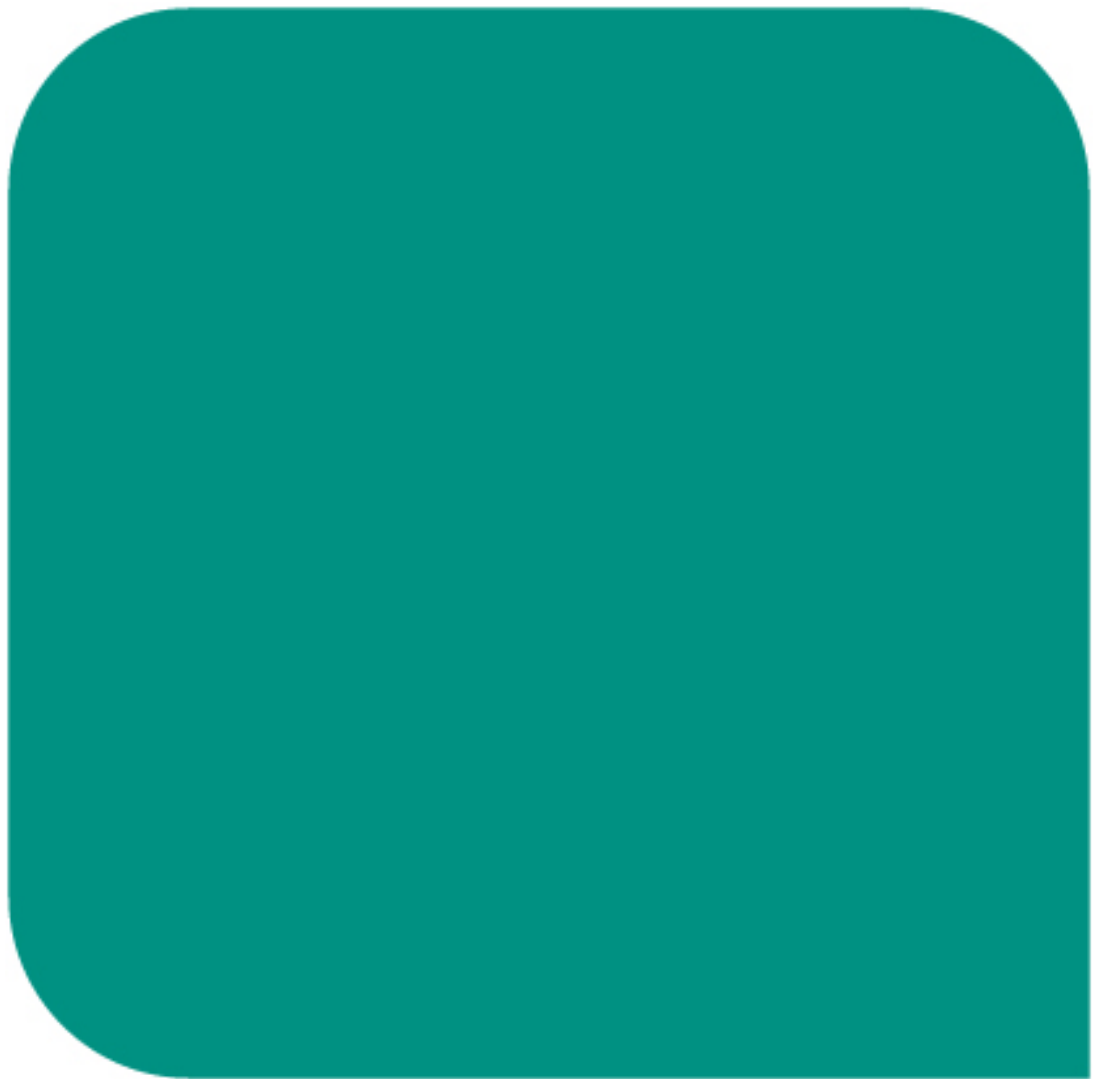




social care
institute for excellence

Diocese of Derby independent safeguarding audit (June 2017)



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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 how safeguarding is working in each diocese, 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 Derby was carried out by Lucy Erber (the lead auditor for this diocese) and Hugh Constant from 6 to 8 June 2017. The audit process involved an examination of case files and other documents, along with conversations with key individuals and focus groups of parish representatives in the diocese. Details of the process are provided in the appendix.

