

Safe Partnership Arrangements with External Mission Groups and Charities Guidance

An Introduction by Bishop Robert

Supporting charities and working in partnership with other bodies is an essential part of our mission as a diocese. Chaplaincies are often at the fore in this respect, and I am grateful to everyone who seeks to open paths to furthering our work.

But as with all that we do, this must be undertaken in a safe and secure manner. Experience in other places, and indeed within the diocese, is that if this is not carefully planned and managed, real problems can emerge with respect to safeguarding and related issues.

So, to help to minimise the risk of this happening within our Chaplaincies, the independently chaired Diocesan Safeguarding Advisory Committee have agreed an approach which we need to apply across the diocese. This takes a proportional view of what is needed to ensure that we do not stifle important interactions with external agencies whilst at the same time ensuring that we can be reasonably sure that we have the right checks and balances in place.

How we aim to achieve this is set out in this guidance – which, like our other safeguarding guidance, sets out the minimum things which we must all do. If you want to go further (or indeed are required to by local regulations) then that, of course, would be even better. There are 2 basic strands to the guidance – checking out that an intended partnership/interaction is the right thing to do (known as ‘due diligence’) and then, particularly in respect of safeguarding, ensuring that people are properly equipped for the role to be undertaken.

The guidance is to be applied to all planned (but not yet agreed) partnerships and interactions without delay. For partnerships and interactions already agreed and in place, it is our intention that we should be able to demonstrate the application of the whole guidance (including the appropriate safeguarding checks) by the end of 2022.

It is perhaps a sad reflection on modern society, but to be safe we do need to be vigilant and prepared. To help us in achieving this goal, I commend this guidance to you.

+ Robert Gibraltar in Europe

+ David Hanid

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Safe Partnership Arrangements with External Mission Groups and Charities

Guidance: An Overview

This guidance has been produced to assist Chaplaincies and the Diocese in making selections of missions, partnerships and other interactions with external agencies who we may wish to support. We are aware that many Chaplaincies may wish to provide aid and support to charities or ministry mission projects which are external to the Diocese in Europe, and possibly external to the Church of England. Sometimes missions and Chaplaincies will be partnered across different countries, with differing legal systems, cultures and practice in relation to the protection of children and vulnerable adults.

Our Chaplaincies play a very important role in supporting international relationships and aid to the vulnerable. In seeking to achieve this, the safety of children and adults must be of paramount importance. Sadly, we recognise that abuse can take place in any social, cultural and religious setting. Therefore, it is important to establish common and measurable principles, to ensure that support can be given to missions who demonstrate the expected level of care and support to children and adults. This is important to ensure accountability, quality and adequate protection in this area. Equally it is important that we have due regard to human rights issues (including diversity*) as well as the financial probity of those with whom we may be thinking of working with.

This guidance has been designed to ensure the protection of the vulnerable who are supported in the crucial work of mission projects, and to protect members of the Diocese in Europe in their valuable involvement with such work. The guidance will be applied by all Chaplaincies across the Diocese to assess whether proposed partnership missions uphold appropriate standards of safeguarding, human rights and financial management and to identify what safeguarding requirements are necessary. It has been developed recognising the span of differing legal processes, agencies and authorities across our Diocese and takes full account of other approaches including the UN Convention on the Rights of the Child and practices in other largescale organisations involved in similar partnering projects.

There are two parts to this guidance:

- Part 1: Checking out that an intended partnership/interaction is the right thing to do (known as 'due diligence'). (Annex1 sets out a declaration form to be used by the external agency) and Annex 2 a form to record that the diocese/chaplaincy has undertaken the necessary checks)
- Part 2: Matching the need for safeguard checking with the nature of the interaction with an external agency.

In both cases, a proportional approach is taken to ensure that we do not stifle initiative whilst at the same time seeking to ensure that we have done all that might be reasonably expected of us.

