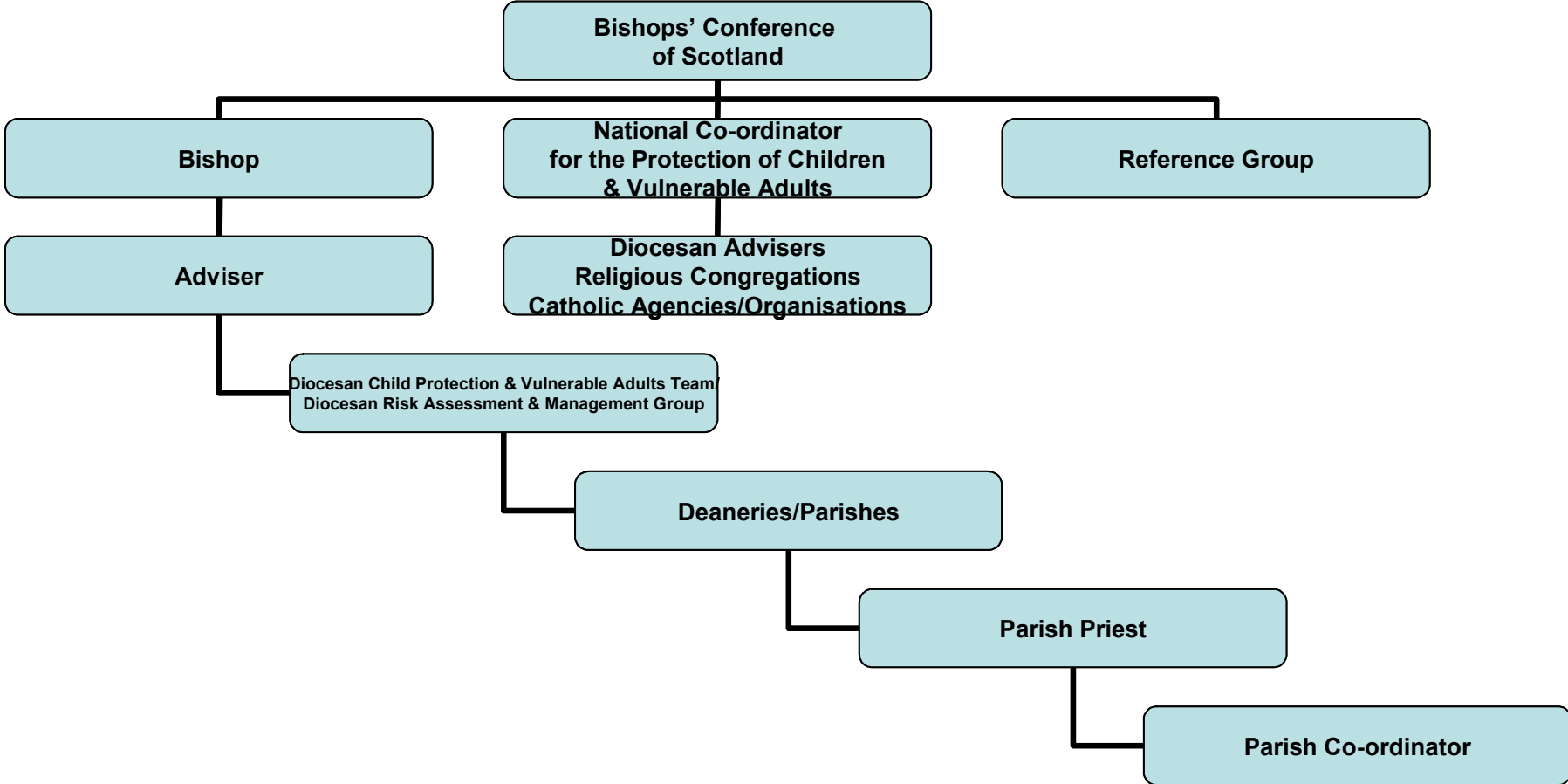


STRUCTURES/ROLES

1. INTRODUCTION

The establishment of appropriate structures is required to implement the single set of policies and procedures for safeguarding children, young people and vulnerable adults.



