

**APPENDIX A** Points to include in the letter from Bishops to Incumbents

A note from the Right Reverend Mark Sowerby, Bishop of Horsham. Bishop Sowerby is the deputy lead bishop for safeguarding and is the PCR Project Board Chair.

***The Light shines in the darkness and the darkness has not overcome it. [John 1.5]***

**St John the Evangelist, like St Luke and St Paul, uses the imagery of light and darkness, where darkness represents concealment and shame, whereas light represents the revelation of truth. Darkness hides things that are forgotten, uncomfortable or broken and have been ‘put out of the way’ in cellars or behind closed doors. They may be things that are inconvenient or of which we are ashamed or afraid. In darkness they lie where we can forget about them, but Christ is The Light of The World and brings to light things now hidden in darkness. He brings to light those deeds that have been concealed and the victims of sins who have been silenced or kept from view. The Light shines for those who need justice and healing and upon those misdeeds that have injured them.**

**Allowing light to shine on what has been hidden is a first step towards healing, not only for those who have been abused, but for those whose consciences are, or ought to be, troubled by those sins they have buried away beyond the sight of others. Sometimes it will take an external prompting for those things to be opened to the light of day and to the light of Christ but with such prompting may begin the path to penitence and forgiveness, the path to healing of long-hidden wounds.**

**Through the Past Cases Review, we are asking you to help shine a revealing light on any instances of abuse that have occurred in your benefice and to help ensure that everything that ought to be brought into the light has been. Shining a light on what has hurt or frightened someone is a matter of justice for those who have been victims; sometimes it may also prevent further harm and sometimes it may be the first step towards healing. With that in mind, we thank you for your cooperation in working towards a safer Church.**

**+Mark Horsham**

We recommend the above is incorporated into the letters sent. We recognise that Bishops will wish to adopt their own style and tone. Emphasis should be placed on the importance of responding to the request. It is important the letter makes clear that the incumbent may need to make sensitive and discreet enquiries with their predecessor and church officers locally to clarify matters from the past. The letter should also stress that if the incumbent becomes aware of matters that they believe may never have been reported to the DSA, then they should immediately report them directly to the DSA. This cannot be a perfect or fool-proof process, but incumbents should be asked to do their best in the circumstances.

Points to include:

- The House of Bishops wishes to ensure that our churches and church related activities are as safe as possible for children and vulnerable adults.

- It is important that all known cases of concern about the behaviour of clergy and church officers towards children and vulnerable adults have been considered and dealt with appropriately. Incumbents are asked to check that all known instances within their parish(s) both historically and currently have been notified to the Diocesan Safeguarding Adviser and any which have not are reported immediately.
- This is obviously a sensitive task which may require looking at parish files and making some discreet enquiries. Where, prima facie there is a past concern, details of which are not known, it may be appropriate to consult a previous incumbent where possible. In the spirit of the Gospel we all want to protect and care for our children and at a time when the Church’s safeguarding policies and practices are under close scrutiny incumbents will recognise the importance of being as sure as possible that all known instances of concern have been addressed.
- Information is being sought on persons who have or have had a role in the Church where their role brings them into contact with children or with adults at risk of abuse. Information is not being requested on worshippers and those attending church activities who do not hold a role in the Church. You do not need to provide details of people subject to safeguarding agreements. Protective measures should have been installed in such cases. The advice of the Diocesan Safeguarding Adviser should be sought in any instances of doubt.
- Advice on whether a particular circumstance should be reported may be obtained from the Diocesan Safeguarding Adviser.
- Experience has shown that there have been some cases of alleged abuse to people over 16 who have later said that they consented. Any such cases should be included even though prosecution or cautioning has not taken place.
- It is recognised that this is a difficult task. Incumbents are being asked to ensure that everything that is relevant and currently known has been passed to the DSA and that further information which may emerge in future is promptly notified to them
- The communication should require incumbents to return a confirmation:

\_\_\_\_\_ Parish.                      \_\_\_\_\_ Incumbent                      \_\_\_\_\_ Date

I confirm that as of today, all known instances of concern of which I and the Parish Safeguarding Representative are aware which relate to any abusive behaviour of clergy or church officers towards children or adults, both historically and currently, have been reported to the Diocesan Safeguarding Adviser. We have completed table 1a and attach it to this return.

Form 1 a Parish Past Case Review Record for DSA

Name of individual	Safeguarding Concern	Date when referred to diocese. (approx. will do)	Are you as a parish satisfied with the response DSA. (this should be yes of no) (if no then there will be a follow up to parish made through PCR reference group)	Are you satisfied that there is no current risk.(This is yes or no ) if answer No the DSA will be intouch to offer advice and support

**APPENDIX B**

**KNOWN CASES LIST (PRO-FORMA)**

Page..... of.....

DIOCESE .....

*\*Please add a Serial Ref. No.*

*Serial Number	Subject of allegation/concern (identifying initials only)	Earliest date recorded on file	Nature of concern/allegation <ul style="list-style-type: none"> <li>• the source</li> <li>• how it was dealt with</li> </ul>	Location of all relevant records	Lead person(s) to date	Person(s) with additional information	Independent Reviewer's endorsement of actions taken

Date ...../...../..... Signature..... (Independent Reviewer)

Signature..... (DSA)

APPENDIX C**Specification, principal tasks and terms of reference for Independent Reviewers.**Specification for Independent Reviewer

Dioceses may appoint one or more Independent Reviewers of their own choosing or select from the NST's list of approved Associates. Whether chosen from the list of Associates or not, Independent Reviewers should be:

- Manifestly independent of the Diocese ie not a diocesan church officer or closely involved in the Diocese eg member of the Synod or Board of Finance
- Suitably experienced in safeguarding investigative work within a relevant profession eg social work, police, law, probation, psychology
- Experienced in reviewing cases preferably at IMR/SCR level with "Good" ratings.
- Experienced and competent in risk assessment
- Have a good understanding of the process for handling allegations of abuse made in relation to those working with children and vulnerable adults and the associated law and statutory guidance
- Possess the inter-personal skills and experience to engage sensitively with victims and survivors
- If unfamiliar with the safeguarding policies and procedures of the Church of England, possess the ability to study these and apply them to the cases and files under review.

Based on the experience of the original PCR it would not be appropriate to appoint as the Independent Reviewer a retired member of the diocesan clergy, a member of the DSAP or the DSA of another diocese.

Independent Reviewers should be required to provide evidence of professional qualifications, professional registration, recent DBS certificate, entitlement to work in UK (if relevant) and bank details.

Principal tasks of Independent Reviewer

- Read the files of all church officers within scope and record cases of concern
- Consider the KCLs drawn up by the DSA and assess satisfaction with arrangements for managing cases
- Prepare summaries of cases where the Independent Reviewer considers that further or different action should be taken and discuss these cases with the Diocesan Safeguarding Advisory Panel (or a sub-group of it)
- Engage with those victims and survivors who wish to make contact
- Prepare a summary report for the Bishop, the Chair of the Diocesan Safeguarding Panel and the National Safeguarding Team including such recommendations as the IR considers will improve the Church's safeguarding performance
- To attend meetings of the DSAP (or its relevant sub-group) and/or with the Bishop and other Diocesan officers as may be needed to present findings and discuss cases
- To link, where necessary, with Independent Reviewers and/or staff of other dioceses and National Church Institutions in order to fulfil their responsibilities.

Terms of Reference for Independent Reviewer

Dioceses will have their own styles and formats for the commissioning of assignments. Terms of Reference will also need to take account of the particular circumstances and arrangements which each diocese will make. The following suggestions are proposed as a framework for the Terms of Reference for Independent Reviewers. It is proposed that the Note of Guidance approved and issued by the National Safeguarding Steering Group on behalf of the House of Bishops should be attached to the Terms of Reference.

## 1. Purpose

To perform the Key Tasks in section 3 below in order to enable the Diocese to participate in the Past Cases Review – Phase 2 whose objectives are:

- **To ensure any allegation made since the original PCR took place has been handled appropriately and proportionately to the level of risk identified, and with a focus on the support needs of any known victims or survivors.**
- **To identify all cases of concern relating to Clergy or Church officers causing harm to children or adults or where domestic abuse is alleged and ensure they have been independently reviewed.**
- **To ensure that all identifiable safeguarding concerns relating to living clergy or church officers have been referred to the Diocesan Safeguarding Advisers.**

**To ensure that cases meeting the relevant thresholds have been referred to statutory agencies and that all cases are managed in line with current safeguarding practice guidance.**

## 2. Background

Use the text from the Background and Overview document and Dioceses can also add their own context

## 3. Key tasks

- Read the files of all church officers within scope and record cases of concern
- Consider the known case lists drawn up by the DSA and assess satisfaction with arrangements for managing cases
- Prepare summaries of cases where the Independent Reviewer considers that further or different action should be taken and discuss these cases with the Diocesan Safeguarding Advisory Panel (or a sub-group of it)
- Engage with those victims and survivors who wish to make contact
- Prepare a summary report for the Bishop, the Chair of the Diocesan Safeguarding Panel and the National Safeguarding Team including such recommendations as the IR considers will improve the Church's safeguarding performance
- To attend meetings of the DSAP (or its relevant sub-group) and/or with the Bishop and other Diocesan officers as may be needed to present findings and discuss cases
- To link, where necessary, with Independent Reviewers and/or staff of other dioceses and National Church Institutions in order to fulfil their responsibilities.

## 4. Facilities the Diocese will make available

- A list of all files to be examined – preferably electronically
- Location of files clearly identified with arrangements for the IRs access to them
- Arrangements for access to files outside office hours if IRs will be working extended days

- Confidential work space, Wi-Fi connectivity, phone access, safe document storage space and access to printer and photocopier.
- Details of key contacts
- The name of an identified person(s) in addition to the DSA who can provide advice to the IR on the diocesan structure, Who's Who and local policies and procedures
- Provision of an encrypted memory stick.

5. Obligations of the Independent Reviewer

Items might include:

- IR will use their best endeavours to bring sound professional competence to their tasks
- Requirement to have professional indemnity insurance
- Confidentiality in relation to talking or writing about the assignment
- Storage, retention and deletion/destruction of information

6. Contractual terms

Items might include:

- Basis of payment – daily fee/ overall fee for the task/fixed or open-ended contract
- Working hours and days
- Travel and accommodation rates
- Arrangements for invoicing : frequency; submission to ?; level of supporting detail required
- Work base/home working
- Contract variation and termination

**APPENDIX D INDEPENDENT REVIEWER'S RECORD OF CASES OF CONCERN**

**DIOCESE:**.....

**INDEPENDENT REVIEWER:**.....

**CONFIDENTIAL**

<p>Name of Subject:</p> <p>Role of Subject:</p> <p>Clergy/ Lay/ Religious</p> <p>Name of Alleged Victims(s):</p>	<p>Known Cases List Serial Number:</p> <p>Gender: M/F</p> <p><i>(delete where not the case)</i></p> <p>Gender: M/F</p>
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Type of alleged abuse: Physical..... Sexual..... Emotional..... Neglect.....Financial.....  
 Discrimination..... Exploitation..... Other.....

Date when alleged abuse occurred (if known):

Age of victim(s) when alleged abuse occurred:

1. Summary of Allegations and relevant information, including statutory agencies involved/notified
2. Wider safeguarding or conduct issues
3. Current Circumstances of person(s) harmed or affected
4. Actions taken by the Diocese and other Agencies
5. Any Concerns from the independent reviewer about actions taken so far



6. Any recommendations for further action

7. Discussed with Diocesan Safeguarding Adviser. Date.....

8. Referred to Diocesan Safeguarding Advisory Panel. Date.....

9. Outcome of referral to Diocesan Safeguarding Advisory Panel. Date.....

**Signed:**..... **Independent Reviewer**

**Date:**

**APPENDIX E (Children)**

**INDEPENDENT REVIEWER'S REPORT**

**Summary**

1. In response to the Bishop's letter to Incumbents (phase 1 PCR Practice Guidance) \_\_\_\_\_ previously unidentified individuals were referred to the Diocesan Safeguarding Adviser because of concerns about their behaviour in relation to children. Of these I considered that \_\_\_\_\_ met the criteria in the practice guidance and I am satisfied with the actions taken by the Diocesan Safeguarding Advisor. I can confirm the DSAP Chair is aware of these cases..

In summary:

<b>Role</b>	<b>Number referred</b>	<b>Number meeting Criteria</b>
Clergy – including those with PTO and chaplains		
Retired clergy without PTO		
Deceased clergy		
Readers and others with the Bishop's Licence		
Diocesan and parish lay employees including those paid fees and honoraria		
Volunteers whose formal role involves or has involved engagement with children		

2. The DSA referred to me \_\_\_\_\_ cases which had come to light since February 2007 and with whom he/she is dealing.

Complete/Delete as appropriate:

- a) All cases are being managed appropriately and I have made no recommendations.
- b) In \_\_\_\_\_ cases I have identified examples of what I consider to be best practice.
- c) In \_\_\_\_\_ cases I considered different or further actions should be taken.
- d) In \_\_\_\_\_ cases I have made recommendations in support of the DSA’s proposed actions which have yet to implemented in the diocese

Either (a) the DSAP Chair was notified and an agreement was reached about best practice in all cases

Or (b) The DSAP Chair was notified and there is outstanding work to resolve issues of concern in \_\_\_\_\_ cases

In summary:

Role	Total number of cases referred	Cases requiring different or further action
Clergy – including those with PTO and chaplains		
Retired clergy without PTO		
Deceased clergy		
Readers and others with the Bishop’s Licence		
Diocesan and parish lay employees including those paid fees and honoraria		
Volunteers whose formal role involves or has involved engagement with children		

3. As a result of the file scrutiny, I have examined files in relation to \_\_\_\_\_ people. I considered that the criteria set out in Section 4 of the practice guidance were met in relation to \_\_\_\_\_ individuals who were not previously known. I have referred these cases to the Diocesan Safeguarding Advisory Panel.

I can confirm that ( delete as appropriate)

Either: (a) the DSA has taken appropriate action and these cases are being managed in line with best practice guidance ( House of Bishops 2017)

or (b) The DSAP Chair was notified as there is outstanding work to resolve issues of concern in \_\_\_\_\_ cases. In summary:

Role	Number of people whose files were examined	Number of people referred to the Diocesan Safeguarding Advisory Panel	Number of people referred to the statutory authorities
Clergy – including those with PTO and chaplains			
Retired clergy without PTO			
Deceased clergy			
Readers and others with the Bishop’s Licence			
Diocesan and parish lay employees including those paid fees and honoraria			
Volunteers whose formal role involves or has involved engagement with children			

4. Further comments and recommendations from the Independent Reviewer including any comments on compliance with current Church safeguarding policy and procedure eg DBS disclosures, training and safer recruitment:

**APPENDIX F (Adults)**

**INDEPENDENT REVIEWER’S REPORT**

**Summary**

1. In response to the Bishop’s letter to Incumbents (Phase 1 PCR Practice Guidance) \_\_\_\_\_ previously unidentified individuals were referred to the Diocesan Safeguarding Adviser because of concerns about their behaviour in relation to adults. Of these I considered that \_\_\_\_\_ met the criteria in the practice guidance and I am satisfied with the actions taken by the Diocesan Safeguarding Advisor. I can confirm the DSAP Chair is aware of these cases.

In summary:

<b>Role</b>	<b>Number referred</b>	<b>Number meeting Criteria</b>
Clergy – including those with PTO and chaplains		
Retired clergy without PTO		
Deceased clergy		
Readers and others with the Bishop’s Licence		
Diocesan and parish lay employees including those paid fees and honoraria		
Volunteers whose formal role involves or has involved engagement with adults at risk		

2. The DSA referred to me \_\_\_\_\_ cases with which he/she is dealing.

Complete/Delete as appropriate:

- e) All cases are being managed appropriately and I have made no recommendations.
- f) In \_\_\_\_\_ cases I have identified examples of what I consider to be best practice.
- g) In \_\_\_\_\_ cases I considered different or further actions should be taken.
- h) In \_\_\_\_\_ cases I have made recommendations in support of the DSA’s proposed actions which have yet to implemented in the diocese

I can confirm that ( delete as appropriate)

Either (a) the DSAP Chair was notified and an agreement was reached about best practice in all cases

Or (b) The DSAP Chair was notified and there is outstanding work to resolve issues of concern in \_\_\_\_\_ cases

In summary:

Role	Total number of cases referred	Cases requiring different or further action
Clergy – including those with PTO and chaplains		
Retired clergy without PTO		
Deceased clergy		
Readers and others with the Bishop’s Licence		
Diocesan and parish lay employees including those paid fees and honoraria		
Volunteers whose formal role involves or has involved engagement with adults at risk		

3. As a result of the Blue/HR file scrutiny, I have examined files in relation to \_\_\_\_\_ people. I considered that the criteria set out in Section 4 of the practice guidance were met in relation to \_\_\_\_\_ individuals who were not previously known. I have referred these cases to the Diocesan Safeguarding Advisory Panel.

**I can confirm that either:**

(a) the DSA has taken appropriate action and these cases are being managed in line with best practice guidance (House of Bishops 2017)

or (b) The DSAP Chair was notified as there is outstanding work to resolve issues of concern in \_\_\_\_\_ cases In summary:

Role	Number of people whose files were examined	Number of people referred to the Diocesan Safeguarding Advisory Panel	Number of people referred to the statutory authorities
Clergy – including those with PTO and chaplains			
Retired clergy without PTO			
Deceased clergy			
Readers and others with the Bishop’s Licence			
Diocesan and parish lay employees including those paid fees and honoraria			
Volunteers whose formal role involves or has involved engagement with adults at risk			

4. Further comments and recommendations from the Independent Reviewer including any comments on compliance with current Church safeguarding policy and procedure eg DBS disclosures, training and safer recruitment: