



DIOCESE of  
**WINCHESTER**



## Recruitment Pack

Chair of Diocesan Safeguarding Advisory Panel

May 2026

## Welcome from Bishop Philip

Thank you for your interest in the role of Chair of the Diocesan Safeguarding Panel. Safeguarding is absolutely central to our life and mission as a Church, reflecting the caring, pastoral heart of Jesus, the Good Shepherd.

My prayer is that the successful candidate will be able to build on the excellent work over many years of our current Chair, David Pryde, as we continue to embed safeguarding processes, practices, culture and theology across all areas of our diocesan life.

This is not simple task. The structures of the Church of England intentionally give great freedom to local clergy and their parishes (each one a separate legal charity) in the exercise of their daily ministry. Despite what many assume, ecclesiastical governance is not a matter of 'top down' imposition, within a clear hierarchical structure. This means best practice has more to be modelled than imposed. Change in culture requires good leadership not strong directive.

The role of Chair is vital in this process, helping ensure our structures, strategies and approach not only meet but exceed all expected standards. The external, independent perspective the role brings helps to shine a light in dark corners, and challenges unquestioned assumptions.

As we enter this process of discerning our next Chair, I am reminded of the words of Proverbs 31

*"Speak up for those who cannot speak for themselves, for the rights of all who are destitute. Speak up and judge fairly; defend the rights of the poor and needy."*

Thank you again for your careful consideration of this role,

+Philip



# Chair of Diocesan Safeguarding Advisory Panel (DSAP)

## Background

The Diocese of Winchester was founded in 660AD and covers a mixture of rural and urban, new and old, innovative and traditional, serving a population of 1.27 million, of whom over 20,000 regularly attend worship in one of the 365 church buildings across our 230 parishes, led by our 202 ordained clergy, 87 Licensed Lay Ministers and a growing number of lay people commissioned for ministry.

The diocese consists of about two-thirds of the County of Hampshire and most of Bournemouth in the County of Dorset, excluding Portsmouth and the area immediately to its north and northeast. Stretching from the beaches of Bournemouth to the Surrey border, and from the River Hamble to the outskirts of Newbury, over half of the diocese is geographically rural and yet nearly 80% of the population live in urban areas.

## Diocesan Safeguarding Team

The Diocese employs a dedicated and experienced Team of Safeguarding professionals to help keep children and vulnerable adults safe in all our contexts and activities. They deliver this work through close liaison with statutory partners and the National Church of England Safeguarding Team. Through the provision of training, guidance, policies and procedures, the Team help to proactively ensure all our local context are safe and equipped to meet their moral, spiritual and statutory responsibilities in Safeguarding.

The Diocesan Safeguarding Advisory Panel exists to provide strategic oversight, challenge and assurance of the work of the Safeguarding Team and wider Diocesan leadership culture and processes. The Panel includes external members, bringing a range of expertise and experiences from across different sectors and specialism.

We now seek a new Chair for the Panel, who will bring their professional expertise to this vital and complex area of our ministry and work.

## Role Description and Person Specification

### Main Purpose

To provide effective leadership to the Diocesan Safeguarding Advisory Panel, ensuring it discharges its role and functions in line with the terms of reference.

### Role Description

1. To provide effective leadership to the DSAP, including agreeing the agenda, in liaison with the DSO/diocesan bishop or nominated person, agreeing minutes, chairing the meetings and monitoring the follow-up actions.
2. To ensure the DSAP discharges its role and functions in line with the terms of reference.

3. To work with the DSO and senior staff to ensure the group has a strategic overview of safeguarding practice across the diocese in line House of Bishops' policy and practice guidance, together with appropriate quality assurance and risk management processes.
4. To ensure that the group considers the needs of victims/survivors and those affected by abuse together with relevant advice.
5. To work with the DSO 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.
6. To provide an ad hoc point of contact for DSOs/diocesan bishop or nominated person/members of the group outside of formal supervisory and management arrangements.
7. 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.
8. To engage in the chairs national and regional network meetings, as required.

### Person Specification

Appointees should demonstrate the following skills, knowledge and experience;

- 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

### Availability

- Available for the preparation and management of at least four formal meetings per annum with occasional informal meetings as required
- Attendance at one Bishop's Council and Standing Committee meeting (evening) per annum
- Available for consultation by the Diocesan Safeguarding Officer
- Available for a DSAP Chairs day in London once per year run by the National Safeguarding Team
- Available to attend a regional DSAP meeting for 1 hour on a quarterly basis (online)

### Notes

This post will be able to claim a day rate of between £350 and £500 dependent on Experience.

