

ALLEGATIONS MANAGEMENT PROTOCOL

to be applied in accordance Suffolk Safeguarding Children Board Arrangements for Managing Allegations of Abuse against People who Work with Children or those who are in a Position of Trust

Parties to this protocol

- Diocese of St Edmundsbury and Ipswich (Church of England of Suffolk) ["Diocese"]
- Suffolk County Council (Children and Young People's Services) ["SCC"]
- Suffolk Police (Safeguarding Team) ["Suffolk Police"]

LADO = Local Authority Designated Officer: LADOCentral@suffolk.gcsx.gov.uk / 0300 123 2044

In the absence of the Bishop's Safeguarding Adviser at any stage of this process, the Assistant Safeguarding Officer will deputise where able.

During a Vacancy-in-See the Suffragan Bishop or other deputy with delegated responsibility will deputise for the Diocesan Bishop.

Scope of this protocol:

This protocol outlines the process by which the Diocese should respond to allegations made against Clergy or any other person working on their behalf in a position of trust, in partnership with SCC and Suffolk Police.

Process for managing allegations:

1. Initial allegation received in accordance with Diocesan Safeguarding referral procedure.
2. Consultation with, and a referral made, to the LADO on the day that the allegation is received (or next working day if received at a weekend) and if against a member of Clergy, the Diocesan Bishop informed.
 - i. Any need to report concerns of immediate harm to be made to the Suffolk Police (dialling 999) as per diocesan safeguarding procedures.
3. If advised that the necessary thresholds have been met, The Bishop's Safeguarding Officer, or deputy, attends an initial SCC LADO strategy meeting, where a decision regarding any recommendation to suspend, and notification to the alleged perpetrator, will be made.
 - i. Regardless of the recommendation to suspend or not, an action plan will be agreed.
 - ii. Minutes will be taken at any such meeting and a copy made available within 3 working days, to be filed in the confidential blue file (for Clergy) and safeguarding file respectively.

4. If a suspension is recommended, the Bishop's Safeguarding Officer, or deputy, informs the Diocesan Bishop (or deputy) that the alleged perpetrator should be informed and enact the suspension.
 - i. This will either be in person or by telephone, written confirmation to follow within 24 hours or 1 working day.
 - ii. If the complaint refers to a volunteer rather than member of the clergy or paid staff, instruction and support will be provided to the appropriate parish representative (Incumbent where possible) to enact the suspension and the appropriate Archdeacon informed.
 - iii. Notes will be made of when and how the suspension was enacted and confidentially filed, in both the Clergy blue files and safeguarding files respectively . If there is an on-going criminal investigation into the conduct of any such person, these notes will immediately be shared with the LADO and Suffolk Police.
5. An Archdeacon, in liaison with the Bishop's Safeguarding Officer, will (1) co-ordinate the provision of pastoral support for the person whom the allegation is against and, (2) in liaison with the Diocesan Bishop (or their deputy) offer the services of an Authorised Listener to any person who has made a complaint (if known).
 - i. If such an allegation is made against a member of the clergy, the Bishop's Safeguarding Officer will liaise with the appropriate Archdeacon as to the support required by the parish.
 - ii. All pastoral support providers are to be made aware of the need to maintain appropriate safeguarding procedures, including the necessity to compile notes and information, which could be required by the LADO and Suffolk Police.
6. The Bishop's Safeguarding Officer, or deputy, and other relevant representatives of the diocese as required, will continue to attend review strategy meetings (at least every 4 weeks) and report to the Diocesan Bishop (or their deputy) and keep all relevant parties informed and updated.
7. At any time during the investigation the Diocesan Bishop can request an update from the LADO in accordance with their lead responsibility for safeguarding.
8. At the end of any LADO process the LADO will meet with the Diocesan Bishop (or their deputy), the Bishop's Safeguarding Officer, or deputy, and the Archdeacon who co-ordinated pastoral support to advise what further actions are required, if any.
9. In accordance with the recommendations of that meeting; if the investigation does not conclude with a criminal trial, or if there is no subsequent criminal conviction, the Diocesan Bishop (or their deputy), Independent Chair of the Bishop's Safeguarding Panel and Bishop's Safeguarding Officer, in liaison with the Diocesan Registrar, will agree the terms for any internal investigation, and the alleged perpetrator informed and further pastoral support offered.
10. Once the matter has been concluded, complainants will be offered an opportunity to meet with the Diocesan Bishop (or their deputy) and Bishop's Safeguarding Officer, or deputy, to be informed of the outcomes and continued pastoral support offered as required.

- i. Where the complainant has made prior notification of their intention to issue civil court proceedings, a delegated representative appointed by the Diocesan Bishop (or their deputy) will communicate the outcomes.

11. Further referrals may be required as follows:

i. Referral to the Disclosure Barring Service (DBS)

- If the allegation is substantiated and the person is dismissed or
- the local authority or employer ceases to continue using the person’s services, or
- the person resigns or ceases to provide their services, the LADO should discuss with the employer whether a referral to the DBS is required or advisable and if so, agree the form and content of a referral. If a referral is appropriate it should be made within 1 month.

ii. Referral to a regulatory bodies

If the individual is subject to registration or regulation by a professional body or regulator the LADO should advise on whether a referral to the appropriate body is required and the form and content of the referral.

iii. Referral to the Charity Commission

The Charity Commission should be informed of any actual or suspected criminal activity within or involving the charity as soon as possible after the incident.

They must be informed where an individual may have committed an offence that calls into question their suitability to be involved in or connected to a charity, whether as a trustee, member of staff or volunteer.

Signed: 

Signed: 

Date: 9 June 2016

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Gavin Stone
Assistant Diocesan Secretary/
Bishop’s Safeguarding Officer

Tina Wilson
Head of Safeguarding
Suffolk County Council

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