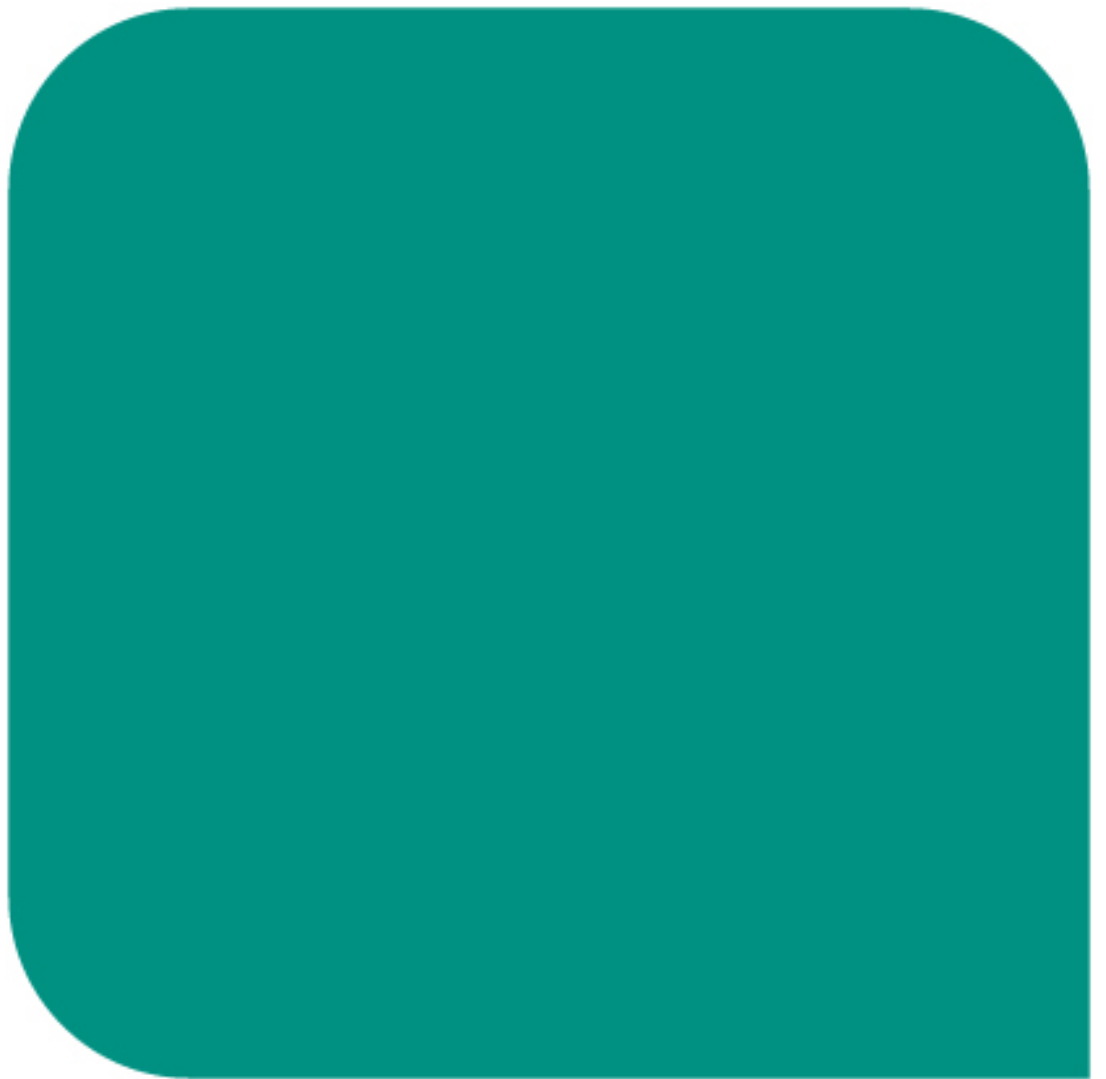




social care  
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# **Diocese of Newcastle independent safeguarding audit (November 2016)**



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# 1 INTRODUCTION

## 1.1 CONTEXT

The Social Care Institute for Excellence (SCIE) has been commissioned to undertake an audit of the safeguarding arrangements of each diocese of the Church of England. The aim of these audits is to work together to understand the safeguarding journey of the diocese to date and to support the continuing improvements being made. Following pilot audits of four dioceses in 2015, an agreed audit model is being applied nationally during 2016 and 2017.

