



DIOCESE OF  
**Bath & Wells**

Living the story. Telling the story.

gifts of all God's people • sustained by prayer • spiritual and numerical growth

sharing the story of Jesus • working for the

journeying together • working for the com

ng for the common good • worship and witness • loving and serving our communities • trust in God's holy spirit • confident, every  
unities • releasing the gifts of all God's people • **Living and Telling**

# Chair of Diocesan Safeguarding Advisory Panel (DSAP)

## Application Pack February 2021

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## Contact Details

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Dear Applicant

Thank you for your interest in the post of Chair of Diocesan Safeguarding Advisory Panel (DSAP) 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 me by email.

Should you decide to apply for this post we look forward to receiving your application and wish you well.

Andrea Howlett

**The Bishops' and Chaplain's Personal Assistant for Correspondence**

## **Applications**

Applications must be received by Monday 15<sup>th</sup> March 2021. Application forms, with a covering letter no more than one side of A4 describing what attracts you to this role should be returned to Miss Andrea Howlett, The Bishops' Office, The Bishop's Palace, Wells, Somerset, BA5 2PD or email to [andrea.howlett@bathwells.anglican.org](mailto:andrea.howlett@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. Information provided on the application form will be viewed by the interview panel. 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.

## **Interviews**

Interviews will take place in Wells. 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 42 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 including a recent move to new Diocesan Offices 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.

## Safeguarding in Bath and Wells

The Diocesan Safeguarding Team consists of a Safeguarding Manager, a Safeguarding Adviser<sup>1</sup>, an Assistant Safeguarding Adviser, a Safeguarding Trainer and an Administrative Assistant. Additional administrative support and a casework officer have joined the team temporarily to carry out work in relation to the Past Cases Review 2 (PCR2) Project.

The Team manage several strands of work:

- Providing advice and support to parishes, to The Cathedral, the Diocese and the Bishops to implement Church of England Safeguarding Policies and Practice Guidance
- Providing advice and support to parishes and The Cathedral in responding to safeguarding concerns
- Arranging or providing support to victims and survivors of church-based abuse.
- Liaising with Police and Probation, supporting parishes and The Cathedral to manage the attendance of known violent or sexual offenders at Church services by carrying out risk assessments and putting risk management arrangements in place.
- Liaising with Police and Social Services as required to investigate and manage situations where an allegation of abuse has been made against a Church Officer.
- Supporting parishes with Safer Recruitment, and managing the DBS checking process.
- Providing a programme of Safeguarding Training to Church Officers in accordance with the Church of England Practice Guidance.
- Providing regular reports to the Bishop, the Dean, Bishops Council, Chapter, Synod and the DSAP on the work of the Safeguarding Team and report as required to the Charity Commission and the Disclosure and Barring Service.

The Team holds at any time an active caseload of around 75 cases, consisting of a mix of investigations and risk management arrangements, with around 60 cases being closed each year. An additional 200 parish situations annually require one-off advice or support. Around 1000 DBS checks are authorised for Church Officers annually, and around 500 Clergy and Church Officers require face-to-face Safeguarding Training (as opposed to web-based learning programmes) annually.

## Terms of Reference

The Diocesan Safeguarding Panel's (DSP) terms of reference define the scope and purpose of the DSAP:

The work of the Diocese of Bath and Wells is driven by its vision, that "in response to God's immense love for us, we seek to be God's people, living and telling the story of Jesus." From this, three priorities have been agreed: To place mission and evangelism at the heart of everything we do; to realign our ministry resources towards mission; to identify, develop and use the gifts of all our people. This commitment is underpinned by prayer and a desire to work for the good of our communities.

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<sup>1</sup> The use of the terms Diocesan Safeguarding Manager and Diocesan Safeguarding Adviser are used throughout this document, which is accurate in terms of our current working practice. Our ToR was due to be updated last year, however the pandemic halted this work and therefore, technically, we have a Diocesan Safeguarding Adviser and an Assistant Diocesan Safeguarding Adviser (see Membership of the DSAP, page 7). These roles will be renamed and updated in due course.

The role of the Diocesan Safeguarding Team, which includes not only the paid staff but also the officers and volunteers who sit on the Diocesan Safeguarding Panel and the volunteer Safeguarding Officers within our parishes and benefices in this is to ensure as far as possible that the Church is a safe place for everyone to come and worship, and to hear the Word of God. This includes children, adults who might be at risk of harm or exploitation, and those who may have harmed others in the past but are now seeking a new life in Christ.

The Bishop of Bath and Wells has stated that *“the care and protection of children, young people and adults involved in Church activities is the responsibility of the whole Church and is an essential part of our commitment to live out the gospel of Jesus Christ. Everyone who participates in the life of the Church therefore has a role to play in promoting a Safer Church for all.”*

The Bishop of Bath & Wells is responsible for approval of the Diocesan Safeguarding Panel Terms of Reference (ToR's) and the Panel membership. The Bishop will use the advice, guidance, expertise and recommendations of the Panel in making decisions on any safeguarding matters within the Diocese.

