**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.
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| **Core Group opening**  | * Confidentiality statement.
* Conflict of Interest policy.
* Minutes and actions reviewed.
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| **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.
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| **Respondent**  | * Ongoing risk considered.
* Suspension considered.
* Link person and pastoral care considered.
* Support for the respondent’s family.
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| **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.
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| **Communication**  | * Communication strategy considered.
* Internal communication.
* Church congregation.
* External and media.
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| **Support to Parishes**  | * Consideration and offer support parishes affected by safeguarding concerns.
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| **Investigation report**  | * DSA prepares update report or verbal update.
* Internal investigation report.
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| **Disciplinary process following an investigation**  | * CDM.
* Withdrawal of Bishops License or PtO.
* Archbishops list.
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| **Apology** | * Apology is considered.
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| **External referrals** | * Consideration given to:
* Referred to statutory agency as appropriate.
* Charity Commission Serious Incident Report.
* DBS.
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| **Lessons Learnt Case Review** | * End of core group or independent LLR conducted.
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