This report was written by Lucy Erber with support from Hugh Constant. Quality assurance was provided by Edi Carmi, the senior auditing lead.

1.2 THE DIOCESE

The Diocese of Derby has a population of 1,010,000 and is virtually co-terminus with the county of Derbyshire. Two local authorities sit within the Diocese, Derbyshire County Council and Derby City Council. Derby is a diverse city with around 25 per cent of its population with family origins from Asia, and over 100 different languages spoken within the diocesan area.

There are 255 parishes and 330 churches. The parish church of All Saints was consecrated as a cathedral in 1927. Significant areas of the Diocese are former mining communities that have not fully recovered, both economically and socially, from the decline in that industry. There are many rural areas of natural beauty, attracting both holiday makers and second home owners. The city of Derby is the main urban area within the Diocese.

The current Bishop of Derby was appointed in 2006 and is assisted by the Suffragan Bishop of Repton. The Diocese is divided into two archdeaconries, Derby and Chesterfield.

The Safeguarding Team consists of a Diocesan Safeguarding Adviser (DSA) working full time, supported by two Assistant DSAs, both working 20 hours per week. Business support is delivered by an Administrator who works 17 hours per week. In 2015, the annual return to the National Safeguarding Team shows that 25 new referrals were received, 12 regarding a child and 13 regarding a vulnerable adult.

1.3 STRUCTURE OF THE REPORT

This report is divided into:

- Introduction
- The findings of the audit [links have been made with the s.11 (Children Act 2004) Church of England national audit form]
- Considerations for the Diocese are listed, where relevant, at the end of each finding
- Conclusions of the auditors' findings: what is working well and areas for further development
- An appendix sets out the audit process and any limitations to this audit

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

The Bishop of Derby's vision for safeguarding is that it becomes part of the organic functioning of the whole Diocese. In a national and international context, the Bishop plays a leading role across the faiths in tackling modern day slavery. He is also a member of the Safeguarding Management Committee (SMC).

In 2014, the Bishop commissioned an external review of safeguarding within the Diocese that led to the expansion of the safeguarding team in recent years, and the current model of the SMC.

He respects the knowledge and professionalism of the Safeguarding Team and is proud at its expansion and good reputation with statutory partner agencies. He feels it is also important for the local Synod to adopt all new national policies and re-adopt the Diocesan Policy Procedure Practice Guidance each year at the October meeting, as this is a demonstration of diocesan ownership.

The auditors felt that, given the Bishop's focus on modern slavery, the Diocese could explore whether that initiative could work more closely alongside the Safeguarding Team.

The Bishop recognises the challenges of developments such as Fresh Expressions, and how its informal approach could well present a challenge regarding the safeguarding of children and vulnerable adults.

The Bishop expressed a level of concern about some parishes that he felt had still to really take on board and understand that safeguarding is at the centre of the work that they do. He feels that whilst most do, there remain a few who do not. The auditors thought that perhaps a specific action plan could be drawn up, and monitored by SMC, to attempt to address this.

The Head of Human Resources (HR) is the Bishop's delegated lead for safeguarding within the Diocese, and she line manages the Diocesan Safeguarding Adviser (DSA). This is discussed further in 2.2.

The current Diocesan Secretary is also the Archdeacon of Derby, and he is covering this role on a temporary basis, pending the recruitment of a new Diocesan Secretary.

This means that senior leadership within the Diocese is in some state of flux at present, since the Diocesan Secretary left at the beginning of the year. A new role of Assistant Archdeacon of Derby has been created to ease some of the workload pressures on the Archdeacon of Derby. The auditors were told that other senior lay officers in the Diocese have also stepped up to take on some of the Diocesan Secretary's responsibilities.