## **Role and Functions**

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.

To advise the bishop on whether, in the DSP'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.

To contribute to the diocese's safeguarding strategy and its annual progress review.

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.

To have delegated authority to report “serious incidents” to the Charity Commission, with the trustees (ie Bishop's Council) to be subsequently informed

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.

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.

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.

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

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.

To have regard to the Church's responses to survivors of abuse perpetrated by church officers.

To advise the bishop and senior officials of the adequacy of resourcing for the diocesan safeguarding adviser/team including professional supervision, safeguarding training, reviewing processes and any assignments proposed by the DSP which it is agreed should be undertaken.

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.

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

To consider relevant matters referred by the bishop, senior officials and the Diocesan Safeguarding Advisor (DSA) including advising on diocesan responses to safeguarding consultations from the Government, the National Church and other parties.

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 DSP continues to consider that a safeguarding matter is not being dealt with properly in the diocese or other church body.

To adopt and adhere to a simple annual work programme for the DSP based on its role and functions and the diocesan safeguarding strategy and review progress annually.

To report as requested to the Bishop's Council/Diocesan Synod and Board of Finance, as required.

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 *(where possible)*

- Bishop's Chaplain
- Archdeacon - at least one and not more than two archdeacons
- Diocesan Assistant Secretary
- DSA (see footnote 1 pg. 4)
- Assistant DSA (see footnote 1 pg. 4)
- Diocesan Training Officer
- Senior cathedral representative
- A parish representative
- The Diocesan Youth Adviser
- Local Authority Social Care representative(s) *(1 x children and young people, 1 x adults)*
- A Police representative(s) with Safeguarding expertise
- A representative from the Health Service
- A representative from Education
- A member of the Legal profession
- A Clergy Representative
- Diocesan Communications Officer
- A representative from the LSCB
- A Trustee of the Diocese (member of Bishops Council)

The DSP 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 three years with an additional term of three years following a review of commitment and contribution.

Appointments to the DSP 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.

## **Meetings**

The DSP will meet quarterly, with dates agreed and published annually.

Each DSP meeting shall have an agenda and minutes will be taken - with the minutes of the last meeting being agreed at the next. A standing point on the agenda will be a declaration from the panel members regarding whether they have any conflict of interest. Agendas, minutes and paperwork will be collated and distributed by the Assistant Diocesan Safeguarding Adviser.

Members may request inclusion of an agenda item up to 2 weeks prior to the next meeting or have it covered under 'any other business' where time allows, at the discretion of the Chair.

All papers related to agenda items will be collated and provided to DSP members prior to the meeting. Agenda items and papers should be sent at least 10 working days prior to the meeting to the Assistant Diocesan Safeguarding Adviser.

At each meeting the Diocesan Safeguarding Adviser will report on activities undertaken since the last meeting and provide a summary of any current safeguarding casework. Paperwork for confidential casework discussions will be tabled at the Case Review meeting.

Following each DSP a separate confidential Case Review Meeting will be convened – chaired by the Chairman of the DSP and attended only by invited members of the DSP, present for their professional expertise and advice. A confidentiality agreement will be undertaken by each person attending, at the beginning of each meeting.

The purpose of the Case Review meeting is to provide quality assurance and support to the Diocesan Safeguarding team along with professional guidance, advice or opinion.

Minutes of the Case Review meeting will be taken but the minutes will be retained confidentially only within the Diocesan Safeguarding Department in accordance with procedures for the secure retention of confidential and sensitive documentation. No other documentation will be created, published or retained.

## **Confidentiality**

The Diocese of Bath & Wells has a firm commitment to ensuring that children, young people and adults at risk are safeguarded against harm within its churches and associated activities. The Diocese will work in line with multi agency safeguarding children and adult procedures to achieve this.

Should any member of the DSP become concerned that the Diocese has failed to react effectively to a safeguarding concern or has anxiety that the standard of safeguarding activity within the Diocese has failed to keep vulnerable individuals safe from harm then it is expected that the following procedure will be followed:

The DSP member should raise any concern with the Independent Chair- who will communicate this to the Bishop, the Bishops Chaplain and the Diocesan Safeguarding Adviser (unless the concern is

about one of these individuals). A response will be formulated and agreed with the Chair, and progress of any agreed action plan will be monitored through the DSP meetings.

Alternatively, if an individual or individuals potentially remain at risk of harm the DSP member will raise this as a safeguarding alert with the relevant authority in line with local multi agency safeguarding procedures and alert the DSP Chair to this. The Chair will communicate this to the Bishop, the Bishops Chaplain and the Diocesan Safeguarding Adviser (unless the concern is about one of these individuals). The advice of the Authority to which the concern was alerted will then be followed and any subsequent action plan monitored via the DSP meetings.

## **Chair**

The independent chair will be appointed by the bishop for a period of three years, with an additional term of three years following a review.

