

Job Description: Independent Chair of the Diocesan Safeguarding Advisory Panel (DSAP)

Salary	£400 per day (plus expenses)
Line Manager	Bishop of Guildford
Line Reports	NA
Contract Duration	Fixed Term
Contract Type	12 – 14 days per annum
DBS Check Requirement	NA

Background

The Diocesan Safeguarding Advisory Panel (DSAP) plays a vital role in the mission and ministry of the Diocese of Guildford in challenging and championing a positive culture of safeguarding across our parishes, Cathedral and worshipping communities.

The Panel reports to and advises the Bishop and is accountable to the Diocesan Board of Finance. It is constituted in line with the House of Bishops Practice Guidance: [Roles and Responsibilities of Church Bodies and Church Officers 2017](#).

Job Purpose

- To ensure that the Diocesan Safeguarding Advisory Panel discharges its role of advising the Bishop of Guildford, the Diocesan Board of Finance and other senior leaders and the Diocese of Guildford on the safeguarding of children and vulnerable adults.
- To ensure that the DSAP has an independent voice and fulfils its core role of providing objective, independent scrutiny and challenge of safeguarding practice across the Diocese of Guildford.
- To chair the DSAP and the and subgroup meetings to be determined following a governance structure review and ensure that outcomes and actions are documented and implemented.

Relationships:

Internal

- Diocesan Board of Finance, particularly the Independent Chair and Safeguarding Trustee Group
- Bishops of Guildford and Dorking and Archdeacons of Surrey and Dorking, Dean of Guildford Cathedral
- Bishop’s Leadership Team (i.e. the senior leadership team in the Diocese)
- Head of Safeguarding (Diocesan Safeguarding Lead)
- Diocesan Safeguarding Team
- DSAP members

External

- Peers in other dioceses
- National Safeguarding Team

Responsibilities

General

- To ensure that the Diocese 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.
- To ensure that the DSAP's advisory and scrutiny functions are carried out effectively.
- To ensure that the DSAP works constructively and effectively to safeguard and promote the welfare of children and vulnerable adults across the Diocese of Guildford, ensuring that the confidential and sensitive information provided by the constituent agencies of the Panel is preserved at all times.
- To ensure that the voices and needs of victims/survivors and those affected by abuse are sought, heard, considered and acted upon.
- To ensure that the recommendations and actions arising from the Independent Inquiry into Child Sexual Abuse (IICSA) and the Past Cases Review 2 (PCR2) are implemented in full and to ensure that adequate safeguarding resources are in place.
- To advise the Bishop of Guildford, where necessary, of specific safeguarding concerns or issues. Where appropriate, to raise and report any safeguarding concerns/issues as part of whistle blowing arrangements.
- To respond to correspondence sent to the Chair, with support, where appropriate, from the Diocesan Safeguarding Team.
- To undertake any ad hoc investigations, in the event of the recommendations from Core Groups not being implemented in full. Such investigations would be over and above the 12-14 days and would be subject to the availability of the Independent Chair.

DSAP

- To ensure that the DSAP is fully resourced with professional and skilled individuals representing as broad a spectrum of expertise as possible, including representation from statutory services, adult and children's safeguarding bodies, victim and survivors' organisations/forums and organisations providing independent safeguarding expertise.
- To agree the agendas for DSAP with the Acting Head of Safeguarding, and Diocesan Safeguarding Advisor.
- To chair the DSAP meeting, ensuring that all members contribute their knowledge and skills.
- To agree minutes and key actions arising and ensure that follow up actions are implemented.
- To ensure that key issues and national developments are brought to the attention of and are considered by DSAP.
- To chair, where appropriate, any additional DSAP meetings convened as a response to specific circumstances.

Relationships and networks - internal and external forums

- To provide ongoing guidance and support to the Diocesan Safeguarding Team, with specific reference to their wellbeing and resourcing levels.
- To work collaboratively with DSAP, the DBF and the Bishop's leadership team to ensure that the voices of children, young people and vulnerable adults are well represented in the work of the DSAP.
- To meet with the Bishop of Guildford at least twice per year for a general update and as required, should any issues/concerns arise regarding safeguarding practice within the diocese.
- To meet at least twice per year with the Dean, Sub Dean and Chief Operations Officer at Guildford Cathedral to review safeguarding progress in general and to ensure sustainable working relationships are maintained.
- To build relationships and networks at a strategic level with statutory and other external partners, ensuring that they are kept abreast of diocesan safeguarding initiatives and to share good practices and initiatives from external organisations with diocesan forums.

- To attend national meetings of Diocesan Safeguarding Advisory Panel Chairs, as required. To present learning from the Diocese of Guildford at such meetings and to ensure that key learnings from other dioceses inform the agenda and practices within the Diocese of Guildford.
- To present an annual update on safeguarding to Diocesan Synod on safeguarding strategy, priorities and the progress of their implementation.
- To provide regular updates to the Diocesan Board of Finance and Bishop's Council, as trustees, on specific risks, issues or projects.

Other

- To carry out duties in line with DBF's policies and procedures, including safeguarding, data protection, health and safety and equal opportunities.

This job description is issued as a guideline to assist you in your duties, it is not exclusive or exhaustive. Due to the evolving nature and changing demands of our service to the diocese this job description may be regularly reviewed to ensure it is an accurate representation of your post. You may, on occasions, be required to undertake additional or other duties as may reasonably be expected within the scope and grading of the post and according to the needs of the Organisation.

Person Specification: Independent Chair of the Diocesan Safeguarding Advisory Panel (DSAP)

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Academic and/or professional qualification in social or health care, police, education or legal discipline of sufficient standing to command professional respect within the DSAP. 	<ul style="list-style-type: none"> Professional qualification in one of the following areas: working with vulnerable adults and/or children.
Experience	<ul style="list-style-type: none"> Extensive professional safeguarding and leadership experience, particularly in the area of risk management and or survivor support gained in a relevant statutory, voluntary or judicial agency, e.g. local authority children and adult service, police, national children’s charity. Experience of chairing complex, professional meetings at a senior level in an efficient manner. 	
Skills & Knowledge	<ul style="list-style-type: none"> Skills in negotiation to assist in resolving any conflict between agencies. Strong organisational awareness to ensure the smooth operation of the DSAP and its relationship to and with other diocesan governance structures. Pragmatic and solutions-orientated approach to resolving situations or issues. Effective and clear communicator, both verbally and written. Excellent listener – able to absorb information on range of topics and respond in manner appropriate for the listener – particularly important due to the confidential and sensitive nature of information and case work. Strong analytical skills, with good attention to detail. 	
Personal	<ul style="list-style-type: none"> Fully supportive of the aims and mission of the Church of England. A high level of integrity and discretion. Able to handle confidential information with diplomacy and sensitivity. Demonstrable maturity and professionalism. Able to work independently and on own initiative as well as being integral member of a team. 	<ul style="list-style-type: none"> A practising Christian

- Ability to establish credibility and respect and build strong working relationships with wide range of colleagues.
- A warm and open demeanour, with a collaborative working style.
- An ability to work with people of all ages and background.