

Action Plan from Past Cases Review 2

| | Recommendation | Action | Timescale | Responsible Person |
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| 1. | That the Diocese of Durham develop a written strategy for survivors as a matter of priority. This needs to be written with the full engagement of any survivors who are willing to be involved. | Develop and write a Survivor Engagement Strategy. The draft strategy has been approved by DSAP and survivors will be consulted throughout October | November 2023 | DSA |
| 2. | That following the formal completion of PCR2 the Diocese of Durham should seek to identify practical ways in which to ensure that the church remains permanently open to respond to the continuing insights from survivors of abuse | <ul style="list-style-type: none"> • Standing Agenda item on DSAP. • Identify Survivor representative to sit on DSAP. • Implementation of Survivor Engagement Strategy. | <p>Implemented.</p> <p>Diocese continues to seek appropriate person to sit on DSAP</p> <p>November 2023</p> | <p>DSA</p> <p>DSA</p> <p>DSA</p> |
| 3. | That the Diocese of Durham consider ways in which the testimonies of survivors can be used to encourage a deeper understanding. This may be of especial value in areas such as management meetings and safeguarding training | <p>Utilise material published by the Diocese of Newcastle <i>"If I told You what would you do"</i>. This includes written and spoken word.</p> <p>Consideration to be given to obtaining testimonies from survivors as appropriate following contact with Diocese. Such consideration to be included in standard Core Group agenda.</p> | <p>Implemented.</p> <p>Implemented.</p> | <p>DSA</p> <p>DSA</p> |

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| 4. | That the Diocese of Durham notes, and seeks to build upon, the examples of “Good Practice” outlined in section C5 | Good practice examples captured through professional supervision of the DSA and case file audits by an independent auditor. This is shared with the Independent Chair of DSAP for inclusion in their annual report to Bishop Leadership Team, Bishop’s Council and Diocesan Synod. | Completed annually from 2022. | DSA Professional Supervisor Independent Chair of DSAP Independent auditor of DSA Case files |
| 5. | It is of critical importance that the overall management, oversight and administration of all records in respect of Clergy or those holding associated roles is recognised as central to ensuring effective safeguarding practice within the Diocese. This includes ensuring the oversight of DBS records, safeguarding training as well as all associated issues which will add to the completeness of records to ensure effective safeguarding practice. | Appointment of a bishop’s assistant secretary whose role includes the management of blue files and ensuring all the relevant information regarding DBS and safeguarding training is recorded in a timely manner. DSA annually reviews a selection of Clergy Blue files and Reader files for Quality Assurance purposes. Bishop’s Chaplain regularly conducts and records file reviews. | Implemented. Implemented. Implemented. | Diocesan Bishop. DSA Bishop’s Chaplain |
| 6. | Where there are safeguarding records and CDM records these should all be held centrally with blue files to ensure completeness of records. The implementation of a fully integrated electronic record system would be more effective and efficient and ensure management oversight is strengthened. | Upon completion of CDM processes information is transferred to Clergy Blue file within one month. When a safeguarding case is closed a summary report will be placed on blue file within one month. Creation of a digital control record of files to aid staff searching using an indexing system. | Implemented. December 2022. | Bishop’s Chaplain DSA Bishop’s Chaplain/DSA |

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| | | Digitisation of safeguarding records is subject to national guidance. | The Diocese will continue to follow national best practice regarding digitisation. | Bishop's Chaplain. |
| 7. | Any integrated system should incorporate current good practice such as the inclusion of identifying passport photographs on front sheets of blue files which contain all up to date information regarding individuals. It is important that the structures of all blue files and those with associated church roles, are consistent, are up dated regularly and well maintained. | Bishop's Assistant Secretary has primary responsibility for this | Implemented. File review as described at recommendation 5 will provide Quality Assurance. | Bishop's Assistant Secretary Bishop's Chaplain and DSA |
| 8. | Where any type of assessment is completed in respect of an individual for CDM that it clearly states why this has been commissioned and with clear Terms of Reference. It should also include the name of the Author, their professional title and relevant qualifications. | Included within all assessment requests. | Implemented. | DSA |
| 9. | Management/supervision/oversight arrangements for those where there have been issues of concern should be clearly recorded on the blue files. This is of especial importance where there may be vacancies in the senior clergy roles and where individuals could be operating without oversight. | This has been added to the standard Core Group agenda for consideration and documentation. Cases that fall outside of the Core Group process are forwarded by the relevant Archdeacon to the Bishop for consideration for inclusion on the blue file | Implemented. Implemented. | DSA Archdeacons Bishop's Chaplain |

