



Roman Catholic Archdiocese of Southwark protocols for academies within the trusteeship of the Diocese of Southwark (the 'Diocese'), setting out the principles for a committed working relationship to underpin the effective running of Catholic Academy Trusts academies.

These Protocols were issued to boards of directors of Diocesan academy trust companies, (with an obligation to procure and monitor the compliance of local governing bodies), by the Diocese on 27th March 2023.

**Signed by the Episcopal Vicar for Education
on behalf of the Archbishop:**

Diocesan Protocols

Academies within the trusteeship of the Diocese

Contents

PREAMBLE	3
1. TERMINOLOGY	3
2. WHY ARE THESE DIOCESAN PROTOCOLS IMPORTANT?	4
3. HOW SHOULD THESE DIOCESAN PROTOCOLS BE USED?	5
4. DIOCESAN EDUCATION SERVICE COMMUNICATION PROTOCOL	5
5. EDUCATIONAL VISION	5
6. IMPORTANT DOCUMENTS	6
7. SPECIALIST ADVICE AND SERVICES	7
8. THE ROLE OF THE ARCHBISHOP, THE DIOCESE AND THE DIOCESAN TRUSTEES	7
9. SEVEN PRINCIPLES OF PUBLIC LIFE	10
 DIOCESAN PROTOCOLS	 11
1. DIOCESAN PROTOCOLS ON GOVERNANCE	11
2. DIOCESAN PROTOCOLS ON CONVERSION TO BECOMING AN ACADEMY	13
3. DIOCESAN PROTOCOLS ON STAFFING AND RECRUITMENT	14
4. DIOCESAN PROTOCOLS ON SAFEGUARDING	16
5. DIOCESAN PROTOCOLS ON RELATIONSHIPS WITH TRADE UNIONS	16
6. DIOCESAN PROTOCOLS ON RELATIONSHIPS WITH AUTHORITIES	17
7. DIOCESAN PROTOCOLS ON CONSULTATIONS	19
8. DIOCESAN PROTOCOLS ON ADMISSIONS	20
9. DIOCESAN PROTOCOLS ON SCHOOL PLACE PLANNING	22
10. DIOCESAN PROTOCOLS ON ACCOUNTING	22
11. DIOCESAN PROTOCOLS ON CAPITAL WORKS	23
12. DIOCESAN PROTOCOLS ON CARE FOR CREATION	25
13. DIOCESAN PROTOCOLS ON STANDARDS	26
14. DIOCESAN PROTOCOLS ON RELIGIOUS EDUCATION	27
15. DIOCESAN PROTOCOLS ON INSPECTIONS (canonical and statutory)	29
16. DIOCESAN PROTOCOLS ON COLLECTIVE WORSHIP	30
17. DIOCESAN PROTOCOLS ON RELATIONSHIPS AND SEX EDUCATION	31
18. DIOCESAN PROTOCOLS ON USE OF SCHOOL PREMISES	32
19. DIOCESAN PROTOCOLS ON WORKING WITH OTHER SCHOOLS	33
20. DIOCESAN PROTOCOLS ON COMPLAINTS	33
21. DIOCESAN PROTOCOLS ON PUBLIC AFFAIRS AND THE MEDIA	34
22. DIOCESAN PROTOCOLS ON CRISIS MANAGEMENT	35

PREAMBLE

1. TERMINOLOGY

The words listed below are used in this document with the meanings set out, unless the context requires otherwise.

'School(s)' means the Catholic school(s) for which readers of these Diocesan Protocols are responsible and accountable. It includes:

- the Catholic Multi Academy Trust Company and all the academies within it.

'Diocesan Schools Commissioner' (sometimes referred to as the Diocesan Director of Education or the Diocesan Director of Schools) means the officer or officers who exercise the Archbishop's education functions on his behalf.

'Diocese' includes any duly authorised representative or officer of the Archbishop who is exercising education functions on behalf of the Archbishop.

