

## Welcome

Dear Applicant

Thank you for your interest in the post of Independent Chair of the Diocesan Safeguarding Advisory Panel (DSAP) with Blackburn 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 this post. If you have any queries about the role please contact Sharon Hassall at [sharon.hassall@blackburn.anglican.org](mailto:sharon.hassall@blackburn.anglican.org)

## Applications

Application forms, with a covering letter no more than one side of A4 describing what attracts you to this role, should be returned by **Noon on Monday 21<sup>st</sup> November** via email please to [chaplain@bishopofblackburn.org.uk](mailto:chaplain@bishopofblackburn.org.uk)

## Shortlisting

To ensure the fairness of the selection process, shortlisting will be based upon the information 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 Blackburn on **1<sup>st</sup> December 2022**. Further details regarding the selection process will be communicated at the time applicants are invited for an 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 our Safeguarding Policy available on the diocesan website. All applicants are required to complete a Confidential Declaration Form as part of our recruitment process when an offer of employment is made. 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 Blackburn**

The Diocese of Blackburn is approaching its 100th Anniversary, having been founded on the 12th December 1926. It serves almost the whole of the county of Lancashire, covering an area of 878 square miles, with a population of 1.3 million. It is divided into 14 Deaneries and two Archdeaconries (Blackburn and Lancaster). The Diocese covers an area of extraordinary variety, from the stunning countryside of the Trough of Bowland to the former mill towns of East Lancashire; from the University cities of Preston and Lancaster to the seaside towns of Blackpool and Morecambe; from elegant villages to inner city multi-cultural parishes.

As a Diocese, we have a unique church school portfolio, with a large number of voluntary aided schools or former aided schools that are now academies. The Diocese has 190 church schools in total, including 10 secondary schools making it one of the biggest Dioceses for church school education in the country. Across our schools, more than 44,000 children and young people take part in daily acts of worship and over 98% of our schools are recognised by SIAMS for their distinctive Christian vision and ethos.

## **Safeguarding in Blackburn Diocese**

We believe that the safeguarding of children, young people and vulnerable adults is the responsibility of everyone. It is central to our mission and ministry and is integral to the Diocesan Vision which asks us to consider how to make our church communities healthier.

All the procedures, guidance and systems in the Diocese of Blackburn seek to ensure the church is a safe environment where concerns are responded to and people can flourish. We believe that by drawing in specialist support where needed and by working together in a transparent way, all those with safeguarding responsibility in parishes and the Diocese can help to create healthy Church communities which have a positive and transformative effect on our society.

The Diocesan Safeguarding Team consists of a Diocesan Safeguarding Adviser, an Assistant Safeguarding Adviser, a Safeguarding Trainer and an Administrative Assistant.

The Team manage several strands of work:

- Providing advice and support to parishes, the Diocese and the Bishops to implement Church of England Safeguarding Policies and Practice Guidance
- Providing advice and support to parishes in responding to safeguarding concerns
- Arranging or providing support to victims and survivors of church-based abuse.
- Liaising with Police and Probation, supporting parishes 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, Bishops Council, 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.

The Team holds at any time an active caseload of around 45 cases, consisting of a mix of investigations and risk management arrangements. An additional 242 parish situations annually require one-off advice or support. Around 800 DBS checks are authorised for Church Officers annually with around 12% containing blemishes that require further investigation, and around 700 Clergy and Church Officers require Safeguarding Training annually through a mixture of face to face and online courses.

### **Diocesan Safeguarding Advisory Panel (DSAP) - Terms of Reference**

#### **Role and Functions**

1. 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.
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 House of Bishops' policy and practice guidance.
3. To contribute to the diocese's safeguarding strategy and its annual progress review.
4. To have 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 practices in parishes in accordance with national and diocesan policy and practice guidance.
7. To consider learning derived from case lessons learnt reviews 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 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/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 and the Diocesan Safeguarding Manager (DSM) 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 report as requested to the Bishop's Council/Diocesan Synod and Board of Finance, as required.
18. To discharge its responsibilities by processes of scrutiny, support and constructive challenge having due regard to the National Church's Practice Guidance on safeguarding.

