

### SCIE AUDIT 2020/21 Liverpool Cathedral Action Plan

Point	SCIE Observation	Actions	Status	RAG
1.	What additional supports and training might benefit staff and volunteers who are in the position of identifying and responding to the needs of vulnerable adults?	Identify suitable means of training and development	In progress	Medium Amber
2.	What adjustments need to be made to clarify that visiting schools should comply with their own safeguarding procedures at all times when on Cathedral premises?	Letters sent out and conversation between schools and cathedral education department conforming policy and procedures	Completed	
3.	What changes are needed either to the lost/found procedure or its implementation to ensure that children are well supported and staff and volunteers are comfortable about their responsibilities?	Policy and procedure to be revised. Constables and appropriately trained staff will be utilised to respond to lost/found children	Completed	
4.	How will the Cathedral address the challenge of unannounced visits by schools?	Revised procedure in place. School will be given safeguarding information on arrival.	Completed	
5.	How will the Cathedral satisfy itself that safeguarding arrangements in the choral outreach programme and the Cross Guild are fully aligned with Cathedral policy and procedures in place within the music and education departments?	All activities have been assessed and aligned and communication enhanced between education and music department.	Completed	

6.	How might the means for calling assistance quickly and unobtrusively be improved?	Managers to review and adapt lone working cathedral risk assessment to ensure relevant to each department. Radios are now issued	Completed	
7.	How might the arrangements for lone working be improved so that staff and volunteers working within the cathedral feel more confident	As above	Completed	
8.	How might the position regarding access to emergency food supplies be made clear in order to improve access to those in need while reducing the necessity staff and volunteers being put in the difficult position of being unable to assist?	Clear process in form of flow chart disseminated and followed by staff	Completed	
9. r	What needs to be done to ensure that the interface between HR and Safeguarding processes is always right?	Protocol on ownership and collaboration agreed	In place	
10. r	What system can be put into place which provides an oversight of all aspects of safer recruitment, including DBS checks, and can also provide good data on performance?	Quality assurance embedded into safeguarding in form of regular audits and inspections.	To begin audits 2021	Amber Medium
11.r	How might the Cathedral ensure that application of safer recruitment practice is consistently implemented and evidenced across the entire paid and volunteer workforce?	As above		
12.r	How can the Cathedral assure itself that recruitment checks (e.g. DBS) are in use for the right people, in the right roles, and are consistent with relevant safeguarding procedures (lost/found children)?	Revised safer recruitment training will be attended by key staff involved in recruitment	January 2021	Amber Medium

13.	How might the Cathedral improve the accessibility of the procedure for making a complaint about the safeguarding service?	Whistleblowing and complaints procedure to be revised	January 2021	Amber Medium
14.	How might the accessibility of the Cathedral whistleblowing procedure be improved?	On completion website and notices will be updated	March 2021	Amber Medium
15.	What action is required to ensure the projected increase in visitors post development will be adequately resourced to keep them safe?	Suitable and sufficient risk assessment and impact assessment will be completed at appropriate stage		Amber Medium
16.	How might the arrangements for ensuring availability of clergy during the day be improved?	Increased availability of clergy from 2021. Procedure for contacting clergy has been revised.	Partially Complete Awaiting additional clergy	Amber Medium
17.	How might the Cathedral ensure that there is always a quiet and safe place available while necessary events-related activity is in progress?	In place		
18.	How can the Cathedral ensure that the culture of the music department remains alert to the possibility of harm occurring within?	In place – robust policy and processes, quality assurance checks and training		
19.	What benefits might there be to offering safeguarding training to choir parents?	In place - Parents are given written information and know how to raise concerns with safeguarding		

20.	Is there a safeguarding benefit to be gained from the bell-ringers being somewhat more engaged in wider Cathedral processes, and if so, how may that best be achieved?	Safe systems and risk assessment in place and shared between stakeholders. Regular communications between Captain and CSO		
22.	How confident is the Cathedral that all safeguarding concerns are being identified, referred and responded to consistently?	In place – complaints and concerns procedures also updated.		
23.	How might the Cathedral assure itself that incident reporting processes, including the threshold for their application, are widely understood and used?	In place		
24.	How might the Cathedral assure itself that people with safeguarding concerns or vulnerabilities are receiving a timely and effective response?	In place		
25.	What steps does the Cathedral need to take to ensure it is fully compliant with the House of Bishops' practice guidance on safeguarding training and development and also relevant to the Cathedral context?	In place but subject to NST development of training programmes 2021		
26.	How confident is the Cathedral that the widespread use of online training is sufficient to support the changes to safeguarding culture and practice that they are seeking to achieve?	In place all staff complete online training and leadership training where appropriate for their role		

27.	How will the Cathedral ensure that its training records are comprehensive, and able to be collated in order to provide systematic oversight of delivery, quality and impact?	Centrally held register under development	March 2021	Amber Medium
28.	How might the Cathedral assure itself that its policies, procedures and guidance are comprehensive, accessible, understood, consistently applied and effective?	Cathedral works with recently appointed compliance officer and QA and local audits will be regularly carried out from 2021		Amber Medium
29.	What steps are needed to enable the DST to provide good evidence regarding the quality and impact of safeguarding activity as well as respond to individuals who need a safeguarding response?	In place Oversight and scrutiny by DSAP and Core group where applicable		
30.	How might the Cathedral receive assurance about the quality of casework delivered on its behalf by the DSA and ADSA?	As above Lessons learned meetings following any safeguarding investigation where shortfalls identified		
31.	What else can the Cathedral do to promote collective ownership of safeguarding	Cathedral Safeguarding Officer attends weekly cathedral diary (staff) meetings to update and inform.	In Place	
32.	How might the Cathedral develop its approach to quality assurance, both internally and with a degree of external scrutiny, in order to comply with the expectations of Promoting a Safer Church and provide assurance to the Chapter of progress?	As 28 above. Consideration to be given to external benchmarking from other CSO's.		Green June 21

33.	What steps does the Cathedral need to take in order to focus the work of the CSAP on Promoting a Safer Church, strengthen its leadership role and membership, and develop its quality assurance role, including in relation to casework?	In place – CSAP membership and function amended. Quality assurance and audit programme will be feature from 2021		
34.	How might the scrutiny and challenge function of the DSAP be further developed in relation to the Cathedral?	DSAP currently being reviewed and Quality assured		Amber March 2021
35.	How might Chapter develop its own safeguarding expertise?	In place – Chapter attend training and CSA attends chapter meeting to inform and educate as necessary		
36.	'What steps does Chapter need to take to ensure it meets fully its responsibilities for promoting a safer church?	In place		
37.	What additional actions are needed in order to promote further the embedding of a vigilant safeguarding culture across the entire Cathedral community?	In place		