

Appendix 1: Guidance on Resourcing Safeguarding in Dioceses

Although this guidance is provided with dioceses in mind, it may be of relevance and interest to other church bodies, particularly cathedrals. It is offered as additional best practice to advice¹ complement the *'Roles and Responsibilities practice guidance, [section 2.4](#).*'

Resourcing

It is recognised that the level of resource required to adequately undertake safeguarding work in dioceses will vary from diocese to diocese. Indeed, it will be dependent on such matters as the size of the diocese; its geography; number of parishes; other church institutions within the diocese and the level of safeguarding need that has been identified e.g. cathedrals, religious communities, TElS. Under Canon C30 the bishop of each diocese is required to appoint a person (known as the Diocesan Safeguarding Advisor (DSA)) to advise on matters relating to safeguarding. Their appointment, function and support requirements for a DSA are principally dealt with by the Diocesan Safeguarding Advisors Regulations 2016 ([see section 2.4](#)).

It is recommended that the majority of dioceses, wherever possible, should appoint a minimum of one full time DSA operating within the primary safeguarding advisory role for the diocese as identified in the Diocesan Safeguarding Advisors Regulations 2016. Where it is considered not necessary or practical to appoint a fulltime DSA, this decision should be fully documented.

[Section 2.4](#) outlines the current requirements in terms of safeguarding resources. Additional resources that the diocese need to consider:

- Trainers- paid and/or unpaid to support the roll of the Training and Development Framework;
- Electronic recording systems e.g. a case work management system;
- Access to an electronic DBS system;
- Training and booking data bases;
- Volunteer expenses;
- Human Resource and legal advice from a public law specialist.

In addition, this does not prevent the bishop from making additional appointments dependent on the level of resources of the diocese and the need for persons to work on safeguarding matters in more specialist roles. For instance some dioceses have appointed additional safeguarding advisers; specialist survivor support workers; safeguarding trainers; risk assessment and offender management roles and adult workers.

There are a number of models that can be used to make additional appointments and/or provide resources for specialisms, which include, for instance direct employment, commissioning an external organisation, independent consultants, secondments from specialist organisations, sharing resources across dioceses or a mix of arrangements.

The Diocesan Safeguarding Adviser

¹ That is that the duty to 'have due regard' under section 5 of the Safeguarding and Clergy Discipline Measure 2016 does not apply.

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The Diocesan Safeguarding Advisers Regulations 2016 deal principally with the appointment, function and support requirements of a DSA².

Qualifications and Experience

The skills and experience for this role are outlined in the model job description and person specification in [Appendix 4](#).

It is recommended that a suitably qualified and experienced diocesan safeguarding adviser should demonstrate the following:

- Experience of working on and managing cases involving the statutory response to the protection of children/ adults and;
- Experience of applying policies, procedures and good practice in relation to the safeguarding and protection of children/adults and;
- Experience of undertaking statutory case and /or management reviews and;
- Experience of undertaking statutory risk assessments and;
- Detailed knowledge of and experience of applying safeguarding legislation, guidance and best practice.

In terms of professional requirements it is recommended that the primary DSA³ should be an individual registered as a social worker as part of the register maintained under the Health and Social Work Professions Order 2001⁴ which relates to the social work profession in England, or in a register maintained by the Care Council for Wales, the Scottish Social Services Council or the Northern Ireland Social Care Council.

This offers a clear professional framework for undertaking safeguarding work that is recognised nationally⁵.

It should be noted this is only a recommendation and not a requirement. Indeed, the purpose is not to undervalue many experienced and competent DSAs operating currently in dioceses. The recommendation does not apply retrospectively. This guidance acknowledges that there are other professional roles which, depending on expertise and skills, may offer a good fit to the primary role DSA e.g. a probation officer or a senior police officer, who had specialised in public protection.

This guidance recognises that, in a diocese that has additional roles, there will be differing requirements in terms of professional expertise, skills and experience.

Support, Supervision and training

The DSA is accountable to the diocesan bishop, but line management is often arranged with a member of the diocesan senior staff team. The DSA role, particularly in dioceses that have only one DSA, can be isolating and careful consideration needs to be given to support needs.

The DSA Regulations 2016 state that the bishop of a diocese must make arrangements for ensuring that a DSA receives *'professional supervision at an appropriate level from a person with experience of work that is concerned with the safeguarding of children or vulnerable adults'*.

² Diocesan Safeguarding Advisers Regulations 2016

³ For the purposes of this guidance, this relates to the primary DSA role as per the regulations.

⁴ [HCPC - Health and Care Professions Council | Regulating health, psychological and social work professionals](#)

⁵ [HCPC - Health and Care Professions Council - Meeting our standards](#)

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To support the regulations, it is recommended that all DSAs should receive 4-8 weekly professional case work supervision from an external supervisor. It is recommended that this should also apply to other safeguarding roles who undertake case work⁶. It is advised that this supervision is undertaken by a qualified experienced child protection social work manager who has supervised social work practice. To ensure that vulnerable adult work is also addressed, it would also be advisable for the DSA to have access to specialist adult advice on a case specific basis.

The terms and conditions of the supervision should be incorporated in a written agreement (e.g. which includes the role and function of the supervisor). All case work decisions should be recorded, signed and form part of any individual case work record. The agreement with the external supervisor should also make clear the limits of confidentiality, the relationship with the line manager and how to address any poor practice /performance issues, should they arise.

The DSA regulations 2016 state that the bishop of a diocese must make arrangements to ensure that the DSA has '*sufficient time to undertake continuing professional development in safeguarding matters*'.

The DSA should also be encouraged and given adequate resources to attend regional; national DSA meetings and the National Safeguarding Conference. The DSA must ensure that his/her core safeguarding training is to a minimum of level 3, as offered by local authority safeguarding boards and is up to date. Any professional registration requirement needs to be considered and met by the diocese⁷.

All safeguarding roles should have access to safeguarding training commensurate with the role in line with the House of Bishops' practice guidance⁸. All roles that relate to safeguarding should have the minimum of the basic safeguarding training.

It is advised that DSA line managers should also undertake first line management training.

The Safeguarding Administrator

A diocesan safeguarding administrator should be appointed to manage the administration, working closely with one or more advisers who provide professional advice. The safeguarding administrator would not necessarily have to have any formal qualification in relation to the safeguarding of children or vulnerable adults, although experience of safeguarding is important for this role. They will provide high quality administrative support in a confidential environment to the diocesan safeguarding adviser (team) as required, and report directly to the DSA on administration issues.

He or she must ensure that all relevant information, especially anything that may be a concern or allegation, is passed to the adviser for action. The administrator should undertake basic safeguarding children awareness training.

⁶ BASW/CoSW England research on supervision in social work, with particular reference to supervision practice in multi-disciplinary teams 2012; http://cdn.basw.co.uk/upload/basw_13955-1.pdf

⁷ See guidance for employers of registered social workers [HCPC - Health and Care Professions Council - Employers](#)

⁸ [House of Bishops Learning and Development Framework](#)