

**Chair of the Diocesan Safeguarding Advisory Panel**

**Role Description**

**Overall Purpose of the Post**

To work with the Diocesan Bishop, the senior staff team, The Diocesan Safeguarding Adviser and members of the Diocesan Safeguarding Advisory Panel (DSAP) to ensure that the DSAP’s advisory and scrutiny functions are carried out effectively.

**Principal Duties**

1. To chair meetings of the Diocesan Safeguarding Advisory Panel (DSAP), including, where appropriate any additional DSAP meetings convened as a response to specific circumstances.
2. To provide effective leadership to DSAP, including agreeing the agenda with the Diocesan Safeguarding Adviser (DSA), agreeing and signing off minutes/action plans, chairing the meetings and monitoring the follow-up actions.
3. To ensure the DSAP discharges it role and functions in line with the terms of reference.
4. To ensure that there are clear safeguarding arrangements in place (and where appropriate a Service level agreement) between the diocese and those parts of the Church in the Diocese with their own decision-making bodies e.g. the Cathedral and advise on any necessary action.
5. To work with the DSA and senior staff to ensure the panel has a strategic overview of safeguarding practice across the diocese in line with the House of Bishops’ policy and practice guidance, together with appropriate quality assurance and risk management processes. This will include ensuring that an up to date safeguarding strategy is in place and is regularly reviewed.
6. To ensure that DSAP considers the needs and views of victims/survivors and there is a suitable professional member who is familiar with these needs and views, who can be the voice of survivor panels.
7. To ensure that DSAP considers the needs and views of children, young people and vulnerable adults in its work and that all these panels are appropriately represented on the DSAP.
8. To work with the DSA and senior staff involved in the recruitment of DSAP members and of paid staff in the Diocesan Safeguarding Team to ensure that there are adequate resources; that there is sufficient capacity and diversity of skills set and experience/background of members to provide a high-quality safeguarding service to the Diocese.
9. To be willing to be available for regular meetings with the DSA in line with Practice Guidance requirements of the role.
10. To advise, where necessary, the Diocesan Bishop, and/or Diocesan Secretary on specific concerns/issues relating to the Diocesan Safeguarding Team and or the DSAP. Where appropriate to raise and report any concerns/issues as part of whistle blowing arrangements, including to the National Safeguarding Team if necessary.
11. To engage in the Independent Chairs’ national and regional network meetings, as required.
12. To respond to correspondence sent to the Independent Chair, with support where appropriate from officers of the Diocese.
13. To produce with the assistance of the DSA an annual report for Bishop’s Council, Cathedral Chapter and Diocesan Synod on the work of the DSAP, advising and making recommendations on the development and effectiveness of safeguarding arrangements.
14. To ensure that the DSAP receives and discusses information and themes from Quality Assurance processes, self-assessments, lessons learnt reviews, independent audits and file audits to make recommendations for improving safeguarding arrangements as needed.

September 2023