The audit of the Diocese of Newcastle was carried out by Lucy Erber (the lead auditor) and Hugh Constant on 1, 2, 3 November 2016.

The audit process involved an examination of case files and other documents, along with conversations with key individuals and a Focus Group of parish representatives. Details of the process are provided in the appendix.

The draft report was written by Lucy Erber, with support from Hugh Constant. Edi Carmi, the overall lead auditor, quality assured and revised the report in the light of written and verbal feedback by the Diocese and the National Safeguarding Team (NST).

## 1.2 THE DIOCESE

The Diocese of Newcastle is one of the smaller dioceses, comprising 172 parishes and 236 churches. The Diocese is the Church of England's northern-most diocese, bordered by Scotland to its north and the North Sea to its east.

The area covered by the Diocese is mainly rural, with many areas of historic and natural beauty (i.e. Cheviot Hills, Lindisfarne) although the cathedral city of Newcastle is the largest urban area within the Diocese. Newcastle, as with most cities, has an increasingly young and diverse population – although the city's diversity is not as significant as other northern cities' such as Leeds or Liverpool. The population of Newcastle is also quite mobile, due to the many young people living in the city whilst they study at the city's universities. The population in the rest of the Diocese is a lot more stable with people tending to remain in the area rather than moving away.

The area covered by the Diocese was affected by the decline in traditional heavy industries, particularly mining and shipbuilding, in the latter part of the 20th century. In recent years there has been a large investment in new skills to support the service industry and tourism, although economically the region still lags behind much of the rest of the country.

The Diocese is led by the Bishop of Newcastle, who was consecrated in November 2015 and is the second female Diocesan Bishop in the Church of England. A new Suffragan Bishop has just been consecrated and will commence his duties in the Diocese at the end of November.

The Diocesan Safeguarding Adviser (DSA) received 37 new referrals in 2015. Of these, three concerns relating to children and two to vulnerable adults were reported to statutory authorities, and statutory services were already aware of 12 concerns related to known sex offenders. The DSA's caseload included eight allegations against church officers relating to children and four to vulnerable adults; seven Safeguarding Agreements were in place for known offenders.

### **1.3 STRUCTURE OF THE REPORT**

This report is divided into three sections and an appendix, as follows:

- Section 1: Introduction.
- Section 2: The 'Findings' of the audit [links have been made with the S. 11 (Children Act 2004) Church of England national audit form], with 'Considerations for the Diocese', where relevant, at the end of each finding.
- Section 3: The conclusion provides a summary of what is working well and areas for development.
- An appendix sets out the review process.

Please note that the term 'considerations' instead of recommendations is used in the SCIE Learning Together methodology. The reason for this is that it is important that each diocese decides exactly how to implement the improvements indicated; this is likely to be different from place to place. Some considerations will be around taking specific types of action, whilst others will be alerting the diocese to develop their safeguarding planning in the future.

## 2 FINDINGS

### 2.1 SAFEGUARDING MANAGEMENT

Overall, the culture in the Diocese of Newcastle is open to learning and taking safeguarding forward, however it can. Indeed, the Diocese volunteered to bring forward this audit by some seven months so that areas raised for consideration could be addressed in 2017.