The appointment is for a period of three years. This can be extended for a further three years following a review of effectiveness.

A copy of the Terms of Reference of the Diocesan Safeguarding Panel are included in appendix 1.

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21<sup>st</sup> May 2026

# The Diocesan Safeguarding Advisory Panel (DSAP) Structure and Terms of Reference

## Context

1. Under Church of England legislation, every Diocese is required to have an independent panel to advise the Diocesan Bishop and his Officers on all matters relating to safeguarding.
2. In 2016, The Bishop's Council of the Diocese of Winchester approved the introduction of a structure and revised terms of reference for the Safeguarding Panel and its sub committees.
3. In 2017, the House of Bishops' published Key Responsibilities of Church Office Holders and Bodies Practice Guidance. This guidance substantially updates and replaces the 'Responsibilities of Church organisations' section in 'Protecting all God's Children 2010'. It is in line with 'Promoting a Safer Church': the Church of England policy statement for the children, young people and adults. It aims to clarify key safeguarding roles and responsibilities for church office holders and bodies within this complex structure to support a consistent approach to safeguarding across the whole Church.
4. In 2024, the current Diocesan Safeguarding Advisory Panel for the Diocese of Winchester recommended to replace the Terms of Reference created in 2016 (as reviewed and updated) be replaced with the draft Terms of Reference as laid out in the HoB Guidance.
5. It is noted here that the reason for making this change was simply to mirror the HoB Guidance for consistency.

## Structure

6. The Structure developed in 2016 will continue. There will be a Diocesan Safeguarding Advisory Panel and a Diocesan Safeguarding Case Work Group, operating as a Sub-group.
7. The Diocesan Safeguarding Advisory Panel will meet 4 times a year.
8. The Diocesan Safeguarding Case Work Group will meet at least 4 times a year. The Chair of this Group will also be a member of the DSAP.

9. The Diocesan Safeguarding Advisory Panel (DSAP) will oversee safeguarding arrangements in the diocese. The role of the panel is to:
  - 9.1 Offer external expertise, scrutiny and challenge to the diocese on safeguarding matters;
  - 9.2 Advise and make recommendations to the diocesan bishop and senior leadership team on the development and effectiveness of safeguarding arrangements;
  - 9.3 Ensure the implementation of House of Bishops' safeguarding policy and practice guidance;
  - 9.4 Promote victim/survivor participation in safeguarding processes and acknowledge survivor perspectives in any decision making. Any engagement with victims/survivors must follow trauma informed best practice;
  - 9.5 To have particular regard to the rigour of the Church's arrangements to respond to allegations against church officers, manage risk and support victims/survivors of abuse;
  - 9.6 Seek to ensure that effective arrangements, including information sharing is in place with statutory partners;
  - 9.7 To maintain good working relationship with the Regional Safeguarding Lead;
  - 9.8 To advise on arrangements to support and monitor the implementation of good safeguarding practice in parishes;
  - 9.9 Consider information and themes from quality assurance processes e.g. diocesan self-assessments, lessons learnt reviews, independent audits and file audits to make recommendations to improve safeguarding arrangements.
  - 9.10 Receive anonymised management information relating to case work, including risk assessments and safeguarding agreements that the diocese has completed to maintain oversight of safeguarding work. This will facilitate proactive oversight of Diocese safeguarding decisions;
  - 9.11 To monitor the diocesan requirements relating to safer recruitment, DBS Disclosures and safeguarding training and advise accordingly;
  - 9.12 To contribute to the diocesan safeguarding strategy and its annual progress review;

- 9.13 To advise the bishop on any circumstances where the diocese proposes to depart materially from the House of Bishops' safeguarding guidance, (includes both policy and practice guidance). 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;
  - 9.14 Review progress annually and report this to the bishop and the identified diocesan body/ies.
  - 9.15 This is not an exhaustive list. It is meant to highlight core functions.
10. It is not the role of the DSAP to be part of the case management process. It is their role to consider information from quality assurance processes, as above.
  11. At the discretion of the chair of the DSAP, some DSAPs may choose to have a sub-group that monitors risk assessments and safeguarding agreements. In this diocese these tasks have been allocated to the Diocesan Safeguarding Case Work Group.