The Bishop has very regular contact with the DSA, and the DSA also confirmed that he is able to meet with the Bishop whenever he needs, although there is not a set meeting diarised in. The auditors felt that this should be considered to increase consistency.

Safeguarding is a standing item on the Deployment and Development Group, the Bishop's senior managers meeting, and this is presented by the Head of HR, and she is sometimes joined by the DSA.

The Safeguarding Management Committee (SMC) holds the Diocese to account for its safeguarding activity. It has an Independent Chair, who is a former senior ranking police officer. He is keen for the Committee to continue robustly challenging the Diocese. The Bishop is a member of this committee, but does not often attend. There is a consideration relating to this under 2.3.

Articles of Enquiry are not undertaken, but an annual parish audit is (see 2.11).

There are close working relationships with the Cathedral. Whilst there is no formal contract for this role, the Cathedral is viewed as a parish church for these purposes. However, the auditors were of the view that a contract pertaining to the Cathedral would be helpful to address the different challenges and risks posed by the Cathedral as opposed to the parish churches.

Whilst safeguarding information is on the diocesan website, it is difficult to find and relevant links are not always where they are expected to be. This needs some attention.

(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

Consider how the Bishop's national and international work in tackling, and raising awareness about, modern slavery, could be incorporated on a more local level within the Diocese.

Consider the challenges of how informal gatherings, such as Fresh Expressions, often held away from Church premises can be held to account for their safeguarding responsibilities.

Consider formulating an action plan, monitored by the SMC, to address concerns about how to move forward those parishes yet to fully engage with the safeguarding agenda, to strengthen links and communication between them and the Diocese.

Consider the introduction of a regular, diarised meeting between the DSA and the Bishop.

Consider if a formal agreement detailing the diocesan provision of safeguarding advice and training to the Cathedral would strengthen safeguarding relationships and tasks.

2.2 DIOCESAN SAFEGUARDING ADVISER AND ASSISTANT DIOCESAN SAFEGUARDING ADVISERS

The Diocese employs one full-time DSA. Last year two part-time Assistant DSAs were appointed, both of whom work 20 hours per week. An administrator provides support to the team for 17 hours per week. A new part-time post (20 hours per week) for a trainer has been agreed, for the period of a year and will be recruited to soon. This means that a total of 93 hours per week is dedicated to safeguarding, and this will increase to 118 hours when the trainer starts work. This is a considerable resource for a mid-size diocese.

There is a job description and person specification in place for these roles.

The DSA is well qualified for his role: a social worker by training and holding senior positions within local authority Children's Services for many years, until he decided to leave and run his own consultancy in 2009. Initially he worked as a part-time DSA for the Diocese on a consultancy basis for three days per week, and undertook other work for the remaining days. By 2015 the DSA the Diocese recognised that there was a need both for a full-time role, and also one directly employed by the Dioceses, in order to ensure accountability. This was agreed and has been the working arrangement since then.

The DSA contributes to the Derbyshire and Derby LSCB by chairing the joint Policy and Procedures Sub-Committee of the two Boards and providing the two LSCBs with an annual report on the functioning and activity of the the sub-committee.

The DSA is a member of the Church of England but he does not hold any office or undertake any other responsibilities within the Church.

Both the Assistant DSAs are former police officers who have many years experience serving in the police force. One has a background in public protection, management of offenders and child protection, and who after retiring from the force worked in both the public sector and voluntary sector in the areas of witness support and domestic abuse. The other worked in a child protection unit and in major crime investigation before moving into training. On first leaving the police, she then worked for the National Society for the Prevention of Cruelty to Children (NSPCC) as an inspector, then became the Local Safeguarding Children Board (LSCB) Manager for Derbyshire. She currently also undertakes Learning Reviews as an independent safeguarding adviser alongside her work with the Diocese.

