

④ Risk Assessment

Imposed (Bogus)

OCT 2020



Appendix: Risk Assessment on the Dean of Christ Church

Since October 2020, the Dean has been placed under restrictions that forbid him to meet with individuals on a one-to-one basis, and also categorise him as "high" or "medium" "safeguarding risk"

These 'Risk Assessments' were written at the same time as the "Independent Report" by Kate Wood, and she has also put her name to and endorsed them. These Risk Assessments:

1. Are printed on 'Church of England' headed stationery, and purport to be 'official', when in fact they have no authorisation.
2. Do not follow any of the guidance or stipulations in the 'Safeguarding (Clergy Risk Assessment) Regulations', 2016 [see attached].
3. Are not undertaken by any person with a licence, authority or training to conduct such a risk assessment [see list and Guidance, attached].
4. Were at no stage discussed with the Dean, and only filed against him as part of the Clergy Discipline Measure complaint.
5. Defame the Dean, and appear to indicate extreme 'gas-lighting' by those who have written them.
6. Would probably amount to a breach of human rights and natural justice, even for a convicted offender.
7. Were waived through the CDM process by the Bishop of Oxford, the Bishop of Birmingham and Peter Collier QC – none of whom raised any concerns about the provenance and authenticity of the documents.
8. Might give some indications as to the quality, reliability, authenticity and alleged 'independence' of Kate Wood's investigative work.

Oxford Cathedral -Activity risk assessment

Activity: Sexual Harassment/assault

Location: In the Cathedral

Name of leader with responsibility: Graham Ward (Safeguarding lead)

Date to be reviewed: November 1st, 2020

Date of first risk assessment: October 23rd, 2020

Time/frequency: After Sunday Eucharist (4/10/20)

| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to manage this risk? | Action by whom? | Action by when? | Done |
|--|---|---|---|---|-----------------|---|
| Harassment (High) | <ul style="list-style-type: none"> - College Chaplain - Assistant College Chaplain | <ul style="list-style-type: none"> - Ensuring they are not with MP on their own whilst at work - Changing door codes on College office - Changing verging shifts - Some redeployment - pastoral support and offer of counselling | <ul style="list-style-type: none"> - Forward planning beyond next week - Report to Police, NST and CC - Voluntary agreement (infringed) that MP will not see anyone on a 1:1 basis - Pursue possibilities of suspension - Ask MP voluntarily to step down - Continue pastoral support | <ul style="list-style-type: none"> GW/RP GJ/Clerk of Works/HE | Immediately | <ul style="list-style-type: none"> - In progress - Informed - Completed - In progress - Requested by Bishop and CC but both refused - in progress |
| Harassment (High) | Residentialy Canons | <ul style="list-style-type: none"> - Minimizing meetings alone - Code changed on residential gate | <ul style="list-style-type: none"> - Agreement (already infringed) that MP will not see anyone on a one-to-one basis - Pursue possibilities of suspension | <ul style="list-style-type: none"> RP on behalf of Chapter GB | Immediately | <ul style="list-style-type: none"> - Completed - In progress |
| Harassment for information (medium) | <ul style="list-style-type: none"> - Non-residentialy liturgical and verging staff - Residentialy vergers | Nothing (not yet informed) | <ul style="list-style-type: none"> - Preparations for communication if in public domain (through disciplinary process or leak) | <ul style="list-style-type: none"> RP/GB legal and comms | On going | |
| Inappropriate leaks of sensitive and confidential information (high) | <ul style="list-style-type: none"> - Congregation - Alumni | Nothing | <ul style="list-style-type: none"> - Preparations for communication if in public domain (through disciplinary process or leak) | <ul style="list-style-type: none"> RP/GB legal and comms | On going | |
| Inappropriate behaviour (medium to low) | Female administration staff | Nothing | <ul style="list-style-type: none"> - Agreement (already infringed) that MP will not see anyone on a one-to-one basis | <ul style="list-style-type: none"> RP on behalf of Chapter | On going | Completed |
| Inappropriate or erratic behaviour (low) | Choir (lay clerks, choristers) | Nothing | | <ul style="list-style-type: none"> RP/SG | On going | |
| Suicide/mental breakdown | The Dean | <ul style="list-style-type: none"> - Ensuring pastoral support through the diocese | <ul style="list-style-type: none"> - Continuing contact with Bishop Colin and the diocese | <ul style="list-style-type: none"> RP/NB/bishops | | <ul style="list-style-type: none"> -Completed |



Oxford Cathedral -Activity risk assessment

Activity: Sexual Harassment/assault

Location: In the Cathedral

Name of leader with responsibility: Graham Ward (Safeguarding Lead)

Date to be reviewed: November 1st, 2020

Date of first risk assessment: October 23rd, 2020

Time/frequency: After Sunday Eucharist (4/10/20)

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|--|--|---|-----------|--|
| | <ul style="list-style-type: none"> - Reminding him to counselling provision used previously - Communicating to him other pastoral resources (Employee Assistance Programme and Samaritans) - Determining where he is duty | <ul style="list-style-type: none"> - Contact with his wife - Prayer | Chapter | <ul style="list-style-type: none"> -In progress -In progress -In progress |
| | | | PC/bishop | |
| | | | | |

Oxford Cathedral - Activity risk assessment for Cathedral Choir School

Activity: Sexual Harassment/assault
 Risk alerted in report received 22/10/20 (Kate Wood)
 Location: In the School
 Name of leader with responsibility: Richard Peers (Sub Dean / Vice Chair)
 Date to be reviewed: November 1st, 2020
 Date of first risk assessment: October 23rd, 2020

| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to manage this risk? | Action by whom? | Action by when? | Done |
|--|------------------------------|---|---|-------------------------------------|--|----------|
| Harassment (Medium) | - Headmaster | - MP absent from site until 13 / 11 Half term week Conversation with HM Sub Dean is regular contact for HM on all issues | - Keeping information secure. Situation under review as it develops. | RP | 2/11/20 | |
| Harassment (Medium) | - Governors (MP Chair) | - MP absent from site until 13 / 11 Half term week | - Pursue possibilities of suspension and so stepping down as Chair | RP on behalf of Chapter GB | Immediately if notice of suspension received | |
| Inappropriate leaks of sensitive and confidential information (Medium) | - Parents | - MP absent from site until 13 / 11 Half term week Conversations already started with diocesan communications Officer, Cathedral Comms Officer Monitoring digital and online media | - Preparations for communication if in public domain (through disciplinary process or leak) | RP/GB legal and comms RP (SB/SM) | 21/10/20 | 21/10/20 |
| Inappropriate leaks of sensitive and confidential information (Medium) | - Staff | - MP absent from site until 13 / 11 Half term week | - Preparations for communication if in public domain (through disciplinary process or leak) | RP/GB legal and comms | As above | |
| Inappropriate or erratic behaviour (low) | - Pupils | - MP absent from site until 13 / 11 Half term week | no | | | |

Safeguarding Risk Assessment

Christ Church - Activity risk assessment in College*

Activity: Sexual Harassment/assault by Y Location: in the Cathedral Time/frequency: after Sunday Eucharist on 4 October 2020
 First risk assessment: Richard Woodley (Diocesan Safeguarding Officer) on 12 October 2020
 Second risk assessment: Kate Wood (Independent Safeguarding Consultant) on 22 October 2020
 Individual completing present risk assessment: Ms Helen ETTY (Academic Registrar and Designated Safeguarding Lead, Christ Church)
 Name of leader with responsibility: Prof. Dirk Aarts (trustee with College safeguarding brief)
 Date of present risk assessment: _____ Date to be reviewed: 1 November 2020

