

Summary of Recommendation	Action	Who is Responsible	Timescale	Comments	RAG
<b>PRACTICE</b>					
When planning the forthcoming developments within the cathedral, what opportunities might there be to address issues of access and lone working and improve confidence of staff and volunteers?	Review Lone Working Policy; Consult with regular lone workers; Update Staff Handbook; Update Volunteer Handbook; Update Induction Process; Commission an Access Policy	Head of Facilities; CEO; Chapter Sign Off Policy	Sep-21	Access Policy being commissioned as part of Divine Beauty Project	
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 Staff & Volunteers working with VAs; Develop Bespoke Internal Training; Review Chaplaincy Provision/Rota	Welcome Manager; Head of Comms; Alison Paris (volunteer)	Nov-21	Based on the bespoke training offered to those working with Children	
How can the cathedral be assured that elderly and vulnerable adults are clear on who to contact if they have a concern; Update posters in Cathedral;	Sharing Contact Details when home visiting; Amend the Notice Sheet statement on Safeguarding; Community Day Questionnaire	Congregational Chapter Reps; Clergy Team; Head of Comms;	Nov-21		
What would be the best way for the Cathedral to assure itself that the needs and experiences of vulnerable adults are heard and responded to?	Regular Review of Concern Forms; Regular Feedback from Pastoral Care Team; Encourage reviewing of Children's Church;	DSA; Canon Precentor; Canon Missioner;	Oct-21		
How might the cathedral assure itself that children visiting the cathedral feel safe and well looked after?	Feedback Form from School Visits;	Head of Learning; Head of Comms; Canon Missioner	May-22		
How will the Cathedral satisfy itself that safeguarding arrangements in the music department are accessible, fully understood by everyone and having the desired impact?	Provision of Information in a format and language accessible to children; seek regular (termly) feedback from choristers (physical form to be filled out confidentially); encourage written feedback from children;	Head of Music; Head of Comms	Sep-21		
What opportunities will the appointment of a choir matron bring to strengthen the support and supervision of choristers? How might the choristers, their parents and current volunteers be engaged in the planning for this role?	Draft Job Description to be shared with Choir Parents;	Head of Music; CEO	May-21		
How might the Cathedral develop further its relationship with choir parents to ensure that they are all working together to promote the safety and best interests of the choir children as well as achieve high musical standards?	More direct invitations to Choir parents to attend regular cathedral community events; more missional activity responding to the needs of choir families;	Head of Music; Canon Missioner; Canon Precentor	Ongoing		
How might the Cathedral assure itself that the experiences and views of the choristers are regularly sought, understood and responded to?	Appointment of Choir Matron; Choristers Questionnaire;	Head of Music; Head of Comms; CEO	July 2021 for appointment and Ongoing for questionnaire		

Not Yet Actioned  
In Progress  
Completed



How might the cathedral promote the alignment of the tower with its wider safeguarding culture?	Make Concern Form available to Bellringers; Involve Bellringers in the Volunteer Programme led by the Welcome Manager; Work with Head of Facilities on access and keyholding ; Dean leading on Safeguarding Messaging at AGM;	Welcome Manager; Head of Facilities; Dean; Canon Precentor	Mar-22
How confident is the Cathedral that all safeguarding concerns in respect of both adults and children are being identified, referred and responded to consistently?	DSA attends Safeguarding Committee; all those who need it have training and safeguarding updates; Concern Form as part of our corporate life and induction process; inclusion in staff and volunteer handbook	CEO; Head of Comms	May-21
How might the Cathedral assure itself that incident reporting processes, including the threshold for their application, are widely understood and used?	Induction process for staff and volunteers encouraging to report ANY issues; threshold decisions made by DSA And Deputy CSA; constant reaffirming the message of reporting process	DSA;	Ongoing
How might a safeguarding training plan help the Cathedral assure itself that all staff and volunteers are receiving the right training at the right time, delivered in the most effective way, and that this is having a positive impact?	Write a plan to support existing good practice of training. Identifying training needs through formal supervision and appraisal. Review training requirements of existing staff and volunteers; we will seek feedback from internal and DBF training to assess impact	CEO; DSA; Cathedral Safeguarding Lead	Nov-21
What steps need to be taken to ensure that Birmingham Cathedral becomes fully and consistently compliant with all aspects of the national Safer Recruitment Practice Guidance and how will this be monitored?	Continued monitoring through Parish Safeguarding Dashboard; Dashborad reportng to Chapter via CSL; DSA to report on policy update to Cathedral Safeguarding Committee	DSA; CEO; CSL;	Nov-21
How could safeguarding be further embedded in all areas of safer recruitment and associated HR processes?	Include Confidential Declaration as part of the recruitment process; References for volunteers as part of recruitment process;	CEO; Head of Comms;	Ongoing
<b>ORGANISATIONAL SUPPORTS</b>			
How might the Cathedral assure itself that its safeguarding policies, procedures and guidance are comprehensive, up to date, accessible, understood, consistently applied and effective?	Contined use of Dashboard; Review of Safeguarding Policy at 3 month probation point; ask staff and volunteers 'How does the policy/guidance inform your daily practice?'; policy reviews to Chapter annually; Catehdral safeguarding committee to scrutinise policy changes and advise chapter of operational suitability	CEO; HoDs;	Sep-21
How might the Cathedral work with the Diocese to ensure that its requirements for a safeguarding service, to include casework, are adequately assessed, provided and reflected in the SLA?	Redraft of SLA;	CEO; Diocesan Secretary	Nov-21

