



WESTMINSTER ROMAN CATHOLIC DIOCESAN TRUST

Safeguarding: Roles and Responsibilities

In accordance with the requirements of the National Safeguarding Standards, this document sets out the responsibilities of the Archbishop, Bishops, Parish Priests and other leaders of ministries and services for safeguarding practice. The Diocese of Westminster sees safeguarding as an integral part of the life and ministry of the church and acts in compliance with the national safeguarding policies for England and Wales. Through the promotion of a sustained culture of constant vigilance and care, the Diocese will demonstrate its commitment to the "One Church" approach and recognise its responsibility for safeguarding and promoting the welfare of children, young people and vulnerable adults. Performance of the roles and responsibilities set out below will help realise these commitments and will contribute to the fulfilment of National Safeguarding Standard 1 (Embed safeguarding in the Church body's leadership, governance, ministry and culture). The order of this document reflects the importance that is afforded to the work of the parish priest and parish safeguarding representative in promoting a safe culture within the Diocese; their roles and responsibilities follow on from those of the Archbishop of Westminster.

Archbishop of Westminster

Ultimate responsibility for safeguarding within the Diocese rests with the Archbishop.

Assisted by the Auxiliary Bishops, the Archbishop fulfils his pastoral and canonical responsibilities for safeguarding by:

- a) **Providing leadership:** providing leadership and direction in promoting a safe environment for all, which will include, but not be confined to:
 - (i) providing leadership and direction in promoting the eight national safeguarding standards;
 - (ii) modelling and promoting the pastoral standards in relation to the ministry of safeguarding as set out in '*Caring Safely for Others*'¹ (and where members of Religious Orders undertake apostolic work in Diocesan parishes, promoting compliance with '*Integrity in Ministry*')²;
- b) **Promoting zero-tolerance:** working with the Trust Board and the Trustee's Safeguarding Committee to ensure that it is understood by all that there is a zero-tolerance approach to abuse and that all allegations of abuse are passed on without delay to the appropriate statutory authorities;

¹ [*Caring Safely for Others, Pastoral Standards and Safe Conduct in Ministry.*](#)

² [Integrity in Ministry - Document of Principles and Standards for Religious in England and Wales \[2020\]](#)

- c) **Prioritising safeguarding:** working with the Trust Board and the Trustee's Safeguarding Committee to ensure that safeguarding is prioritised in the actions of the Diocese;
- d) **Ensuring a culture of safeguarding:** working with the Trust Board and the Trustee's Safeguarding Committee to encourage the embedding of a constant vigilance and care at every level within the Diocese. This includes promoting safeguarding as being integral to the mission and ministry of the Church and, thus, the responsibility of everyone;
- e) **Listening and learning:** meeting with and encouraging effective engagement with victims and survivors, and promoting an environment where Diocesan policy development and practice is informed by such activity;
- f) **Encouraging continual improvement:** working with the Trust Board and the Trustee's Safeguarding Committee to promote a commitment to continuous improvement in safeguarding practices within the Diocese, based on learning from contact with victims and survivors, cases and/or complaints;
- g) **Fulfilling canonical responsibilities:** acting in a timely manner and in compliance with the norms³ and canons⁴ of the Catholic Church as they relate to safeguarding (taking into account the guidance provided by the [Vademecum](#) on the procedure for treating cases of sexual abuse of minors committed by clergy [16 July 2020]);
- h) **Making appropriate delegation:** ensuring proper exercise of the juridical powers invested in him, whether exercised personally or delegated to others, particularly as regards the Vicar General and the Episcopal Vicar for Safeguarding;
- i) **Considering advice and any recommendation which he receives:** seeking advice from the Safeguarding Service and, where necessary, the Trustee's Safeguarding Committee on all safeguarding issues;
- j) **Providing appropriate internal structures:** working with the Trust Board to ensure that there is a Diocesan structure to manage safeguarding, designed to take concrete and effective actions, with clear lines of accountability and adequate resourcing;
- k) **Promoting accountability:** working with the Trust Board and the Trustee's Safeguarding Committee to promote an environment which encourages and enables anyone with a serious concern, to raise these concerns without fear of victimisation, subsequent discrimination or disadvantage (in line with the whistleblowing policy adopted by the Diocese)⁵;

³ Including the Apostolic letters: Motu Proprios: [Sacramentorum Sanctitatis Tutela](#) [30 April 2001]; [As a Loving Mother](#) [4 June 2016] and [Vos Estis Lux Mundi](#) [7 May 2019]

⁴ Code of Canon Law 1983, as amended.