2. THE ROLE OF THE CHURCH

- The role of the Church is to be alert to the need to act in the best interests of children, young people and vulnerable adults and in co-operation with key agencies in order to protect them from harm and abuse.
- The responsibilities of the Diocese, Parishes, related organisations and individuals extend to: Training, Prevention, Reporting, Interagency Co-operation and Support.
- In line with accepted practice, the Bishop has ultimate responsibility for safeguarding within his Diocese.
- The policies and procedures provide the necessary information and advice for all personnel carrying out these responsibilities. They will be updated as required to take account of changes in legislation, policy and practice.
- The Dioceses require that these policies should be available for reference at all times and should be regularly brought to the attention of all who have a responsibility for the welfare of children, young people and vulnerable adults. They should also be brought to the attention of all temporary, visiting and newly appointed personnel as they take up post.
- The care and protection of children, young people and vulnerable adults is the responsibility of the whole Church. Everyone who participates in the life of the Church has a role to play in creating an environment in which vulnerable people can develop and be safe.

3. THE WORK OF THE NATIONAL OFFICE FOR THE PROTECTION OF CHILDREN AND VULNERABLE ADULTS (NOPCVA)

3.1 The National Co-ordinator for the Bishops' Conference of Scotland and Personal Assistant exist to:

- continue the development of policy and procedure on child protection and vulnerable adults;
- co-ordinate the development of a system of standards in recruitment including criminal record checking;
- work with the members of the Diocesan Child Protection and Vulnerable Adults Team to ensure that Church policy is implemented;
- work in conjunction with the Diocesan Child Protection and Vulnerable Adult Teams to facilitate training for clergy, co-ordinators and children's/vulnerable adults' workers by offering training materials/sessions;
- develop resources relating to child protection/vulnerable adults;
- provide support, advice and guidance when child protection/vulnerable adult issues arise;
- liaise with other church denominations, statutory bodies and other voluntary organisations.

4. THE ROLE OF THE DIOCESAN ADVISER

4.1 *Purpose of the Adviser:*

- 4.1.1 To assist the Bishop with private and confidential advice and information in relation to case-specific circumstances.
- 4.1.2 The Adviser has a central role in providing support and may also chair the Diocesan Child Protection and Vulnerable Adults Team meetings (and any subgroups thereof) in implementing policies in order to:
- ***help develop effective protection policies and practice;***
 - ***support the Diocesan Child Protection and Vulnerable Adults Team in informing and advising the Bishop on good practice in managing all matters relating to allegations of abuse.***

4.2 *Key Role:*

- To advise the Bishop and senior members of his team.
- To guide the Diocesan Child Protection and Vulnerable Adults Team (and any subgroups thereof).
- To work closely with key members to help co-ordinate, plan and monitor all aspects of the protection of children, young people and vulnerable adults within the Diocese.

4.3 Tasks:

- To attend meetings of the Diocesan Child Protection and Vulnerable Adults Team (and any subgroups thereof).
- To maintain close links with the National Co-ordinator for the Protection of Children and Vulnerable Adults.
- To contribute to developing national policies and good practice through the National Advisers' meeting(s) and membership of National Working Groups.
- To help ensure that national standards, policies and guidelines are met throughout the Diocese in relation to:
 - *an effective response when allegations of abuse are received or concerns expressed;*
 - *keeping appropriate accurate and timely written case records;*
 - *the effectiveness of protection policies and practice;*
 - *the training and support of the Deanery and Parish Co-ordinators (PCs);*
 - *raising awareness of child protection/vulnerable adult issues within the Church community;*
 - *promoting effective training in relation to issues and responsibilities for all engaged directly or indirectly in work with children, young people and vulnerable adults;*
 - *commissioning of an annual audit to the Bishop and to the National Office for the Protection of Children and Vulnerable Adults on actions taken and progress made;*
 - *maintaining links with other agencies in the area relating to safeguarding issues (e.g. Police, Social Work, Health).*