The Bishop of Newcastle identifies herself as having ultimate accountability for safeguarding. She has recently been asked to join the Church of England's National Safeguarding Steering Group. Her appointed lead for safeguarding is the Archdeacon of Northumberland, who is also the line manager for the DSA. The Bishop of Newcastle and the DSA meet every four to six weeks. The Bishop attends each meeting of the Safeguarding Advisory Group (SAG) and meets separately with the Chair of that group beforehand. Due to low numbers of clergy having up-to-date safeguarding training, the Bishop has for the first time made training mandatory, and personally wrote to each person whose training was not current/up to date telling them that it was now an expectation that they attend safeguarding training. This is also now an expectation for new appointees, meaning that at the time of the audit only two members of the clergy had not had up-to-date training, one of whom was newly appointed.

This insistence upon training reflects an approach by the new Bishop that takes a very firm safeguarding line, and expects clear adherence to national and diocesan safeguarding policy.

Strategic oversight of safeguarding in the Diocese is undertaken by the Safeguarding Advisory Group (SAG). This group has been chaired by an independent, volunteer chair who is a Local Safeguarding Children Board (LSCB) Business Manager (although she does not represent her LSCB in this role) since the end of 2015. Prior to this, she was an LSCB Trainer, who also undertook this role in her own right, and not as a representative of her LSCB.

The monitoring of safeguarding in the parishes is carried out through the Articles of Enquiry and the parish visitations, undertaken by the two archdeacons. There are several questions on the Articles of Enquiry that relate to safeguarding.

There are links with the Cathedral in Newcastle. They have a Safeguarding Lead who is in regular contact with the DSA. The DSA also undertakes casework when required regarding concerns arising in the Cathedral, and the training programme is also accessed by Cathedral clergy, lay staff and volunteers. A representative from the Cathedral is about to join the SAG.

The auditors feel that a further step that could be taken to embed safeguarding within the Diocese would be for the Diocesan Board of Finance to include safeguarding on its risk register.

*(Reference: part 1 of S.11 audit: Provide a structure to manage safeguarding in the diocese. Also to part 2: The Bishop appoints a member of his senior staff to be the lead person for safeguarding.)*

## **Considerations for the Diocese**

*Include safeguarding risks on the diocesan risk register, as part of the effort to embed safeguarding in the mainstream of diocesan work.*

## **2.2 DIOCESAN SAFEGUARDING ADVISER**

The Diocese of Newcastle employs a part-time DSA who is contracted to work for 21 hours per week. An independent trainer is also employed, who works, on average, seven hours per week. This means a total of 28 hours per week provides the safeguarding service for the Diocese. To prepare for this audit, a 'safeguarding' administrator was employed for four afternoons per week (16 hours), and will be remaining after the audit for two afternoons per week.

The DSA told us that her average working week is 27 hours (although contracted to work for 21 hours per week), and she also takes telephone calls in the evenings and at weekends. The auditors are concerned that this system relies on the goodwill of the DSA making herself available outside of working hours. They also note that draft guidance on the role of DSAs suggests that the role needs to be full time.

The DSA's professional background is that she is a qualified social worker who has held many senior posts both within local authority statutory children's services and within large voluntary sector organisations before retiring three years ago. The independent trainer is a qualified teacher who has also worked as a headteacher and school's inspector before retiring. There is a job description and person specification in place for the DSA role, but not for the independent trainer, who has a contract to undertake sessional work when required.

The DSA is very highly regarded by the Bishop, her staff team, partner agencies and members of the Parish Focus Group. Everybody spoke of her availability (even outside working hours), her professional knowledge and her overall approachability. Several people spoke of how training has significantly improved and is enjoyed by most participants.

Positive feedback regarding the work undertaken by the DSA was also received from a Local Authority Designated Officer (LADO), a police officer based in the Children and Vulnerable Adults Team, a member of the Multi Agency Public Protection Arrangements (MAPPA) and a manager of a local Multi Agency Safeguarding Hub (MASH).