⁵ As required by the National Policy: [Whistleblowing Policy – Safeguarding matters](#), adopted by the Diocese in 2022.

- l) **Ensuring that the safeguarding resource is properly constituted and managed:** working with the Trust Board to ensure that effective arrangements are in place for the appointment, management and support of all safeguarding staff and volunteers. Support will include, where relevant, line management and professional supervision;
- m) **Enabling accessibility:** ensuring that those exercising safeguarding functions within the Diocese have access to the Archbishop, when required;
- n) **Ensuring ongoing communication:** working with the Trust Board and the Trustee's Safeguarding Committee to ensure that key safeguarding messages are promoted;
- o) **Investing in personal development:** deepening personal understanding of safeguarding (whether by contact with victims and survivors, through safeguarding training or by other means) and applying this learning to actions; and
- p) **Making appointments:** appointing (i) a lead trustee for safeguarding and child protection and (ii) members of the Trustee's Safeguarding Committee charged with supporting, assisting and advising the Diocesan Trustee.

Parish Priest

Under the direction of the Archbishop and Bishops, the Parish Priest, aided by any assistant priests, has responsibility for the pastoral care of the community, with special regard for those who are most vulnerable. In relation to safeguarding, his role is to provide leadership within the parish, to encourage the promotion of a safer church and to work collaboratively with the PSR and the Diocesan Safeguarding Service.

He does this by:

- a) **Delivering a ministry of safeguarding:** conducting a ministry of safeguarding in compliance with the pastoral standards set out in [*Caring Safely for Others*](#) and the provisions therein relating to safeguarding training, reporting, imbalances of power and boundaries (and where members of Religious Orders undertake apostolic work in Diocesan parishes, similarly promoting compliance with 'Integrity in Ministry');
- b) **Promoting safeguarding:** showing personal commitment to good safeguarding practice by actively promotion and modelling and planning specific ways to improve safeguarding practice within the parish;
- c) **Training:** participating in safeguarding training and ensuring sound and current knowledge of safeguarding requirements and CSSA policies and procedures;
- d) **Nominating parish personnel:** nominating (at least one) appropriately experienced parish safeguarding representative;
- e) **Collaborating in the creation of safer environments:** working with the PSR/Diocesan Safeguarding Service to ensure: (i) appropriate handling of disclosures; (ii) safer recruitment and (iii) safer environments;
- f) **Collaborating in the delivery of training:** working with the PSR/Diocesan Safeguarding Service to ensure that parish volunteers working with children and

vulnerable adults undergo safeguarding training and observe and comply with the safeguarding policies and procedures;

- g) **Monitoring visiting clergy/religious:** requiring the provision of either a certificate or testimonial of suitability from any visiting priest or religious who is engaged in any public ministry in the parish; and
- h) **Participating in audit exercises:** engaging with parish audit exercises and with the outcomes of such exercises.

Parish Safeguarding Representative

The role of the Parish Safeguarding Representative (PSR) is to act as the link between their parish and the Diocesan Safeguarding Service, promoting good and safe practices in all activities involving children, young people and vulnerable adults within the parish. In the parish context, the PSR provides advice on all safeguarding matters and is responsible for reporting to the Diocesan Safeguarding Service any safeguarding allegations, information and concerns which are received.

