



CANTERBURY DIOCESAN AND CATHEDRAL SAFEGUARDING ADVISORY PANEL (DCSAP)



Terms of Reference (updated April 2021)

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 DCSAP'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 rigor 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 DCSAP 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 (at a minimum of 2 yearly) 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 DCSAP 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 DCSAP 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.
19. To explore joint learning and development as a Panel on a minimum of an annual basis.

MEMBERSHIP

- The Chair (see below)
- An Archdeacon
- The Bishop's nominated safeguarding lead (*The Bishop's Chaplain to perform this role*)
- Cathedral Operations Manager (Formerly the Receiver General) or a Representative from Cathedral Chapter
- Diocesan Secretary
- Diocesan and Cathedral Safeguarding Advisers
- Cathedral Safeguarding Lead or Cathedral Deputy Safeguarding Lead
- One clergy and one lay parish representative who are members of synods through the House of Clergy and Laity
- 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 victim/survivors using the experience of an organization such as the Living Well
- An individual with the ability to advocate for and represent the views of children and young people such as the Diocesan Children and Young People's Ministry Adviser

A Quorum shall be 10 members including: -

- The Bishop's Chaplain or the Diocesan Secretary
- A representative of the Cathedral Chapter or one other Cathedral Safeguarding representative
- One Diocesan Safeguarding Advisor
- One parish representative (clergy or lay)
- One representative from the House of Laity or House of Clergy (clergy or Lay)
- Two independent members

All Archdeacons and the Residential Canons 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 DCSAP 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 DCSAP 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 DCSAP will meet three times a year and more frequently if needs be.

Duties of Chair

1. To agree the agenda and minutes of the DCSAP, 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 DCSAP.
3. To conduct meetings of the DCSAP 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 DCSAP in the joint quest of achieving a safer church.
5. To engage in the Chair's 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 DCSAP'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.

(last updated 22nd April 2021)