* focus on Academic and Administrative staff at Christ Church (incl. academic and administrative staff working on site, incl. only occasionally; academic and administrative staff not working on site; Dean's Personal Assistant)

| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to manage this risk? | Action by whom? | Action by when? | Done |
|-----------------------|--|--|--|--|-----------------|------|
| Harassment | <p><i>Who might be harmed:</i></p> <ul style="list-style-type: none"> Academic and administrative staff working on-site; Academic and administrative staff not working on site; The Dean's PA <p><i>How:</i></p> <ul style="list-style-type: none"> Staff could be harassed if they are placed in a vulnerable situation, i.e. a one-to-one situation with Y either in person (physical and verbal risk) or remotely (verbal risk). There is potential for inappropriate behaviour to take place virtually, by Teams/phone, email, social media. Staff could be unable to carry out their duties effectively if measures | <ul style="list-style-type: none"> Administrative staff are working from home (due to Covid) except when they have express permission to work on-site so there is no f2f contact. Academic staff are working at home except when they have a need to be on-site. No communal activities are taking place where there would be f2f contact. Administrative staff (except for the Dean's PA) do not routinely communicate with the Dean either in person or electronically. Dean's PA is instructed to work from home except when she has a particular need to be on-site, when written permission must be sought. An alternative office has been offered in the Cathedral for instances | <ul style="list-style-type: none"> Ensure that staff are aware of lines of support, e.g. Harassment Safeguarding, Equal Opportunities Policy, grievance procedure Staff should be aware of exit routes and to call the Lodge if assistance is needed Ensure regular meetings between senior staff to assess any change to the risk Dean's PA role may need adjustment to duties if these cannot be carried out from home A panic alarm might be considered for staff who routinely work alone Security locks and access to rooms should be checked for staff who routinely work alone Staff to continue to work at home while current Covid guidelines persist and the situation to be reviewed when guidelines change. The next steps would depend on the level of risk defined for staff who are in close contact – chiefly the Dean's | <ul style="list-style-type: none"> Clerk of Works if panic alarm or security systems are needed Line managers to ensure that staff are aware of support policies Line manager to assess work of PA if redeploy ment is needed | | |

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|--|--|---|--|--|--|
| <p>are not taken to ensure that they can do so safely</p> <ul style="list-style-type: none"> • Staff wellbeing could be affected by stress and anxiety • The institution could be at risk at harm (i.e. could face legal action and reputational damage) if risks are not mitigated or reasonable adjustments are not made to keep staff safe • Covid social distancing guidelines would be breached if there is any touching | <p>when she needs to work on-site but the Dean is also in the Deanery. In the Deanery, the PA has a separate entrance and separate bathroom facilities, but no separate kitchen.</p> <ul style="list-style-type: none"> • All staff have recourse to the College Harassment Policy if they wish to speak to an Advisor or make a complaint • All staff have further support via the Employee Assistance Programme • The College has a Safeguarding Lead and College Officer in charge of safeguarding, to whom incidents are reported • The College has a Lone Working Policy and any individuals working beyond normal hours should notify their line manager and the Lodge • The Academic Registrar | <p>PA. If there is a risk of harassment in person, she should not have one-to-one contact, and so if she works on-site she should be moved to a different office. If there is a risk of remote harassment, the direct contact she needs with Y to carry out her role would need to be assessed, as she is in the risk group identified in the report (i.e. a young woman). Redeployment could be an option if that is considered proportionate.</p> | | | |
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| | <ul style="list-style-type: none"> has regular meetings with the Dean's PA No events or meetings are taking place in person with academic staff and contact is limited because if Y's conflicts of interest | <ul style="list-style-type: none"> As above | | |
| Inappropriate behaviour | <ul style="list-style-type: none"> As above | <ul style="list-style-type: none"> As above | | |
| Harassment for information | <p><i>Who might be harmed:</i></p> <ul style="list-style-type: none"> Academic and administrative staff working on-site; Academic and administrative staff not working on site; The Dean's PA <p><i>How:</i></p> <ul style="list-style-type: none"> There is potential for harassment for information to take place virtually, by Teams/phone, email. Inappropriate information could be requested (e.g. | <ul style="list-style-type: none"> As above | <ul style="list-style-type: none"> Administrative staff could be asked to pass requests for information from Y to their line manager for action | <ul style="list-style-type: none"> Line managers |

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 Individual completing present risk assessment: Ms Helen Ety (Academic Registrar and Designated Safeguarding Lead, Christ Church)
 Name of leader with responsibility: Prof. Dirk Aarts (trustee with College safeguarding brief)
 Date of present risk assessment: _____ Date to be reviewed: 1 November 2020

