

# REQUIREMENTS

**1.1.1 The safeguarding officer must decide whether the matter is a safeguarding concern or allegation.<sup>2</sup>**

**1.1.2 If the safeguarding officer decides that an allegation does not meet the definition of safeguarding, or it does not relate to an individual church officer, they must signpost the person raising it to the relevant organisation, service or department, within or outside of the Church, that may be able to support them.**

**1.1.3 If the safeguarding officer considers that an allegation meets the criteria in 1.1.4, they must refer it to the National Safeguarding Team (NST).**

**1.1.4 The safeguarding officer must consider the criteria for referral to the NST, which are that:**

- an allegation has been made about an archbishop, a bishop or a dean;
- the case involves allegations across several dioceses and has additional complexities;
- the allegation is high profile and of significant national interest and has additional complexities; or
- the allegation has significant complexities, for instance arising from multiple conflicts of interest.

**1.1.5 The NST must decide whether it will take responsibility for the case management of the respective allegation, and if they do not, they must refer the case back and ensure the rationale is recorded.**

**1.1.6 If the allegation refers to a Church Officer in a cathedral and that cathedral has a CSO, the CSO must discuss the matter with the DSO. The CSO and the DSO must agree on the course of action and who will lead on what aspect.**

**1.1.7 Where an allegation involves multiple dioceses, the safeguarding officer in those dioceses must work collaboratively and must agree which diocese**

**will take the lead coordinating role and how responsibilities will be shared. The rationale for which diocese takes the lead must be recorded.**

#### **1.1.8 For all safeguarding allegations, the safeguarding officer must:**

- **consider whether any referrals to statutory services are needed;**
- **make any required referrals; and**
- **keep a record of their decision and rationale for referring/not referring a matter to statutory services.**

**1.1.9 The safeguarding officer must explore what information is held in respect of the respondent and, if that information could be relevant to a police or social services investigation, they must share it with the relevant authorities.**

**1.1.10 Church bodies that are relevant persons must assess if an allegation constitutes a Safeguarding Serious Incident, in which case, it must be reported to the Charity Commission.**

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<sup>2</sup> *The requirements and guidance in this code refer both to safeguarding concerns and to safeguarding allegations. However, for ease of reading, the term ‘allegations’ is used throughout, and must be taken to include safeguarding concern.*

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