

REVIEW OF PAST CHILD PROTECTION CASES

A House of Bishops' Protocol

Preface

We believe in the rights of children to be protected as they grow. Children deserve the very best care, nurture and teaching the Church is able to provide whatever the context of their contact with the Church. The House of Bishops is committed to the safeguarding of all children, based on our understanding of the value and dignity of every human being and Christ's own example of treating young people with status and respect.

The House of Bishops produced its first policy document on the subject of child protection in 1995, which was updated in 1999 and then again in 2004. We continue to learn and improve our good practice from the experiences of parishes and dioceses since the publication of the first document and from new statutory guidance. This latest Protocol on the review of past child protection cases should be seen within the context of our commitment to continually develop best practice.

BACKGROUND

Following some high profile legal proceedings where child protection issues had come to light in the past understanding of Child Protection and sexual abuse has changed. We need to reflect on past decisions, in particular on those matters that were not always dealt with by the church in accordance with best practice of the time or of today. The House of Bishops, as part of its continuing policy always to ensure best practice on child protection issues within the church, therefore, asked the Church of England Central Safeguarding Liaison Group to produce a Protocol of best practice as to how to conduct a review of such cases. The group has drawn on the experience and advice of the Roman Catholic Church (specifically the Catholic Office for the Protection of Children and Vulnerable Adults), the NSPCC (National Society for the Prevention of Cruelty to Children), the Lucy Faithfull Foundation, and the Churches' Child Protection Advisory Service and is grateful to them for their assistance.

We believe that the Protocol which we have established represents the best way forward for us as a Church to review past cases, the decisions made, and to address any outstanding concerns or risks appropriately. We acknowledge that some Bishops have already instituted reviews of files at different stages in the past, not least at the time the Data Protection Act came into force (1998). As always, as our Archbishops said in our national Policy, 'our children deserve the best care and teaching the Church can provide'. We remain committed to this, as we do to providing the best possible pastoral care and support for victims of child abuse.

SCOPE OF THE PROTOCOL

As with the House of Bishops' earlier policy documents, this Protocol is intended to apply to the Church of England as a whole and comes in the name of the House in the light of bishops' pastoral responsibilities for all in their dioceses [under Canon C.18.1], and of the need for common practice to apply across all the dioceses. This is important not least because the movement of people between different parts of the Church and different organisations can present issues where those people have substantiated allegations and or convictions in their past. Parts of the Church with their own decision-making bodies, such as Cathedrals, Religious Communities, and Theological Colleges and Courses, are therefore asked to adopt the new Protocol alongside the existing Policy, as approved by the House, assisted as necessary by the

Diocesan Staff and Child Protection Management Groups. We also ask all organisations closely associated with the Church of England (e.g. Central Council of Church Bell Ringers, Missionary Agencies, Royal Peculiars and the Royal School of Church Music) to follow best practice in child protection, including to examine past cases, adopting the House's Policy and model Protocol as far as they are able to do so.

All organisations that adopt this model Protocol should be aware of their responsibilities under the Protection of Children Act 1999 and Safeguarding Vulnerable Groups Act 2006¹.

CONSISTENCY OF APPROACH

This document represents a model Protocol for the review of past cases, which together with existing guidance on handling allegations should be adopted by each Diocese in order to ensure that consistency of best practice is implemented across the Church of England. It is important to ensure that there are no situations where either there are outstanding allegations or where children may still be at risk. This approach is also essential in order to build and maintain public confidence.

This Protocol should be read alongside Protecting All God's Children² and Diocesan child protection guidance and if the guidance appears to be inconsistent, it is suggested that this Protocol should take precedence.

Signed by +*Anthony Hereford*

On behalf of the Central Safeguarding Liaison Group

Working Group members:

- Peter Baldwin – Bishop's CPA, Birmingham Diocese, profession - Solicitor
- Stephen Barber – CPA Oxford Diocese, profession – Social Work management
- Revd Tim Bryan – Southwark Diocese, professional experience - Metropolitan Police, Home Office, the Nolan Commission, COPCA
- Revd Rachel Bussey – CPA Salisbury Diocese, profession – Social Work
- Revd Judith Egar – Legal Office, Solicitor
- Revd Pearl Luxon - Safeguarding Adviser, The Methodist Church of GB and the Church of England, professional background – Probation Officer
- Rt Revd Anthony Priddis – Bishop of Hereford and Chairman of the Central Safeguarding Liaison Group

NOTES

1. Expressions used in this document

The following expressions are used in this document:

PCR - Past Cases Review

PAGC - Protecting All God's Children

DCPMG - Diocesan Child Protection Management Group/ Committee

CPA – Diocesan (or Bishops') Child Protection Adviser

These are also known in this document as the 'Appropriate Officers'

Known Cases List – List of All Known Child Protection Cases

- Forms -
- Appendix 1 - Known Cases List pro forma
 - Appendix 2 – Initial Past Cases Review – those written to
 - Appendix 3 – Past Cases CP Review: Recording pro forma
 - Appendix 4 – Past Cases Review: Bishop's Letter pro forma

2. The structures described for Child Protection in dioceses follows that set out in Protecting All God's Children 2004 (PAGC). Diocesan local practice may differ slightly, in which case the nomenclature most closely related to PAGC should be adopted.

