**DIOCESE OF NEWCASTLE**

**SAFEGUARDING ADVISORY PANEL**

# TERMS OF REFERENCE v3

Reviewed December 2022

**OVERARCHING PURPOSE**

The Panel is an independent partnership of Diocesan officers and independent members who will work together to ensure the effective implementation of safeguarding policies and procedures in order that the Bishop and her senior staff can be confident that practice within the Diocese is as safe as possible.

The Panel will discharge its responsibilities by processes of scrutiny, support and constructive challenge having due regard to the National Church’s Practice Guidance on safeguarding.

**IN ADDITION THE PANEL’S PURPOSE IS**

* to provide challenge, scrutiny and advice to the Diocese on safeguarding matters
* to endorse revisions and amendments to policies and procedures
* to provide feedback on the implementation and effectiveness of policies and procedures
* to offer a strategic view of Diocesan safeguarding policies
* to provide quality assurance feedback on safeguarding data presented to the DSAP
* to meet in order to respond to a serious emergency or complex/high profile case/ situation
* to review cases once concluded in order to identify learning and improve practice
* 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
* to provide advice on the support offered to survivors of church based abuse within the Diocese
* to share relevant information that enhances panel members ability to undertake their role
* to receive information about changes in legislation or Church of England policy that impacts on safeguarding activity

**PRINCIPLES**

* to work in partnership across the Diocese with statutory and voluntary organisations
* to be open and transparent in panel communication and reports tabled
* to respect confidentiality except where to do so could potentially cause harm or where to do so would compromise the protection of children and vulnerable adults
* to participate in training/development sessions as required to facilitate joint working and ensure Panel members have up to date knowledge about the work of the Panel

**MEMBERSHIP**

**Diocese**:

Bishop

Archdeacon with lead for safeguarding

Director or Deputy of Education

Children and Young People Team Leader

Diocesan Safeguarding Adviser

Diocesan Head of Communications

Bishop’s chaplain

Parish Safeguarding Officer

Newcastle Cathedral representative

Adviser for counselling and wellbeing

Note taker- Safeguarding Operations Officer

The Diocesan Registrar will be included in any emergency meetings where pastoral support, communication and legal issues will need to be addressed

**Independent:**

Chair

4-6 Statutory agency representatives from three local authorities

(Northumberland, North Tyneside and Newcastle, who between them would cover children’s safeguarding, adults’ safeguarding, LADO or adult offenders), one of these representatives to act as Vice Chair

Northumbria Police

Domestic abuse and sexual violence Representative

Voluntary Sector Organisation

Survivor of abuse in a church setting

**PRACTICALITIES**

* Panel to meet three times per annum for two hours at Church House, Bishop’s House or via zoom if required
* In order to be quorate at least two independent representatives need to be present
* Additional meetings or sub-groups to be convened as per Panel’s purpose
* Agenda to be produced in consultation with Chair, Diocesan Safeguarding Adviser and Bishop’s PA
* Minutes to be produced and circulated
* Notes related to cases to be produced separately and circulated at the meeting and taken back, retained securely
* Terms of Reference to be reviewed annually
* Diocesan Safeguarding Adviser to produce report on previous four months safeguarding activity and issues to be discussed

**GOVERNANCE**

The Panel is mandated by the Bishop and works on her behalf, therefore the Panel is independent of Diocesan governance structures.

The Bishop might wish the Panel to submit a brief annual report to Bishop’s Staff Meeting or Bishop’s Council

**INFORMATION SHARING**

The Panel agrees to abide by information sharing protocols established by key stakeholders, and does not hold its own information sharing protocol.

Protocols adhered to include:

