



Key Roles And Responsibilities In Safeguarding



The Catholic Diocese of
Nottingham

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1. The Diocesan Bishop

Provide leadership and direction in promoting the 8 safeguarding standards across the Diocese.

Attend training as required by diocesan policies.

It is the bishop's role to work with the Trustees to secure adequate safeguarding resources.

Together with the Bishop's House staff, Diocesan Board of Trustees and Diocesan Chief Operations Officer ensure:

- the adequate resourcing of safeguarding in the diocese
- there is a structure to manage safeguarding in the diocese with clear lines of accountability between diocesan groups and bodies.
- there are clear arrangements in place with other church bodies e.g., religious groups.

Together with the Diocesan Board of Trustees and Charity Secretary, ensure:

- That safeguarding is a standing item on Board of Trustees meeting and that the Director of Safeguarding is able to attend meetings, as required.
- The diocese adopts, implements and maintains Diocesan Safeguarding policies and practice guidance that meet nationally agreed principles.
- The diocese adopts and implements and maintains complaints and whistleblowing policies and procedures suitable for those who wish to complain about the handling of safeguarding issues.
- The diocese has a Safeguarding trustees subcommittee with clear terms of reference and a suitably qualified chair, who must be a Trustee. The subcommittee will be directly accountable to and regularly report to the diocesan bishop and other Trustees.
- The appointment of a suitably qualified and experienced Director of Safeguarding.
- The Director of Safeguarding is provided with the appropriate financial, organisational and management support.
- the diocese reviews Safeguarding progress annually.

Ensure that the Director of Safeguarding

- Meets with the bishop regularly.
- Has full access to all records including clergy personal files.
- Receives supervision that is appropriate for the role.
- Is supported to undertake continuing professional development.

- Together with the Diocesan Chief Operations Officer and Director of Safeguarding ensure the diocese has arrangements in place to monitor and support safeguarding arrangements in parishes.
- A diocesan record is kept of clergy, employees and volunteers that have a role with children, young people and vulnerable adults that will enable a prompt response to enquiries and enable tracking of DBS compliance, renewals, and safeguarding training. This record should include start and finish dates, all posts held and next post when known, DBS information and training attended. Where there have been safeguarding concerns, these should be clearly indicated and cross referenced to clergy/personnel files.
- Ensure that arrangements are in place to share relevant information (after having received advice from the DS and legal adviser) about individuals with other dioceses, other Church bodies, other denominations, and organisations or the CSSA/RLSS.
- Ensure that the diocese provides arrangements to support survivors of abuse.
- Ensure that adequate safeguarding training is available and that all clergy, employees and volunteers who have relevant contact with children, young people, and vulnerable adults, participate accordingly.

Discharging his legal duties in safeguarding and canon law proceedings. This would include where satisfied, directing a priest in the diocese, to undergo a risk assessment, considering the suspension of any priest in the diocese, if, based on information provided by the local authority or police, the relevant individual presents a significant risk of harm.

2. Trustees

Ensure clear lines of accountability between the diocesan bishop and key diocesan staff, including the Director of Safeguarding.

Ensure safer recruitment and training of any clergy, employee or volunteer working with children, young people and/or vulnerable adults employed/appointed by the Diocese.

Undertake a risk management oversight of safeguarding arrangements in the diocese. It is the employer of key diocesan staff, including the chief operations officer, director of safeguarding, other safeguarding staff, human resource staff, etc. Almost all lines of accountability for these key roles run to the diocesan bishop through the Trustees.

In terms of safeguarding the Trustees will:

- Ensure that there is adequate safeguarding resourcing in the diocese.
- Agree and implement the Diocesan' safeguarding policy and practice guidance.
- Develop and implement the Diocesan Safeguarding Strategy and implementation plan.
- Review the diocese's safeguarding progress annually.

3. Trustees Subcommittee (with independent safeguarding professionals)

Offer external expertise and challenge to the diocese on safeguarding matters.

Advise and make recommendations to the diocesan bishop and other trustees on the development and effectiveness of safeguarding arrangements.

Seek to ensure the implementation of the Diocesan safeguarding policy and practice guidance.

Recommending resourcing of the safeguarding function.

To have particular regard to the rigour of the Church's arrangements to respond to allegations against clergy, employees, and volunteers, manage risk and support victims/survivors of abuse.

Seek to ensure that effective arrangements, including information sharing is in place with statutory partners.

To advise on arrangements to support and monitor the implementation of good safeguarding practice in parishes.

Consider information and themes from quality assurance processes, for example, diocesan self-assessments, lessons learnt reviews, independent audits and file audits to make recommendations to improve safeguarding arrangements.

Receive anonymise management information relating to case work, including risk assessments and safeguarding agreements that the diocese has completed to maintain oversight of safeguarding work.

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

To contribute to the diocesan safeguarding strategy and its annual progress review.

Review progress annually and report this to the bishop and the trustee's board.

It is not the role of the Trustee Subcommittee to be part of the case management process. It is their role to advise as professional advisors on risk assessment, casework and safeguarding plans when requested and as trustees to and have an oversight of the case management. See terms of reference.

4. Diocesan Chief Operations Officer

The Chief Operations Officer (COO) is also the canonical Finance Officer (Oeconomus) and charity Secretary. The COO as the lead executive officer in the diocese, works with the bishop to co-ordinate and implement diocesan strategy and policy and manage the relationship with the diocesan Trustees and Canonical structures. In relation to safeguarding his duties include:

- Upholding the diocesan safeguarding policy and philosophy and support the work of the Diocesan Director of Safeguarding.
- Working with the Director of Safeguarding when responding to a safeguarding concern or allegation against a member of clergy and anyone who is a diocesan employee.
- To ensure identification and management of areas of risk including safeguarding and health and safety issues.
- Overview the implementation of the diocesan safeguarding strategy.
- With the Director of Safeguarding to manage safeguarding staff.
- Attend safeguarding training as required.
- To work with legal advisers and the insurance provider to the diocese to ensure legal compliance and good practice.

5. The Diocesan Director of Safeguarding

Manage safeguarding staff.

Where an allegation that a child or vulnerable adult has suffered abuse is made against a clergy, employee or volunteer or against any other person, advising on whether the allegation should be referred to the police for investigation; and, if the Director of Safeguarding thinks it should be so referred, making the referral.

Co-operating with, and supporting the work of, the police, local authorities, and other bodies in cases in which it is suspected that a child or vulnerable adult has suffered abuse or is at risk of suffering abuse.

Giving advice, information, and support to those who have suffered abuse.

Giving advice to the Bishop and other church officers on safeguarding matters.

Co-ordinating the work of the Trustees Subcommittee and safeguarding network.

Providing, or co-ordinating the provision of, training on safeguarding matters.

Develop and implement, the diocesan safeguarding policies, practice and guidance.

Produce the safeguarding strategy plan for the national safeguarding standards implementation.

To ensure that training is delivered by suitably experienced qualified trainers.

Giving advice, information and support to parishes and Parish Safeguarding Representatives on the implementation of that guidance and, where appropriate, challenging Parish Priests and Parish Safeguarding Representatives on what they have done to implement that guidance.

Where the Director of Safeguarding thinks that safeguarding matters are not being dealt with properly and it has not proved possible to resolve within the diocese the points at issue, informing the CSSA.

Where a clergy risk assessment is required to be carried out, making the arrangements for it to be carried out.

Where a non-clergy risk assessment is required to be carried out, either carrying out the assessment or making the arrangements for it to be carried out.

Giving advice to the Bishop in the diocese on the conduct of a clergy or non-clergy risk assessment and, where such an assessment has been carried out, advising on the steps to take in light of it and monitoring any such steps as are then taken.

Promoting good practice on safeguarding matters.

Taking such other action in connection with safeguarding matters as the Director of Safeguarding considers necessary or appropriate.

Ensuring data sharing protocols are in place with outside organisations.

