

Diocesan Safeguarding Advisory Panel

Terms of Reference

These terms of reference are consistent with the Church of England Safeguarding principles and guidelines set out in their safeguarding policies.

Objectives and Vision

To provide:

- Assurance that safeguarding policies and plans are in place and to ensure all places of worship within the responsibility of the Diocese of Peterborough are safe places to frequent.
- An overview and scrutiny of safeguarding arrangements and processes that are in place, to ensure consistency, accountability and transparency.
- Governance for safeguarding arrangements and proposals; seeking opportunities to continue to learn from safeguarding concerns, and to evolve and improve Diocese safeguarding arrangements.

Role and Functions:

1. 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.
2. 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.
3. To contribute to the Diocese's safeguarding strategy and its annual progress review.
4. 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.
5. 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.
6. 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.

7. To consider learning derived from case lessons learnt reviews and advise on a Diocesan response including actions and any changes to local and national policy, procedure or practice which are indicated.
8. To monitor the Diocesan 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 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.
10. To have particular regard to the Church's responses to survivors of abuse perpetrated by church officers.
11. To advise the Bishop and senior officials of the adequacy of resourcing for the Diocesan safeguarding Officer and their team including professional supervision, safeguarding training, reviewing processes and any assignments proposed by the DSAP which it is agreed should be undertaken.
12. 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.
13. To review regularly the whistleblowing and complaints procedures and advise on any issues which appear to require attention.
14. To consider relevant matters referred by the Bishop, senior officials and the Diocesan Safeguarding Officer (DSO) including advising on Diocesan responses to safeguarding consultations from the Government, the National Church and other parties.
15. 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.
16. 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.
17. To report as requested to the Bishop's Council, Diocesan Synod and Board of Finance.
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 appointment of panel members is the responsibility of the Diocesan Bishop, in consultation with the Chair and the DSO. All appointments should follow the House of Bishops' safer recruitment guidance. Membership comprises of:

- An independent Chair with a relevant safeguarding background at a senior level as outlined in the agreed Person Spec.
- The Diocesan Bishop and/or their nominated safeguarding lead.
- An Archdeacon.
- Diocesan Safeguarding Officer (DSO).

- Diocesan Secretary (will act as Vice Chair if required and requested by the Chair or the Diocesan Bishop).
- Senior Cathedral Representative and/or the Cathedral Safeguarding Lead.
- A Parish representative.
- Up to three additional professionals, or their delegated representative, from Diocesan staff; The Diocesan Director of Ordinands, the Director of Children and Youth and the Director of the Diocesan Board of Education.
- Independent Members; at least three, and no more than eight, independent members with relevant recent or current safeguarding expertise and experience. At a minimum there should be representation from at least three of the following statutory agencies; Social Services, Police, NHS, Education, Probation and a relevant charity.
- The Safeguarding Support Officer will be responsible for the administrative functions of the group.

Initial appointment will be for a period of three years; there is thereafter the potential to extend for a further three year period.

Frequency of Meetings

The DSAP will meet quarterly and with more frequent ad-hoc meetings if needed.

Duties of the Chair

1. To agree to the agenda and minutes of the DSAP, 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 DSAP.
3. 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 actions and those which are being passed to the Diocese for further consideration.
4. To work with the Diocesan Bishop, the Diocesan senior leadership team, the Cathedral leadership team and other senior officials to ensure a constructive relationship with the DSAP in joint quest of achieving a safer Church for all.
5. To engage in the chairs national and regional network meeting, as required.

Quorum for Meetings

The minimum attendance in order for the meeting to go ahead is as follows:

- Chair or Vice Chair
- Diocesan Safeguarding Officer
- Independent External Member
- Cathedral Representation