¹ the 2006 Act is due to be implemented at the end of 2008

² 'Protecting All God's Children' (PAGC), House of Bishops' Policy and guidance published 2004.

REVIEW OF PAST CHILD PROTECTION CASES - A MODEL PROTOCOL

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1. INTRODUCTION

PURPOSE

- 1.1 Bishops, together with their Diocesan Child Protection Management Groups (DCPMG) and Child Protection Adviser(s) (CPA), should ensure that any cases which were known of in the past but not adequately responded to, should be the subject of urgent review, reported to the statutory authorities wherever appropriate, and that follow-up action is taken.
- 1.2 The key purpose of the review is to ensure that in every case, the current risk, if any, is identified, and appropriate plans are made to manage the identified risk to children and young people and take any action necessary in the light of current statutory and other best practice guidance³.
- 1.3 The review is to cover any cases⁴ involving any clergy, employees, readers and licensed lay workers, or volunteers in the Church⁵ about whom information of concern exists. These concerns could relate to a child who is or who may have been ‘at risk’, or to a continuing risk that an individual may pose to children or young people.
- 1.4 If the review identifies anyone who has suffered abuse in the context of church life, they should be offered support as suggested in ‘Promoting a Safe Church’⁶ – Recommendation 4.
- 1.5 The independent review is to be undertaken by a suitably qualified, independent Reviewer (under the direction of the DCPMG), as detailed in Section 5 and Appendix 5.
- 1.6 As part of our consistent approach and in order to achieve transparency and accountability, the results of this review will be collated and a summary report will be made publically available.

CONFIDENTIALITY

- 1.7 All documentary records - including those held electronically - produced in the course of the review of Past Child Protection Cases must be clearly marked “Confidential” and securely stored. Access to them must be allowed only to those entitled to it in order to fulfil their responsibilities to conduct the review and to protect children. The Appropriate Officers, including any risk assessment panel (appointed by DCPMG), will all have access, as will the Independent Reviewer. Access by any other

³ In particular Working Together to Safeguard Children 2006 – Also see section 4.

⁴ Definition of a case – see section 4

⁵ See page 44 of PAGC

⁶ Published November 2006

person will be agreed in writing by the Bishop and the Child Protection Adviser. In some cases it will be necessary to pass documentation to the statutory authorities.

1.8 It is recommended that each diocese adopt a consistent reference system in order to preserve confidentiality and to be used by all dioceses. The following is proposed by this protocol: *PCR/diocese/numerical reference/year of occurrence* [e.g. *PCR⁷/Hereford/001/1995*]

1.9 This Protocol should be operated in compliance with the Data Protection Act 1998. The disclosures required by this protocol will generally be permitted by the Act⁸.

[As always, we reaffirm our policy that anyone having child protection concerns should go to the statutory authorities, or, if in doubt, to the Diocesan Child Protection Advisers for initial advice.]

SCOPE OF THE REVIEW

1.10 All cases known of in the past will need to be identified in the first part of the review (cf. IDENTIFYING AND DOCUMENTING CASES in Section 3).

1.11 However, some known cases will not require further detailed review. These include:

- Cases where *all* relevant concerns have been dealt with appropriately by the church including the care of victims *and* have been referred to the statutory authorities.
- Cases that have already been reviewed in line with this Protocol.
- Some cases where the alleged abuser is known to be deceased, and therefore presents no current risk. However the needs of victims will still need to be considered sensitively, and the case still needs to be listed, where information is discovered. There may also be a need to review the matter in order for lessons to be learnt, or in the light of new information.

1.12 The National Safeguarding Adviser may be consulted for advice about any aspect of the review at any stage by Bishops, the CPA, the Chair of the DCPMG and/or the Independent Reviewer.

SECTION A - GUIDANCE & TASKS FOR DIOCESAN BISHOPS

2 THE LISTING OF KNOWN CASES - PRO-FORMA

2.1 All known child protection cases should be listed including all recent or current cases *as well as* those that are 'past' cases, which are sometimes called 'historic' cases.

