

This Action Plan also incorporates the recommendations of the 2018 SCIE audit of the Cathedral as well as the recommendations of the Past Case Review 2 (PCR2) review of Cathedral and Diocesan files and processes. In addition, this Action Plan now incorporate the completion of policies and procedures demanded by revision of the Cathedral’s Constitution and Statutes following the Cathedrals’ Measure of 2020 and the registration of the Cathedral with the Charity Commission, both of which we envisage to complete during 2022.

This Plan is owned by the Chapter of Carlisle Cathedral and led by The Rev’d Canon Dr Benjamin Carter in his role as the Chapter Safeguarding Lead (CSL). The Plan will be monitored on a quarterly basis by the DSAP (Diocesan Safeguarding Advisory Panel), the Cathedral Safeguarding Group (CSG) and the Cathedral Chapter, and updated quarterly. The Chapter is professionally advised by the Diocesan Safeguarding Adviser (DSA) under the terms of the Memorandum of Understanding signed by Cathedral & the diocese. Chapter has requested that DSAP oversee its safeguarding and this forms part of DSAP’s Terms of Reference. The Chapter Safeguarding Lead is a member of DSAP.

In addition, the recruitment of a dedicated Human Resources Officer (HR Officer) in the spring of 2022 has strengthened the capacity of the Operations Team and allow for a clearer understanding of the responsibilities for Safer Recruitment and Safeguarding under the ultimate oversight of the Cathedral Chapter.

Colour code	Progress
Green	On target
Yellow	Further work to move this forward is required
Red	Work has not yet commenced

Actions	Who will do it	Measures	Timeframe	Progress	Notes
<p>1) Support those who may pose a risk to others 2) Engage more effectively with vulnerable adults who visit the Cathedral.</p>					
Linking with statutory partners and third sector partners where needed	Safeguarding Team	Productive and appropriate contact is available for the Cathedral and partners	Summer 2022		CSL active member of DSAP and DSA looking to link Cathedral in Community Police Regular meeting
Uniform recording of incidents across the Cathedral footprint with clear understanding of escalation from incident (logged in incident file or into ongoing CSL record) and “of concern” (necessitates a conversation with DSA and opening of CSL file)	Operations Team	Clear noting of incidents with clarity on when to escalate incident on.	Ongoing		
Individual people “of concern” files are up to date	Safeguarding Team	Clear and appropriate information is available for those who require it including understanding of when and how to close or archive an active file.	Spring 2023		Meeting PCR2 recommendation for more streamlined use of files. Addition of narrative cover sheet
Regularly review on-going risk assessments for regulated activities for children and vulnerable adults as well as regular review of one-off risk assessments for events	Safeguarding Team	Provide regular system for overview of RAs and review their use and application	Spring 2023		
<p>3.a. Ensure a joined-up approach to Staffing Recruitment and Safer Recruitment</p>					

Actions	Who will do it	Measures	Timeframe	Progress	Notes
Unify current HR and Safer Recruitment Files into one system	HR Officer	A single file is held for each employee & volunteer	Ongoing		
Agree protocols for access to unified files for HR use when needed	Operations Team/ HR Officer	Sensitive material is only viewed by those who are cleared to do so.	2023		
Develop and implement a single process that ensures safeguarding is an integral part of our HR processes	HR Officer	A single recruitment process includes all necessary safeguarding checks and actions	Ongoing		
Draft and update Staff Handbook	HR Officer/ Canon Warden	Staff have a clear understanding of what is expected of them and what we expect of them	2023		
3.b. Ensure a joined-up approach to Volunteer Recruitment and Safer Recruitment and training					
Ensure all Volunteer Role Descriptors are up to date	Safeguarding Team	All role descriptors to follow same pattern and include safeguarding information	Ongoing		
Draft Volunteer Handbook	Canon Warden	Volunteers have a clear understanding of what is expected of them and what we expect of them	2023		

