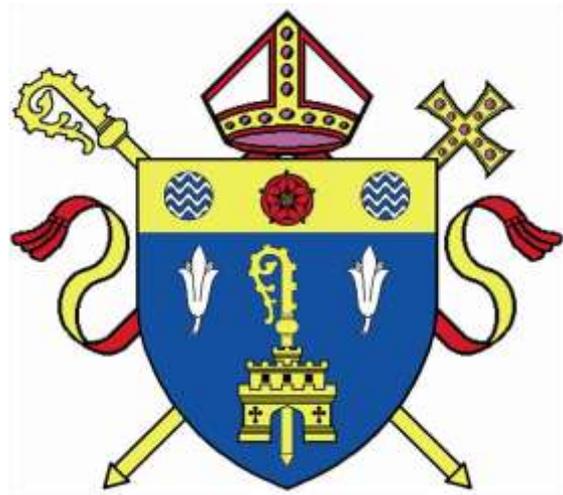


TERMS OF REFERENCE

LANCASTER DIOCESAN SAFEGUARDING COMMISSION



Lancaster Roman Catholic Diocesan Trust

July 2015

1. Introduction:

The Trustees of the Lancaster Roman Catholic Diocesan Trust (hereafter known as 'the Trustees'), with their Chair, the Bishop of Lancaster (the Bishop), appoints a Commission of appropriate skill, commitment and expertise to act on their behalf in relation to all matters concerning the safeguarding of children and adults at risk within the Diocese of Lancaster (with the exception of schools) and delegates to this Commission the powers set out in these Terms of Reference.

The Trustees and The Bishop have made formal agreements with 8 Religious Congregations and The Ordinariate for the provision of safeguarding services. (See appendix 1)

This Commission is known as the 'Lancaster Safeguarding Commission' (hereafter known simply here as 'the Commission').

The members of the Commission are appointed – upon professional advice, recommendation and interview - by the Bishop on behalf of the Trustees. Each Religious Congregations is entitled to nominate an individual member and The Diocese will ensure there is at least one Religious as a commission member. The composition of the Commission is in accordance with the national policy and guidelines¹ which also helps to form these specific Terms of Reference.

The Chairperson of the Commission is to be an Independent lay chair with extensive safeguarding experience in work with children and/or adults at risk i.e. social care, police, probation, family law. This Chairperson is appointed – upon recommendation from the members of the Commission and after interview - by the Bishop on behalf of the Trustees. The Chairperson is to ensure that the Commission is to fulfil the functions and expectations outlined in national guidelines² and according to these Terms of Reference.

2. Accountability:

The Commission is accountable to the Bishop and Trustees of the Diocese of Lancaster and to the Provincial Superiors of 8 aligned Religious Congregations

3. Functions:

The Commission has key regulatory, advisory and supportive functions in the continued development of a culture of safeguarding³ throughout the Diocese in order to develop a 'One Church' approach⁴. It exists to discharge these functions at a strategic level in all matters relating to safeguarding in the Diocese (with the exception of schools).

The Commission itself, and through its sub groups⁵, will:

¹ Following the recommendations of the revised document *Towards a Culture of Safeguarding, 2012 (TCS)*

² The Annual Report referred to in the CSAS guidelines must be produced to the Bishop and the Trustees *well before* it is sent to CSAS.

³ TCS, p3.

⁴ TCS, p2: Recommendation 1

⁵ In addition the Commission may, if necessary, set up small sub groups of its members if issues of concern require further more detailed work. Other people with specialist knowledge may be asked to participate if necessary - with the prior approval of the Bishop.

- a. Secure a strategy for the promotion of good and safe environments in all parishes and other apostolic works throughout the Diocese.
- b. Agree clear and unambiguous arrangements with all relevant Dioceses/Religious Congregations, The Ordinariate, and Seminaries for liaison, consultation and working together regarding allegations against members of the Church.
- c. Oversee, monitor and support the diocesan-wide network of Parish Safeguarding Representatives and their on-going training and appraisal.⁶
- d. Ensure that the Bishop/relevant Religious Superior/Ordinary receive full information relevant to safeguarding incidents together with specific recommendations.
- e. Receive all information relating to safeguarding matters from the Diocese.
- f. Ensure effective liaison with all relevant statutory agencies.
- g. Contribute to the development and review of national policies, principles and practice
- h. Advise the Bishop/Religious Superior/Ordinary on welfare matters in respect of individuals and families, who have been victims of abuse.
- i. Ensure arrangements for the pastoral care of individuals and communities affected by abuse, are offered in line with 'good practice' guidelines issued by CSAS and diocesan & insurers.
- j. Support and advise on matters relating to long term arrangements for members of the Church (clergy, religious, and laity) who are known abusers of children, including the commissioning of risk assessments.
- k. Ensure that in all parishes and apostolic works there is a strategy to raise awareness of and promote regularly reviewed training⁷ for clergy and laity in safeguarding matters.⁸ The Commission should also oversee a framework for celebrating 'good practice' in the Diocese regarding safeguarding.⁹
- l. Monitor implementation of all safeguarding strategies and work plans and report regularly to the Trustees who have clear and set responsibilities in relation to safeguarding.¹⁰
- m. Advise the Trustees on what the Commission and the Diocesan Safeguarding Office requires to be appropriately resourced.¹¹ The Needs Assessment and Planning Tool should be helpful here.¹²
- n. Ensure that sound and effective channels of communication exist and are in operation with regards to safeguarding matters in the Diocese¹³. – including intra-communication within the Commission and Officers, from the Commission with the Bishop, from the Safeguarding Office to the Parish Safeguarding Representatives and Parishes, from the Commission and Officers with statutory agencies and the regular updating and maintenance of the safeguarding page on the diocesan website: www.lancasterdiocese.org.uk
- o. Produce an Annual Report to contribute to the CSAS public Annual Report for presentation to the Bishops' Conference and the Conference of Religious of England and Wales.

⁶ TCS, 26-27

⁷ TCS, p26-27: Recommendation 9

⁸ TCS, pp5-6: Recommendation 2

⁹ TCS, p7: Recommendation 3

¹⁰ TCS, 12-13: Recommendation 5

¹¹ TCS, 28-33: Recommendation 10

¹² TCS, 29-33

¹³ TCS, p8-11: Recommendation 4

- p. Ensure that the Annual Report on the Diocese is timely, accurate and comprehensive and is sent to the Bishop for review and endorsement before final submission. This covers the period from 1st January to 31st December and has a completion date of 31st January.
- q. In line with CSAS's DBS policy and procedures document, establish a small panel of 2 or 3 individuals to whom confidential reference may be made when there are disclosures from the Disclosure and Barring Service (DBS) which require a decision by the Counter-Signatory in order that an informed decision may be made to the Bishop.
- r. Ensure that the Diocesan Safeguarding Coordinator¹⁴ and staff work to their particular job descriptions *as per* national guidelines.
- s. Ensure the availability of induction, training and appropriate line-management and supervision for the Safeguarding Coordinator and Safeguarding staff, where applicable).¹⁵
- t. To assist in the selection of nominees for the role of Safeguarding Coordinator.
- u. To assist the Bishop in maintaining the necessary skill-base¹⁶ in the Commission's constitution, its succession management¹⁷ and the important induction and (on-going) training¹⁸ needs of its membership.
- v. To assist the Bishop in appointing a Safeguarding Lead person for the Diocese from within the clergy as per national guidelines.

4. Operational Protocols:

The following rules are to apply to the meetings and operations of the Commission:

- a. Members of the Commission are formally appointed by the Bishop for a defined period. (4 years)
- b. The systematic, consistent and formal process for recruitment to the Commission as described in national guidelines is to be followed.¹⁹
- c. The Bishop and/or his delegate may attend meetings of the Commission as an observer and may speak (but not vote) on any matter before the Commission.
- d. The Officer(s) of the Commission – the Safeguarding Coordinator and staff are not members of the Commission but attend their meetings; the Safeguarding staff taking the role of clerk to the Commission and minute secretary.
- e. A meeting may be held in person or by suitable electronic means agreed by the members of the Commission by virtue of which all the participants may communicate with all the other participants.
- f. Each member of the Commission is to have one vote. Every matter is to be determined by a majority decision. In the event of a split vote the Chair has a casting vote. The minutes will show any disagreement or alternative point of view raised during the debate. Any recommendation will highlight these points so that when the Bishop has a decision to make he will have a full picture of the discussions that took place. The Commission will receive the Bishop's decision in writing.
- g. The Commission must ensure that minutes of its meetings be taken; the minutes may be in electronic form. Draft minutes, first approved by the Chairperson of the Commission wherever possible, must be produced to the Bishop no later than 14 days after the date of the meeting of the Commission.

¹⁴ TCS, p23

¹⁵ TCS, p22

¹⁶ As listed in TCS, p15

¹⁷ TCS, p14-16: Recommendation 6 & p16

¹⁸ TCS, p17-21: Recommendation 7 & p17-21

¹⁹ TCS, 16

- h. At each meeting the Commission must approve the minutes of the previous meeting, with such changes as may be agreed, the Chairperson must then sign those minutes and the minutes must then be entered in a secure archive.
- i. A quarterly briefing report will be submitted to the Trustees from the Commission to coincide with the Trustees meetings. These reports – covering all appropriate and serious issues - may be given in person by the Safeguarding Commission Chair, or Co-ordinator. However, this *personal* presentation should certainly take place once a year.²⁰
- j. The Commission will ensure that the Commission Chair will meet with the Diocesan Financial Administrator at least once a year to ensure effective communication between the Commission and the Diocesan Trustees. The Commission is to ensure that a similar annual meeting takes place between the Commission Chair and the Bishop.²¹
- k. The Commission will advise the Trustees, via the Diocesan Financial Administrator, of any serious incident that needs to be reported to the Charity Commission as and when any incident arises. Ordinary reporting, however, goes through the Bishop's/Trustee Representative in attendance at Commission meetings.
- l. In all other respects the meetings of the Commission are to be conducted in accordance with national guidelines and these Terms of Reference.

5. Finally

The Bishop and Trustees may, for very serious reason, at any time revoke the appointment of any member of the Commission, suspend the Commission for a fixed period or indefinitely. In the event that the Trustees are considering either of these actions they will do so only after proper consultation.

The Trustees may amend these Terms of Reference, in consultation with The Safeguarding Commission. The Trustees will review these Terms of Reference at their first meeting of the new financial year.

The Trustees gave final approval to these revised Terms of Reference on 21 July 2015.

Signed by:

✘ Michael G Campbell OSA
Bishop of Lancaster

Notary:

The Rev Robert Billing
Bishop's Secretary & Secretary to the Trustees

Date: 21 July 2015

Next Review Date: June 2016

²⁰ TCS, p9

²¹ TCS, p10

Appendix 1

Religious Orders Aligned to Lancaster Diocese (July 2015)

1. Canonesses of St Augustine of The Mercy of Jesus
2. Order of Discalced Carmelites (male)
3. Order of Discalced Carmelites (female)
4. Bernadine Cistercians
5. Missionary Sisters of Christ The King
6. Society of Holy Child Jesus
7. Sisters of Charity of Nevers
8. Xaverian Missionaries
9. The Religious Sister of Mercy of Alma
10. The Holy Family Fathers and Brothers of the Youth