'Governing Board' refers to the body with legal responsibility for conducting the School on behalf of the Diocesan Trustees and includes the board of directors of a Catholic Academy Trust. In appropriate circumstances, it may also include a Local Governing Body of a Catholic Academy Trust Company, where that Local Governing Body is exercising powers delegated to it by the board of directors. In an Academy Trust Company, the board of directors is responsible for receiving these Diocesan Protocols and procuring and monitoring compliance by the Local Governing Bodies. Local Governing Body is the terminology used in this definition, but it may also be known as the Local Governing Council or the Local Governing Committee.

'Governor' means a member of a Governing Board.

'Local Governing Body' means any committee (by whatever name) operating at a local level in a Catholic Academy Trust Company. The roles and responsibilities of any Local Governing Body within a Catholic Multi Academy Trust Company are clearly defined in the Company's Scheme of Delegation (which includes the table of roles and responsibilities, as appropriate).

'Diocesan Trustees' means the diocese that provides the School and owns the land and buildings, and corresponds to the entity in English law defined in the Education Acts as 'the Trustees of the school'.

'The Diocesan Trust Deed' The School is provided by the Diocesan Trustees for the purposes set out in their governing documents, including its Diocesan Trust Deed. The Governing Board of the School is under a legal duty to conduct itself in accordance with its Diocesan Trust Deed¹ and any other directive or agreement established by the Archbishop or Diocesan Trustee e.g. with Religious Orders.

These Protocols apply in England.

¹ For academies please see the Articles of Association.

2. WHY ARE THESE DIOCESAN PROTOCOLS IMPORTANT?

We are all called to be good stewards and to safeguard Catholic education for the future. These Diocesan Protocols set out the principles which govern the committed working relationship which must exist between the Diocese and those responsible for running Catholic Schools. Compliance with these Diocesan Protocols ensures the effective running of Catholic Schools on behalf of the Archbishop for the benefit of pupils, parents, staff and the wider parish community. Compliance with these Diocesan Protocols will also contribute to ensuring the future of Catholic education for future generations.

In particular, this document includes Diocesan Protocols which explain Diocesan requirements and expectations and detail the support the Diocese will provide to those responsible for running Catholic Schools.

Compliance with these Diocesan Protocols will ensure the **preservation and development of the Catholic character** of Catholic Schools through relationships which are:

- effective;
- respectful;
- pro-active;
- collaborative; and
- productive.

Compliance with these Diocesan Protocols will also ensure that those responsible for running Catholic Schools are doing so in compliance with the relevant governing documents.

In order for authentic and effective Catholic education to be provided, there must be a commitment to the principles of solidarity, (a sense of responsibility on the part of everyone with regard to everyone), and subsidiarity, (the co-ordination of activities locally to support the community locally)².

It is important that those responsible for Catholic education work together to achieve an effective working relationship for the benefit of all and that everyone commits to the principles of solidarity and subsidiarity. All Diocesan Schools are part of the wider Diocesan family of Schools and the expectation is that all those involved in the provision of Catholic education, including School staff, leaders, directors, governors and clergy will work together with the Diocese for the common good and that they will not work in opposition, either to each other, or to the Diocese.

The education mission is central to the Church and those involved in the provision of authentic Catholic education must be inspired by the principles of Catholic Social Teaching on which these Diocesan Protocols are based:

- dignity;
- solidarity;
- the common good;
- the option for the poor;
- peace;
- care for creation; and

² Principles recorded in 'The Common Good in Education' (Bishops' Conference 1996)

- the dignity of work and participation.

The Church's mission in education includes the principle of community cohesion, so you must continue to look outwards and work in partnership with others in the wider community, for the benefit of all children in society.

We work most effectively when we work together.

3. HOW SHOULD THESE DIOCESAN PROTOCOLS BE USED?

Each Diocesan Protocol can be used independently of the other Protocols. It may be necessary to refer to more than one Diocesan Protocol when dealing with any one issue. For example, you may need to refer to the Protocols on Staffing and Recruitment together with the Protocols on Safeguarding to deal with pre-employment processes.

Please refer to the contents page for a list of the areas covered by each Diocesan Protocol.

The Diocese may request information at any time in order to enable it to evaluate compliance with these Diocesan Protocols, and Governing Boards must provide any information requested in full and in a timely manner. Governing Boards acknowledge that any day-to-day contact by the Diocese will be made with senior school leaders rather than Governing Board chairs.

