**Core Group Observation Template**

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| **Date:** |  |
| **Form Completed By:** |  |
| **Diocese:** |  |
| **Participants (Including Role):** |  |
| **Case Identifier:** |  |

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| **Areas** | **Activity** | **Observations** |
| **Convening of the core group** | * For a specific allegation or concern. * For initial meeting - Within timescales of 48 hours or explanation why not. * Appropriate chair appointed as per 1.6.1 policy. * Are the appropriate people at the meeting? * Does the meeting have a dedicated minute taker? * Papers have been circulated securely. |  |
| **Core Group opening** | * Confidentiality statement. * Conflict of Interest policy. * Minutes and actions reviewed. |  |
| **Victim / Survivor** | * Ensuring that all appropriate support and information is considered and offered to the victim/survivor. * Support person offered. * Person centred approach to victims needs i.e., offering of counselling. |  |
| **Respondent** | * Ongoing risk considered. * Suspension considered. * Link person and pastoral care considered. * Support for the respondent’s family. |  |
| **Risk assessment** | * Initial risk of the respondent is considered. * Risk assessment process is followed – Section 5 Managing Allegation Policy. * Post Independent Risk Assessment process followed. * Wider risk considered, could include community impact, reputational risk. |  |
| **Communication** | * Communication strategy considered. * Internal communication. * Church congregation. * External and media. |  |
| **Support to Parishes** | * Consideration and offer support parishes affected by safeguarding concerns. |  |
| **Investigation report** | * DSA prepares update report or verbal update. * Internal investigation report. |  |
| **Disciplinary process following an investigation** | * CDM. * Withdrawal of Bishops License or PtO. * Archbishops list. |  |
| **Apology** | * Apology is considered. |  |
| **External referrals** | * Consideration given to: * Referred to statutory agency as appropriate. * Charity Commission Serious Incident Report. * DBS. |  |
| **Lessons Learnt Case Review** | * End of core group or independent LLR conducted. |  |