**Diversity means in particular the inclusion of people irrespective of their age, disability gender, race/ethnicity, religion/belief, sexual orientation, and gender identity/reassignment.*

Part One

Checking Out That an Intended Partnership/Interaction Is the Right Thing to Do (Known as 'Due Diligence')

The table overleaf sets out the diocesan 'due diligence' test to be applied to different forms of interaction with an external agency. The following general points are to be noted:

- Where the proposed interaction is an immediate response to a natural or man-made disaster then there is no immediate requirement for a Due Diligence test – the most important matter is to provide aid promptly. If, however, the interaction is likely to continue for more than 28 days then the Due Diligence Test, as set out overleaf, is to be undertaken as soon as possible.
- No 'due diligence' is required in respect of preliminary meetings to plan any proposed interaction – but the external agencies should be advised that this will in some circumstances be necessary. We must also be prepared to reciprocate regarding our policies.
- If any information provides a cause of concern then advice should be sought from the Diocesan Secretary before proceeding. (NB This also applies to situations where the external agency provides assurances that their approach is consistent with the local national requirements but where there is reasonable doubt as to whether these match up to diocesan expectations – for example, aid to an organisation in a country where there is a known lack of recognition of matters associated with safeguarding, diversity of financial probity.)
- 'Good standing' in the context of this requirement means an organisation that is recognised as such either internationally or in the locale of the Chaplaincy involved in the interaction. For all other cases the issue of 'good standing' must be taken as less clear even if they are on a personal recommendation of someone in the Chaplaincy.
- Where the 'due diligence' requires written assurances, a pro forma is attached (Annex 1) by which this should be sought.
- Annex 2 provides a means of recording that the appropriate level of due diligence has been undertaken by the chaplaincy/diocese.

Diocesan Requirements for Due Diligence Consideration of Interactions With Any External Organisation

Type of Interaction	Due Diligence Checking to Be Undertaken
Single one-off or regular support to a charity or organisation known to be of <u>good standing</u>.	Other than having due regard to any issues that are publicly available there is no need for any further actions to be taken in assessing due diligence.
Single one-off or regular support to charity or organisation where the issue of <u>good standing is less clear</u>.	The external agency must provide a written assurance that they have in place a formal approach to Safeguarding, Human Rights and Diversity consistent with the national requirements of the country in which they are operating and an assurance of financial probity.
General ecumenical interactions at a local level (<i>eg joint worship or fellowship activities</i>).	Other than having due regard to any issues that are publicly available there is no need for any further actions to be taken in assessing due diligence.
Specific ecumenical partnerships at a local level (eg Hospital, Prison, Airport, etc 'chaplancies').	The intended partners must provide a written assurance that they have in place a formal approach to Safeguarding, Human Rights and Diversity consistent with the local national requirements.
Other projects managed by an external agency of <u>good standing</u> where chaplaincy/ diocesan people will be actively involved.	The external agency must: <ul style="list-style-type: none"> • Provide a written assurance that they have in place a formal approach to Safeguarding, Human Rights and Diversity consistent with the local national requirements. • Agree that the responsibilities for conducting the activity will be properly identified in writing.

<p>Other projects managed by the external agency where the <u>good standing of that agency is less clear</u> and where chaplaincy/ diocesan people will be actively involved.</p>	<p>The external agency must:</p> <ul style="list-style-type: none"> • Provide a written assurance that they have in place a formal approach to Safeguarding, Human Rights and Diversity consistent with the local national requirements. • Support those undertakings with written/documented evidence. • Confirm in writing that they are currently, or have not in the past been, subject to any investigation or legal actions regarding safeguarding, human rights/diversity or financial issues. • Agree that the responsibilities for conducting the activity will be properly identified in writing.
<p>Other projects managed by the diocese/chaplaincy or where the diocese/chaplaincy is the lead organisation.</p>	<p>The external agency must:</p> <ul style="list-style-type: none"> • Confirm in writing that they are not currently, or have not in the past been, subject to any investigation or legal actions regarding safeguarding, human rights/diversity or financial issues. • Confirm in writing that, in regard to the planned activity in which they will be involved, they will comply at all times with the diocesan requirements regarding safeguarding, human rights and diversity as if they were a part of the diocese.