2.2 Enclosed is a pro-forma (Known Cases List, *APPENDIX 1*) for use in recording details of all known child protection cases in the Diocese.

2.3 The CPA will compile and maintain the Known Cases List, but ultimately the responsibility for ensuring that no cases or any suspected risk are omitted remain with the diocesan Bishop, as he may have access to information not previously provided to others. It is anticipated that the CPA will need to undertake their own review of the child protection cases in order to compile this list.

2.4 In developing a review there will be a list created by the Independent Reviewer, but their list should be amalgamated with the existing Known Cases List of information held by the CPA. The CPA list of

⁷ PCR = Past Cases Review

⁸ The relevant provision of the Data Protection Act 1998 is s29, which exempts from the non-disclosure provisions of the Act (and the subject information provisions) data processed for the purpose of the prevention or detection of crime, or the apprehension or prosecution of offenders, to the extent that complying with the relevant provisions of the Act would be likely to prejudice those purposes. Also see PAGC – page 21 Paragraph A3.5

cases should be available to the Independent Reviewer at the outset, to check and cross reference any new information. The amalgamated list will be available for any subsequently authorised audit.

- 2.5 All known cases and other child protection information found, including cases remaining open, and suspected matters should be listed on the pro-forma as cases.
- 2.6 A case means the referral of an individual where there is an issue of risk to a child or children. Cases will normally fall into one of these groups:
- a) An individual child in respect of whom abuse is alleged or suspected, or who may otherwise be considered to be at risk⁹;
 - b) An individual adult or child who is considered to be a possible risk to children¹⁰.
- 2.7 Enquiries concerning recommended good practice with groups of children or adults, e.g. children involved in a specific activity, adult members of a church choir or similar consultations will normally be noted as enquiries by the CPA and not as cases.

3 IDENTIFYING AND DOCUMENTING CASES

- 3.1 It is acknowledged that in the past there will not necessarily have been systems in place for storing and retaining child protection information about individuals.
- 3.2 In identifying information which requires consideration under the review process, it is best to be inclusive where there is uncertainty, as seemingly minor but specific matters placed on record or relevant detail remembered by someone, may be the tip of an iceberg which has not been dealt with appropriately to date. If cases are not recorded and come to light later through another route, this might mean that children have been left at risk and also this would undermine the Church's efforts to achieve an effective and accountable approach to child protection matters.
- 3.3 If information is found that suggests that there may be protection issues in relation to vulnerable adults that require review or action, the details should be noted separately and the matter considered in collaboration with the person responsible for work with Vulnerable Adults in the Diocese. However, in cases where immediate risk to the public is evident, the information should be passed to the statutory authorities without delay. If in doubt, please consult the National Safeguarding Adviser on this point.
- 3.4 Information may be held in a variety of different locations and some information may not have been recorded anywhere in documentary form.
- 3.5 Where there is no indication of child protection information about an individual, it is not necessary to review his/her file at the *first stage* of the review process. However, where a concern is identified for any reason, the relevant file(s), including those where the individual is not currently working with children, must be reviewed as a priority (see 3.11).
- 3.6 Some records may have been lost or damaged. Some may have been received in the form of confidential reports from a psychologist or others, and these may have been returned to the author without a copy having been retained. In such cases Bishops, together with the appropriate officers, must ensure that concerns, if they exist, are re-documented, and that the status of the information – fact, opinion or unsubstantiated information - is clearly recorded.
- 3.7 The source of the information should always be recorded if it is known, so that any current issues of risk may now be addressed, where necessary through investigation by the statutory authorities. This information should be recorded on the pro-forma provided (Known Cases List) and will remain confidential to the appropriate officers unless it requires referral to statutory agencies.

⁹ Care should be taken to record the source of the information/ referrer, but not the full name of the child on the List of Known Cases, see Appendix 1.

¹⁰ This will include those who have received a 'Positive' (blemished) disclosure from the Criminal Records Bureau, indicating that there are potential risks to children (and in some cases, to vulnerable adults).