The DSA undertakes casework responsibilities, risk assessments and safeguarding training, alongside supervising the Assistant DSA's. There was acknowledgement that due to his length of time in his role, and the time spent working on his own, he needs to let go of some more of his casework and undertake a more developmental and supervisory role

The Assistant DSAs also undertake casework responsibilities and deliver safeguarding training. Originally, casework allocations took place according to where they originated geographically, but this soon proved unequitable, so it is now done according to who has the capacity.

All members of the Safeguarding Team are highly committed to working closely as a team and are supportive of each other. They also recognise that establishing a strong team can take time, especially as the DSA is very well known across the Diocese due to his length of service and the respect that he has built up over the years.

The DSA is line managed by the Head of Human Resources, and receives professional supervision from an external consultant who has a background in children's social work. There is a contract in place for this arrangement that includes formal feedback between the supervisor and line manager.

The Assistant DSAs are line managed and supervised by the DSA. The auditors were told that whilst they support each other and the DSA is very approachable, they have not had formal supervision for a period of time. Group supervision is planned to start soon.

There is no formal agreement about the provision of a safeguarding service to the Cathedral, but the Cathedral is also designated as a parish church, so the view taken is that a safeguarding service and training are provided within this context.

(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

The Diocese to consider the current obstacles to the provision of regular supervision for the Assistant DSA, and how to overcome these.

2.3 DIOCESAN SAFEGUARDING GROUP/SAFEGUARDING MANAGEMENT COMMITTEE

In the Diocese of Derby, the Diocesan Safeguarding Group is known as the Safeguarding Management Committee (SMC).

It has an Independent Chair, who is new into this role. The previous chair was also independent and had held the role for several years.

The current Chair is a former senior police officer. In that role he was the lead officer for the Public Protection Unit, sat on the Multi Agency Public Protection Arrangements (MAPPA), represented the police on Derbyshire LSCB and was a member of the SMC. More recently he held the role of Acting Independent Chair of that LSCB until that vacancy was filled. He undertakes his current role as Chair of the SMC on a voluntary basis. He is not a member of the Church of England but defines himself as a Christian.

There is a job description available for this role.

There Terms of Reference for the SMC are fit for purpose. The Committee meets a minimum of twice a year but its Terms of Reference does allow for it to meet more often, if required.

There is very good representation from statutory partner agencies on the SMC, such as representatives from Children's Services, Adult Social Care and the police.

The new Chair is clear that it is the role of the SMC to hold the Diocese to account for its safeguarding service. He has yet to meet with the Bishop but acknowledges the importance of arranging this soon. The auditors are of the view that the Bishop and the Chair should consider arranging regular meetings between the two of them.

The Bishop is a member of the Committee but rarely has the time to attend. The auditors felt that as his lead for safeguarding in the Diocese (the Head of HR) is a member of the Committee, the Bishop may not need to be part of the SMC and could instead meet regularly with its chair.

The auditors noted that the SMC does not undertake a quality assurance (QA) role regarding safeguarding practice in the Diocese. A consideration is included below about the need to initiate this work. It may be that a QA sub-group of the SMC could formulate a programme as a way of ensuring safeguarding practice is of an acceptable standard.

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

Consider if the Bishop needs to be a member of the SMC, taking into account that his appointed lead for safeguarding is a member.

The Bishop and the Chair to consider meeting on a regular basis in order to feedback activity within the Committee.

Consider how to develop the quality assurance role of the SMC.

2.4 GUIDANCE, POLICIES AND PROCEDURES

The Diocese adheres to all guidance, policies and procedures that are published by the National Safeguarding Team.

The Diocese has adapted all safeguarding procedures for local use, and there are links to all the relevant documents on the diocesan website. There was a formal launch of these procedures in autumn 2016.

The website is not currently user-friendly and accessing documents on the website is not easy. No consideration for action is made below, as there is a plan already in place and funding approved to improve the diocesan website in the near future.

There is a Parish Guide, published in 2016, that gives all safeguarding information that is required at parish level.