They do this by:

- a) **Seeking advice:** seeking and providing advice on all safeguarding matters and acting as the point of contact in the parish for anyone with any safeguarding concerns;
- b) **Facilitating compliance:** working cooperatively with other parishioners to ensure that parish volunteers working with children and vulnerable adults meet the national safeguarding standards and comply with the safeguarding policies and procedures;
- c) **Responding:** following agreed procedures when safeguarding allegations, information and concerns about children or vulnerable adults are received;
- d) **Supporting safe recruitment:** supporting the Parish Priest in ensuring that all parish volunteers who work with children and vulnerable adults are recruited safely;
- e) **Completing DBS checks:** acting as responsible officer for the Disclosure and Barring Service (DBS) at parish level, facilitating the DBS disclosure procedures (including re-checking) at local level;
- f) **Creating safe environments:** ensuring good and safe practices in all parish activities involving children and vulnerable adults, in line with national guidance on creating a safe environment;
- g) **Promoting safeguarding:** promoting safeguarding arrangements and Diocesan training and events by displaying information on parish noticeboards, newsletters and parish websites;
- h) **Training:** (i) Completing PSR safeguarding training and ensuring sound and current knowledge of safeguarding and CSSA policies and procedures (including recognising and responding, safe recruitment, creating a safe environment and promoting a culture of safeguarding) and (ii) taking a lead role, along with the parish priest, in ensuring that parish volunteers working with children and vulnerable adults

undertake safeguarding training in line with the requirements of the Diocesan/national training strategy;

- i) **Participating in audit exercises:** engaging with parish audit exercises and with the outcomes of such exercises;
- j) **Continually improving:** planning specific ways to improve safeguarding practice within the parish: and
- k) **Collaborating:** working collaboratively with the Parish Priest and Diocesan Safeguarding Service.

Members of the Board of the Westminster Roman Catholic Diocesan Trust⁶

In fulfilment of their duty of care and duty to act, Trust Board Members will prioritise the safety of anyone who comes into contact with the Diocese and their protection from harm (this includes taking the necessary steps to safeguard and take responsibility for children and vulnerable adults in compliance with statutory requirements and guidance). Trust Board Members are responsible for safeguarding strategy and effective policy and practice. In performing their role, they will have regard to the Charity Commission guidance [Safeguarding and protecting people for charities and trustees](#) and are committed to the prioritising safeguarding within the Diocese.

The Trust Board fulfils its responsibilities for safeguarding by:

- a) **Controlling Risk:** ensuring that effective arrangements are in place for the assessment and management of safeguarding risk, this will include (i) using a regularly updated risk register to identify risks and how these risks will be evaluated, managed and mitigated and (ii) periodically undertaking a safeguarding risk assessment exercise;
- b) **Promoting appropriate policies, procedures and practice:** ensuring that appropriate and regularly updated policies and procedures (both national and Diocesan) are approved, adopted and followed by all Trust Board Members, clerics, staff, office holders and volunteers;
- c) **Promoting awareness:** actively engaging with others to ensure that all Trust Board Members, clerics, staff, office holders, volunteers and beneficiaries understand their safeguarding responsibilities and know about safeguarding and people protection;
- d) **Raising concerns:** having arrangements in place to ensure that everyone involved with the Diocese knows how to recognise, respond to, report and record a safeguarding concern;
- e) **Reporting:** having a clear system in place for referring or reporting to relevant organisations as soon as concerns are identified or suspected, including Trustee reporting to the Charity Commission in the case of a 'serious incident';

⁶ Westminster Roman Catholic Diocesan Trust is chaired by the Archbishop.

