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APPENDIX A

Points to include in the letter from bishops to incumbents

A note from the Right Reverend Mark Sowerby, Bishop Sowerby is the deputy lead bishop for safeguarding and is the PCR Project Board Chair.

The Light shines in the darkness and the darkness has not overcome it. [John 1.5]

St John the Evangelist, like St Luke and St Paul, uses the imagery of light and darkness, where darkness represents concealment and shame, whereas light represents the revelation of truth. Darkness hides things that are forgotten, uncomfortable or broken and have been ‘put out of the way’ in cellars or behind closed doors. They may be things that are inconvenient or of which we are ashamed or afraid. In darkness they lie where we can forget about them, but Christ is The Light of The World and brings to light things now hidden in darkness. He brings to light those deeds that have been concealed and the victims of sins who have been silenced or kept from view. The Light shines for those who need justice and healing and upon those misdeeds that have injured them.

Allowing light to shine on what has been hidden is a first step towards healing, not only for those who have been abused, but for those whose consciences are, or ought to be, troubled by those sins they have buried away beyond the sight of others. Sometimes it will take an external prompting for those things to be opened to the light of day and to the light of Christ but with such prompting may begin the path to penitence and forgiveness, the path to healing of long-hidden wounds.

Through the Past Cases Review, we are asking you to help shine a revealing light on any instances of abuse that have occurred in your benefice and to help ensure that everything that ought to be brought into the light has been. Shining a light on what has hurt or frightened someone is a matter of justice for those who have been victims; sometimes it may also prevent further harm and sometimes it may be the first step towards healing. With that in mind, we thank you for your cooperation in working towards a safer Church.

+Mark

We recommend the above is incorporated into the letters sent. We recognise that bishops will wish to adopt their own style and tone. Emphasis should be placed on the importance of responding to the request. It is important the letter makes clear that the incumbent may need to make sensitive and discreet enquiries with their predecessor and church officers locally to clarify matters from the past. The letter should also stress that if the incumbent becomes aware of matters that they believe may never have been reported to the DSA, then they should immediately report them directly to the DSA. This cannot be a perfect or fool-proof process, but incumbents should be asked to do their best in the circumstances.

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Table 1a

Parish Past Case Review Record for DSA

Name of individual	Safeguarding concern	Approximate date referred to diocese	Are you as a parish satisfied with the response of the DSA (yes or no)? If no, there will be a follow up to the parish made through the PCR reference group	Are you satisfied that there is no current risk (yes or no)? If no, the DSA will be in touch to offer advice and support

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APPENDIX B

KNOWN CASES LIST (PRO-FORMA)

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DIOCESE

**Please add a Serial Ref. No.*

*Serial Number	Subject of allegation/concern (identifying initials only)	Earliest date recorded on file	Nature of concern/allegation <ul style="list-style-type: none">• the source• how it was dealt with	Location of all relevant records	Lead person(s) to date	Person(s) with additional information	Independent Reviewer's endorsement of actions taken

Date...../...../..... Signature..... (Independent Reviewer)

Signature..... (DSA)

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APPENDIX C

Specification, principal tasks and Terms of Reference for Independent Reviewers

Specification for Independent Reviewer

Dioceses may appoint one or more Independent Reviewers of their own choosing or select from the NST's list of approved Associates. Whether chosen from the list of Associates or not, Independent Reviewers should:

- Be manifestly independent of the diocese i.e. not a diocesan church officer or closely involved in the diocese e.g. member of the Synod or Board of Finance
- Be suitably experienced in safeguarding investigative work within a relevant profession e.g. social work, police, law, probation, psychology
- Be experienced in reviewing cases preferably at IMR/SCR/DHR/CSPR level
- Be experienced and competent in risk assessment
- Have a good understanding of the process for handling allegations of abuse made in relation to those working with children and vulnerable adults and the associated law and statutory guidance
- Possess the inter-personal skills and experience to engage sensitively with victims and survivors
- If unfamiliar with the safeguarding policies and procedures of the Church of England, possess the ability to study these and apply them to the cases and files under review

Based on the experience of the original PCR it would not be appropriate to appoint as the Independent Reviewer a retired member of the diocesan clergy, a member of the DSAP, or the DSA of another diocese.