Ensure working relationships and decisions are made jointly with the RLSS where there is a conflict of responsibility of an allegation or concern reported.

6. Additional Safeguarding Resources

To meet the requirements of providing an adequate safeguarding function, the Trustees, COO and Director of Safeguarding should ensure that the following resources suitable for implementation of agreed diocesan safeguarding policies and procedures and fulfilment of national standards, are in place.

- Administrative support for the Director of Safeguarding
- Support to overseas and DBS checks and renewals.
- Support to carry out casework and support parish safeguarding (as required).

- Support in safer recruitment
- Support in safeguarding training (as required)
- Confidential office space, access to the diocesan email system and secure storage.
- Arrangements for out of hours cover and Director of Safeguarding absences.
- An externally provided service to support victims/survivors of church abuse.
- A 'Link Person' to support church officers who are subject of concerns or allegations.
- Children, Young People and Vulnerable Adult advocates or an externally provided service.
- Recording processes.

7. Director of Communications

The Director of communications will:

Ensure the prompt handling of day-to-day media enquiries often of a sensitive or confidential nature, in consultation with the diocesan bishop and the Director of Safeguarding.

Attend response groups, convened to address safeguarding concerns or allegations against clergy and significant lay roles, and advise on statements to both parish and media, at different stages of the case, in line with the response group's recommendations.

Be the primary contact with press offices from statutory authorities, particularly the police and other church bodies, as required. Advise senior colleagues and relevant others in relation to a communication plan. The exception would be another Diocesan Safeguarding role. Confidential diocesan case information should not be stored in or on home systems or premises.

Liaise regularly with the Director of Safeguarding and keep informed and therefore mindful of any developments in a case or other safeguarding matters.

8. Vicar General

The Vicar General's role supports the Director of Safeguarding by:

Attending response group meetings.

In the handling of serious safeguarding situations in parishes, which relate to allegations against clergy, employees or volunteers for the Diocese.

Supporting and advising parishes in relation to safeguarding policy and practice.

Supporting clergy to attend safeguarding training and be familiar with the requirements in safeguarding for the parish, particularly the safeguarding standards.

Attend safeguarding training.

Working with the Director of Safeguarding to assist in monitoring good safeguarding practice in parishes and during any appraisals of clergy to evidence adhering to good safeguarding practice.

When new in post, have a one-to-one induction session with the Director of Safeguarding regarding safeguarding policies and practice guidance, and how they are implemented in the diocese, and for information about past and current safeguarding issues in churches in his geographical area.

Supporting the Clergy Safeguarding Lead.

9. Clergy Safeguarding Lead

Supporting the Director of Safeguarding in parish safeguarding implementation. Assist in safeguarding training delivery, where requires, for clergy.

Promote safeguarding policy, practice and guidance to clergy.

Attend response meetings.

Assist in arrangements of pastoral support to clergy who are subject to investigations.

Contribute to implementing parish safeguarding and culture change.

Attend the Diocesan Safeguarding Network meetings.

10. Clergy Wellbeing Coordinator

Respond to any safeguarding referral made concerning a member of clergy subject to a safeguarding investigation.

Attend a response group meeting when requested.

Offer advice and support for any health or wellbeing concerns referred, concerning clergy, where the safeguarding team have been alerted during the course of their work.

11. Response group (Full responsibilities listed in Managing and Responding to Safeguarding Allegations and Concerns document)

Respond and manage safeguarding allegations against clergy and significant lay roles.

Report to the safeguarding trustee subcommittee required any managed cases.

Advise the Bishop of any recommendations in relation to the management of risk.

12. The Parish Roles and Responsibilities

12.1 Parish Priest

In terms of safeguarding, the Parish Priest will, with the support of the Parish Church Council/Committee will promote a safer church in the church community and ensure there is a plan in place to raise awareness of, promote training and ensure that safeguarding is taken seriously by all those in the church community.

Embed the Diocesan safeguarding policies, practice and guidance.

Appoint a parish safeguarding representative.

Actively communicate the safeguarding message, following the safeguarding communication plan.

