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Independent Chair of the Diocesan Safeguarding Advisory Panel (DSAP) –

Application Pack August 2021

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Welcome

Dear Applicant

Thank you for your interest in the post of Independent Chair of the Diocesan Safeguarding Advisory Panel (DSAP) with the Salisbury Diocesan Board of Finance (DBF). This is an important role and I am delighted to let you have details about the Diocese and information about the post.

I hope you find the application pack provides all the information you need in order to consider your candidature for this post. If you have any queries about the role please contact Jem Carter in the first instance (contact details below).

Should you decide to apply for this post I look forward to receiving your application and wish you well in the process.

The Rt Revd Karen Gorham
Bishop of Sherborne and Acting Bishop of Salisbury

For an informal chat about the role, please contact Jem Carter:
jem.carter@salisbury.anglican.org

Applications

Applications to be received by Friday 10th September 2021.

Application forms, with a covering letter no more than one side of A4 describing what attracts you to this role, should be returned by email please to Sally Finn (People and Safeguarding Administrator): hadmin@salisbury.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.

Interviews

Interviews will take place in Salisbury. 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 the Safeguarding pages of the Diocesan website. All applicants are required to complete a Confidential Declaration Form as part of our recruitment process. 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 Salisbury

The Diocese of Salisbury is one of 42 Church of England dioceses in the country. The Diocese covers large parts of Wiltshire and Dorset, as well as much smaller elements of Hampshire and Devon. Since October 2020 the Diocesan Safeguarding team have been providing interim Safeguarding advice to the Channel Islands, whilst the formal legal process for them to become part of Salisbury Diocese.

The Diocese loves and serves people who live here through its family of over 400 parishes and a large number of 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 in their faith.

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

Renewing HOPE
Pray • Serve • Grow

If successful in your application, you will be arriving in the Diocese at a time of significant change, with the retirement of our Bishop, Nicolas Holtam and the preparation for the arrival of their successor (once identified).

Each year the DSAP develop and agree with the Bishop and his senior team the key Safeguarding priorities for the Diocese. For 2021 these are:

- To champion Survivors' voices.
- To empower and enable Parishes and PSOs to implement safeguarding policies and practices.
- To provide effective, high quality and accessible safeguarding training.
- To work in partnership with the Channel Islands to enable effective safeguarding policies/practices on the islands.
- To continue to evaluate, review and monitor our practice.

Safeguarding in Salisbury Diocese

The Diocesan Safeguarding Team consists of a team leader Safeguarding Adviser, a second Safeguarding Adviser and a Safeguarding Trainer. The core members of the team are supported by three part time administrators from the Parish Support function, who assist with matters such as DBS and Safeguarding training administration.

The Team manage several strands of work which include:

- 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.

Terms of Reference

The Diocesan Safeguarding Advisory Panel's (DSAP) Terms of Reference define the scope and purpose of the DSAP:

- 1) To promote good safeguarding practice in relation to children, young people, and adults who may be at risk of abuse, encouraging the development of consistent safeguarding standards across the Diocese.
- 2) To provide an independent voice on safeguarding matters, monitoring and constructively challenging the effectiveness of Diocesan safeguarding work, including holding the Diocese to account regarding the deployment of resources required for safeguarding work.
- 3) To monitor progress in accordance with the objectives agreed each year by Bishop's Council.
- 4) To ensure the Diocese's safeguarding policy and practice is aligned with national church policy developments and best practice, relevant legislation and guidance, including equality and diversity, and to review safeguarding policy and practice annually.
- 5) To monitor the Diocesan Safeguarding Training plan, reviewing implementation and user responses annually.

- 6) To provide a confidential panel to assist the Diocesan Safeguarding Advisor in assessing risk in cases of blemished Disclosure and Barring Service certificates, or in parish situations which cause concern.
- 7) To monitor and work to promote a positive culture in relation to safeguarding in the Diocese.

Membership

The Advisory Panel is chaired by an Independent Chair appointed by the Bishop.

Membership of the Panel and associated reporting groups will be drawn from the following and appointed by Bishop's Council:

- Diocesan Bishop, or a member of the Bishop's staff
- Diocesan Secretary
- Diocesan staff (representatives from Communications, Mission and Ministry, Diocesan Board of Education)
- Diocesan Safeguarding Advisors (DSAs)
- Diocesan Safeguarding Trainer
- Diocesan Registrar and Deputy
- Lay and clergy representation from the Diocese experienced in safeguarding: at least two Parish Safeguarding Officers (PSOs) and at least one Incumbent/Priest-in-Charge.
- Representatives for local statutory and non-statutory Partner agencies concerned with Safeguarding business, including a Survivor's representative – where possible.

Safeguarding Governance and Management

Safeguarding policy and practice in the Diocese is overseen as follows:

- The DSAP is responsible for overseeing the implementation of Safeguarding policy and practice.
- The DSAP will monitor progress against each of the Diocese objectives at each meeting and will present an annual report to Bishops Council setting out progress and recommended priorities for the following year.
- Consultation events will be held with PSOs and volunteer trainers to ascertain their concerns and issues and to engage with them in regard to the identification of priorities.
- The Risk Management Panel will review offender management agreements and support and advise the DSA in relation to high risk or complex safeguarding issues. This group comprises the DSA, a member of the Advisory Panel and others from relevant statutory and non-statutory partner agencies.
- The DSAP will receive reports from the DSA in relation to the work of the Risk Management Panel, by exception, as necessary.
- The DSAP will be responsible in conjunction with the Communications Team and Communications Strategic Group for communicating key issues regarding safeguarding policy and practice across the Diocese.

Accountability

The DSAP is accountable to the Bishop's Council.

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.

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

Appointments to the DSAP 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 DSAP will meet quarterly, with dates agreed and published in advance.

Each DSAP 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 Diocesan Safeguarding Advisers/team.

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 DSAP members prior to the meeting.

At each meeting the Diocesan Safeguarding Advisers/team will report on activities undertaken since the last meeting and provide a summary of any current safeguarding casework if relevant. Paperwork for confidential casework discussions will be tabled at the Risk Management Panel meeting.

Confidentiality

The Diocese of Salisbury 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 national multi-agency safeguarding children and adult procedures to achieve this. Safeguarding practice will be underpinned by a strong commitment to confidentiality.

Duties of the Chair

- To agree the agenda and minutes of the DSAP, 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 DSAP.
- 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.
- To work with the Diocesan bishop (or their representative), the diocesan senior leadership team and other senior officials to ensure a constructive relationship with the DSAP 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 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 Independent Chair will be appointed by the Bishop for a period of three years, with an additional term of three years following a review.

A small annual honorarium will be paid to the Chair decided by the Bishop and Diocesan Secretary.

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.

Application Process

Please click here for details and the application form:

<https://www.salisbury.anglican.org/whos-who/job-vacancies/lay>

Applications should be returned to Sally Finn at hadmin@salisbury.anglican.org

- **Closing date: Friday 10th September 2021**
- Interviews to be held on Thursday 28th September.

Thank you for your interest, if you have any queries about the application process, please contact Sally Finn at hadmin@salisbury.anglican.org

