

SALISBURY CATHEDRAL – SCIE AUDIT ACTION PLAN – UPDATED FEBRUARY 2020

The SCIE safeguarding audit undertaken in September 2019 concluded that Salisbury Cathedral is:

“a safe environment in which one would be heard and receive a response”.

We are pleased and encouraged by this assessment, the full audit report is available on the Cathedral website and can be read in conjunction with this Action Plan. The auditors recognised that the Cathedral has good, robust safeguarding processes in place; that its Independent Safeguarding Advisory Group is well established and there are good connections with the Diocese and Cathedral School.

There were some areas where the auditors posed a number of questions for us to think about, these are detailed below along with our intended actions and a target date for progress to be made or the actions to be completed by.

Question to Consider	Response	Actions	Lead Person	Target Date
SAFE ACTIVITIES AND WORKING PRACTICES				
Vulnerable Adults Should the Cathedral put together a more formal approach to meeting the needs of vulnerable people (one which might well consist primarily of signposting to other agencies) and enter into more formal communication with other agencies offers support to vulnerable adults?		Undertake an initial review of the information available and existing links with relevant agencies. Specific actions will follow findings of initial review.	Executive Director and Chapter Clerk	March 2020

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<p>Children</p> <p>Should the Cathedral review the safeguarding arrangements for all children (other than those who are the responsibility of their parents while in the Cathedral) to make sure that all are safeguarding equally and proportionately?</p>	<p>Child servers are involved in some services and there is a need to ensure they are covered by safeguarding arrangements even if their parents or guardians are also at the service.</p>	<p>Clarify the range and age of children involved in Cathedral services and to ensure appropriate risk assessments have been completed and policies and procedures are in place to ensure their safeguarding.</p> <p>Meeting held November 2019 Reviewed current processes and agreed where adjustments need to be made. Actions implemented.</p>	<p>Executive Director and Chapter Clerk</p>	<p>January 2020</p> <p>Completed</p>
<p>Choir</p> <p>Consider how senior roles in the Cathedral could share more publicly with the School the responsibility for keeping safeguarding a live issue as well as writing policies and practice guidance.</p>	<p>The Chorister Safeguarding Policy is due for review</p>	<p>The review of the Chorister Safeguarding Policy will be led by Cathedral staff in collaboration with the Headmaster and School Safeguarding Lead.</p> <p>Meeting held in January 2020 and policy reviewed. Updated policy to be discussed at April 2020 ISAG.</p>	<p>Executive Director and Chapter Clerk</p>	<p>January 2020</p> <p>Review completed in January 2020.</p> <p>Approval of updated policy by Chapter and Governing Body by May 2020.</p>

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<p>Choir Consider how the practical arrangements for choristers when they are in the Cathedral might be improved so that their day to day safety is less open to disruption</p>	Issue refers to the location of the Muniment Room and proximity to toilets (which are public toilets) and therefore not easy to resolve.	Keep under review in conjunction with fabric plans and longer-term development opportunities.	Canon Treasurer	Ongoing
<p>Training Consider how to make sure that training is renewed at the agreed intervals.</p>	Safeguarding training records are currently recorded, it has been suggested the Cathedral consider using a software system that flags an alert for renewal training when it is due.	<p>Review the current recording system and consider if any improvements might be made.</p> <p>Review undertaken see also below</p> <p>Explore the possibility of using the Diocese database system (SALDIMS) for recording training.</p> <p>HR Manager has met with Diocese staff and agreed use of SALDIMS. Existing data to be transferred and all new data entered into SALDIMS.</p>	<p>HR Manager</p> <p>HR Manager</p>	<p>December 2019</p> <p>Completed</p> <p>January 2020</p> <p>Completed original action; work ongoing to input records – target May 2020.</p>

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<p>Safer Recruitment How could the tracking of Safer Recruitment be improved so that it is immediately clear that it is used fully when it should be?</p>	<p>Systems are in place to ensure Safer Recruitment; the HR Manager returned from maternity leave in the summer of 2019.</p>	<p>HR Manager to review current systems and ensure all DBS checks are carried out before new members of staff or volunteers commence their role within the Cathedral.</p> <p>HR Manager has reviewed, and process implemented.</p>	<p>HR Manager</p>	<p>Immediate</p> <p>Completed</p>
<p>Policy, Procedures & Guidance Should the Cathedral specific policies be revised to make sure that all are current?</p>	<p>The Choristers Safeguarding Policy and Independent Safeguarding Advisory Group (ISAG) Terms of Reference were due for review in June 2019 but had been delayed pending the safeguarding audit.</p>	<p>The Choristers Safeguarding Policy will be reviewed as will the Terms of Reference for the Independent Safeguarding Advisory Group.</p> <p>ISAG Terms of Reference reviewed October 2019 and endorsed by Chapter in November 2019.</p> <p>Choristers Safeguarding Policy has been reviewed. Will be discussed at April ISAG ahead of seeking Chapter and Governing Body endorsement.</p>	<p>Executive Director and Chapter Clerk</p>	<p>ISAG Terms of Reference reviewed November 2019.</p> <p>Completed</p> <p>ISAG will discuss April 2020. Chapter and Governing Body May 2020.</p>

