

PROMOTING A SAFER CHURCH

Diocesan Safeguarding Advisory Panel (DSAP) - Terms of Reference [Version 4 – 5 November 2020]

Role and Functions

1. In general terms the role of DSAP is to oversee and co-ordinate effective safeguarding arrangements across the Diocese working with Parishes and other partner agencies.
2. 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.
3. 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.
4. To contribute to the Diocese's safeguarding strategy and its annual progress review.
5. 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.
6. 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.
7. 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.
8. To consider learning from case reviews and advise on a Diocesan response including actions and any changes to local and national policy, procedure or practice which are indicated.
9. To monitor the Diocesan requirements relating to safer recruitment, DBS Disclosures and safeguarding training and advise accordingly.
10. 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.
11. To have particular regard to the Church's responses to survivors of abuse perpetrated by church officers and to commission a strategy for supporting survivors.
12. 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.
13. 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.

14. To review regularly the whistleblowing and complaints procedures and advise on any issues which appear to require attention.
15. To consider relevant matters referred by the Bishop, senior officials, and the Diocesan Safeguarding Adviser (DSA) including advising on Diocesan responses to safeguarding consultations from the Government, the National Church and other parties.
16. 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.
17. To promote partnership working with statutory and voluntary and community sector partners and other faith groups.
18. 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.
19. To report as requested to the Bishop's Council/Diocesan Synod and Board of Finance, as required.
20. To discharge its responsibilities by processes of scrutiny, support, constructive challenge & assurance having due regard to the National Church's Practice Guidance on safeguarding.

Membership & Quoracy

DSAP comprises not more than 20 Members with a quorum of at least 50% of the current nominated membership.

1. DSAP membership will include:

- ❖ Independent Chair of DSAP
- ❖ Diocesan Bishop, Suffragan Bishop and /or Bishops nominated safeguarding lead
- ❖ Bishops Chaplin
- ❖ Archdeacon - at least one and not more than two Archdeacons
- ❖ Diocesan Secretary/Chief Executive or nominated deputy
- ❖ Diocesan Registrar
- ❖ Diocesan Director of Education or nominated Deputy
- ❖ DSA, ADSA & Training Officer
- ❖ Senior Cathedral representative
- ❖ A Lay Parish Representative from each Archdeaconry
- ❖ At least three and no more than six independent members with relevant current or recent child protection or adult safeguarding experience at a senior level in a statutory, voluntary, or private organisation. This should include representatives from Social Care – Children and Adults, NHS, Probation, and the Police

- ❖ Members [2] representing diversity and inclusion – Disabilities & BAME
- ❖ Survivor/Survivor Representative[s]

In attendance Safeguarding Administrator for Minute Taking

2. The Independent 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.
3. 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.
4. Initial appointments will be for three years with an additional term of three years following a review of commitment and contribution.
5. 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 3 years, with an additional 3 years following a review.

Frequency of meetings

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

Duties of Chair

1. To lead the DSAP in effectively discharging the role and functions of the Safeguarding Advisory Panel as set out above and to ensure that this includes a robust approach to scrutiny, challenge, and assurance.
2. To agree the agenda and minutes of the DSAP, chair the meetings and monitor the follow-up actions.
3. To undertake the responsibilities of the Chair as specified in the role description in line with the role and function of the DSAP.
4. 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.
5. 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.
6. To engage in the chair's national and regional network meetings, 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.

NB

1. All references in these Terms of Reference to the Bishop relate to the Bishop of Southwell and Nottingham; and

2. All references to the Chair relate to the Independent Chair of the Diocese Safeguarding Advisory Panel.

Version 1 of the Draft was considered by DSAP at its meetings on 8 October 2019 & V2 on 21 January 2020 and amended accordingly, resulting in V3 dated 21 January 2020 – V4 considered by DSAP Meeting on 5 November 2020 & amended to include Quoracy.

