

PROTOCOL FOR MANAGING SAFEGUARDING IN AN INTERREGNUM

When it is known that a member of clergy is considering leaving / due to retire / has another post the following process will be initiated:

- The Suffragan Bishop's Secretary will copy the Diocesan Safeguarding Adviser into the Notification of Departure.
- The Diocesan Safeguarding Adviser will check the list of known offenders / issues of concern - if any issues are present these will be discussed with the Vicar prior to his / her departure and an initial discussion with a Church Warden and Rural Dean initiated.
- The Church Wardens should agree who will take the lead on Safeguarding issues during the interregnum and inform the Diocesan Safeguarding Adviser.
- If any Safeguarding concerns arise during the interregnum the Church Warden should contact the Diocesan Safeguarding Adviser immediately and agree a process for managing the situation.

KNOWN OFFENDER

If an offender / or person causing concern attends the church:

- The Diocesan Safeguarding Adviser will speak to the incumbent about handover processes and agree who will monitor during the interregnum.
- The Diocesan Safeguarding Adviser will ensure: the person monitoring has a copy of the Contract / knows the concerns; the offender knows who will be responsible and that the nominated person has the Diocesan Safeguarding Advisers details.
- The Diocesan Safeguarding Adviser will keep in contact with the nominated person during the interregnum.
- When a new incumbent is appointed the Diocesan Safeguarding Adviser will discuss the situation with him / her and arrange for a revised agreement to be signed with the offender.

OFFENDER WISHES TO JOIN CHURCH

Where an offender wishes to join a church during an interregnum:

- The Diocesan Safeguarding Adviser will discuss with the Church Wardens who will take the lead on the situation or nominate a person to do this.
- The usual contractual processes will take place and the contract will be signed by a Church Warden / nominated person.
- The Diocesan Safeguarding Adviser will inform the new incumbent when he / she is in post and a meeting will be arranged with the offender / incumbent and a new contract signed.

NEW CASE

Where a new case comes to light during an interregnum:

- The Diocesan Safeguarding Adviser will contact the Church Wardens /Rural Dean / Assistant Clergy to discuss the situation and process for handling the case.
- The Suffragan Bishop / Archdeacon will be informed immediately and practical and pastoral support discussed and agreed.
- The Diocesan Safeguarding Adviser and the parish will agree who will lead on the situation.
- Should a disclosure be made in the parish the Church Warden / PSR will inform the Diocesan Safeguarding Adviser and agree how the situation will be managed.

BLEMISHED DISCLOSURE

- The Diocesan Safeguarding Adviser will agree with the Church Wardens / Rural Dean / Assistant Clergy who will lead on cases of blemished disclosures.
- The Diocesan Safeguarding Adviser will inform the new incumbent of any concerns / issues.

If any concerns or issues arise the Diocesan Safeguarding Adviser will be available to discuss these at any time.

The Diocesan Safeguarding Adviser can be contacted on:

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