



DIOCESE OF PLYMOUTH

Safeguarding Office

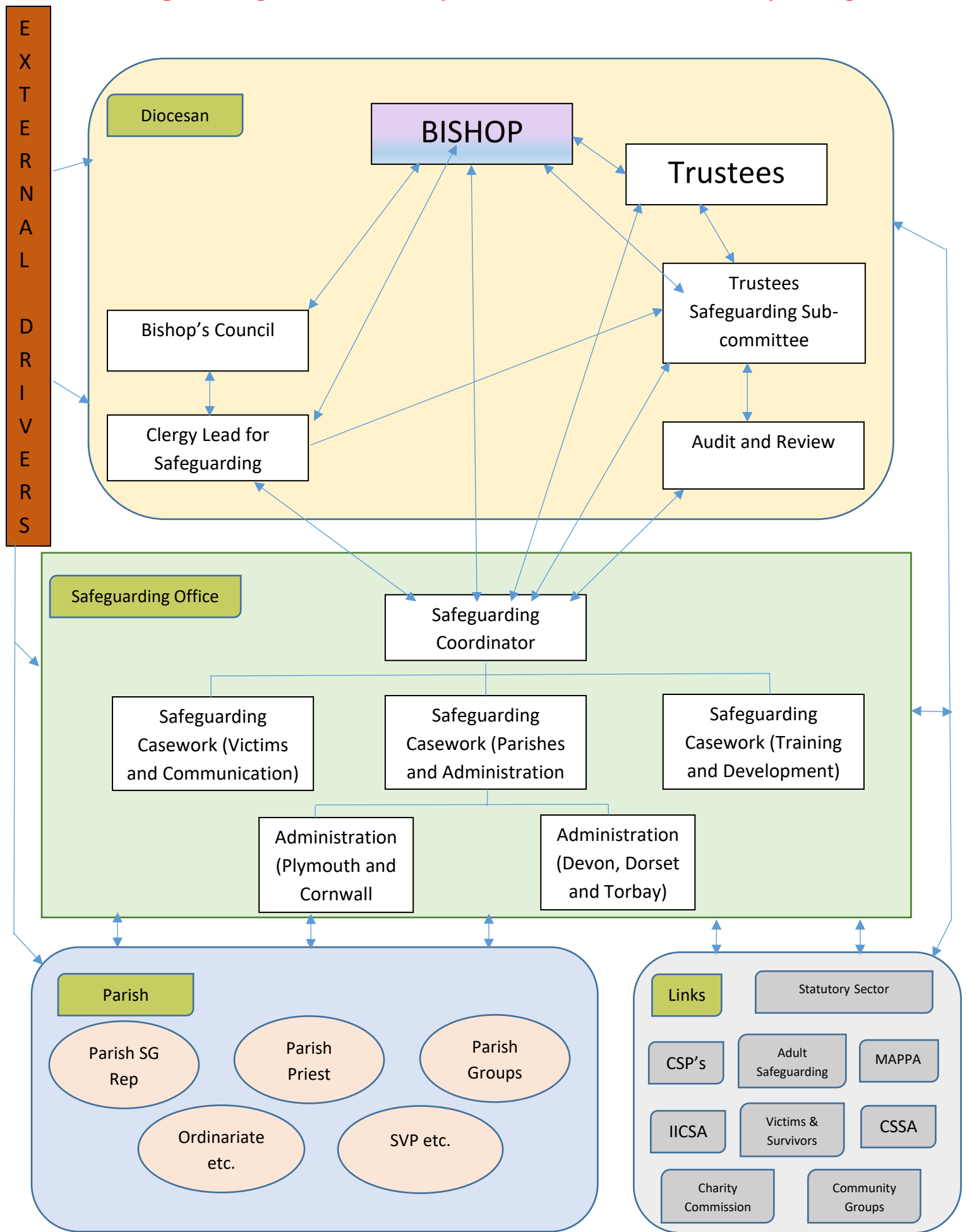
**Safeguarding in the Diocese of Plymouth
Overview of Safeguarding Office Structure,
Reporting and Accountability**

Version Dated

January 2023

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Safeguarding Accountability Structure and Lines of Reporting



Roles and Functions within the Safeguarding Office

The below provides an overview of workings within the Diocese of Plymouth, in relation to the Safeguarding Office. For further information reference should be made to more detailed associated documents such as job descriptions and role profiles, Safeguarding Standards set by the Catholic Safeguarding Standards Agency, Terms of Reference for the Trustees Safeguarding Sub-committee as well as statutory legislation and guidance such as Working Together (2018), Care Act (2015) and the various Children's Act.

Safeguarding Coordinator (Part time 3 days)

Robert Brown BA (Hons)

The Safeguarding Coordinator manages the Safeguarding Office in line with the National Safeguarding Standards, policies and procedures of the Catholic Church in England and Wales and diocesan policies, statutory guidance such as Working Together and relevant legislation such as the Care Act. In addition, we comply fully with the Southwest Child Protection Procedures and relevant procedures and guidance from the Local Adult Safeguarding Boards.

The following are key areas of this role:

- ❖ Promoting safeguarding both within the Church and externally.
- ❖ The effective management of the Safeguarding Office.
- ❖ Providing regular reports to the Bishop and Trustees, including the Trustees Safeguarding Sub-committee.
- ❖ Preparing the Annual Report .
- ❖ Raising concerns with Trustees and the Chief Operating Officer and ensuring appropriate reporting to the Charity Commission.
- ❖ Liaising with other curial staff, ensuring safeguarding is implemented in all aspects of Church life.
- ❖ Effective management of the safeguarding budget.
- ❖ Developing of strategic priorities and the three-year Safeguarding Plan approved by the Trustee Safeguarding Sub-committee.
- ❖ Supervision of safeguarding staff, in particular the oversight of ongoing case work and the continued professional development and welfare of staff.
- ❖ Management of complaints against the staff of the Safeguarding Office.
- ❖ Direct management of more serious safeguarding cases.
- ❖ Liaising with CSSA, the CSSA Link Person and local safeguarding Children and Adults partnerships.
- ❖ Liaising with Statutory Authorities as required.
- ❖ Liaising with relevant Charities and groups.
- ❖ Supporting and delivering training where relevant.

- ❖ Ensuring all appropriate support is given to victims of abuse, wherever that abuse occurred.

Safeguarding Caseworker (Parish and Administration) (Part time 4 days)

Annette Moody-Burkinshaw BSc (Hons) SCPHN, DipHE (Mid), RGN

The Safeguarding Caseworker reports to the Safeguarding Coordinator, working in line with the National Safeguarding Standards, policies and procedures of the Catholic Church in England and Wales and diocesan policies, statutory guidance such as Working Together and relevant legislation such as the Care Act.

The following are key areas of this role:

- ❖ Promoting safeguarding both within the Church and externally.
- ❖ Designated Deputy to the Safeguarding Coordinator.
- ❖ Overseeing the day-to-day administrative function of the Safeguarding Office.
- ❖ Undertaking casework as directed by the Safeguarding Coordinator.
- ❖ Management of blemished DBS disclosures.
- ❖ Recruitment, appointment and ongoing welfare of Parish Safeguarding Representatives.
- ❖ Monitoring effectiveness of parishes in delivering safeguarding, including parish audits.
- ❖ Supporting and delivering training where relevant.

Safeguarding Caseworker (Training Delivery and Development) (Part time 3 days)

Robert Kingdon

The Safeguarding Caseworker reports to the Safeguarding Coordinator, working in line with the National Safeguarding Standards, policies and procedures of the Catholic Church in England and Wales and diocesan policies, statutory guidance such as Working Together and relevant legislation such as the Care Act.

The following are key areas of this role:

- ❖ Promoting safeguarding both within the Church and externally.
- ❖ Assisting the Safeguarding Coordinator in the development of the training strategy.
- ❖ Managing and delivering safeguarding training across the Diocese to clergy and volunteers.

- ❖ Developing training modules and updating of training in accordance with the requirements established by the Catholic Safeguarding Standards Agency.
- ❖ Constantly reviewing training provision to ensure its current and up to date.
- ❖ Liaising with local and national Charities involved in safeguarding training, including working with and supporting those organisations as appropriate.
- ❖ Organising an annual Parish Safeguarding Representatives Conference.
- ❖ Undertaking casework as directed by the Safeguarding Coordinator.

Safeguarding Caseworker (Victims and Communication) (Part time 3 days)

Sophie Scagell

The Safeguarding Caseworker reports to the Safeguarding Coordinator, working in line with the National Safeguarding Standards, policies and procedures of the Catholic Church in England and Wales and diocesan policies, statutory guidance such as Working Together and relevant legislation such as the Care Act.

The following are key areas of this role:

- ❖ Promoting safeguarding both within the Church and externally.
- ❖ Assisting the Safeguarding Coordinator in the development of victims and communications strategy.
- ❖ Undertaking victim-based casework as directed by the Safeguarding Coordinator.
- ❖ Developing relationships with victim support services, groups and charities.
- ❖ Developing communications with victims/survivors.
- ❖ Developing victim support and advisory groups.
- ❖ Developing the safeguarding pages of the Diocesan Website and regular updating their contents.
- ❖ Supporting and delivering training where required.

Safeguarding Administrators (part time x 2)

Hannah Seagood and Christina Kay

The Safeguarding Administrators report to the Safeguarding Coordinator working in line with the National Safeguarding Standards, the policies and procedure of the Catholic Church in England and Wales and diocesan policies, statutory guidance such as Working Together and relevant legislation such as the Care Act.

The following are key areas of this role:

- ❖ Promoting safeguarding both within the Church and externally.
- ❖ Ensuring the smooth running of the Safeguarding Office.
- ❖ Providing administrative support to the Safeguarding Coordinator and Safeguarding Caseworkers.
- ❖ Managing Disclosure and Baring Service Checks, including updates on Safesys.
- ❖ Managing Educare requests.
- ❖ Booking rooms for meetings.
- ❖ Taking Minutes of meetings.
- ❖ Collating information for and producing newsletters.
- ❖ Supporting training where required.

Supervision, Monitoring and Welfare

With four experienced professionals working within it, the Plymouth Safeguarding Office utilises a system of peer support around the provision and management of casework, staff welfare and supervision, backed up by external audit and independent welfare support.

Peer Group Supervision is an effective form of leaderless peer group counselling. Participants confer with one another by reciprocating key topics of their professional everyday lives, in order to provide solutions for difficult situations with colleagues or clients. The participants learn better ways to manage professional problems and reduce stress. This results in the group members' increased professionalism within their work environment.

Team Supervision Direct

On a monthly basis a team meeting is held, chaired by the Safeguarding Coordinator, and attended by all safeguarding staff as well as the Clergy Lead for Safeguarding. This is the main forum for the discussion of ongoing case management, outstanding blemished disclosures, training including staff development, attendance at meetings and conferences, budget issues, staff welfare, Health and Safety matters and any issues of general concern. As well as reviewing actions from previous team meetings and the Trustee Safeguarding Sub-committee, the work priorities for the coming month are set.

Casework External Audit and Scrutiny

[Currently being revised and need further input from CSSA](#)

Staff Welfare

As well as support from line managers and the HR Office, the Safeguarding Office has a contractual arrangement with a specialist external counsellor. Any member of staff can self-

refer at any time should they feel the need to do so, regardless of whether the issue is work-related or of a personal nature.

In addition, all safeguarding staff are required to meet with the counsellor on a twice-yearly basis. All meetings are confidential to the member of staff concerned and counsellor, unless there are significant concerns that the counsellor feels ought to be disclosed in line with their professional code of conduct.

Additional Support

All diocesan employees have access to an Employee Assistance Programme, which can provide advice and support on a wide range of issues including health, legal and HR matters. Further support is available via the diocesan HR Office or the Clergy Lead for Safeguarding.

Accountability

Accountability for safeguarding in the Diocese rests with the Bishop and Trustees. To ensure that safeguarding is delivered effectively, the Safeguarding Coordinator and Safeguarding Caseworkers formally report to the Trustee Safeguarding Sub-committee on a regular basis, normally one month before a meeting of the Board of Trustees. Additional meetings are arranged if required. A Safeguarding Sub-committee Report is provided for each Trustee meeting (six times a year) and an Annual Report based on priorities contained in the three-year Safeguarding Plan is produced.

The Chair and Vice-chair of the Trustee Safeguarding Sub-committee, with the Safeguarding Coordinator where appropriate, meet with the Bishop as required.

The Safeguarding Coordinator meets with the Chief Operating Officer on a monthly basis or more frequently if required.

The Safeguarding Coordinator ensures that all annual returns are completed in a timely fashion.

Useful Links

South West Child Protection Procedures

<https://www.proceduresonline.com/swcpp/>

MAPPA – Devon and Cornwall

<https://www.justice.gov.uk/downloads/publications/corporate-reports/Mappa/devon-cornwall.pdf>

Catholic Safeguarding Standards Agency

<https://www.catholicsafeguarding.org.uk/>

Working Together 2018

<https://www.gov.uk/government/publications/working-together-to-safeguard-children--2>

Childrens Act 1989

<https://www.legislation.gov.uk/ukpga/1989/41/contents>

Children's Act 2004

<https://www.legislation.gov.uk/ukpga/2004/31>

Children and Social Work Act 2017

<http://www.legislation.gov.uk/ukpga/2017/16/contents/enacted>

Safeguarding Vulnerable Groups Act 2006

<https://www.legislation.gov.uk/ukpga/2006/47/contents>

Care Act 2014

<http://www.legislation.gov.uk/ukpga/2014/23/contents/enacted>

Independent Inquiry Into Child Sexual Abuse

<https://www.iicsa.org.uk/>