## Membership of the DSAP

12. The chair should be an independent (independence signifies not employed in another role in the diocese nor discharging managerial functions in the diocese) lay person with responsibility for ensuring that the panel's advisory and scrutiny functions are carried out effectively. He/she will be appointed for a period of 3 years by the diocesan bishop in consultation with the Diocesan Safeguarding Officer (DSO) in accordance with the House of Bishops' guidance in relation to role description and person specification. This can be extended for a further three years following a review of effectiveness. They should have extensive, recent and professional safeguarding expertise and experience, ideally someone who has operated at a senior level in either a statutory sector or relevant voluntary agency.
13. The DSAP will be advised by the DSO, who will attend meetings and offer advice.
14. The DSAP should aim for a balanced membership, with representation from the diocese's senior staff team, other church officers, other Church Bodies and voluntary and statutory partners. External members should have sufficient recent/current safeguarding expertise and experience. As a minimum, there should be representation from at least three of the following statutory agencies – Social Services, Police, NHS, Education and relevant charity.
15. The appointment of panel members is the responsibility of the diocesan bishop, in consultation with chair and the DSO.
16. Final membership is for local determination following the above guidelines.
17. All appointments to the group should follow the House of Bishops' safer recruitment practice guidance. It is recommended that the initial appointments should be for a term

of 3 years with an additional term of appointment possible for a further 3 years after the initial term, following a review of commitment and contribution. The recommended term will be reviewed on a case by case basis for members who are from our partnership/statutory organisations, who we know to hold the highest standard in safeguard checks and training, and a replacement member cannot be offered by the organisation.

18. All members should have an induction which includes purpose and function of the group, their role and responsibilities and an introduction to safeguarding in the diocese and the Church of England, as required.

Note: the DSAP is not a legally constituted 'Body', its functions are advisory in nature. The liability and ultimate responsibility for safeguarding lies with the diocesan bishop, supported by the Winchester Diocesan Synod and the Winchester Diocesan Board of Finance (WDBF).

## The Diocesan Safeguarding Case Work Group Terms of Reference

19. The Diocesan Safeguarding Case Work Group will operate under delegated authority from the Safeguarding Panel. The Chair of the Group shall be a member of the Safeguarding Panel to ensure a strong flow of information and communication between the two groups.

### Membership of the Case Work Group

20. The chair should be an independent (independence signifies not employed in another role in the diocese nor discharging managerial functions in the diocese) lay person with responsibility for ensuring that the panel's advisory and scrutiny functions are carried out effectively.
21. The Case Work Group should aim for a balanced membership, with representation from the diocese's senior staff team, including Archdeacons. External members should have sufficient recent/current safeguarding expertise and experience. As a minimum, there should be representation from at least three of the following statutory agencies – Social Services, Police, NHS, Education and relevant charity.
22. The appointment of the Chair of the Case Work Group is the responsibility of the Chair of the DSAP and the DSO.
23. The appointment of group members is the responsibility of the Chair of the Case Work Group and the DSO.
24. The DSO shall act as Board Manager and attend meetings.
25. Final membership is for local determination following the above guidelines.

26. All members should have an induction which includes purpose and function of the group, their role and responsibilities and an introduction to safeguarding in the diocese and the Church of England, as required.

## Purpose and Tasks

27. The Group exists to ensure all relevant legislation, guidance, policies and procedures are followed in the management of cases, referrals and risk assessments. The role of the Case Work Group is to:

- 27.1 Provide advice and guidance to the DSO on all matter related to Safeguarding;
- 27.2 Provide advice to the Bishop of Winchester/Diocesan Secretary & Chief Operating Officer on specific cases or situations;
- 27.3 Pay due regard to the views and concerns of victims/survivors and that their voice is heard and documented when safeguarding decisions that pertain to them are made. Any engagement should follow a trauma informed approach;
- 27.4 Meet on an ad hoc basis and in whatever permutation necessary to deal with specific cases or decision making;
- 27.5 Meet with the DSO to discuss cases and formulate advice to the Bishop;
- 27.6 Meet with the DSO to advise on appointments or redeployment after a positive disclosure or investigation;
- 27.7 Advise when an independent risk assessment is required for specific individuals;
- 27.8 To advise on the action to be taken on blemished disclosures – in respect of offences and the role applied for;
- 27.9 To advise on specific cases and courses of action;
- 27.10 To oversee the risk assessment processes across the diocese, ensuring all reports are of a suitable quality and properly scrutinised.
- 27.11 As delegated and encouraged by the DSAP, be proactive and carry out no notice 'dip tests' of risk assessments and safeguarding agreements to review quality and consistency.
- 27.12 This is not an exhaustive list. It is meant to highlight core functions.

End

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