The DSA is line managed by the Archdeacon with lead responsibility for safeguarding, and has just started to receive professional supervision, every eight weeks, for her casework, from a qualified social work professional. She is a manager for the NSPCC as well as undertaking this supervision in an independent capacity. Prior to this the DSA had always had supervision for any Type A Risk Assessments that she had been undertaking.

The auditors felt further work needed to be done regarding the governance surrounding the DSA's supervision and performance management, to ensure that her line manager can monitor her performance through formal feedback from the supervisor.



The auditors also considered the line management of the DSA, and felt that the professionalism of the role could be emphasized if it sat within the structure of the diocesan lay staff team rather than with the current arrangement that sits outside this.

*(References: part 1 of S11 audit. Appoint a suitably qualified DSA, and provide financial, organisational and management support. The adviser must have full access to clergy files and other confidential material.*

*Part 6: The DSA's role is clear in the job description and person specification. And The DSA has sufficient time, funding, supervision and support to fulfil their safeguarding responsibilities, including local policy development, casework, advice, liaison with statutory authorities, training, personal and professional development and professional registration.*

*Part 8: The DSA should be given access to professional supervision to ensure their practice is reviewed and improves over time.)*

### **Considerations for the Diocese**

*Consider the working pattern of the DSA, and whether an increase in safeguarding resources is warranted.*

*Consider clearer, and written, governance arrangements between the supervision of the DSA and how it informs the overall performance and line management of her.*

*Consider how to provide best management and support for the DSA and safeguarding service: would this be enhanced if the line management moved into the diocesan lay staff team.*

## **2.3 SAFEGUARDING ADVISORY GROUP**

The Safeguarding Advisory Group (SAG) in the Diocese of Newcastle has an independent, and voluntary, chair, who has undertaken this role since the end of 2015. Prior to this, the SAG was chaired by another independent and voluntary chair, who undertook this role for seven years. The current chair is a business manager for an LSCB. The previous chair was a trainer for an LSCB, prior to her retirement. Neither represented their LSCBs on the SAG.

The membership is made up of:

- the Chair
- the Bishop of Newcastle
- the Archdeacon of Northumberland (Bishop's lead for safeguarding)
- Cathedral representative (about to join)
- Assistant Director, Joint Education Team, Dioceses of Durham and Newcastle
- Diocesan Children and Young People Team Leader
- Diocesan Communications Officer
- the DSA
- representative from a Local Authority Children's Services
- lay representative.

There is also the possibility that a representative from the police/probation will be joining soon.

There are no representatives from Adult Services on the SAG, and the auditors felt that this should be pursued.

The Group meets twice per year, and there are Terms of Reference in place, which state that its overarching purpose is to hold the Diocese to account for its safeguarding practice. There is also an annual workplan in place, which the auditors felt covers all appropriate areas, such as monitoring attendance at training, implementation of new policies/procedures.

*(Reference: part 1 of S.11 audit: Provide a structure to manage safeguarding in the Diocese. Also to part 2: The Bishop appoints a member of his senior staff to be the lead person for safeguarding.)*

### **Considerations for the Diocese**

*Continue to try and recruit a representative from Adults Services onto the SAG.*

## **2.4 GUIDANCE, POLICIES AND PROCEDURES**

The Diocese of Newcastle uses all the relevant safeguarding guidance, procedures and training programmes produced by the National Safeguarding Team. They are adapted for local use by the independent trainer who works for the Diocese. There was a keen culture in the Diocese to be up to date with all expected practice and requirements. The Newcastle Synod adopted all relevant safeguarding procedures in May 2015 to send a clear message about its commitment to safeguarding.

The Diocesan website contains links, and some commentary, to all relevant safeguarding guidance and procedures, in a clear and easy-to-use manner.

