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**Diocese of Hallam Trustee Safeguarding Committee Communication & Engagement Plan**

The Diocese of Hallam Trustee Safeguarding Committee Communication Plan can be viewed as a standalone document and as part of the wider Diocesan Communication Strategy.

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**Introduction**

The Diocese of Hallam is committed to embedding exceptional safeguarding practice throughout the Diocese. In order to do this, it is important that the Church’s safeguarding message is communicated effectively and is driven by Senior Leadership within the Diocese. Our commitment to the prevention of harm, begins with the adoption and promotion of a healthy and safe culture within the Diocese. The communication and engagement plan details the ways in which the Leadership of the Diocese will share important safeguarding messages and who we will share those with. The Leadership has also committed to an engagement plan with key stakeholders, to ensure that all involved in safeguarding and being safeguarded, are given a voice and will be heard.

**Key Stakeholders: Incoming and Outgoing Communication**

Media

**Information To Communicate**

Incoming information can include but is not exhaustive to:

 What Who do we need to communicate with? Other Actions

Concern or Allegation

Review and amend relevant Policies

Review and amend training information

*Where consent is given to share* *anonymised* – with all personnel who may come into contact with survivors

Survivor Feedback

Set policy review date

Publish on website

All Personnel within the church involved in Safeguarding Practice

Changes in Policy and Practice Guidance

Review and amend relevant Policies

Review and amend training information

All Personnel within the church involved in Safeguarding Practice

Changes in Safeguarding Legislation

Provide guidance literature as appropriate to the person raising and the subject

Risk Assessment and Risk Register Update

Review Gaps in Policy

*Share in accordance with Management of Allegations and Concerns Policy, consider consent, proportionality, and prejudicial impact of ongoing investigations, may include:*

* Safeguarding Coordinator
* Parish Clergy and Safeguarding Representative
* Statutory Authorities
* Subject of Concern
* Advocates
* Partner Support Agencies
* Safeguarding Committee Risk Assessment Group
* Trustees/Bishop/Vicar General where subject has a role in church
* Charities Commission
* Insurers
* Canon Lawyer
* Catholic Safeguarding Standards Agency

Incoming information ctd

What Who do we need to communicate with? Other Actions

Statutory Notification of Offender intent to worship

* Subject of Safeguarding Plan
* Parish Priest and Safeguarding Representative of intended Church
* All Statutory Agencies working with Offender
* Risk Assessment Group
* Subject of Safeguarding Plan

Risk Assessment

Create and agree Safeguarding Plan

Application for Parish Safeguarding Representative

* DBS ID verifier
* Parish Priest to confirm checks back and role commencement
* DBS Counter signatory
* DBS Service
* Online Training Service Registration
* Referees provided by applicant
* Applicant
* Risk Assessment Process if Blemished DBS
* Applicant to complete mandatory Safeguarding Training alongside any role specific training
* Interview and Induction
* Appointment letter to be sent from the Bishop if Parish Safeguarding Representative Role
* Appointment to be announced and PSR introduced during Parish Mass and in Parish newsletter

Application for Other DBS eligible volunteer or employed role

* DBS ID verifier
* Parish Priest/Recruiting Manager to confirm checks back and role commencement
* DBS Counter signatory
* DBS Service
* Referees provided by applicant
* Applicant
* Risk Assessment Process if Blemished DBS
* Interview and Induction by recruiting Manager
* Applicant to complete mandatory Safeguarding Training alongside any role specific training

Incoming information ctd

What Who do we need to communicate with? Other Actions

National Alert Notice

Agree appropriate and proportionate distribution list of internal Diocesan members, may include:

* Clergy
* Parish Safeguarding Representatives
* Risk Assessment Group
* Diocesan Leaders
* If subject known – Alerting Coordinator
* Statutory Services where Alert instructs to do so if known whereabouts

Check Safeguarding files for any information held on named subject of alert

Training Dates including external training provision

* Clergy
* Parish Safeguarding Representatives
* Volunteers
* Senior Leaders
* Diocesan Departments
* Training Provider
* Safeguarding Committee
* Other Diocese
* Promote on website
* Request entry in Parish Newsletters and Parish Notice boards
* Request Entry in Hallam Bridge