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POLICY, PROCEDURES AND GUIDANCE				
Cathedral Safeguarding Advisor: their management and supervision How can the new DSA become integrated into the Cathedral and be known by the relevant people?	Cathedral and Diocese had commenced discussions about additional DSA support prior to the audit.	Cathedral will fund a day a week of the DSA time; the DSA will spend regular time in the Cathedral to engage with staff, volunteers and visitors in order to raise the profile of safeguarding. New DSA commenced January 2020 and now working with the Cathedral staff and volunteers.	Executive Director and Chapter Clerk	Takes effect from January 2020 Completed
LEADERSHIP AND ACCOUNTABILITY				
Quality Assurance How can the Cathedral introduce oversight of all policies that have a safeguarding element covering both children and vulnerable adults?	At present ISAG is asked to review policies that relate to safeguarding as these arise rather than all policies at a set time in the year.	ISAG to discuss establishing an annual review of all relevant policies. Initial discussion at ISAG October 2019. Agreed all relevant policies will be reviewed in June at the time the annual Safeguarding report is considered by ISAG.	Executive Director and Chapter Clerk	Initial discussion: ISAG November 2019. Completed.

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<p>Complaints about the Safeguarding Service Would a complaints policy be relevant to the Cathedral?</p>	The Cathedral provides information on how to raise a complaint and links to the Diocesan Safeguarding Complaints Policy.	<p>To discuss with the DSA and ISAG the establishment of a general policy that invites and learns from comments and complaints.</p> <p>Will take place early in 2020 when new DSA role is established.</p>	Executive Director and Chapter Clerk with DSA	<p>Early 2020</p> <p>Ongoing</p>
<p>Whistleblowing Should volunteers be included in the whistleblowing policy or a specific whistleblowing policy be written for volunteers?</p>	The Cathedral has a whistleblowing policy which includes safeguarding, review to be undertaken of need for a separate whistleblowing policy for volunteers.	<p>Discussion with the new DSA and ISAG and then the Volunteers Committee.</p> <p>Will take place early in 2020 when new DSA role is established.</p>	Executive Director and Chapter Clerk with DSA	<p>Early 2020</p> <p>Ongoing</p>
<p>Leadership and Management How can the Dean and Canons weave safeguarding into sermons when the readings of the day provide a platform to do so?</p>	This has happened on occasion but not on a planned basis.	<p>Ministerial Team to discuss.</p> <p>Ministerial Team discussed in December 2019 and agreed range of actions involving sermons, prayers of intercession and broader use of Chapel of Healing.</p>	Canon Treasurer	<p>Early 2020</p> <p>Completed</p>

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<p>Operational Leadership and Management Which clergy role is best placed to lead on safeguarding?</p>	<p>The established safeguarding Chapter lead has recently left the Cathedral.</p>	<p>Chapter to discuss and agree clergy lead.</p> <p>Ministerial team have reviewed and propose that the Canon Precentor becomes the clergy safeguarding lead. Chapter to be asked to note at February 2020 meeting.</p>	<p>Executive Director and Chapter Clerk</p>	<p>December 2019</p> <p>Completed February 2020 assuming Chapter endorsement.</p>
<p>Culture How can the understanding of Domestic Abuse and of appropriate responses to concerns about it be developed with people who are likely to be the first to notice?</p> <p>Should the Cathedral become a dementia friendly church so that people can continue worshipping should they be affected by dementia?</p>		<p>ISAG to discuss both questions to inform wider conversation within the Cathedral.</p> <p>To be discussed at future ISAG meeting once DSA in post.</p>	<p>Executive Director and Chapter Clerk</p>	<p>February 2020</p> <p>April 2020 ISAG meeting</p>

Jackie Molnar
Executive Director and Chapter Clerk February 2020