- f) **Being Responsive:** ensuring that safeguarding within the Diocese is characterised by prompt responses to allegations, information and concerns and the carrying out of appropriate investigations, which allow actions to be taken where necessary to prevent recurrence;
- g) **Managing resources:** ensuring that safeguarding within the Diocese is appropriately resourced and skilled at every level including that of the parish and other ministries and services;
- h) **Managing human resources:** having arrangements in place to ensure that people are suitable to act in their roles and receive support (including, where appropriate, professional supervision) and positive challenge;
- i) **Promoting training:** having arrangements in place to ensure that all Trust Board Members, clerics, staff, office holders and volunteers receive regular ongoing and role-specific safeguarding training, which is both in line with national requirements and regularly evaluated to assess engagement and understanding;
- j) **Robust human resource management:** having arrangements in place to ensure that timely and effective human resource procedures are provided and a standard, enhanced or enhanced with barred list check from the Disclosure and Barring Service (DBS) is always obtained when a role is eligible for one or, if a role is not eligible for a standard or enhanced check, that a basic check is obtained;
- k) **Managing overseas personnel:** having arrangements in place to ensure that the required checks are made in respect of people coming as clerics, staff, volunteers, office holders or Trust Board Members from overseas (or those who are in such roles and are going overseas on behalf of the Diocese) and that training in the national safeguarding standards and policies is provided;
- l) **Creating a positive environment:** ensuring that an environment is created where it feels safe for people to criticise or discuss safeguarding matters within the Diocese. This includes (i) ensuring effective management of allegations, information and concerns relating to the safeguarding of children or vulnerable adults and (ii) management of service provision complaints and whistleblowing processes;
- m) **Effective monitoring:** having arrangements in place to ensure that robust systems are in place to monitor performance (review, audit or inspection) so that Trust Board Members can assure themselves of the adequacy of Diocesan safeguarding policies, procedures and practice, using outputs to continuously improve safeguarding practice;
- n) **Encouraging continual improvement:** ensuring that learning from 'serious incidents', 'near misses', concerns and monitoring is reflected in the Diocesan Safeguarding Strategic Plan and applied in practice;
- o) **Planning:** working with the Trustee's Safeguarding Committee to develop a Safeguarding Strategic Plan, reflecting, but not confined to, (a) to (n) above, which is developed, published and regularly reviewed;

- p) **Managing accountability:** ensuring that the lead trustee for safeguarding and child protection, as chair of the Trustee's Safeguarding Committee, acts as the liaison between the Board of the Trust and the Committee⁷;
- q) **Managing implementation:** ensuring effective delegation of responsibility to the Trustee's Safeguarding Committee for oversight of implementation of safeguarding strategy, policies, procedures and practice within the Diocese, including having satisfactory arrangements for reporting on implementation;
- r) **Managing resource needs etc:** ensuring that an adequate budget is allocated for safeguarding (including for survivor support and engagement and professional supervision for staff) and that there is appropriate liaison with insurers/solicitors regarding claims;
- s) **Maintaining focus:** ensuring that safeguarding is always accorded a significant place on the agenda for each Trust Board meeting;
- t) **Training and development:** identifying Trust Board members' training needs and commissioning and completing safeguarding training as required; and
- u) **Delivering transparency:** taking the lead in developing measures to ensure that the Diocese is transparent in its approach, providing information, updates and explanations.

Trustee's Safeguarding Committee

The role of the Committee is to support, assist and advise the Diocesan Trustee in discharging duties in safeguarding, in accordance with the Trustee's legal and regulatory duties, Trust Deed, Canon Law of the Catholic Church, Charity Commission guidance, and to operate within the standards, policies and procedures of the Catholic Safeguarding Standards Agency.

The Committee discharges this role by:

- a) **Ensuring Accountability:** providing a written report to each Trust Board meeting on activity in the Committee's areas of responsibility;
- b) **Ensuring availability of professional advice:** accessing professional advice from those with experience of working within organisations such as the Police, Probation Service, Local Authority, healthcare providers, whether by ensuring that members of the committee have the appropriate level of professional knowledge or experience in key areas or by attendance of representatives from these agencies;
- c) **Evaluating compliance and quality:** evaluating performance information derived from quality assurance processes/measures to assess compliance with safeguarding policies and procedures (including day to day operational compliance at parish level)

⁷ All Trust Board Members continue, however, to hold overall responsibility for safeguarding in the Diocese and will work together on safeguarding.

and the quality of safeguarding work, ensuring that findings improve the quality of safeguarding practice ;