The Diocesan Synod has formally adopted safeguarding policies and procedures, and intends to re-adopt them on an annual basis to make sure that new guidance/procedures are included.

(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 reviewed 18 case files. Eleven of them related to children's safeguarding, and six related to adults' safeguarding. One case related to both children and a vulnerable adult. Overall, there was a good standard of casework undertaken.

Records are kept in paper files, although the Diocese is keen to adopt an electronic system, and this is being actively explored. Files are kept securely locked when not in use.

Case files are kept in good order. It was easy to identify the issues from the files, and each one had a very useful case summary at the beginning, containing basic information about the person being referred, the referrer, what the concern was regarding, etc.

The case files showed that referrals were responded too in a very timely manner, and the DSA and Assistant DSAs liaised very closely with all relevant statutory agencies and attended all relevant meetings convened by such agencies. Appropriate information was shared, and referrals made to the Local Authority Designated Officer (LADO). This was also supported by the focus group held during the audit who spoke very highly of the DSA/Assistant DSAs' responsiveness in taking referrals, dealing with emergency situations and passing referrals onto relevant agencies, when required.

However, case files showed that routine follow-up, and the organising of meetings could sometimes take longer. This was also backed up by members of the focus group, who were clear that emergencies were dealt with quickly and promptly, but this did not always follow through on ongoing cases, or general queries.

Feedback for the audit was received from two Probation Officers, MOSOVA (Management of Sexual and Violent Offenders), two LADO's, and police. All those that contributed said that they had very good working relationships with the Safeguarding Team, and that significant value had been added by the involvement of the Diocese.

Several Type A Risk Assessments¹ were undertaken and were of a good standard. However, the auditors noted that such assessments were not always being done when required by the appropriate procedures. The DSA explained that if someone had a conviction or had been arrested then this, in itself, was enough evidence of the risk that they presented. The auditors did not share this view and felt that the point of a risk assessment was to assess the risk that an individual presented within the context of the church community.

The auditors viewed one Type B Risk Assessment² that had been commissioned to assess the level of risk presented by a member of the clergy. It was of a good standard and had been appropriately commissioned.

When allegations have been made against members of the Clergy or any church officer, a Diocesan Case Management Meeting is convened to oversee the investigation required. This covers the core group requirements as set down in Practice Guidance: Responding to Serious Safeguarding Situations Relating to Church Officers. A very good template has been developed for recording decisions made, who is responsible for following them up and in what timescale.

Several Safeguarding Agreements were viewed. They were of a good standard, involved all who needed to be, and were regularly reviewed and signed off by relevant parties. Feedback is gathered via a form from those subject of a Safeguarding Agreement as a quality assurance mechanism. The auditors felt that this was a good initiative.

Considerations for the Diocese

Explore and address the reasons for delay in responding to non-urgent issues or general enquiries.

Consider what the obstacles are for undertaking Type A Risk Assessments on all cases that require them and put in place processes so that they are completed in the future.

2.6 TRAINING

Safeguarding training is delivered by the DSA and the Assistant DSAs, and is in line with the National Safeguarding Team's guidance on training. A 20 hour per week

¹ Type A Risk Assessments are undertaken by the DSA/ Assistant DSA of those who may pose risk to children or adults and are members of the Church of England Christian community or seeking to become a member.

² A Type B Risk Assessment is commissioned by the Diocese or responsible body and referred to an independent agency or professional person qualified and experienced in safeguarding risk assessments. A Type B Assessment will only be undertaken in relation to a church officer, whether ordained or lay, and on completion of a statutory investigation

training officer post is about to be recruited, as the Diocese acknowledges that this is an area that causes some challenge.

The auditors reviewed some training feedback forms from participants, and they were very positive. Feedback on training was a little more varied from the focus group. Whilst many felt it was of a high quality, others felt it was not relevant to all situations within the Church, such as bell ringing. Others felt it was too long. The course content of safeguarding training has been provided by the National Safeguarding Team and the DSA said amendments are being made locally to reflect the feedback.

