

## Level 3

## Introduction

The Church of England's safeguarding policy statement, *Promoting a Safer Church*, says:

*“All Church bodies should ensure that they have a ‘Promoting a Safer Church’ action plan in place that sets out, in line with national and local priorities, how the policy is being put into action and is reviewed regularly.”*

To help parishes prioritise their safeguarding work, a *Safeguarding Dashboard* can produce three levels of Action Plan:

- Level 1 - Safer foundations
- Level 2 - Safer foundations and activities
- Level 3 - Safer foundations, activities and practices

The PCC is asked to discuss and approve this Level 3 Action Plan.

A parish must have no overdue actions if they are to comply with all the mandatory safeguarding requirements of the Church of England.

## Overall Progress

**97% progress** has been made towards the mandatory requirements of the Church of England.

# Policies and Action Plan

	Status	Notes
<b>Safeguarding Policy Approval</b> The PCC must approve a parish safeguarding policy which complies with Church of England requirements.	The PCC has adopted 'Promoting a Safer Church' as its own safeguarding policy.	ONE OFF / No date / PCC
<b>Safeguarding Policy Promotion</b> 'Promoting a Safer Church' must be publicised and promoted, and all Church Officers must have access to it.	Questions need to be reviewed before 05/07/2026.	REVIEW EVERY 2 YEARS / 4.7.24 / PCC link
<b>Safeguarding Action Plan</b> The PCC must approve a Safeguarding Action Plan and review it at least once a year.	The PCC last reviewed their Safeguarding Action Plan on 19/03/2026.	REVIEW EVERY YEAR / 19.3.26 / PCC
<b>Recruitment of Ex-Offenders</b> The PCC must have a policy regarding the recruitment of ex-offenders.	The PCC last reviewed their policy regarding the recruitment of ex-offenders on 19/03/2026.	REVIEW EVERY 3 YEARS / 19.3.26 / PSO email to PCC (SG docs)
<b>Local Ecumenical Partnership</b> Local Ecumenical Partnerships (LEPs) must agree which denomination or organisation's safeguarding policy to follow.	The parish is not part of an LEP.	ONE OFF ON JOINING

# Safeguarding Procedures

	Status	Notes
<b>Responding to Concerns or Allegations</b> The PCC must approve a procedure to deal promptly with any safeguarding concern or allegation (including any suspicion of abuse).	The PCC needs to review their procedure before 12/05/2026.	REVIEW EVERY YEAR / 11.5.25 / PSO email PCC procedure (in SG documents)
<b>Lone Working</b> The PCC must follow the Church of England's safeguarding guidance regarding lone working with children or vulnerable adults.	The PCC is following guidance regarding lone working with children or vulnerable adults.	REVIEW EVERY 2 YEARS / 19.3.26 / PCC link / NC link - p24 good practice when visiting people at home.
<b>Appropriate Boundaries</b> The PCC must follow the Church of England's safeguarding guidance regarding appropriate boundaries with children or vulnerable adults.	The PCC is following guidance regarding appropriate boundaries with children or vulnerable adults.	REVIEW EVERY 2 YEARS / PCC link - Code of Safer Working Practice (OtB docs)

	Status	Notes
<p><b>Use of Social Media</b></p> <p>The PCC must ensure that the church is following national guidance regarding the use of social media.</p>	The church is following national guidance regarding the use of social media.	REVIEW EVERY 2 YEARS / 19.3.26 / KC , PCC guidance link
<p><b>Known Offenders</b></p> <p>Known offenders, and others who may pose a risk to children or vulnerable adults, must be effectively managed and monitored in consultation with the Diocesan Safeguarding Adviser.</p>	Anyone who poses a risk to children or vulnerable adults is being effectively managed and monitored.	EVERY 2 YEARS / 19.3.26 / The incumbent and PSO are aware of the requirement and will comply if applicable
<p><b>Data Protection and Retention</b></p> <p>The PCC must comply with data protection legislation and Church of England data retention guidance.</p>	The PCC complies with GDPR legislation and data retention guidance.	REVIEW EVERY 2 YEARS / 11.5.25 / PCC link or guidance from JL
<p><b>Clergy Vacancy - Storage of Records</b></p> <p>Consideration must be given to the secure storage of safeguarding records during a clergy vacancy.</p>	Arrangements have been made for the secure storage of safeguarding records.	REVIEW EVERY 2 YEARS / 19.3.26 / MG & PCC guidance note
<p><b>Support for Victims and Survivors</b></p> <p>Following the disclosure of church-based abuse, the PCC must take reasonable steps to offer appropriate support to the victim or survivor.</p>	Completed	REVIEW EVERY 2 YEARS / 19.3.26 /PCC will be considered to have complied if the incumbent or PSO makes a written request to the DSO to co-ordinate this support.

## Safeguarding Roles

	Status	Notes
<p><b>Parish Safeguarding Officer</b></p> <p>The PCC must safely recruit a suitable person (not the incumbent or his/her partner) to the role of Parish Safeguarding Officer. The appointment is to be made in accordance with national 'safer recruitment' guidance.</p>	A Parish Safeguarding Officer was appointed on 12/04/2013.	
<p><b>Churchwardens</b></p> <p>The churchwardens must be made aware of their safeguarding responsibilities.</p>	The churchwardens are aware of their safeguarding responsibilities.	REVIEW EVERY YEAR / 19.3.26 / KC AND JL link
<p><b>DBS Administrator</b></p> <p>The PCC must appoint at least one DBS Administrator who is responsible for the administration of DBS applications. This role may be carried out by the Parish Safeguarding Officer.</p>	The PCC has appointed at least one DBS Administrator.	REVIEW EVERY 2 YEARS / 11.5.25 / PCC

# Training for Key Roles

	Status	Notes
<b>Parish Safeguarding Officer</b> The PCC must ensure that the Parish Safeguarding Officer undertakes the required safeguarding training.	The Parish Safeguarding Officer has completed the required safeguarding training.	REVIEW EVERY YEAR / 19.2.26 / PSO reassures PCC
<b>DBS Administrator</b> The PCC must ensure that DBS Administrators undertake the required safeguarding training.	DBS Administrators have completed the required safeguarding training.	REVIEW EVERY YEAR / 19.2.26 / PSO reassures PCC
<b>PCC Members</b> The PCC must ensure that all their members undertake the required safeguarding training.	PCC members have completed the required safeguarding training.	REVIEW EVERY YEAR / 5.2.26 / PSO

# Displayed Information

	Status	Notes
<b>Safeguarding Policy Notice</b> Each church building must display a notice about its safeguarding policy.	A notice about our safeguarding policy is being displayed in each church building.	REVIEW EVERY THREE YEARS / 22.1.26 / PSO to produce hard copy for signatures
<b>Safeguarding Who's Who</b> Each church building must display contact details for people who have safeguarding roles.	Contact details are being displayed in each church building.	REVIEW EVERY 3 YEARS / 22.1.26 / PSO poster
<b>Safeguarding Poster</b> Each church building must display a 'Promoting a Safer Church' poster.	A poster is being displayed in each church building.	22.1.26 / REVIEW EVERY 3 YEARS / PSO poster
<b>Parish Website</b> Safeguarding arrangements must be clearly visible on the front page of a parish website (if you have one).	Safeguarding arrangements are clearly visible on the front page of our parish website.	REVIEW EVERY 3 YEARS / 22.1.26 / MG , PSO
<b>Information for Victims and Survivors</b> The PCC must provide clear and accessible information for victims and survivors of abuse.	Action is required.	REVIEW EVERY 2 YEARS / 22.1.26 / more work needs to be done at national/diocese level to support churches with this requirement. Therefore just raising awareness at this stage.

