

**Safeguarding Caseworker**

**Application Pack February 2023**

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Contact details

**Human Resources**

Enita Andrews

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**For an informal discussion about the role, please contact:**

Ben Goodhind, Safeguarding Manager

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Email Ben.Goodhind@bathwells.anglican.org

Dear applicant

Thank you for your interest in the post of Safeguarding Caseworker with the Bath & Wells Diocesan Board of Finance (DBF). I am delighted to let you have details about the diocese and information about the post.

We hope you find the application pack provides all the information you need in order to consider your candidature for this post. If, however, you have any further questions please initially contact Human Resources.

Meanwhile, please find opposite, key dates for the appointment process. Should you decide to apply for this post we look forward to receiving your application and wish you well.

Kind Regards

Enita Andrews

**HR Manager**

**Applications**

Applications must be received by **noon Friday 17 February 2023.** Application forms, with a covering letter no more than one side of A4describing what attracts you to this role should be returned to Human Resources either by post to The Diocesan Office, Flourish House, Wells, BA5 1FD or by email to [recruitment@bathwells.anglican.org](mailto:recruitment@bathwells.anglican.org).

**Shortlisting**

To ensure the fairness of the selection process, shortlisting will be based upon the information which you provide in your application and assumptions will not be made about your experience or skills. We will look for demonstrable evidence that you meet the criteria set out in the person specification. If after 3 weeks from the closing date you have not heard from us, please assume that you have not been shortlisted on this occasion. A copy of our privacy policy for job applicants can be downloaded from our website.

**Interview**

Interviews will take place in Wells towards the end of February**.** Further details regarding the selection process will be communicated at the time applicants are invited for interview.

**Safeguarding**

We are committed to the safeguarding and protection of all children, young people and adults, and the care and nurture of children within our church communities. We will carefully select, train and support all those with any responsibility within the Church, in line with Safer Recruitment principles. This means that we will:

* Ensure that our recruitment and selection processes are inclusive, fair, consistent and transparent.
* Take all reasonable steps to prevent those who might harm children or adults from taking up, in our churches, positions of respect, responsibility or authority where they are trusted by others.
* Adhere to safer recruitment legislation, guidance and standards.

Further information can be found in our Safeguarding Policy available on the diocesan website. All applicants are required to complete a Confidential Declaration Form as part of our recruitment process when an offer of employment is made. This form is strictly confidential and, except under compulsion of law, will be seen only by those involved in the recruitment/appointment process and, when appropriate, the nominated safeguarding lead or someone acting in a similar role/position. All forms will be kept securely in compliance with the General Data Protection Regulation, 2018.



**The Diocese of Bath and Wells**

The Diocese of Bath and Wells is one of 41 Church of England dioceses in the country. The diocese stretches from Portishead in the north to Crewkerne in the south, Minehead in the west to Frome in the east.

The diocese loves and serves the 940,000 people who live here through its family of 466 parishes and 181 church schools. This family works for the good of local communities in a range of practical as well as pastoral ways: caring for the vulnerable in our societies, supporting local families and encouraging children and young people.

Everything the diocese does is underpinned by prayer and worship and is driven by our vision:

“In response to God’s immense love for us, we seek to be God’s people, living and telling the story of Jesus.”

If successful in your application, you will be arriving in the diocese at a time of significant change and you will have a role to play in the diocesan strategy, which has these three strategic priorities:

* To place mission and evangelism at the heart of all we do.
* To re-align our ministry resources towards mission.
* To identify, develop, and release the gifts of all our people.

**The Diocesan Safeguarding Team**

The Safeguarding Team in Bath and Wells is a small but highly skilled group of staff whose role is to manage all aspects of Safeguarding for the Diocese including Wells Cathedral. This involves ensuring there is safe recruitment, effective safeguarding training and timely advice to all staff, clergy and volunteers. The team also manage and implement safeguarding agreements for those whose behaviour may pose a risk to others within the Diocese and support survivors of abuse. The Safeguarding Team are based at The Diocesan Office at Flourish House in Wells. This is a modern and spacious building in the heart of Wells with ample parking. There is also the opportunity for hybrid working. Within your role you will also work with Wells Cathedral and the Bishops Palace. Two historic and prestigious locations.

In addition to the Safeguarding Caseworker, there are four other staff in the Diocesan Safeguarding team. The Safeguarding Manager, Ben, has been with the Diocese for a year and a half, having previously been in the Probation and Prison Services for two decades. The Safeguarding Co-ordinator Leonie who manages the Safer Recruitment and administrative processes of the team has been in role for 6 months. Prior to this she worked within the Diocese for the Mission Support and Ministry development Team. The team also has two part time trainers who have been in post since October. Firstly, Jacqui a former headteacher who works the second half of the week in ordained ministry. Our second trainer Enita is also our HR Manager and has substantial experience within safeguarding and working for the Diocese.

Due to the departure of our Safeguarding Advisor, we are looking to recruit a slightly different role to ensure there is less overlap of work between that role and the role of the Safeguarding Manager. The Safeguarding Caseworker focuses on managing individuals involved with church life who are subject to or require the creation of safeguarding agreement. This also involves investigating safeguarding allegations and providing support and advice to our parishes and Cathedral. The Caseworker will also support survivors of abuse including liaising with relevant partners within both the Diocese and external agencies to ensure they are heard, and relevant actions are taken to support the right outcomes.

Everyone involved in church life should know what to do in situations where a child, young person or vulnerable adult may have been harmed or be at risk of coming to harm. Each parish or benefice should have in place a safeguarding officer who knows how to respond and where to seek further help and advice. The diocesan safeguarding team provide professional advice and training to parishes to ensure they can meet that responsibility, as well as support to those who may have suffered abuse or exploitation in a church setting.

The training delivered by the team is the national Church of England Safeguarding Training, as outlined in the 2021 Safeguarding Training and Development Practice Guidance. The training is available to ordained clergy, churchwardens, youth workers, parish safeguarding officers and those involved in pastoral care.

A key role of the Safeguarding Caseworker is to support the Safeguarding Manager in undertaking the legal requirement outlined below. This may involve deputising for the Safeguarding Manager when they are absent from work.

In accordance with Canon 30 of the Church of England:

1. (1) The bishop of each diocese shall appoint a person (to be known as the 'diocesan safeguarding advisor') to advise the bishop on matters relating to the safeguarding of children and vulnerable adults.

The Diocesan Safeguarding Advisors Regulations 2016 details further functions and responsibilities of the Advisor role, which can be found here: [dsa-regulations-as-amended-2017.pdf (churchofengland.org)](https://www.churchofengland.org/sites/default/files/2017-10/dsa-regulations-as-amended-2017.pdf)

In addition, the Safeguarding Manager is involved with the regional Diocesan Safeguarding Advisors meetings, liaises with the National Safeguarding Team, attends Bishops Council, Bishops Staff and Diocesan Synod by request of members and controls the department budget.

**Key Policies Linked to the role.**

1. Responding to Safeguarding Concerns or Allegations. [Responding to Safeguarding Concerns or Allegations that relate to Children, Young People and Vulnerable Adults.pdf (churchofengland.org)](https://www.churchofengland.org/sites/default/files/2018-11/Responding%20to%20Safeguarding%20Concerns%20or%20Allegations%20that%20relate%20to%20Children%2C%20Young%20People%20and%20Vulnerable%20Adults.pdf)
2. Responding to and Managing Allegations against Church Officers. [Responding PG V2.pdf (churchofengland.org)](https://www.churchofengland.org/sites/default/files/2017-12/Responding%20PG%20V2.pdf)
3. Learning and Development Practice Guidance [safe (churchofengland.org)](https://www.churchofengland.org/sites/default/files/2021-06/SafeguardingLearningAndDevelopmentFramework2021.pdf)
4. Safer Recruitment and People Management Guidance. [Safer Recruitment and People Management Guidance | The Church of England](https://www.churchofengland.org/safeguarding/safeguarding-e-manual/safer-recruitment-and-people-management-guidance)

**Working with other Organisations**

There is also the potential to work jointly with our secular and ecumenical partners. The local Safeguarding Partnership Boards deliver safeguarding training to professional partners and are happy to discuss ways in which we can work together to mutually improve safeguarding training delivery. The Safeguarding Team also liaise regularly with neighbouring Diocese safeguarding teams, and safeguarding officers from Methodist, Catholic, Baptist and United Reform Churches; there may be opportunities for joint training, especially around specialist subjects.

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**Job Description**

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| **POST:** | **Safeguarding Caseworker** |

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| **Our vision** | In response to God’s immense love for us, we seek to be God’s people living and telling the story of Jesus. |

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| **Key purpose of the post:** | To assist the Diocesan Safeguarding Manager in the management of new and existing safeguarding cases in the Diocese and the Cathedral and to also provide advice and guidance on safeguarding matters that arise. |

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| **Location:** | The Diocesan Office, Wells and Wells Cathedral. |

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| **Reporting to:** | Diocesan Safeguarding Manager |

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| **Hours of work:** | Full time, 36 hours |

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| **Key relationships:**   * Diocesan Safeguarding Team * Bishop of Bath and Wells * Diocesan Secretary * Chief Operating Officer of Wells Cathedral * Members of the Bishop's Staff Team * Members of the Diocesan Safeguarding Panel * Wells Cathedral Chapter, staff and volunteers * Parish Clergy, Churchwardens and Safeguarding Officers * LADO * Police * Probation Service * Social Services |

