



Thank you for your courage to raise these concerns and we hope that we can work with you and support you whilst the concerns are investigated to make our churches safer places.

We are a team of safeguarding professionals who are employed by the Diocese and Southwell Cathedral Chapter. We are impartial and provide advice to the Bishop and Dean on safeguarding matters.

We are committed to hearing the voices of everyone who may have experienced trauma (including current, recent, and non-recent), and the impact that trauma may have had on their lives.

Through listening to you, we hope that we can help you, and help to keep you and others safe, improve our practices as professionals, feedback to the National team to influence the development of policy and procedures.

Your information will remain confidential and will only be shared with your prior knowledge, consent, or if there is a suggestion that somebody could be at immediate risk.

We recognise that the processes within the Church of England can be complicated including the terminology and different roles (the glossary attached may help). We also know that, at times, that statutory involvement is required and it is our role to help you through these processes and to keep you informed.

We can offer you support via a referral to an independent advocate, a support person, counselling, pastoral support, and a designated person in the safeguarding team. It is also important to us that you, or somebody on your behalf, are proactive in telling us how you feel so we can work with you to identify the right support for you and what you need so we can provide the right support for you.

We ask you to take the time to look at the resources we have collated which we hope will be helpful to you. This includes our diocesan policy and the national guidance which we hope will emphasise our commitment to supporting you and provide clarity on the process. We recognise that these resources may not cover every circumstance and encourage you to speak to your designated person for more information if required.

## **What to expect from the Cathedral Safeguarding Officer and Diocesan Safeguarding Team**

Email [safeguarding@southwell.anglican.org](mailto:safeguarding@southwell.anglican.org) - Telephone: 01636 817200

### **We are:**

- Person Centred
- Supportive
- Adaptable
- Kind & Respectful
- Non-Judgmental

### **We will:**

- Communicate and listen clearly and carefully
- Follow policy and procedure and conform with legal and statutory requirements, while following good safeguarding practice

# Flowchart of CDM & Safeguarding Process

to inform and support survivors

Report a Concern

Conduct Issue

If the complaint is regarding a senior member of clergy, the concern is referred to the National Safeguarding Team. Otherwise, the complaint remains with the Archdeacon.

Inform the Archdeacon to investigate the complaint

The Archdeacon will decide who they need to speak with to determine the level of complaint and concern raised. This will include the complainant and respondent.

The Archdeacon will decide whether to submit a complaint under the Clergy Disciplinary Measure. This includes collating the evidence and producing a statement to the Diocesan Registrar. The Registrar will determine if the threshold is met and whether an out of time application is needed and will advise the Bishop. The Bishop and the Registrar will consider whether a suspension is necessary. The Bishop will also consult with the DSA. The Bishop will then decide whether the matter can be heard via a disciplinary process or if it is out of time refers to the President of Tribunal.

The outcome of the CDM process could result in a Penalty by consent from the Bishop or the case could be heard through a tribunal process to determine the appropriate sanction based on the evidence proven.

On conclusion of the CDM process there may be recommendations for the diocese to consider. If the concern is of a safeguarding nature, then there may need to be an independent safeguarding risk assessment.

A comprehensive safeguarding risk assessment will be completed either by the DSA/ADSA /CSO or an independent risk assessment will be commissioned to determine the suitability of a person continuing in a role and the need for a safeguarding agreement if the level of risk identified considers the person can continue in a role, level of supervision required in church and any other risk mitigations.

The individual will not remain in role and be subject to a safeguarding agreement to ensure that any identified risk is mitigated.

The individual can remain in role with support and mitigations.

There is no risk identified and no further action is required by the CSO or Diocesan Safeguarding Team.

Update of information, assessments and any potential safeguarding agreement is shared with the LADO, DBS and Charity Commission.

On conclusion, the CSO or DSA/ADSA will conduct a lessons learned review.

# Flowchart of CDM & Safeguarding Process

to inform and support survivors

Report a Concern

Safeguarding Concern

In the case of emergency or where there is current risk the police would be contacted immediately. If non-urgent, then information may be shared with the Local Authority Designated Officer, Children's Services, Adult Services, Health Services, and the Police where applicable and with your consent.

A Safeguarding Planning Meeting is convened to co-ordinate the enquiry and actions. The DSA/ADSA /CSO will complete an initial risk assessment to identify the level of risk and the mitigations in order to advise the Bishop or the Dean in relation to suspension. The outcome of which would also be shared within the Safeguarding Planning Meeting. This meeting will also ensure the appropriate support is available and offered to all of those involved.

Decision is made regarding whether the respondent/alleged perpetrator/person of concern should be or can be suspended in accordance with Canon Law. It may be that the person is asked to step back from their role if suspension is not applicable i.e., they are a lay person or volunteer

On completion of statutory involvement, the DSA will share the outcome with the Safeguarding Planning Meeting and will provide a report that the Archdeacon may use to inform any CDM investigation.

The cathedral safeguarding officer and diocesan safeguarding team alongside the Archdeacon or Chief Officer will investigate the concerns raised and will determine on the balance of probability whether the concerns can be proven or are likely to have happened. If so, then the Archdeacon may submit a complaint under the Clergy Disciplinary Measure (follow the second flow chart). If the individual is a lay person or volunteer then the Archdeacon, Chief Officer and DSA/ADSA/CSO will work with the Dean or the Bishop's Office and may terminate or restrict any role or responsibility

The individual will not remain in role and be subject to a safeguarding agreement to ensure that any identified risk is mitigated.

The individual can remain in role with support and mitigations.

There is no risk identified and no further action is required by the Cathedral or Diocesan Safeguarding Team.

Update of information, assessments and any potential safeguarding agreement is shared with the LADO, DBS and Charity Commission.

On conclusion, the CSO/DSA/ADSA will conduct a lessons learned review.