

## Diocesan Safeguarding Advisory Panel: Independent Chair's Role Description 2024

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### **The Diocese of Southwell and Nottingham:**

The Church of England operates through 42 dioceses, each under the oversight and leadership of its own Diocesan Bishop. The Diocese of Southwell and Nottingham covers all of the County of Nottinghamshire and Nottingham City except for the far north of the Diocese, which extends into South Yorkshire.

The Church offers its ministry to the whole community within the Diocese of Southwell and Nottingham serving a population of about 1.1 million. There are 244 parishes and other ministry contexts, with around 300 churches. The diocese is served by a mix of paid clergy, self-supporting ministers, a significant number of retired members of the clergy with Permission to Officiate, Licensed Readers or Lay Ministers and over a thousand volunteers. The Diocesan Board of Finance employs a range of staff who support parishes to fulfil the diocesan strategy. There are 73 church schools within the diocese, governed by the Diocesan Board of Education which additionally supports 5 Multi-Academy Trusts.

### **The Diocesan Safeguarding Advisory Panel:**

The Diocesan Safeguarding Advisory Panel (DSAP) is the committee that provides an oversight and governance role for the safeguarding arrangements within the diocese. DSAP advises the Diocesan Bishop and the Diocesan Chief Executive on the adequacy of the local safeguarding policies and scrutiny of culture, working practices, and training arrangements, and also provides appropriate advice, guidance and support on case management and safeguarding requirements in relation to the House of Bishops' and national and local statutory policies, procedures and practices.

The DSAP is made up of senior staff within the Diocese and the Cathedral, alongside representatives from statutory and partner agencies who provide safeguarding services to the County of Nottinghamshire and the Unitary Authority of Nottingham City. There is also representation from the voluntary sector and organisations offering services to those with lived experience of trauma.

The DSAP is chaired by an Independent Chair, in line with the National ***Key Roles and Responsibilities of Church Office Holders and Bodies Practice Guidance 2017*** which can be found using the following link.

[key-roles-and-responsibilities-of-church-office-holders-and-bodies-practice-guidance.pdf \(churchofengland.org\)](https://www.churchofengland.org/key-roles-and-responsibilities-of-church-office-holders-and-bodies-practice-guidance.pdf)

## **Appointment Accountability:**

The DSAP Chair is accountable to the Bishop of Southwell and Nottingham and responsible to the Diocesan Chief Executive. The role of the Independent Chair is important in ensuring that the safeguarding arrangements within the Diocese are subject to robust and independent challenge and scrutiny. The Chair acts as a critical friend, supporting and encouraging as appropriate, but also providing challenges where necessary. The appointment of an Independent Chair represents the commitment of the diocese and the Church of England to ensuring that safeguarding is handled transparently and professionally in alignment with national agreed guidance and policies. For this reason, the Independent Chair will not be in any other role within the Diocese of Southwell and Nottingham. The appointment of this role will be made for a three-year term initially, with a possible extension at the end of the three years, subject to evaluation.

## **Key Relationships:**

**Internal:** The post holder will need to liaise with –

- The Diocesan Bishop
- The Diocesan Chief Executive
- The Diocesan Safeguarding Adviser/Officer (DSA/DSO)
- Members of the Diocesan Safeguarding Team
- Members of the Bishop's Core Team including the Archdeacons
- Internal members of DSAP and parish representatives.

**External:** The post holder will develop links with –

- Local Authority Independent Chair of the Children's Partnership/Director of Children's Services
- Local Authority Independent Chair of the Adult Safeguarding Board/Director of Adult Social Care Services
- The Police and Crime Commissioner/Chief Constable
- Chief Probation Officer
- Safeguarding Lead for the Nottinghamshire Healthcare NHS Foundation Trust
- National Director of the NST (Church of England)
- Independent DSAP Chairs in the Midlands Region and nationally.

## **Role Description**

**Frequency of meetings:** The DSAP will meet quarterly and more frequently if needed.

### **Duties of the Chair:**

1. To provide effective leadership to the DSAP, agreeing on the agenda and minutes as advised by the DSA/DSO, chairing the meetings, and monitoring the agreed follow-up actions.
2. To ensure that DSAP discharges its role and functions in line with its Terms of Reference and the House of Bishops' national guidance to ensure that the safeguarding practice within the diocese is measured against the national quality standards.
3. To chair the bi-monthly Diocesan Core Strategic Safeguarding Group (CSSG), agreeing on the agenda with the Diocesan Bishop and the Diocesan Chief Executive as advised by the DSA/DSO.
4. To ensure that through the work of the DSAP and CSSG, the needs of those with lived experience of trauma are appropriately considered and represented.
5. To ensure that the membership of DSAP has the appropriate skills and experience to exercise its duties and that there is sufficient capacity and diversity of skillset and experience/background of members, including representation from statutory and voluntary partners, and the Cathedral.
6. To oversee audits and review arrangements and implementation of the resultant action plans through DSAP.
7. To work with the Diocesan Bishop, Diocesan Chief Executive and DSA/DSO to ensure that the DSAP is adequately resourced sufficiently to execute its governance and oversight functions.
8. To be involved in recruitment and succession planning of the DSA/DSO and the members of DSAP.
9. To work with the DSA/DSO to produce an annual report to the Diocesan Synod on the safeguarding arrangements and the functionality of DSAP.
10. To be a point of contact for the DSA/DSO, the Bishop of Southwell and Nottingham or other nominated personnel, outside of the formal supervisory and management arrangements, providing advice and guidance in respect of best practice e.g. ensuring any independent safeguarding assessments comply with their agreed Terms of Reference. To assist the Diocese with responses to complaints, safeguarding practice reviews and audits.
11. Where appropriate and agreed with the Diocesan Bishop and Diocesan Chief Executive, to be the spokesperson for responding to media communications and statements.
12. Where necessary, advise the Diocesan Bishop/Bishop's Core Team of any specific issues concerning the safeguarding arrangements within the Diocese.
13. Where necessary, raise and report concerns about inadequate diocesan safeguarding arrangements to the NST Director or by use of whistle-blowing arrangements.
14. To engage in the national and regional chairs' network meetings, as required to inform and improve the quality of the safeguarding arrangements across the Church of England.

## **Person Specification**

### **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 social care, police, national children's charity);
- Experience in completing safeguarding case reviews, risk management decision making and the engagement and leadership of strategic multi-agency partnerships;
- Experience in producing reports across agencies and giving presentations about multi-agency safeguarding arrangements;
- A confident and empowering leadership style with the ability to strategically plan, motivate other professionals, manage meetings effectively and influence people to build capacity and confidence in safeguarding practice through their contribution to discussions – building and sustaining a multi-disciplinary approach to safeguarding;
- Experience and confidence in working with those who have lived experience of trauma so that the voice of victims and survivors is actively heard;
- Up-to-date knowledge of multi-agency safeguarding practices and processes, legislation and current developments in safeguarding best practices;
- An ability to promote and represent the DSAP at all levels both internally and externally;
- Sympathy with the aims of the Church of England and a willingness to learn about the church's structure and plans for safeguarding at a strategic level.

## **Terms and Conditions**

The Independent Chair will be paid a day rate commensurate to their knowledge and experience within the normal range for professional safeguarding consultation. There is an expectation that the role will take a minimum of one day a month on average, up to 20 days per year. Additional days negotiated (with the agreement of both parties) throughout the year concerning specific pieces of work of the DSAP. Additional reasonable expenses will be covered by either the Diocese or National Church to include travel to meetings/conferences. An Induction Programme will be provided for the successful applicant.