


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 and action plan to be completed 2022 – 2024.

The boxes shaded  indicate the year by when the action will be completed. 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 Reviewed at every meeting but membership still not complete			
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		Ongoing	
Determine and implement safer recruitment procedures for all volunteers		Ongoing	
Review DBS requirements for all roles		Ongoing	
Practice			
Sharing good practice across all departments			Ongoing
Consistently respond to children's concerns within the choir		Ongoing	
Seeking regular feedback from choristers re wellbeing			In progress and ongoing
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 This is done by the DSA as part of the service level agreement			
CSMG to audit record keeping This is done by the DSA as part of the service level agreement			

Culture			Ongoing
Facilitated workshops to enable culture change			