



## CANTERBURY DIOCESAN AND CATHEDRAL SAFEGUARDING ADVISORY PANEL (CSAP)



### 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 Bishop of Dover (acting on behalf of the Archbishop of Canterbury), the Cathedral Chapter and other senior clergy and officials.
2. To advise the Bishop and the Chapter on whether, in the CSAP's view, the Diocese and Cathedral have 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 safeguarding strategies of the Diocese and the Cathedral and their annual progress reviews.
4. To have particular regard to the rigour of the responses by the Diocese and the Cathedral 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 adults at risk 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 and the Cathedral in accordance with national, diocesan and cathedral policy and practice guidance.
7. To consider learning derived from case lessons learnt reviews and advise on any response including actions and any changes to local and national policy, procedure or practice which are indicated.
8. To monitor the appropriate 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 various 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 the Chapter and senior officials of the adequacy of resourcing for the Diocesan and Cathedral Safeguarding Advisers/Teams including independent professional supervision, safeguarding training, reviewing processes and any assignments proposed by the CSAP which it is agreed should be undertaken.

12. To advise on what the Diocese and the Cathedral have 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 whistle-blowing and complaints procedures and advise on any issues which appear to require attention.
14. To consider relevant matters referred by the Bishop, the Chapter, senior officials and the Safeguarding Teams including advising on responses to safeguarding consultations from the Government, the National Church and other parties.
15. To advise the Bishop and the Chapter on any circumstances where the diocese or the Cathedral proposes to depart materially from the House of Bishops' safeguarding policies. To advise the national safeguarding team if the CSAP continues to consider that a safeguarding matter is not being dealt with properly by the Diocese, the Cathedral or other church body.
16. To adopt and adhere to a simple annual work programme for the CSAP based on its role and functions and the diocesan and cathedral safeguarding strategies and review progress annually.
17. To report as requested to the Archbishop's Council, the Cathedral Chapter and other church bodies as required, and in the case of the Council and the Chapter at least annually.
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**

- The Chair (see below)
- An Archdeacon or the Bishop's nominated safeguarding lead (*The Bishop's Chaplain to perform this role*)
- A representative of the Cathedral Chapter
- Diocesan Secretary
- Receiver General
- Diocesan and Cathedral Safeguarding Advisers
- Senior cathedral representative such as the Safeguarding Operations Manager or the Head of Human Resources
- One clergy and one lay parish representative
- At least four 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
- An individual with the ability to speak on behalf of victims/survivors using the experience of an organisation such as the Living Well.

A quorum shall be 10 members including:-

The Bishop's Chaplain or the Diocesan Secretary

The Receiver General or another representative of the Cathedral Chapter

One Safeguarding Adviser

One parish representative (clergy or lay)

Two independent members

All Archdeacons and the Deans of Jersey and Guernsey to have a right of attendance at meetings and to receive the minutes.

Other professional employees of the Diocese or the Cathedral (e.g. Training personnel) may be invited to attend meetings as appropriate.

The Chair will be appointed by the Archbishop's Council and the Cathedral Chapter, in consultation with the Safeguarding Advisers. The Bishop, the Chapter and Safeguarding Advisers will consult the Chair on the choice of members.

The CSAP will have discretion to advise the Bishop and the Chapter 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 CSAP will follow the Church's Safer Recruitment Practice Guidance. All new members will have an induction organised by the Safeguarding Advisers in consultation with the Chair.

### **Chair**

The independent Chair will be appointed for a period of three years, with an additional term of three years following a review.

The Chair shall have right of access to the Archbishop's Council and the Cathedral Chapter.

### **Frequency of meetings**

The CSAP will meet three times a year and more frequently if needs be.

### **Duties of Chair**

1. To agree the agenda and minutes of the CSAP, 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 CSAP.
3. To conduct meetings of the CSAP 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 or the Cathedral for further consideration.
4. To work with the Bishop and the Chapter, and other senior officials, to ensure a constructive relationship with the CSAP 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 the Cathedral nor discharging managerial functions in either) capable of ensuring that the CSAP'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.

**September 2019**