

Diocese of Bristol

Safeguarding Annual Report 2017

Welcome

During 2017, we continued to see significant changes in safeguarding throughout the Diocese of Bristol as well as nationally.

Adam Bond joined the Diocesan Safeguarding Team from Bristol Safeguarding Children Board at the end of 2016. Nick Papuca took on a permanent role as Safeguarding Caseworker and in March, Helen Styles was appointed as the Safeguarding Training and Development Officer, having previously held the post of Head of Safeguarding at City of Bristol College. Katheryn Caithness continues to provide a co-ordinating and administrative support role to the Team and her job title has changed to that of Safeguarding Coordinator. All continue to contribute to a significantly improved safeguarding approach within the Diocese.

The team of Parish Safeguarding Officers have continued to work hard to embed safer practices in the wide range of activities taking place in parishes in Bristol, South Gloucestershire, North Wiltshire and Swindon.

During the year, the Diocesan Safeguarding Steering Group (DSSG) welcomed a new Vice Chair, David Cain and reappointed Justin Humphreys, to another three year term as independent Chair of the DSSG.

During February 2017, the Diocese took part in an audit of its safeguarding arrangements. This is part of a national project wherein all dioceses in England have been independently audited by SCIE¹. The audit was a great opportunity to check our progress in improving our safeguarding arrangements since the Barnardo's review commissioned by Bishop Mike in 2013. The audit confirmed that challenges facing the Diocese and also highlighted many positives not least in the work of our Parish Safeguarding Officers and the strong leadership provided by Bishop Mike and the leadership team across the Diocese. In response to the findings of the audit an improvement plan has been implemented.



Justin Humphreys, independent Chair of Diocesan Safeguarding Steering Group

Two significant reports have been published by the National Church during 2017 which serve to highlight the need for continued vigilance across all Church institutions and bodies. The report by Dame Moira Gibb regarding the abuse perpetrated over many years by former Bishop Peter Ball highlighted the importance of an effective and compassionate response to victims of abuse. As well as underlining the failings of the church and its apparent collusion with Peter Ball. The Carlile report regarding the allegations made in respect of the former Bishop of Chichester, George Bell, stresses the importance of the process being fair and equitable to all involved. Justice is a significant factor at the heart of safeguarding as well as the Christian faith. Both reports have served to remind us of this.

The Independent Inquiry into Child Sexual Abuse (IICSA) has resumed its work having appointed a new chair, Professor Alexis Jay, at the end of 2016.

However, we live and work in a time where the opportunities for truth and openness are perhaps more powerful than ever before, particularly for those whose voices have been

¹ Social Care Institute for Excellence - <https://www.scie.org.uk/>

silenced over many decades. We are committed not only to address these issues of the past, but to change the future for good and to set an example for how such matters are responded to. This, coupled with a commitment to create safer places for all across the Diocese, sets the direction of travel that we work towards. Our ability to safeguard the vulnerable is not ever something we should risk becoming complacent about, but it can be a source of good news to many within the life of the Church of England in the Diocese of Bristol.

This Annual Report details much of the work that has been undertaken by many people committed to this cause during the course of 2016.



Justin Humphreys:
Independent Chair of
DSSG



Oliver Home: Diocesan
Safeguarding Lead



Adam Bond: Diocesan
Safeguarding Adviser

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Diocesan Safeguarding Steering Group

The Diocesan Safeguarding Steering Group has been established since April 2014. This was in response to the review of safeguarding arrangements within the Diocese undertaken by Barnardo's in 2013. Subsequently the Church of England issued guidance which requires Dioceses to establish a Diocesan Safeguarding Advisory Panel which the DSSG is an equivalent to. Meetings have occurred quarterly through 2017.

The terms of reference² for the DSSG were revised in November 2016 and will be reviewed following the publication of National Guidance in October 2017. The Group has quarterly meetings to oversee safeguarding activity within the Diocese. There are standing agenda items which include national updates, information from IICSA and performance metrics and the Strategic Safeguarding Improvement Plan (which outlines the work of the DST and the DSSG).

The introduction of 'Quarterly Metrics' to each meeting from April 2015 has been particularly effective. These figures report on training, casework and DBS compliance levels. This monitoring process has overseen improvements in levels of in-date training and a move to less than 1% of monitored DBS checks being out of date (against national five year standard) compared to 13% in Q1 of 2015.

Membership

In 2016 DSSG members stood down. Denise Reynolds, Parish Safeguarding Officer at St Mary Redcliffe stood down from her role as PSO after 20 years of service. Denise has been replaced by Jan Coombes, Parish Safeguarding Officer at St Martin in Knowle. John Swainston, Director of Education & CEO DBAT, has left the DSSG following a review of the membership needs of the group as has Daniel Jones, Youth and Children's Adviser. Chris Priddy as head of Parish and External Relations has joined the group.

Representation from external organisations has been sought during 2017. Inspector Paul Bolton-Jones, from Avon and Somerset Constabulary, has joined the group. Nicola Laird, the Local Authority Designated Officer for Bristol City Council has also joined the group and will provide much welcome external challenge and insight.

A new Vice Chair, David Cain, has commenced in their role in 2017. There will be a need to consolidate the role of the group, whilst continuing to monitor, review and lead progress with existing priorities during 2018.