* focus on Academic and Administrative staff at Christ Church (incl. academic and administrative staff working on site, incl. only occasionally; academic and administrative staff not working on site; Dean's Personal Assistant)

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| <p>Leak of sensitive and confidential information</p> | <p>information on students that we would not usually share</p> <ul style="list-style-type: none"> Information could be requested in an inappropriate way, e.g. in a way that people find harassing | <p>Use of email accounts is carefully considered, e.g. emails are only sent to people who need to see them and shared accounts are not used</p> <ul style="list-style-type: none"> Information is shared on a need-to-know basis Staff are encouraged to speak to the appropriate person with concerns or requests for information i.e. their line manager or appropriate College Officer | <ul style="list-style-type: none"> Trustees could be reminded of their confidentiality duties | <ul style="list-style-type: none"> Censors | | |
| <p>Who might be harmed:</p> <ul style="list-style-type: none"> Academic and administrative staff working on-site; Academic and administrative staff not working on site; The Dean's PA <p>How:</p> <ul style="list-style-type: none"> Confidentiality could be compromised if information spreads inappropriately Staff could be distressed by inappropriate circulation of information Untrue information may circulate The institution could | | | | | | |

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| | suffer reputational damage | | | | | |
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Safeguarding Risk Assessment

Christ Church - Activity risk assessment on Site: Deanery and College*

Activity: Sexual Harassment/assault by Y Location: in the Cathedral Time/frequency: after Sunday Eucharist on 4 October 2020

First risk assessment: Richard Woodley (Diocesan Safeguarding Officer) on 12 October 2020

Second risk assessment: Kate Wood (Independent Safeguarding Consultant) on 22 October 2020

Individual completing present risk assessment: Ms Pauline Linières-Hartley (The Steward(Domestic Bursar) of Christ Church)

Name of leader with responsibility: Prof. Dirk Aarts (trustee with College safeguarding brief)

Date of present risk assessment: 28/10/2020 Date to be reviewed: 13 November 2020

* focus on Domestic/Clerk of Works staff and individuals living/coming into Christ Church in non-Cathedral contexts (incl. domestic and garden/Clerk of Works staff working in and around Deanery and working on site more generally; students living on main site; students not living on site, but coming into College; lodger in Deanery)

| What are the hazards? | Who might be harmed and how? | What are you already doing? | Do you need to do anything else to manage this risk? | Action by whom? | Action when? | Done |
|---|---|---|--|-----------------------------|--------------|----------------------|
| Harassment/Inappropriate behaviour/Harassment for information due to Y's emotional distress | Dean's PA | This member of staff has been moved to another office within the Cathedral offices is aksio working at home. Offered support from the EAP and offered support from the Steward(Domestic Bursar), Academic Registrar and Cathedral Registrar. Has recourse to harassment procedures. | No | Cathedral Registrar/Steward | ASAP | Completed 28/10.2020 |
| Harassment/Inappropriate behaviour/Harassment for information due to Y's emotional distress | Gardeners working in the Deanery Garden | Requested the Head Gardener to work to check on the gardener on a weekly basis but otherwise no concerns. Have recourse to harassment procedures. Confirmed by telephone with Head Gardener 28/10/2020 | No | Steward | ASAP | Completed |
| Harassment/Inappropriate behaviour/Harassment for information due to Y's emotional distress | Deanery Housekeeping staff | Steward has made contact with the two staff members who are aware that they can approach her if they have any concerns. They wish to carry on working in the Deanery. Have recourse to harassment procedures. Confirmed by telephone with both staff on 28/10/2020 | No | Steward | ASAP | Completed 28/10/2020 |
| Harassment/Inappropriate behaviour/Harassment for information due to Y's emotional distress | Clerk of Works Staff | Requested Clerk of Works to work in pairs in the Deanery if called to undertake maintenance. Have recourse to harassment procedures. Confirmed by telephone with | No | Steward | ASAP | Completed 28/10/2020 |

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|--|--|---|--|---|---------------------------------|------------------|-------------------------|
| | | both staff on 28/10/2020 | | No | Steward | ASAP | Completed 28/10/2020 |
| Harassment/Inappropriate behaviour/Harassment for information due to Y's emotional distress | Housekeeping staff | Housekeeping staff rarely go into the Deanery as the Deanery has its own staff but should they be required it will be in pairs. Have recourse to harassment procedures. Confirmed by telephone with House Manager on 28/10/2020 | | No | Steward | ASAP | 28/10/2020 |
| Harassment/Inappropriate behaviour/Harassment for information due to Y's emotional distress | Lodge Staff | Lodge staff have no cause to go into the Deanery and there are always at least two people staffing the lodge. Also they are behind a counter and screen. Have recourse to harassment procedures. Confirmed by telephone with Deputy Lodge Manager on 28/10/2020 | | No | Steward | ASAP | 28/10/2020 |
| Harassment/Inappropriate behaviour/Harassment for information due to Y's emotional distress | Junior Members | No contact with junior members is permitted at this time. Have recourse to harassment procedures. Have welfare support. | | Not at this stage | Junior Censor | Already in place | 28/10/2020 |
| Harassment/Inappropriate behaviour/Harassment for information due to Y's emotional distress | Senior Members | Minimal contact with senior members is taking place at this time. Have recourse to harassment procedures. Have support from censorial team. | | No | Senior Censor and Junior Censor | Already in place | 28/10/2020 |
| Leaks of sensitive and confidential by Y,X or from staff to others. Risk of reputational damage to Y,X and institution | Reputational damage to Y, X and reputational damage to institution | It is clear that a number of staff particularly in the Dean's Household/Cathedral are aware of some of the confidential information. X and Y may also leak information. | | <p>Apart from urging all parties to maintain confidentiality there is little that can be done to stop staff and others leaking information. at this point in time. Those in charge of communications for the college seek advice to ensure that any communications take into account and mitigate as far as possible reputational damage to all the parties concerned. Advice can also be sought from the University on communications and the Treasurer for GDPR</p> | Censor Theologiae/ Treasurer | | |

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| | | | | | | | matters. | | | | | | |
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Safeguarding (Clergy Risk Assessment) Regulations 2016

In exercise of the power under paragraph 3(1) of Canon C 30, the House of Bishops makes these Regulations:

Citation, commencement and interpretation

1. (1) These Regulations may be cited as the Safeguarding (Clergy Risk Assessment) Regulations 2016.
- (2) These Regulations come into force on 1st March 2017.
- (3) The Interpretation Act 1978 applies to these Regulations as if the Canon under which they are made were a Measure of the General Synod of the Church of England.
- (4) In a case where an archbishop gives a direction under paragraph 2(1) of Canon C 30, these Regulations have effect as if—
 - (a) a reference to the bishop of a diocese were a reference to the archbishop,
 - (b) a reference to the diocesan registrar were a reference to the registrar of the archbishop's province,
 - (c) a reference to the diocesan safeguarding advisor were a reference to the Archbishops' Council, and
 - (d) a reference to the diocesan safeguarding panel or to its chair were omitted.

Requirement to have regard to House of Bishops' guidance

2. In carrying out a function under these Regulations, a person must have due regard to guidance issued by the House of Bishops on matters relating to the safeguarding of children and vulnerable adults.

Appointment of person to carry out assessment

3. (1) The bishop of a diocese, having given a direction under paragraph 2 of Canon C 30, must appoint a person to carry out the risk assessment (an "assessor").
- (2) A person may not be appointed under this regulation unless he or she is included in a list maintained for the purposes of these Regulations by the Archbishops' Council.
- (3) When making an appointment under this regulation, the bishop must be satisfied that the person is, in all the circumstances of the case, suitable to carry out the risk assessment.
- (4) The contract under which an appointment under this regulation is made must make provision for the steps which the bishop is to be entitled to take if the person appointed fails to comply with these Regulations; and the contract may, in particular, provide for a failure to do so to be enforceable as if it were a breach of the contract.
- (5) In acting under this regulation, the bishop must have due regard to the advice of the diocesan safeguarding advisor.

