THE CHURCH OF ENGLAND

Key Roles and Responsibilities of Church Office Holders and Bodies Practice Guidance

House of Bishops

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Preface

Dear Colleagues,

This guidance substantially updates and replaces the ‘Responsibilities of Church organisations’ section in ‘Protecting all God’s Children 2010’. It is in line with ‘Promoting a Safer Church’: the Church of England policy statement for the children, young people and adults.

It recognises that the Church of England is not a single entity. Rather, it consists of many essentially autonomous office holders and other bodies, including both ancient ecclesiastical corporations and modern statutory corporations (many of which are charities). It aims to clarify key safeguarding roles and responsibilities for church office holders and bodies within this complex structure to support a consistent approach to safeguarding across the whole Church.

The House of Bishops commends this practice guidance for use by all Church Bodies, including parishes, dioceses, cathedrals, religious communities, theological colleges and the national church institutions.

I hope that this practice guidance will help church communities further develop clear lines of accountability and leadership responsibilities for the safeguarding arrangements required for all organisations.

Yours in Christ's fellowship,

Rt. Revd. Peter Hancock

Bishop of Bath and Wells

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Introduction

The Church of England is not a single entity. Rather, it consists of many essentially autonomous office holders[1] and other bodies[2], including both ancient ecclesiastical corporations and modern statutory corporations (many of which are charities). This complex structure and consequent dispersal of authority over a number of bodies and institutions, has a significant impact on the way in which responsibility for safeguarding matters is exercised. The following outlines the safeguarding responsibilities of key office holders and bodies in line with 'Promoting a Safer Church': the Church of England policy statement for the children, young people and adults.

It is not meant to be an exhaustive list but to clarify key safeguarding roles and responsibilities for church office holders and bodies that the House of Bishops has agreed to support a consistent approach to safeguarding across the whole Church. It is supported by eight appendices which provide good practice reference material and templates.

The guidance is underpinned by the Children Act 2004 (section 11); Working Together 2015; the Care Act 2014, the Church of England's safeguarding policy statement, '*Promoting a Safer Church'* and ecclesiastical law. This includes the Safeguarding and Clergy Discipline Measure 2016, Safeguarding (Clergy Risk Assessment) Regulations 2016, the Diocesan Safeguarding Advisors Regulations 2016 and the Diocesan Safeguarding Advisors (Amendment) Regulations 2017.

It updates and replaces the 'Responsibilities of Church organisations' section in 'Protecting all God's Children 2010'.

Under section 5 of the Safeguarding and Clergy Discipline Measure 2016[3], all authorised clergy, bishops, archdeacons, licensed readers and lay workers, churchwardens and PCCs must have 'due regard' to safeguarding guidance issued by the House of Bishops (this will include both policy and practice guidance). A duty to have 'due regard' to guidance means that the person under the duty is not free to disregard it but is required to follow it unless there are cogent reasons for not doing so ('Cogent' for this purpose means clear, logical and convincing). Failure by clergy to comply with the duty imposed by the 2016 Measure may result in disciplinary action. **This duty applies to the main guidance document. It does not apply to the appendices which are good practice reference material and templates.**

The Ecclesiastical Insurance Group has made it clear that their insurance cover is only valid where House of Bishops' safeguarding policy and practice guidance is being followed.

[1] A "Church Officer" is anyone appointed/elected by or on behalf of the Church to a post or role, whether they are ordained or lay, paid or unpaid.

[2] Church Bodies include PCCs, diocesan bodies, cathedrals, religious communities, theological training institutions and the National Church Institutions. This policy will apply to the whole of the provinces of Canterbury and York (including the Diocese in Europe subject to local variations/modifications). There is also an expectation that the policy will apply to the Channel Islands and Sodor and Man unless there is specific local legislation in a jurisdiction that would prevent adoption.

[3] The Safeguarding and Clergy Discipline Measure 2016 applies to the whole of the provinces of Canterbury and York (including the Diocese in Europe subject to local variations/modifications), with the exception of the Channel Islands and Sodor and Man. In order to extend the 2016 Measure to the Channel Islands or Sodor and Man legislation will need to be passed by the relevant island jurisdictions in accordance with section 12 of that Measure.

This guidance is part of a suite of Safeguarding Practice Guidance and Reference documents which can be downloaded from: https://www.churchofengland.org/clergy-office-holders/safeguarding-children-vulnerable-adults.aspx

1. National Roles and Responsibilities

1.1. Archbishops'

The Archbishops' role is to:

- Provide leadership and direction in promoting a Safer Church;
- Appoint a bishop with lead responsibility for safeguarding children and adults;
- Appoint the members of the National Safeguarding Steering Group;
- Ensure that diocesan bishops engage in safeguarding induction and training;
- Direct the archbishop of another province or a bishop to undergo a risk assessment.[4]

1.2. The House of Bishops

The House of Bishops role is to:

- Provide leadership and direction in promoting a Safer Church;
- Develop, approve and implement safeguarding policy and practice guidance to ensure consistency in best practice across the Church;
- Make regulations in relation to safeguarding;
- Ratify the appointment of a lead safeguarding bishop;
- Ensure that a National Safeguarding Adviser, Deputy Safeguarding Adviser and National Safeguarding Team are appointed with a clear line of accountability and a right to submit reports to the House of Bishops on safeguarding matters;
- Support the appointment of a National Safeguarding Steering Group to advise the House of Bishops on safeguarding matters, as required;
- Ensure minimum standards of safeguarding training for clergy;
- Review the implementation of the 'Promoting a Safer Church' business plan[5] annually.

1.3. National Lead Safeguarding Bishop

The Lead Safeguarding Bishop's role is to:

- Provide leadership and direction in promoting a Safer Church;
- Communicate key safeguarding messages both inside and outside the Church;
- Support the House of Bishops and General Synod in their responsibilities for developing strategy, policy and practice guidance in the area of safeguarding;
- Engage in key policy and practice developments with the national and deputy safeguarding adviser and the national safeguarding team;
- Chair (with deputies) key safeguarding advisory/working groups (as required);
- Work closely with the Methodist Church and other ecumenical partners;
- Be informed of, and when required, involved in the resolution of safeguarding matters which might arise through diocesan safeguarding audits or investigations of complaints
- Appoint one or more Deputy Lead Bishop(s), as required.

1.4. The Archbishops' Council

The Archbishops' Council's role is to:

[4] Canon C30 (Of Safeguarding), paragraphs 2(1) and 2(2)

[5] This is the annual plan that sets out the key national safeguarding and priorities and actions for year. It is produced by the National Safeguarding Team and approved by the Archbishops' Council, the NSSG and the House of Bishops.

- Ensure that adequate resourcing and arrangements are available to support the work of the National Safeguarding Team;
- Hold to account the Secretary General, other senior staff and the National Safeguarding Team on their development and implementation of the 'Promoting a Safer Church' business plan;
- Receive regular reports on safeguarding finances, operations and risk management and offer comment and guidance as appropriate;
- Support the work of the National Safeguarding Steering Group.

1.5. Church Commissioners

- The Church Commissioners role is to:
- Fund bishops' legal costs for litigation relating to safeguarding cases;
- Fund the legal costs relating to the Independent Inquiry into Child Sexual Abuse (IICSA);
- Emphasise that this financial support is contingent on dioceses proving that they have been operating in line with House of Bishops' safeguarding polices and practice guidance;
- Ensure that Diocesan Boards of Finance are providing sufficient funds for safeguarding operational and legal costs in order to meet the expectations set by the House of Bishops' policies and practice guidance.

1.6. General Synod

The General Synod's role is to:

- Approve new and amended church safeguarding legislation, including regulations;
- Where necessary, consider and express their opinion on any public policy issues regarding safeguarding as part of their function as set out in paragraph 6 of the GS constitution.

1.7. National Safeguarding Steering Group

The National Safeguarding Steering Group's (NSSG) role is to:

- Offer strategic oversight of national safeguarding activity, including recommendations on the strategic development to the Archbishops, the House of Bishops and the National Church Institutions;
- Offer oversight of the work of the National Safeguarding Team;
- Receive and consider the recommendations and advice of the National Safeguarding Panel;
- Oversee the work of the IICSA[6] Steering Group;
- Review information from quality assurance processes, including lessons learnt case reviews and support implementation of learning and any recommendations across the Church;
- Scrutinise and comment on draft safeguarding policy and practice guidance. The House of Bishops' members of the group can approve House of Bishops' safeguarding policy and guidance under delegated powers from the House.

[6] Independent Inquiry into Child Sexual Abuse

1.8. The National Safeguarding Team

The National Safeguarding Team's role is**:**

- Develop and implement a 'Promoting a Safer Church' business plan that outlines the actions towards promoting a safer culture throughout the Church of England;
- Provide expert advice, guidance and support to dioceses, cathedrals, National Church Institutions and other Church bodies in respect of safeguarding policy, training, casework and communications;
- Highlighting areas of concern in relation to safeguarding arrangements and practice and facilitating and supporting the necessary improvements;
- Undertake provincial and national case work;
- Promote key safeguarding messages;
- Commission national lessons learnt case reviews, as required;
- Develop and implement national survivors engagement and support work;
- Develop a consistent approach to the support and oversight of offenders and those that may pose a risk within dioceses and other Church bodies. This includes holding a list of approved risk assessors, on behalf of the Archbishops' Council, to be used by all church bodies who are undertaking independent risk assessments[7];
- Develop and support the implementation of House of Bishops' safeguarding policy and practice guidance;
- Develop and support the roll out of a national Training and Development Framework;
- Work to strengthen safeguarding networks and professional support for key safeguarding officers, such as diocesan safeguarding advisers and chairs of Diocesan Safeguarding Advisory Panels;
- Develop and implement quality assurance processes, to measure progress and compliance including ensuring that lessons learnt from case reviews inform and improve practice;
- Review progress annually.

1.9. National Safeguarding Panel

The National Safeguarding Panel's role is to;

- Offer external expertise and recommendations and advice to the Church of England's leadership, including the NSSG, on the development of safeguarding arrangements to ensure these arrangements meet accepted best practice in the UK;
- Offer external expertise and engage a range of perspectives within the statutory, voluntary and faith sectors and survivors in the development of the Church's safeguarding arrangements;
- Provide a reference to, and scrutiny of, the Church's safeguarding priorities, approach, development and effectiveness of the implementation of national policy, practice guidance and other national initiatives;
- Review progress annually.

[7] The Safeguarding (Clergy Risk Assessment) Regulations 2016

2. The Diocesan Roles and Responsibilities

2.1. The Diocesan Bishop

The diocesan bishop is ultimately responsible for ensuring good safeguarding arrangements and practice in the diocese in line with the House of Bishops' safeguarding policy and guidance.

In certain circumstances, the bishop may delegate these functions pursuant to section 13 of the Dioceses, Pastoral and Mission Measure 2007 by instrument subject to the approval of the diocesan synod (unless a matter is urgent in which case the bishop can seek the approval of the bishop's council and standing committee of the diocesan synod). Delegation may be to a suffragan bishop and/or assistant bishop. In addition the diocesan bishop may ask someone to carry out safeguarding tasks on his/her behalf e.g. an archdeacon. The ultimate responsibility, however, will always rest with the diocesan bishop.

