Action Plan: SCIE Audit Response

Key deliverables	Target Completion date	Completion date
Service Level Agreement (SLA) with the Diocese, to include: • DSA time – advisory and support to Cathedral Team • DSA time – attending meetings and travel costs including the annual dedicated full Chapter meeting on safeguarding • Safeguarding Training • Agreement transparency between us and Diocese	• 31 Dec 21	
Information Sharing Agreement (ISA) to include: • This is a linked, but separate document to the SLA • This approach of separate but linked agreements will ensure that the ISA can be updated and reviewed as a standalone document and will not impact on the SLA and vice versa	• 31 Dec 2021	
Records Management • Recruitment of Records Management Consultant • Restructure Microsoft SharePoint • Creation of Records Management Strategy • Implementation of new records management strategy including file structures and ensuring GDPR compliance and associated best practice	• 31 Jan 2022 • 31 Mar 2022 • 31 Mar 2022 • 31 Dec 2022	

Lone working
• 83% (50 hours per week) increase in verger hours
    o Recruitment for a new 30 hour verger post underway
• Reviewing feasibility of incorporating CCTV into the upgrade to Live streaming capability scheduled for 2022
• Review Lone Working Policy and publish
    o Share with staff and volunteers
• Upgrade telephone system: App Telephone System – panic button
	• ASAP
	• By 31 Jan 2022
	• 31 Jan 2021
	• 31 Mar 2022	

Vergers as "eyes and ears" on the Cathedral Floor • Increasing verger hours by 83% (50 hours per week) o Recruitment for a new 30 hour verger post underway • Training as below	• ASAP	

Action	Timescale
Training and development	
• People HR to hold all records and an update to each Safeguarding meeting	• 31 Jan 2022
• Hiring staff to free up Office Manager time to work on HR issues	
• Volunteer Manager (once recruited) will be specifically responsible for recruitment and training of volunteers	
• Broader training for Dean and Canons, vergers, staff, guides and welcomers, LPAs, as appropriate, on:	• 31 Mar 2022 and then ongoing
o Terrorism, Domestic Abuse, Mental Health, etc	
Lay Pastoral Assistants	
• Revise role description to take account of changed ways of working and clarify scope	• 31 Jan 2022
• Set out clear lines of reporting and communication within the Cathedral and ensure that all LPAs are aware	• 31 Jan 2022
• Carry out regular in-person training, in addition to the online modules	• 31 Jan 2022
• Ensure that safeguarding policy and procedures, and their implementation, are a standing item at regular LPAs' meetings	• Ongoing
Policy Review	
• Social media and children – amend to ensure best practice	• 31 Jan 2022
• Ensuring good practice is recorded in written documents (i.e. Servers)	• 31 Jan 2022
• Review Scholar and Chorister handbooks with input from The Portsmouth Grammar School to ensure a joined-up approach	• 31 Jan 2022
Safeguarding meeting	
• Vergers to attend safeguarding meetings where active safeguarding cases are discussed.	• 30 Sep 2022
Continuous Improvement	
• Annual Staff, volunteer, and congregational surveys to include safeguarding section	• Q1 each year
• Safeguarding training plan integral to personnel plans	• On-going
• Develop a Quality Assurance Framework, including the use of a staff questionnaire, to monitor and receive feedback about them bedding of good safeguarding practice in the cathedral. The questions based on a set of benchmarked targets.	• 31 Jan 2022
Strengthen Strategic Role of Chapter	
• A topic at each quarter to explore Safeguarding and/or having an annual full Chapter on Safeguarding	• Starting Q1 2022
Embedding Safeguarding - everyone's business	
• Sermons	• Bi-annually
• Safeguarding Season (e.g.; Safeguarding Sunday – All Survivors' Day in the autumn)	• Annually
• Regular in-person 'tea and training' events for volunteers	• Rolling programme
Education and Schools Policy	
• To be reviewed once new Education Officer is appointed	• Tbc