4. DIOCESAN EDUCATION SERVICE COMMUNICATION PROTOCOL

If at any point you need to contact the Diocese, in the first instance you must always contact the Diocesan Schools Commissioner or copy the Diocesan Schools Commissioner into any communication with Diocesan Officers.

5. EDUCATIONAL VISION

As an integral part of its vision for the holistic formation of children and young people, the Church expects those responsible for the provision of Catholic education to promote and uphold high standards, including academic standards.

The primary purpose of Catholic Schools is to support families in the education of their children. Catholic Schools must strive to enable each child to attain personal excellence in their studies, through the formation of their human values and the development of their understanding of God's purpose in their life.

"Together with and in connection with the family, the school provides catechesis with possibilities that are not to be neglected...This, of course, concerns first and foremost the Catholic school: it would no longer deserve this title if, no matter how much it shone for its high level of teaching in non-religious matters, there were justification for reproaching it for negligence or deviation in strictly religious education... The special character of the Catholic school, the underlying reason for it is precisely the quality of the religious instruction integrated into the education of the pupils."

St. John Paul II 'Catechesi Tradendae' 69

Crossing the threshold of a Catholic School should be like entering into the nurturing comfort of a loving Christian family, where all experience welcome, feel valued and are challenged to grow.

These Diocesan Protocols are designed to ensure a collaborative and supportive culture so that Catholic Schools serve as witnesses to the Catholic faith. Compliance with these Protocols also ensures that Catholic Schools:

- work in conformity with any trust deed governing the use of Diocesan land;
- comply with Canon law and with the teachings of the Church; and
- operate in conformity with any advice or directive issued by the Archbishop.

This commitment to working together will help realise the aim set out in Canon 795:

“Education must pay regard to the formation of the whole person, so that all may attain their eternal destiny and at the same time promote the common good of society. Children and young people are therefore to be cared for in such a way that their physical, moral and intellectual talents may develop in a harmonious manner, so that they may attain a greater sense of responsibility and the right use of freedom, and be formed to take an active part in social life.”

6. IMPORTANT DOCUMENTS

To follow is a list of the documents that define the relationship that the Archbishop has with his Schools. This relationship is administered by the members of the Diocesan Education Service on behalf of the Archbishop. The Education Commission is available to assist if any of the documents listed below cannot be located.

- Canon law³ including:
 - The Curriculum Directory and Bishops’ statements on religious education
 - Any Diocesan Directives
- Trust Deed
- Articles of Association (for academies)
- The Scheme of Delegation (for a Catholic multi academy trust company)
- Table of roles and responsibilities (for a Catholic multi academy trust company)
- This document setting out the Diocesan Protocols
- The Bishops’ Memorandum on the Appointment of Staff in Catholic Schools
- CES model employment contracts and workplace policies, including model application forms and associated guidance
- Diocesan guidance on employment
- CES model Code of Conduct (for directors, governors and local governors, as appropriate)
- Diocesan guidance on admissions
- CES Accounting Treatment Guidance for Academy Trust Companies

³ This means the Canon law of the Catholic Church from time to time in force, which includes the 1983 Code of Canon Law, and any Particular Law such as legislation of the Bishops’ Conference, directives of the Archbishop and legislation of a School’s religious order (if any).

- The memorandum of understanding between the Catholic Church and the Department for Education
- The Diocesan Occupation Document
- The Ways of Working Protocol

7. SPECIALIST ADVICE AND SERVICES

Those responsible for running Catholic Schools should at all times ensure that they comply with the law, including having regard to guidance issued by the Department for Education. For example, it will be necessary to ensure that:

- governance arrangements comply with the law;
- employees are treated fairly and reasonably at all times and in compliance with the law;
- safeguarding arrangements comply with the law and follow the requirements in Keeping Children Safe in Education;
- admissions arrangements comply with the Admissions Code;
- accounting arrangements comply with the law; and
- the interests of the Diocesan Trustees are preserved at all times.

In order to comply with their legal responsibilities, those responsible for running Catholic Schools may at times need to seek specialist advice and services (legal or otherwise).

