

Appendix 1 Promoting a safer diocese - Diocesan key roles and responsibilities

(where appropriate these are reflected in the job descriptions for roles or the terms of reference for meetings or steering groups).

Office holder or body and required level of training	Responsibilities overview in line with Practice Guidance (2017) Key roles and responsibilities of church office holders and bodies
<p>Diocesan Bishop</p> <p>Required training C3 and C4 every three years</p>	<ul style="list-style-type: none"> • Ultimately responsible for ensuring good safeguarding arrangements and practice in the Diocese in line with the House of Bishops’ safeguarding policy and guidance. • Discharging his/her legal duties to have regard for safeguarding in the authorisations of ministers and the exercise of discipline. • Ensure that the Diocese develops a Diocesan Safeguarding Strategy that is informed by the national ‘Promoting a Safer Church’ Business Plan; • 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 the Diocese reviews progress annually.
<p>Diocesan Bishops Council (Trustees)</p>	<ul style="list-style-type: none"> • Adopt and implement the House of Bishops’ safeguarding policy and practice guidance; • Develop and implement the Diocesan Safeguarding Strategy and receive two reports per year on progress, including one from the Independent Chair of the Diocesan Safeguarding Steering Group; • Ensure that there is adequate safeguarding resource in the Diocese; • 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 who are employed by the LDF; • Undertake risk management oversight of safeguarding arrangements in the Diocese.
<p>Diocesan Safeguarding Steering Group</p>	<ul style="list-style-type: none"> • Oversees safeguarding arrangements in the Diocese; • Offers 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; • Have particular regard to the rigour of the diocesan 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; • 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 management information relating to case work, including risk assessments and safeguarding agreements that the diocese has completed to maintain oversight of safeguarding work; • Monitor the diocesan requirements relating to safer recruitment, DBS Disclosures and safeguarding training and advise accordingly; • Contribute to the Diocesan Safeguarding Strategy and its annual progress review;

	<ul style="list-style-type: none"> • Advise the National Safeguarding Team if the DSSG 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 Diocesan Bishop’s Council.
<p>Diocesan Secretary (ultimate responsibility but largely delegated to Director of HR and Safeguarding)</p> <p>Required training C0 and C4 every 3 years</p>	<ul style="list-style-type: none"> • 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; • Identify and manage areas of risk including safeguarding and health and safety issues; • Overview the implementation of the Diocesan Safeguarding Strategy; • Manage safeguarding personnel, as required; • Work with the Diocesan Registrar to ensure legal compliance and good practice.
<p>Diocesan Safeguarding Advisor</p> <p>Required training C3 and C4 every 3 years</p>	<p>Functions of the Diocesan Safeguarding Adviser are set out in the Diocesan Safeguarding Advisors Regulations 2016, these include:</p> <ul style="list-style-type: none"> • Where an allegation that a child or vulnerable adult has suffered abuse is made against a bishop or other church officer in the Diocese 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 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; • 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; • 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.

<p>Archdeacons</p> <p>Required training C3 and C4 every 3 years</p>	<p>Key to offering leadership and direction in promoting a safer diocese and supporting parishes with safeguarding concerns, working closely with the DSA:</p> <ul style="list-style-type: none">• 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;• Working with the DSA to assist in monitoring good safeguarding practice in parishes 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.
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Appendix 3 Promoting a safer diocese - Parish key roles and responsibilities

(where appropriate these should be reflected in the job descriptions or the terms of reference for meetings or steering groups).

Office holder or body and required training	Responsibilities overview in line with Practice Guidance (2017) Key roles and responsibilities of church office holders and bodies
<p>Parochial Church Council and Incumbent</p> <p>Required training every 3 years:</p> <p>PCC members C0</p> <p>PCC safeguarding lead C1 and C2</p> <p>Incumbent (and other clergy) C3</p>	<ul style="list-style-type: none"> • All PCCs are charities although 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 and in particular the reporting of serious incidents. • 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: <ul style="list-style-type: none"> ➤ 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’; ➤ Promote 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) 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; ➤ The PSO should be supported, trained and given a copy of the parish safeguarding policy and procedures; ➤ 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 and attend/undertake diocesan safeguarding training at least every three years; • Provide appropriate insurance to cover 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 along with contact details of the PSO, churchwarden and any other local leaders; and 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 • Create an environment that 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;

	<ul style="list-style-type: none"> • 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. • Ensure the hire of church premises follows safeguarding advice which can be accessed on the diocesan website; • 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. • During a clergy vacancy/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.
<p>Churchwardens</p> <p>Required training every 3 years: C1 and C2</p>	<p>In relation to safeguarding, the churchwardens work with the incumbent, PCC and parish safeguarding officer to:</p> <ul style="list-style-type: none"> • 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 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.
<p>Parish Safeguarding Officer</p> <p>Required training every 3 years: C1 and C2 or C3</p>	<ul style="list-style-type: none"> • 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 the management of 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;

	<ul style="list-style-type: none"> • Complete national and diocesan 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. • 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)
<p>Lead Recruiter</p> <p>Required training: C1, DBS training and safer recruitment</p>	<ul style="list-style-type: none"> • Every parish should have a nominated person who is responsible for administration of DBS applications. The parish safeguarding officer may 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 Lead Recruiter is responsible for: <ul style="list-style-type: none"> ➤ Ensuring the parish follows safer recruitment practice guidance ➤ 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); ➤ 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.
<p>Evidence Checker</p> <p>Required training: C1, Evidence checker</p>	<p>In large, busy parishes with high levels of volunteer and officer recruitment, this role can support the lead recruiter to:</p> <ul style="list-style-type: none"> ➤ Establish 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); ➤ Check and validate the information provided by the applicant on the application form; ➤ Ensure the application form is fully completed and the information it contains is accurate.
<p>Children's Champions</p> <p>Required training: C1</p>	<ul style="list-style-type: none"> • Every parish is expected to have a Children's Champion who acts as the voice of children within the parish at PCC meetings. • They don't have a direct role in safeguarding but are expected to work closely and confidentially with the Church Safeguarding Officer and parish clergy to inform / report / discuss any concerns, seeking their support and advice when necessary.