### **Membership**

- Diocesan bishop and /or bishops nominated safeguarding lead
- Archdeacon - at least one and not more than two archdeacons
- Diocesan secretary/chief executive or nominated deputy
- Director of Education or nominated deputy
- DSA
- Senior cathedral representative
- A parish safeguarding officer representative
- A parish priests
- 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. Three of these must be from the social care, probation and the police
- Up to three additional professionals from the diocesan staff

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 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.

### **Chair**

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 DSAP will meet quarterly and more frequently if needs be.

### **Duties of 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 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.
4. To work with the diocesan bishop, 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.
5. 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.

## **Chair of Diocesan Safeguarding Advisory Panel (DSAP) Role Description and Person Specification**

### **Role Description**

- To provide effective leadership to the DSAP, including agreeing the agenda, in liaison with the DSA/diocesan bishop or nominated person, agreeing minutes, chairing the meetings and monitoring the follow-up actions.
- To ensure the DSAP discharges its role and functions in line with the terms of reference.
- To work with the DSA and senior staff to ensure the group has a strategic overview of safeguarding practice across the diocese in line with House of Bishops' policy and practice guidance, together with appropriate quality assurance and risk management processes.
- To ensure that the group considers the needs of victims/survivors and those affected by abuse together with relevant advice.
- To work with the DSA and senior leadership team to ensure that the DSAP is adequately resourced; that there is sufficient capacity and diversity of skills set and experience/background of members. To be involved in recruitment and succession planning.
- To provide an ad hoc point of contact for DSAs/diocesan bishop or nominated person/members of the group outside of formal supervisory and management arrangements.
- To advise where necessary the diocesan bishop (nominated person)/senior leadership team of specific concerns/issues. Where appropriate to raise and report any concerns/issues as part of whistle blowing arrangements.
- To engage in the chairs national and regional network meetings, as required.

### **Person Specification** **Chair of Diocesan Safeguarding Advisory Panel**

#### **Qualifications, Knowledge and Experience**

##### **Essential**

- Recent, direct and extensive professional safeguarding experience and expertise at a senior level in the relevant statutory, voluntary or judicial agency (for example local authority children and adult service, police, national children's charity).
- Experience of case reviews, risk management and engagement and leadership of strategic partnerships.

- A confident and empowering leadership style with the ability to strategically plan, manage meetings effectively and influence people to build capacity and confidence in safeguarding practice.
- Up to date knowledge of multi-agency Safeguarding practice and processes, legislation and current developments.
- An ability to promote and represent the DSAP at all levels both internally and externally.

#### **Desirable**

- Knowledge of child or adult safeguarding in a church/faith context.

#### **Skills, Competencies and Abilities**

##### **Essential**

- Ability to chair/manage meetings effectively.
- Ability to analyse complex situations and advise appropriately.
- Able to identify examples of poor practice and ensure that necessary change is implemented.
- Work constructively with a wide range of parties including staff in the statutory and voluntary sectors.
- Deal sensitively and appropriately with confidential information.
- Keep up to date with legislative developments in the field.
- Effective verbal and written communication skills.
- Able to use general IT systems and applications

##### **Desirable**

- Knowledge of Church of England structures and safeguarding policies

#### **Work-related and Personal Qualities**

##### **Essential**

- A strong commitment to safeguarding as an essential part of the church's work
- Ability to attend national and local independent chair events

##### **Desirable**

- Own vehicle and driving licence
- Ability to work occasional additional hours in order to meet the requirements of the role

#### **Remuneration and Expenses**

This role is self-employed on a contractor basis with payment of up to £3000 per annum (by invoice) for the work done.

Expenses for meetings can also be claimed.

This post is subject to a clear enhanced DBS check.