Procedure for carrying out assessment

4. (1) Where the bishop of a diocese appoints a person under regulation 3 to carry out a risk assessment, the diocesan safeguarding advisor must—

- (a) prepare the terms of reference for the assessment, and
 - (b) submit them to the bishop for approval.
- (2) The bishop, having approved the terms of reference, must ensure that the diocesan safeguarding advisor gives the assessor—
- (a) a written statement which sets out the terms of reference, and
 - (b) such other information as the bishop considers relevant to the assessment, having due regard to—
 - (i) the advice given by the diocesan registrar, and
 - (ii) the advice given by the diocesan safeguarding advisor.
- (3) The bishop must also ensure that the diocesan safeguarding advisor gives the person required to undergo the assessment a written statement which—
- (a) sets out the terms of reference,
 - (b) gives the reason for requiring the assessment,
 - (c) gives the name of the assessor,
 - (d) explains how the assessment is proposed to be carried out, and
 - (e) refers to the possibility that the bishop may give a copy of the written assessment, or a copy of it in a redacted form, to the police, a local authority or others concerned with the safeguarding of children or vulnerable adults.
- (4) A failure to comply with a reasonable requirement imposed by the assessor on the person required to undergo the assessment is to be regarded as a failure to comply with the direction given under paragraph 2 of Canon C 30 to undergo the assessment (with paragraph 2(8) of the Canon applying accordingly).

Written assessment: content

5. (1) In a case where the assessor, having carried out a risk assessment, is satisfied that there is a risk of the kind referred to in paragraph 2(3) of Canon C 30 (risk of harm to child or vulnerable adult etc.), the assessor's written assessment must set out—
- (a) the assessor's opinion on the nature and likely extent of the risk, and
 - (b) the assessor's recommendations on how to address or manage that risk.
- (2) Where a risk assessment has involved consideration of a matter certain facts of which are in dispute, the written assessment—
- (a) must set out the matter and the nature and extent of the dispute, but
 - (b) may not make a finding on any fact which is in dispute.

Draft written assessment: procedure

6. (1) The assessor, having completed a risk assessment, must give a draft written assessment to the bishop of the diocese.
- (2) The bishop must, subject to paragraph (3), give the draft written assessment to the person to whom the assessment relates.

(3) If the bishop is satisfied that giving the draft written assessment to the person to whom the assessment relates would disclose to him or her information about another person which should not be disclosed without that other person's consent and to the disclosure of which that other person has not consented, the bishop must give the person to whom the assessment relates—

(a) the draft written assessment in a redacted form, and

(b) the bishop's written explanation of the reasons for giving the person the draft in that form.

(4) In a case where paragraph (3) applies, the bishop must give the assessor a copy of the draft written assessment in the redacted form.

(5) In acting under this regulation, the bishop must have due regard to—

(a) the advice given by the diocesan registrar, and

(b) the advice given by the diocesan safeguarding advisor.

(6) Within 14 days of receiving the draft written assessment, the person to whom the assessment relates may put written questions, and make written submissions, to the assessor on the draft written assessment.

(7) Within 14 days of receiving questions put under paragraph (6), the assessor must give the person answers to those questions.

(8) Within 14 days of receiving those answers, the person may make written submissions to the assessor on the answers and on the draft report in light of the answers.

(9) But except as permitted by paragraphs (6) and (8), the person may not put questions or make submissions in any manner to the assessor on the assessment.

(10) In paragraphs (6) and (8), the references to the draft written assessment are, in a case where paragraph (3) applies, references to the draft in the redacted form.

Final written assessment: procedure

7. (1) The assessor, having amended a draft written assessment as he or she thinks appropriate in response to any submissions made under regulation 6, must give the final written assessment to the bishop of the diocese.

(2) The bishop must, subject to paragraph (3), give the final written assessment to the person to whom the assessment relates.

(3) If the bishop is satisfied that giving the final written assessment to the person to whom the assessment relates would disclose to him or her information about another person which should not be disclosed without that other person's consent and to the disclosure of which that other person has not consented, the bishop must give the person to whom the assessment relates—

(a) the final written assessment in a redacted form, and

(b) the bishop's written explanation of the reasons for giving the person the final written assessment in that form.