- 3.8 Bishops and other responsible people in the Diocese may be aware of such non-recorded cases themselves, and they will also need to consult predecessors and relevant Diocesan senior colleagues, including those retired, for information which may exist only in their or their colleagues' memories. This does not mean that an investigation or the interviewing of potential witnesses should take place at this point.
- 3.9 All those consulted should be listed as indicated on the final page of the pro-forma *APPENDIX 2*. Those who have information which may be relevant to a specific case should be listed alongside details of the case, as indicated.
- 3.10 Where doubt exists about the relevance and/or accuracy of information, it should nevertheless be included so that an independent assessment of it may be made by the Reviewer.
- 3.11 The programme for requesting information and reviewing files should be completed within an 18-month period. We recommend the following sequence in order to address the highest priorities and areas of possible risk first:
- a) Requesting relevant information from key office holders in the Diocese and all their predecessors e.g. Bishops, Archdeacons, Child Protection Advisers, Bishop's Chaplains, Bishops' Personal Assistants or Secretaries, Children's Work Advisers, CME Advisers (Continuing Ministerial Education), Wardens of Readers, Deans of Cathedrals, Leaders of Religious Communities, Principals of Theological Colleges and Courses.
 - b) Review any matters the above enquiries bring to attention as described above
 - c) Review the remainder of licensed clergy files including hospital, school and prison chaplains
 - d) Review all files held in the diocese of those with Permission to Officiate (PTO)
 - e) Review lay ministry files and diocesan held lay employee personnel files and any related documentation – i.e. those in contact with children or young people
- 3.12 All information sought in 3.11 (a) should be requested in writing and require a written response, keeping copies of the requests and replies. (See guidelines for the pro-forma letter, *APPENDIX 4*.)
- 3.13 We are recommending the above sequence (3.11) as the most expedient way of focussing the Reviewer's task.
- 3.14 This Protocol will be published and made widely available. As normal, Parochial clergy, Church Wardens, congregational members and members of the general public may refer concerns to the Bishop, the CPA or the Reviewer at any time.
- 3.15 If the matter such as alleged misconduct occurred in another diocese, then the matter should be referred there¹¹. The partner agencies will work on the basis of geographical responsibility. Clergy files can be copied if necessary but the original should stay with the 'home' diocese. Cases concerning lay people will need to be dealt with where the abuse or misconduct is alleged to have occurred, but the 'home' diocese should always be informed and they may need to take action e.g. suspension.

4 REVIEWING CASES

- 4.1 This guidance applies to all cases in which it is alleged that a person who holds office in the church, ordained or lay, paid or voluntary, and whether or not the role formally involves work with children and young people, has:
- behaved in a way that has harmed, or may have harmed, a child¹²;
 - possibly committed a criminal offence against, or related to, a child; or
 - behaved towards a child or children in a way that indicates s/he is unsuitable to work with children.

¹¹ If there is a dispute the Registrar should be consulted.

¹² Harm is defined as: physical, emotional, sexual or neglect in the statutory guidance.

‘Working Together to Safeguard Children’ 2006¹³ addresses the issue of how to manage allegations. There are officers in every Local Authority and Region who will provide advice and assistance with this¹⁴.

- 4.2 A case is added to the list whenever information about possible abuse or inappropriate behaviour with children by a person holding office in the church is found, in whatever context the alleged abuse may have occurred. The information may come from any source.
- 4.3 Such case information could derive from one or more of the following:
- Allegations – information about possible abuse received from any source.
 - Acknowledgement by an individual to any other person that s/he has behaved abusively towards children, including information given to a psychologist or other professional.
 - Concerns expressed by any person about inappropriate behaviour or unsuitability.
- The listing of a case and review should be considered whether alleged abuse took place within the family, in a church context, or where the alleged abuser holds office in the church.
- 4.4 There may be behaviour which represents a classic pattern of grooming, which should always be taken seriously; “rumours” and “gossip” may have their origin in actual events of concern, or may not. Efforts should be made to establish the facts in fairness to all parties and to ensure that any risk is suitably managed. In all such cases care is needed in planning and conducting enquiries to ensure that any statutory investigation is not compromised. If necessary expert advice should be sought.
- 4.5 As a result of this search of post holders and records, there is a likelihood that among the cases identified for review there may be a number where concerns are ill founded or the allegations are considered, after a full independent enquiry, not to be true. It is vital that such cases remain within the scope of this review and that the same thorough review procedure is applied to them. Any information that arises from a review process may assist in determining the accuracy of concerns or allegations and these must be recorded.
- 4.6 The Reviewer may recommend actions on a specific case that could include Police investigation, enquiries and assessment by Children’s Social Care services, disciplinary action or referral to a Barring list¹⁵.
- 4.7 Good practice in all cases involving disciplinary action, or any other procedure (e.g. competency or mediation procedures, investigation by police) suggests that each party, such as the complainant and respondent, are offered well-trained impartial support from an early stage. In many cases this will be ‘pastoral support’ from a suitably appointed clergyperson. Suitably qualified lay office holders will also be appropriate for this role. This person should be appointed by a Bishop, with advice from the CPA¹⁶.