## **Duties of Chair**

To agree the agenda and minutes of the DSP, chair the meetings and monitor the follow-up actions. To undertake the responsibilities of the chair as specified in the role description in line with the role and function of the DSP.

To conduct meetings of the DSP 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.

To work with the diocesan bishop, the diocesan senior leadership team and other senior officials to ensure a constructive relationship with the DSP in the joint quest of achieving a safer Church. To engage in the chairs 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 discharging managerial functions in the diocese) capable of ensuring that the DSP'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.

## **Annual Report**

It is a requirement of the Church of England that each Diocese present a yearly audit of safeguarding activity undertaken - due in January each year.

This audit will be shared with the DSP in the form of an annual report which will contain information regarding safeguarding cases, training activity and safer recruitment activity across the year. The report will contain a section 11 audit format (or other format as agreed with the National Church Safeguarding Team) to enable planning for the next year to be undertaken and strategy agreed. How information is obtained for the audit will be decided and agreed by the DSP.

## Role Description

**POST:** Chair of Diocesan Safeguarding Advisory Panel (DSAP)

**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.

**Key purpose of the post:**

To provide effective leadership to the DSAP.

**Key relationships:**

The Bishop of Bath and Wells, the Dean, Bishops Council, Chapter, Synod, the DSAP, Diocesan Safeguarding Team, the Charity Commission and the Disclosure and Barring Service.

**Main responsibilities:**

The Chair of Diocesan Safeguarding Advisory Panel (DSAP) will provide effective leadership to the DSAP, including agreeing the agenda, in liaison with the Diocesan Safeguarding Manager (DSM)/Diocesan Bishop or nominated person, agreeing minutes, chairing meetings and monitoring follow-up actions.

The Chair must ensure the DSAP discharges its role and functions in line with the terms of reference and work with the DSM and senior staff to ensure the group has a strategic overview of Safeguarding Practice across the diocese in line with House of Bishops' Policy and Practice Guidance, together with appropriate quality assurance and risk management processes. Consideration by the DSAP toward the needs of victims/survivors and those affected by abuse together must be ensured and supported with relevant advice

To Chair will work with the DSM and Senior Leadership Team to ensure that the DSAP is adequately resourced; that there is sufficient capacity and diversity of skill sets and experience/background of members. To be involved in recruitment and succession planning and provide an ad hoc point of contact for DSM, Diocesan Safeguarding Advisers (DSAs) and Diocesan Bishop or nominated person/members of the group outside of formal supervisory and management arrangements.

To advise where necessary the Diocesan Bishop (nominated person)/Senior Leadership Team of specific concerns/issues. Where appropriate to raise and report any concerns/issues as part of whistle blowing arrangements and to engage in the Chairs National and Regional Network meetings, as required.

## Person Specification

Area	Essential	Desirable
<b>Qualifications, Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Recent, direct and extensive professional safeguarding experience and expertise at a senior level in the relevant statutory, voluntary or judicial agency (for example Local Authority Children and Adult Service, Police, National Children’s Charity).</li> <li>• Experience of case reviews, risk management and engagement and leadership of strategic partnerships.</li> <li>• A confident and empowering leadership style with the ability to strategically plan, manage meetings effectively and influence people to build capacity and confidence in safeguarding practice.</li> <li>• Up to date knowledge of Multi-Agency Safeguarding Practice and Processes, legislation and current developments.</li> <li>• An ability to promote and represent the DSAP at all levels both internally and externally.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of Child or adult safeguarding in a church/faith context.</li> </ul>
<b>Skills, Competencies and Abilities</b>	<ul style="list-style-type: none"> <li>• Analyse complex situations and advise appropriately.</li> <li>• Work constructively with a wide range of parties including staff in the statutory and voluntary sectors.</li> <li>• Deal sensitively and appropriately with confidential information.</li> <li>• Keep up to date with legislative developments in the field.</li> <li>• Effective verbal and written communication skills.</li> <li>• Able to use general IT systems and applications including spread sheets, word processing, power point and database.</li> </ul>	<ul style="list-style-type: none"> <li>• Understand the Church of England and its structures, including the legal framework.</li> </ul>
<b>Work Related and Personal Qualities</b>	<ul style="list-style-type: none"> <li>• A strong commitment to safeguarding as an essential part of the church's work.</li> <li>• Supportive of the mission and ministry of the Church of England and the Diocese of Bath and Wells mission statement.</li> </ul>	<ul style="list-style-type: none"> <li>• Own vehicle which will need to be used for work, and driving license.</li> <li>• Ability to work occasional evenings or weekends in order to meet the requirements of the post.</li> </ul>

## **Remuneration and Expenses**

Travel expenses in accordance with the Diocesan procedures can be claimed for travel to and from home to Diocesan offices and as you fulfil your role and any additional travel that has been agreed as part of your role.

An honorarium payment of £500 per annum will be paid.

This post is subject to a clear enhanced DBS check.