The Diocesan Bishop's role is to:

- Provide leadership and direction in promoting a Safer Church;
- Attend national training and any local training, as required;
- With the bishop's staff, Diocesan Synod, Diocesan Board of Finance (DBF)[8] ensure the adequate resourcing of safeguarding in the diocese (please see **Appendix 1** for additional guidance);
- Seek to ensure that there is a structure to manage safeguarding in the diocese with clear lines of accountability between diocesan groups and bodies. In addition to ensure that there are clear arrangements in place with cathedrals and any other relevant Church bodies e.g. religious communities, TEIs;
- Ensure that safeguarding is a regular item on bishops' staff team agenda and that the DSA is able to attend meetings, as required;
- Ensure that the diocese adopts and implements House of Bishops' safeguarding policy and practice guidance;
- Ensure that the diocese has a Diocesan Safeguarding Advisory Panel (DSAP). The group should have clear terms of reference and be directly accountability to and regularly report to the diocesan bishop and other diocesan bodies (see **Appendix 2** for a model terms of reference);
- Appoint a suitably qualified independent chair (see **Appendix 3** for a model role description) to the Diocesan Safeguarding Advisory Panel and work with Chair and the DSA on the choice of members.
- Appoint a suitably qualified and experienced Diocesan Safeguarding Adviser/s (DSA/s) following consultation with the National Safeguarding Team[9] (see **Appendix 1** for additional guidance);
- Ensure that the DSA/s are provided with the appropriate financial, organisational and management support and that they meet with the bishop regularly. This includes ensuring that the DSA/s receives supervision that is appropriate for the role and that they have sufficient time to undertake continuing professional development[10] (please see **Appendix 1** for additional guidance on DSAs);
- Ensure that the diocese develops a diocesan safeguarding strategy that is informed by the national 'Promoting a Safer Church' Business Plan;

[8] The DBF is an independent charity set up pursuant to the Diocesan Boards of Finance Measure 1925 (as amended). It is the bishop's role to work with the DBF to secure adequate safeguarding resources.
[9] Diocesan Safeguarding Advisors Regulations 2016.
[10] Diocesan Safeguarding Advisors Regulations 2016.

- Ensure that the diocese has arrangements in place to monitor and support safeguarding arrangements in parishes. This should include monitoring as part of the Archdeacons' responsibilities and visitations;
- Ensure that a diocesan central record of clergy, licenced lay ministers and other church officers that have a role with children, young people and vulnerable adults[11] is kept that will enable a prompt response to enquiries and enable tracking of DBS compliance, renewals and safeguarding training. This record should include start and finish dates, all posts held and next post when known, DBS information and training attended. Where there have been safeguarding concerns, these should be clearly indicated and cross referenced to clergy/personnel files in accordance with data protection principles[12] and House of Bishops' guidance;
- Ensure that a complaints and whistleblowing procedure is in place which can be used for those who wish to complain about the handling of safeguarding issues;
- Ensure that arrangements are in place to share relevant information (after having received advice from the DSA and Registrar) about individuals with other dioceses, other Church bodies, other denominations and organisations or the national Church as appropriate;
- Ensure that the diocese provides arrangements to support survivors of abuse;
- Ensure that adequate safeguarding training is available and that all clergy, licensed readers, lay workers and other church officers who have relevant contact with children young people and vulnerable adults, participate accordingly;
- Discharging his/her legal duties to have regard for safeguarding in the authorisations of ministers and the exercise of discipline. This would include:
    - Where satisfied, directing a priest or deacon who has authority to officiate in the diocese, to undergo a risk assessment;[13]
    - Considering the suspension of any priest or deacon holding any preferment in the diocese, if, on the basis of information provided by the local authority or police, the relevant individual presents a significant risk of harm;
    - In cases involving a churchwarden, a PCC member, a member of a district church council or synod, a secretary or treasurer of a PCC a licensed reader or lay worker, considering suspension where the individual involved has been arrested on suspicion of committing an offence mentioned in Schedule 1 of the Children and Young Persons Act 1933 (or charged without having been arrested) or if the bishop is satisfied that an individual represents a safeguarding risk on information provided by the police or local authority.
- Ensure that the diocese reviews progress annually.

2.2. Diocesan Board of Finance (DBF)

The role of the DBF is to deal with matters concerning Church land and money in accordance with the instructions of the diocesan synod, (section 3(1) Diocesan Board of Finance Measure 1925). The DBF provides the financial, practical and human resources that support the safeguarding function. In terms of safeguarding, the DBF will:-

- Ensure that there are adequate safeguarding resourcing in the diocese in accordance with the instructions of the diocesan synod;

[11] If in doubt consider the guidance on positions of responsibility in the **Glossary.**
[12] Please note that for the Diocese of Europe the sharing of safeguarding data will need to take into account other nations' data protection legislation and legal advice must be sought from a lawyer in the relevant jurisdiction. The Channel Islands and Isle of Man also have separate legislation in relation to data protection. Although much of this mirrors the Data Protection Act 1998 in the UK. You are advised to seek relevant legal advice.
[13] Safeguarding (Clergy Risk Assessment) Regulations 2016. Canon C30 (of safeguarding) paragraph 2.

- Ensure clear lines of accountability between the diocesan bishop and key diocesan staff, including the diocesan safeguarding adviser;
- Ensure safer recruitment and training of any church officers working with children, young people and/or vulnerable adults employed by the DBF;
- Undertake a risk management oversight of safeguarding arrangements in the diocese.

The role of the DBF differs from diocese to diocese in relation to safeguarding. It is often the main employer of key diocesan staff, including the diocesan secretary, diocesan safeguarding adviser, other safeguarding staff, human resource staff, youth workers, training staff including vocations and ministerial education advisers.

Almost all lines of accountability for these key roles run to the diocesan bishop through the DBF.

2.3. Diocesan Synod

The Diocesan Synod is the body of representatives of the clergy and lay people in the diocese, which meets together with the bishops, archdeacons and other senior office holders in the diocese to discuss matters of concern to the diocese, and to make provision for those things that require some form of action or statement. In terms of safeguarding the diocesan synod will:-

- Ensure that there are adequate safeguarding resourcing in the diocese;[14]
- Adopt and implement the House of Bishops' safeguarding policy and practice guidance;
- Develop and implement the Diocesan Safeguarding Strategy[15];
- Review the diocese's safeguarding progress annually.

2.4. The Diocesan Safeguarding Advisory Panel[16]

The Diocesan Safeguarding Advisory Panel (DSAP) will oversee safeguarding arrangements in the diocese[17]. The role of the panel is to:

- Offer external expertise and challenge to the diocese on safeguarding matters;
- Advise and make recommendations to the diocesan bishop and senior leadership team on the development and effectiveness of safeguarding arrangements;
- Seek to ensure the implementation of House of Bishops' safeguarding policy and practice guidance;

[14] The Diocesan Synod is responsible for determining the DBF's budget and for reviewing the DBF's account. This means that resourcing safeguarding is a responsibility of the DBF under the governance of the Diocesan Synod.

[15] Working closely with the Diocesan Safeguarding Panel and the diocesan bishop.

[16] This is called a number of different names in dioceses e.g. the Diocesan Safeguarding Group, Diocesan Safeguarding management group. This policy is about establishing a consistent function for the panel, the name of the panel is left to local determination.

[17] Please note the DSAP is not a legally constituted 'Body', its functions are advisory in nature. The liability and ultimate responsibility for safeguarding lies with the diocesan bishop, supported by the Diocesan Synod and the DBF.

- To have particular regard to the rigour of the Church's arrangements to respond to allegations against church officers, manage risk and support victims/survivors of abuse;
- Seek to ensure that effective arrangements, including information sharing is in place with statutory partners;
- To advise on arrangements to support and monitor the implementation of good safeguarding practice in parishes;
- Consider information and themes from quality assurance processes e.g. diocesan self-assessments, lessons learnt reviews, independent audits and file audits to make recommendations to improve safeguarding arrangements.
- Receive anonymised[18] management information relating to case work, including risk assessments and safeguarding agreements that the diocese has completed to maintain oversight of safeguarding work;
- To monitor the diocesan requirements relating to safer recruitment, DBS Disclosures and safeguarding training and advise accordingly;
- To contribute to the diocesan safeguarding strategy and its annual progress review;
- To advise the bishop on any circumstances where the diocese proposes to depart materially from the House of Bishops' safeguarding guidance, (includes both policy and practice guidance). To advise the National Safeguarding Team if the DSAP continues to consider that a safeguarding matter is not being dealt with properly in the diocese or other church body;
- Review progress annually and report this to the bishop and the identified diocesan body/ies.

It is not the role of the DSAP to be part of the case management process. It is their role to consider information from quality assurance processes, as above. At the discretion of the chair of the DSAP, some DSAPs may choose to have a sub-group that monitors risk assessments and safeguarding agreements. The purpose of this subgroup is to review the quality of risk assessments (both standard and independent) and safeguarding agreements. This sub group should have clear terms of reference and a membership that reflects the necessary experience and skills to undertake this role.

This is not an exhaustive list. It is meant to highlight core functions.

Each group should have a clear terms of reference outlining its role and function (please see **Appendix 2** for a model template).

Membership

The chair should be an independent (independence signifies not employed in another role in the diocese nor discharging managerial functions in the diocese) lay person with responsibility for ensuring that the panel's advisory and scrutiny functions are carried out effectively. He/she will be appointed for a period of 3 years by the diocesan bishop in consultation with the DSA in accordance with the House of Bishops' guidance in relation to role description and person specification (see **Appendix 3**). This can be extended for a further three years following a review of effectiveness. They should have extensive, recent and professional safeguarding expertise and experience, ideally someone who has operated at a senior level in either a statutory sector or relevant voluntary agency.

The DSAP will be advised by the diocesan safeguarding adviser, who will attend meetings and offer advice.

[18] Anonymised for this purpose means that no person or place involved in the case is identifiable from the information provided. This would exclude references to individuals by initials for example, as people with even limited local knowledge may be able to identify people.

The DSAP should aim for a balanced membership, with representation from the diocese's senior staff team, other church officers, other Church Bodies and voluntary and statutory partners.[19] External members should have sufficient recent/current safeguarding expertise and experience. As a minimum, there should be representation from at least three of the following statutory agencies – Social Services, Police, NHS, Education and relevant charity.[20]

The appointment of panel members is the responsibility of the diocesan bishop, in consultation with chair and the DSA.

Final membership is for local determination following the above guidelines.

All appointments to the group should follow the House of Bishops' safer recruitment practice guidance. It is recommended that the initial appointments should be for a term of 3 years with an additional term of appointment possible for a further 3 years after the initial term, following a review of commitment and contribution.

All members should have an induction which includes purpose and function of the group, their role and responsibilities and an introduction to safeguarding in the diocese and the Church of England, as required.

2.5. Diocesan Secretary/Chief Executive officer

The diocesan secretary is the senior executive officer in the diocese, working with the bishop, and helping to co-ordinate and implement diocesan strategy and policy and manage the relationship with the diocesan Synod and Canonical structures.

In relation to safeguarding his/her duties include[21]:-

- Uphold the diocesan safeguarding policy and philosophy and support the work of the diocesan safeguarding adviser;
- Work with the diocesan safeguarding adviser when responding to a safeguarding concern or allegation against a church officer who is a diocesan employee;
- To identify and manage areas of risk including safeguarding and health and safety issues;
- Overview the implementation of the diocesan safeguarding strategy;
- To manage safeguarding personnel, as required;
- Attend Safeguarding training, as required;
- To work with the diocesan registrar to ensure legal compliance and good practice.