(4) The bishop must give a copy of the final written assessment to—

(a) the diocesan safeguarding advisor, and

(b) the chair of the diocesan safeguarding panel.

(5) If the bishop is satisfied that it is necessary or appropriate to do so, the bishop must also give a copy of the final written assessment to the police, a local authority or such other person concerned with the safeguarding of children or vulnerable adults as the bishop considers appropriate.

(6) In acting under this regulation, the bishop must have due regard to—

- (a) the advice given by the diocesan registrar, and
- (b) the advice given by the diocesan safeguarding advisor.

(7) In sub-paragraphs (4) and (5), references to the final written assessment are, in a case where paragraph (3) applies, references to the final written assessment in the redacted form.

(8) In this regulation and regulation 8, “diocesan safeguarding panel” means the persons appointed to give the bishop of the diocese advice on and assistance with the development and implementation within the diocese of its policies on matters relating to the safeguarding of children and vulnerable adults.

Bishop’s responsibilities following assessment

8. (1) The bishop of a diocese, having received a final written assessment, must invite the person to whom the assessment relates to attend a meeting with the bishop to discuss—

- (a) the opinions and any recommendations contained in the written assessment, and
- (b) any action which the bishop proposes to take in response to the assessment.

(2) Where the bishop proposes to take action in response to the assessment, the bishop must give the person written notification of the proposed action and the reasons for it; but the notification must not be given until—

- (a) a meeting has taken place in response to the invitation under paragraph (1), or
- (b) the bishop is satisfied that the person will not attend a meeting with him or her.

(3) Within 14 days of receiving a notification under paragraph (2), the person to whom the assessment relates may make written submissions to the bishop on the bishop’s proposals; but, except as permitted by this paragraph, the person may not put questions or make submissions in any manner to the bishop on the proposals.

(4) The bishop, having received any submissions made under paragraph (3), must give a copy of them to—

- (a) the diocesan safeguarding advisor, and
- (b) the chair of the diocesan safeguarding panel.

(5) Having reviewed the proposed action in the light of any submissions made under paragraph (3), the bishop—

- (a) must decide whether to take action and, if so, what action to take, and
- (b) if the bishop decides to take action, must give the person to whom the assessment relates written notification of the decision and a written explanation of the reasons for it.

(6) Where the bishop decides to take no action in response to the assessment, the bishop must give the person to whom the assessment relates written notification accordingly.

(7) In deciding whether to take action in response to the assessment, or what action to take in response to it, the bishop must have due regard to—

- (a) the advice given by the diocesan registrar,
- (b) the advice given by the diocesan safeguarding advisor, and
- (c) the advice given by the chair of the diocesan safeguarding panel.

Power of bishop to extend time limits

9. (1) In a case where the bishop of a diocese gives a direction under paragraph 2 of Canon C 30, the bishop—
- (a) may extend the duration of a time period provided for by these Regulations in their application to that case by such amount as the bishop determines, and
 - (b) if a time period provided for by these Regulations has expired, may authorise a further time period to have effect in the application of these Regulations to that case, beginning at such time, and ending at such time, as the bishop determines.
- (2) The reference in each of paragraphs (1)(a) and (b) to a time period provided for by these Regulations includes a reference to a time period extended under paragraph (1)(a) and a reference to a time period authorised under paragraph (1)(b).
- (3) If the bishop exercises a power under paragraph (1), the bishop must in writing inform those affected accordingly.

Made 13th December 2016.

GUIDANCE NOTE TO SAFEGUARDING ADVISERS

National Approved List of Independent Risk Assessors

The purpose of this briefing note is to offer some basic guidance to Diocesan and Provincial Safeguarding Advisers with regards to the use of the nationally approved List of Independent Risk Assessors.

Introduction

1. The Safeguarding (Clergy Risk Assessment) Regulations 2016 state:

Appointment of person to carry out assessment

3 (1) The bishop of a diocese, having given a direction under paragraph 2 of Canon C 30, must appoint a person to carry out the risk assessment (an "assessor").

3 (2) A person may not be appointed under this regulation unless he or she is included in a list maintained for the purposes of these Regulations by the Archbishops' Council.