As at December 2017 the membership of the DSSG is as follows:

Justin Humphreys	Independent Chair
David Cain	Vice Chair
Oliver Home	Diocesan Secretary
Revd Paul van Rossum	Bishop's Chaplain
Ven Christine Froude	Archdeacon
Chris Priddy	Head of Parish and External Relations

² <https://www.bristol.anglican.org/documents/dssg-terms-reference/>

Olive Gascoigne	Parish Safeguarding Officer
Jan Coombes	Parish Safeguarding Officer
Revd Canon Raymond Adams	Chair of House of Clergy
Revd Canon Derek Chedzey	Adviser for Ministry Development & representing Bristol Cathedral
Roland Callaby	Diocesan Registrar
Ben Evans	Communications Officer
Inspector Paul Bolton-Jones	Avon and Somerset Constabulary
Nicola Laird	LADO, Bristol City Council
<i>Katheryn Caithness</i>	<i>Safeguarding Co-ordinator (Notetaker)</i>
<i>Adam Bond</i>	<i>Diocesan Safeguarding Adviser</i>
<i>Helen Styles</i>	<i>Safeguarding Training and Development Officer</i>

Attendance

Name	16 January	4 April	27 June	19 October
Justin Humphreys	A	✓	✓ (phone)	✓
David Cain	✓	✓	✓	A
Oliver Home	✓	✓	✓	✓
Revd Paul van Rossum	✓	A	✓	✓
Ven Christine Froude	✓	A	A	✓
<i>John Swainston</i>	A	-	-	-
Chris Priddy	-	✓	✓	✓
Olive Gascoigne	A	✓	A	✓
Jan Coombes	-	-	-	✓
<i>Denise Reynolds</i>	✓	-	-	-
Rev Canon Raymond Adams	✓	✓	✓	✓
Rev Canon Derek Chedzey	✓	✓	✓	✓
Roland Callaby	✓	✓	✓	✓
Ben Evans	✓	-	-	✓
<i>Dan Jones</i>	A	-	-	-
Inspector Paul Bolton-Jones	-	-	✓	-
Nicola Laird	-	-	-	✓
<i>Adam Bond*</i>	✓	✓	✓	✓
<i>Katheryn Caithness*</i>	✓	✓	✓	✓
<i>Helen Styles*</i>	-	✓	✓	✓

*Members of Diocesan Safeguarding Team attend DSSG but are not members

Safeguarding Staffing

2017 has seen a number of significant changes both nationally and within the Diocese.

Diocese: The Diocesan Safeguarding Team welcomed Helen Styles, Diocesan Safeguarding Training and Development Officer in March 2017 and Nick Papuca's role as Safeguarding Case Worker became a permanent appointment.

Katheryn Caithness as PA to the Diocesan Secretary (3 days a week) and Safeguarding Co-ordinator (2 days a week) continues to support the team.



Adam Bond,
Diocesan
Safeguarding
Adviser



Helen Styles,
Diocesan
Safeguarding
Training and
Development Officer



Nick Papuca,
Safeguarding
Caseworker



Katheryn Caithness,
Safeguarding Co-
ordinator

Oliver Home, Diocesan Secretary, is the safeguarding lead and line manages Adam and Katheryn as part of a team that also includes HR. Adam line manages Nick Papuca and Helen Styles

Our volunteer trainers, Mike Boshier, Becky Fisher, Sara Wadsworth and Clare Waggett have continued to support the delivery of safeguarding training across the Diocese this year and have been joined by Fran Clarke, Liz Leaman and Karen Willmot.

An Authorised Listening service is provided on behalf of the Diocese. This is an area of work we would like to see further expanded.

Arthur Panton, an independent Social Worker provides independent professional supervision for the DSA on a private consultancy basis every six weeks.

National: The National Safeguarding Team has continued to develop following further recruitment during 2016. Lisa Clarke, National Learning & Development Adviser is on maternity leave and has been ably covered in her absence by Andrea Watkins. In response to the report by Dame Moira Gibb, recruitment of safeguarding support officer to the Lead Bishop for Safeguarding and a national safeguarding caseworker has been started.

Safeguarding Service Development

Diocese

Throughout 2017, the Diocese of Bristol has been working to the Action Plan agreed by the Diocesan Safeguarding Steering Group in January 2016. This Action Plan was developed following the previous year's Safeguarding Annual Report which incorporated results of the second Parish Safeguarding Audit. The plan has been added to and revised following the SCIE Audit and progress in relation to the plan is reported quarterly to the DSSG.

Safe and Welcome: The Safe and Welcome scheme invites parishes to review their activity in the following five areas; Safeguarding, Children and Young Peoples Ministry, Health and Safety, Hospitality and Accessibility. The Safeguarding section is fully integrated with the Safeguarding Annual Audit process.

Parishes work towards completing certain actions in order to reach a 'standard' at which stage they are awarded bronze, silver or gold certificates.

At December 2017, 35 parishes were engaged in the scheme. 13 have been awarded Bronze level and 2 Silver level with 22 parishes currently working towards Bronze level.

Inductions: One-to-one Safeguarding Inductions for Clergy and BDBF Advisers/Officers were continued during 2017. Three new incumbent status clergy have received one-to-one inductions with the Diocesan Safeguarding Adviser during 2017. Inductions for other new clergy appointed during 2017 are in the process of being arranged.

Authorised Listeners: The Diocesan Safeguarding Adviser has continued to work on developing provision of Authorised Listeners as required by 'Responding Well³'. An agreement in principle is in place with Acorn Christian Healing Foundation. One trained listener has continued to offer their services and we are hopeful that we will be able to recruit more trained listeners during 2018.

Bristol Cathedral: A service level agreement was renewed during 2017 between the Bristol Diocesan Board of Finance and Bristol Cathedral. This outlines how each organisation communicates and cooperates in terms of safeguarding casework and provision and sets out how each organisation functions in relation to provision of training and DBS services. Safeguarding Training will be provided to the Cathedral by the Diocese Safeguarding Team. This agreement remains in place and will be reviewed in 2020.

Trinity College: Trinity College in Bristol is the only Theological Education Institution within the Diocese of Bristol. Support has previously been provided to Trinity College with safeguarding issues as and when required. A more structured and formal relationship is being established which has included the provision of advice and guidance on safeguarding arrangements within the College and the provision of

³ [Responding Well to those who have been sexually abused, 2011](#)

safeguarding training to both staff and the student body. A service level agreement will be implemented during early 2018.

Out of Hours/ Holiday Advice Access: An Information Sharing Agreement is in place with Churches Child Protection Advisory Service (CCPAS) from December 2015 to enable individuals to access CCPAS's 24 hour helpline and for urgent telephone advice to be provided during DSA leave. Requests for advice are shared with the Diocese though we do not at present receive usage data. The agreement is due for renewal in early 2018 and will be amended in light of the revised Data Protection regulations coming into force in May 2018.

Pocket Safeguarding Booklets: These were printed and distributed to parishes early in 2015 and were well received. These have been reprinted following the change to out of hours cover and were redistributed in early 2016. The Booklets will be reissued during early 2018 having been reviewed and updated.

National

National Independent Chairs' Network: This network met again at Lambeth Palace and received a range of updates from the National Safeguarding Team and a summary presentation from SCIE on the ongoing Diocesan Safeguarding Audits.

Regional Safeguarding Forum: The South West Ecumenical Safeguarding Forum (SWESF) for DSAs (and their equivalents from other denominations) has continued to meet quarterly. The Chair is Jan Murphy from the United Reformed Church. Meetings take place between Devon and Bristol.

National Safeguarding Audit Program: The Diocese of Bristol took part in the Audit program in February 2017. Several other Dioceses have been audited during 2017 and a final assessment of the audit program is expected during 2018.

In addition to the audits of Diocese the National Safeguarding Team plans to proceed with a national audit of Cathedrals commencing in late 2018.

The National Safeguarding Team continues to provide regular newsletters approximately quarterly to inform dioceses of developments at the national level.

Independent Inquiry into Child Sexual Abuse (IICSA): Justice Lowell Goddard QC stepped down and was replaced as chair of the Inquiry by Professor Alexis Jay in 2016. The Diocese Safeguarding Steering Group (DSSG) consider issues arising out of IICSA at each DSSG meeting and it is expected that this will continue during 2017 and for the length of the enquiry. It is expected that hearings regarding abuse within the Church of England will commence in March 2018

The Diocese has been asked to provide case records and relevant information to the enquiry and will continue to fully cooperate with the inquiry as and when requested to do so.

Policy and Procedures

Diocese

All of the Diocese of Bristol's safeguarding policy and guidance was reviewed in August 2016. Minor updates have been made to some during 2017 and following the publication of the National Guidance relating to Domestic abuse (see below) a policy Statement has been issued by the Diocese and a template is available for Parishes to adopt. A new training strategy and plan was adopted in March and implemented in April 2017. Revisions to the Allegations Management Procedure are to be considered by the DSSG in January 2018 in response to the revised guidance issued nationally in October 2017. National Policy and Guidance was formally adopted by the Diocesan Synod in June 2017.

Parish

The Parish Safeguarding Audit was issued to Parishes at the end of 2017. The content of the audit has been revised slightly and Parishes are encouraged to consider how they can be sure that they are meeting the required standards and how they can evidence this. Parishes are also being encouraged to undertake the audit collaboratively across the PCC rather than as a delegated function of the Parish Safeguarding Officer. This is intended to remind PCC's that they are ultimately responsible for safeguarding arrangements within a Parish and to encourage Parishes to recognise that Safeguarding is everybody's responsibility.

Parishes have been asked to ensure that they submit their response to the Audit by no later than Easter 2018.

National

The Safeguarding and Clergy Disciplinary Measure was approved by General Synod in July 2016. The Measure introduced a raft of changes that have now been fully implemented since March 2017 including:

- providing a duty for 'due regard' to be paid to the safeguarding policies of the Church of England;
- strengthening a Bishops ability to suspend Clergy, PCC members and Churchwardens where an allegation is made;
- enabling a Bishop to require clergy and lay workers to under go a risk assessment following an allegation or concern; and
- barring from office those barred under the Safeguarding and Vulnerable Groups Act, 2006.

Changes to the Church Representation Rules, 2017 covered the disqualification from various roles of those with convictions for a relevant offence and anyone on a barred list.