*(Reference: part 1 of the S. 11 audit: Ensure the Diocesan Synod adopts the House of Bishops' safeguarding policies, together with any additional diocesan procedures and good practice guidelines.)*

## **2.5 CASEWORK**

The auditors audited 19 cases. Thirteen were cases in relation to children and six to vulnerable adults. All audit forms have been shared with the Diocese, and, where required, corrective action identified. Any cases of concern were discussed with the DSA and her line manager, the Archdeacon of Northumberland, whilst the auditors were onsite.

Referrals were dealt with promptly, evidenced not only from files, but also from feedback from the Focus Group and from outside agencies.

Risk assessments in the Diocese of Newcastle are undertaken in line with current guidance. The auditors judged that the risk assessments were undertaken to a very good standard, and clearly evaluated all information gathered. Although regular supervision of the DSA has just recently started, for all Type A Risk Assessments the DSA has received two supervision sessions from a qualified and experienced social

work manager. The auditors also viewed several Type B Risk Assessments that had been undertaken by external safeguarding professionals, and these had been very well commissioned with expectations and purpose clarified.

Core Groups were held as they were required, and with appropriate membership. Minutes were taken of meetings with clear and relevant action points and decisions being made.

The auditors found that safeguarding agreements, formulated in line with relevant guidance, were not being done. Some were being done in an informal manner, sometimes being supported by a letter, others were being managed solely by the parish, and the DSA is only now managing to understand the number of these that exist, and where. For these to be undertaken, and monitored, in line with procedures, will have resource implications, in the view of the auditors. The week following the audit, a further audit was being undertaken by an independent auditor to identify which individuals need safeguarding agreements out of all the current cases. The auditors feel that this needs to be monitored by the SAG, to ensure that safeguarding agreements are put in place promptly.

The auditors found that there were timely responses to allegations. Local Authority Designated Officers (LADOs) were consulted with promptly and where appropriate. There was liaison with all relevant agencies when this was required, and appropriate information sharing.

The areas of concern identified by the auditors during the case file audits were mainly regarding the issue of lack of safeguarding agreements. Other matters of less concern were raised with the DSA and her line manager during the audit.

For the purposes of the audit, paper files were reviewed. These were very neat and tidy, and easy to access and find relevant information. They were in line with relevant guidance Safeguarding Records: Joint Practice Guidance for the Church of England and the Methodist Church 2015<sup>1</sup>, although the case notes were handwritten. Alongside the issue of IT raised in 2.6, the auditors felt it may be timely for the

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<https://www.churchofengland.org/media/2254792/safeguarding%20joint%20practice%20guidance%20-%20safeguarding%20records.pdf>

Diocese to review what IT is available to the safeguarding staff.

*(Reference: part 1 of S. 11 audit: Provide access to a risk assessment service so the Bishop and others can evaluate and manage any risk posed by individuals or activities within the Church.)*

### **Considerations for the Diocese**

*Clarify which cases need safeguarding agreements and formulate an action plan to ensure that they are in place as soon as possible. This action plan could be monitored by the SAG.*

*Review the IT requirements for safeguarding staff.*

## **2.6 TRAINING**

Training within the Diocese of Newcastle is delivered by the DSA and an independent trainer, and is undertaken in line with the recent Learning and Development Practice Guidance 2016. The Diocese was part of the pilot undertaken prior to the full introduction of the recent training guidance. The capacity for the delivery of training may be about to be increased by additional sessional trainers.

Feedback from training is very positive, where attendees are almost unanimous in the high standard of the way it is delivered and what they feel their learning outcomes to have been. These views were also supported by members of the Focus Group.

Numbers of clergy trained has been a problem in the Diocese. When the current Bishop of Newcastle came into post she insisted that all are trained and keep their training updated. She personally wrote to all those members of the clergy who required training telling them this. At the time of the audit only two members of the clergy, one of whom is newly appointed, still require training. The Bishop also insists that any newly appointed clergy have current training, or are booked to attend at the point that they take up their duties. Retired members of the clergy are the next group that require attention regarding safeguarding training.

Progress is also being made with numbers of lay members and volunteers from the parishes being trained. Numbers have increased very steadily and are being closely tracked. The independent trainer is keeping a comprehensive spreadsheet of all data relating to those trained in the parishes.

The auditors were told that at times the trainers have had to use their personal laptops to deliver training. This is not an ideal situation, and links to the issues raised about the lack of availability of IT resources covered in 2.5.

*(Reference: part 1 of S.11 audit: Select and train those who are to hold the Bishop's Licence in safeguarding matters. Provide training on safeguarding matters to parishes, the Cathedral, other clergy, diocesan organisations, including religious communities and those who hold the Bishop's Licence.*

*And to part 8: Those working closely with children, young people and adults experiencing, or at risk of, abuse or neglect ...have safeguarding in their induction and are trained and have their training refreshed every three years.)*

## 2.7 SAFE RECRUITMENT OF CLERGY, LAY OFFICERS AND VOLUNTEERS

The auditors reviewed 12 clergy Blue Files and six non-clergy files. No volunteer files were reviewed. The Diocese has adopted the 2015 Safer Recruitment Practice Guidance.<sup>2</sup>

All the recruitment files for both clergy and lay officers were easy to review because they were neatly put together, sectioned and all relevant documents were in the right place.

In all cases where there had been safeguarding concerns regarding members of the clergy, there was very clear reference to this in the file. Evidence of DBS clearance was in the Blue Files. Evidence of references were also in these files.

There was evidence of safer recruitment on the files of lay officers. Evidence of DBS clearance was not found on two files, but the Human Resources Adviser provided evidence that they had been undertaken. The auditors felt the DBS does need to be evidenced on file in each case.

*(Reference to part 7 of S.11 audit: The Diocesan Secretary has implemented arrangements in line with the House of Bishops' policy on Safer Recruitment 2015. And to part 1: Keep a record of clergy and church officers that will enable a prompt response to bona fide enquiries...where there have been safeguarding concerns, these should be clearly indicated on file.)*

### Considerations for the Diocese

*How to consistently record evidence of a DBS on all recruitment files (i.e. for both clergy and lay officers).*

## 2.8 DISCLOSURE AND BARRING SERVICE (DBS)

The Diocese of Newcastle currently keeps a database of all those who have, and require, a DBS, and when these are due for renewal. However, a record is not always kept on the individual employment/HR file (as discussed under 2.7).

In 2015, the Diocese applied for 880 DBS checks, of which three were blemished, and were risk assessed.

The Diocese is in the process of commissioning an online system for all the DBSs required. This process was delayed due to circumstances beyond the control of the Diocese. The DSA was involved in the commissioning process.

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<sup>2</sup> [www.churchofengland.org/media/2254766/safeguarding%20practice%20guidance-20safer%20recruitment.pdf](http://www.churchofengland.org/media/2254766/safeguarding%20practice%20guidance-20safer%20recruitment.pdf)

## 2.9 COMPLAINTS AND WHISTLEBLOWING

### 2.9.1 Complaints

The Diocese has a complaints procedure, but the list of what the policy does not cover appears to exclude complaints about safeguarding, stating:

*'Matters relating to safeguarding which should be referred directly to the Diocesan Safeguarding Adviser.'*

There needs to be a process to cover complaints about the way safeguarding issues have been managed, as distinct from safeguarding concerns. This could be included in the general complaints procedure or as a standalone process.

A system for complaints about safeguarding practice will enable the Diocese to collate information from complaints and learn from any issues that arise. This information could also usefully be fed back to the Safeguarding Advisory Group on an annual basis.

### 2.9.2 Whistleblowing

The Diocese of Newcastle has a whistleblowing policy that relates specifically to concerns about children and young people. It is readily available on the Diocesan website within the safeguarding pages. Concerns can be reported to DSA, the Diocesan Secretary, the lead Archdeacon for Safeguarding or the Chair of the Board of Finance. Contact details are also provided for the whistleblowing charity Public Concern at Work should people not feel able to raise concerns directly with the Diocese.