Please consult the Diocese to procure such services using the Churchmarketplace framework wherever possible. Using the Churchmarketplace framework will ensure that you receive tailored, cost effective and specialist advice that is appropriate in the context of a Catholic School.

www.churchmarketplace.org.uk

Legal and HR advice relating to employment matters must come from an adviser who is an expert in employment law and a specialist in the Catholic education sector. The Diocese will be able to provide details if required.

8. THE ROLE OF THE ARCHBISHOP, THE DIOCESE AND THE DIOCESAN TRUSTEES

In order to understand the importance of compliance with these Diocesan Protocols, it is important to understand the role of the Archbishop, the Diocese and the Diocesan Trustees in Catholic education.

The Archbishop

The Archbishop holds Canonical responsibility for the provision of all Catholic education within his diocese, including maintained schools, academies and other independent schools, non-maintained schools and sixth form colleges. His primary responsibility is to ensure that his academies are being conducted in accordance with the teachings and discipline of the Catholic Church.

The Archbishop has a Canonical right to carry out a visitation or inspection of any Catholic School in his Diocese at any time, either personally or, more usually, through his representatives. This right covers any kind of school, academy or college which is designated as a provider of Catholic education:

voluntary aided schools, academies, religious order schools, independent schools and sixth form colleges. This inspection is properly called a Canonical inspection and can be carried out by an appropriately licensed inspector at any point.

Canon. 806 §1. The Diocesan Bishop has the right to watch over and inspect the Catholic schools situated in his territory, even those established or directed by members of religious institutes. He has also the right to issue directives concerning the general regulation of Catholic schools; these directives apply also to schools conducted by members of a religious institute, although they retain their autonomy in the internal management of their schools.

The rights of Diocesan Bishops are recognised in legislation, including in relation to the arrangements for denominational inspections pursuant to s.48 of the Education Act 2005 (for voluntary aided schools) and the Church Supplemental Agreement (for academies). A grant towards the cost of these inspections is provided by the State and is evidence of the position of the Catholic Church as a partner of the State in the provision of education.

Each Diocesan Bishop has strategic responsibility to commission sufficient places in Catholic Schools to meet the needs of baptised Catholic children resident in his area. A Catholic School is one which is recognised as such by the Diocesan Bishop. Essentially the definition of a Catholic School in Canon law requires that it is controlled by the Catholic Church.⁴ That control is normally established where the Diocese or a Religious Order owns the School and appoints the governors or directors, or at least a majority of them. In addition, Canon law provides that no school, even if it is Catholic, may use the title 'Catholic' without the consent of the Diocesan Bishop.⁵ All Catholic Schools are subject to the jurisdiction of the Diocesan Bishop, even those that are not in diocesan trusteeship.

The Archbishop's oversight is exercised through his Diocesan Education Service (The Education Commission) in close partnership with the relevant Catholic multi academy trust company. This recognises that in academies, it is the academy trust company which holds responsibility for monitoring effectiveness and intervention, and it is the role of the Board of Directors and/or the Chief Executive Officer to inform the Diocesan Schools Commissioner when an academy gives cause for concern.

Relationship with the Department for Education

The Memorandum of Understanding between the Catholic Church and the Department for Education sets out the key principles which inform the working relationship between the Department for Education, the Catholic Education Service and Catholic dioceses. Those responsible for running Catholic Schools should familiarise themselves with the contents of the Memorandum of Understanding as it provides useful information about the formal and legal partnership that exists between the Catholic Church and the State.

www.gov.uk/government/publications/church-schools-and-academies-memoranda-of-understanding

Relationships with Regional Directors (formally known as RSCs) and their officers

The Education Commission works closely with the Regional Director and their officers and their working relationship is reflected in the Memorandum of Understanding referred to above and a Ways of Working Protocol which was negotiated by the CES and the Department for Education. The Ways of Working Protocol provides that Diocesan Schools Commissioners will be sighted on all non-routine

⁴ Canon 803§1

⁵ Canon 803§3

communications with Catholic Schools and that they will be involved in a regular dialogue with the Regional Director's office.

The Ways of Working Protocol has been circulated to Schools by the Diocese.

The Diocese and the Archbishop

A Diocese is a portion of the people of God entrusted to a Diocesan Bishop. It constitutes a particular Church in which and from which the one and only Catholic Church exists. It also has a legal personality as it exists as an independent charitable foundation. The Archbishop governs the Diocese as the Vicar of Christ: he has proper, ordinary and immediate jurisdiction, exercised by him personally in Christ's name.

