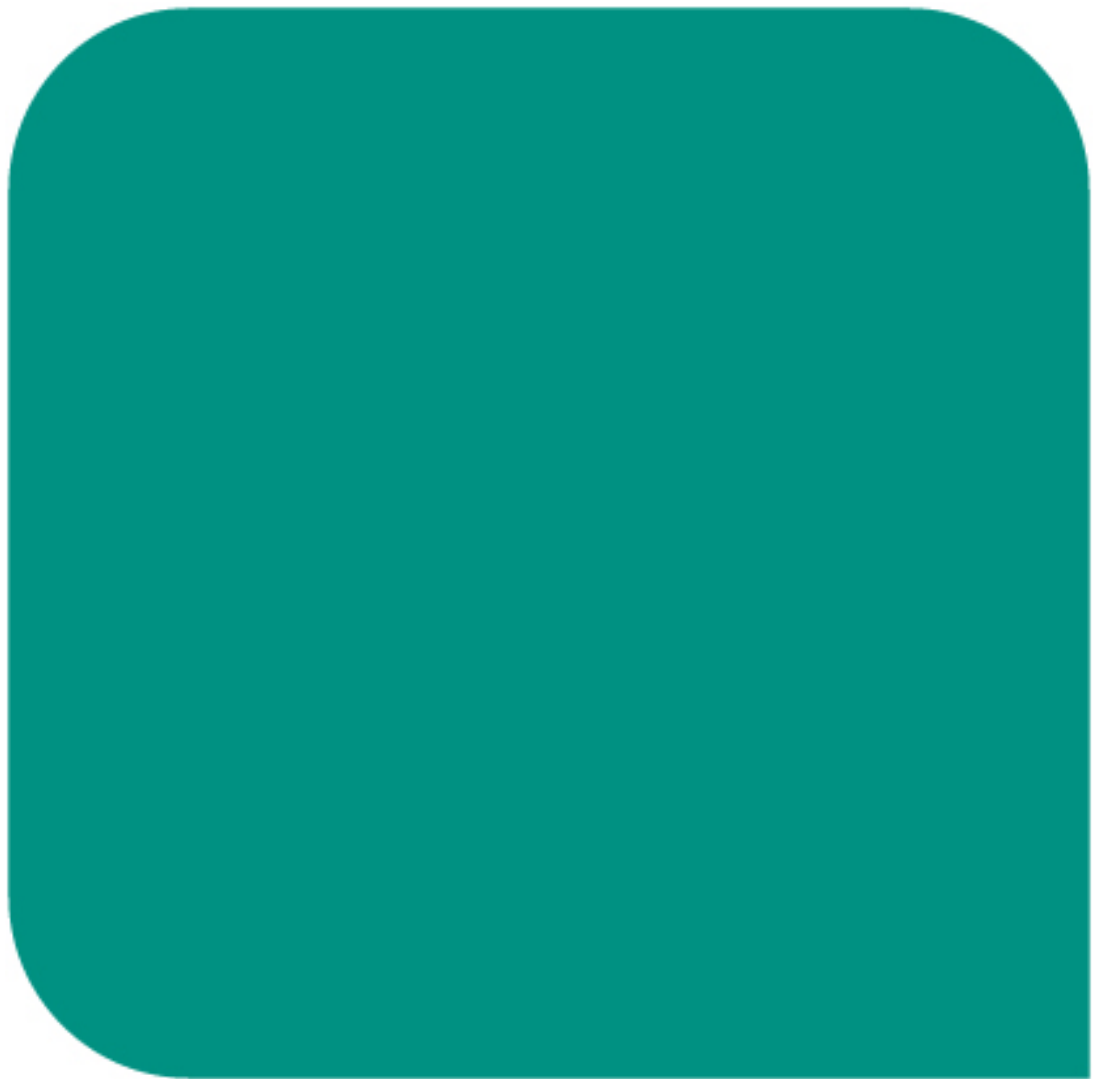




social care
institute for excellence

Diocese of Coventry independent safeguarding audit (December 2016)



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First published in Great Britain in April 2017
by the Social Care Institute for Excellence and the Church of England

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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 the safeguarding journey of the diocese to date 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 Coventry was carried out by Lucy Erber (the lead auditor), Hugh Constant, and Sally Trench (who joined the team as part of her induction as an auditor on this project) on 6, 7 and 8 December 2016.

This report was written by Lucy Erber with support from Hugh Constant and Sally Trench and quality assurance provided by Edi Carmi, the overall auditing lead.

1.2 THE DIOCESE

The Diocese of Coventry is one of the smaller dioceses of the Church of England, comprising 199 parishes and 240 churches served by 167 licensed clergy.

The area covered by the Diocese is both urban and rural, and is perhaps best known for its (at the time) modern and controversial cathedral consecrated in 1964, standing next to the bombed ruins of the former, older, cathedral. The old Cathedral was hit by German bombs in the Second World War.

After the Second World War, the area became a centre for the car manufacturing industry, but this has now significantly declined in recent years meaning that there are many in the Diocese who if not long-term unemployed, are earning low/minimum wages.

The Diocese covers the following local authorities: Coventry City Council, Warwickshire County Council and a small area of Solihull Metropolitan Council

The Diocese is led by the Bishop of Coventry, who was consecrated in July 2008. He is assisted by a Suffragan Bishop, the Bishop of Warwick. In 2010, the Bishop of Coventry introduced a new structure for Archdeacons in the Diocese. Rather than have the usual structure whereby an Archdeacon would cover a geographical area within the Diocese, the two Archdeacons for the Diocese of Coventry cover areas of responsibility. The Archdeacon Pastor covers safeguarding, wellbeing of the clergy and church infrastructure and the Archdeacon Missioner seeks to enhance the quality of relationships within (and between) churches and local communities. At present the Archdeacon Pastor is on sabbatical.

The Diocesan Safeguarding Adviser (DSA) received 64 new referrals in 2015 and worked with 46 ongoing cases during the year. Of these, 19 cases related to children.

1.3 STRUCTURE OF THE REPORT

This report is divided into:

- Section 1: Introduction.
- Section 2: The Findings of the auditors: the auditors have made links with the S. 11 (Children Act 2004) audit form completed by the Diocese in preparation for the audit.
- Considerations for the Diocese are listed, where relevant, under each finding in section 2: 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 its safeguarding planning in the future.
- Section 3: Conclusions providing an overview of what is working well, what needs to work better and a summary of considerations for the Diocese.
- Appendix, providing detail of the methodology along with any limitations of the audit

2 FINDINGS

2.1 SAFEGUARDING MANAGEMENT

Overall, the culture in the Diocese of Coventry is open to learning and taking safeguarding forward in whatever way it can.

The Bishop of Coventry identifies himself as having ultimate accountability for safeguarding. His appointed lead for safeguarding is the Diocesan Secretary. The Bishop of Coventry meets with the Diocesan Safeguarding Adviser (DSA) three times per year, and this is often also attended by the Archdeacon Pastor and Diocesan Secretary. Aside from this meeting the Bishop was also clear that the DSA should have ready access to him whenever she requires it. The DSA has said that she is perfectly comfortable about contacting the Bishop whenever she needs to.

The Diocesan Safeguarding Scrutiny Group (DSSG) undertakes the strategic oversight of safeguarding within the Diocese. The Bishop feels that this group is invaluable to him as he feels it is this body which can scrutinize their systems and hold him to account. This Group is chaired by a person independent of the Diocese, a retired solicitor who spent his career specialising in family law. This role is undertaken on a voluntary basis. There is some thinking around how the DSSG reports its work to maximise accountability for safeguarding. Consideration is being given to options, including reporting to the Diocesan Synod or the Bishop's Council.

There is also a Diocesan Operational Safeguarding Team (DOST) meeting every six weeks. This comprises the DSA, the Diocesan Secretary and the Archdeacon Pastor whereby numbers, and the nature, of new referrals are discussed and brief updates on open cases are shared. The notes from this meeting are shared with the members of the DSSG and the BCST (Bishop's Core staff team).

The Diocese has developed a Safeguarding Roadmap that identifies the areas of development that have already taken place, and what is planned for the next two years.

The monitoring of safeguarding in the parishes is undertaken through the Articles of Enquiry and the parish Visitations, undertaken by the two Archdeacons. There are several questions on the Articles of Enquiry that relate to safeguarding.

There are good links with the Cathedral in Coventry. The DSA also undertakes casework when required regarding concerns arising in the Cathedral, and the training programme is also accessed by Cathedral clergy, lay staff and volunteers.

Safeguarding is embedded and widely owned within the Diocese as illustrated by, for example, including it on the Risk Register.

(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.)

2.2 DIOCESAN SAFEGUARDING ADVISER

The Diocese of Coventry employs a full-time DSA, a part-time (20 hours per week) assistant DSA (temporary post) and a part-time Diocesan Safeguarding Assistant (DS Assistant) (temporary post). The overall safeguarding capacity in the Diocese amounts to 72 hours per week.

The full time DSA is a qualified social worker who is registered with the Health, Care and Professionals Council (HCPC). Prior to becoming a social worker, she had also been a foster carer. As a social worker, she has worked within a local authority setting undertaking statutory children's social work, eventually becoming a team manager. She has also worked in a Family Centre and for NCH Action for Children. She has been in post since 2009. In the past year, two new posts (part-time Assistant DSA and DS Assistant) have been created. The Assistant DSA was a police officer for 23 years before retiring, spending much of her career working in child abuse investigation teams, and Public Protection Units. The DS Assistant was a Parish Safeguarding Officer for many years, within the Diocese of Coventry. She also job shares a role running the Together for Change Project (a charitable joint venture between the Diocese of Coventry and the Church Urban Fund to resource and equip churches to transform their communities and tackle issues of systemic poverty).

Casework is undertaken by the DSA and the assistant DSA. The DS Assistant concentrates on making links with parishes, those that are struggling with Safer Recruitment, training etc.

There are job descriptions and person specifications in place for all these roles. The two more recent roles remain temporary, although additional resources have been identified in the 2017 budget to extend these roles and a review of the ongoing needs for these post is to be considered ahead of the 2018 budget setting process. The Diocesan Secretary is supportive of ensuring the Diocese commits the necessary resources to meet safeguarding needs. There is no formal out-of-hours service, but the DSA does answer emergency calls at weekends and in the evenings.

The DSA is line managed by the Diocesan Secretary, and receives six-weekly professional supervision from a former DSA who is also a qualified social worker. This is paid for by the Diocese and commendably integrated into the safeguarding management structure through the formal contract, recording and annual review arrangements. Written records are kept of each supervision session and there is a written contract in place stating that the supervisor will contact the line manager if there are any concerns about practice. There is also an annual review of supervision between the DSA, supervisor and line manager. The DSA supervises both the assistant DSA and the DS Assistant.

The safeguarding team is very highly regarded by the Bishop, his staff team, partner agencies and members of the Parish Focus Group. Everybody spoke of the DSA's availability (even outside working hours), the professional knowledge and overall approachability of the team. Many also remarked that they had no idea how the DSA managed without the recently appointed new staff. Positive feedback regarding the work undertaken by the DSA was also received from a Local Authority Designated Officer (LADO), Probation, and the Police Public Protection Team.

(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

Consider a way to formally acknowledge the out-of-hours provision provided by the DSA.

2.3 DIOCESAN SAFEGUARDING SCRUTINY GROUP

The Diocesan Safeguarding Scrutiny Group (DSSG) in the Diocese of Coventry has an independent, and voluntary, Chair who is a retired Family & Public Law Solicitor.

The membership is made up of:

- the Chair
- Chair of Coventry NHS Trust
- Senior Police Officer
- Children's Guardian
- Head of Legal Services (Coventry City Council)
- the DSA (observer)
- the Diocesan Secretary (observer)

The Group meets two or three times per year, and there is a Terms of Reference in place.

The Chair meets with the Bishop once or twice per year.

The DSSG undertakes a dip sample audit of live cases, and challenge when they have a concern about casework. There is one current case that they have raised with the Bishop to address.

In the conversation that the auditors had with some members of the DSSG, they acknowledged that they had yet to really take forward any issues regarding adult safeguarding, and felt that they lacked a representative from Adult Social Services on the Group. They also said that they had discussed at the most recent meeting the issues around the number of people with up-to-date safeguarding training.

The auditors did have some concerns about the focus on current casework by the DSSG, which appears to be a management task, as opposed to the quality assurance function of examining closed cases to develop learning. Also, the Group needs to develop its strategic functions including an equal overview of the progress of adult safeguarding and scrutinising numbers being trained (which has been quite

a long-standing issue). Reviewing the Terms of Reference of the Group, in line with the forthcoming change in national policy, will assist in identifying the relevant role of the Group vis a vis casework.

(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

Try and recruit a representative from Adult Services onto the DSSG.

Consider the best way to re-visit and re-focus on the Terms of Reference for the DSSG in line with the forthcoming new national safeguarding policy.

2.4 GUIDANCE, POLICIES AND PROCEDURES

The Diocese of Coventry uses all the relevant safeguarding guidance, procedures and training programmes produced by the National Safeguarding Team. The adoption by the Diocese of relevant national policies and procedures is outlined in the document Safeguarding Policy for the Diocese of Coventry. The Coventry Synod has adopted all relevant safeguarding procedures.

The diocesan website contains links, and commentary, to all relevant safeguarding guidance and procedures, in a clear and easy-to-use manner. Guidance regarding Safer Recruitment is particularly good, whereby a flowchart has been developed to follow through whenever recruitment takes place. This work has been undertaken by the Director of Projects and Communications. Members of the Focus Group also remarked that they found the diocesan website very easy to use to access information.

However, the Focus Group said that it would value some guidance regarding data storage of all paperwork relating to safeguarding.

(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.)

Considerations for the Diocese

Develop guidance for parishes on data storage regarding all safeguarding paperwork and documentation.

2.5 CASEWORK

The auditors audited 22 cases, three related to adults, 18 to children and one was deemed as not being a safeguarding case.

The Diocese has many adult safeguarding cases, mainly regarding domestic violence and adults with learning disabilities. Of note, it was mentioned several times throughout the audit conversations that statutory adults' services are becoming

increasingly reliant on resources and services that the Church provides (such as visiting services, food banks) as their resources are being reduced.

All audit forms have been shared with the Diocese, and, where required, corrective action identified. Any cases of concern were discussed with the DSA and her line manager, whilst the auditors were onsite.

Referrals were dealt with promptly, evidenced not only from files, but also from feedback from the Focus Group and from outside agencies.

The Diocese of Coventry have introduced a very good system of RAG rating risk (whereby a case is designated as Red, Amber or Green depending on level of risk) on each case, which is then reported in to the Bishop's Staff team. It enables the Diocese to identify the level of risk posed to others, risk of criminal proceedings, risk of reputational harm etc. The auditors felt that this is a very effective way for the Bishop and his team to be aware of what risk is being carried by the Diocese regarding safeguarding.

However, although this system does rate risk on each case, written risk assessments are not being undertaken in line with the Church's Practice Guidance: Risk Assessment for Individuals who may Pose Risk to Children or Adults¹ which would demonstrate, and evaluate, how such a risk rating had been arrived at. The auditors felt that the RAG rating system is a very positive initiative and wondered if this system and written risk assessments could, in some way, be combined, to complement each other.

The auditors also viewed several Type B Risk Assessments that had been undertaken by external safeguarding professionals, and these had been very well commissioned with expectations and purpose clarified.

Core Groups were held as they were required, and with appropriate membership. Minutes were taken of meetings with clear and relevant action points and decisions being made.

Safeguarding agreements were found to be in place whenever they were needed, and were signed by the DSA, which the auditors felt demonstrated ownership by the Diocese. Whilst it was clear from the quality of the safeguarding agreements that they were being based on the risk that was presented, with the lack of a written risk assessment it was unclear how that assessment had been arrived at.

The auditors found that there were timely responses to allegations. Local Authority Designated Officers (LADOs) were consulted with promptly and where appropriate. There was liaison with all relevant agencies when this was required, and appropriate information sharing. This was also confirmed by feedback prior to the audit by external agencies.

There was one case that the Chair of the DSSG raised with the lead auditor, where

¹ <https://www.churchofengland.org/media/2254753/risk%20assessment%20guidance.pdf>

he had concerns that recommendations from the Type B Risk Assessment had not been followed through in a timely manner. This case was audited, and in fact was being resolved at the point that the audit was taking place. Although the situation of concern had taken time to resolve, this was not through inaction or drift, but lack of opportunities, and the person of concern was not taking part in activities with young people during this period.

The auditors looked at a case involving historical sexual contact between two consenting males. Whilst the presenting behaviour was not, in the view of the auditors, appropriate for someone in a Church position, there was some concern that this was being treated as a safeguarding case. They wondered if the activity had been between members of the opposite sex then it simply would have been a matter where the individual concerned would not have been given Permission to Officiate (PTO), rather than the matter requiring the input of the DSA.

For the purposes of the audit, paper files were reviewed. These were very neat and tidy, divided into easy-to-identify sections and following the 'story' was done with ease. The files were organised in line with relevant guidance Safeguarding Records: Joint Practice Guidance for the Church of England and the Methodist Church 2015². The Diocese is currently in the process of introducing an electronic database for recording and maintaining files.

(Reference: part 1 of S. 11 audit: Provide access to a risk assessment service so the Bishop and others can evaluate and manage any risk posed by individuals or activities within the Church.)

Considerations for the Diocese

Written risk assessments need to be undertaken in line with the House of Bishops' guidance.

Explore ways to combine risk assessments with the RAG rating system currently in place.

2.6 TRAINING

Training within the Diocese of Coventry is undertaken by the DSA and one of her colleagues. It is delivered in line with the recent Learning and Development Practice Guidance. Until the extra capacity came into place in the safeguarding team, training had been a significant challenge to deliver. Although the extra capacity has helped, delivery of safeguarding training remains a challenge in terms of the pure numbers who need training and the resources available to deliver it. The auditors were shown data that clearly shows this and would share these concerns.

2

<https://www.churchofengland.org/media/2254792/safeguarding%20joint%20practice%20guidance%20-%20safeguarding%20records.pdf>

All licensed clergy have had safeguarding training, and it is of note that the Bishop held a clergy development day recently that was entirely dedicated to safeguarding within the faith environment. This is the second year that this has taken place and it is now considered an annual event. There remain some people with PTO who still require training.

Training for those within the parishes still requires some work and it was only very recently that data has been collected regarding how many require safeguarding training, and when their training will need to be updated.

The auditors were told that there remains some resistance to safeguarding training in some of the parishes. The safeguarding team is very aware of this and is making considerable efforts to engage with these parishes, via the work of the DS Assistant.

There is also an initiative, on a Deanery basis, to recruit volunteer trainers, who are then able to train within their Deanery areas. Train the Trainers is also going to be rolled out during the coming year. It is hoped that these two initiatives will in some way relieve the pressure on the DSA and her colleague delivering all the safeguarding training.

Whilst the Diocese has made considerable efforts to ensure that members of the clergy have up-to-date safeguarding training, emphasis is now being placed on staff and volunteers within the parishes. The safeguarding team has a plan to approach this, and the auditors feel that the DSSG could have a useful role in monitoring this and providing challenge if, and when, required.

(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

The DSSG to consider how it can monitor, and hold to account, the Diocese regarding numbers of people who require safeguarding training, if they are accessing it and, once trained, whether they are using it effectively.

2.7 SAFE RECRUITMENT OF CLERGY, LAY OFFICERS AND VOLUNTEERS

The auditors reviewed six clergy Blue Files and four non-clergy files. No volunteer files were reviewed. The Diocese has adopted the 2016 Safer Recruitment Practice Guidance³.

³ www.churchofengland.org/media/2254766/safeguarding%20practice%20guidance-%20safer%20recruitment.pdf%20safer%20recruitment.pdf

The Blue Files for members of the clergy were quite mixed. Most did have application forms, but not many had references or evidence of DBS result (with only one having clear evidence of a DBS being undertaken). The Diocese has explained that:

- The application forms and references were missing from two of the files as they were waiting to be filed at the time of the audit, and the DBS data is held in the Diocesan office but that no appointment is finalised until the DBS is received.
- The DSA reviews all the files and has a checklist that records the date of the DBS and the date the next is due. This checklist is held on the Blue File, in line with the Personal Files Relating to Clergy guidance from the House of Bishops March 2013 paragraph 27 on DBS. If this information is kept in a consolidated list for the Diocese rather than on personal file, there should be a cross reference on the personal file.

However, the auditors did not locate such a reference to the DBS on the files they examined. It is not known if this is because it was not easy to locate or if this was missing.

There was evidence of Safer Recruitment on the files of lay officers. Evidence of DBS clearance was not found on one file, but was present on three others. On another file, the applicant had had a blemished DBS and the DSA had undertaken a very good risk assessment.

(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

Safer Recruitment needs to be consistently evidenced on Blue Clergy files and the evidence needs to be easily located.

2.8 DISCLOSURE AND BARRING SERVICE (DBS)

The Director of Projects and Communications has developed a system that: logs all DBS checks; cross-checks the safe recruitment of clergy and readers; and highlights DBS checks that will soon need to be renewed. Members of the Focus Group said that the system worked well and that it was easy to use.

In 2015, the Diocese applied for 1,029 DBS checks. Of these, 12 were blemished and were subject of a risk assessment.

2.9 COMPLAINTS AND WHISTLEBLOWING

2.9.1 Complaints

The Diocese needs to develop a complaints policy which specifically includes the process for dealing with complaints about the service received by safeguarding, and distinguishes this from what you do if you have a safeguarding concern about a child or vulnerable adult. This is recognised in the 2016 Safeguarding Development Roadmap.

The information about complaints specifically about safeguarding could usefully be used to enable the Diocese to collate information from complaints and learn from any issues that arise. This information could also usefully be fed back to the DSSG on an annual basis.

2.9.2 Whistleblowing

The Diocese of Coventry does not have a whistleblowing policy that includes how to whistleblow about concerns relating to the safeguarding of children and young people or vulnerable adults. Such a policy needs to be developed.

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

Develop a complaints procedure which specifies how to deal with complaints about the safeguarding service.

Review the existing whistleblowing policy in light of recommendations published in the national safeguarding consultation document published in October 2016.

2.10 QUALITY ASSURANCE PROCESSES

The DSA has professional supervision, which is a form of quality assurance, and she, in turn, supervises the other two staff that make up the safeguarding service in the Diocese. The DSSG also undertakes regular audits of cases.

The Director of Communications and Projects has developed a safeguarding self-audit for parishes to use to show progress, highlight gaps etc. This is about to be rolled out.

The DS Assistant is also in the process of working closely with parishes to ensure that they have in place all requirements that relate to safeguarding. As the DS Assistant is new in post, this work is in its early stages. It was stated by several people whom the auditors had conversations with that some parishes were more engaged with the requirements of safeguarding than others. It may be of assistance if this work was planned with clear targets and timescales, and monitored by the DSSG.

Considerations for the Diocese

Consider a workplan for the DS Assistant in planning her work in engaging with the parishes.

2.11 MONITORING OF SAFEGUARDING IN PARISHES AS PART OF ARCHDEACON'S RESPONSIBILITIES

In the Diocese of Coventry, the two Archdeacons undertake their Visitations together. This is done to show a 'united' front, and it is possible as Coventry is a relatively small diocese.

Questions regarding safeguarding are also included in the Articles of Enquiry, although the view was expressed that the questions asked do not judge the depth of understanding of what is required, or the exact level of compliance.

It may be helpful if the DSSG had this information compiled to inform itself about safeguarding within the parishes.

Considerations for the Diocese

Consider ways to share the findings of the Visitations and Articles of Enquiry at the DSSG.

2.12 RESOURCES FOR CHILDREN AND VULNERABLE ADULTS

There is not a formal Authorised Listeners Service in place in the Diocese of Coventry, although the Safeguarding Roadmap recognises that this requirement is outstanding and needs to be developed.

The auditors were told that there are two voluntary counselling organisations in Coventry and Nuneaton where survivors can be referred to, if required. However, members of the Focus Group were not aware of this and did not know what support they could potentially refer people too.

Considerations for the Diocese

Develop a service that gives survivors the opportunity to talk to skilled people who are independent of the Church, and, in the meantime, publicise widely the resource that can be accessed in the meantime.

2.13 INFORMATION SHARING

The DSA shares information appropriately, and when required, with relevant external agencies. This is clear from the files that were audited, and both from the written feedback received prior to the audit, and from conversations held during the audit.

Members of the Focus Group said that they felt very supported by the Director of

Projects and Communications whenever there were safeguarding issues regarding a member of the clergy, and a statement was required to be given to the congregation.

The Diocese of Coventry is represented, by the DSA, in an ecumenical safeguarding group based across the region. This enables networking and information sharing across the various faiths represented in the Diocese.

2.14 LINKS WITH NATIONAL SAFEGUARDING TEAM

Both the Bishop and the DSA are aware of the overall direction of travel regarding safeguarding in the Church of England, and are fully engaged with the initiatives that the National Safeguarding Team is undertaking to develop and promote this. The DSA is linked in with the national and regional DSA network.

2.15 NATIONAL SYSTEMIC SAFEGUARDING ISSUES

Members of the Focus Group said that they felt overwhelmed at the amount of new guidance and procedures being developed centrally that they had to implement, particularly bearing in mind many of them undertook their respective duties on a voluntary basis alongside paid work.

3 Conclusions

3.1 WHAT'S WORKING WELL?

- A very good DSA who is well respected, internally and by outside agencies, with whom she has good links. She has very good relationships with other faiths and is active within regional DSA and ecumenical safeguarding groups.
- The makings of an effective and robust safeguarding team.
- The Director of Projects and Communications adds significant value to safeguarding in developing online systems to track training, DBS, monitoring in the parishes etc. and in giving guidance to parishes when either clergy or a member of the congregation is the subject of a safeguarding allegation. He has shortened and clarified guidance and policies into easily understandable, plain English documents.
- The Bishop has a clear understanding of his safeguarding role and sees it as his ultimate responsibility. He has a positive working relationship with the DSA and has introduced annual safeguarding study days for members of the clergy over and above their required safeguarding training.
- The Bishop has shown his consideration of safeguarding in his restructure of the Archdeacons' responsibilities by creating the consistency of having one Archdeacon responsible for safeguarding across the Diocese.
- The Diocesan Secretary is committed to securing the future of safeguarding within the Diocese in committing funding for extra posts where required.
- The levels of scrutiny by a largely independent group of relevant professionals making up the Diocesan Safeguarding Scrutiny Group (DSSG) can provide healthy challenge to the Diocese. The Bishop highly values this function.
- Case files are very well maintained and it is easy to find key information and ascertain the main issues.
- Quality of safeguarding training being delivered was rated as high by all those who spoke about it.

3.2 AREAS FOR FURTHER DEVELOPMENT

- Risk assessments, whilst being done, need to be in line with the House of Bishops' Guidance, formally recorded and on file.
- Awareness needs to be developed regarding Adult Safeguarding.
- Better support to survivors of abuse is needed, with more publicity and promotion of any service or resource on offer to survivors.
- There are concerns that the DSSG is becoming over-involved in casework rather than strategic scrutiny – the scrutiny of training and the numbers who are trained is an example of an area the DSSG could usefully be closely monitoring.
- Training – there is a huge demand and a limited supply. There are plans to address this but it needs to be a priority.
- There is an ongoing challenge to ensure that parishes both comply with safeguarding requirements but also understand why this is needed.
- Whilst there are some initiatives regarding support to PSOs, this also needs to be prioritised and developed.
- The Diocese needs to agree with the parishes' guidance about data storage regarding safeguarding and recruitment paperwork.

APPENDIX: REVIEW PROCESS

DATA COLLECTION

Information provided to auditors

- Safeguarding Policy
- Safeguarding Development Road Map
- Examples of training modules
- DBS guidance for volunteers and paid staff
- Safeguarding Statistical returns 2014 and 2015
- Deceased Clergy Review
- Deceased Clergy Review update
- Training Materials
- Deanery Trainer role description and reference request letter
- Diocesan Accountability and Responsibilities for Safeguarding
- Terms of Reference for the DSSG
- Minutes of last two meetings of the DSSG
- Minutes of the last three meetings of the DOST
- Notes of a Case Review
- Past Cases Review Screening Questionnaires
- Safeguarding governance documents

Participation of members of the Diocese

- Bishop of Coventry
- Archdeacon Missioner
- Diocesan Secretary
- Independent Chair of the DSSG (by telephone)
- Two Independent members of the DSSG
- DSA
- Assistant DSA
- Diocesan Safeguarding Assistant
- Director of Projects and Communications
- Parish Focus Group comprising:
 - four incumbents
 - two Churchwardens (one was also a Parish Safeguarding Officer)
 - one Youth Worker
 - one Pathway Project Manager
 - three Parish Safeguarding Officers
 - one Parish Administrator
 - one Cathedral volunteer.

The audit: what records / files were examined?

- 22 casefiles (18 relating to children, three relating to vulnerable adults)
- six clergy Blue Files
- four lay diocesan officers