

Appendix 1 Flow chart: Responding to Serious Safeguarding Situations relating to a Church Officer

Information about a serious safeguarding situation is received by a person

If a child or adult is in immediate danger or requires immediate medical attention, call the emergency services on 999. If there are concerns about their welfare call Children or Adult Services (sections 2, 3)

Diocesan Communications Officer and other Diocesan and parish officers as required (paras 4.4, 4.9)

Immediately inform the Safeguarding Adviser (DSA/PSA/NSA), who will notify Bishop/Archbishop (paras 4.1, 4.2, 4.3, 4.8)

DSA/PSA/NSA informs / liaises as

Local Authority Children or Adult Services

Police

DSA/PSA/NSA in consultation with or on advice of the Local Authority Designated Officer Children/ Adult Services/police:

On advice of Registrar, advises on suspension of alleged abuser (paras 12.1 to 12.6)

Refers to Children or Adult Services if not done (section 3)

Ensures immediate safety arrangements in place for victim(s) with no contact with abuser, and for others potentially vulnerable (section 5)

Ensures immediate and ongoing contact with victim(s) and independent support (section 6)

DSA/PSA/NSA convenes Core Group to manage the process (paras 7.6 to 7.23). Core Group clarifies/decides/ advises the Bishop/Archbishop on:

Diocesan/ parish /NCI roles/responsibilities

Ongoing contact with statutory agencies

Sharing information: insurance (para 10.1); Charity Commission (pars 10.3, 10.4); other dioceses; national team

Information and support for victim(s) (section 6), abuser (paras 8.1 to 8.20), parish/diocesan officers (paras 8.21 to 8.25)

Suspension, risk assessment, disciplinary action (section 12)

If there are court proceedings, consideration given to church officers being asked to provide character references, and consideration of victim's views regarding accompanying abuser to court (section 11).

At the conclusion of the investigation, whatever the outcome, DSA/PSA/NSA convenes core group to advise on:

Risk assessment (para 13.5) and disciplinary proceedings (para 12.7)

Referral of abuser to DBS for barring (para 13.8)

An apology to victim(s) (paras 13.11 to 13.16) and ongoing support and costs (paras 13.17)

Diocesan/ national/ parish records (paras 9.7 to 9.12, 13.20 to 13.22)

Learning from review of the process (section 14)