Part Two

Matching the Need for Safeguard Checking With the Nature of The Interaction With an External Agency

The table overleaf sets out the Diocesan requirements to be applied in respect of diocesan/chaplaincy people involved in differing forms of interactions with an external agency.

The following general points apply in all cases:

- Everyone involved in any way from the diocese/chaplaincy must be reminded of the need for vigilance and the requirement to report any concerns they have, no matter how trivial these may appear, as required by the Diocesan Safeguarding Policy. Illegal behaviour must also be reported to the appropriate local legal authorities.
- Where the proposed interaction is an immediate response to a natural or man-made disaster, then, wherever possible, the Diocesan Safeguarding Team is to be contacted who will advise as to whether the normal safeguarding requirements listed below can be waived for a given period.
- Where the Diocesan Safeguarding Policy identifies that diocesan/chaplaincy people need to be subject to any form of safeguarding checking (from the need to complete a Basic Confidential Declaration Form upwards) then the required Diocesan Safeguarding Policy procedures must be complied with including:
 - Ensuring that Diocesan/Chaplaincy people are selected for the roles using the Safer Recruitment process and that they:
 - Complete the appropriate Confidential Declaration Form;
 - Get the appropriate safeguarding checks and keeping these up to date;
 - Undertake the required training and refresher training;
 - Undertaking appropriate risk assessments;
 - Maintaining appropriate records.
- For ongoing interactions, an annual review should be conducted to confirm that safeguarding standards continue to be met and maintained (to the best of our knowledge).

Type of Interaction	Safeguarding Requirements
Supporting an external agency with financial or material donations.	No specific safeguarding requirements are necessary.
General ecumenical interactions at a local level (eg joint worship or fellowship activities) taking place at premises for which the chaplaincy/diocese does not own or has exclusive use of.	<ul style="list-style-type: none"> • Diocesan/Chaplaincy clergy and readers are automatically required to be safeguard checked and trained. • Other diocesan/chaplaincy lay members involved in the interaction must be subject to the appropriate checking and training as set out in the 'Chaplaincy Roles Checklist'. • Safeguarding requirements for clergy/laity from the external agencies are a matter for that agency.
General ecumenical interactions at a local level (eg joint worship or fellowship activities) taking place at premises for which the chaplaincy/diocese owns or has exclusive use of:	<ul style="list-style-type: none"> • Diocesan/Chaplaincy clergy and readers are automatically required to be safeguard checked and trained. • Other diocesan/chaplaincy lay members involved in the interaction must be subject to the appropriate checking and training as set out in the 'Chaplaincy Roles Checklist'. • All representatives of the external agencies who are taking part in leading worship must be under the supervision of someone from the chaplaincy/diocese who has been fully safeguard checked and trained (eg a member of the chaplaincy/diocesan clergy).
Specific ecumenical projects at a local level (eg Hospital, Prison, Airport, etc 'chaplaincies')	<ul style="list-style-type: none"> • Diocesan/Chaplaincy clergy and readers are automatically required to be safeguard checked and trained. • Other diocesan/chaplaincy lay members involved in the interaction must be subject to the appropriate checking and training as set out in the 'Chaplaincy Roles Checklist'. • Safeguarding requirements for clergy/laity from external agencies are a matter for that agency.