Independent Reviewers should be required to provide evidence of professional qualifications, professional registration, recent DBS certificate, entitlement to work in UK (if relevant) and bank details.

Principal tasks of Independent Reviewer

- Read the files of all church officers within scope and record cases of concern
- Meet with survivors to enable their voices to be represented within the diocesan PCR2 review report
- Consider the KCLs drawn up by the DSA and assess satisfaction with arrangements for managing cases
- Prepare summaries of cases where the Independent Reviewer considers that further or different action should be taken and discuss these cases with the Diocesan Safeguarding Advisory Panel (or a sub-group of it)
- Engage with those victims and survivors who wish to make contact
- Prepare a summary report for the bishop, the chair of the Diocesan Safeguarding Advisory Panel and the National Safeguarding Team including such recommendations as the IR considers will improve the Church's safeguarding performance
- Attend meetings of the DSAP (or its relevant sub-group) and/or with the bishop and other diocesan officers as may be needed to present findings and discuss cases
- Link, where necessary, with Independent Reviewers and/or staff of other dioceses and National Church Institutions in order to fulfil their responsibilities

Terms of Reference for Independent Reviewer

Dioceses will have their own styles and formats for the commissioning of assignments. Terms of Reference will also need to take account of the particular circumstances and arrangements which each diocese will make. The following suggestions are proposed as a framework for the Terms of Reference for Independent Reviewers. It is proposed that the Note of Guidance approved and issued by the National Safeguarding Steering Group on behalf of the House of Bishops should be attached to the Terms of Reference. Data protection requirements must be addressed.

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1. Purpose

To perform the Key Tasks in section 3 below in order to enable the diocese to participate in the Past Cases Review – Phase 2 whose objectives are:

- **To ensure any allegation made since the original PCR took place has been handled appropriately and proportionately to the level of risk identified, and with a focus on the support needs of any known victims or survivors.**
- **To identify all cases of concern relating to clergy or church officers causing harm to children or adults or where domestic abuse is alleged and ensure they have been independently reviewed.**
- **To ensure that all identifiable safeguarding concerns relating to living clergy or church officers have been referred to the Diocesan Safeguarding Adviser.**

To ensure that cases meeting the relevant thresholds have been referred to statutory agencies and that all cases are managed in line with current safeguarding practice guidance.

2. Background

Use the text from the Background and Overview document and dioceses can also add their own context

3. Key Tasks

- Read the files of all church officers within scope and record cases of concern
- Consider the Known Cases Lists drawn up by the DSA and assess satisfaction with arrangements for managing cases
- Prepare summaries of cases where the Independent Reviewer considers that further or different action should be taken and discuss these cases with the Diocesan Safeguarding Advisory Panel (or a sub-group of it)
- Engage with those victims and survivors who wish to make contact
- Prepare a summary report for the bishop, the chair of the Diocesan Safeguarding Advisory Panel and the National Safeguarding Team including such recommendations as the IR considers will improve the Church's safeguarding performance
- Attend meetings of the DSAP (or its relevant sub-group) and/or with the bishop and other diocesan officers as may be needed to present findings and discuss cases
- Link, where necessary, with Independent Reviewers and/or staff of other dioceses and National Church Institutions in order to fulfil their responsibilities

4. Facilities the diocese will make available

- A list of all files to be examined – preferably electronically
- Location of files clearly identified with arrangements for the IRs' access to them
- Arrangements for access to files outside office hours if IRs will be working extended days

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- Confidential work space, Wi-Fi connectivity, phone access, safe document storage space and access to printer and photocopier
- Details of key contacts
- The name of an identified person(s) in addition to the DSA who can provide advice to the IR on the diocesan structure, Who's Who and local policies and procedures