The 2015 annual safeguarding return shows that numbers of those requiring training who have had it is low. This data relates to a time when the DSA was working alone and prior to the introduction of the national training materials. The auditors had access to the 2016 training data which shows significant increase in the number of those needing training, having received it. The Diocese accepts that despite this increase more resources are needed to meet demand and a plan to address this by appointing a part-time trainer (20 hours per week) is in motion.

The number of church officers who needed safeguarding training was unknown. This is being monitored by the SMC, and a database used by another diocese that can track those trained and needing training is being considered. The auditors wondered if there needs to be some process to prioritise those that need training in order to swiftly reduce these figures.

(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.)

Considerations for the Diocese

Consideration should be given to how to further improve training arrangements, including the requirements for resources, database and systems to prioritise those needing training.

2.7 SAFE RECRUITMENT OF CLERGY, LAY OFFICERS AND VOLUNTEERS

Seven clergy Blue Files were audited and six for lay officers working for the Diocese.

The Blue Files were in reasonable order, with most relevant documentation in place, although there was an absence of notification of attendance at safeguarding training. Where there were safeguarding concerns this was clearly linked to the safeguarding file.

Whilst the recruitment files for lay officers were also in reasonable order, some had some missing documentation – mainly identification, copies of qualifications and applications forms. The auditors felt that this is an area that requires some attention.

(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

Consider an action plan to ensure all correct documentation is checked, and copies taken then placed on file for lay officers who have contact with children and/or vulnerable adults, and for the clergy Blue Files.

2.8 DISCLOSURE AND BARRING SERVICE (DBS)

DBS checks are undertaken by an online process that has been in place for a few years.

Auditors were told by a range of people that this service is efficient and works well. No problems were reported.

In 2015, a total of 440 DBS checks were undertaken. Three of these came back with a concern and a risk assessment was undertaken on these by the DSA.

The 2015 annual safeguarding return stated that over 700 DBSs were lapsed. The Diocese needs to satisfy itself that this is being addressed, and has been significantly reduced.

Considerations for the Diocese

Review the exact position regarding the numbers of lapsed DBSs that were identified in the 2015 annual safeguarding return and consider what actions need to be taken to address this.

2.9 COMPLAINTS AND WHISTLEBLOWING

There is a complaints process for safeguarding. A whistleblowing policy is also in place, but it is a national one and has not been localised with local contact details: this needs addressing.

Both the whistleblowing policy and the complaints procedures, are on the diocesan website

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

Consider how to localise the whistleblowing policy.

2.10 QUALITY ASSURANCE PROCESSES

The work of the DSA is quality assured through the supervision that he receives.

The DSA is the line manager and supervisor for the Assistant DSAs. A consideration is made under 2.2.

There are no other quality assurance processes, and the SMC could explore how this could be addressed. A consideration is made under 2.3.

2.11 HOW DIOCESE PROVIDES SUPPORT & MONITORING OF SAFEGUARDING IN PARISHES

The Bishop expressed concern that some parishes had still to really take on board and understand that safeguarding is at the centre of the work that they do. This is mentioned in 2.1 and there is a consideration in that section to address this.

Articles of Enquiry are not undertaken in the Diocese of Derby, therefore safeguarding is not part of this process. However, an annual parish audit is undertaken. Data from this is not collated or analysed, which the auditors felt was a missed opportunity.

The diocesan website carries several pages for safeguarding that supports activity in the parishes. This includes a checklist page for parishes, with links to standard templates, roles, the DBS process, etc.

There is a newsletter distributed to the parishes by the Safeguarding Team, and an annual event for Parish Safeguarding Officers (PSOs).

Considerations for the Diocese

Consider collating and analysing information gathered from the parish audits.

2.12 RESOURCES FOR CHILDREN AND VULNERABLE ADULTS

There is an authorised listener service for those who disclose about abuse. This service is formed of several volunteers, some of whom are trained counsellors, and all with relevant professional backgrounds

Several members of the Focus Group spoke very highly of the service provided, having assisted people to access the service. However, there were some people who had never heard of it and did not know its purpose.

