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**Carlisle Diocesan Safeguarding Advisory Panel (DSAP)**

**Terms of Reference**

**1) Introduction**

The Church of England, its Archbishops, Bishops, clergy and leaders are committed to safeguarding as an integral part of the life and ministry of the Church.

Safeguarding means the action the Church takes to promote a safer culture. This means we will promote the welfare of children, young people and adults, work to prevent abuse from occurring, seek to protect those that are at risk of being abused and respond well to those that have been abused. We will take care to identify where a person may present a risk to others, and offer support to them whilst taking steps to mitigate such risks.

The Church of England affirms the ‘Whole Church’ approach to safeguarding. This approach encompasses a commitment to consistent policy and practice across all Church bodies, Church Officers and that everyone associated with the Church, who comes into contact with children, young people and adults, has a role to play.

The Church will take appropriate steps to maintain a safer environment for all and to practice fully and positively Christ's Ministry towards children, young people and adults; to respond sensitively and compassionately to their needs in order to help keep them safe from harm (Church of England Policy Statement 2017).

**2) The Role and Functions of the Panel**

The Panel offers advice and challenge to the Diocese & Cathedral as a “critical friend”. The Diocesan Bishop and the Cathedral Chapter however remain ultimately accountable for actions taken by the Church of England in the Diocese and in the Cathedral. Its functions are:

2.1. To provide a source of independent advice and expertise on sound safeguarding policies, procedures and practices to the Bishops and other senior clergy and officials.

2.2. To advise the Bishops and the Dean on whether, in the DSAP’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.

2.3. To contribute to the DSA’s safeguarding action planning and its regular progress reviews.

2.4. 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, and also to consider responses to others in church settings who may pose a risk to others.

2.5. 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.

2.6. To advise on arrangements to support and monitor the implementation of good safeguarding practice in parishes in accordance with national and diocesan/cathedral policy and practice guidance.

2.7. To consider learning derived from case lessons learnt reviews and advise on a diocesan or cathedral response including actions and any changes to local and national policy, procedure or practice which are indicated.

2.8. To monitor the diocesan and cathedral requirements relating to safer recruitment, DBS Disclosures and safeguarding training and advise accordingly.

2.9. To continue to ensure that there are clear shared safeguarding arrangements in place between the Diocese and our Cathedral.

2.10. To have particular regard to the Church’s responses to survivors of abuse perpetrated by church officers, and also to consider responses to others in church settings who are survivors of abuse.

2.11. To advise the Bishops and senior officials of the adequacy of resourcing for the Diocesan Safeguarding Adviser (DSA) and Trainer including professional supervision, safeguarding training, and reviewing processes.

2.12. 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.

2.13. To review regularly the whistleblowing and complaints procedures and advise on any issues which appear to require attention.

2.14. To consider relevant matters referred by the Bishops, senior officials and the DSA including advising on diocesan responses to safeguarding consultations from the Government, the national Church and other parties.

2.15. To advise the Bishops or the Cathedral Chapter on any circumstances where the Diocese/Cathedral 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 Cathedral.

2.16. To adopt and adhere to a Safeguarding Development Plan for the DSAP with the DSA based on its role, functions and priorities and review progress annually (July for a review of the past year and October for a refreshed plan).

2.17. To report as requested to the Bishop’s Council as required.

2.18. To discharge its responsibilities by processes of scrutiny, support and constructive challenge having due regard to the national Church’s Practice Guidance on safeguarding.

**3) Membership**

* The Independent Chair
* The Bishop of Penrith as nominated safeguarding lead (Vice Chair)
* The Archdeacon with the Archdeacons’ safeguarding lead
* The Diocesan Secretary
* The Bishop’s Chaplain/Chief of Staff
* A representative of Cumbria Christian Learning
* A representative of the Network Youth Churches
* The DSA
* The Canon Warden as Cathedral safeguarding lead representing the Cathedral Chapter
* A parish representative
* At least three independent members with relevant current or recent child protection or adult safeguarding experience at a senior level in a statutory, voluntary or private organisation including social care, probation and police
* The Cumbria Methodist District Safeguarding Officer

In addition,

* The person holding the role of Diocesan Director of Ordinands will be invited to meet the Panel annually for any review of clergy training or clergy deployment
* A senior representative of The Diocesan Board of Education will be invited to meet the Panel annually so as to ensure consistency of approach & practice across all diocesan activities

The Chair is appointed by the Diocesan Bishop via his delegated safeguarding representative, the Bishop of Penrith, in consultation with the DSA . The Bishop and DSA will consult the Chair on the choice of members.

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.

Initial appointments will be for five years with an additional term of three years following a review of commitment and contribution.

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.

**4) The Chair of the Panel**

The independent Chair is appointed by the Bishop for a period of three years, with an optional additional term of three years following a review.

**5) Frequency of Panel Meetings and Panel Process**

1. The DSAP will meet quarterly and more frequently if needs be.
2. Panel discussions & decisions will be minuted & distributed securely to Members who agree to store them securely.
3. Summary notes of Panel meetings will be made widely available via diocesan media. These will not include discussions of any identifiable individual
4. Each Panel meeting will consider a report from the Safeguarding Advisor, which addresses any issues arising in the past three months arising in respect of the functions of the Panel above. This will include alerting the Panel to issues which compromise or potentially compromise children/vulnerable adults, or compromise the ability of the Church in the Diocese to promote the Gospel. The Panel will receive sufficient detail to enable it to understand & appraise the advice in respect of case management given by the Safeguarding Advisor to the Bishop.

**6) The Duties of the Chair of the DSAP**

6.1. To agree the agenda and minutes of the DSAP, chair the meetings and monitor the follow-up actions.

6.2. To undertake the responsibilities of the chair as specified in the role description in line with the role and function of the DSAP.

6.3. 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 action and those which are being passed to the diocese for further consideration.

6.4. To work with the Bishops, the Bishop’s Leadership Team and other senior officials to ensure a constructive relationship with the DSAP in the joint quest of achieving a safer Church.

6.5. To engage in the Chairs national and regional network meeting, as required.

**7) The Chair’s specification**

The Chair will be an independent lay person 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.

Date: Updated & agreed by the DSAP July 2018

Person responsible for document: Charles Proctor