- d) **Commissioning appropriate policy and procedures:** commissioning and advising on the development of policy and procedures by the Safeguarding Service that reflect best practice, where national procedures are not available or insufficient, for approval and adoption by the Trust Board;
- e) **Providing advice:** providing advice to the Trust Board Members on:
- i. **Planning:** advising on the content of and performance against the Safeguarding Implementation Plan and the three-year rolling Strategic Plan.
 - ii. **Developing strategy:** supporting victims and survivors, engaging with key stakeholders (including victims and survivors and respondents), promoting the commitment to safeguarding and people protection, and providing assurance via monitoring of compliance.
 - iii. **Managing performance:** evaluating and responding to performance information provided by the Safeguarding Service, self-audit/lessons learned exercises and Catholic Safeguarding Standards Agency (CSSA) audit and performance reports.
 - iv. **Enabling training:** identifying training needs and monitoring the delivery, effectiveness and take-up of Diocesan safeguarding training, and compliance with the CSSA training strategy, National Safeguarding Standards, CSSA practice guidance and CSSA learning outcomes.
 - v. **Managing risk:** identifying risks for inclusion on the Diocesan Risk register and means of managing and mitigating these risks; highlighting the learning to be derived from near-misses, 'serious incidents' and patterns of risk.
 - vi. **Enabling the provision of vetting and checks:** supporting the Safeguarding Service in the provision of the DBS checking service and providing a process for making recommendations about the appropriate response to blemished DBS disclosures and monitoring the timely operation of the vetting system.
- f) **Providing a focused case advisory function:** (i) supporting and advising the Trust Board Members, including the Archbishop, on all matters relating to safeguarding, including welfare matters in respect of parishes, and individuals and families within parishes, who have been victims of abuse and (ii) supporting the Safeguarding Coordinator's case management function through providing advice, scrutiny, support and quality assurance in relation to risk assessment, case management and safeguarding plans;
- g) **Engaging with victims and survivors and respondents:** engaging with those who have been abused to ensure that policy development and practice is informed by the perspective of victims and survivors, and that the experience of respondents similarly informs such policy development and practice: this should extend to seeking feedback from those with experience of Diocesan case management and support;
- h) **Liaising effectively:** ensuring effective information sharing and liaison with others across the Diocese, including the CSSA;

- i) **Managing the support of victims and survivors:** providing direction as regards the delivery of appropriate counselling or other survivor support, within the financial limits set by the Trust Board;
- j) **Assessing resource needs:** making an assessment of needs to ensure that the safeguarding budget is adequate to ensure safe processes and minimization of risk;
- k) **Reporting:** producing an annual safeguarding report for the public, Trust Board Members and other stakeholders;
- l) **Delivering the Communications plan:** contributing to the developing a comprehensive communications plan, for approval by the Trust Board; and
- m) **Training and development:** identifying Trustee's Safeguarding Committee members' training needs and commissioning and completing safeguarding training as required.

Diocesan Safeguarding Coordinator

The role of the Diocesan Safeguarding Coordinator is to (i) manage and coordinate the day-to-day operational arrangements for safeguarding practice across the Diocese and (ii) support, assist and advise the Archbishop, the Trust Board and the Trustee's Safeguarding Committee.

The Diocesan Safeguarding Coordinator fulfils his/her responsibilities for safeguarding by:

- a) **Developing safeguarding policy and procedure:** leading on devising and implementing safeguarding policy and procedure for consideration by the Trustee's Safeguarding Committee and approval by the Trust Board.
- b) **Professional advice:** providing professional advice to the Trustee's Safeguarding Committee and the Trust Board on procedural and strategic issues and leading on implementation of strategy.
- c) **Managing and supporting staff:** managing the Diocesan Safeguarding Service staff, who operate in accordance with the statutory framework and the Catholic Church's safeguarding policies and procedures, and ensuring that they receive appropriate support and direction;
- d) **Ensuring accountability:** via the Trust Board and the Trustee's Safeguarding Committee, being accountable to the Archbishop for leading and managing safeguarding practice in the Diocese. This includes keeping the Archbishop and the Episcopal Vicar up to date on safeguarding matters on a regular basis, advising him on appropriate practice and making recommendations for managing safeguarding allegations, information and concerns;
- e) **Delivering compliance:** supporting the Diocese in (i) meeting statutory requirements and relevant standards, (ii) implementing national and local policies and procedures and (iii) monitoring practice (including at parish level);
- f) **Reporting (cases):** making appropriate responses to the receipt of safeguarding allegations, information and concerns and making referrals to statutory or

