# Safeguarding Action Plan

# Level 3

**Costa Blanca, Holy Spirit**

# 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 Chaplaincy Council is asked to discuss and approve this Level 3 Action Plan.

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

# Overall Progress

**96% progress** has been made towards the mandatory requirements of the Church of England.

# Policies and Action Plan

| | Status | Notes |
|---|---|---|
| **Safeguarding Policy Approval**<br>The Chaplaincy Council must approve a parish safeguarding policy which complies with Church of England requirements. | The Chaplaincy Council has adopted 'Promoting a Safer Church' as its own safeguarding policy. | adoption and approval delayed by Covid19 |
| **Safeguarding Policy Promotion**<br>'Promoting a Safer Church' must be publicised and promoted, and all Church Officers must have access to it. | 'Promoting a Safer Church' is publicised and promoted, and all Church Officers have access to it. | |
| **Safeguarding Action Plan**<br>The Chaplaincy Council must approve a Safeguarding Action Plan and review it at least once a year. | The Chaplaincy Council last reviewed their Safeguarding Action Plan on 03/02/2026. | |
| **Recruitment of Ex-Offenders**<br>The Chaplaincy Council must have a policy regarding the recruitment of ex-offenders. | The Chaplaincy Council last reviewed their policy regarding the recruitment of ex-offenders on 09/07/2024. | |
| **Local Ecumenical Partnership**<br>Local Ecumenical Partnerships (LEPs) must agree which denomination or organisation's safeguarding policy to follow. | The parish is not part of an LEP. | |
| **Safeguarding Policy Promotion (Europe)**<br>The Chaplaincy Safeguarding Policy Statement must be publicised and promoted, and all Church Officers must be given access to the Diocesan Safeguarding Policy and Guidance. | Completed | the policy statement is displayed in each centre of worship and on the chaplaincy website |

# Safeguarding Procedures

| | Status | Notes |
|---|---|---|
| **Responding to Concerns or Allegations**<br>The Chaplaincy Council must approve a procedure to deal promptly with any safeguarding concern or allegation (including any suspicion of abuse). | The Chaplaincy Council reviewed their procedure on 03/02/2026. | |

| | Status | Notes |
|---|---|---|
| **Lone Working**<br>The Chaplaincy Council must follow the Church of England's safeguarding guidance regarding lone working with children or vulnerable adults. | A question needs to be reviewed before 16/10/2026. | This will be reviewed at the Chaplaincy Council meeting to be held 08/12/2026 |
| **Appropriate Boundaries**<br>The Chaplaincy Council must follow the Church of England's safeguarding guidance regarding appropriate boundaries with children or vulnerable adults. | A question needs to be reviewed before 16/10/2026. | This will be reviewed at the Chaplaincy Council meeting to be held 08/12/2026 |
| **Use of Social Media**<br>The Chaplaincy Council must ensure that the chaplaincy/congregation is following national guidance regarding the use of social media. | The chaplaincy/congregation is following national guidance regarding the use of social media. | |
| **Known Offenders**<br>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. | Anyone who poses a risk to children or vulnerable adults is being effectively managed and monitored. | The Chaplaincy Council and the Senior Chaplain will follow the Diocesan Guidance and Protocol |
| **Data Protection and Retention**<br>The Chaplaincy Council must comply with data protection legislation and Church of England data retention guidance. | The Chaplaincy Council complies with GDPR legislation and data retention guidance. | |
| **Clergy Vacancy - Storage of Records**<br>Consideration must be given to the secure storage of safeguarding records during a clergy vacancy. | Arrangements have been made for the secure storage of safeguarding records. | |
| **Support for Victims and Survivors**<br>Following the disclosure of church-based abuse, the Chaplaincy Council must take reasonable steps to offer appropriate support to the victim or survivor. | Completed | |

# Safeguarding Roles

| | Status | Notes |
|---|---|---|
| **Safeguarding Officer**<br>The Chaplaincy Council must safely recruit a suitable person (not the incumbent or his/her partner) to the role of Safeguarding Officer. The appointment is to be made in accordance with national 'safer recruitment' guidance. | A Safeguarding Officer was appointed on 05/01/2015. | |

| | Status | Notes |
|---|---|---|
| **Churchwardens**<br>The churchwardens must be made aware of their safeguarding responsibilities. | The churchwardens are aware of their safeguarding responsibilities. | |

