# [Appendix 3: Model role description of Chair of Diocesan Safeguarding Advisory Panel](#_Appendix_3:_Model)

**Chair of Diocesan Safeguarding Advisory Panel (DSAP)**

**Model Role Description and Person Specification**

**Background**

Insert diocesan context information

**Role Description**

1. To provide effective leadership to the DSAP, including agreeing the agenda, in liaison with the DSA/diocesan bishop or nominated person, agreeing minutes, chairing the meetings and monitoring the follow-up actions.
2. To ensure the DSAP discharges it role and functions in line with the terms of reference.
3. To work with the DSA and senior staff to ensure the group has a strategic overview of safeguarding practice across the diocese in line House of Bishops’ policy and practice guidance, together with appropriate quality assurance and risk management processes.
4. To ensure that the group considers the needs of victims/survivors and those affected by abuse together with relevant advise.
5. To work with the DSA and senior leadership team to ensure that the DSAP is adequately resourced; that there is sufficient capacity and diversity of skills set and experience/background of members. To be involved in recruitment and succession planning.
6. To provide an ad hoc point of contact for DSAs/diocesan bishop or nominated person/members of the group outside of formal supervisory and management arrangements.
7. To advise where necessary the diocesan bishop (nominated person)/senior leadership team of specific concerns/issues. Where appropriate to raise and report any concerns/issues as part of whistle blowing arrangements.
8. To engage in the chairs national and regional network meetings, as required.

**Person Specification**

Appointees should demonstrate the following skills, knowledge and experience;

* Recent, direct and extensive professional safeguarding experience and expertise at a senior level in the relevant statutory, voluntary or judicial agency (for example local authority children and adult service, police, national children’s charity);
* Experience of case reviews, risk management and engagement and leadership of strategic partnerships;
* A confident and empowering leadership style with the ability to strategically plan, manage meetings effectively and influence people to build capacity and confidence in safeguarding practice;
* Up to date knowledge of multi-agency safeguarding practice and processes, legislation and current developments;
* An ability to promote and represent the DSAP at all levels both internally and externally.