

TERMS OF REFERENCE

DIOCESAN SAFEGUARDING

ADVISORY PANEL

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Record of Amendments

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Diocesan Safeguarding Advisory Panel (DSAP)

Terms of Reference

1. Place within the Diocesan Organisation

The Diocesan Safeguarding Advisory Panel (“DSAP”) reports to the Bishop’s Council of Trustees.

2. Role

Safeguarding is overseen by the Diocesan Safeguarding Advisory Panel. Its role is 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, and to seek to ensure the implementation of the current House of Bishops’ policy and practice guidance.

3. Duties

1. To ensure familiarity with the current House of Bishops’ policy and practice guidance, to be found at <https://www.churchofengland.org/safeguarding/promoting-safer-church>
2. To advise the bishop on whether, in the DSAP’s view, the diocese has clear and transparent safeguarding policies, working practices and training arrangements which are consistent with statutory requirements and current House of Bishops’ policy and practice guidance.
3. To contribute to the diocese’s safeguarding strategy and its annual progress review.
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.
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.
6. 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.
7. To take note of “lessons-learnt” reviews of cases, and advise on a diocesan response including actions and any changes to local and national policy, procedure or practice which are indicated.
8. To monitor the diocesan 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 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.
10. To have particular regard to the Church's responses to survivors of abuse perpetrated by church officers.
11. To advise the bishop and senior officials of the adequacy of resourcing for the diocesan safeguarding adviser and team including professional supervision, safeguarding training, reviewing processes and any assignments proposed by the DSAP which it is agreed should be undertaken.
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.
13. To review regularly the whistleblowing and complaints procedures and advise on any issues which appear to require attention.
14. To consider relevant matters referred by the bishop, senior officials or the Diocesan Safeguarding Lead, including advising on diocesan responses to safeguarding consultations from the Government, the National Church and other parties.
15. 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 DSAP continues to consider that a safeguarding matter is not being dealt with properly in the diocese or other church body.
16. To adopt and adhere to a simple annual work programme for the DSAP based on its role and functions and the diocesan safeguarding strategy and review progress annually.
17. To discharge its responsibilities by processes of scrutiny, support and constructive challenge having due regard to the National Church's Practice Guidance on Safeguarding (House of Bishops' Guidance)

Further specific duties of the Chair

1. To agree the agenda and minutes of the DSAP, 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 DSAP.

3. To present the annual report to the Bishops Council of Trustees and to Diocesan Synod.
4. 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.
5. To work with the diocesan bishop, the diocesan senior leadership team and other senior officials to ensure a constructive yet challenging relationship with the DSAP in the joint quest of achieving a safer Church.
6. To engage in the Chairs national and regional network meeting, as required.

4. Composition

The independent Chair will be appointed by the Diocesan bishop in consultation with the Nominations Committee for a period of three years, with an additional term of three years following a review.

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 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.

The appointment of members is the responsibility of the diocesan bishop (advised by the Nominations Committee), in consultation with the chair and the DSA.

- Diocesan bishop and/or Bishop's nominated safeguarding lead (a member of the Bishop's Senior Staff)
- Archdeacon - at least one and not more than two archdeacons
- A Senior cathedral representative, nominated by the Chapter
- A parish representative
- At least three 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. At least three of these must be from the following statutory agencies: Social Services, police services, NHS, Education, relevant charities.
- Up to three additional members of the diocesan staff, including the Communications officer

In attendance:

the DSA who will attend and advise

the Diocesan Secretary or nominated deputy

members of the Diocesan Safeguarding team

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.

5. Tenure

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

6. Meetings

The DSAP meets quarterly, and more frequently if need be, in line with House of Bishops' Guidance.

Meetings may be physical or virtual and business may be conducted by email or other means between meetings if permitted by diocesan policies.

The DSAP shall be quorate if over half of the committee members are present including the Chair or a nominated deputy.

The DSA shall provide the Secretariat.

7. Report

The Safeguarding Lead will report on Safeguarding at every meeting of the Bishop's Council of Trustees.

The Chair of the DSAP provides an annual report to the Bishop's Council of Trustees.

8. Professional Standards

The members of the Diocesan Safeguarding Advisory Panel should at all times act in accordance with relevant professional and legal standards including those for data security, safeguarding, and respectful treatment of all colleagues and those they interact with. Up to date guidance on the relevant policies may be found in the Diocese of Norwich Handbook for Committee Members.