2.6. The Diocesan Safeguarding Adviser

The functions of the diocesan safeguarding adviser are set out in the Diocesan Safeguarding Advisors Regulations 2016. In broad terms, the functions[22] are as follows: [23]

[19] It is noted that engaging statutory partners in the DSAP is currently a challenge but all efforts should be made to continue to achieve this.
[20] Report of A Review of Kendall House, Gravesend 1967-1986 – S Proctor, S Cohen and R Galloway (June 2016) – P. 119 Recommendation 6 (Considerations for other dioceses and national church bodies).
[21] Please note that the role of the Diocesan Secretary varies from diocese to diocese. In some dioceses the bishop delegates the lead safeguarding role to the DS.
[22] Under the Diocesan Safeguarding Advisors Regulations 2016 there is a power to delegate the functions to another person, see r.4(1)
[23] Diocesan Safeguarding Advisors Regulations 2016

- Where an allegation that a child or vulnerable adult has suffered abuse is made against a bishop[24] or other church officer in the diocese[25] or against any other person, advising on whether the allegation should be referred to the police for investigation; and, if the advisor thinks it should be so referred, making the referral**".**
- Co-operating with, and supporting the work of, the police, local authorities and other bodies[26] in cases in which it is suspected that a child or vulnerable adult has suffered abuse or is at risk of suffering abuse;
- Giving advice, information and support to those who have suffered abuse;
- Giving advice to the bishop and other church officers on safeguarding matters;
- Co-ordinating the work of the diocesan safeguarding panel;
- Providing, or co-ordinating the provision of, training on safeguarding matters;
- Implementing, or co-ordinating the implementation of, the guidance issued by the House of Bishops. To ensure that training is delivered by suitably experienced qualified trainers.
- Giving advice, information and support to PCCs and parish safeguarding officers on the implementation of that guidance and, where appropriate, challenging PCCs and parish safeguarding officers on what they have done to implement that guidance;
- Issuing guidance on safeguarding matters for church officers in the diocese and parish safeguarding officers in any parish in the diocese that is consistent with the guidance issued by the House of Bishops;
- Where the advisor thinks that safeguarding matters are not being dealt with properly and it has not proved possible to resolve within the diocese the points at issue, informing the National Safeguarding Team;
- Where a clergy risk assessment is required to be carried out, making the arrangements for it to be carried out;
- Where a non-clergy risk assessment is required to be carried out, either carrying out the assessment or making the arrangements for it to be carried out;
- Giving advice to the bishop and other church officers in the diocese on the conduct of a clergy or non-clergy risk assessment and, where such an assessment has been carried out, advising on the steps to take in light of it and monitoring any such steps as are then taken;
- Promoting good practice on safeguarding matters;
- Taking such other action in connection with safeguarding matters as the DSA considers necessary or appropriate[27].

An additional key responsibility is to offer safeguarding advice and guidance to other church bodies. Although these are separate bodies from the diocese there should be agreed safeguarding arrangements in place supported by information sharing protocols. In particular to:

- Cathedrals - Some dioceses have a formal agreement with cathedrals to provide joint safeguarding arrangements. If there are separate arrangements, the DSA should liaise regularly with the named safeguarding leads in cathedrals and offer advice on safeguarding matters, as required. Some cathedrals have employed a professional safeguarding adviser. In these situations they must work closely with the DSA. All

[24] Please note that a safeguarding concern or allegation against a Bishop or Dean should be dealt with by the National Safeguarding Team

[25] Please note that it is the DSA's role to receive and report to the statutory agencies any safeguarding concern or allegation that relates to a Church officer who has a role with children, young people or vulnerable adults, in line with the DSA Regulations (amendment) 2017.

[26] Please note that this means other organisations and bodies outside of the Church, for example Schools, NHS Trusts etc.

[27] Diocesan Safeguarding Advisors Regulations 2016, r. 4 (1) (a) – (o) inclusive

concerns or allegations against church officers must be reported to the DSA. Please see Section 2.5 below on cathedrals roles and responsibilities.

- Religious Communities - Some dioceses have a formal agreement with religious communities in the diocese to provide joint safeguarding arrangements. If there are separate arrangements the DSA should liaise regularly with the named safeguarding leads in communities and offer advice on safeguarding matters. All safeguarding allegations or concerns in relation to a church officer should be reported to the DSA in line with House of Bishops' guidance. Please see Section 2.7 below on religious communities' roles and responsibilities.
- Theological Training Institutions (TEIs) - The DSA should liaise regularly with the named safeguarding leads in TEIs. Offer advice on safeguarding matters. All safeguarding allegations or concerns in relation to a church officer who is licenced by the bishop, who is an ordinand or has a role in a diocese should be reported to the DSA in line with House of Bishops' guidance. Please see Section 2.8 below on TEIs' roles and responsibilities.

Please see **Appendix 1** for additional advice on the level of resourcing and **Appendix 4** for a model DSA job description and person specification.

Appointment

Under the regulations[28] the bishop must be satisfied, when appointing a DSA, that the person has the appropriate *"qualifications and experience"* and must have due regard to House of Bishops' guidance on safeguarding matters.

They also require the bishop to consult the national safeguarding team:

(a) at each stage of the process of recruitment for the appointment, and

(b) before making the appointment.

This means engagement of the NST in the recruitment of new DSAs to support the process and enable the diocese and the national team to explore whether a particular individual is suited for the DSA role, even where they do not meet the advised 'appropriate qualifications and skills', as recommended in **Appendix 1.**

Professional support and development

In addition under the Regulations[29] it states that:
(1) The bishop of a diocese must make arrangements for ensuring that any person appointed as diocesan safeguarding advisor receives professional supervision at an appropriate level from a person with experience of work that is concerned with the safeguarding of children or vulnerable adults.
(2) The bishop of a diocese must make arrangements for ensuring that a person appointed as diocesan safeguarding advisor has sufficient time to undertake continuing professional development in safeguarding matters.

Please see **Appendix 1** for further guidance on professional supervision and requirements

[28] Diocesan Safeguarding Advisors Regulations 2016
[29] Diocesan Safeguarding Advisors Regulations 2016.

Independent

The DSA must be able to offer independent professional advice to the diocese. This is in line with the recommendations arising from the reports into Chichester Diocese. Independence, in this context, signifies that they are not ordained clergy; have not undertaken any other paid role in the diocese[30] and do not discharge or ever have discharged any managerial functions in the diocese outside of a safeguarding role and do not have any other conflicts of interest that would impact on undertaking a safeguarding role.

Additional Safeguarding Resources

To meet the current requirements of the House of Bishops' Safeguarding Policy, Practice and Regulations, a diocese **must** have in place:

- Dedicated administrative support for the DSA;
- Dedicated support to oversee DBS checks and renewals. The shape of the DBS role will be dependent on what system the dioceses uses to process DBS checks;
- Confidential office space, access to the diocesan email system and secure storage[31]
- Arrangements for out of hours cover and DSA absences;
- 'Authorised listeners' or an externally provided service to support victims/survivors of church abuse[32];
- A pool of 'Link People' to support church officers who are subject of concerns or allegations[33];
- Children, Young People and Vulnerable Adult advocates or an externally provided service[34];
- Independent Chair of DSAP- the arrangements vary from diocese to diocese, from paid to unpaid. At a minimum the chair should receive expenses and access to diocesan training in line with the training and development framework;
- Recording processes in line with House of Bishops' guidance.

Please see Appendix 1 for additional advice on resourcing.

2.7. Diocesan Communicator[35]

The Diocesan Communicator will:

Ensure the prompt handling of day-to-day media enquiries often of a sensitive or confidential nature, in consultation with the diocesan bishop and the DSA;

- Attend core groups, convened to address safeguarding concerns or allegations against church officers, and advise on statements to both parish and media[36], at different stages of the case, in line with the core group's recommendations. These will be informed by the protocol agreed by the Diocesan Communications network;
- Be the primary contact with press offices from statutory authorities, particularly the police and other church bodies, as required. Advise senior colleagues and relevant others in relation to a communication plan;

[30] The exception would be another Diocesan Safeguarding role.
[31] Confidential diocesan case information should not be stored in or on home systems or premises.
[32] As required in Responding Well to Sexual Abuse Practice Guidance 2011.
[33] As required in Responding to Concerns or Allegations against church officers 2017.
[34] As required in Section 11 of the Children's Act 2004.
[35] This role is called a number of different titles in different dioceses e.g. Communications Manager, Communications officer
[36] Please note that it is not the role of communications officers to contribute to core group safeguarding decision making that relates to the management of safeguarding cases.

- Liaise regularly with the DSA and keep informed and therefore mindful of any developments in a case or other safeguarding matters;
- Liaise regularly with the national communications lead and keep informed and therefore mindful of any developments in a national case that may relate to the diocese, a diocesan case that may have national implications or other national safeguarding matters.

2.8. Archdeacons

The position of archdeacon is pastoral, administrative, disciplinary and quasi-judicial. The essential nature of the role has been described as "being a good steward so that others are freed to be the worshipping, witnessing and ministering Church."[37] In particular, the archdeacon shall assist the bishop "in his pastoral care and office, and…shall see that all such as hold any ecclesiastical office within the same perform their duties with diligence, and shall bring to the bishop's attention what calls for correction…"[38]. They also, within their archdeaconry, "…hold yearly visitations" to parishes and "induct any priest"[39]. They are key to offering leadership and direction in promoting a Safer Church and supporting parishes with safeguarding concerns.

In terms of safeguarding, an archdeacon's role is to work closely with the DSA:

- In the handling of serious safeguarding situations relating to church officers in parishes, which relate to allegations against church officers;
- Supporting and advising parishes in relation to safeguarding policy and practice;
- Supporting Incumbents to attend safeguarding training and be familiar with the House of Bishops' safeguarding policy and relevant guidance for parishes;
- Attend senior staff safeguarding training (C4);
- Attend diocesan refresher safeguarding training every 3 years;
- Working with the DSA to assist in monitoring good safeguarding practice in parishes[40] and during their annual visitation ensuring that parishes (PCCs and clergy) are adhering to good safeguarding practice by paying due regard to the House of Bishops' guidance;
- When new in post, have a one-to-one induction session with the Diocesan Safeguarding Advisor regarding House of Bishops' safeguarding policies and practice guidance, and how they are implemented in the diocese; and for information about past and current safeguarding issues in churches in his/her archdeaconry.

It is important that the diocese makes arrangements to support archdeacons in their safeguarding role.

[37] Ravenscroft, the Ven. R. L. *The Role of the Archdeacon Today,* (1995) 3 Ecc LJ 387.
[38] Canon C22.4
[39] Canon C22
[40] Many dioceses are undertaking audits of safeguarding in parishes and the sharing of this information would offer a helpful benchmark to identify and support parishes to further develop safeguarding. Please note the archdeacon's role should not be the only method of monitoring parish safeguarding arrangements but rather complement other audit arrangements.