4.4 Skills and Experience:

4.4.1 It is essential that the Adviser will have:

- ***recognised expertise and experience in child protection/vulnerable adult issues;***
- ***experience of working for the statutory agencies or working closely with them;***
- ***sound knowledge of current legislation, policy and good practice in the protection of children and vulnerable adults;***
- ***a commitment to assist the Church to adhere to agreed national standards.***

4.4.2 It is essential that the Adviser will have a knowledge and understanding of:

- ***the impact and causes of child abuse;***
- ***legal, organisational and interagency responses to child abuse;***
- ***understanding the dynamics of child sexual abuse;***
- ***policy development and implementation;***
- ***the strategy of the Church in Scotland for the protection of children, young people and vulnerable adults and the prevention of abuse.***

4.5 Personal Qualities

4.5.1 A commitment to:

- ***high professional values and standards;***
- ***the ethos of the Catholic Church in relation to safeguarding policies;***
- ***the protection and welfare of children, young people and vulnerable adults;***
- ***promote the avoidance of unlawful discrimination;***
- ***professional development and supervision.***

4.6 Note:

- It has been agreed by the Bishops' Conference of Scotland that it would not be appropriate for members of the Clergy to perform the role of the Adviser.
- The Adviser's role is not an administrative one, nor an "accounting" position, which lies with individual parishes/associated organisations.
- *While "investigation" is not part of the role, Advisers may agree to additional mutually acceptable functions consistent with the position. Caution should, however, be exercised in extending the activities beyond what is reasonable and practical.*

5. THE ROLE OF THE DIOCESAN CHILD PROTECTION AND VULNERABLE ADULTS TEAM

5.1 *Introduction*

- 5.1.1 Since the introduction of the Code of Good Practice 'Keeping Children Safe', each Diocese has been required to establish an appropriate structure to maximise the effectiveness of its policies and procedures for the protection of children, young people and vulnerable adults.
- 5.1.2 Leadership and acceptance of responsibility to seek opportunities to share good practice and learning in this challenging area are vital. Good practice is evident where a Bishop is fully supported by an experienced Adviser and a Diocesan Team for the Protection of Children, Young People and Vulnerable Adults that is well composed in terms of skill mix and experience.

5.2 *The Role of the Diocesan Team for the Protection of Children and Vulnerable Adults*

- 5.2.1 The purpose of this team is to ensure that each Bishop has available to him the necessary advice, support and expertise in relation to child protection and vulnerable adult issues.

The core membership of the group should include among its membership relevant experts, diocesan and parish representatives, and representatives from appropriate agencies, e.g. child/adult care, law, youth office, police, health, education.

- 5.2.2 The Diocesan Team for the Protection of Children, Young People and Vulnerable Adults has the following responsibilities:

- ***to advise the Bishop on matters relating to the protection of children, young people and vulnerable adults in the Diocese;***
- ***to ensure that national policies and procedures in relation to the protection of children, young people and vulnerable adults are implemented;***
- ***to act as a resource and support to the Diocesan Adviser;***
- ***to liaise with the National Office for the Protection of Children and Vulnerable Adults on arrangements and procedures;***

- ***to assist the Adviser to conduct an annual audit in collaboration with the National Office on safeguarding issues;***
- ***to arrange information and training opportunities for all those engaged directly or indirectly in work with children, young people and vulnerable adults.***

5.2.3 The Group should meet at least quarterly.

5.3 Subgroup – The Diocesan Risk Assessment and Management Team

- 5.3.1 The Bishops' Conference of Scotland requires the establishment of a Diocesan Risk Assessment and Management Team in each Diocese.
- 5.3.2 An established Diocesan Risk Assessment and Management Team in each Diocese will ensure independent scrutiny to support and assist the Diocesan Adviser to oversee and manage the process around current issues.
- 5.3.3 The role is as follows:

5.3.3.1 Accountability

The Diocesan Risk Assessment and Management Team is accountable to the Bishop.