The Archbishop's responsibilities include:

- the provision and future development of excellent Catholic education throughout the Diocese;
- the planning of School place provision;
- the oversight of high educational standards, progress and outcomes in all Catholic Schools, especially in RE;
- the inspection of the religious life of Schools and RE (s.48 / canonical inspections);
- the development of Catholic teachers and leaders (and overseeing all appointments in accordance with these Diocesan Protocols);
- maintaining links with the Catholic Education Service and the government;
- engaging with Regional Directors, Local Authorities and Ofsted; and
- issuing directives concerning the general regulation of Catholic Schools.

The Diocesan Trustees

Most Catholic Schools and the land they are built on, are owned by the Diocese. They are held in charitable trusts by Diocesan Trustees, appointed by the Archbishop. The role of the Diocesan Trustees is to administer the property of the Diocese in accordance with the Diocesan Trust Deed, making it available to the Diocese led by the Archbishop.

Catholic Schools occupy the land on behalf of the Diocesan Trustees and under the oversight of the Archbishop, subject to the directives of the Archbishop and the parameters set out by the Diocesan Trustees relating to the occupation of the land.

Catholic Schools occupy Diocesan land and buildings under a bare license and those responsible for running Catholic Schools should familiarise themselves with the Occupation Document issued by the Diocese which sets out the basis for that occupation. For a further explanation of the basis on which Diocesan land and buildings are occupied please also review the CES Accounting Treatment Guidance for Academy Trust Companies.

The Diocesan Trust Deed

Catholic Schools are provided by the Diocesan Trustees for the purposes set out in their governing documents, including the Diocesan Trust Deed. Governing Boards are under a legal duty to conduct the undertaking in accordance with the Diocesan Trust Deed⁶.

⁶ In the case of voluntary aided schools, please see s21(4) Education Act 2002; for voluntary academies please see the Articles of Association.

For Catholic academies, the same provisions can be found in their articles of association.

Diocesan Officers

Diocesan officers are appointed by the Archbishop to help him to carry out his responsibilities relating to Catholic education. They are members of The Education Commission.

- **Diocesan Schools Commissioners** (sometimes referred to as **Diocesan Directors of Education** or **Diocesan Directors of Schools**) are appointed by the Archbishop to help in the planning, organisation and management of Catholic Schools in the Diocese. They negotiate with officers of the local authorities and the Department for Education in matters relating, for example, to the provision of places and School buildings. They also work closely with Governing Boards, advising them on the appointment of senior leaders, building projects and maintenance, and they organise in-service training for Governing Boards and School staff.
- **Religious Education Advisers and Inspectors** support the Archbishop by promoting his policies on the teaching of religious education in his Schools. They report to the Archbishop on the quality and standard of teaching and learning. They advise Governing Boards on the appointment process for teachers of religious education and work with teachers and Governing Boards on the curriculum for religious education.
- The officers of the Archbishop will also act on behalf of the Diocesan Trustees in appropriate matters relating to property.

9. SEVEN PRINCIPLES OF PUBLIC LIFE

All those responsible for running Catholic Schools must follow the seven principles of public life (“the Nolan Principles”) namely:

- Selflessness;
- Integrity;
- Objectivity;
- Accountability;
- Openness;
- Honesty; and
- Leadership.

These principles are embedded into the CES Codes of Conduct for directors / governors / local governors.

DIOCESAN PROTOCOLS

1. DIOCESAN PROTOCOLS ON GOVERNANCE

Key principles:

- To be Catholic, Schools must be controlled by the Catholic Church and be recognised as such by the Archbishop.
- The Archbishop is responsible under Canon law for any strategic decisions about Catholic Schools in his Diocese.
- In a Multi-Academy Trust setting, the legal entity is the Trust Board. Local Committees are sub committees of the Trust Board.
- Structural changes, including changes to governance arrangements, require both the consent of the Archbishop and the Diocesan Trustees. This responsibility of the Archbishop is related to his role as Archbishop and should not be confused with those he holds as a member.
- The Archbishop has a duty to ensure that all the foundation directors/governors that are appointed to govern Catholic Schools in his Diocese have the necessary skills to perform the role and the personal commitment and skills required to fulfill their overarching duty to preserve and develop the Catholic character of the School(s) for which they have responsibility.
- As an integral part of its educational vision, the Catholic Church expects Trust Boards to promote and uphold high standards, including academic standards. This requires effective and strategic governance arrangements.
- The Trust Board must endeavour to operate at a strategic level, leaving the Schools' senior leadership responsible and accountable for the operational running of the Schools.
- The three core strategic functions, of a Trust Board are to:
 - ensure clarity of Catholic vision, ethos and strategic direction;
 - hold the appropriate senior leadership to account for the educational performance and Catholic character of the Schools and their pupils; and for the internal organisation, management and control of the Schools, including performance management of staff; and
 - oversee the financial performance of the Schools and make sure money is well spent.

Diocesan Protocols on Governance:

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| Protocol 1 | Trust Boards must ensure that their governance arrangements comply with the law. |
| Protocol 2 | Trust Boards must preserve and develop the Catholic character of the School(s) at each layer of governance and fulfil the three core strategic functions. |
| Protocol 3 | Governance and management structures and arrangements must be in line with any Diocesan policy that may be published from time to time. |
| Protocol 4 | Academy Trust Companies must use the Diocesan Model Articles for Catholic Schools and use the CES Model Scheme of Delegation as a basis for developing the Trust |

Scheme, (including the table of roles and responsibilities). Documents may be subject to amendment by the Diocese and the Diocese will provide a version of these documents for use.

- Protocol 5** Trust Boards must use the information, guidance, resources and documentation relating to governance arrangements available on the CES website.
- Protocol 6** Trust Boards must conduct an annual self-evaluation to identify strengths and areas for further development. Governing Boards should use the CES model skills audit and the CES model self-evaluation form for this purpose. Governing Boards must also engage with the Diocesan Schools Commissioner, on a regular and ongoing basis.
- Protocol 7** Trust Boards must adhere should consult the Diocesan Schools Commissioner before adopting the CES Model Governance Statement to ensure compliance with any particular Diocesan policy.
- Protocol 8** Trust Boards must comply with any requirements and directions issued by the Diocesan Schools Commissioner to address areas for improvement (including, in particular, any requirements and directions following a governance review).
- Protocol 9** Directors must complete all Diocesan induction and other training that may be required by the Diocese.
- Protocol 10** Trust Boards must pay the diocesan contribution as stipulated from time to time by the Archbishop.
- Protocol 11** Trust Boards, as the employer of School staff, must ensure that CES model application forms are used, that CES model employment contracts are issued and that CES model workplace policies are adopted.
- Protocol 12** Directors must ensure that they make themselves available to attend meetings or that they send apologies when appropriate. Directors must ensure that they read all meeting papers in advance of meetings, that they declare any conflicts of interest and that they do not vote where there is a conflict (for example, in the appointment of family members). Directors must ensure that they respect the confidentiality of Trust Board discussions.
- Protocol 13** Trust Boards must ensure that all Directors and Local Committee Governors sign a code of conduct at the beginning of each academic year. Governing Boards should use the CES Model code of conduct for this purpose.
- Protocol 14** Directors and Local Committee Governors must use their position on the Governing Boards to implement the Archbishop's strategic plans for Catholic Schools in his Diocese.
- Protocol 15** Trust Boards must provide the Diocese with any information requested, in the format required, and in a timely fashion, in order to ensure that the Diocese is able to perform its functions.
- Protocol 16** All trust boards must participate in an annual Diocesan Trust AGM

2. DIOCESAN PROTOCOLS ON CONVERSION TO BECOMING AN ACADEMY

Key Principles:

- The Archbishop has overall responsibility for the organisation of Schools within his diocese.
- The Diocese has produced a strategy which sets out the Archbishop's wishes for the organisation of the Schools in his Diocese. This strategy sets out/will set out the most effective organisational structure for the benefit of all Diocesan Schools and the communities that they serve.