3. The Parish Roles and Responsibilities

3.1. Parochial Church Council (PCC) and the Incumbent[41]

The PCC is the main decision maker of a parish. Its members are clergy, churchwardens and others elected by the Annual Parochial Church Meeting (APCM) of the parish. Its powers and duties are defined by legislation and can principally be found in the Parochial Church Councils (Powers) Measure 1956.

It has the responsibility, along with the incumbent to promote the mission of God in its parish.

Legally, the PCC is responsible for the finances of the parish. It also has ultimate responsibility for the care and maintenance of all church buildings and their contents. Although these responsibilities are executed by the churchwardens, all PCC members must share in the oversight. It has a voice in the forms of Service used by the church and may make representations to the bishop on matters that affect the welfare of the parish.

All PCCs are charities, most do not the need to register with the Charity Commission, except those with an annual income of more than £100,000. Therefore, every member of a PCC is also a charity trustee. If a PCC is a charity it must comply with the Charity Commission guidance and legislation in relation to charities.

The incumbent's role is to provide leadership concerning safeguarding, and to encourage everyone to promote a safer church.

The PCC and the incumbent have a duty of care to ensure the protection of the vulnerable in their church community. In terms of safeguarding, with the incumbent the PCC will:

- Promote a safer church for all in the church community, and ensure there is a plan in place to raise awareness of, promote training and ensure that safeguarding is taken seriously by all those in the church community;

Adopt:

- The House of Bishops' 'Promoting a Safer Church; safeguarding policy statement;[42]'
- The House of Bishops' and diocesan safeguarding policies and practice guidance, while being responsive to local parish requirements;

Appoint:

- At least one appropriately experienced designated parish safeguarding officer (PSO)[43] to work with the incumbent and PCC. This PSO should be a lay person. It cannot be the incumbent. The PSO may also be the DBS administrator for church officers who work with children or vulnerable adults but if not, the PCC should appoint another individual[44]. The PSO should be supported, trained and given a copy of the parish safeguarding policy and procedures;

[41] The incumbent may be called the vicar, rector, parson and for the purposes of this document will also include a priest-in –charge.

[42] **House of Bishops' 'Promoting a Safer Church; safeguarding policy statement'**

[43]The requirement is to have a named PSO. If appropriate, in rural parishes or parishes held in plurality, consider joining together to share a PSO while remembering that legal responsibility will continue to rest with the individual parishes.

[44] It is noted that some dioceses will use electronic DBS systems and therefore this role may not be required.

- Additional safeguarding roles, as required. These roles are optional. They will be dependent on local need and available resources. They may also be fulfilled by the same people. Any additional roles are left to local determination (see 2.4.6.below);

Safer Recruit, Support and Train:

- Ensure that all church officers who work with children, young people and/or vulnerable adults are:
    - recruited following the House of Bishops' Safer Recruitment practice guidance;
    - aware of and work to House of Bishops' safeguarding guidance (includes both policies and practice guidance);
    - attend diocesan safeguarding training at least every three years;
- Provide appropriate insurance to cover for all activities undertaken in the name of the PCC which involve children and vulnerable adults;

Display:

- A formal statement of adoption of the House of Bishops' 'Promoting a Safer Church; safeguarding policy statement'. This should be signed on behalf of the PCC;
- Contact details of the PSO, churchwarden and any other local leaders;
- Information about where to get help with child and adult safeguarding issues e.g. local authority contact details, domestic abuse and key helplines e.g. ChildLine (see **Appendix 5** for Model 'safeguarding in parishes-who's who');
- Provide access to a safeguarding handbook;[45]

Respond:

- Create an environment, which is welcoming and respectful and enables safeguarding concerns to be raised and responded to openly, promptly and consistently;
- Have a procedure in place to deal promptly with safeguarding allegations or suspicions of abuse in accordance with the relevant policy and practice guidance and in consultation with the diocesan safeguarding adviser;
- Report all safeguarding concerns or allegations against church officers to the diocesan safeguarding adviser;
- Ensure that known offenders or others who may pose a risk to children and/or vulnerable adults are effectively managed and monitored in consultation with the diocesan safeguarding adviser;
- Comply with all data protection legislation especially in regard to storing information about any paid and unpaid workers and any safeguarding records;
- Ensure that an "activity risk assessment" is completed and reviewed regularly for each activity, which is associated with either children or vulnerable adults, and run in the name of the Church.

Review and Report Progress:

- The PSO should regularly report on safeguarding in the parish[46]. Safeguarding should be a standing agenda item at each PCC meeting. At the APCM the PCC should provide an annual report in relation to safeguarding. In the PCC's annual report will be a statement which reports on progress and a statement as to whether

[45] Please note this may be the Diocesan Handbook and/or the House of Bishops' Handbook that will be available in 2017.
[46] Whether the PSO is a member of the PCC is up to local determination. At a minimum they should report regularly to it.

or not the PCC has complied with the duty to have "due regard" to the House of Bishops' guidance in relation to safeguarding.[47]

Hire out church premises:

- Any hire agreement (**see Appendix 6**) with any person/body wishing to hire church premises[48] must contain a provision whereby the person/body hiring the premises agrees to comply with the relevant safeguarding guidance issued by the House of Bishops and the diocese.
- The hire agreement should also contain a provision whereby all those hiring church premises are required to ensure that children and vulnerable adults are protected at all times, relevant staff have had appropriate DBS checks and that all reasonable steps have been taken to prevent injury, illness, loss or damage occurring.
- Ensure all those hiring church premises carry full public liability insurance for this, or be covered through the church insurance (for example hire for a children's party).

Working in an LEP:

- If working within Local Ecumenical Partnerships (LEPs), agree which denomination or organisation's safeguarding policy to follow, including where to seek advice in urgent situations in line with the practice guidance[49]. This decision should be ratified both by the bishop and other appropriate church leaders in the partnership and shared with the DSA; in the event of a specific safeguarding concern, ensure that all the LEP partners are notified.

During a clergy vacancy

- During an interregnum the PCC must, working with the churchwardens, ensure that all information about safeguarding matters is securely stored before passing the information on to the new incumbent. The departing incumbent must give the safeguarding information to the parish safeguarding officer who can pass the information on to the new incumbent when he/she takes up his new role.

See **Appendix 7** for 'Safeguarding in the Parish Checklist'.

3.2. Churchwardens

Churchwardens are the senior lay representatives of the parish. The role of the churchwarden is extremely varied but generally involves management, maintenance and mission[50] in accordance with the Churchwardens Measure 2001 and the Canons of the Church of England (see in particular Canon E1). They are the foremost in representing the laity and in co-operating with the incumbent, and they have a duty to maintain order and decency in the church and churchyard, particularly during the times of divine service. In co-operation with the incumbent, churchwardens are generally responsible for the day-to-day functioning of the parish.

In relation to safeguarding, the churchwardens work with the incumbent, PCC and parish safeguarding officer to:

[47] See the Safeguarding and Clergy Discipline Measure 2016, section 5
[48] This means a church building and/or, church hall
[49] LEP Safeguarding Practice Guidance 2015
[50] See Canon E1 para 4 – Churchwardens are charged with active participation in the Church's mission – "…use their best endeavours by example and precept to encourage the parishioners in the practice of true religion and to promote peace and unity among them"

- Ensure that in the period of a vacancy (during an interregnum), that the incumbent's safeguarding roles and responsibilities are fulfilled, in consultation with the PCC, parish safeguarding officer and the area dean;
- Pay attention to the specific needs of children and vulnerable adults when undertaking health and safety inspections and risk assessment;
- Ensure that risk assessments are carried out before new activities are undertaken;
- Ensure that all parish activities with children and vulnerable adults are adequately supervised and insured;
- Ensure that the parish has procedures for responding to complaints[51] and grievances;
- Answer questions regarding safeguarding as they arise in the archdeacon's visitations, and respond to any specific safeguarding advice, which may be given from the archdeacon.

3.3. Parish Safeguarding Officer

Each Parish Safeguarding Officer's (PSO) role is to:

- Work closely with the incumbent to advise within the parish on all safeguarding matters relating to children, young people and vulnerable adults;
- Receive, with the incumbent, any concerns about children or adults in the parish and make sure that proper advice is sought and proper referrals are made;
- Report all matters relating to concerns and allegations of abuse against church officers, in liaison with the incumbent, to the diocesan safeguarding adviser who will liaise with the statutory agencies, as required. Concerns about the incumbent should be raised directly with the DSA;
- Ensure that any ex-offenders with offences against children or vulnerable adults known to be in the church community are notified to the diocesan safeguarding adviser and contribute to managing Safeguarding Agreements;
- Promote safer practices in all activities and make any recommendations required taking into account the particular arrangements of the parish;
- Seek to ensure that Safer Recruitment practice is followed, with the support of diocese.
- Attend diocesan safeguarding training at least every three years;
- Maintain safeguarding records;
- Complete national, diocesan and parish safeguarding self-assessments as required;
- Contribute to the annual review of parish safeguarding arrangements;
- The PSO should regularly report on safeguarding in the parish. Safeguarding should be a standing agenda item at each PCC meeting. At the APCM the PCC will provide an annual report in relation to safeguarding, (see paragraph 2.3 above).

The PSO may also be responsible for:

- Being the Children's and /or Vulnerable Adult Advocate (see below);
- Being the DBS Administrator (see below);
- Supporting other church officers who work with children or vulnerable adults;
- Providing or arranging provision of safeguarding training for parish workers (both volunteers and paid staff).

Preferably the PSO should be someone who is a lay person, has good pastoral and organisational skills and experience of working with children/young people or vulnerable

[51] Please note this does not mean safeguarding concerns or allegations but complaints about the quality of a response or activity.

adults, although not always currently involved in such work in the parish. They should not be the incumbent or his or her partner. Please see **Appendix 8** for a model role description.

The level of the resource will be dependent on the size and complexity of the parish. These roles often are voluntary but some larger parishes have paid posts. Some parishes have one PSO for children and one for vulnerable adults. If required, in rural parishes, or in group arrangements, arrangements for safeguarding maybe shared whilst remembering that legal responsibilities will continue to rest with the individual parishes.

3.4. Parish DBS Administrator

Every parish should have a nominated person who is responsible for administration of DBS applications[52]. Usually the parish safeguarding officer will incorporate the administration of DBS applications into his/her role, however, where necessary or appropriate (e.g. in large busy parishes), this position may be undertaken by a separate person.

In particular, the parish DBS administrator is responsible for:

- Establishing the true identity of the applicant, through the examination of a range of identification documents as set out by the Disclosure and Barring Service (DBS)[53];
- Checking and validating the information provided by the applicant on the application form;
- Ensuring the application form is fully completed and the information it contains is accurate.

3.5. Additional Parish roles

These roles are optional and will not be required in every parish. This is for local determination depending on need and resources. If any of the roles are required they can be carried out by the same person or a number of different people depending on the circumstances of a particular parish.

Children's Advocate/Youth advocates/Independent person

This person is someone whom children and young people know they could talk to about any problems, if they so wish.

Vulnerable Adults Advocate/ Independent person

This person is someone whom vulnerable adults know they could talk to about any problems, if they so wish.

Children's/Young people Officer

This person is responsible for ensuring the welfare of any children and/or young people in activities such as choirs, music groups, bell ringing or as an escort in transport arranged by the church.