2. The regulations (a full copy of which can be downloaded from <https://www.churchofengland.org/sites/default/files/2017-11/gs-2050-safeguarding-clergy-risk-assessment-regulations-2016.pdf>) are supported by additional House of Bishops practice guidance, 'Responding to, assessing and managing safeguarding concerns or allegations concerning Church Officers', published on 14 October 2017 – this can be downloaded from <https://www.churchofengland.org/more/safeguarding#na>
3. In order to draw up the list of approved independent risk assessors the National Safeguarding Team and Parish Buying, its procurement partner, ran an invitation to tender exercise, inviting risk assessors to tender for a place on the list. Invitations were made to 43 risk assessment suppliers, of whom 23 registered to receive further information about the process. Of these, 13 submitted tenders to be included in the approved List.
4. The 13 tenders were evaluated by a small panel comprising of three members of the National Safeguarding Team and a Diocesan Safeguarding Adviser, supported by colleagues from Parish Buying. 8 independent risk assessor suppliers were approved onto the Approved List.
5. This process will be repeated on an annual basis in order to continue to expand and refresh the list.

Using the Approved List

4. The Approved List provides details of the 8 risk assessor suppliers. In commissioning an independent risk assessment, only those on the approved List can be used. The List provides information about the following:
 - Suppliers geographical coverage
 - Suppliers services (areas of expertise)
 - Suppliers contact details
6. The published Approved List does NOT include the suppliers costs. For this information, you will need to email safeguardinggeo@churchofengland.org

GUIDANCE NOTE TO SAFEGUARDING ADVISERS

7. It is recommended where possible that you make contact with at least three potential suppliers to consider whether they are the appropriate supplier for the independent risk assessment that you are commissioning and seek quotes for at least two of these. Your evaluation of this is likely to be depend upon their areas of expertise (primary consideration) and need to take into account geographical coverage and cost. You should, where possible, attempt to negotiate the number of days that are expected to be required by the independent risk assessor to complete the risk assessment, In accordance with the regulations, including the process for finalising the report. You should discuss contingencies if, during the course of the process, circumstances arise that require additional working days and/or changes to the timescales for completion. You should follow the procedure for preparing to carry out an independent risk assessment as outlined in Section 5.4 a of 'Responding to, assessing and managing safeguarding concerns or allegations concerning Church Officers'.
8. The responsibility for commissioning the independent risk assessment and the management of this process is outlined within regulations and practice guidance.
9. The National Safeguarding Team is available for professional consultation, advice and guidance – this is likely to be the Senior Casework Manager or one of the Provincial Safeguarding Advisers.

After the completion of the independent risk assessment

10. The practice guidance, sets the expectation (which must be held in 'due regard') that the National Safeguarding Team have responsibilities to monitor risk assessments and management information across the Church to measure adherence to House of Bishops guidance.
11. In addition to this, all independent risk assessments should be shared with the National Safeguarding Team to ensure they meet the national standard of quality. This is particularly important for maintaining the list of approved independent assessors – upon completion of the risk assessment, please send the final report to safeguardingeo@churchofengland.org password protected.
12. In general, quality assurance will be based on whether the appropriate outcome has been achieved, rather than whether a process has been followed precisely. To support those engaged in quality assurance the following guiding principle is provided:

"The quality assurer should judge whether the overall quality of the work undertaken meets the needs of the case – i.e. does sufficiency in the work outweigh any insufficiency. Therefore, whilst there may be deficits or aspects where the work could be better, the quality assurer may be able to conclude that overall this piece of work is sufficient within the context of the case, in particular where the deficit was unlikely to reduce the likelihood of a positive outcome. Conversely whilst there may be many strengths the importance of a particular deficit may be such that it leads to a judgement of insufficient." This benchmark of sufficiency is also used by Her Majesty's Inspectorate of Probation.
13. On an annual basis, the approved list of risk assessors will be reviewed. Feedback will be sought from diocese regarding their experiences of using assessors on the list to ascertain satisfaction with the service received; quality assurance of independent risk assessments will be undertaken and feedback provided to the assessors who have produced them and the assessors themselves will be asked if they have any feedback to provide and are content to remain on the list.