# Training for Key Roles

| | Status | Notes |
|---|---|---|
| **Chaplaincy Council Members**<br>The Chaplaincy Council must ensure that all their members undertake the required safeguarding training. | Chaplaincy Council members need to complete some safeguarding training. | |
| **Safeguarding Officer (Europe)**<br>The Safeguarding Officer must complete Basic Awareness, Foundation and Leadership safeguarding training. | The Safeguarding Officer has completed Basic Awareness, Foundation and Leadership safeguarding training. | |
| **Churchwardens (Europe)**<br>All churchwardens must complete Basic Awareness, Foundation and Leadership safeguarding training. | Churchwardens have completed Basic Awareness, Foundation and Leadership safeguarding training. | the two church wardens completed Level 2 training in October 2019 |

# Displayed Information

| | Status | Notes |
|---|---|---|
| **Safeguarding Policy Notice**<br>Each chaplaincy/congregation building must display a notice about its safeguarding policy. | A notice about our safeguarding policy is being displayed in each chaplaincy/congregation building. | |
| **Safeguarding Who's Who**<br>Each chaplaincy/congregation building must display contact details for people who have safeguarding roles. | Contact details are being displayed in each chaplaincy/congregation building. | |
| **Safeguarding Poster**<br>Each chaplaincy/congregation building must display a 'Promoting a Safer Church' poster. | A poster is being displayed in each chaplaincy/congregation building. | |
| **Chaplaincy/congregation Website**<br>Safeguarding arrangements must be clearly visible on the front page of a chaplaincy/congregation website (if you have one). | Safeguarding arrangements are clearly visible on the front page of our chaplaincy/congregation website. | |

| | Status | Notes |
|---|---|---|
| **Information for Victims and Survivors**<br>The Chaplaincy Council must provide clear and accessible information for victims and survivors of abuse. | Completed | |

# Reviews and Reports

| | Status | Notes |
|---|---|---|
| **Chaplaincy Council Agendas**<br>Safeguarding must be a standing agenda item at every Chaplaincy Council meeting. | Safeguarding is a standing agenda item at every Chaplaincy Council meeting. | |
| **Reports to the Chaplaincy Council**<br>The Safeguarding Officer must give regular reports to the Chaplaincy Council regarding safeguarding in the parish. | The Chaplaincy Council last received a safeguarding report on 14/07/2026. | |
| **Reports to the APCM**<br>At the Annual Parochial Church Meeting, the Chaplaincy Council must report on safeguarding in the parish. | The APCM received a safeguarding report on 05/05/2026. | |
| **Review List of Chaplaincy/congregation Activities**<br>The Chaplaincy Council must confirm that the list of Chaplaincy/congregation Activities on this dashboard is complete. | The Chaplaincy Council reviewed the list of Chaplaincy/congregation Activities on 16/04/2026. | |
| **Review List of Non-Chaplaincy/congregation Activities**<br>The Chaplaincy Council must confirm that the list of Non-Chaplaincy/congregation Activities on this dashboard is complete. | The Chaplaincy Council reviewed the list of Non-Chaplaincy/congregation Activities on 16/04/2026. | The Chaplaincy Council give a donation in lieu of rent for the use of premises / churches only for services and Chaplaincy Co uncil meetings. for |
| **Promoting a Healthy and Safe Culture**<br>The Chaplaincy Council must consider how they can better promote a healthy and safe church culture. | The Chaplaincy Council has considered how they can better promote a healthy and safe church culture. | |

# Chaplaincy/congregation Activities

This section of the Action Plan must include a list of every chaplaincy/congregation activity that involves teaching, training, instructing, caring for, supervising or transporting children or vulnerable adults.  Any other chaplaincy/congregation activity that is organised primarily for children or vulnerable adults must also be listed.

By approving this Action Plan, the Chaplaincy Council confirms that there are no such church activities.

# Non-Chaplaincy/congregation Activities

This section of the Action Plan must include a list of every non-chaplaincy/congregation activity for children (under 18) or vulnerable adults that is held on church premises.

By approving this Action Plan, the Chaplaincy Council confirms that there are no such activities.