Diocesan Protocols on Conversion to Becoming an Academy:

- Protocol 1** Governing Boards must have regard to the Archbishop's strategy for academisation and must follow the Diocesan principles which sets out the process to be followed for converting to an academy trust company.
- Protocol 2** Governing Boards must have the written approval of the Diocesan Trustees to become an academy⁷. Any decision as to whether consent will be forthcoming will be made by the Archbishop in accordance with his canonical responsibility in relation to the provision of Schools across the Diocese.
- Protocol 3** Prior to providing the written approval referred to in Protocol 2 above, it will be necessary for the Diocesan Trustees to carry out a process of due diligence. Governing Boards will assist the Diocesan Trustees to carry out this process by providing requested information in a timely manner and in the format requested.
- Protocol 4** Following consent, the Diocese will support Governing Boards to achieve the conversion timetable and will provide template documents and/or best practice advice.
- Protocol 5** Governing Boards must use Diocesan documentation in relation to the conversion, including the appropriate model Articles of Association.
- Protocol 6** Governing Boards must meet any administration charges incurred by the Diocese in relation to the conversion. The Diocese will confirm any such charges directly with the Governing Board.
- Protocol 7** Governing Boards must instruct solicitors that are approved by the Diocesan Trustees in relation to the conversion.

⁷ pursuant to the Academies Act 2010, subsection 3(4)

3. DIOCESAN PROTOCOLS ON STAFFING AND RECRUITMENT

Key Principles:

- Employment contracts are between the individual member of staff and the Trust as the employer. The Education Commission is not party to the Contract of Employment between the Trust and its employees. The Education Commission has an advisory role to support all Catholic schools in the Diocese. The Trust, as the employer, has the duty of care for its staff.
- Trust Boards must follow the requirements of the Bishops' Memorandum on the Appointment of Staff in Catholic Schools which is available on the CES website.
- The CES provides model employment documentation that must be used. This documentation includes application forms and associated recruitment guidance, model contracts and model employment policies all of which are available on the CES website.
- CES employment documentation ensures that the employee and the employer are both aware of, and bound by, the terms and conditions of employment which relate to the required Catholic character of the Trust and its schools.
- Schools must ensure that those issuing contracts of employment have the requisite knowledge and skills to enable them to understand the contractual terms that they are issuing. The Churchmarketplace framework includes professionals who are familiar with the requirements for Catholic schools and are able to provide appropriate legal and HR advice.

Diocesan Protocols on Staffing and Recruitment:

- Protocol 1** Trust Boards must comply with the Bishops' Memorandum. This is an extremely important document which has been issued by the Bishops of England and Wales and which sets out their collective requirement on all Schools that are Catholic in relation to staffing.
- Protocol 2** In accordance with the Bishops' Memorandum all Schools must use CES application forms, contracts of employment, workplace policies and associated model employment documents.
- Protocol 3** Governing Boards must follow the Diocesan guidance which sets out the definition of what it means to be a practicing Catholic. This guidance will assist applicants to understand what these requirements are.
- Protocol 4** The Trust must inform the Education Commission at the earliest point, of any processes for the recruitment of, or disciplinary proceedings for, any holder of a Senior Catholic Post. The Trust will ensure a representative of the Education Commission is part of any recruitment or disciplinary panel for a Senior Catholic Post in an advisory capacity.
- Protocol 5** Trust Boards should refer to the CES User Guide On Model Employment Documentation (For Staff In Catholic Schools And Academies) which brings together all of the CES employment documentation. This is available on the CES website. It provides guidance on all CES model employment contracts and associated documentation such as the CES model workplace policies on Appraisal for Teachers;

Appraisal for Support Staff; Capability; Disciplinary; Grievance and Sickness Absence. A complete list of all CES employment documentation can be found in Appendix I of the User Guide. A complete list of frequently asked questions can be found in Appendix II of the User Guide.

