**1Excerpt of specific actions for progress monitoring by Safeguarding Advisory group – Updated May 2020**

| **Specific action to be taken** | **By Whom** | **By When** | **Progress update 13 May 2020** |
| --- | --- | --- | --- |
| Review door codes | TA | January 2021 | A fob system will be implemented when construction work completed |
| Include issues about welcoming people with vulnerabilities in welcome training – part of regular volunteer programme | KF and LN | ASAP | Will be implemented after lockdown |
| Introduce incident book at welcome desk [this action responds to recommendation on incident cards, which we do not have capacity to implement] | IM | ASAP | To be progressed after lockdown |
| Develop missing person policy (for children & vulnerable adults) | SAG | Mar 20 | COMPLETE |
| Develop a risk assessment for lone workers and create a policy | SAG | October 2020 | Policy agreed by Chapter 24th March 2020. Shared with managers and to be reviewed within teams to create team specific actions when everyone is back in work. |
| Ensure that all chorister parents undertake C0 which covers risks. KB to chase and LN to monitor numbers. Review position specifically | DC and AB | Oct 20 | All boy chorister parents have completed the correct level of safeguarding training. |
| Verify that all adults known to choristers know how to report allegations or concerns – reminder of process | JaneW and RM | Jan 21 | Safeguarding basic training to be completed by all choir duty parents, all choral clerks and all over 18 choral scholars |
| New Director of Music will attend weekly ops meeting and Safeguarding Advisory Group | New DM | September 2020 |  |
| Get list of ringers and ask Helen to confirm their training status | JW | Oct 2020 | On hold until lockdown over |
| Implement approach used for visiting choirs for visiting ringers. Edit the visiting choirs form, but talk to Andrew about this first as a process may already be in place | LN |  | On hold until lockdown over.  RM to send visiting choirs paperwork to LN for creation of visiting ringers pack |
| Pursue the ICONS approach to the choir | DS | Spring 2020 | On hold until choirs back in |
| Hold full risk assessment process on case files – Diocesan action | CC | COMPLETE | No action to be taken, this is routine practice |
| Implement case closure check list – Diocesan action | New DSA | COMPLETE | Checklist now implemented |
| Ongoing training action plan to increase numbers trained. Bring KPIs to SAG for discussion with lists of those who have not done training | LN | SAG | On going action but currently on hold until lockdown over |
| Await Church of England online training for safer recruitment, list ready of who needs to be trained. | Central Church | ASAP | Still not available |
| Message from John W to all staff about safer recruitment | John W | July 2020 | In restart communications esp re: new volunteers |
| Gather a list of choristers turning 18 so that we have a system for picking this up | JaneW with RM | Ongoing and when choirs return | List given, but system needs to be established to make this happen |
| Develop out line approach to backdating safer recruitment. To include all Volunteer Vergers, Chaplains, Readers, Choir Parents, Choral Clerks and Choral Scholars over 18. Draw up list. | JaneW | ASAP after services resume | Backdating to safer recruitment to 2014. |
| Remind people about referral routes in the annual ops safeguarding ops meeting in December 2019 | JaneW | COMPLETE |  |
| (As we don’t undertake case work, this is a Diocesan function) consider a QA framework | CC | COMPLETE | Diocese has a QA framework in place |
| Update whistleblowing policy for volunteers and put onto volunteer areas of the website | JW | COMPLETE | Signed off by Chapter 24th March 2020. On Cathedral Website |
| Ask the Diocese who should sit on the Diocesan Safeguarding panel and enact that | IM | COMPLETE | Agreed not to progress this as DSAP is holding diocesan safeguarding to account and not appropriate. |
| Review meeting frequency – suggest September, December, March and June. Set up meeting for December | JaneW | COMPLETE |  |
| Add a verger into the meeting – ask Head Verger | IM | COMPLETE |  |
| Review possibility of having a note in the service booklets as Peterborough do. Identify a suitable Sunday for safeguarding. | KF | COMPLETE | Service booklets complete  Suggest Sunday in September for safeguarding in future |
| Embed the process of annual extended ops on safeguarding and share minutes of safeguarding meeting with ops. | LN | COMPLETE | Had extended ops on safeguarding in Dec 2019. Jan 2021 for next Extended Ops on Safeguarding. SAG minutes to be shared from now on |