



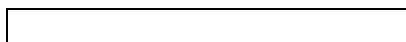
DIOCESE OF **Hexham & Newcastle**

Department for Safeguarding

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Key Safeguarding Roles and their



Responsibilities

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(with independent safeguarding professionals)
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1. Diocesan Bishop

The role of the Bishop provides leadership and direction, including promotion of the 8 safeguarding standards across the Diocese, taking the lead for standard 1.

The Bishop, together with the Diocesan Board of Trustees and Diocesan Chief Operating Officer, will ensure:

- The adequate resourcing for 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.

The Bishop, together with the Diocesan Board of Trustees, will ensure:

- That safeguarding is a standing agenda item on Board of Trustees' meetings; that the Head of Safeguarding attends Board meetings and meets regularly with the Bishop and Safeguarding Lead Trustee.
- The Diocese adopts, implements and maintains Diocesan Safeguarding Policies and procedures which meet nationally agreed principles.
- The Diocese adopts, implements and maintains complaints and whistleblowing and safeguarding service complaints policies and procedures suitable for those who wish to complain about the handling of safeguarding issues.
- The Diocese has a Safeguarding Committee with clear terms of reference and a suitably experienced Chair, who is a Trustee. The Committee will be directly accountable to and regularly report to the Bishop and other Trustees.
- The appointment of a suitably qualified and experienced Head of Safeguarding who is provided with the appropriate financial, organisational and management support; receives supervision that is appropriate for their role; is supported to undertake continuing professional development.
- The Board of Trustees reviews Safeguarding progress quarterly.
- Has access to all relevant records as required.
- That through the Diocesan Chief Operating Officer and Head of Safeguarding, the Diocese has arrangements in place to monitor and support Safeguarding arrangements in Parishes.
- A Diocesan record is kept of clergy, employees and volunteers who 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 as appropriate to the relevant clergy, employee or other relevant file.

- That appropriate arrangements are in place to share relevant information about individuals who are or have been the subject of safeguarding concerns being investigated or established with other Dioceses, other Church bodies, other denominations, and organisations or the CSSA and the RLSS.
- That the Diocese provides arrangements to signpost and support survivors of abuse
- 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.
- That the Diocese is discharging all legal duties required in safeguarding and Canon law proceedings. Examples would include but are not limited to that where matters of concern have been investigated and found to be established directing a Priest in the Diocese to undergo a risk assessment and requesting a Priest to voluntarily stand down from role in the Diocese, based on information including any provided by the local authority or police, that establishes that the individual presents a risk of harm.

2. Trustees

Trustees will ensure:

- That clear lines of responsibility and accountability are in place between the Bishop and key Diocesan staff, including the Head of Safeguarding.
- The application of the Diocesan safer recruitment policy to the appointment of, any clergy, employee or volunteer working with children, young people and/or vulnerable adults; and engagement by any appointee in relevant training for their role.
- That they undertake a risk management oversight of safeguarding arrangements in the Diocese;
- oversee the employment of key Diocesan staff, including the Chief Operating Officer, Head of Safeguarding, other safeguarding staff, human resource staff, etc. ; and
- that lines of accountability for these key roles run to the Diocesan Bishop either directly or through the Trustees.

In terms of safeguarding requirements, the Trustees will:

- Ensure that there is adequate safeguarding resourcing in the Diocese.
- Agree, implement and periodically review the Diocesan' Safeguarding Policy and associated procedures
- Implement the Diocesan Safeguarding Strategy and Implementation Plan
- Review the Diocese's safeguarding progress annually.

3. Safeguarding Committee

Members of the Safeguarding Committee will:

- 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 associated procedures.
- Recommend resourcing of the safeguarding function.
- Seek external expertise as required.
- Have particular regard to the rigour of the Church's arrangements to respond to allegations against clergy, employees, and volunteers and to manage risk and support to victims/survivors of abuse.
- Ensure that effective arrangements, including information sharing, is in place with statutory partners.
- 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, in order to make appropriate recommendations to improve safeguarding arrangements.
- Receive anonymised information relating to case work, including risk assessments and safeguarding agreements that the Diocese has obtained and arranged, to maintain oversight of safeguarding work, including the making of recommendations for further actions to be carried out in any case.
- Monitor the Diocesan requirements relating to the Diocesan safer recruitment Policy, DBS Disclosures and safeguarding training and advise accordingly.
- Contribute to the Diocesan Safeguarding Strategy and its annual progress review.
- Review progress annually and report this to the Bishop and the Trustee Board.

4. Diocesan Chief Operating Officer

The Chief Operating Officer, as the lead operations 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, the Chief Operating Officer's duties include:

- Ensuring adherence to the Diocesan Safeguarding Policy and supporting the work of the Head of Safeguarding
- Working with the Safeguarding Coordinator when responding to a safeguarding concern or allegation against anyone who is a Diocesan employee.
- Ensuring identification and management of areas of risk including safeguarding and

- health and safety issues
- Overseeing the implementation of the Diocesan Safeguarding Strategy.
- Supporting the Head of Safeguarding to manage safeguarding team staff
- Attend safeguarding training as required
- Working with Diocesan legal advisers, insurance provider(s) and Charity Commission to ensure legal compliance and good practice

5. Diocesan Head of Safeguarding

The Head of Safeguarding will:

- Manage safeguarding staff.
- Where an allegation that a child or vulnerable adult has suffered abuse is made against a member of the clergy, an employee or a volunteer or against any other person, decide whether the allegation should be referred to the police for investigation and make the referral.
- Co-operate with, and support the work of the police, local authorities, and other bodies in cases in where it is suspected that a child or vulnerable adult has suffered abuse or is at risk of suffering abuse.
- Give advice, information, and support to those who have suffered abuse.
- Give advice to the Bishop and other church officers on safeguarding matters.
- Attend meetings of and present information to the Safeguarding Committee
- Provide or co-ordinate and record the provision of training on safeguarding matters.
- Develop, implement and review Diocesan safeguarding policies and procedures
- Produce the Diocesan Safeguarding Strategic Improvement Plan for delivery of the national safeguarding standards.
- Ensure training is delivered by suitably experienced, qualified trainers.
- Give advice, information and support to Parishes and Parish Safeguarding Representatives on the implementation of safeguarding guidance and, where appropriate, challenge Parish Priests and Parish Safeguarding Representatives on what they have done/not done to implement that guidance.
- Where a clergy risk assessment is required to be conducted, make the arrangements for it to be conducted.
- Where a non-clergy risk assessment is required to be conducted, either conduct the assessment or make the arrangements for it to be conducted.
- Give advice to the Diocesan Bishop on the conduct of a clergy or non-clergy risk assessment and, where such an assessment has been conducted, advise on the steps to take in light of it, as well as monitoring any such steps as are then taken.
- Promote good practice on safeguarding matters.
- Undertake additional action in connection with safeguarding matters as the Safeguarding Coordinator considers necessary or appropriate.
- Ensure data sharing protocols are in place with outside organisations.
- Ensure working relationships and decisions are made jointly with the RLSS where there is a sharing of responsibility to deal with an allegation or concern reported in

relation to a member of a Religious Life Group.

- Recruit appropriate people to the role of Parish Safeguarding Representative at each Church and ensure they are appropriately trained and updated when policy, legislation and practice change.

6. Additional Safeguarding Resources

To meet the requirements of providing an adequate safeguarding function, the Trustees, Chief Operating Officer and Head of Safeguarding will ensure that the following resources, suitable for implementation of agreed Diocesan Safeguarding Policies and Procedures as well as fulfilment of national standards, are in place.

- Administrative support for the Head of Safeguarding, including:
- The processing of overseas and DBS checks and renewals
- The processing of casework, overseeing plans, completing risk information framework and supporting parish safeguarding (as required)
- Implementation of the Diocesan Safer Recruitment Policy
- Delivering safeguarding training as required
- The provision of cover during Head of Safeguarding absences
- The maintenance of accurate and up to date recording processes.

7. Vicars General

The Vicars General will support the Head of Safeguarding:

- By attending Safeguarding Committee meetings
- Respond to any safeguarding referral made concerning a member of clergy subject to a safeguarding investigation.
- Be involved in the handling of serious safeguarding situations in Parishes, which relate to allegations against clergy, employees or volunteers for the Diocese.
- Undertake a one-to-one induction session with the Head of Safeguarding when they are new in post regarding safeguarding policies and procedures and how they are implemented in the Diocese, as well as being imparted information about past and current safeguarding issues.

8. Social Worker for Care of The Clergy

The Social Worker for Care of Clergy will:

- Offer advice and support for any health or wellbeing concerns referred to them relating to clergy, which the safeguarding team has been alerted during the course of their work.
- Offering support throughout the investigative process as a point of contact for updates and accompaniment where requested by the member of the clergy and agreed with the Bishop.

9. Parish Roles and Responsibilities

9.1 Parish Priest

In terms of safeguarding, the Parish Priest will:

- With the support of the Parish Council/Committee, promote a safer church in the church community and ensure safeguarding is taken seriously by all those in the church community.
- Embed the Diocesan safeguarding policies and procedures
- Assist in the appointment of a Parish Safeguarding Representative
- Actively communicate the safeguarding message, in accordance with 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 policy and attend training as agreed.
- Display, in his Parish, contact details of the Parish Safeguarding Representative and the safeguarding department.
- Display, in his Parish, information about where to get help with child and adult safeguarding issues, for example, local authority contact details and other support services.
- Provide access to and follow the safeguarding guidelines.
- 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 procedure in consultation with the Head of Safeguarding
- Report all safeguarding concerns or allegations against clergy, employees and volunteers to the Head of Safeguarding
- Ensure that people 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.
- Ensure that the Parish Safeguarding Representative regularly reports on safeguarding in the Parish. Safeguarding should be a standing agenda item at each parish committee/council meeting.

9.2 Parish Safeguarding Representative

The Parish Safeguarding Representative will:

- 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 correct referral are submitted.
- Report all matters relating to concerns and allegations of abuse against clergy, employees and volunteers, in liaison with the Parish Priest, to the Head of Safeguarding who will liaise with the statutory agencies, as required. Concerns about the Parish Priest should be raised directly with the Head of Safeguarding.
- Ensure that any people who may pose a risk to children or adults at risk known to be in the church community are notified to the Head of Safeguarding and contribute to managing Safety and Support plans.
- 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, and ensure all DBS paperwork is obtained and completed to apply for the checks at the Diocesan safeguarding office.
- Maintain safeguarding records.
- Contribute to the annual review of Parish safeguarding arrangements.

Responsible Officer	Head of Safeguarding	
First review date	November 2025	Role and title changes
Next review date	December 2026	
Original author	M. Anderson	