongoing linked to casework and training
Governance frameworks	Update complaints policy (new Chair) Update whistleblowing policy (new Chair) Embedding new vision and values Increase Cathedral membership on Diocesan Safeguarding Board	JK JK SL/RM/CT/ES JK		Sept 2018
Develop schools link	Review Kings School and cathedral policies for join up and linking where appropriate Link to Choir Schools Assoc Develop resources across teaching/choir management	JK/BF/BR/RM/SL JK/SL/others? JK/BF/RM others		Sept-December term
SCIE 2018	Context documents Stats and facts Contributions by department Training report	JK/ES/SL BR/BF JK BR/BF	Framework Preparation Evidence Review	Ongoing to October 18

<p>Safer Recruitment</p> <p>To ensure the Cathedral has robust safer recruitment practices and resources</p>	<p>Review and update current processes</p> <p>List of current DBS requirements</p> <p>Update application forms for all paid/volunteer posts</p> <p>Review timings/processes for new checks and DBS for new organ scholar and choral scholars linked to training and induction</p>	<p>JK update all Cathedral fact sheets and stats within SCIE process with L and C</p>	<ul style="list-style-type: none"> ✓ Education ✓ General ✓ Music ✓ Duty Chaplains ✓ Specific Groups ✓ Children’s Church 	<p>Complete</p>
<p>Safeguarding Training</p>	<p>Develop volunteer programme of safeguarding training</p> <p>Overview of training – depts. And key volunteers including within volunteer strategy.</p> <p>Focus on mental health training Making links with Community Engagement</p> <p>Develop Dementia Friendly work</p> <p>Develop Clewer work</p>	<p>BF/BR working with all lead officers and key volunteers</p> <p>BR/BF/AC and Pilgrim Team</p> <p>BR/BF</p> <p>BF</p> <p>BR</p>	<p>Sept-October 2018 establish training plan for Autumn 2018 and develop 2019 programme</p> <p>Core Modules</p> <ul style="list-style-type: none"> • C0 all staff • Music – bespoke • Vergers – bespoke • Volunteer specific groups C1/2 • All clergy C3 • Senior clergy C4 • Volunteers generally C0 • Review gaps 	<p>Report to Chapter November 2018</p>

Risk Assessments for activities	2018 – Football event	BF/BR	Learning review for risk assessment and sign off pending for football event	Ongoing Linked to each event
	2019 Preparation for 3CF	BR/BF/ES	Review of processes and plan	Sign off April 2019
Managing Offenders Ensure robust offender management processes	Review relationships with probation/police and other as appropriate on a case by case basis	BF/BR		On a case by case basis
Develop safeguarding communications - systems	Review mechanisms for communicating and promoting safeguarding knowledge and awareness to include - <ul style="list-style-type: none"> • Service sheets • Website • Notice boards • Music school • Education Centre • Volunteer office 	BF/BR working with Theo Platt		Ongoing but will be linked to pending building works
Safeguarding within Music Dept	Review new term schedule for chaperone's etc	BF/BR with music dept		Early Sept also done termly

Chapter signing off activities		ES		Ongoing
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Notes and comments

This document will be reviewed annually by the Chapter of Gloucester Cathedral

Next review: March 2019.

Judith Knight, Head of HR and Safeguarding, Gloucester Diocese