

Past Cases Review 2 (PCR2) Action Plan

	<u>Recommendation</u>	<u>Diocesan response</u>	<u>Actions(s)</u>	<u>Responsible person or body</u>	<u>Delivery timescale</u>	<u>Resources</u>	<u>Evidence</u>	<u>Current update</u>
1	Safeguarding Team to adopt an electronic Safeguarding Management System. (The Diocese will be adopting the National system when launched)	Case management system to be adopted when rolled out by the national safeguarding team.	Case management system to be adopted when rolled out by the national safeguarding team.	DSA	2023 Timescale dependent on national safeguarding team	Funding to be identified. Initial subsidy by national church.	System in place & in use by team.	National safeguarding team (NST) are running a pilot.
2	The responsible person for the management of Ordinands to liaise with the DSA with regards to any safeguarding disclosures within their written record of their 'Life's +Journey'.	To introduce a system for the DDO to liaise with the DSA re any safeguarding disclosures during the discernment process.	In Diocesan safeguarding strategy. DSA to attend quarterly meetings with DDO and Assistant DDOs.	DSA & DDO	Autumn 2022 onwards	Within existing budget	To confirm to diocesan safeguarding oversight group (DSOG)	DSA and DDO met on 30.5.22 & 26.7.22. Practice across dioceses shared at Regional DSA meeting 13.7.22
3	The Lay ministry files to have a visible indication as to whether DBS is required for the role or not.	To update ministry files with a clear indication of whether A DBS is required	Included in the action plan (2022/3) of the diocesan safeguarding strategy, which will be subject to quarterly review.	Administrator Parish Transition and Ministry Development Team (PTMDT)	March 2023	To be discussed with the PTMD team	Ministry files	To discuss with the Parish Transition and Ministry Development team
4	The Diocese/National Church to adopt an information sharing agreement with establishments appointing chaplains to inform the licensing diocese of any child or adult safeguarding complaints.	To seek advice from national safeguarding team	DSA sent email to PCR2 Board.	DSA	To be confirmed.	Within existing budget		This will be included in the national PCR 2 report.
5	The IRs would recommend that before the destruction of any paperwork relating to Canon C4 process the paperwork is reviewed by the DSA or a policy developed whereby the officer	The DSA will review all paperwork relating to the Canon C4 process in the diocese for any safeguarding concerns.	DSA to introduce a system/ protocol with DDO and reviewing officer.	DSA DDO appointed member of clergy dealing with	Ongoing	Within existing budget	Email confirming agreed process. Report to diocesan	Included in action plan for safeguarding strategy 2022/3. DSA has spoken to member of

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	responsible for C4 investigation liaises with the DSA to ensure there are no allegations of a safeguarding nature that require a risk assessment or further exploration.			Canon C4 processes Bishop's chaplain			Safeguarding oversight group.	clergy appointed by the Bishop to undertake Canon C4 work. Email to DDO re notification when process is initiated.
6	Blue files to contain a chronology of workplaces such as an updated printout of Crockfords to assist the reader to see where clergy have been at the front of the clergy blue file with any concerns flagged.	To ensure where possible a copy of the entry for each member of clergy in Crockfords Clerical Directory to be placed on Clergy file.	Where possible a copy of the entry for each member of clergy in Crockfords Clerical Directory to be placed on Clergy file. Where this is missing, DSA to complete a simple chronology to indicate workplaces	Safeguarding Administrator Bishop's staff DSA	December 2022	Within existing budget	Clergy files	Where an entry for Crockfords is available, this is on the clergy file. Work started where no entry is available.
7	Diocese to which the clergy is first engaged to create a working log in the blue file that can be updated from diocese to diocese. This could include other matters of note	To seek advice from national team about the implementation of this on a national basis	Email sent to PCR 2 Board					Awaiting advice
8	Develop a process for alerting people when their safeguarding training is due for renewal prioritizing safeguarding leadership/PTO training.	The diocese will develop, trial, implement, review and finalise a process for monitoring training, including compliance, reminders and recording	Included in the action plan (2022/3) of the diocesan safeguarding strategy, which will be subject to quarterly review. Data re <u>all</u> safeguarding training	Diocesan safeguarding training officer DSA	June 2023	Within existing budget	System established. Report to Diocesan safeguarding Oversight group (DSOG)	Checks re compliance being undertaken in targeted groups

