

Diocesan Safeguarding Advisory Panel (DSAP) Terms of Reference

Derived from the National Model Terms of Reference, amended for the Diocese of Lincoln

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 particular 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 practice 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 particular 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
- Diocesan Safeguarding Adviser (DSA)
- Cathedral Safeguarding Officer (CSO)
- Senior cathedral representative
- A parish representative
- 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 with input from the CSO and consultation with the chair.

Respect

Respect is always expected of all members, in terms of behaviour and language. Professionalism during discussion and dispute is expected and the Chair holds the right to ask a member to leave the meeting should it be felt that they are in breach of the respectability expectation.

Chair

The independent chair will be appointed by the Diocesan Bishop for a period of three years, with an additional term of three years following a review.

Members of DSAP should form part of the recruitment process.

Vice Chair

The Diocesan Secretary acts as Vice Chair and may chair the meeting if required and requested by the standing Chair or Diocesan Bishop.

Frequency of meetings

The DSAP will meet quarterly and more frequently if needs be.

Quorum

The minimum attendance in order for the meeting to go ahead is as follows:

- Chair or Vice Chair
- Independent external members
- Diocesan Safeguarding Officer
- Representation of Survivor Voice
- Member of Lincoln Cathedral

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, the Cathedral 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.

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