5. Obligations of the Independent Reviewer

Items might include:

- IR will use their best endeavours to bring sound professional competence to their tasks
- Requirement to have professional indemnity insurance
- Confidentiality in relation to talking or writing about the assignment
- Storage, retention and deletion/destruction of information

6. Contractual terms

Items must include:

- **Data Protection Guidance and information sharing protocols**
- Basis of payment – daily fee/ overall fee for the task/ fixed or open-ended contract
- Working hours and days
- Travel and accommodation rates
- Arrangements for invoicing: frequency; responsible staff; level of supporting detail required
- Work base/home working
- Contract variation and termination

APPENDIX D

INDEPENDENT REVIEWER'S RECORD OF CASES OF CONCERN

DIOCESE:.....

INDEPENDENT REVIEWER:.....

<p>Name of Subject:</p> <p>Role of Subject:</p> <p>Clergy/ Lay/ Religious</p> <p>Name of Alleged Victims(s):</p>	<p>Known Cases List Serial Number:</p> <p>Gender: M/F</p> <p><i>(delete where not the case)</i></p> <p>Gender: M/F</p>
<p>Type of alleged abuse: Physical..... Sexual..... Emotional..... Neglect.....Financial..... Discrimination..... Exploitation..... Other.....</p> <p>Date when alleged abuse occurred (if known):</p> <p>Age of victim(s) when alleged abuse occurred:</p>	
<ol style="list-style-type: none">1. Summary of allegations and relevant information, including statutory agencies involved/notified2. Wider safeguarding or conduct issues3. Current circumstances of person(s) harmed or affected4. Actions taken by the diocese and other agencies	

5. Any concerns from the independent reviewer about actions taken so far

6. Any recommendations for further action

7. Discussed with Diocesan Safeguarding Adviser. Date.....

8. Referred to Diocesan Safeguarding Advisory Panel. Date.....

9. Outcome of referral to Diocesan Safeguarding Advisory Panel. Date.....

Signed:..... **Independent Reviewer** **Date:**

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APPENDIX E

INDEPENDENT REVIEWER'S REPORT (Children)

Summary

1. In response to the bishop's letter to incumbents (phase 1 PCR Practice Guidance) _____ previously unidentified individuals were referred to the Diocesan Safeguarding Adviser because of concerns about their behaviour in relation to children. Of these I considered that _____ met the criteria in the practice guidance and I am satisfied with the actions taken by the Diocesan Safeguarding Adviser. I can confirm the DSAP chair is aware of these cases.

In summary:

Role	Number referred	Number meeting criteria
Clergy – including those with PTO and chaplains		
Retired clergy without PTO		
Deceased clergy		
Readers and others with the Bishop's Licence		
Diocesan and parish lay employees including those paid fees and honoraria		
Volunteers whose formal role involves or has involved engagement with children		

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2. The DSA referred to me _____ cases which had come to light since February 2007 and with whom he/she is dealing.

Complete/delete as appropriate:

- a) All cases are being managed appropriately and I have made no recommendations.
- b) In _____ cases I have identified examples of what I consider to be best practice.
- c) In _____ cases I considered different or further actions should be taken.
- d) In _____ cases I have made recommendations in support of the DSA’s proposed actions which have yet to be implemented in the diocese.

Either (a) the DSAP chair was notified and an agreement was reached about best practice in all cases or (b) the DSAP chair was notified and there is outstanding work to resolve issues of concern in _____ cases.

In summary:

Role	Total number of cases referred	Cases requiring different or further action
Clergy – including those with PTO and chaplains		
Retired clergy without PTO		
Deceased clergy		
Readers and others with the Bishop’s Licence		
Diocesan and parish lay employees including those paid fees and honoraria		
Volunteers whose formal role involves or has involved engagement with children		

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3. As a result of the file scrutiny, I have examined files in relation to _____ people. I considered that the criteria set out in Section 4 of the practice guidance were met in relation to _____ individuals who were not previously known. I have referred these cases to the Diocesan Safeguarding Advisory Panel.