<p>All other projects managed by an external agency</p>	<ul style="list-style-type: none"> • Diocesan/Chaplaincy clergy and readers are automatically required to be safeguard checked and trained. • Other diocesan/chaplaincy lay members involved in the interaction must be subject to the appropriate checking and training as set out in the 'Chaplaincy Roles Checklist' • Safeguarding requirements for clergy/laity from the external agencies are a matter for that agency
<p>All other projects are managed by the diocese/chaplaincy or where the diocese/chaplaincy is the lead organisation.</p>	<ul style="list-style-type: none"> • Diocesan/Chaplaincy clergy and readers are automatically required to be safeguard checked and trained. • Other diocesan/chaplaincy lay members involved in the interaction must be subject to the appropriate checking and training as set out in the 'Chaplaincy Roles Checklist' • Clergy and laity from the involved external agencies must be subject to safeguarding checking and training either: <ul style="list-style-type: none"> • In accordance with the safeguarding requirements of their own organisation if these are to an equivalent or higher standard than required by the Diocesan Safeguarding Policy, or if not then • In accordance with the safeguarding requirements of the Diocesan Safeguarding Policy in respect of clergy and lay activities.

Annex One

Pro Forma for External Organisations Re-Written Assurances

External Agencies are asked to complete the following information to the best of their knowledge.

(Matters not required by the Diocesan Due Diligence Test in a particular situation should be struck out)

Safeguarding	
Information Required	Yes/No
Do you have a written policy or procedure for the safeguarding of children (aged 17 and under) and vulnerable adults? If you have answered 'yes', does it include that people involved with activities with children or vulnerable adults are:	
1. Appointment by a process that ensures they are properly selected with references and appropriate interviews?	
2. Subject to a safeguard checking process to ensure that they are appropriate people for the work?	
3. Required to undergo safeguarding training?	
4. Understand the need to report any concerns they may have (and that there is a process in place to properly investigate such concerns)	
Are you currently being, or have you in the past been, investigated for, or subject to any legal actions, regarding safeguarding issues. <i>If you have answered 'yes' please provide brief details including the outcome separately.</i>	
Please note - you may be asked to provide documentary evidence to support your answers.	
Human Rights	
Information Required	Yes/No
Do you comply with the requirements of Universal Declaration of Human Rights also known as the 'International Bill of Human Rights') including respecting all forms of human diversity?	
If you have answered 'yes' to the above question, do you have a written policy or procedure to support this?	
Are you currently being, or have you in the past been, investigated for, or subject to any legal actions, regarding human rights/diversity issues? <i>If you have answered 'yes' please provide brief details including the outcome</i>	

separately.

Please note - you may be asked to provide documentary evidence to support your answers.

Financial Probity

Information Required	Yes/No
Do you ensure that financial donations you receive are used primarily for the direct support of your charitable work in the field and not on administration and other matter?	
If you have answered 'yes' to the above question, do you have a written policy or procedure to support this?	
Are you currently being, or have you in the past been, investigated for, or subject to any legal actions, regarding financial issues? <i>If you have answered 'yes' please provide brief details including the outcome separately.</i>	

Please note - you may be asked to provide documentary evidence to support your answers.

The External Agency Is Asked to Confirmed That the Information Given Is Accurate to the Best of Their Knowledge

Name of Agency	
Name of the person making the declaration	
Position in the Agency	
Signature of the person making the declaration	
Date declaration made	

Annex Two to Part One

Diocesan/Chaplaincy Safe Selection Declaration Form

This form is being completed to evidence that consideration has been given to safeguarding (to ensure that the safety of all children and adults is paramount). Human rights/diversity and financial probity, in the consideration of all interactions (e.g. mission groups, charities being supported by Chaplaincies) with external agencies. It must be completed on receipt of the declaration by the external agency.

Selected Mission/ Project/ Charity:	
Chaplaincy (if applicable – otherwise on behalf of the diocese):	
Name:	
Position:	
Signature:	
Date:	

By signing this form, it is agreed that:

- We are committed to ensuring our selected missions provide a safe and secure environment for its users.
- The required level of due diligence has been undertaken and understood.
- In this respect we are satisfied with the responses from the external agency that they will meet the appropriate standards in respect of safeguarding, human rights/diversity and financial probity.
- We agree to follow the requirements of the Diocese in Europe Safeguarding Policy.