professional agencies, in line with the Church's policy of mandatory reporting of allegations to statutory authorities;

- g) **Managing cases:** cooperating with and assisting the police, local authorities and other bodies in their investigations in cases in which it is suspected that a child or vulnerable adult has suffered abuse or is at risk of suffering abuse, making timely decisions on cases to ensure the safety and protection of children and vulnerable adults having sought advice from the Trustee's Safeguarding Committee where necessary⁸, making recommendations for the future conduct of cases through canonical processes and facilitating such processes when directed by the Archbishop, enabling or conducting other investigations or risk assessments, ensuring effective record keeping in accordance with all legal and data protection provisions and national policy requirements, and scrutinising and reviewing cases to ensure that lessons are learned;
- h) **Managing risk:** developing (or commissioning) risk assessments and managing the production, monitoring, and review of safeguarding plans;
- i) **Liaising effectively:** facilitating effective liaison and information sharing internally, as well as with statutory authorities and other organisations, including the CSSA;
- j) **Advising on safeguarding matters:** delivering professional safeguarding recommendations, advice and guidance;
- k) **Managing and promoting safe environments:** managing and overseeing the work of the Diocesan Safeguarding Service staff responsible for safe recruitment of volunteers involved in working with children and/or vulnerable adults and promoting national guidance on creating a safe environment through preventative practice;
- l) **Managing training:** managing and evaluating the delivery of safeguarding training for Diocesan Safeguarding Service staff, clerics, office holders and volunteers;
- m) **Making appointments:** making appointments of appropriately qualified persons as Parish Safeguarding Representatives;
- n) **Managing parish-based safeguarding:** providing support and guidance to Parish Safeguarding Representatives to enable them to implement a robust safeguarding response to safeguarding allegations, information and concerns regarding young people and vulnerable adults and coordinating efforts to raise awareness of safeguarding within parish communities;

⁸ In the unlikely event of an unresolvable difference of opinion between the Safeguarding Coordinator and the Trustee's Safeguarding Committee on proposed action, the matter should be referred to the Archbishop for resolution under Protocol X [to be developed].

- o) **Managing support for victims and survivors:** proactively managing the planning and provision of appropriate support for alleged victims and their families, and alleged perpetrators and their families, in conjunction the appropriate Parish Priest;
- p) **Reporting (data):** preparing and utilising safeguarding data to meet reporting requirements and to drive continuous improvement; and
- q) **Self-development:** participating in professional supervision, performance management and appraisal and engaging in training and continuous professional development.

Episcopal Vicar for Safeguarding

The Episcopal Vicar for Safeguarding represents the Archbishop of Westminster on safeguarding matters and has particular responsibility for liaising with and supporting clergy in this regard. The Episcopal Vicar works with the Diocesan Safeguarding Service to support, assist and advise the Archbishop and the Trustee's Safeguarding Committee in safeguarding cases.

The Episcopal Vicar for Safeguarding fulfils his responsibilities by:

- a) **Delivering compliance:** operating within the standards, policies and procedures of the Catholic Safeguarding Standards Agency and supporting the work of the Diocesan Safeguarding Service;
- b) **Providing contextual understanding:** providing the Diocesan Safeguarding Service and the Trustee's Safeguarding Committee with contextual understanding;
- c) **Managing staff:** acting as the Safeguarding Coordinator's line manager;
- d) **Promoting safeguarding:** promoting the ministry of safeguarding to fellow clergy or religious;
- e) **Managing complaints:** receiving and processing any service-complaints concerning the Diocesan Safeguarding Service; and
- f) **Training:** completing safeguarding training as required.

Vicar General

Appointed by the Archbishop of Westminster as his principal deputy, the Vicar General's role is to assist with the administration and governance of the Diocese. The Vicar General holds special responsibility within the Diocese for clergy welfare and discipline matters and guides Diocesan canonical and administrative processes.

The Vicar General fulfils his responsibilities in respect of safeguarding by:

- a) **Compliance:** operating within the standards, policies and procedures of the Catholic Safeguarding Standards Agency and supporting the work of the Diocesan Safeguarding Service;
- b) **Ensuring zero tolerance:** referring any safeguarding allegations, information and concerns concerning a member of clergy to the Diocesan Safeguarding Service;
- c) **Liaising effectively:** ensuring that there is mutual information sharing (as appropriate) with the Diocesan Safeguarding Service about ongoing and concluded safeguarding cases, in order to ensure that, amongst other things, the necessary measures are put in place to ensure clergy/parish welfare;
- d) **Collaborating:** working collaboratively with the Diocesan Safeguarding Service on the processing of applications from clergy for the issue of a testimonial of suitability, in order to ensure that all safeguarding issues are identified and addressed; and

- e) **Training:** completing safeguarding training as required.

Chief Operating Officer

The Chief Operations Officer (COO) is the canonical Finance Officer (Oeconomus) and charity Secretary. As the lead executive officer in the Diocese, the COO works with the Archbishop to develop, co-ordinate and implement diocesan strategy and policy and manage both the relationship with the diocesan Trustees and canonical structures.

The COO's responsibilities in respect of safeguarding are fulfilled by:

- a) **Compliance:** operating within the standards, policies and procedures of the Catholic Safeguarding Standards Agency and supporting the work of the Diocesan Safeguarding Service;
- b) **Facilitating delivery:** facilitating the implementation of both the Diocesan safeguarding strategy and implementation plan;
- c) **Resourcing:** ensuring that sufficient resources are place to ensure that the Diocese is compliant with national requirements and can embed safeguarding across the Diocese;
- d) **Reporting:** reporting any 'serious incidents' to the Diocesan Trustee, the Charity Commission and the insurance provider.
- e) **Safeguarding Complaints handling:** working with the Diocesan Safeguarding Service when responding to any safeguarding allegations, information and concerns made against a diocesan employee;
- f) **Managing risk:** ensuring that areas of risk, including those related to safeguarding issues, are identified and managed;
- g) **Collaborating with regulators and expert advisors:** working with regulators, legal advisers and the insurance provider to the diocese to ensure legal compliance and good practice;
- h) **Managing complaints:** receiving and processing any service complaints concerning the Diocesan Safeguarding Service; and
- i) **Training:** completing safeguarding training as required.

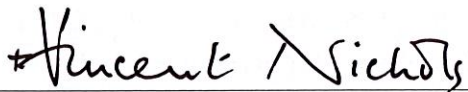
Diocesan Communications Office

The Communications Office is responsible for external and internal communications supporting the work of the Diocese and its parishes and advice of communication matters.

The Communications Office staff fulfill their responsibilities by:

- a) **Supporting:** supporting the Diocesan commitment to proactive communication of its safeguarding message, as detailed in the Diocesan Safeguarding Communication Plan;

- b) **Advising on planning:** providing advice on the Trustee's Safeguarding Committee on the development of the Diocesan Safeguarding Communication Plan;
- c) **Effective handling:** ensuring the prompt handling of media enquiries about safeguarding matters, in consultation with the Archbishop and the Diocesan Safeguarding Service;
- d) **Advising on content:** advising on statements to both parish and media about safeguarding matters;
- e) **Liaising effectively:** liaising regularly with the Diocesan Safeguarding Service about day-to-day management of publicity and information sharing; and
- f) **Training:** completing safeguarding training as required.



Approved by H.E. Cardinal Vincent Nichols
Chair of the Directors of the Trustee
14 July 2023