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			now being collated in central system (CMS)					
9	A standardised referral form to formalise the process not just locally but between diocese – this should be a National objective.	To seek advice from national safeguarding team as part of their work to develop a national casework system	To implement referral template provided by the national case management system, when this is adopted.	DSA NST	2023 Time scale dependent on National safeguarding team	Within existing budget	Standard referral form in place across dioceses	Email sent to national safeguarding team
10	Consideration be given to talking to children of a certain age – 10 and above? Possibly explore the role of a children's worker.	To explore ways to improve the message to children in churches.	To provide report to Diocesan safeguarding Oversight group	DSA	Initial reporting task by Dec 2022	Within existing budget	Report to DSOG	Included in the action plan (2022/3) of the diocesan safeguarding strategy, which will be subject to quarterly review.
11	Children being given the tools to share any worries – worry box – clear guidance within churches for children.	To develop resources for children in church settings to share worries.	Included in the action plan (2022/3) of the diocesan safeguarding strategy, which will be subject to quarterly review.	DSA & Safeguarding Training Officer	Initial reporting task by Dec 2022	Within existing budget	Report to DSOG	Included in the action plan (2022/3) of the diocesan safeguarding strategy, which will be subject to quarterly review.
12	To explore ways in which the Diocese can improve the message to children.	The diocese will explore ways to improve the message to children in churches as part of its commitment to preventative work.	To provide report to Diocesan Safeguarding Oversight group	DSA	June 2023	Within existing budget	Report to DSOG	Included in the action plan (2022/3) of the diocesan safeguarding strategy, which will be subject to quarterly review.

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13	Clear bottom lines needed for clergy who have children residing with them – National objective. This is not unique to the Diocese of Leicester.	The diocese will confirm advice to clergy.	To include in planned revision of Clergy handbook	DSA, Archdeacons & Director of Ops & Governance	December 2022	Within existing budget	Revised clergy handbook.	DSA & Archdeacons met on 7.8.22 to agree wording. DSA has also written to the national safeguarding team for additional advice.
14	The church to form their risk assessment even if the risk is not identified by other agencies.	The safeguarding team will undertake risk assessments as required.	To review in supervision.	DSA/ ADSA	Ongoing	Within existing budget	To review at Quality Assurance & review group	
15	To build on the PCR2 Survivor Strategy to embed it into the Diocese as the Diocese of Leicester Survivor Strategy.	The diocese will embed this strategy as a permanent part of safeguarding work.	Included in action plan (2022/3) of safeguarding strategy.	DSA	June 2023	Within existing budget at present time	Update to Oversight group	Currently focusing on work to support publication of local PCR2 report.
16	Tracking system for safety agreement renewal. Where there is a safety agreement in place a form of tracking system for renewal, to eliminate delays in timely reviews.	To ensure tracking system is in place to prompt worker when review of safeguarding agreements is required.	Tracking system in place.	DSA ADSA	In place & ongoing.	Within existing budget	Reported to case management review group.	System implemented
17	A copy of the safety agreement/risk assessment to be placed within the clergy blue file or church officer file.	The diocesan safeguarding will ensure copies of risk assessments/ agreements are on clergy files.	The existence of separate safeguarding files is clearly identified in front sheet in clergy files. This system is updated on a weekly basis.	DSA Bishop's chaplain	Ongoing	Within existing budget	Clergy files	To add prompt to core group agenda

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18	To establish a Single Point of Contact (SPOC) with statutory agencies.	To seek advice from national safeguarding team	To be addressed through national work to establish information sharing agreements with statutory agencies	DSA National safeguarding team		Within existing budget		Advice sought
19	Clergy blue files are to be reviewed by the DSA on the arrival of a new clergy into the Diocese.	DSA will read the files of clergy new to the diocese.	System established for Bishop's Lodge to notify DSA when new files arrive. Files have been read by DSA DSA discussed this practice with regional colleagues. Meeting with colleague DSAs to agree proforma for this purpose	DSA Bishop's Lodge	Ongoing	Within existing budget	Notifying DSA on Bishop's Lodge checklist for newly appointed clergy to diocese	In action
20	For the CCSL, DBS to be reviewed by the DSA before any formal interview or acceptance.	The diocese will ensure that a licence is not issued by the Bishop until the DSA (ADSA in their absence) has read/ signed off the CCSL	Prompt to send copy of CCSL to the DSA is now included in the admin checklist for all clergy new to the diocese.	DSA Bishops staff	Ongoing	Within existing resources	Email sent to Bishops, Archdeacons and Bishops staff	System implemented.
21	To introduce a system of tracking/ information sharing of transient respondents (those who have roles within the church community, however, travel from area to area	To explore with the PCR 2 Board as a national recommendation	Email sent to PCR 2 Board					Advice sought
22	Introduction of identity cards for clergy personnel (Society promotes the use of identity	To explore with the PCR 2 Board as a	Email sent to PCR 2 Board					Advice sought

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	cards for all companies visiting homes)	national recommendation						

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