*(Reference: part 1 of S. 11 audit: Provide a complaints procedure which can be used by those who wish to complain about the handling of safeguarding issues. Also, part 4: There is an easily accessible complaints procedure including reference to the Clergy Disciplinary Measures and whistleblowing procedures.)*

#### **Considerations for the Diocese**

*Develop a complaints procedure that relates to safeguarding, either as part of the general complaints process, or as a standalone document.*

## 2.10 QUALITY ASSURANCE PROCESSES

The DSA has recently started to have professional supervision, which is a form of quality assurance, and the risk assessments that she has undertaken have always been supervised.

As discussed under 2.5, an independent audit was due to commence following the completion of this audit on the number of safeguarding agreements that should be in place in the parishes.

In 2015, one case regarding a member of the clergy was reviewed by another DSA, to understand what lessons could be learned from the casework activity.

The DSA and the independent trainer have collated data from parishes to fully come to grips with the position in each parish. They plan to help each parish develop an action plan for themselves. In July 2016, they held a learning and development day for parish safeguarding officers and incumbents in which there was several workshops and general networking opportunities.

## **2.11 MONITORING OF SAFEGUARDING IN PARISHES AS PART OF ARCHDEACON'S RESPONSIBILITIES**

In the Diocese of Newcastle, Archdeacons undertake annual Articles of Enquiry with the parish, and undertake formal visitations every three years. Within both processes, safeguarding is vitally important to the Diocese.

Specifically, the Articles of Enquiry ask if a parish safeguarding officer is in place, what safeguarding training they have undertaken, and has the parish adopted the correct safeguarding policies and procedures. This information is collated and the Archdeacon will follow up with any parish where there may be outstanding issues.

The Archdeacon with the lead for safeguarding acknowledged that this process does not in itself guarantee or ensure good day-to-day safeguarding practice, and that safeguarding requires a good understanding of the topic more than it does simply having people in post and the right documents. It was clear that the DSA and independent trainer hold invaluable material which has been shared with the Archdeacons and Area Deans with a plan to address gaps in 2017.

## **2.12 RESOURCES FOR CHILDREN AND VULNERABLE ADULTS**

There is an Authorised Listening service in place, but the service is not well used. The service is advertised on the diocesan website, and the information is easy to understand, as is the purpose of such a service, and how it is delivered. It may be helpful to think of further ways to publicise this service, perhaps through posters that could be put up in churches etc.

The DSA works closely with the team leader of the Diocesan Children's and Young People's Work Support Team. They are keen to develop more advocacy for children and young people, and have their voice (and that of vulnerable adults and survivors too) represented in the safeguarding work of the Diocese.

### **Considerations for the Diocese**

*Consider more ways to publicise the Authorised Listening service, i.e. through leaflets, posters etc.*

*Consider how to include and represent to views of children, young people, survivors and vulnerable adults in the safeguarding work of the Diocese.*

## **2.13 INFORMATION SHARING**

The DSA shares information appropriately, and when required, with relevant external agencies. This is clear from the files that were audited, and both from the written feedback received prior to the audit, and from conversations held during the audit.

The Diocese of Newcastle is represented in an ecumenical safeguarding group based across the region. This enables networking and information sharing across the various faiths represented in the Diocese.

## **2.14 LINKS WITH NATIONAL SAFEGUARDING TEAM**

The Diocese piloted the new safeguarding training programme before its national introduction.

Both the Bishop, and the DSA are aware of the overall direction of travel regarding safeguarding in the Church of England and are fully engaged with the initiatives that the National Safeguarding Team is undertaking to develop and promote this. The DSA is linked in with the national and regional DSA network.