I can confirm that (delete as appropriate):

Either (a) the DSA has taken appropriate action and these cases are being managed in line with best practice guidance (House of Bishops 2017) *or* (b) the DSAP chair was notified as there is outstanding work to resolve issues of concern in _____ cases.

In summary:

Role	Number of people whose files were examined	Number of people referred to the Diocesan Safeguarding Advisory Panel	Number of people referred to the statutory authorities
Clergy – including those with PTO and chaplains			
Retired clergy without PTO			
Deceased clergy			
Readers and others with the Bishop's Licence			
Diocesan and parish lay employees including those paid fees and honoraria			
Volunteers whose formal role involves or has involved engagement with children			

4. Further comments and recommendations from the Independent Reviewer including any comments on compliance with current Church safeguarding policy and procedures e.g. DBS disclosures, training and safer recruitment:

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APPENDIX F

INDEPENDENT REVIEWER'S REPORT (Adults)

Summary

1. In response to the bishop's letter to incumbents (Phase 1 PCR Practice Guidance) _____ previously unidentified individuals were referred to the Diocesan Safeguarding Adviser because of concerns about their behaviour in relation to adults. Of these I considered that _____ met the criteria in the practice guidance and I am satisfied with the actions taken by the Diocesan Safeguarding Adviser. I can confirm the DSAP chair is aware of these cases.

In summary:

Role	Number referred	Number meeting Criteria
Clergy – including those with PTO and chaplains		
Retired clergy without PTO		
Deceased clergy		
Readers and others with the Bishop's Licence		
Diocesan and parish lay employees including those paid fees and honoraria		
Volunteers whose formal role involves or has involved engagement with adults at risk		

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2. The DSA referred to me _____ cases with which he/she is dealing.

Complete/delete as appropriate:

- e) All cases are being managed appropriately and I have made no recommendations.
- f) In _____ cases I have identified examples of what I consider to be best practice.
- g) In _____ cases I considered different or further actions should be taken.
- h) In _____ cases I have made recommendations in support of the DSA’s proposed actions which have yet to be implemented in the diocese.

I can confirm that (delete as appropriate):

Either (a) the DSAP chair was notified and an agreement was reached about best practice in all cases or (b) the DSAP chair was notified and there is outstanding work to resolve issues of concern in _____ cases.

In summary:

Role	Total number of cases referred	Cases requiring different or further action
Clergy – including those with PTO and chaplains		
Retired clergy without PTO		
Deceased clergy		
Readers and others with the Bishop’s Licence		
Diocesan and parish lay employees including those paid fees and honoraria		
Volunteers whose formal role involves or has involved engagement with adults at risk		

3. As a result of the Blue/HR file scrutiny, I have examined files in relation to _____ people. I considered that the criteria set out in Section 4 of the practice guidance were met in relation to _____ individuals who were not previously known. I have referred these cases to the Diocesan Safeguarding Advisory Panel.

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I can confirm that (delete as appropriate):

Either (a) the DSA has taken appropriate action and these cases are being managed in line with best practice guidance (House of Bishops 2017) *or* (b) the DSAP chair was notified as there is outstanding work to resolve issues of concern in _____ cases.

In summary:

Role	Number of people whose files were examined	Number of people referred to the Diocesan Safeguarding Advisory Panel	Number of people referred to the statutory authorities
Clergy – including those with PTO and chaplains			
Retired clergy without PTO			
Deceased clergy			
Readers and others with the Bishop’s Licence			
Diocesan and parish lay employees including those paid fees and honoraria			
Volunteers whose formal role involves or has involved engagement with adults at risk			

- Further comments and recommendations from the Independent Reviewer including any comments on compliance with current Church safeguarding policy and procedures e.g. DBS disclosures, training and safer recruitment: