

A guide for staff

DELEGATING

and the police as needed. The police may advise that you are not told about the allegation immediately. The Synod Safeguarding Officer should also be informed and will be on hand to offer advice and support.

When the allegation relates to an adult, your manager should consult the Church Safeguarding Coordinator, and if not available the Synod Safeguarding Officer. The Synod Safeguarding Officer should be informed to offer advice and support. In Wales, the LADO should be informed

If the initial discussions conclude that the situation is as outlined in (c), the Synod Safeguarding Officer will refer the matter to relevant persons of the Church for an investigation under the

If you are suspended, the persons appointed to a disciplinary panel, if convened, will also be given the necessary information.

Every measure should be taken to ensure that confidentiality is maintained throughout the process, however it may be necessary to issue a brief press statement, which will be agreed by the agencies concerned. If this is considered necessary, you will be informed of what will be said and when this will happen.

Resignation

If you decide to tender your resignation during an investigation, or before one is commenced against them, the investigation will continue regardless. If you apply for another position, then the fact of a disciplinary investigation will be mentioned in any future references that are provided for you. This is unless the allegation was proved to be unfounded.

Referral to the Disclosure and Barring Service/Disclosure Scotland

The law places duties on organisations to refer individuals to the Disclosure and Barring Service (DBS) or Disclosure Scotland in order to protect vulnerable people from harm in certain situations. These organisations maintain registers of people who are barred from working with children or adults, and there are situations where churches have a duty to make a referral to them. The Synod Safeguarding Officer will provide guidance on this matter and advise on whether you are being referred. Further detail on referrals can be found on pages 77-78 of *Good Practice 6*.

Irrespective of whether a referral has been made to DBS, it remains the duty of the employer to decide whether an individual should be allowed to continue working. The Synod Safeguarding Officer will contact you if they think it is necessary to carry out a risk assessment in relation to the allegations or concerns about your conduct.

Return to work

If you have been suspended and it is decided that you are able to return to work, your union