5 SELECTING A REVIEWER

- 5.1 It is necessary to select a suitable person or persons to carry out the independent part of the review. In order to demonstrate transparency and independence, this person will need to be: -
- Independent of the structure of the Diocese and not have been on the permanent staff of the Diocese in the past five years. The chosen Independent Reviewer may be the CPA or a member of the DCPMG of *another* Diocese, suitably compensated for time spent on this.

¹³ ‘A guide to inter-agency working to safeguarding and promote the welfare of children’ this is statutory guidance, HM Government 2006. See Section 6.2 and 6.3, and Appendix 5 ‘Procedures for managing allegations against people who work with children’

¹⁴ Allegations Management Officers appointed by the Department for Children, Families and Schools and Local Authority Designated Officers.

¹⁵ Protection of Children Act list, or the Independent Barring Board. From 2008 – Independent Barring Board lists will replace the POCA and POVA lists and List 99.

¹⁶ Clergy Discipline Measure 2003

This may include someone recommended by the Advisor for Counselling.

- Suitably qualified and experienced in child protection investigation and assessment¹⁷;

They will be approved by the Child Protection Management Group for the Diocese and appointed by, and accountable to the Diocesan Bishop. If it proves difficult to identify such a person, the National Safeguarding Adviser should be contacted¹⁸.

- 5.2 It is important to create a support structure for this person in this difficult work. Adequate time and resources should be made available, including a safe place to work with confidential files. Appropriate supervision should be provided.
- 5.3 The Independent Reviewer will have access to all personnel, licensed lay and clergy files. They will need to prepare a case report for consideration by the DCPMG in each case where issues and concerns arise and open a case file, in line with House of Bishops' policy. The Independent Reviewer will also have access to all child protection information held by the Diocese.
- 5.4 It is recognised that the person best placed to support the review and the Independent Reviewer may be a member of the DCPMG who may be specifically appointed to this role on a temporary basis. Nevertheless, the Reviewer is independent and this must be respected.
- 5.5 The Independent Reviewer may also refer to the statutory authorities independently.

6 TIMESCALES FOR THE REVIEW AND ACTIONS

Within 18 months of the policy being agreed by the House of Bishops, the following will be completed in each Diocese (*please also see the flow chart at the end of Section 8 for the process*):

- CPA to compile Known Cases List (pro-forma) at the start of the process (*APPENDIX 1*)
- Appointment and induction of the Independent Reviewer by the Bishop (or DCPMG) and establishment of support arrangements.
- Reviewer to complete a review of past cases according to the programme listed in 3.11.
- The Reviewer must pass all cases where current risk is identified to the CPA at the earliest possible opportunity. The CPA will inform the Bishop.
- The CPA or DCPMG must report such cases regarding actual or potential illegal behaviour, or where a current risk to other is identified, to the appropriate authorities at the earliest possible opportunity in accordance with Diocesan Child Protection policy.
- The appropriate authorities include Police, Children's Social Care services, the Local Authority Designated Officers, the Protection of Children Act list or the new 'barring' list¹⁹. In addition, it may be appropriate for the church to consider managing other risks, initiating disciplinary action or informing insurers (which may be a policy requirement).
- The CPA updates the Known Cases List in the light of the Review²⁰.
- The DCPMG shall prepare a report on the completion of the Review for the Bishop and this shall also be sent to the National Safeguarding Adviser

¹⁷ A Person Specification for this role is included in Appendix 5

¹⁸ A list of either recommended or suitably qualified free-lance and independent professionals will be compiled and held nationally.

¹⁹ From 2008 – Independent Safeguarding Authority, 'barred' lists will replace the POCA list and List 99.

²⁰ We envisage that a standard method of record keeping of CP cases should follow the Review in due course and be included in the next edition of national policy.

SECTION B - GUIDANCE & TASKS FOR REVIEWERS

This guidance should always be read in conjunction with the Protocol paragraphs 1 – 6.

7 THE ROLE OF THE INDEPENDENT REVIEWER

- 7.1 A Person Specification for the Independent Reviewer is in the *APPENDIX 5*.
- 7.2 While the Independent Reviewer should not be the CPA of that Diocese, nevertheless the process will involve additional time on the part of the Diocese's own CPA, to prepare for and support both the process and the Independent Reviewer.
- 7.3 The Independent Reviewer will require a support structure and have adequate time and resources made available, including a safe place to work with confidential files. Suitable supervision should be available.
- 7.4 Where a free-lance professional in child protection assessment and investigation, who has not previously been known to the appointing body (i.e. the Bishop and DCPMG), is being considered for appointment there should be a selection process, including a CV, and references should be sought. They should have experience of 'independent' child protection assessment or investigation work.
- 7.5 A contract should be drawn up with appropriate professional advice. A sample contract is also available via the National Safeguarding Adviser.

8 THE REVIEW *(Please also see the flow chart at the end of Section 8 for the process)*

- 8.1 Bishops will ensure that a Known Cases List is compiled by the CPA (see SECTION A 2.1, 2.2 and 2.3) (see the Bishop's Letter, Appendix 1).
- 8.2 The Bishop's Letter will have been sent to all relevant current and previous officeholders and information gathered in the 'Known Cases List'.
- 8.3 People may contact the Bishop to discuss concerns and in this event the Bishop should seek advice from the Reviewer or the CPA.
- 8.4 The Reviewer may need to clarify any submissions or concerns raised by contacting the individual in question.
- 8.5 The Reviewer will need to consult regularly with the Child Protection Adviser in the course of the review (see A 1.3).
- 8.6 It is important to ensure that the national House of Bishops' Child Protection Policy²¹ is followed in all relevant cases arising from the review and that both Reviewers and DCPMG are also cognisant of any new statutory or other best practice guidance on Allegations Management, Independent Risk Assessment etc.. This includes consideration of the pastoral care and support needs of those who may have suffered abuse, which should be attended to appropriately and promptly during the course of the review²².
- 8.7 In some cases, where current risk is identified, the CPA or the DCPMG may need to take immediate action.
- 8.8 It is also important to be alert to possible issues relating to the protection of Vulnerable Adults arising from the review, including possible referral to the Protection of Vulnerable Adult list. Advice may be sought from the National Safeguarding Adviser on this subject.

²¹ PAGC policy and guidance.

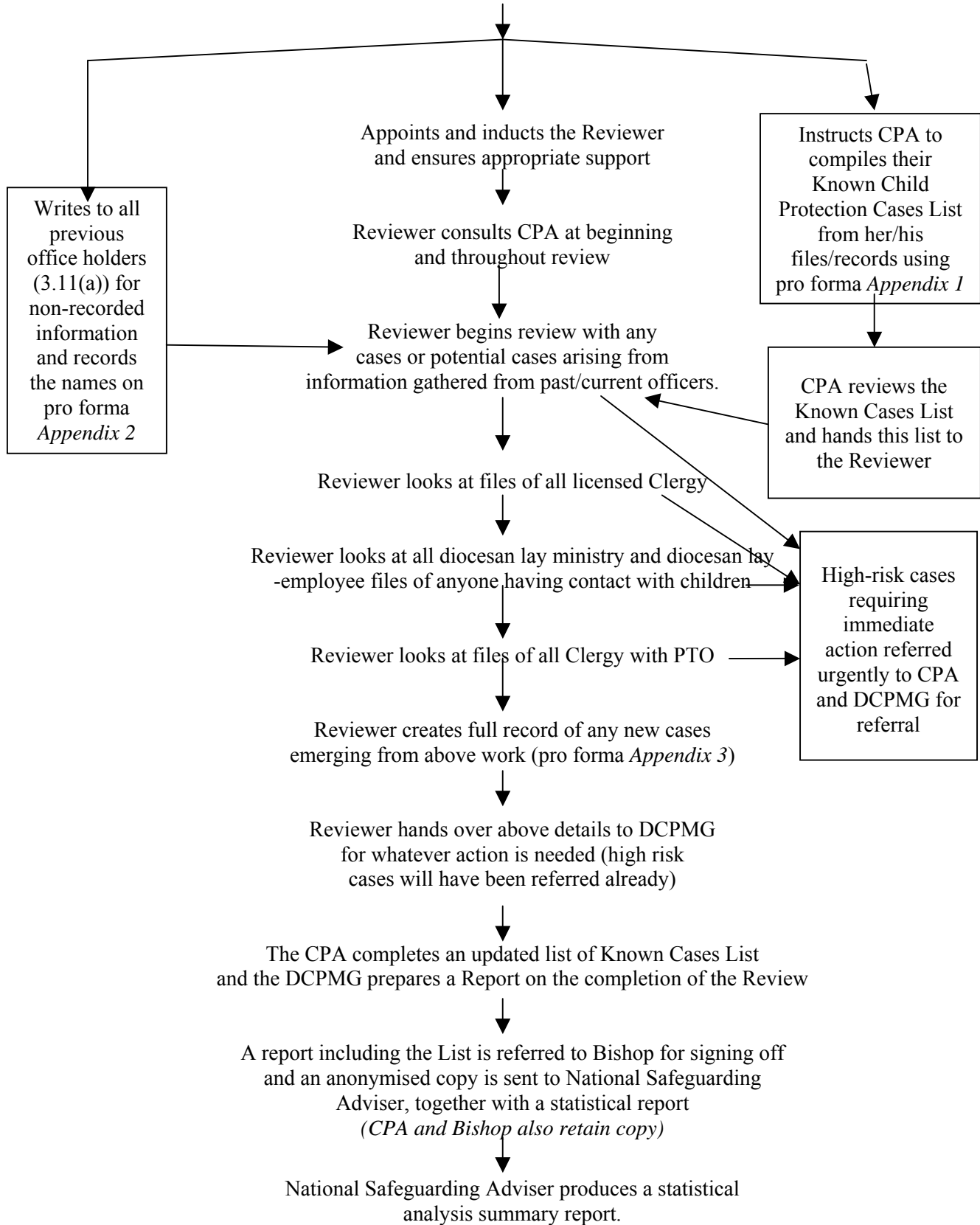
²² See also 'Promoting a Safe Church' 2006 - Good Practice Recommendation 4, p19ff

