Lichfield Diocese Safeguarding Scrutiny Panel – Children and Adults (LDSSP)

# Terms of Reference

## Role and Functions

1. To provide independent advice, scrutiny and expertise on sound safeguarding policies, procedures and practices to the diocesan bishop and other senior clergy and officials.

2. To provide assurance to the Bishop and senior members of staff that the Diocese has clear and transparent safeguarding policies, working practices and training arrangements which are consistent with statutory requirements and House of Bishops’ policy and practice guidance.

3. To contribute to quality assurance and ratify the diocesan safeguarding strategy and policy.

4. To produce an annual review/report of LDSSP.

5. To have a quality response to safeguarding concerns about the Management of Allegations regarding church officers.

6. To have particular regard to the Church’s responses to survivors of abuse perpetrated by church officers (Complainants); and alleged perpetrator (Respondents)

7. To advise on offender management, including on the provision of offender contracts and regular review; in conjunction with statutory services.

8. To advise on arrangements to support and monitor the implementation of good safeguarding practice and training in parishes in accordance with national and diocesan policy and practice guidance.

9. To have oversight of safeguarding trends and themes within the Diocese.

10. To consider learning derived from national, regional and local practice and contribute to the national agenda.

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

12. To promote clear safeguarding arrangements and partnership working 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 Education Institutions (TEIs) and advise on any necessary action.

13. To advise and make recommendations to the Bishop and senior officials on safeguarding resources across the diocese.

14. To empower and promote the voice of children and adults relating to safeguarding across the Diocese.

15. To consider relevant matters referred by the Bishop, senior officials and the Diocesan Safeguarding Advisor (DSA) including advising on diocesan responses to safeguarding consultations from the Government, the National Church and other parties.

16. To advise the Bishop on any circumstances where the Diocese proposes to depart materially from the House of Bishops’ safeguarding policies

17. To advise the national safeguarding team if the LDSSP consider that a safeguarding matter is not being dealt with properly in the Diocese or other church body.

18. To adopt and adhere to an annual work programme which reflects national and local priorities.

19. To report as requested to the Bishop’s Council/Diocesan Synod and Board of finance, as required.

## Membership

* Bishops Chaplain
* Area Bishop or Archdeacon
* Diocesan Secretary/Chief Executive
* Diocesan Safeguarding Advisor
* Senior Cathedral representative
* Youth Parish representative
* Diocesan Communications Officer
* Registrar
* Head of Deliverance Ministry
* Local Authority representative
* Police representative
* Probation Service representative
* Third Sector representative

The LDSSP 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 LDSSP 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.

## Chair

The Chair will be appointed by the diocesan bishop, in consultation with the DSA. The Bishop and DSA will consult the Chair on the choice of members.

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.

## Frequency of meetings

The LDSSP will meet quarterly and more frequently if necessary.

## Duties of Chair

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

3. To conduct meetings of the LDSSP 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.

4. To work with the diocesan bishop, the diocesan senior leadership team and other senior officials to ensure a constructive relationship with the LDSSP in the joint quest of achieving a safer Church.

5. To engage in the chairs’ national and regional network meetings, 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 LDSSP’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.

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