A new Policy statement has been published this year:

- [Promoting a Safer Church; House of Bishops policy statement](#) (2017)

New guidance has been issued this year:

- [Training and development practice guidance](#) (2017) - January
- [Responding well to domestic abuse practice guidance](#) (2017) - March
- [Key roles and responsibilities of church office holders and bodies practice guidance](#) (2017) – October/ December 2017
- [Responding to, assessing and managing concerns or allegations against church officers practice guidance](#) (2017) – October/ December 2017
- [Glossary Reference Guide](#) (2017)

The existing Church of England Safeguarding policies remain in place:

1. [Promoting a Safe Church \(safeguarding policy for adults\)](#) 2006
2. [Protecting All God's Children \(safeguarding policy for children and young people, 4th edition\)](#) 2010

The existing guidance remains in place:

1. [Responding well to those who have been sexually abused practice guidance](#) (2011)
2. [Safer recruitment practice guidance](#) (2016)
3. [Safeguarding in religious communities practice guidance](#) (2015)

And with the Methodist Church:

1. [Safeguarding records: joint practice guidance for the Church of England and the Methodist Church](#) (2015)
2. [Safeguarding joint practice guidance for single congregation Local Ecumenical Partnerships](#) (2015)

Safeguarding Training

The National Safeguarding Team published a revised Training and Development Framework in January 2017. Following the successful recruitment of Helen Styles as Training and Development officer this has been developed into a Diocesan Safeguarding Training Strategy and Plan to which the Diocesan Safeguarding Team have been working to during 2017.

Courses available

The full suite of training available within the Diocese is as follows:

C0 - Online Children and Adult Safeguarding Basic awareness – pre-requisite for all face to face training and recommended for all (this course was issued in April 2017 and replaced the previous course provided to the Diocese of Bristol by the Diocese of Chelmsford).

C1- Safeguarding Foundation Basic course provides an introduction to safeguarding within a church context and equips participants with skills and knowledge to know how and when to report concerns (this course is now available as an online course for those who also are required to complete C2).

C2 – Safeguarding Leadership Equips participants to embed safeguarding practice in a leadership role within their church.

C3 – Safeguarding for Licenced Clergy Equips Clergy to embed safeguarding practice and to respond effectively to safeguarding situations.

S1 - Safer Recruitment Explores statutory legislation and guidance and the House of Bishops safer recruitment procedures, policies and practice guidance.

S3 - Responding to Domestic Abuse Examines issues related to domestic abuse especially for vulnerable adults and children and how the Church can respond well.

Expected to be available from late 2018.

C5 – Safeguarding Refresher Repeated every 3 years refreshes and deepens knowledge and practice. The Diocesan Safeguarding Team has sought agreement from the National Safeguarding Team to develop a local C5 - Refresher course as there are a significant number of people across the Diocese who will require refresher training from early 2018. Given the delays that have occurred in the provision of training modules by the National Safeguarding Team it has been agreed that we can develop our own refresher course.

S2 - Pastoral Care, Confidentiality and Confession Explore the practical and other implications of pastoral care, confidentiality and confession on safeguarding policies and practice.

S4 - Grooming and Sexual Abuse and responding to survivors

S5 - Assessing and Managing Risk

The recruitment of a Training and Development Officer in March 2017 has been crucial in ensuring the provision of consistent and high quality training across the

Diocese. Helen has provided excellent training and support to the Diocesan Safeguarding Team in implementing a broad suite of training. We have also increased our capacity regarding our volunteer trainers who are able to provide C1 training within Parishes. Three new training officers have been recruited during 2017 and it is hoped that they will become fully operational in early 2018.

Online training

Online safeguarding training modules were commissioned from Chelmsford Diocese in 2015 which continued to be available to all parishes during 2017 on a transitional basis. The National Safeguarding Team issued a C0 Safeguarding Basic Awareness online course in April 2017 and this has been adopted as the preferred option by the Diocese of Bristol. The online training provision has been joined by the C1 Online course in December 2017. The Diocesan Safeguarding Team advise that the online C1 course is only used by those who also have to complete the C2 Course. This is to ensure that all who have to complete C1 or C2 have the opportunity of face to face training. A total of 280 people undertook online training during 2017.

Additional training sessions have continued to be offered for Parish Safeguarding Officers comprising induction and Forum meetings

In total, there have been **79** face to face training events delivered with **1405** participants in 2017 compared to 56 with 1049 in 2016 and 50 with 977 in 2015. This is in addition to the online training.

People with outstanding training needs

A key concern identified in the SCIE Audit was the relatively low numbers of Parish Safeguarding Officers that have received training in comparison to those in a licensed or similar role. Anomalies in the data have been identified during 2017 indicating that the actual situation was more concerning than had previously been realised. A plan to improve the numbers of Parish Safeguarding Officers that have completed C1 and C2 training has been implemented. This plan has two strands:

1. Improving training records and
2. Enabling Parish Safeguarding Officers to attend training.

In some cases, Parish Safeguarding Officers had attended training but this had not been reported correctly (i.e. they had attended whilst in another role than that of a PSO) and therefore had not been recorded as having attended. Or they had booked a C1 course to be delivered within their Parish but not reported that they themselves had attended. One Parish Safeguarding Officer had in fact attended four C1 courses.

The move to a single central record using the new Contact Management System will, it is hoped, improve the quality of data management. The use of the C1 online course was hoped to assist in improving training numbers. However this course has only been made available at the end of 2017 so it has not had any impact on training numbers as regards Parish Safeguarding Officers at present.

Once the numbers of Parish Safeguarding Officers that have received the required training has improved the DST will be focussing on Churchwardens and those working with youth and children across our Parishes.