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| 10. | Consideration should be given to reviewing the pastoral conversation formats. This should include greater specificity in the section "Any other matter that should be brought to the attention of the Bishop" - potential sub-headings could include "vulnerability issues", "safeguarding issues" and "complaints". * | Bishop's Chaplain has revised the pastoral conversation format to meet the requirements of this recommendation. | Implemented. | |
| 11. | In addition to safeguarding issues that must be of paramount concern, consideration should be given to ensure that issues that arise that may have a serious reputational impact on the diocese or Church of England should be evidenced on files, including any mitigating actions taken. The inclusion of such material should be approved by the Bishop of Durham or other appropriate senior figure within the Diocese. | Such information will be stored alongside the Clergy Blue file or Reader file after consideration by senior staff members, Bishop's Chaplain and Diocesan Bishop. | Implemented. | Bishop's Chaplain Diocesan Bishop Diocesan Senior Staff |
| 12. | Files should contain written and clearly recorded evidence on which decisions are made, especially if such decisions do not follow professional recommendations and the reasons for doing so | Records of decisions will be written by the Bishop's Chaplain where appropriate, for approval by Diocesan Bishop. Otherwise, such records will be written by the Diocesan Bishop and passed to Bishop's Chaplain for inclusion on Clergy Blue File or Reader file | Implemented. | Bishop's Chaplain Diocesan Bishop |
| 13. | Where Pastoral care is being provided as part of safeguarding processes then the safeguarding files should clearly note who is providing the care and the dates it was provided so that it is clear what is being offered and by whom. | DSA records information in safeguarding records Bishop's Chaplain records permissible information on CDM files and on Clergy Blue files | Implemented. Implemented. | DSA Bishop's Chaplain |

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| | When pastoral care is being offered as part of CDM processes it is not currently permitted under those processes to record any information other than that pastoral care has been offered | | | |
| 15. | Where there are written Resignation Forms on file these should be reviewed to clearly state the reason for resignation. If, as is often the case, the reason falls under "Other" then the particular reason should be clearly outlined in this section. | Current proforma amended to reflect this recommendation. | Implemented. | Bishop's Chaplain |
| 16. | The DSA should have sight of all completed Independent Risk Assessments and be asked to offer advice on the findings and any future management of the individuals concerned. | Diocesan Bishop shares these documents with the DSA for consultation on receipt. | Implemented. | Diocesan Bishop |
| 17. | The DSA should be required to read all blue files of clergy newly received into the diocese and be asked to advise of any issues that may have safeguarding implications. | <p>DSA and Bishop's Chaplain are notified by Bishop's Office staff when a new file is received. Arrangements will then be made for the file to be read by the Bishop or Bishop's Chaplain and the DSA.</p> <p>DSA records date upon which Blue files have been read.</p> | <p>Implemented.</p> <p>Implemented.</p> | <p>Bishop's Office Staff</p> <p>Diocesan Bishop</p> <p>Bishop Chaplain</p> <p>DSA</p> |
| 18. | The blue file should clearly provide evidence that any Independent Risk Assessment has been fully considered by a named decision maker, with a rationale for such decisions as are made. | Diocesan Bishop will prepare a file note recording clearly the rationale for any decisions made following the completion of an Independent Risk Assessment . Diocesan Bishop will record who, if anyone, was consulted during the decision-making process. | Implemented. | Diocesan Bishop |

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| 19. | That the neighbouring dioceses jointly determine through DSAP frameworks how effective communication and co-working can be assured in the future. | DSAP chair continues to grow and develop relationships with the DSAP chairs of the neighbouring Dioceses of Carlisle, Leeds, Newcastle and York. DSAP chair to attend regional meetings of the DSAP chairs | Implemented. Implemented. | Chair of DSAP Chair of DSAP |
| 20. | That the diocese should consider implementing a process by which the diocese reaches out to the estranged partners of clergy following the breakdown of a marriage or established relationship to ascertain if there are issues of problematic behaviour which may constitute domestic abuse. | This recommendation will be covered by the full implementation of the Policy and Guidance for the Church of England in the care of spouses and partners of divorced and separated clergy | Implemented. | Bishop's Chaplain |