# Reviews and Reports

	<b>Status</b>	<b>Notes</b>
<p><b>PCC Agendas</b> Safeguarding must be a standing agenda item at every PCC meeting.</p>	Safeguarding is a standing agenda item at every PCC meeting.	REVIEW EVERY 2 YEARS / 22.1.26 / PSO (PCC)
<p><b>Reports to the PCC</b> The Parish Safeguarding Officer must give regular reports to the PCC regarding safeguarding in the parish.</p>	The PCC last received a safeguarding report on 22/01/2026.	EVERY 6 MONTHS / 22.1.26 / PSO
<p><b>Reports to the APCM</b> At the Annual Parochial Church Meeting, the PCC must report on safeguarding in the parish.</p>	The APCM received a safeguarding report on 11/05/2025.	EVERY YEAR / 11.5.25 / PSO
<p><b>Review List of Church Activities</b> The PCC must confirm that the list of Church Activities on this dashboard is complete.</p>	The PCC reviewed the list of Church Activities on 23/10/2025.	REVIEW EVERY YEAR / 23.10.25 / PSO, PCC
<p><b>Review List of Non-Church Activities</b> The PCC must confirm that the list of Non-Church Activities on this dashboard is complete.</p>	The PCC reviewed the list of Non-Church Activities on 22/01/2026.	REVIEW EVERY YEAR / 22.1.26 / PSO, PCC
<p><b>Promoting a Healthy and Safe Culture</b> The PCC must consider how they can better promote a healthy and safe church culture.</p>	The PCC has considered how they can better promote a healthy and safe church culture.	REVIEW EVERY 3 YEARS / 19.3.26 / PSO, PCC - initial discussion using Worksheet 1A

# Church Activities

By approving this Action Plan, the PCC confirms that the following list includes **every** church activity that involves teaching, training, instructing, caring for, supervising or transporting children (under 18) or vulnerable adults. Any other church activity that is organised primarily for children or vulnerable adults is also listed.

- **Open the Book**

Acting out Bible Stories in Reedham School, under the Open the Book scheme. The activity takes place roughly every fortnight during term time.

The status of all actions associated with Church Activities are shown below.

## Open the Book

	Status	Notes
<p><b>PCC Authorisation</b> The PCC must authorise any church activity involving children, young people or vulnerable adults.</p>	The PCC has authorised this church activity.	ONE OFF / NO DATE / PCC
<p><b>Risk Assessment</b> The PCC must ensure that an 'activity risk assessment' is completed and reviewed regularly.</p>	A risk assessment was last reviewed on 22/01/2026.	REVIEW EVERY 2 YEARS / 22.1.26 / Bible Society Risk Assessment template / DG / hard copy in OtB file
<p><b>Insurance Cover</b> The PCC must provide appropriate insurance cover for this activity.</p>	This activity is covered by our standard church insurance policy.	ONE OFF / All OtB members are covered by OtB public liability insurance.
<p><b>Safer Recruitment</b> Leaders and helpers must be appointed in accordance with the Safer Recruitment and People Management Code of Practice.</p>	Safer Recruitment was last reviewed on 22/01/2026.	REVIEW ANNUALLY / 22.1.26 / PSO, OTB link to guidance, link to Volunteer Role Description. Completed OtB role descriptions - hard copies in OtB file.
<p><b>DBS Checks</b> The PCC must ensure that all eligible leaders and helpers are DBS checked every three years.</p>	DBS checks were last reviewed on 22/01/2026.	REVIEW EVERY YEAR / 22.1.26 / PSO
<p><b>Induction and Settling-In Period</b> For roles that involve substantial contact with children (under 18) or vulnerable adults, the PCC must ensure that all new appointments include an appropriate induction process and settling in period.</p>	This activity has an appropriate induction process and settling-in period.	REVIEW EVERY YEAR / 22.1.26 / PSO, OtB links to guidance

	<b>Status</b>	<b>Notes</b>
<p><b>Safeguarding Training</b></p> <p>The PCC must ensure that all leaders and helpers undertake the required safeguarding training.</p>	<p>Training was last reviewed on 21/03/2026.</p>	<p>REVIEW EVERY YEAR / 21.3..26 / PSO, OtB</p>
<p><b>Support and Oversight</b></p> <p>The PCC must ensure that everyone who has substantial contact with children, young people or vulnerable adults has ongoing support and oversight.</p>	<p>All leaders and helpers have attended appropriate support and oversight meetings</p>	<p>REVIEW EVERY YEAR / 22.1.26 / PSO, OtB</p>
<p><b>Safer Environment</b></p> <p>The Church must strive to create and maintain environments that are safer for all.</p>	<p>This activity is striving to maintain an environment that is safer for all.</p>	<p>REVIEW EVERY 2 YEARS / 8.2.26 / PSO, OtB email Code of Safer Working Practice to all OtB team, link and in OtB docs.</p>

# Non-Church Activities

**By approving this Action Plan**, the PCC confirms that there are no non-church activities for children (under 18) or vulnerable adults that are held on church premises.

Any one-off events organised by private individuals (e.g. a child's birthday party) can be ignored.