A day for young people is in the process of being organized, with the assistance of the Diocesan Youth Adviser. This has the purpose of getting their views about what enables them to feel safe, and to discover any areas that they have of particular concern. The auditors felt that this was a positive initiative.

Considerations for the Diocese

Consider further publicity about the Authorised Listening Service, so that it is more widely known about.

2.13 INFORMATION SHARING

Case files demonstrated that there is good information sharing between the Diocese and external safeguarding agencies.

This was also confirmed from the external feedback received from several of these agencies just prior to the audit.

Internal information sharing is undertaken appropriately and on a need-to-know basis.

2.14 LINKS WITH NATIONAL SAFEGUARDING TEAM

The DSA and Assistant DSAs are members of the regional DSA group, which includes other regional ecumenical safeguarding colleagues. The DSA, and Assistant DSAs attend the National DSA seminars held bi-annually, and have attended train the trainer events organised by the National Safeguarding Team. Feedback, and challenge where appropriate, is always made to the National Safeguarding Team when new guidance and procedures are distributed for consultation.

3 Conclusion

This section provides the headline findings from the audit, drawing out positives and the areas for improvement. The detail behind these appraisals are in the Findings in section 2.

What is working well:

- There is a well-resourced and well-established team, with experienced staff with a good skill mix, who provide sound safeguarding advice and judgements.
- There is good liaison work – with statutory agencies, other dioceses, senior people in the Diocese.
- Safeguarding operates within a clear line management structure and a well-functioning diocesan office.
- The Head of HR is supportive, considered and committed.
- The Bishop is thoughtful and reflective and is clear in the line that he gives about safeguarding.
- The SMC has clear Terms of Reference and good external representation; the new Chair has a focus on action planning and getting things done.
- The Diocese is an organisation that is keen to learn, as evidenced by the commissioning in 2014 of an external review in 2014.

Areas for development:

- Quality assurance systems within the Diocese.
- Risk assessments to be undertaken consistently before initiating a Safeguarding Agreement: this includes circumstances when a person has been charged/convicted and assessed by others (so that the specific risk presented within a church environment is assessed)
- Overall functioning of the Safeguarding Team so that everyone gets an appropriately prompt level of service.
- Information and data from parish audits is used and collated to inform service development at both a parish, deanery and diocesan level
- Accessibility and presentation of safeguarding information on the diocesan website
- Training is a challenge with significant numbers in some areas not trained. Whilst there is a plan in place to address this, this will need close monitoring by the SMC.
- Link the Bishop's excellent work concerning modern slavery more directly in the Safeguarding Team and its role.
- The DSA and Chair of the DSMC should have pre-set and regular meetings with the Bishop, rather than rely on an ad hoc process.
- Consider how to reach out to parishes who have engaged less well with the safeguarding agenda.

APPENDIX: REVIEW PROCESS

DATA COLLECTION

Information provided to auditors

- Last two years' annual statistical return
- Derby Diocesan structure and profile
- Details of authorised listeners
- Feedback from external agencies
- Feedback from those subject of a safeguarding agreement
- Safeguarding Training Programme
- Derby DSA Review and Action Plan
- Last three sets of minutes for the SMC
- Complaints procedures
- Whistleblowing procedures
- Job descriptions for the DSA, Assistant DSAs and Chair of the SMC

Participation of members of the diocese

The auditors had conversations with:

- The Bishop
- The acting Diocesan Secretary/ Archdeacon of Derby
- Delegated safeguarding lead for the Cathedral
- Head of HR/Line manager for Safeguarding Team
- The Chair of the SMC
- The DSA
- Assistant DSAs and Administrator for the Safeguarding Team

The audit: what records / files were examined?

- 18 case files, 7 blue clergy files and 6 recruitment files for lay officers were audited

LIMITATIONS OF AUDIT

There were no limitations to the audit.