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| **Main Responsibilities:**   * Provide support to the Diocesan Safeguarding Managerin strengthening and enhancing the provision of safeguarding support across the Diocese and Cathedral by offering expertise, advice, and guidance. * Hold a caseload of new and existing cases where risk management plans are in place. This will include liaison with statutory agencies including the Local Authority Designated Officer, the police, and the probation service on relevant cases. * Contribute to the drawing up and regular review of risk assessments and safeguarding agreements to enable individuals about whom there is a child or adult safeguarding concern to worship whilst protecting children or adults from any potential risk. * Oversee the risk assessing of new violent and sex offenders notified to the team and ensure that reviews are carried out in due course. * Carry out risk assessments where a blemished DBS or confidential declaration disclosure is returned, in line with national guidance. * Undertake fact finding relating to any concerns that are raised about inappropriate behaviour towards a child or an adult at risk. * Attend strategy meetings, Multi Agency Public Protection Meetings and child or adult protection conferences as requested. * Attend safeguarding core groups set up by the Diocesan Safeguarding Team to make decisions with senior managers and to manage complex cases. * Provide guidance and direction where there are concerns about adults who may be a risk to children or vulnerable adults or to themselves. * Under the guidance of the DSM, respond to serious situations following the “Responding to, assessing and managing safeguarding concerns or allegations against church officers practice guidance” (2017). * Attend and support the Diocesan and Cathedral Safeguarding Panels to support and encourage scrutiny and evaluation of our work. * Maintain accurate records and files in relation to case work, ensuring that the records are suitable for admission in legal proceedings. * Provide support to the rest of the safeguarding team in the Diocesan Safeguarding Manager’s absence. * Keep up to date with legislative developments in the field. * Assist the team with the delivery of safeguarding training when required. * Answer a range of safeguarding queries and miscellaneous calls from volunteers, staff and clergy within our Parishes, Cathedral, and Diocesan roles. * Assist the team with undertaking DBS Countersigning in the absence of the Safeguarding Co-Ordinator. * Any other relevant safeguarding tasks as requested. |

**Person Specification**

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| **Area** | **Essential** | **Desirable** |
| **Qualifications, Knowledge and Experience** | * Qualification in, or relevant experience of Social Work, Police or Probation * Experience of assessment and risk management of those who have offended against children or adults at risk and those who may pose a risk to children or vulnerable adults | * Experience of child or adult safeguarding in a church/faith context * Understanding of the Church of England and its structures, including the legal framework |
| **Skills, Competencies and Abilities** | * Able to identify and assess key issues in the field of safeguarding children and adults. * Able to analyse complex situations and advise appropriately. * Able to work constructively with a range of stakeholders including staff in the statutory and voluntary sectors. * Deal sensitively and appropriately with confidential information. * Effective verbal and written communication skills * Proficient with IT systems and Microsoft Office * Able to evaluate and reflect on the effectiveness of their work with the capacity to improve, develop and innovate practice. | * An understanding of the role and challenges of Cathedral life as well as the specific Safeguarding needs held by Cathedrals. |
| **Work Related Personal Qualities** | * Able to sensitively engage with survivors of abuse, vulnerable adults and others affected by child or adult protection issues. * Professional, friendly, and approachable particularly when under pressure * A strong commitment to safeguarding as an essential part of the church's work. * Willingness to work on own initiative. * Able to work flexible hours, including occasional evening and weekend work as negotiated. * Willingness to work flexibly within a small team to support colleagues in the delivery of tasks that will assist the team and to ensure cover for key tasks during staff absences. * Able to travel around the diocese. * Supportive of the mission and ministry of the Church of England and the Diocese of Bath and Wells |  |

**This role will require an enhanced disclosure and barring service check**



**Main Terms and Conditions**

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| Hours of Work | 36 hours per week.  Core office hours are 9am until 5.15pm Monday to Thursday and from 9am to 5pm on Fridays with an hour unpaid lunch break taken as appropriate. Some (but not frequent) evening and weekend work may be required. Hybrid and flexible working will be considered. |
| Salary | £36,414 per annum. |
| Pension | Pension Scheme administered by the Church of England Pensions Board. The employer will contribute 10% of the employee’s pensionable salary and the employee may choose to make an additional voluntary contribution of any proportion of their pensionable salary. |
| Holiday | 25 days per calendar year plus bank holidays.  The holiday year runs from 1 January to 31 December.  Additional discretionary days are given at Christmas and Easter. |
| Expenses | All reasonable working expenses will be met at the agreed Diocesan rates. |
| Probation | This post will be subject to a 6 month probationary period. |
| DBS check | An enhanced DBS check is required for this role. |

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