Actions	Who will do it	Measures	Timeframe	Progress	Notes
3.c. Review staff and volunteer formal and ongoing training needs and risk assessment of roles					
Audit of all roles with respect to level of DBS clearance and Safeguarding Training need	Operations Team/ HR Officer/ Safeguarding Team	All roles follow current CofE training requirements and Staff and Volunteers given level of check fitting to role and Cathedral context	Ongoing		
Senior Leaders complete Senior Leaders Training	Safeguarding Team	All Senior Leaders understand current CofE guidance on Safeguarding and Safer Recruitment	Complete		
Establish shared training for Team Leaders	Safeguarding Team	All who “form culture” to be trained to the same level.	2023		
Ongoing training of Team Leaders	Safeguarding Team	Regular training of Team Leaders to support and communicate needs to their teams	2023		
Establish rolling pattern of induction for all staff and volunteers	Operations Team/ HR Officer	Within three months of beginning all staff and volunteers receive induction including Safeguarding input	2023		
Staff and Volunteers have up to date formal and ongoing training to fit their role	Safeguarding Team	Formal training monitored by the Safeguarding Team to ensure that all are trained to the	Ongoing		

Actions	Who will do it	Measures	Timeframe	Progress	Notes
		appropriate level of safeguarding in respect of changing the culture of Safeguarding in the wider Church and society			
4) Update Cathedral Policies and Procedures					
Chapter to (re)adopt “Towards a Safer Church” as the formal Chapter Safeguarding Policy	Chapter	Chapter Policy is inline with most up to date Church of England guidance	2023		
Chapter to adopt “Safeguarding Pledge” and “Safeguarding Commitment”	Chapter	Safeguarding Pledge and Commitment to be present on website and in Staff and Volunteer Handbooks	October 2022		
Chapter to adopt “Cathedral Safeguarding Handbook” as working document for Safeguarding and Safer Recruitment Processes	Canon Warden & Chapter	Practical Guide kept up to date with current processes and systems	2023		Build in regular review (annual?) with initial three month review to pick up changes coming in in early 2022
Necessary supporting policies adopted by Chapter and/or linked to Diocesan or National Church policies	Chapter	All supporting documents are freely available and up to date	2022		
Website maintained and up to date with Policy, Handbooks, and supporting policies	Safeguarding Team	Website acts as the default and up to date location for all Safeguarding information and guidance.	Ongoing		Regularly monitored on a monthly basis.

Actions	Who will do it	Measures	Timeframe	Progress	Notes
Establish Single Central Register for all staff and volunteers	HR Officer	Have one place where all up to date information on Safer Recruitment and Safeguarding information is held	2023		
Use of Lanyard identification by Staff, Volunteers and Visitors	Operations Team	All Staff, Volunteers and formal visitors are easily identifiable as such onsite	Ongoing		
5) Strengthen oversight and engagement of Cathedral safeguarding					
Safeguarding as standing item on Chapter, Senior Management Team, COO Team agendas	Operations Team	Safeguarding issues are regular raised all levels of shared leadership and management	Ongoing		
Establish Cathedral Safeguarding Group	Safeguarding Team	Issues around Safeguarding and culture are regular discussed with stakeholders from across the Cathedral Community	Ongoing		
Safeguarding and Safer Recruitment Fully accounted for in Risk Register	Operations Team	Full understanding of the risks being managed in all levels of Safeguarding	Ongoing		

Actions	Who will do it	Measures	Timeframe	Progress	Notes
Clarify the distinction between “Safeguarding” and “Safer Recruitment” roles	Operations Team and Safeguarding Team	Clear break between operational and oversight in Safer Recruitment	October 2021		
Ensure full compliance with Cathedral Measure and Charity Commission Registration	Operations Team	Full compliance with the requirements of the Measure and Charity Law	Ongoing		
6) Strengthen and incorporate voices of victim/survivors and those with lived experience of abuse into ongoing practice and culture					
Full engagement with Diocesan Victim/Survivor Strategy	Chapter	Ensure full understanding and engagement with Diocesan Victim/Survivor Strategy as developed following PCR2 recommendations	Ongoing		https://www.carlisediocese.org.uk/documents/survivor-strategy/
Encourage culture change in Safeguarding through promotion of Safeguarding Season	Chapter	Continue to “lament, listen, and learn” from all those affected by abuse through Safeguarding Season	October 2021		The Cathedral to be a resource and support for the development of “Safeguarding Season” within the Diocese. https://carlislecathedral.org.uk/safeguarding/season/