Period		Clergy	PTO	LLMs
Q4 2016	Total number in role	197	140	197
	Number with up to date training	161	113	161
	% up to date training	82%	81%	82%
Q1 2017	Total number in role	206	144	206
	Number with up to date training	173	118	173
	% up to date training	84%	82%	84%
Q2 2017	Total number in role	202	145	202
	Number with up to date training	189	121	189
	% up to date training	94%	83%	94%
Q3 2017	Total number in role	200	155	200
	Number with up to date training	190	125	190
	% up to date training	95%	80%	95%
Q4 2017	Total number in role	202	139	202
	Number with up to date training	187	115	187
	% up to date training	92%	83%	92%

Parish Safeguarding Officers

In addition to the national training modules, Parish Safeguarding Officers are offered an induction session. This has been available for new Parish Safeguarding Officers since 2015. As of the end of 2017 there were 188 Parish Safeguarding Officers in post across the Diocese.

Course	Completed training		Awaiting training	
	December 2017	September 2017	December 2017	September 2017
PSO Induction	58 (31%)	50 (25.9%)	130 (69%)	143 (74.1%)
C1 Foundation	104 (55%)	77 (39%)	84 (45%)	116 (61%)
C2 Leadership	88 (47%)	72 (37%)	100 (53%)	121 (63%)
C1 and C2	56 (30%)	43 (22%)	132 (70%)	146 (78%)

Efforts to improve the numbers of Parish Safeguarding Officers that have received the required training for their role will continue into 2018. The availability of the online module for C1 from December 2017 will hopefully enable more Parish Safeguarding Officers to complete this level of training. Many that have completed C2 have yet to complete the C1 module. Those that have yet to attend any training are being contacted individually by the Diocesan Safeguarding Adviser by phone and email.

Training delivered in 2017

The Safeguarding Learning and Development Framework was approved by the House of Bishops in December 2015. A revised version of the Framework was published in January 2017. The Diocesan safeguarding training plan was revised to reflect the new guidance and implemented in April 2017. In spite of the delay in recruiting Helen to her role, as can be seen above, we have managed, in 8 months, to provide a significant training programme that reflects the requirement of the National Framework.

The commitment of the volunteer trainers has continued to be remarkable, with every parish training request being met across the year.

Senior staff have been identified for attendance at a C4 session. This training will be delivered by the National Safeguarding Team in January 2018.

Course	Led By	Completed	Cancelled	Participants
C0: Online Safeguarding	Online/ Face to Face	280	-	280 ^{4**}
C1:Foundation	DSA/Vol. Trainer	40	4	604*
C2: Leadership	TDO/DSA	18		190/222*
C3: Clergy	TDO/DSA	4		50
PSO Induction	TDO/DSA	2	1	15
S1: Safer recruitment	TDO	8	1	106
S3: Domestic Abuse	TDO	6	1	87
PSO Induction	TDO/DSA	2		23
PSO Forum	TDO/DSA	4	-	58
Diocesan Staff	DSA	1	-	10
Ordinands ⁵	TDO/DSA	2	-	
Total		79		1455

⁴ 106 via the Chelmsford online training and 174 through the NST C0 course

⁵ Also included in training numbers for C1 and C2 as they receive this training in year one and year two of their training as Ordinands.

Monitoring and reporting

Monitoring is reported at each DSSG meeting of levels of training for those holding a Bishop's licence or permission to officiate. Levels of in date training have risen through the year, with further improvement forecast in 2017.

National Summit

Adam Bond and Helen Styles attended the Church of England National Safeguarding Summit on 11-13 September 2017 at the University of York. A summary report for the summit is available from the National Safeguarding Team [here](#).

Additional Training needs

The Diocese Safeguarding Team has identified a need for training for those involved in lone working situations. Helen Styles has developed a Personal Safety course following her attendance on the Train the Trainer course provided by the Suzy Lamplugh Trust. It is specifically though not exclusive aimed at those in ministry but anyone in a church role would be encouraged to attend.

Expected Developments for 2018

A brochure outlining the training courses and requirements for Safeguarding Training as per the National Learning and Development framework is available and is also provided on the Diocesan website.

The remaining modules are expected to be issued during the latter half of 2018. Specialist training is to be commissioned by the National Safeguarding Team for Diocesan Safeguarding Advisers regarding Risk Assessment.

DBS and Safer Recruitment

Full implementation of safer recruitment processes has continued across the Diocese this year and the updated National Safer Recruitment guidance published in July 2016 has been adopted by the Diocese and a Safer Recruitment Toolkit made available to Parishes. It is encouraging that interest in the S1 Safer Recruitment courses run by the Diocese has been high and we have had 106 people attend for Safer Recruitment Training during the latter half of 2017.

In 2017, the Church of England Contact Management System was introduced and adopted by the Diocese. The challenge remains that the Diocese's central record of information related to staff, ministers and volunteers records DBS and training information in various locations. During 2017 work has commenced to update the Contact Management System records to also include DBS and training records. Also the Contact Management System does not include all parish roles that require DBS checks. Matching up contact information with DBS due dates is time consuming and vulnerable to errors. This also means that it is not always possible to establish from diocesan records whether relevant parish volunteers and staff have an in date DBS disclosure. However, since the adoption of the CCPAS DBS e-bulk system in 2014

information is much more reliable. Therefore, by July 2019 we would hope that our DBS records are completely reliable.

DBS – Not Clear

Five DBS disclosures have been returned with the outcome ‘Please wait to view applicant certificate’ indicating that there is relevant information on the certificate 2017. Of these, four assessments have been completed. One did not require an assessment as the information was not new (i.e. it had been included in a previous check and a risk assessment completed).

