



## **Clifton Diocese Risk Allegation Review Meeting - Terms of Reference**

### **1.0 Purpose**

- 1.1 The purpose of the Risk Allegation Review Meeting (RARM) is to:
- Provide assurance to the Bishop, the Board of Trustees and the Safeguarding Committee on the delivery of operational responses to Safeguarding allegations and concerns.
  - Take decisions within clear delegated limits.
  - Provide additional detailed scrutiny and recommendations to the Safeguarding Team at an operational/tactical level.

### **2.0 Membership, Attendance, Quoracy, Frequency and Support**

- 2.1 The RARM will comprise of a Trustee with safeguarding experience, a member of Clergy with safeguarding knowledge, and representatives from Police, Probation, Health and Social Services if possible. This representation can come direct from the organisations or internally from staff with the statutory experience although the first option is preferable. Ideally, the RARM should have a non-Diocese volunteer who is passionate about safeguarding within the Catholic Church.
- 2.2 The Diocesan Safeguarding Coordinator will chair the meeting and all safeguarding officers shall attend all meetings of the RARM. Other staff may, at the Safeguarding Coordinators discretion or the RARMs request, attend meetings as required.
- 2.3 The quorum will have four members of which two must be from outside the Diocese Safeguarding Team.
- 2.4 The RARM will meet at least five times a year before the Safeguarding Committee and the Trustee Board.
- 2.5 The meetings are bound by confidentiality and GDPR regulations, and members must adhere accordingly. In addition, members must adhere to the Charity's policies regarding safeguarding. The cases will be anonymised to ensure confidentiality but sufficient information will be provided to ensure a response plan can be agreed.

### 3.0 Duties and Responsibilities

3.1 The RARM will meet at least five times a year with the aim of ensuring effective operational management of safeguarding risks through the Diocese and specifically to:

- Manage safeguarding risks and take reasonable steps to protect from harm everyone who comes into contact with the Diocese.
- Review all new safeguarding cases reported since the last RARM, and provide direction if gaps are identified in the investigation, support to survivor/victim or support to the respondent.
- Review the pre RARM which will be distributed at least one week before RARM to ensure agency information can be reviewed and ensure an efficient and timely meeting.
- Minutes will be taken and saved as post RARM and will be reviewed by the Safeguarding Coordinator before being included in the CPOMs record for each individual.
- When reviewing each case the group will consider:
  - Risk assessment - the risk the person poses including to children or young people and to vulnerable adults; what may increase the risk, what may decrease the risk and is there a risk to the respondent.
  - Risk Management Plan – Consider diversity and will this impact the risk, consider statutory agency or voluntary supervision, monitoring and control measures, interventions and treatment and victim safety.
  - Consider contingency plans and mitigation.
  - Consider disclosure to statutory agencies and others.
  - Review actions and key decisions.
  - Throughout the review consider the proportionality and necessity of any action taken and the Human Rights of both the survivor/victim and respondent, as well as any others linked to the case.
- Ensure that consideration is given to Survivors and Victims as per the Diocese strategy.
- Review risks to beneficiaries, or anyone else connected with the Diocese, due to safeguarding related matters – for inclusion on the risk register, including how the risk can be mitigated and managed.

- Develop and maintain an operational working relationship with the Catholic Safeguarding Standards Agency, ensuring continual improvement of the safeguarding capability.

#### **4.0 Authority and Reporting**

- 4.1 The RARM has no power or authority other than when expressly requested and delegated by the Safeguarding Committee. However, they are accountable to the Safeguarding Committee, The Board of Trustees and the Bishop.
- 4.2 In the unlikely event that the RARM and the Diocese Safeguarding Team cannot agree on action to be taken then the dispute should be raised to the Chief Operating Officer for consideration at Bishop's Council and/or the CSSA.
- 4.3 Agendas and minutes of meetings will be available to all Trustees if authorised by the Bishops Council due to the sensitive and tactical detail contained within the minutes.
- 4.4 The RARM will report, in writing, to the Safeguarding Committee and Board of Trustees with a summary, usually prepared and presented by the Diocesan Safeguarding Coordinator, covering the following:
  - Number of cases within the period and highlight any issues, learning or good practice.
  - Any cases that do not comply with the CSSA policy in relation to reporting to statutory agencies.
  - Matters above its delegated authority.
  - Any other important strategic or cultural issues.

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