[52] It is noted that in some diocese who have using electronic DBS systems and this role will be dependent on the requirements of the electronic system in place.
[53] https://www.gov.uk/government/publications/dbs-identity-checking-guidelines/id-checking-guidelines-for-dbs-check-applications

4. Worshipping Communities operating under the Bishops Mission Orders (BMOs)

These communities operating under the BMOs[54] are distinctive Christian communities which are fostered or developed, as part of the Church of England where a bishop is satisfied that the initiative would be likely to promote or further the mission of the Church.

These communities should adopt the House of Bishops' safeguarding guidance (i.e. includes both policy and practice guidance) and ensure arrangements are in place to report any safeguarding concerns or allegations to the DSA.

[54] Dioceses, Pastoral and Mission Measure 2007

5. The Cathedral Roles and Responsibilities

5.1. The Dean

The role of the dean is to provide leadership concerning safeguarding, and to encourage everyone to 'Promote a Safer Church'.

In every cathedral the dean will, in chapter:

- Have an oversight of the activities that are the responsibility of the chapter, particularly involving children and vulnerable adults;
- Inform and work in co-operation with the DSA in the event of allegations, suspicions or disclosures of abuse, and ensure that those who may present a risk to children; young people and vulnerable adults are effectively managed;
- Encourage a culture of safety and vigilance;
- Provide an annual report to the bishop on safeguarding policy, procedures, practice and review in the cathedral.

5.2. The Chapter

In every cathedral the chapter will:

- Accept its duty of care is to 'Promote a Safer Church' for all in the cathedral community, and ensure there is a safeguarding strategy in place[55];
- Create an environment which is welcoming, respectful and safe from abuse, and enables and encourages concerns to be raised and responded to openly, promptly and consistently;
- Adopt and implement House of Bishops' safeguarding policy and practice guidance;
- Provide a structure to manage safeguarding in the cathedral with clear lines of accountability;
- Appoint a Cathedral Safeguarding Officer (CSO) (and possibly a deputy if required) to work with the dean, the chapter and cathedral staff to implement House of Bishops' policy and guidance. This person should be a paid safeguarding professional.[56] Make arrangements to ensure appropriate support, supervision and training is provided for these officers. It is advised that this may **be best achieved by entering an agreement with the diocese to share resources and offer an integrated safeguarding service**; this may also be achieved by cathedrals in close proximity sharing a resource.
- Nominate someone to attend the Diocesan Safeguarding Advisory Panel (DSAP)[57];
- Collaborate and liaise where required with the statutory and voluntary agencies;
- Ensure secure storage of records;
- Liaise with the diocesan safeguarding adviser to ensure all safeguarding responsibilities are met within the life of the cathedral;
- Ensure that all safeguarding allegations or concerns in relation to a church officer are reported to the DSA in line with House of Bishops' guidance;
- Ensure suitable training is provided for church officers in line with the training and development and training framework;

[55] The strategy should address areas that the safeguarding self-assessment/checklist or other lessons learnt reviews have identified as requiring improvement. It should also be informed by the national 'Promoting a Safer Church' Business Plan;

[56] Please use the DSA role description as a guide for this role.

[57] Please note that the actual appointment of panel members is the responsibility of the diocesan bishop, in consultation with chair and the DSA.

- Provide appropriate insurance cover for all activities undertaken in the name of the cathedral;
- Ensure appropriate DBS processes are in place;
- Provide a complaints and whistleblowing procedure which can be used for those who wish to complain about the handling of safeguarding issues;
- Complete national safeguarding self-assessments as required;
- Ensure, in liaison with any affiliated schools[58], that the chapter fulfils its statutory responsibilities[59] and a progress review forms part of the annual safeguarding review. It is important that there is a clear agreement in place between a cathedral and the school that clearly defines where the safeguarding responsibilities of each party begins and ends;
- Review progress annually, including an annual review of the cathedral safeguarding policy, practices and procedures.

[58] Most cathedrals schools are separate organisations from the cathedral. Some will be affiliated i.e. form part of the cathedral governance structure. They will be following statutory school guidance depending on the type of School-see footnote 39.

[59] https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf - This is statutory guidance from the Department for Education issued under Section 175 of the Education Act 2002, the Education (Independent School Standards) Regulations 2014 and the Non-Maintained Special Schools (England) Regulations 2015. Schools and colleges must have regard to it when carrying out their duties to safeguard and promote the welfare of children. This means that they should comply with it unless exceptional circumstances arise.

6. Peculiars Roles and Responsibilities

A peculiar is a place which, although surrounded by a diocese, is not under the control of the bishop. Royal peculiars are a particular type of peculiar and come under the jurisdiction of the Queen rather than the bishop and archbishop in whose diocese or province they are situated. Accordingly, the peculiar sits outside diocesan and provincial structures and are not subject to visitation by the bishop or archbishop. This gives them considerable independence. The most prominent royal peculiars are Westminster Abbey, St George's Chapel, Windsor and other peculiars include the Temple, the universities of Oxford and Cambridge and various colleges.

This policy advises that in relation to safeguarding, peculiars adopt the House of Bishops' safeguarding policy and practice guidance and the roles and responsibilities that relate to other similar sized Church bodies e.g. a cathedral or a parish.

7. Religious Communities Roles and Responsibilities

Safeguarding requirements for Religious Communities are detailed in the *Safeguarding in Religious Communities Practice Guidance 2015*[60]. It applies to all those Religious Communities (Recognised and Acknowledged) registered with the 'Advisory Council on the Relations of Bishops and Religious Communities'. It applies internally, to relationships between individuals [religious, lay and ordained] and those living with the community, when appropriate, and externally, when ministering to religious communities or those outside the religious community.

The governing Body (Chapter) and Leader of the Community

The role of the Governing Body and Leader of the Community is to:

- Accept its duty of care is to 'Promote a Safer Church' for all in the community, and ensure there is a safeguarding strategy[61] in place;
- Create an environment which is welcoming, respectful and safe from abuse, and enables and encourages concerns to be raised and responded to openly, promptly and consistently;
- Adopt and publicise a Safeguarding policy[62] (see a model policy in the practice guidance);
- Adopt a Bullying and Harassment policy;
- Adopt and implement the House of Bishops' Safeguarding policy and practice guidance;
- Provide a structure to manage safeguarding in the community with clear lines of accountability;
- Appoint a designated safeguarding person (and possibly a deputy if required);
- Seek advice from and provide information to, the diocesan safeguarding adviser in the diocese in which the house resides on **all** safeguarding concerns or allegations[63]. The DSA will keep the diocesan bishop fully informed, as required. These should also be reported to the episcopal visitor;
- Ensure secure storage of records;
- Ensure responsible staff, volunteers and community members attend diocesan safeguarding training in line with the **House of Bishops' Safeguarding Training and Development Framework** and that it is refreshed every three years;
- Provide appropriate insurance cover for all activities undertaken in the name of the Community;
- Adopt a complaints and whistleblowing procedure which can be used for those who wish to complain about the handling of safeguarding issues;
- Complete national safeguarding self-assessments/checklists as required;
- Ensure compliance with any registering body guidelines as required dependant of the provision of services to children, young people and vulnerable adults offered by the Community e.g. the Care and Quality Commissions (CQC)[64], Charity Commission;
- Review progress annually;
- Provide an annual report to the bishop on safeguarding policy, procedures, practice and review in the Community.

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[60] House of Bishops Safeguarding in Religious Communities Practice Guidance(2015)

[61] The strategy should address areas that the safeguarding self-assessment/checklist and/or other lessons learnt reviews/inspections have identified as requiring improvement. It should also be informed by the national 'Promoting a Safer Church' Business Plan;

[62] This policy should be in line with the House of Bishops' **Promoting a Safer Church Safeguarding policy statement'**

[63] Unless special arrangements have been made e.g. the Society of St Francis and the Community of St Francis use the diocese of their Bishop Protector for all safeguarding matters. For Communities with multiple locations advice and provision of training should be obtained from the DSA in the diocese where the need for advice, training or an allegation or concerns against a Community member arises.

[64] Care Quality Commission

Episcopal Visitor

To undertake this role effectively episcopal visitors need to be aware of the safeguarding expectations in Communities[65].

The episcopal visitor's role is to:

- Check safeguarding policies and arrangements, including the communities safeguarding checklist/self-assessment as part of the visitation;
- Maintain a record of the safeguarding aspects of the visitation and share the outcome with the appropriate DSA and the diocesan bishop;
- Inform the appropriate DSA and the diocesan bishop if they have any safeguarding concerns in relation to the community;
- Be available to deal with any appeal subsequent to the formal Complaints' procedure.

[65] It is recommended that they undertake safeguarding training to enable them to understand the safeguarding expectations in Communities.

8. Theological Education Institutions (TEIs) Roles and Responsibilities

The governing body will:

- Accept its duty of care is to 'Promote a Safer Church' and ensure there is a safeguarding strategy in place[66];
- Create an environment which is welcoming, respectful and safe from abuse, and enables and encourages concerns to be raised and responded to openly, promptly and consistently;
- Adopt and publicise a safeguarding policy[67];
- Adopt and implement House of Bishops' safeguarding policy and practice guidance and national legislation and guidance;
- Provide a structure to manage safeguarding in the TEI with clear lines of accountability;
- Appoint a Designated Safeguarding Lead and Deputy[68];
- Seek advice from a diocesan safeguarding adviser[69] in relation to safeguarding concerns or allegations in relation to church officers.[70] These should always also be reported to the Local Authority Designated Officer;
- Seek to ensure that there are arrangements in place to ensure cooperation and information sharing between the TEI and diocese that has nominated the ordinand;
- Ensure that all ordinands receive safeguarding training as part of their preparation for ministry in line with the **House of Bishops' Safeguarding Training and Development Framework;**
- Ensure secure storage of records;
- Ensure responsible staff and volunteers attend safeguarding training in line with the **House of Bishops Safeguarding Training and Development Framework;**
- Provide appropriate insurance cover for all activities undertaken in the name of the TEI;
- Adopt a complaints and whistleblowing procedure which can be used for those who wish to complain about the handling of safeguarding issues;
- Ensure compliance with any registering body guidelines as required;[71]
- Review progress annually;
- Provide an annual report to the bishop on safeguarding policy, procedures, practice and review in the TEI.

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[66] The strategy should address areas that the safeguarding self-assessment/checklist and/or other lessons learnt reviews/inspections have identified as requiring improvement. It should also be informed by the national 'Promoting a Safer Church' Business Plan.

[67] This policy should be in line with the House of Bishops' **Promoting a Safer Church Safeguarding policy statement'**

[68] It is recommended that the designated safeguarding lead should be an appropriate senior member of staff, from the leadership team. The role should take lead responsibility for safeguarding. This should be explicit in the role-holder's job description. This person should have the appropriate status and authority within the institution to carry out the duties of the post. They should be given the time, funding, training, resources and support to provide advice and support to other staff on safeguarding matters, to take part in strategy discussions and inter-agency meetings – and/or to support other staff to do so.

[69] In order to decide which DSA is most appropriate, the principle should be applied that the DSA should be from the 'home' diocese of the ordinand or if someone has a Bishop's licence, the diocese in which the licence was issued and/or if the person has an additional role e.g. is a churchwarden, the diocese in which they undertake this role.

[70] This relates predominately to church officers who are ordinands, licenced by the bishop or who have a role in a diocese. It does not apply to TEI employees who do not fulfil this criteria.