Safeguarding News, Events and Updates

* Clergy
* Parish Safeguarding Representatives
* Volunteers
* Senior Leaders
* Diocesan Departments
* Training Provider
* Safeguarding Committee
* Promote on website
* Request entry in Parish Newsletters and Parish Notice boards
* Request Entry in Hallam Bridge

**Engagement**

Who we engage with Frequency of Engagement Type of Engagement

To be determined by Survivor as to how and who they feel comfortable, but can include:

* Commitment to Survivors Policy is available on the Safeguarding Website and is evident through embedding in Safeguarding Practice at all levels of the Diocese, driven by Senior leaders
* Ongoing Case Contact for updates
* Keep In Touch Phone Calls, Emails, Letters, Online or face to face Meetings
* Feedback Phone Calls, Emails, Pro Forma, Letters, Online or face to face Meetings
* Consult over Literature for Survivor Policy and Practice
* Invited to be part of Activities and Initiatives for Supporting Survivors

Survivors of Abuse

Bespoke frequency based on the needs of the survivor

Catholic Safeguarding Standards Agency

Frequently

* Triannual Coordinators Conferences
* Administrators Conferences
* Case Consultation by Phone, email, online meeting
* Quality Assurance Audits and ongoing implementation engagement by Phone, email, online meeting
* DBS Administration Queries and support by Phone, email, online meeting
* National Training Team online meetings, telephone and face to face training delivery

Senior Leaders and Trustees

Frequently

* Senior Leaders Drive the Key Safeguarding Messages to embed a safe, healthy culture of prevention and listening
* Provision of Safeguarding Feedback to the Trustees meetings
* Submission of Policy and Practice Documentation for ratification
* Provision of casework, recruitment and training KPI’s
* Sharing of information pertinent to Safeguarding Governance
* Provision of Safeguarding Training mandated by National training Standards and Training Needs Analysis
* Trustee membership of Safeguarding Committee
* Senior Leaders and Trustees attend and contribute at Safeguarding Events
* Engagement between Survivors of Abuse, Senior Leaders and Trustees
* Collaborative Working with Senior Clergy Leaders where casework concerns members of the clergy
* Risk Assessment recommendations made where casework concerns members of the clergy
* Bishops Annual Pastoral Safeguarding Letter read at masses
* Training and event attendance invitations are addressed from the Bishop

Bishops Conference

Frequently

* The Bishop of Hallam to attend regular meetings of the Bishops Conference and champion Safeguarding Matters on behalf of the Safeguarding Department.
* Update of opportunities for Safeguarding Coordinator to sit on working groups of Bishops Conference specific to Safeguarding and Survivor Care.
* Communication from the Bishops Conference to be distributed appropriately throughout the Diocese.

Statutory Authorities

Frequently

* Collaborative working with Statutory Authorities including prompt referrals of concerns, attendance at Multi Agency Risk Assessment Conferences and Multi Agency Public Protection Arrangements Meetings.
* Receiving of referrals from Statutory Authorities, and collaborative working, where a Safeguarding Plan requires implementing for any member of the Church.
* Attendance at Local Authority Provider Consultation Meetings
* Quality Assurance of case work through statutory membership of the Safeguarding Team Risk Assessment Management Group.
* Diocesan events are shared with Statutory Partners and requests for distribution of invitations to staff and to service users as appropriate.
* Provision of regular safeguarding updates distributed by the Bishop
* Training Instructions distributed by the Bishop
* Provision of training in accordance with National Training Standards and training Needs Analysis
* Safeguarding Briefs provided to Council Of Priests for Distribution and discussion at Deanery Meetings
* Promotional Materials sent to Clergy to advertise in Newsletters and Churches
* Clergy representation on the Safeguarding Committee
* Appropriate information sharing and collaborative case working
* Clergy attend and contribute at Safeguarding events
* Clergy participation in Safeguarding Awareness initiatives
* Collaborative working regarding Safe Recruitment Practice, particularly where an out of conference Priest is being sought to assist in a Parish
* Clergy Safeguarding Orientation delivered to incoming Out of Conference Clergy
* Clergy consulted regarding changes to Safeguarding Practice and Policy
* Clergy as a designated point of contact for sharing concerns and allegations in all Parishes.
* Clergy help embed Safeguarding message in Parishes through end of mass announcements, appropriate reference to safeguarding in homilies, bidding prayers and promotion of events and training