Parish Registration with CCPAS to process DBS checks

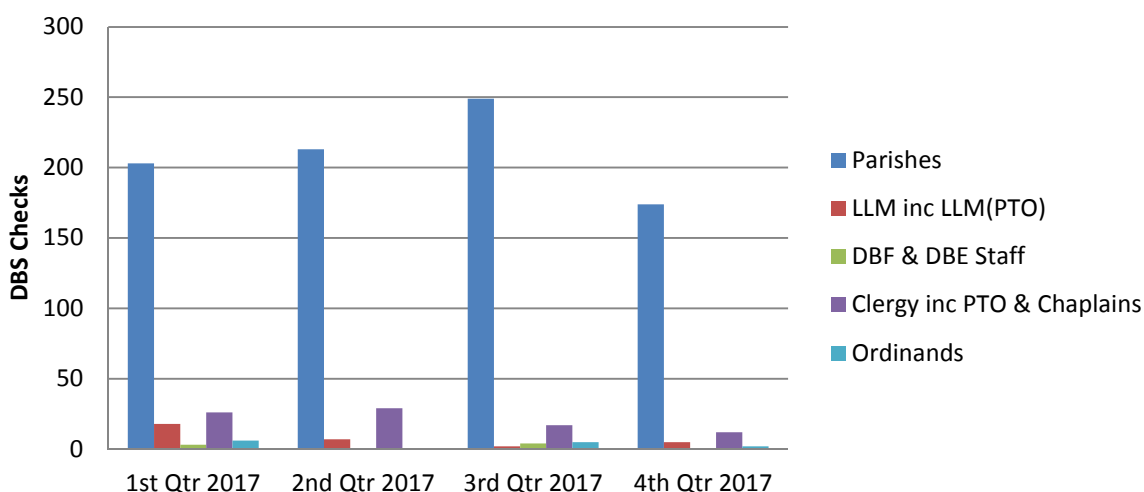
At present every parish is either registered or has access to be able to complete DBS checks.

Deanery	Total Parishes or groups	2016: Parishes signed up with CCPAS	2017: Parishes signed up with CCPAS or other	
Bristol South	20	95%	20	100%
Bristol West	19	95%	19	100%
Bristol City	24	81%	23	95%
Chippenham	16	88%	16	100%
Kingswood & South Glos	25	92%	26	100%
North Wiltshire (Groups)	6	67%	6	100%
Swindon	22	82%	20	91%
Totals	134	87%	130	97%

Four parishes that are LEPs use the Methodist system for DBS checks.

Number of DBS applications completed in 2017

976 DBS applications were recorded as being processed in 2017 compared to 692 in 2016. This amounts to an increase of 41%. Much of this increase is due to the requirement for all PCC members (212 additional DBS checks completed) to have a DBS check and also the requirement for all Parish Safeguarding Officers to have a DBS Check. Expired DBS checks for clergy are an exception and actively pursued: Clergy Licenses are suspended if required.



Number of DBS applications completed during 2017.

Outstanding DBS checks 2017

Period		Clergy inc PTO	LLM inc LLM (PTO)	BDBF Staff
Q4 2016	Total number in role	366	206	19
	Total number of expired DBS checks	6	0	0
	% expired checks	1.7%	0%	0%
Q1 2017	Total number in role	368	203	19
	Total number of expired DBS checks	11	5	0
	% expired checks	3%	2.5%	0%
Q2 2017	Total number in role	355	203	20
	Total number of expired DBS checks	5	3	0
	% expired checks	1.4%	1.5%	0%
Q3 2017	Total number in role	357	201	22
	Total number of expired DBS checks	3	1	0
	% expired checks	0.8%	0.5%	0%
Q4 2017	Total number in role	356	203	24
	Total number of expired DBS checks	2	2	0
	% expired checks	0.56%	1%	0%


Quality Assurance

National

Diocesan Safeguarding Audit

The National Safeguarding Team piloted a new safeguarding audit process during 2015. The Social Care Institute for Excellence (SCIE) has continued to provide the audits. The Audit scheme largely follows a section 11⁶ style audit and involves an onsite visit over three days by two SCIE auditors. The Diocese of Bristol received an audit visit in February 2017. The Auditors provided a report which has been accepted in full by the Diocese and is available on the Diocesan website. In addition the Diocese published a response to the report and has implemented a Safeguarding Improvement plan to address the findings within the audit. The majority of these have been completed. Progress on the improvement plan is reported to the DSSG at the quarterly meetings.

The Audit report is available here: [SCIE Safeguarding Audit Report for the Diocese of Bristol 2017](#)

	<p>SCIE independent safeguarding audit (February 2017)</p> <p>The audit reported on safeguarding arrangements within the Diocese of Bristol. What is going well and areas for further development were outlined in the report which has resulted in a comprehensive improvement plan.</p> <p>WHAT'S GOING WELL</p> <ul style="list-style-type: none">▪ The Bishop takes responsibility for the diocesan safeguarding agenda and is keen for there to be ongoing improvement.▪ There is confidence from within the Diocese regarding the Diocesan Secretary and his commitment in driving forward safeguarding. <ul style="list-style-type: none">▪ The Diocesan Secretary has expressed confidence in the skills and knowledge of the safeguarding team (including the arrival of the Training and Development Officer).▪ The Diocese has supported and enabled an expansion in resources for safeguarding since 2013.▪ The Diocese has used the 2013 Barnardo's report to make improvements in many areas of safeguarding work.▪ The safeguarding team and the Diocesan Secretary are aware of the areas needing further improvement.▪ The Parish Self Audits show an increasing understanding of the need for
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⁶ S.11 Children Act 2004

safeguarding to be at the core of local church life, and parishes have found the process very useful.