[71] Ofsted inspections of further education and skills providers - GOV.UK

9. Church of England Schools

Church Schools are not covered by the provision of this policy.

The responsibility for safeguarding in Church of England schools on a day to day basis rests with the school governing body (or in the case of multi-academy trusts, with their board of directors). They are the bodies directly charged with carrying out DBS checks[72] and with the safeguarding of children at the school in line with statutory guidance for all schools[73]. The safeguarding responsibilities of controlled and aided church schools come under the relevant Local Authority and Local Safeguarding Children Board and increasingly directly under the Department of Education (DfE) for Academies.

At a national level the Church of England Education Office ("CEEO") negotiates with DfE on behalf of Church schools and the Church of England education sector but has no direct governance links with schools. It has no authority over Church school governing bodies and no powers to enable it to intervene in a Church school. It does not currently offer any national advice on safeguarding. Safeguarding advice is offered either directly from the Department for Education ("DfE") or at a local level by Local Authorities and Diocesan Boards of Education (DBEs).

DBEs are established pursuant to the Diocesan Boards of Education Measure 1991 as amended ("the Measure") and their functions are broadly the promotion of education in their local diocese consistent with the faith and practice of the Church of England and to advise governors of Church schools on any matter affecting Church schools in the diocese. The Measure requires each DBE to have a Diocesan Director of Education ("DDE") and historically DDEs have always worked closely with Local Authorities as partners in maintained school provision in the diocese. As maintained schools are increasingly becoming academies and are therefore no longer linked to Local Authorities, DDEs work closely with the DfE and Regional Schools Commissioners as well.

Nevertheless, the fact that they are Church schools and have clear links to the Church through governance[74], means that the DBE and the diocese, as well as the parish, cannot wholly dissociate themselves from any safeguarding issues in the school. The DBE has a potential advisory role in relation to safeguarding and the implicit obligation to use their powers of appointment of governors with due regard to safeguarding. This includes reinforcing through appointment processes that they should not act in such a way as to bring the diocese into disrepute. DBEs will usually refer schools to current advice and guidance from the Department for Education and/or the local authority but will also work closely with the diocesan safeguarding adviser to ensure that clear arrangements are in place to deal with any safeguarding concern or allegation that may relate to a church officer who also has a role in a school. As current regulations provide that foundation governors can only be removed from office by those appointing them, liaison between schools, DBEs, diocesan safeguarding advisers and local authorities is essential. Further, schools' links to parishes mean that safeguarding issues can also be taken through the parish accountability

[72] Employees, governors and volunteers appointed by a church school should be recruited through the policies and procedures of the relevant local authority or other suitable body, which should also process the DBS checks.

[73] Keeping Children Safe in Education (September 2016) https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in_education.pdf

[74] For instance, the local priest will be an ex officio member of the governing body in most Church schools. Voluntary aided schools will always have a majority of their governing body appointed by Church bodies: Usually a combination of the DBE and the local PCC. In voluntary controlled schools church appointed governors will be no more than 25% of the governing body. Governors appointed to reflect the church foundation of schools are known as foundation governors.

structures, which are part of the House of Bishops' safeguarding policy and practice guidance.

Church volunteers in schools
Volunteers who go into a church school from their parish should be recruited and checked in line with the House of Bishops' Safer Recruitment Guidance via the agreed arrangements in the diocese. It is the school's role to check with the parish that these have been completed. The volunteers need to be aware of and work with the schools safeguarding policy; and have undertaken some basic safeguarding training. All volunteers must possess a personal copy of the local Safer Working Practice Guide for their work and comply with it[75]. This would also apply to any bishops' visitors who go into schools on behalf of the DBE.

Allegations against church officers in dual roles
There should be clear procedures in place about how to deal with any safeguarding concern or allegation in relation to a church officer, including a member of the clergy, who also has a role within a school, in line with local LSCB procedures. If a concern or allegation has arisen in a school setting it is the school's responsibility to inform the statutory agencies and liaise with the diocesan safeguarding adviser. If a concern or allegation has arisen in a church setting it is the diocesan safeguarding adviser's responsibility to inform the statutory agencies and liaise with the school accordingly. Where there is any confusion about whose responsibility it is to undertake a safeguarding action arising from a concern or allegation against a church officer arising in the school, it is the school's responsibility to clarify this with the local authority and liaise with the diocese accordingly.

[75] Safer Environment and Culture Practice Guidance

Appendices

Appendix 1: Guidance on Resourcing Safeguarding in Dioceses

Although this guidance is provided with dioceses in mind, it may be of relevance and interest to other church bodies, particularly cathedrals. It is offered as additional bets practice to advice[76] complement the *'Roles and Responsibilities practice guidance, section 2.4.'*

Resourcing

It is recognised that the level of resource required to adequately undertake safeguarding work in dioceses will vary from diocese to diocese. Indeed, it will be dependent on such matters as the size of the diocese; its geography; number of parishes; other church institutions within the diocese and the level of safeguarding need that has been identified e.g. cathedrals, religious communities, TEIs. Under Canon C30 the bishop of each diocese is required to appoint a person (known as the Diocesan Safeguarding Advisor (DSA)) to advise on matters relating to safeguarding. Their appointment, function and support requirements for a DSA are principally dealt with by the Diocesan Safeguarding Advisors Regulations 2016 (see section 2.4).

It is recommended that the majority of dioceses, wherever possible, should appoint a minimum of one full time DSA operating within the primary safeguarding advisory role for the diocese as identified in the Diocesan Safeguarding Advisors Regulations 2016. Where it is considered not necessary or practical to appoint a fulltime DSA, this decision should be fully documented.

Section 2.4 outlines the current requirements in terms of safeguarding resources. Additional resources that the diocese need to consider:

- Trainers- paid and/or unpaid to support the roll of the Training and Development Framework;
- Electronic recording systems e.g. a case work management system;
- Access to an electronic DBS system;
- Training and booking data bases;
- Volunteer expenses;
- Human Resource and legal advice from a public law specialist.

In addition, this does not prevent the bishop from making additional appointments dependent on the level of resources of the diocese and the need for persons to work on safeguarding matters in more specialist roles. For instance some dioceses have appointed additional safeguarding advisers; specialist survivor support workers; safeguarding trainers; risk assessment and offender management roles and adult workers.

There are a number of models that can be used to make additional appointments and/or provide resources for specialisms, which include, for instance direct employment, commissioning an external organisation, independent consultants, secondments from specialist organisations, sharing resources across dioceses or a mix of arrangements.

[76] That is that the duty to 'have due regard' under section 5 of the Safeguarding and Clergy Discipline Measure 2016 does not apply.

The Diocesan Safeguarding Adviser

The Diocesan Safeguarding Advisors Regulations 2016 deal principally with the appointment, function and support requirements of a DSA[77].

Qualifications and Experience

The skills and experience for this role are outlined in the model job description and person specification in **Appendix 4.**

It is recommended that a suitably qualified and experienced diocesan safeguarding adviser should demonstrate the following:

- Experience of working on and managing cases involving the statutory response to the protection of children/ adults and;
- Experience of applying policies, procedures and good practice in relation to the safeguarding and protection of children/adults and;
- Experience of undertaking statutory case and /or management reviews and;
- Experience of undertaking statutory risk assessments and;
- Detailed knowledge of and experience of applying safeguarding legislation, guidance and best practice.

In terms of professional requirements it is recommended that the primary DSA[78] should be an individual registered as a social worker as part of the register maintained under the Health and Social Work Professions Order 2001[79] which relates to the social work profession in England, or in a register maintained by the Care Council for Wales, the Scottish Social Services Council or the Northern Ireland Social Care Council.

This offers a clear professional framework for undertaking safeguarding work that is recognised nationally[80].

It should be noted this is only a recommendation and not a requirement. Indeed, the purpose is not to under value many experienced and competent DSAs operating currently in dioceses. The recommendation does not apply retrospectively. This guidance acknowledges that there are other professional roles which, depending on expertise and skills, may offer a good fit to the primary role DSA e.g. a probation officer or a senior police officer, who had specialised in public protection.

This guidance recognises that, in a diocese that has additional roles, there will be differing requirements in terms of professional expertise, skills and experience.

Support, Supervision and training

The DSA is accountable to the diocesan bishop, but line management is often arranged with a member of the diocesan senior staff team. The DSA role, particularly in dioceses that have only one DSA, can be isolating and careful consideration needs to be given to support needs.

The DSA Regulations 2016 state that the bishop of a diocese must make arrangements for ensuring that a DSA receives *'professional supervision at an appropriate level from a person*

[77] Diocesan Safeguarding Advisers Regulations 2016
[78] For the purposes of this guidance, this relates to the primary DSA role as per the regulations.
[79] HCPC - Health and Care Professions Council | Regulating health, psychological and social work professionals
[80] HCPC - Health and Care Professions Council - Meeting our standards

with experience of work that is concerned with the safeguarding of children or vulnerable adults'.

To support the regulations, it is recommended that all DSAs should receive 4-8 weekly professional case work supervision from an external supervisor. It is recommended that this should also apply to other safeguarding roles who undertake case work[81]. It is advised that this supervision is undertaken by a qualified experienced child protection social work manager who has supervised social work practice. To ensure that vulnerable adult work is also addressed, it would also be advisable for the DSA to have access to specialist adult advice on a case specific basis.

The terms and conditions of the supervision should be incorporated in a written agreement (e.g. which includes the role and function of the supervisor). All case work decisions should be recorded, signed and form part of any individual case work record. The agreement with the external supervisor should also make clear the limits of confidentiality, the relationship with the line manager and how to address any poor practice /performance issues, should they arise.

The DSA regulations 2016 state that the bishop of a diocese must make arrangements to ensure that the DSA has *'sufficient time to undertake continuing professional development in safeguarding matters'.*

The DSA should also be encouraged and given adequate resources to attend regional; national DSA meetings and the National Safeguarding Conference. The DSA must ensure that his/her core safeguarding training is to a minimum of level 3, as offered by local authority safeguarding boards and is up to date. Any professional registration requirement needs to be considered and met by the diocese[82].

All safeguarding roles should have access to safeguarding training commensurate with the role in line with the House of Bishops' practice guidance[83]. All roles that relate to safeguarding should have the minimum of the basic safeguarding training.

It is advised that DSA line managers should also undertake first line management training.

The Safeguarding Administrator

A diocesan safeguarding administrator should be appointed to manage the administration, working closely with one or more advisers who provide professional advice. The safeguarding administrator would not necessarily have to have any formal qualification in relation to the safeguarding of children or vulnerable adults, although experience of safeguarding is important for this role. They will provide high quality administrative support in a confidential environment to the diocesan safeguarding adviser (team) as required, and report directly to the DSA on administration issues.

He or she must ensure that all relevant information, especially anything that may be a concern or allegation, is passed to the adviser for action. The administrator should undertake basic safeguarding children awareness training.

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[81] BASW/CoSW England research on supervision in social work, with particular reference to supervision practice in multi-disciplinary teams 2012; http://cdn.basw.co.uk/upload/basw_13955-1.pdf

[82] See guidance for employers of registered social workers HCPC - Health and Care Professions Council - Employers

[83] House of Bishops Learning and Development Framework

Appendix 2: Diocesan Safeguarding Advisory Panel (DSAP) - Model Terms of Reference

Role and Functions

1. To provide a source of independent advice and expertise on sound safeguarding policies, procedures and practices to the diocesan bishop and other senior clergy and officials.