Clergy

Frequently

* Provision of regular safeguarding updates distributed by the Safeguarding Team through emails, newsletters, emails and website
* Provision of training in accordance with National Training Standards and Training Needs Analysis
* Promotional Materials sent to Safeguarding Reps to advertise in Newsletters and Churches
* Safeguarding Representative membership of the Safeguarding Committee
* Appropriate information sharing and collaborative case working
* Safeguarding Representatives attend and contribute at Safeguarding events
* Safeguarding Representative participation in Safeguarding Awareness initiatives
* Collaborative working regarding Safe Recruitment Practice
* Safeguarding Induction delivered to newly recruited Safeguarding Representatives
* Safeguarding Representatives consulted regarding changes to Safeguarding Practice and Policy
* Safeguarding Representatives as a designated point of contact for sharing concerns and allegations and for Policy Guidance in Parishes
* Safeguarding Representatives help embed Safeguarding message in Parishes through attendance or Safeguarding Agenda item at Parish meetings, promotion and visibility of their role within the Parish.

Parish Safeguarding Representatives

Frequently

* Volunteers are provided with Safeguarding Brief/Training as mandated by National Training Standards and Training Needs Analysis
* Volunteer agreement form signposts all volunteers to Safeguarding Policy, Code of Conduct, Whistleblowing Policy
* Volunteers invited to attend and contribute to Safeguarding events and initiatives
* Volunteers engage with required recruitment checks as mandated by safe recruitment practice

Volunteers

Regularly

* Safeguarding Volunteering opportunities are promoted to Parishioners
* Publications in parish Newsletters
* Safeguarding training and events are promoted to all parishioners to participate in and attend
* Website provides Safeguarding Updates
* Subscription area for Parishioners to sign up for email notifications from Safeguarding website
* Parishioners access Safeguarding personnel through literature and posters detailing points of contact, on designated Notice Boards
* Parishioners provided with an annual Safeguarding update through the Bishops Annual Pastoral Letter for Safeguarding
* How we Safeguard is promoted to attendees at groups such as parents and children preparing for 1st Holy Communions

Parishioners – including adults at risk of harm, children and their parents/families

Frequently

Other Diocese

* Regular Meetings with National Safeguarding Counterparts.
* Sharing of Best Practice
* Collaborative working for Multi Diocesan Case Work in line with Data Sharing Agreements
* Transfer of Casework where required in line with Data Sharing Agreements.

Frequently

* Sharing of Best Practice
* Collaborative Working of interfaith cases
* Transfer of case work where an alternative faith organisation is identified as accountable for the case.

Regularly

Other Faith Organisations

* Appropriate signposting and referrals to Service Providers
* Sharing of information and events to service providers for service users to be invited to attend or contribute towards.
* Collaborative working with service providers over casework in common.
* Distribution of news/training opportunities/ support information provided by Service Providers as appropriate.

Regularly

Service Providers

* Contact about important case updates, information gathering
* Assessments of support needs and signposting as appropriate for support.
* Invitations for feedback on the work of the Safeguarding Department for quality assurance and practice development purposes.
* Organising bespoke events for service users to attend.

Bespoke frequency based on the need of the service user

Service Users

* Uptake and promotion of appropriate external training opportunities
* Collaborative Working to support and resource Training Needs as identified by Training Needs Analysis and National Training Standards

Training Providers

Regular

* Provision and delivery of appropriate training as mandated by the National Training Standards and Training Needs Analysis
* Provision and delivery of continued professional development opportunities
* Feedback opportunities to develop training practice
* Training Provision to be accessible through mediums of face to face, online, presentations, meetings, update sessions, inductions

Trainees

Regular

Other Diocesan Departments

Frequently

* Sharing of Safeguarding Policy and Practice with All Departments
* Ratification of Safeguarding Risk Assessments for activities organised by Diocesan Departments
* Provision of Safeguarding Training to Diocesan Staff
* Provision of news and updates to Diocesan Staff
* Support to ensure Safe Recruitment of Staff and Volunteers
* Departmental Staff invited to attend events