- 8.9 All cases reported *before* a CPA was appointed, or not previously re-examined in the light of national policy by the CPA, *will* be considered in the review. All such cases will have the status of open cases for the duration of the review and for as long afterwards as the management of risk may require.
- 8.10 All documentation relating to cases on the confidential List of Known Cases (i.e. the Child Protection Adviser's own list of cases, and including any information gathered using the Bishop's letter) must be made available to the Reviewer for consideration and subsequent discussion with the DCPMG.
- 8.11 Where it is indicated on the list that documentation does not exist, but persons with knowledge do have information which falls within the scope of this review, then enquiries must be made by the Independent Reviewer of these persons, whether currently in or outside the UK, to gather information. A formal letter, giving the authority of the Bishop to the Independent Reviewer, should be issued to confirm the formal nature of the review to those with information who have come forward (following the Bishop's Letter).
- 8.12 The Independent Reviewer will create records as necessary, provide a concise report and refer to the Child Protection Management Group in the manner described. Where information is missing and cannot be retrieved or re-discovered, the review will be carried out based on available information. The Reviewer may make recommendations concerning the case.
- 8.13 The Independent Reviewer will provide a concise written report about each case for consideration by the DCPMG summarising the facts of the case and highlighting the main issues. This will be sufficient for the DCPMG to assess the need for further action and issues of possible continuing risk posed by any individual. (See Past Cases Review: *Recording Pro-Forma Appendix 3*)
- 8.14 It is not the role of the Independent Reviewer to commence further action in respect of any case, though cases may be referred urgently to the CPA or DCPMG Chair where this is considered necessary. The Reviewer will make it clear in the case report when in his/her opinion further investigation is necessary or has already taken place (See also 5.5)
- 8.15 It is recognised that there will be sensitive issues to be confronted in some cases. It is not appropriate for anyone other than the statutory authorities to investigate a case. The Independent Reviewer may need to establish whether there is sufficient clarity of information to assess the risks in a particular case and make a referral. **Only in the most exceptional cases and where deemed absolutely necessary, should an alleged victim, or de facto victim be contacted at the time of the review process. This is in order to minimise the distress to the person concerned that may be caused by several agency contacts.** This will always/only be done in consultation with the Police, in line with the House of Bishops' policy. Other approaches could be investigated in order to corroborate information e.g. newspaper coverage archives. **In such cases the focus always needs to be on the care and support that the victim themselves may need and that decisions to contact parties are made on a 'case by case' basis.**
- 8.16 The DCPMG or a delegated risk assessment group including those with appropriate multi-disciplinary expertise²³ will consider each case on the basis of these reports and make recommendations about further action. They may request further documentation to assist them in their decision-making. This documentation will be provided wherever possible for this purpose. A professional risk assessment report may also be commissioned as necessary in certain cases.
- 8.17 At the end of the entire Review process the DCPMG will be given the report on the review process and the CPA will update the Known Cases List following risk assessments, including where no further action is possible. The Bishop will sign off the completed list. A copy of the report and a statistical analysis will be sent to the National Safeguarding Adviser²⁴.
- 8.18 The National Safeguarding Adviser will prepare a statistical analysis summary report from the information received, which will be published.

²³ Sometimes a sub-group of the management committee.

²⁴ Names of referrers and whom the concerns were about will be removed. This will be an 'anonymised' report.