2. To advise the bishop on whether, in the DSAP's view, the diocese has clear and transparent safeguarding policies, working practices and training arrangements which are consistent with statutory requirements and House of Bishops' policy and practice guidance.

3. To contribute to the diocese's safeguarding strategy and its annual progress review.

4. To have particular regard to the rigour of the Church's responses to safeguarding concerns about church officers including proper reference to and liaison with statutory authorities.

5. To advise on appropriate measures for overseeing and monitoring the welfare of children and vulnerable adults from known and alleged offenders and others who might be a risk to them.

6. To advise on arrangements to support and monitor the implementation of good safeguarding practice in parishes in accordance with national and diocesan policy and practice guidance.

7. To consider learning derived from case lessons learnt reviews and advise on a diocesan response including actions and any changes to local and national policy, procedure or practice which are indicated.

8. To monitor the diocesan requirements relating to safer recruitment, DBS Disclosures and safeguarding training and advise accordingly.

9. To seek to ensure that there are clear safeguarding arrangements in place between the diocese and those parts of the Church in the diocese with their own decision-making bodies e.g. the Cathedral, Religious Communities, Theological Training Institutions and advise on any necessary action.

10. To have particular regard to the Church's responses to survivors of abuse perpetrated by church officers.

11. To advise the bishop and senior officials of the adequacy of resourcing for the diocesan safeguarding adviser/team including professional supervision, safeguarding training, reviewing processes and any assignments proposed by the DSAP which it is agreed should be undertaken.

12. To advise on what the diocese has put in place to hear the views of children and adults in need of care and support in relation to the arrangements to keep them safe whilst engaged in church activities.

13. To review regularly the whistleblowing and complaints procedures and advise on any issues which appear to require attention.

14. To consider relevant matters referred by the bishop, senior officials and the Diocesan Safeguarding Manager (DSM) including advising on diocesan responses to safeguarding consultations from the Government, the National Church and other parties.

15. To advise the bishop on any circumstances where the diocese proposes to depart materially from the House of Bishops' safeguarding policies. To advise the national safeguarding team if the DSAP continues to consider that a safeguarding matter is not being dealt with properly in the diocese or other church body.

16. To adopt and adhere to a simple annual work programme for the DSAP based on its role and functions and the diocesan safeguarding strategy and review progress annually.

17. To report as requested to the Bishop's Council/Diocesan Synod and Board of finance, as required.

18. To discharge its responsibilities by processes of scrutiny, support and constructive challenge having due regard to the National Church's Practice Guidance on safeguarding.

Membership

- Diocesan bishop and /or bishops nominated safeguarding lead
- Archdeacon - at least one and not more than two archdeacons
- Diocesan secretary/chief executive or nominated deputy
- DSA
- Senior cathedral representative
- A parish representative
- At least three and no more than eight independent members with relevant current or recent child protection or adult safeguarding experience at a senior level in a statutory, voluntary or private organisation. Three of these must be from the social care, probation and the police
- Up to three additional professionals from the diocesan staff

The chair will be appointed by the diocesan bishop, in consultation with the DSA. The bishop and DSA will consult the chair on the choice of members.

The DSAP will have discretion to advise the bishop on the appointment of additional members on a permanent or ad hoc basis having due regard to the House of Bishops' advice on membership.

Initial appointments will be for three years with an additional term of three years following a review of commitment and contribution

Appointments to the DSAP will follow the Church's Safer Recruitment Practice Guidance. All new members will have an induction organised by the DSA in consultation with the chair.

Chair

The independent chair will be appointed by the bishop for a period of three years, with an additional term of three years following a review.

Frequency of meetings

The DSAP will meet quarterly and more frequently if needs be.

Duties of Chair

1. To agree the agenda and minutes of the DSAP, chair the meetings and monitor the follow-up actions.

2. To undertake the responsibilities of the chair as specified in the role description in line with the role and function of the DSAP.

3. To conduct meetings of the DSAP in ways which enable all members to contribute their knowledge and skills and to delineate clearly those matters which are agreed for further action and those which are being passed to the diocese for further consideration.

4. To work with the diocesan bishop, the diocesan senior leadership team and other senior officials to ensure a constructive relationship with the DSAP in the joint quest of achieving a safer Church.

5. To engage in the chairs national and regional network meeting, as required.

Chair specification

The Chair should be an independent lay person (independent means neither employed by the diocese nor discharging managerial functions in the diocese) capable of ensuring that the DSAP's advisory and scrutiny functions are carried out effectively. The chair will have extensive professional safeguarding expertise in a relevant statutory, voluntary or judicial agency.

Date:
Person responsible for document:
Version:

Appendix 3: Model role description of Chair of Diocesan Safeguarding Advisory Panel

Chair of Diocesan Safeguarding Advisory Panel (DSAP)

Model Role Description and Person Specification

Background

Insert diocesan context information

Role Description

1. To provide effective leadership to the DSAP, including agreeing the agenda, in liaison with the DSA/diocesan bishop or nominated person, agreeing minutes, chairing the meetings and monitoring the follow-up actions.

2. To ensure the DSAP discharges it role and functions in line with the terms of reference.

3. To work with the DSA and senior staff to ensure the group has a strategic overview of safeguarding practice across the diocese in line House of Bishops' policy and practice guidance, together with appropriate quality assurance and risk management processes.

4. To ensure that the group considers the needs of victims/survivors and those affected by abuse together with relevant advise.

5. To work with the DSA and senior leadership team to ensure that the DSAP is adequately resourced; that there is sufficient capacity and diversity of skills set and experience/background of members. To be involved in recruitment and succession planning.

6. To provide an ad hoc point of contact for DSAs/diocesan bishop or nominated person/members of the group outside of formal supervisory and management arrangements.

7. To advise where necessary the diocesan bishop (nominated person)/senior leadership team of specific concerns/issues. Where appropriate to raise and report any concerns/issues as part of whistle blowing arrangements.

8. To engage in the chairs national and regional network meetings, as required.

Person Specification

Appointees should demonstrate the following skills, knowledge and experience;

- Recent, direct and extensive professional safeguarding experience and expertise at a senior level in the relevant statutory, voluntary or judicial agency (for example local authority children and adult service, police, national children's charity);

- Experience of case reviews, risk management and engagement and leadership of strategic partnerships;
- A confident and empowering leadership style with the ability to strategically plan, manage meetings effectively and influence people to build capacity and confidence in safeguarding practice;
- Up to date knowledge of multi-agency safeguarding practice and processes, legislation and current developments;
- An ability to promote and represent the DSAP at all levels both internally and externally.

Appendix 4: Diocesan Safeguarding Adviser – Model Job Description

THE DIOCESE OF XXXXX

DIOCESAN SAFEGUARDING ADVISER

JOB PROFILE

JOB TITLE: Diocesan Safeguarding Adviser

BAND:

LOCATION:

CONTRACT TYPE:

ACCOUNTABLE TO:

KEY RELATIONSHIPS: In each diocese there will be different people responsible for the management and implementation of safeguarding. It is however, essential that the Safeguarding Adviser forms excellent working relationships with: the Diocesan Bishop and the Bishop's delegated safeguarding lead, and senior staff, the independent chair of the Safeguarding Panel, the Dean and senior Cathedral staff, those in licenced and authorised ministry, deanery / parish safeguarding officers, relevant officers in the various statutory authorities such as Local Authority Designated Officers (LADOs), key local authority adult and children's services officers, Probation Offender Managers and officers responsible for child abuse and police public protection arrangements within the police.

BACKGROUND:

JOB SUMMARY: To support the diocese in the development of its safeguarding arrangements, good practice, policy and training. To ensure that allegations of abuse are appropriately referred to the statutory authorities ensuring the provision of appropriate advice and support to survivors and victims of abuse. To make

sure that those that pose a risk are appropriately supported and managed. To advise the diocese on all safeguarding matters ensuring that all advice is in line with the law, government guidance and national policy and guidance from the House of Bishops . To work collaboratively with the National Safeguarding Team

MAIN DUTIES AND RESPONSIBILITIES[84]:

1. Undertake safeguarding casework on behalf of the Diocese and ensure all work is recorded in line with the House of Bishop safeguarding policy and guidance;

2. Offer the Diocese's professional safeguarding response to safeguarding concerns or allegations against church officers in line with the House of Bishop safeguarding policy and guidance. To promote good practice;

3. Work co-operatively with the police, local authorities and other bodies in cases in which it is suspected that a child, young person or vulnerable adult has suffered abuse or is at risk of suffering abuse;

4. Give advice and guidance to the bishop and other church officers on safeguarding matters. To report to the Bishops senior staff team and other diocesan bodies on the progress of safeguarding arrangements;

5. Give advice, information and support to victim/survivors of abuse and ensure the diocese responds well to those who have suffered abuse;

6. To undertake and commission risk assessments;

7. Provide, or co-ordinate the provision of, training on safeguarding matters;

8. Implement, or co-ordinate the implementation of, the policy and guidance issued by the House of Bishops;

9. Contribute to the work of the diocesan safeguarding advisory panel;

10. Give advice, information and support to PCCs and parish safeguarding officers on the implementation of that guidance and, where appropriate, challenging PCCs and parish safeguarding officers on what they have done to implement that guidance;

11. Where the advisor thinks that safeguarding matters are not being dealt with properly and it has not proved possible to resolve within the diocese the points at issue, informing the National Safeguarding Team;

12. Ensure that records are kept that are accessible, accurate, securely held and able to be analysed.

13. Work collaboratively with the National Safeguarding Team and attend national events and activities;

14. Engage in professional supervision and continual professional development

[84] Diocesan Safeguarding Advisors Regulations 2016

The main duties and responsibilities of your post are outlined in your job description. This list is not exhaustive and is intended to reflect your main tasks and areas of work. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your banding and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.

PERSON SPECIFICATION:

Essential

Education & Qualifications:

- Degree level or above.
- Relevant professional qualification or equivalent (for example, social care or criminal justice), with current professional registration where applicable.
- The equivalent of level 3 or above training accreditation in child or adult protection with ability to demonstrate transferrable knowledge across the client groups.

Knowledge/Experience:

- Extensive experience of safeguarding of children and adults;
- Experience of undertaking work at a strategic level of contributing to policy and practice development and implementation;
- Experience of working on and managing cases involving the statutory response to the protection of children/adults;
- Experience of applying policies, procedures and good practice in relation to the safeguarding and protection of children/adults;
- Experience of undertaking statutory case and /or management reviews;
- Experience of undertaking statutory risk assessments;
- Management experience in providing supervision to staff in managing and co-ordinating safeguarding of children and/or adults;
- Detailed knowledge of and experience of applying safeguarding legislation, guidance and best practice;
- In-depth knowledge of the statutory framework in relation to safeguarding children and adults;
- Practitioner/manager experience of working with victims or survivors of abuse, including adults with mental health issues;
- Experience of working with a range of statutory and non-statutory organisations in managing or contributing to safeguarding, including managing allegations against people in positions of trust and the management of those who may pose a risk.
- Experience of communications and external stakeholder management on safeguarding issues with policy-makers, media and other external stakeholders at local and/or national level in a context of public scrutiny; *and*
- Experience of designing, leading and/or contributing to case review processes and identifying and disseminating lessons to be learnt e.g. Serious Case Reviews, Domestic Homicide Reviews, Serious Untoward Incident Reviews or Significant Incident Learning Processes, MAPPA reviews etc.