Ensure that all clergy, employees and volunteers who work with children, young people and/or vulnerable adults are recruited following the Diocesan Safer Recruitment practice guidance and attend training as agreed in the Diocesan Safeguarding Training Strategy.

Display contact details of the Parish Safeguarding Representative and the Director of Safeguarding.

Display information about where to get help with child and adult safeguarding issues, for example, local authority contact details and other services.

Follow and provide access to the Parish Safeguarding Handbook.

Create an environment, which is welcoming and respectful and enables safeguarding concerns to be raised and responded to openly, promptly and consistently.

Have a procedure in place to deal promptly with safeguarding allegations or suspicions of abuse in accordance with the relevant policy and practice guidance and in consultation with the Director of Safeguarding.

Report all safeguarding concerns or allegations against clergy, employees and volunteers to the Director of safeguarding.

Ensure that known offenders or others who may pose a risk to children and/or vulnerable adults are effectively managed and monitored in consultation with the Diocesan Safeguarding Team.

Comply with all data protection legislation especially regarding storing information about any paid and unpaid workers and any safeguarding records.

Ensure that an "activity risk assessment" is completed and reviewed regularly for each activity, which is associated with either children or vulnerable adults, and run in the name of the Church.

Review and Report Progress:

Ensure that the PSR regularly reports on safeguarding in the parish. Safeguarding should be a standing agenda item at each parish committee/council meeting.

When hiring out church premises:

Any hire agreement with any person/body wishing to hire church premises must contain a provision whereby the person/body hiring the premises agrees to comply with the relevant safeguarding guidance issued by the diocese if they are unable to provide their own policy.

The hire agreement should also contain a provision whereby all those hiring church premises are required to ensure that children and vulnerable adults are protected at all times, relevant staff have had appropriate DBS checks and that all reasonable steps have been taken to prevent injury, illness, loss or damage occurring.

Ensure all those hiring church premises carry full public liability insurance for this or be covered through the church insurance (for example hire for a children's party).

12.2 Parish Safeguarding Representative

Work closely with the Parish priest to advise within the parish on all safeguarding matters relating to children, young people and adults at risk.

Receive, with the Parish Priest, any concerns about children or adults in the parish and make sure that proper advice is sought, and proper referrals are made.

Report all matters relating to concerns and allegations of abuse against clergy, employees and volunteers, in liaison with the Parish Priest, to the Director of Safeguarding who will liaise with the statutory agencies, as required. Concerns about the parish priest should be raised directly with the Director of Safeguarding.

Ensure that any ex-offenders with offences against children or adults at risk known to be in the church community are notified to the Director of Safeguarding and contribute to managing Safeguarding Agreements.

Promote safer practices in all activities and make any recommendations required taking into account the particular arrangements of the parish.

Seek to ensure that Safer Recruitment practice is followed, with the support of diocese.

Attend diocesan safeguarding training at least every two years.

Maintain safeguarding records

Complete national, diocesan and parish safeguarding self-assessments as required.

Contribute to the annual review of parish safeguarding arrangements.

The Parish Safeguarding Representative should regularly report on safeguarding in the parish. Safeguarding should be a standing agenda item at each parish council/committee meeting.

The Parish Safeguarding Representative may also be responsible for;

Being the Children's and /or adults at risk Advocate

Being the parish DBS Administrator by ensuring all DBS paperwork is obtained and completed apply for the checks at the Diocesan safeguarding office.

Supporting other volunteers and employees who work with children or vulnerable adults.

Providing or arranging provision of safeguarding training for parish workers (both volunteers and paid staff).

Preferably the Parish Safeguarding Representative should be a lay person, has good pastoral and organisational skills and experience of working with children/young people or adults at risk.

Some parishes have one Parish Safeguarding Representative for children and one for adults at risk. If required, in rural parishes, or in group arrangements, arrangements for safeguarding maybe shared. Advise should be sought from the Diocesan safeguarding team to discuss the arrangements.

This guidance will be reviewed in September 2023



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And Responsibilities**
In Safeguarding



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Nottingham