How might the Cathedral receive assurance about the quality of casework delivered on its behalf by the DSA?	DSA has clinical supervision; Quality assurance panel oversees the work of DSA and Diocesan Secretary feeds back any concern to Dean8 (to be written into SLA); DSA reports to management group, of which Dean is a member	DSA; Dean; Diocesan Secretary	Ongoing
How might the role of the DSA with the music department be more visible, so that she becomes more familiar to children, parents, staff and volunteers?	DSA to be introduced to boys and girls choir; child-friendly safeguarding documents to include photographs;	DSA; CEO; Head of Music; CSL	Nov-21
What improvements can be made to recording incidents, concerns and risk assessments which improves the ability to highlight and address issues of concern?	Review and redraft of Risk assessments; review process of risk assessments feeding in to risk register; embedding use of concern form; fortnightly review of incident book and concern forms	Head of Facilities; DSA; CEO;	Ongoing
<b>LEADERSHIP &amp; ACCOUNTABILITY</b>			
How might the Cathedral develop a framework for quality assurance, incorporating internal and external scrutiny, in which feedback is sought from a range of children and adults including survivors of abuse and assurance is provided to Chapter and BSMG of progress in creating a strong safeguarding culture and compliance with the expectations of <i>Promoting a Safer Church</i> ?	Internal scrutiny comes from Cathedral Safeguarding Management committee and Chapter. Chapter will take a decision on regularity of commissioning an independent audit. External scrutiny comes from the developing picture of sharing good practice and benchmarking with other Cathedral safeguarding Leads	DSA; Dean; Chapter; CSL; Safeguarding Committee	Jun-22
What benefits might there be for the cathedral in including the Diocesan Safeguarding Complaints Procedure alongside its own policies and procedures?	Update the Cathedral Safeguarding policy to specifically mention the procedure for a complaint about safeguarding process (as distinct from how to make a safeguarding referral). Update Staff and Volunteer handbook to include access to the Complaints Policy	CEO; EK	Oct-21
How might the accessibility of the Cathedral whistleblowing procedure be improved?	Include in Staff and Volunteer handbook and more specifically in induction process; ensure correct policy is accessible on website	CEO; EK	Oct-21
How might the CSC be developed in order that it supports the operational leadership of safeguarding and assists Chapter with its strategic responsibility for <i>Promoting a Safer Church</i> ?	Dean, CSL & CEO work on revised terms of reference for a working group that will monitor and evaluate the action plan and do the work of internal scrutiny. Revised membership of CSC and seek external component.	Dean; CSL; CEO	Jun-22
How might the scrutiny and challenge function of the BSMG be developed in relation to the Cathedral?	Dean will report annually to the BSMG. DSA can use the BSMG as a forum to raise any concern/issue with Safeguarding practice at the cathedral.	Dean; DSA	Ongoing

Is there more that the Dean and Canons can do to share positive public messages around the vital importance of safeguarding and its integral place in Cathedral life and the mission of the Church of England?	Promote Safeguarding Sunday; inclusion of safeguarding elements (domestic abuse) in Public Theology work; look for elements of Safeguarding in the JSP outcomes	Clergy	Ongoing
How might the strategic leadership role of Chapter be strengthened and differentiated from the more operational aspects of safeguarding?	Role for Chapter in overseeing the quality assurance framework; Chapter to develop a Training Plan and Safeguarding Policy; include Safeguarding Action Plan as an agenda item for Chapter	Dean; CSL	Dec-21
In what ways might the role of the Chapter safeguarding lead be developed to provide an effective link between the strategic and operational aspects of safeguarding?	CSL role description to be developed and defined to bridge the function of CSC and Chapter	Dean; CSL	Dec-21
How might the structures and systems within the cathedral be developed to ensure that the relative responsibilities for strategic and operational safeguarding leadership are clear and that there is proper accountability for activities and progress in delivering the <i>Promoting A Safer Church</i> policy?	Relationship between Chapter and new CSC will offer mutual scrutiny; enhance the Job Description for CEO to include Safeguarding reference	Dean; CEO; CSL	Jun-22
What further steps could be taken to embed safeguarding across the cathedral as 'everybody's business' and test out how effectively this is being achieved?	Review the role of the advocates; messaging in weekly notice sheets and quarterly newsletter (to include safeguarding item); redo the Safeguarding survey with an ambition to increase from 65% and increase number of respondents as noted in (5.5.9)	CSC; Head of Comms;	Jun-22