- Safeguarding pocket guides have been noted as being a useful tool to disseminate information.
- Feedback from the Parish Focus Group about the good quality of training that is delivered.
- PSO Forums set up by the previous DSA were identified as being of great value and mutually supportive.
- Prompt responses are being made to safeguarding enquiries and referrals made to the safeguarding team.
- Accessible and plain English policies and procedures, which are available online.

AREAS FOR FURTHER DEVELOPMENT

- Whilst it is clear that a significant amount of work has been undertaken in putting all material regarding individual cases together electronically, this work needs to continue onwards to enable clear and accessible case files exist for each case.
- Each case file needs to have clearly standardised sections, one of which should be for case notes which record all activity undertaken.
- Risk assessments need to be undertaken in line with national guidance (Risk Assessment for Individuals who may Pose Risk to Children or Adults (2015)), taking into account that this guidance is in the process of being updated.
- The quality and effectiveness of safeguarding agreements need to be reviewed, to ensure they are based on an up-to-date and fit-for-purpose risk assessment.
- External membership of the DSSG to continue to be pursued.
- More reliable and consistent support to survivors to be pursued.

In response to these findings the Diocese published a statement welcoming the report and outlining action that was already in place anticipating the findings in the report. The response to the audit report is available to read in full here:

<https://www.bristol.anglican.org/documents/independent-audit-diocesan-safeguarding-arrangements-feb-2017/>

Annual Self Evaluation

The Church of England issued the annual Diocese self assessment of Safeguarding Arrangements in March 2017 to cover the year 2016. A submission was provided to the National Safeguarding Team as required before the deadline of 31 July 2017.

Past Cases Review

An independent scrutiny team has been appointed to review the Past Case Reviews completed by Dioceses in 2007-2009. The Diocese has responded to some further queries regarding the review material and provided further documentation. The final report is to be presented to the National Safeguarding Steering Group in January 2018. Recommendations will be made within this report nationally and for each Diocese.

Diocese

Parish Safeguarding Audit

The fourth annual Parish Safeguarding Audit was issued to Parishes in November 2017. Previously Parishes have been given a brief period within which to submit a return. However, a gradually declining submission rate over the preceding three years has been identified. Therefore the audit has been revised and a more flexible response period introduced. Further changes include an expectation that the audit is completed as a collaborative process by the PCC rather than a task that is often left to the PSO to complete. Also questions in the audit have supplementary follow up questions asking parishes to consider how they can evidence that they have met a required standard in the audit.

Questions within the Audit are in the following Categories:

- Parish Safeguarding Policy;
- Parish Safeguarding Officers;
- Record Storage;
- Safeguarding Training;
- Safer Recruitment;
- Safeguarding Responsibilities;
- Activities;

The majority of Questions are repeated from previous years.

A report will be presented to the DSSG in April 2018 based on submissions received up to that date.

Case Work

Cases are recorded on file where advice is sought from the DSA and where this is related to a safeguarding concern or has the potential to become one (other types of queries e.g. recruitment, policy, training, signposting to services, are not recorded).

41 new cases were recorded in 2017, 25 of which remained open cases at the end of 2017. 35 cases remain open from previous years a number of these are historic and have outstanding actions that require attention before they can be closed.

New cases

Victim: Child (where child now or at time of allegation)

(Key: S: sexual, DV: domestic abuse, NS: not safeguarding, P: physical, N: neglect, nn: not named)

Role of person who is alleged to have or may cause harm	Action Taken (may be more than 1 action per case)							
	Type	Count	Advice	Liaison with LA	Liaison with LADO	Liaison with police/Probation	Refer to other diocese/NST	DBS referral
Clergy	SA	1	1	0	1	0	0	0
PTO	S	1	1	0	0	1	0	0
LLM	-	0	0	0	0	0	0	0
Ordinand/Curate	-	0	0	0	0	0	0	0
Volunteer	P	1	1	0	1	0	0	0
	S	5	5	0	1	0	1	0
	O	1	1	0	1	0	0	0
Unknown/None	S	1	1	0	0	1	0	0
Parish Staff	S	3	3	0	1	2	1	0
	NS	1	1	0	1	0	0	0
Congregation member	S	4	4	1	1	3	0	0
Public	S	2	2	0	0	2	0	0
Other org.								
Total by type	S	16	16	1	3	9	2	0
	NS	1	1	0	0	0	0	0
	P	1	2	0	1	0	0	0
	O	1	1	0	1	0	0	0
	SA	1	1	0	1	0	0	0
Total		21	21	0	6	9	2	0

Victim: Adult

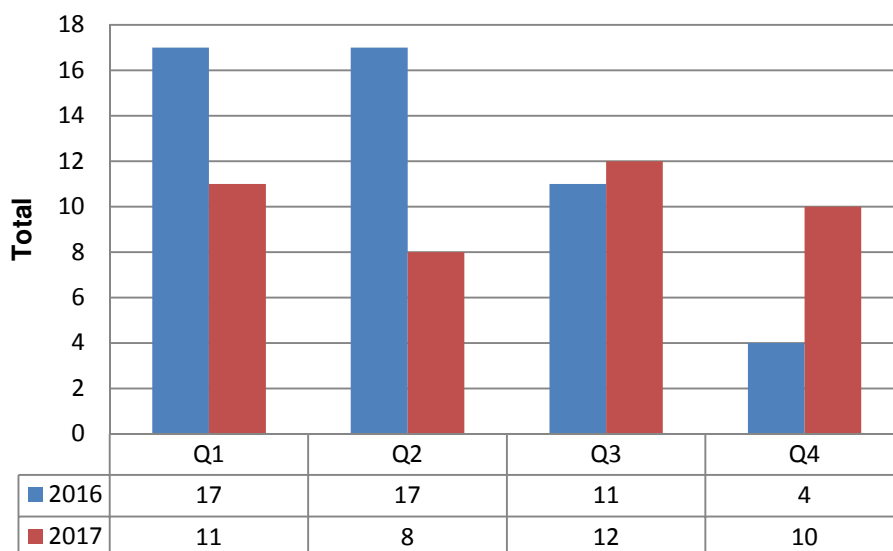
(Key: S: sexual, DV: domestic abuse, NS: not safeguarding, P: physical, N: neglect, SN: Self Neglect, nn: not named, Dis: discrimination, E: emotional, F: financial, SN: self neglect, SA: Spiritual Abuse, O: Other)

Role of person who is alleged to have or may cause harm	Action Taken (may be more than 1 action per case)							
	Type	Count	Advice	Liaison with LA/Health	Liaison with Safeguarding	Liaison with police/Probation	Refer to other diocese/NST	DBS referral
Clergy	SA	1	1	0	1	0	0	0
	F	1	1	1	0	1	0	0
PTO	S	1	1	0	0	1	0	0
LLM	-	0	0	0	0	0	0	0
Ordinand/Curate	-	0	0	0	0	0	0	0
Volunteer	S	1	1	0	0	0	0	0
	F	2	2	0	0	2	0	0
	P	1	1	0	0	0	0	0
	O	1	1	0	0	0	0	0
Unknown/None	-	0	0	0	0	0	0	0
Parish Staff	S	2	2	0	0	2	1	0
Congregation member	DV	2	2	0	0	1	0	0
	E	1	1	0	0	0	0	0
	P	1	1	0	0	1	0	0
	S	1	1	0	0	1	0	0
	nn	1	1	0	0	0	0	0
NS	1	1	0	0	0	0	0	
Public	S	2	2	0	0	1	0	0
	NS	2	2	1	0	1	0	0
	P	1	1	0	0	0	0	0
Other org.	P	1	1	0	0	1	0	0
Total by type	SA	1	1	0	1	0	0	0
	F	3	3	1	0	3	0	0
	S	7	7	0	0	5	1	0
	P	4	4	0	0	1	0	0
	O	1	1	0	0	0	0	0
	DV	2	2	0	0	1	0	0
	E	1	1	0	0	0	0	0
	NS	2	2	0	0	0	0	0
Total		23	23	1	1	10	1	0

Comparison with 2016

2016 19 adult cases or consultations
 2017 23 adult cases and 24 consultations for advice

2016 25 children's cases or consultations
 2017 21 children's cases and 27 consultations for advice



New referrals 2016-2017

The volume of case referrals over the year was more balanced than was the case in 2016. Consultations for advice occur when no identifying information is provided regarding those involved and therefore a 'case file' is not opened. Advice may also be sought regarding practice within a parish or group.

Additional Case Work

30 cases have continued into 2017 from other years which do not have a requirement for a safeguarding agreement.

Safeguarding Agreements

An agreement is made when an individual who poses a risk to children or adults at risk would like to attend and worship at a Church. Prior to the implementation of an agreement, a risk assessment is completed to ensure that the agreement fully meets the risk posed and that the individual is provided with the necessary support.

As at December 2017, there are 22 agreements in place involving 18 individuals (some having multiple agreements due to being involved in various activities across parishes e.g. bell ringing). Seven agreements are new within the year, five agreements are pending or in process awaiting decisions and action by other parties or the individual themselves, one agreement was signed this year and is now on hold as the individual is not currently attending the church.

All agreements that have been due for review during 2017 have been reviewed and have an updated risk assessment or the risk assessment (and update) is in process at year end.

Revised guidance *Responding to, assessing and managing safeguarding concerns or allegations against church officers, 2017* was issued in October 2017. This will result in revisions being made to the Diocese 'Allegations Management Procedure' and Ministering to persons who pose a risk of harm to children and adults at risk of abuse'. Both revised guidance will be considered by the DSSG in 2018.

Budget

Description	2016 Actual	2017 Budget	2017 Spend
	£	£	£
DBS Disclosure Costs	12,088	12,000	10,971
Safeguarding risk assessments	4,800	4,500	2,400
Safeguarding training	3,038	5,000	4,194
DSA & DSSG working expenses	2,373	3,500	2,912
Totals	22,299	25,000	20,477

Supporting Safeguarding



Bishop Mike presiding at the Supporting Safeguarding Service in June 2017

On 12 June 2017 the Diocese held a service presided over by Bishop Mike and at which Justin Humphreys preached. The aim was to hold 'a service to recognise the centrality of safeguarding in our churches and in the community'. In addition, the service was an opportunity to thank those in our Parishes such as Parish Safeguarding Officers and Churchwardens who work tirelessly to ensure that our churches are as safe an environment as can be. Those who attended provided positive feedback about it and appreciated the recognition they had received from the Bishop.