5.3.3.2 The Role of the Diocesan Risk Assessment and Management Team

The Diocesan Adviser and the Diocesan Risk Assessment and Management Team will work closely with the Bishop, Vicar General and others in the management of individual cases and in the general implementation of child protection and vulnerable adult strategies and policies.

The team has seven main functions, which are:

- *to agree clear and unambiguous arrangements with all personnel within the Diocese for liaison, consultation and working together regarding allegations;*
- *to ensure that the Bishop/Leader receives full information relevant to child protection and vulnerable adult incidents together with recommendations;*

- *to receive all information relating to child protection and vulnerable adult matters from the Diocese. (For example, confidential reference can be made to the team regarding Disclosure Scotland information which would require a decision by the lead signatory.)*
- *to ensure effective liaison with the statutory agencies;*
- *to keep a record of all meetings, discussions and decisions taken and place them in a confidential child protection and/or vulnerable adult file;*
- *to support and advise on matters regarding long term arrangements for members of the Church (Clergy, Religious and Laity) who are known abusers of children;*
- *to address the issue of parishioners who pose a risk to children.*

N.B. It is **not** the responsibility of the Diocesan Risk Assessment and Management Team to investigate suspected or alleged abuse, evaluate the grounds for concern or seek proof.

It is the responsibility of the team to use their professional judgement to address issues of concern.

5.4 Membership

5.4.1 The membership that follows is the essential minimum effective partnership of the Diocesan Risk Assessment and Management Team.

- A member with experience and expertise in relation to vulnerable groups will chair the meeting (e.g. the Diocesan Adviser).
- Other members who bring experience in and contacts with specific aspects of the process. They should cover statutory agencies such as:
 - ***Social Work***
 - ***Police***
 - ***Scottish Children's Reporter Administration.***
- It is entirely appropriate for additional members to be invited to join the Diocesan Team if this is so decided locally.
- In addition to the membership, the Bishop's representative attends the risk assessment meeting to listen to the deliberations of the team and, where appropriate, to assist them in their deliberations. This representative should carry responsibility for issues relating to the protection of children, young people and vulnerable adults. When the risk assessment involves a member of the Clergy or a member of Religious, canonical involvement in the group would be appropriate.

5.4.2 However, it is essential to demonstrate, beyond doubt, that the advice given to the Bishop by the Diocesan Risk Assessment and Management Team is both objective and based on the paramountcy principle.

5.5 Process

5.5.1 The Diocesan Risk Assessment and Management Team will meet as required for the following:

- *to ensure effective assistance and support for the Diocesan Adviser;*
- *to share information;*
- *to communicate with the National Co-ordinator;*
- *to review current cases and make recommendations;*
- *to identify gaps in the development of the safeguarding strategy, establishing and monitoring remedial action;*
- *to consider new issues/cases;*
- *to draw attention to national policies/procedures and provide feedback;*
- *to identify issues requiring national policy.*

5.6 Note

5.6.1 Members of the Diocesan Risk Assessment and Management Team should always remember that all information should be treated with appropriate confidentiality, i.e. it is to be shared only on a 'need to know' basis; therefore (as a reminder), 'confidentiality' must always be point (1) on the agenda of each meeting.

6. THE ROLE OF THE PARISH PRIEST

6.1 Every Parish Priest has a duty to be fully conversant with the Policies approved by the Bishops' Conference of Scotland. Together with the Parish Co-ordinator, the Parish Priest will have responsibility for ensuring good standards of practice. However, the ultimate responsibility lies with the Parish Priest, who should:

- implement the Bishops' Conference of Scotland's Safeguarding Policies;
- appoint at least one Parish Co-ordinator and make sure that all the volunteers who work with children, young people and vulnerable adults know that there is a named person;
- register the name and address of their Parish Co-ordinator with the Diocesan Child Protection and Vulnerable Adults Office;
- ensure that the Parish Co-ordinator attends appropriate training when appointed to the position, and further training as required;
- ensure that the Parish Co-ordinator attends training in the processes relating to Disclosure Checks;
- comply with the Church's policies and systems in relation to Disclosure Checks;
- adhere to the Church's recruitment procedures;
- create and maintain an accurate record of all persons serving as children's/young people's/vulnerable adults' workers;
- ensure that all voluntary and paid persons working with children/young people/vulnerable adults appreciate the necessity of undertaking training.

7. THE ROLE OF THE PARISH CO-ORDINATOR

- 7.1 All Parishes are required to have a Parish Co-ordinator who has been appointed in accordance with the Church's selection and recruitment process. This must include a 'Disclosure Check'.
- 7.2 The main purpose of the post is to **support** the Parish Priest to ensure that all policies approved by the Bishops' Conference of Scotland are effectively and appropriately implemented in the Parish.
- 7.3 The Parish Co-ordinator is appointed by and is responsible to the Parish Priest. The Parish Priest has the responsibility for all child protection and vulnerable adult issues within the Parish. Appointing a Parish Co-ordinator for a Parish enables a 'two heads are better than one' approach to sharing of information, collective thinking and collaborative action.
- 7.4 The Parish Co-ordinator should be identified as appropriate to local needs. This may mean that a Parish may identify more than one individual to undertake the role or share aspects of it. Alternatively some Parishes may decide to share a Parish Co-ordinator between them.
- 7.5 The names of all Parish Co-ordinators and the Parishes they represent should be forwarded to the appropriate designated person within the Diocese. This person should also be notified of any alterations, when made.
- 7.6 The duties associated with the Parish Co-ordinator's role will take account of the circumstances of each Parish and will be undertaken or delegated once the Parish Priest has assessed the particular circumstances of the Parish.

7.7 *Principal Duties*

7.7.1 The Parish Co-ordinator should:

- be conversant with the information contained in the Policies;
- attend appropriate training and Co-ordinators' meetings;
- ensure that any person involved in work with vulnerable groups within the Parish is aware of and understands their responsibilities to protect children, young people and vulnerable adults and to provide them with the safest environment whilst involved in Parish/Church activities;
- ensure that recruitment of those who will be working with vulnerable groups is conducted according to current procedures and that all necessary documents are completed prior to any decision to engage their services;
- assist the Diocesan Team by ensuring that all the relevant information is obtained to enable a Disclosure Check to be processed;
- maintain accurate, up-to-date records of all activities involving vulnerable groups within the Parish and those involved in running these activities;
- take a lead role, along with the Parish Priest, to promote training opportunities for all engaged in work with vulnerable groups;
- liaise with organisations that use Parish premises to ensure good practice in relation to their responsibility for the welfare and safety of vulnerable groups in their care (see Letting Church Premises in Section 4);
- be available to help volunteers and others who may wish to express concerns about vulnerable group issues;
- follow agreed procedures when information is received regarding risks or concerns involving vulnerable groups.

7.8 *The Qualities Required of a Parish Co-ordinator*

7.8.1 The Parish Co-ordinator should be:

- reliable, a good communicator, trustworthy, discreet and sensitive to the needs of vulnerable groups;
- prepared to seek advice and draw on others' experience;
- familiar with and/or have previous working experience or knowledge of dealing with safeguarding issues.

8. ANNUAL AUDIT

- 8.1 The National Office for the Protection of Children and Vulnerable Adults will conduct an annual audit of the implementation of the policies and procedures contained in this manual including the response of the Church nationally and of each Diocese to allegations and concerns of abuse.