

## DIOCESE OF ST ALBANS

### INDEPENDENT AUDIT OF SAFEGUARDING ARRANGEMENTS, JANUARY 2018

#### SUMMARY OF AREAS FOR DEVELOPMENT AND ACTION

| <b>SECTION OF REPORT</b>                             | <b><i>Areas for development</i></b>   | <b><i>Considerations for the Diocese</i></b>  | <b><i>Action (What?)</i></b>  | <b><i>Timescale (When?)</i></b> | <b><i>Ownership (Who?)</i></b>   |
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| <b>2.1</b><br><br><b>SAFEGUARDING<br/>MANAGEMENT</b> |   | <i>Contact arrangements between the Bishop and key safeguarding personnel to be kept under review, especially as and when there are changes among post holders.</i> | <i>Continue with good lines of communication between SMG and the Bishop's team.<br/><br/>DSA continued attendance at Bishop's Staff Meeting every six months.<br/><br/>Safeguarding to remain an item on the agenda at every Bishop's Staff Meeting</i> | <i>Ongoing</i>                  | <i>SMG<br/><br/><br/><br/>DSA /<br/><br/>Dio Sec<br/><br/><br/>Dio Sec</i> |
| <b>2.2 DSA</b>                                       | <i>Professional supervision is clearly working well, but because of the strength of the individuals involved. In system terms, there is an issue with someone providing a professional service without professional</i> | <i>Ensure training opportunities can be taken up by the DSA and ADSA.</i>   | <i>DSA and A/DSA to attend national risk assessment training in 2018 and all other national C of E safeguarding training.</i>   | <i>2018</i>                     | <i>DSA / ADSA</i>  |

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|                                      | <p><i>registration, or recent professional practice. There is a potential conflict of interest in having the supervisor on the SMG, although again, it does not appear to be problematic on a day to day basis.</i></p> | <p><i>An agreement to be put in place to manage the roles of the lay canon and the Diocesan Secretary in the DSA's appraisals and supervision.</i></p> <p><i>The diocese to consider whether the evident benefits of the lay canon supervising the DSA are outweighed by potential difficulties with her role on SMG and her lack of recent social work experience.</i></p> <p><i>The diocese to plan over time how best to cover the various tasks carried out by the lay canon.</i></p> | <p><i>Agreement to be finalised to manage the roles of the lay canon and the Diocesan Secretary in the DSA's appraisals and supervision.</i></p> <p><i>Other potential supervisors to be considered further in the future. The current agreement is working well.</i></p> <p><i>Succession planning to be considered. DSA and/or A/DSA to explore membership of Local Safeguarding Children's or Adult's Boards to advance contacts with suitable agencies.</i></p> | <p><i>In hand</i></p> <p><i>2018</i></p> <p><i>Q1 /2 2018</i></p> | <p><i>DSA / Dio Sec</i></p> <p><i>DSA / ADSA</i></p> |
| <p><b>2.3</b></p> <p><b>DSMG</b></p> | <p><i>The lay canon who provides the DSA's supervision fulfils a number of roles, and some thought needs to be given to planning for when she does step back from them.</i></p>   | <p><i>Consider new practice guidance in relation to the longevity of the charring role.</i></p> <p><i>Consider whether a more detailed work plan would</i></p>  | <p><i>Chair to discuss his role with Diocesan Bishop.</i></p> <p><i>Safeguarding Strategy to remain a standing item on</i></p>  | <p><i>Q1</i></p> <p><i>Ongoing</i></p>                            | <p><i>Chair</i></p> <p><i>SMG</i></p>                |

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|   |  | <p><i>help with putting the safeguarding strategy into action.</i></p> <p><i>Build up statutory/external representation on the group.</i></p> | <p><i>the SMG agenda to ensure it is fulfilled.</i></p> <p><i>DSA and/or A/DSA to explore membership of Local Safeguarding Children's or Adult's Boards to advance contacts with suitable agencies.</i></p> | <p><i>Q1 /2 2018</i></p> | <p><i>DSA / ADSA</i></p>                   |
| <p><b>2.4 GUIDANCE, POLICIES AND PROCEDURES</b></p> |  | <p><i>Develop good practice guidelines for adult safeguarding.</i></p>  | <p><i>A/DSA and Lay Canon to prepare a document for guidelines for adult safeguarding to be put on the website.</i></p>   | <p><i>Q1 /2 2018</i></p> | <p><i>ADSA</i></p> <p><i>Lay Canon</i></p> |

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| <p><b>2.5 CASEWORK</b></p> | <p><i>Risk assessments needs to be more holistic and analytical.</i></p>                                   | <p><i>Move towards more holistic and analytical risk assessments.</i></p> <p><i>Develop a system for ensuring all interactions about a case are recorded.</i></p> <p><i>Develop a clearer system for recording safeguarding concerns on Blue files.</i></p> | <p><i>Arrival of A/DSA will reduce the volume of risk assessments allowing those completed to be more comprehensive.</i></p> <p><i>New case file document already introduced.</i></p> <p><i>Bishops Chaplain to address system for recording on blue files.</i></p> | <p><i>Q1/2 2018</i></p> | <p><i>BC</i></p>  |
| <p><b>2.6 TRAINING</b></p> | <p><i>Ensure consistency in the quality of training, with the DSA taking a quality assurance role.</i></p> | <p><i>Develop a quality assurance function for volunteer trainers, to promote consistency.</i></p>  | <p><i>DSA to develop QA function to assist consistent high performance of training delivery.</i></p>  | <p><i>2018</i></p>      | <p><i>DSA</i></p> |

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|  |  | <i>Explore mechanisms to monitor the impact of training, as well as attendance.</i>                         | <i>Attendance monitored on Eventbrite.</i><br><br><i>DSA to devise a safeguarding checklist for use by the Archdeacons' Visitation Team</i> | <i>Q1 2018</i> | <i>DSA</i>   |
| <b>2.7 SAFE RECRUITMENT OF CLERGY, LAY OFFICERS AND VOLUNTEERS</b> |  | <i>Develop more consistent storage of clergy recruitment papers and references.</i>                         | <i>A/DSA to devise a checklist of papers for Bishops' PAs and Archdeacons PAs to be checked and kept on file.</i>                           | <i>2018</i>    | <i>A/DSA</i> |
| <b>2.8 DISCLOSURE AND BARRING SERVICE (DBS)</b>                    |  | <i>Ensure DBS information is consistently available from CCPAS in ways that are helpful to the diocese.</i> | <i>A record of all the blemished DBS checks to be continued with a determination for each case made by the DSA or SMG panel.</i>            | <i>Ongoing</i> | <i>DSA</i>   |
| <b>2.9 COMPLAINTS AND WHISTLEBLOWING</b>                           |  | <i>None</i>   | <i>There were no points to raise from the audit about this.</i>   | <i>-</i>       | <i>-</i>     |

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| <p><b>2.10 QUALITY ASSURANCE PROCESSES</b></p>   |  | <p><i>SMG to explicitly consider its quality assurance function, and quality assurance mechanisms more widely in the diocese.</i></p>   | <p><i>Case file audits carried out by Lay Canon.</i></p> <p><i>Wider QA function to be considered by SMG</i></p>  | <p>2018</p>                                      | <p>SMG</p>                                 |
| <p><b>2.11 HOW DIOCESE PROVIDES SUPPORT &amp; MONITORING OF SAFEGUARDING IN PARISHES</b></p> | <p><i>The parish statistics that have been collected could be really useful in targeting efforts to win hearts and minds.</i></p> <p><i>There is an ongoing challenge of embedding the message of safeguarding in every vicar and every parish.</i></p> <p><i>Support to PSOs could be more proactive, with measures such as conferences, buddying/mentoring systems, or thank you events.</i></p> | <p><i>Ensure full use is made of archdeacons' data on parish safeguarding that is gathered in the Articles of Enquiry.</i></p> <p><i>Develop systems to ensure local safeguarding information is not lost when key parish figures leave.</i></p> <p><i>Consult with PSCs about possible improvements to the support they receive in their role.</i></p> | <p><i>To ensure parish statistics gathered at the Archdeacons' Articles of Enquiry are acted upon.</i></p> <p><i>Consideration for Parish Safeguarding Officers to have more proactive encouragement by conferences, buddying/mentoring systems or thank you events.</i></p> <p><i>A pro forma protocol checklist to be devised to be triggered by a vacancy notice</i></p> | <p>Q4 2018</p> <p>Q3/4 2018</p> <p>Q3/4 2018</p> | <p>SMG</p> <p>SMG/DSA</p> <p>SMG / DSA</p> |

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| <p><b>2.12</b></p> <p><b>RESOURCES FOR CHILDREN AND VULNERABLE ADULTS</b></p> | <p><i>The use of Authorised Listeners has so far been limited; it is not considered appropriate for the DSA to be an Authorised Listener.</i></p> | <p><i>Address concerns about the Authorised Listener service.</i></p> <p><i>Promote awareness of the positive schemes that reach out to vulnerable adults.</i></p> | <p><i>Authorised Listeners service to be addressed by SMG</i></p>       | <p>2018</p> <p>2018</p> | <p>SMG</p> <p>DSA</p> |
| <p><b>2.13 INFORMATION SHARING</b></p>  | <p><i>Newsletters should cover more than training and should be a medium to get across the positive message about safeguarding.</i></p>           | <p><i>Consider how best to use diocesan publications to share safeguarding messages.</i></p>   | <p><i>Newsletters to include more varied safeguarding messages.</i></p> | <p>Ongoing</p>          | <p>DSA</p>            |
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