

SCIE Audit : Action Plan

Following the SCIE audit undertaken in September 2021 and the report published in November 2021 the Southwell Cathedral Chapter has drawn up an action plan to be completed 2022 – 2024.

The boxes shaded indicate the year by when the action will be completed. For work in progress the box is amber. Once complete the box is shaded green.

	2022	2023	2024
Policy			
Lone worker policy			
Bell Tower including visiting ringers			
Chapter to review role and membership of Cathedral Safeguarding Management Group			
Finalise Service Level agreement with Diocesan Board of Finance			
Complaints Policy to be agreed by Chapter			
Whistleblowing Policy to be agreed by Chapter			
Ensure for all policies (why) there are procedures (what) and practices (how)			
Procedure			
Lost child procedure			
Review of pastoral care procedures			

Procedure (contd)			
Review training requirements according to new House of Bishops' Safeguarding Learning and Development Framework			
Explore opportunities for joint training of Music Department with Minster School			
Determine and implement safer recruitment procedures for all volunteers			
Review DBS requirements for all roles			
Practice			
Sharing good practice across all departments			
Greater consistency in the recording of responses to concerns relating to children.			
Seeking regular feedback from choristers re wellbeing			
Develop detailed practice guidance to cover all aspects within the choir			
Put in place termly meetings between Tower Captain and Canon Precentor			
Put in place cathedral-wide central record keeping of safeguarding incidents, DBS and training			
CSMG to audit training undertaken			
CSMG to audit record keeping			
Culture			
Facilitated workshops to enable culture change			