# **Appendix 1 – Template notification to follow safeguarding policy and procedures**

Dear

As you are aware a recent allegation has been made against you in relation to a safeguarding concern. The matter has been notified to the statutory agencies for their investigation. Following conclusion of that process I will initiate a Church investigation.

While I appreciate, this is very difficult for you, I must take the allegation seriously and must address any potential risk to children, young people and/or vulnerable adults (delete as appropriate). In the interests of safeguarding, and as required of all church officers. I require that you fully observe the Safeguarding Policy and Procedures of the diocese.

In particular:

* I require that at no time will you have unsupervised contact with children, young people and/or vulnerable adults (delete as appropriate);
* To facilitate this, you must ensure that while present with children, young people and/or vulnerable adults (delete as appropriate) there must be another adult present at all times; and
* Any contact you have with children, young people and/or vulnerable adults (delete as appropriate) must be open, in the presence of other adults and involve absolutely no physical contact.

During the statutory agency investigation and any subsequent Church investigation, I can appoint a link person to support you if you so wish. A link person would act as your single point of contact whilst the investigations are on-going and will be able to:

* attend the initial meeting between you, the DSA and I in order to support you, keep you informed of the progress of your case, and direct you to counselling and support as necessary;
* assist you to access both secular and ecclesiastical law advice;
* consider your family’s wishes regarding a pastoral response by the Church to them;
* identify with you any therapeutic or other needs you have, and suggesting how these may be best met;

The meetings you have with the link person will be noted as having occurred and any relevant information will be passed to the DSA where:

* others are at risk of harm;
* the respondent makes disclosures of intentions to hurt or harm either themselves or others;
* the respondent makes disclosures of their guilt, or not, in the matter being investigated;
* safeguarding information is shared to assist in the prevention, detection or prosecution of a crime.

Please contact me to confirm that you agree with these arrangements, and let me know if you would like a link person appointed.

Following this, I will ask the diocesan safeguarding adviser to insert the above details into a written agreement which I will ask you to sign.

It goes without saying that while this is a serious allegation, which must be investigated; the matter will only be shared on a need to know basis, with appropriate Church and statutory personnel.

I have, as I am required to do, informed the National Safeguarding Team of this allegation (delete if not required).

I appreciate this is a difficult time for you, and hope you recognise that we all have a responsibility to ensure the safety of all those in our care.

Please be assured of my prayers during this time,

Yours

Diocesan Bishop of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_