Bishop initiates the Review



Page of

DIOCESE

**Please add a Serial Ref. No. [See section 1.8]*

* Serial Number (PCR/diocese/ numerical reference/ yr.)	Subject of allegation/ Concern Name and address If a child – state ‘child’ and initials only	Date info first given to Church	Nature of concern/allegation • the source • how it was dealt with	Record(s) held?		Location of existing/ created records/ files	Person(s) with additional knowledge
				YES	NO		

Date/...../..... Signature..... (Bishop) Continuation sheet Yes/No

APPENDIX 2

INITIAL PAST CASES CHILD PROTECTION REVIEW
(THOSE WRITTEN TO)

Page of

DIOCESE

Persons Consulted by Letter for Child Protection Information by(Bishop)

Name	Role and contact details	DATE LETTER SENT	Date any information is received back	Case - Serial Number (where applicable)

Signature of Bishop

APPENDIX 3

PAST CASES CP REVIEW: RECORDING PRO-FORMA

DIOCESE: _____

REVIEWING OFFICER: _____ **CONFIDENTIAL**

Name of Alleged Abuser:	Known Cases List Serial Number:
Role of Alleged Abuser:	Gender: M/ F
Clergy / Lay/ Religious	<i>(delete where not the case)</i>
Name of Alleged Victim(s):	Gender: M/ F
Category of alleged abuse: <i>Physical. ... Sexual. ... Emotional. ... Neglect. ...</i>	
Date when alleged abuse occurred:	
Age of victim(s) when alleged abuse occurred:	
Date of Review:	

<ol style="list-style-type: none">1. Summary of Allegations and relevant information, including statutory agencies involved/ notified:2. Actions taken by the Diocese and other Child Protection or Civil Agencies:3. Current Circumstances of person(s) harmed or affected4. Current Circumstances of subject:5. Identification of risk and control factors and evaluation of current risk:6. Outstanding matters requiring attention:<ul style="list-style-type: none"><input type="checkbox"/> Referral to the Police<input type="checkbox"/> Referral to Children’s Services<input type="checkbox"/> Removal from role<input type="checkbox"/> Risk assessment<input type="checkbox"/> Child Protection Agreement<input type="checkbox"/> Date for Review of CP Agreement<input type="checkbox"/> The Insurance Company notified<input type="checkbox"/> Referral to another Diocese7. Other actions recommended by Diocesan Child Protection Management Group8. Further outcomes: Went to trial / Found Guilty / Found NG/ Imprisoned / Community Sentence/ Registered on SO Register/ Referred for Listing (e.g. POCA/ Independent Safeguarding Authority) <p>Other (specify) <i>(delete where not the case)</i></p>
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Signed:	Reviewer	Date:
Signed:	Child Protection Adviser	Date:
Signed:	Chair of CP Management Group/ Bishop,	Date:

APPENDIX 4

PAST CASES REVIEW: LETTER FROM THE BISHOP REQUESTING INFORMATION ON PAST CASES OF CHILD ABUSE

[TO BE SENT OUT ON THE BISHOP'S HEADED NOTEPAPER]

We invite Bishops to set out their own letter to current and past diocesan colleagues as listed in 3:11(a). However, the principles in this draft letter below include the essential elements of such a letter.

Dear (Colleague's name)

Suggested heading - CHILD PROTECTION: SETTING THE RECORDS STRAIGHT

- a) An introduction – what has been agreed by the House
- b) What is needed from current and former diocesan colleagues – i.e. all potentially relevant information which may or may not have been previously recorded.
- c) How the review will operate, who will handle the information/ next steps
- d) A sentence about confidentiality
- e) A sentence about any support which is on offer i.e to help those who may feel that they have information but aren't sure about relevance or the impact of what might be shared.
- f) How to pass on any information and concerns, and to whom and the timescale (one month is recommended)
- g) Thanks and suitable greetings

Signed from the Bishop

[FULL SAMPLE VERSIONS OF SUCH LETTERS ARE AVAILABLE FROM THE NATIONAL SAFEGUARDING ADVISER]

APPENDIX 5

REVIEWER FOR PAST CASES: PERSON SPECIFICATION

Essential

1. Professional qualification, e.g. in social work, medicine, nursing, probation, police work, education, family law.
2. Experience of carrying out Child Protection risk assessments and/or similar enquiries.
3. Familiarity with current law, statutory guidance and good practice relating to child protection.
4. Familiarity with the Church of England policy on child protection.
5. Knowledge of the risks presented by abusers.
6. Understanding of current good practice in handling allegations made against workers with children and young people.
7. Ability to make clear decisions and recommendations.
8. Ability to present information in a clear and organized way and to write reports.
9. Ability to work both independently and as a contributor to a corporate process.
10. Discretion and confidentiality.

Desirable

1. Management experience including handling disciplinary matters.
2. Experience of carrying out child protection assessments (i.e. the Common Assessment Framework) and/or investigations of abuse.
3. Experience of voluntary organizations.