## 3 CONCLUSIONS

### 3.1 WHAT'S WORKING WELL?

The Diocese is committed to professionalising safeguarding and putting it at the core of everything the Church does. The required culture change began with the increased resourcing accompanying the appointment of the new Diocesan Safeguarding Adviser (DSA) in 2014. It has been supported and pushed forward by both the DSA and the new Bishop, who have a clear understanding of what safeguarding means to the Church in the 21st century and of the work necessary to achieve this. This is illustrated by the fact that the Diocese is keen to learn and volunteered to bring forward this audit for this very purpose and engaged very positively throughout the process.

Key safeguarding strengths:

- The Bishop provides strong leadership regarding safeguarding.
- Good engagement in safeguarding activity by the Archdeacons and the Bishop's Chaplain.
- The DSA is well known and respected for her knowledge and work in safeguarding by the Bishop, the Bishop's Staff Team, colleagues, people in the parishes, fellow DSAs and professionals in partner agencies. She has also built meaningful working relationships with these groups of people.
- The DSA receives valued and essential support from the Diocesan Secretary and the services of an independent trainer, who delivers training and undertakes other work as required.
- The DSA's casework and her risk assessments are of a very good standard.
- The Focus Group fed back that the DSA is well known to them, is approachable, knowledgeable and supportive. The case advice was felt to be very helpful and the quality of training provided by the DSA and an independent trainer was said to be of a high standard.
- There is a training strategy in place, with more resources brought in to deliver training and good feedback about the quality and accessibility of that training.
- Good links with the ecumenical safeguarding group.

### 3.2 WHAT NEEDS TO WORK BETTER?

Whilst work currently being undertaken is of a very good standard, a certain amount of 'catch-up' is required, such as gathering a better understanding of safeguarding activity in the parishes, and ensuring that safeguarding agreements are in place and being monitored as required (and this includes people without convictions).

- The Diocese needs to think how it can best position safeguarding organisationally to embed it as part of the diocesan function.
- Better use of IT to assist the delivery of a safeguarding service (i.e. such as type-written case notes).

- For the Safeguarding Advisory Group to consider how it can broaden its representation.
- The Diocese needs to be confident that all those who require a safeguarding agreement have one, that they are linked to the findings of a risk assessment, and are monitored and reviewed, as required.
- The Diocese needs to be clear about where the weak parishes are in regards to safeguarding, what needs to be addressed by them, and how.
- The Diocese needs to consider how it can best ascertain the views and input of survivors, vulnerable adults and children.

## **APPENDIX: REVIEW PROCESS**

### **DATA COLLECTION**

#### **Information provided to auditors**

- Spreadsheets on clergy and lay safeguarding training
- Structure charts for safeguarding arrangements in the Diocese
- Policies, procedures and guidance (via Diocesan website)
- Job descriptions of the DSA and SAG independent chair
- Supervision agreement for the DSA
- Safeguarding statistical returns 2013, 2014 and 2015
- Sampling information
- Summary of 2015 Articles of Enquiry
- Training materials
- Information on Authorised Listening Service
- Terms of Reference for the SAG
- Minutes of last three meetings of the SAG
- Notes of a case review
- Reports on the deceased clergy and past cases reviews

#### **Participation of members of the Diocese**

- Bishop of Newcastle
- Bishop's Chaplain
- Archdeacon of Northumberland
- Diocesan Secretary
- Current and former Independent Chair of the Safeguarding Advisory Group
- Diocesan Safeguarding Officer
- Independent trainer
- Local Authority Designated Officer (by telephone)
- Team Manager (Multi Agency Safeguarding Hub)

#### **Parish Focus Group comprising:**

- two incumbents and one curate
- two Churchwardens (one was also a Parish Safeguarding Officer)
- one youth worker
- one Parish Safeguarding Officers
- 1 Parish Administrator

#### **The audit: what records / files were examined?**

- 19 casefiles (13 relating to children, six relating to vulnerable adults)
- 12 clergy Blue Files
- six lay diocesan officers.