Skills/Aptitudes:

- Understanding of the broader safeguarding field including its social and political context.

- Strong verbal communications skills and ability to produce clear written records and reports;
- Ability to work sensitively with survivors ,those who are subject to allegations and/or those that may pose a risk;
- Ability to manage and analyse complex and sensitive information and assess risk;
- Ability to work collaboratively with a range of stakeholders to influence improvements to practice;
- Demonstrable ability to be part of and contribute to a wider team as part of a large national institution and to work collegially with specialist and non-specialist colleagues; *and*
- Ability to deliver or contribute directly to the delivery of safeguarding training to safeguarding professionals as well as other stakeholders.

Personal Attributes:
- Confidence to work with senior people at a national level, including senior church leaders, external safeguarding experts and other stakeholders;
- A proven ability to develop and sustain relationships at all levels both inside and outside the Church;
- A proven ability to maintain the highest standards of confidentiality and work sensitively with those affected by safeguarding issues; *and*
- In sympathy with the aims of the Church of England.

Circumstances:
- The post-holder will be based at xxx. Some flexible working is required e.g. travel around the dioceses and work at weekends. In addition there is some scope for flexible working at home subject to negotiation. The post-holder will be required to attend meetings, training or events regionally, provincially or nationally.

Desirable

Knowledge/Experience:
- Some understanding of Church of England structures and experience of working with the Church or other faith groups in respect of safeguarding children and/or vulnerable adults.

GENERAL CONDITIONS: To be added by the Diocese

TERMS OF EMPLOYMENT: To be added by the Diocese

Appendix 5: Safeguarding in your parish – who's who?

Safeguarding in your parish – who's who?

The incumbent/priest in charge

Name Contact number

The churchwardens

Names Contact numbers

The Parish Safeguarding Officers

Names Contact numbers

The team of licensed/accredited ministers

Do you know who else holds positions of trust/authority in your church?

Hall managers and bookers

Name Contact number

Employed staff

Do you need to work with anyone employed by the church? E.g. cleaners, premises officers/caretakers, administrators

Who co-ordinates work in your church related to children, young people, adults at risk (e.g. Sunday School, youth club, visiting team, transport)?

Name(s) Contact number(s)

Who are the other youth and children's/adults at risk' workers?

Names Contact numbers

Who will you talk to if you observe or are told about Safeguarding concerns?

Name Contact number

Appendix 6: Model Safeguarding Provision that can be attached to any Hire of Church Premises Agreement

The Parochial Church Council of ……..……Parish Church has a Policy for Safeguarding Children, Young People and Vulnerable Adults. A copy is attached. Your booking agreement is conditional upon you complying with it unless you already have an equivalent policy of your own.

You are required to ensure that children, young people and vulnerable adults are protected at all times, by taking all reasonable steps to prevent injury, illness, loss or damage occurring; and that you carry full liability insurance for this.

In particular this means that:

- you will comply with the attached good practice guide with children and young people or vulnerable adults unless you already have an equivalent;
- you will provide the church with a copy of your organisation's Safeguarding Policy/ies or if you do not have one adopt the current parish policy;
- you will recruit safely all current paid and voluntary workers who work with children and/or vulnerable adults, by obtaining satisfactory disclosures from the Disclosure and Barring Service where eligible, and keeping records of dates and disclosure numbers indefinitely;
- you will keep a list of the names of all paid and voluntary workers with regular and direct contact with children/vulnerable adults , and update it annually;
- you will always have at least two leaders over the age of 18 years in any group of children and young people, no matter how small the group;
- no person under the age of 18 years will be left in charge of any children or young people of any age;
- no child or group of children or young people should be left unattended at any time;
- a register of children, young people or vulnerable adults attending the activity will be kept securely. This will include details of their name, contact details of parent/guardian/carer etc., date of birth and next of kin;
- you will immediately (within 24 hours) inform the Parish Safeguarding Officer of:
- (a) the occurrence of any incidents or allegations of abuse or causes of concern relating to members or leaders of your organisation, and contact details for the person in your organisation who is dealing with it
- (b) any known offenders against children or vulnerable adults seeking to join your membership, and manage such allegations or agreements with offenders in co-operation with statutory agencies, and with the church.

The Parish Safeguarding Officer for ……..…….. Church is:

Name: ……

E-mail: ……..Tel. No: ……

Declaration

I agree to abide by appropriate safeguarding procedures. I understand that my booking agreement may be terminated in the event of my failing to comply with these procedures.

Signed …… Designation ……

Organisation …….. Date ……

Please sign two copies, one to be retained by the church, and one by the organisation

Appendix 7: Model Parish Safeguarding Checklist

At insert Parish name we recognise that the few who are determined to harm children or adults, deliberately seek out groups or organisations where they can meet children or other vulnerable people. The Church is particularly vulnerable to these people. Creating and maintaining a safeguarding culture will discourage them from becoming involved for the wrong reasons and make it difficult for them to harm or abuse children or adults if they do.

In order to assist with the creation of a safeguarding culture each PCC (or equivalent charitable body) must:

Appoint:

- ☐ At least one appropriately experienced designated Parish Safeguarding Officer (PSO) to work with the incumbent and PCC. This PSO should be a lay person. The PSO may also be the DBS administrator for church officers who work with children or vulnerable adults but if not, the PCC should appoint another individual. The PSO should be supported, trained and given a copy of the parish safeguarding policy and procedures; (see separate Model PSP role description)

Safer Recruit, Support and Train:

- ☐ Ensure that all church officers who work with children, young people and/or vulnerable adults are:
  - recruited following the House of Bishops' Safer Recruitment practice guidance;
  - aware of and work to House of Bishops' safeguarding guidance (includes both policies and practice guidance);
  - attend diocesan safeguarding training at least every three years;
- ☐ Provide appropriate insurance to cover for all activities undertaken in the name of the PCC which involve children and vulnerable adults;

Display:

- ☐ A formal statement of adoption of the House of Bishops 'Promoting a Safer Church; safeguarding policy statement'. This should be signed on behalf of the PCC.
- ☐ Contact details of the PSO, Churchwarden and any other local leaders.
- ☐ Contact details for the Diocesan Safeguarding Team – including phone, email and website details.
- ☐ Information about where to get help with child and adult safeguarding issues, domestic abuse and key helplines e.g. ChildLine (See separate 'Model Safeguarding in parishes-who's who')
- ☐ Provide access to a hard copy Parish Safeguarding Handbook (see separate Handbook)
- ☐ Provide access to a hard copy of the Diocese Safeguarding Manual

Respond:

- ☐ Create an environment, which is welcoming and respectful and enables safeguarding concerns to be raised and responded to openly, promptly and consistently;
- ☐ Have a procedure in place to deal promptly with safeguarding allegations or suspicions of abuse in accordance with the relevant policy and practice guidance and in consultation with the Diocesan Safeguarding Adviser;
- ☐ Report all safeguarding concerns or allegations against church officers to the Diocesan Safeguarding Adviser;
- ☐ To ensure that known offenders or others who may pose a risk to children and/or vulnerable adults are effectively managed and monitored in consultation with the Diocesan Safeguarding Adviser;
- ☐ Comply with all data protection legislation especially in regard to storing information about the 'church workforce'. Including volunteers and any safeguarding records;
- ☐ Ensure that an "activity risk assessment" is completed and reviewed regularly for each activity, which is associated with either children or vulnerable adults, and run in the name of the Church.

Review and Report Progress:

- ☐ The PSO should regularly report on safeguarding in the parish. Safeguarding should be a standing agenda item at each PCC meeting. At the APCM the PCC should provide an annual report in relation to safeguarding. In the PCC's annual report will be a statement which reports on progress and a statement as to whether or not the PCC has complied with the duty to have "due regard" to the House of Bishops' guidance in relation to safeguarding.

Other points to consider:

Are you working in an LEP?

- ☐ If working within Local Ecumenical Partnerships (LEPs), agree which denomination or organisation's safeguarding policy to follow, including where to seek advice in urgent situations in line with the practice guidance. This decision should be ratified both by the bishop and other appropriate church leaders in the partnership and shared with the DSA; in the event of a specific safeguarding concern, ensure that all the LEP partners are notified.

  Irrespective of this choice <u>all</u> abuse cases arising in Church of England settings must be notified to the Diocesan Safeguarding Team.

Hire out your church premises?

- ☐ Any hire agreement with any person/body wishing to hire church premises must contain a provision whereby the person/body hiring the premises agrees to comply with the relevant safeguarding guidance issued by the House of Bishops and the diocese (see separate model Hire Agreement).
- ☐ The hire agreement should also contain a provision whereby all those hiring church premises are required to ensure that children and vulnerable adults are protected at all times, relevant staff have had appropriate DBS checks and that all reasonable steps have been taken to prevent injury, illness, loss or damage occurring.

☐ Ensure that all those hiring church premises carry full public liability insurance for this, or are covered through the church insurance (for example hire for a children's party).

Do you have a clergy vacancy?

☐ During an interregnum the PCC must, working with the churchwardens, ensure that all information about safeguarding matters is securely stored before passing the information on to the new incumbent. The departing incumbent must give the safeguarding information to the Parish Safeguarding Officer who can pass the information on to the new incumbent when he/she takes up his new role.

Support & Compliance

The measures identified in the list above will be checked during parish visitations and the documents referred to can be found on National website or Diocesan Website. If you have questions or need support to complete the steps on the checklist you can contact the DSA for further support and advice:

Diocesan Safeguarding Phone Number

Appendix 8: Model Parish Safeguarding Officer Role

Description

The Parish Safeguarding Officer is the key link between the diocese and the parish/s, concerning safeguarding matters. She/he will have an overview of all church activities involving children, young people and vulnerable adults and will seek to ensure the implementation of safeguarding policy. The role can be taken by one person or the role shared, for example with one person covering children the other vulnerable adults.

The key tasks of the parish safeguarding officer are to:

1. Have an overview of all church activities involving children and vulnerable adults and keep a record of these activities.
2. Be familiar with diocesan safeguarding guidance and ensure that leaders of activities are fully aware of, and are implementing, this guidance.
3 Liaise with the incumbent over safeguarding issues.
4. Keep in touch with the leaders of all activities and offer them advice and support over safeguarding matters.
5. Liaise as necessary with the Diocesan Safeguarding Advisers. Report all concerns or allegations against church officers to the DSA.
6. Attend diocesan safeguarding training offered for PSOs.
7. Assist with safeguarding training in the parish as appropriate.
8. Attend a meeting of the church leadership (PCC) at least annually to ensure safeguarding issues are discussed and that the church leadership adopt the annual Church Safeguarding Policy.
9. Ensure that the Church Safeguarding Policy and contact details is displayed in all Church premises.
10. Keep good records of any safeguarding concerns that may arise, and ensure that others do the same.
11. Promote inclusiveness in places of worship and within church activities.
12. Keep the church leadership informed of good safeguarding practice.
13. Undertake a regular parish safeguarding self-assessment in the format offered by the Diocese.