- Protocol 6** Trust Boards must ensure that best practice in recruitment process is always followed. This includes following the CES Guidance on Recruitment of Staff for Governing Boards which is available on the CES website and takes the Governing Board through the process of recruiting, including issues to be aware of, (for example disability/Catholicity requirements/disqualification etc.), and also includes a checklist of items to be completed before an offer of employment can be made.
- Protocol 7** Governing Boards must inform the Diocesan Schools Commissioner, at the earliest point, of any vacancies and of processes for recruitment for Senior Posts which must be filled by a Practising Catholic (this also includes informing the Diocesan Schools Commissioner of the terms of any temporary appointments and secondments).
- Protocol 8** As required in the Bishops' Memorandum, Governing Boards must ensure that the Archbishop is represented during the appointment of senior leaders and teachers of religious education from the start of any process.
- Protocol 9** Governing Boards must ensure that the Archbishop is represented in disciplinary procedures because he has a right of episcopal oversight (as set out in the Bishops' Memorandum). Governing Boards must keep the Diocesan Schools Commissioner informed of any issues which relate to senior members of staff, particularly where dismissal may be the outcome of the process.
- Protocol 10** Trust Boards must ensure that any HR and legal advice comes from an adviser who is an expert in employment law and a specialist in the Catholic education sector (churchmarketplace). Governing Boards should seek guidance from the Diocese as to the use of the Churchmarketplace framework. Prior to engaging HR advisers, Trust Boards must ensure that they are able to provide appropriate advice and support which is based on the CES model policies and contracts and is not dependent on the use of third party policies, which includes local authority policies.
- Protocol 11** Trust Boards must ensure that the Diocese is advised of senior leaders who may be working within other schools in a different Diocese.
- Protocol 12** Trust Boards must ensure that at least one Governor or Director on each interview panel has attended up to date safer recruitment training.
- Protocol 13** Trust Boards must ensure that they are notified of all conflicts of interest arising in recruitment processes, for example, where the applicant is a relative of one of the Governors. Where conflicts of interest arise, Governing Boards must ensure that they are dealt with appropriately, for example, by declaring individuals ineligible to sit on the recruitment panel.
- Protocol 14** Trust Boards must ensure that all salaries reflect value for money and appropriate use of public funds. Trust Boards must provide any salary information requested by the Diocese.

Protocol 15 In setting salaries, Governing Boards must have regard to the CES advice on the Living Wage which is available on the CES Website.

4. DIOCESAN PROTOCOLS ON SAFEGUARDING

Key Principles:

- In accordance with the relevant statutory requirements, certain pre-employment checks must be conducted for positions that involve work with vulnerable groups, specifically children and vulnerable adults.
- Statutory and other appropriate safeguarding training should be attended by members of Governing Boards and School staff and volunteers.
- In addition to pre-employment checks, Trust Boards must also ensure that statutory and other appropriate safeguarding policies are in place to ensure that daily safeguarding processes protect pupils.

Diocesan Protocols on Safeguarding:

Protocol 1 Trust Boards must follow any guidance on safeguarding issued by the Diocese, however the school and its Governing Board remain responsible for safeguarding.

Protocol 2 Boards of Directors of Academy Trust Companies are required to determine who will be responsible for safeguarding in their academies in line with their Scheme of Delegation.

Protocol 3 Trust Boards must ensure that the Diocesan Schools Commissioner is informed of any significant safeguarding issue that arises.

5. DIOCESAN PROTOCOLS ON RELATIONSHIPS WITH TRADE UNIONS

Key Principles:

- All employees and workers in Catholic Schools have the right to join a trade union and take part in its activities. This right not only flows from the current law in England and Wales but also from the Catholic Church's social teaching. The Second Vatican Council's Pastoral Constitution on the Church in the World (*Gaudium et Spes*) states: "*Among the basic rights of the human person is to be numbered the right of freely founding unions for working people. ... Included is the right of freely taking part in the activity of these unions...*" (para.68). The 1996 Bishops' Conference document "*The Common Good and the Church's Social Teaching*" also elaborates on this, and other rights of workers derived from the Church's teaching (paras.91-95).
- This right is also included in the CES model contracts of employment.

Diocesan Protocols on Relationships with Trade Unions:

- Protocol 1** Governing Boards must ensure that CES model workplace policies are adopted and that prior to adoption, appropriate local consultation arrangements are conducted. Governing Boards must ensure that appropriate legal and/or HR advice is taken as to what appropriate local consultation should entail.
- Protocol 2** Governing Boards must not make any material amendments to the CES model workplace policies without seeking the prior approval of the Diocese.
- Protocol 3** Governing Boards must alert the Diocesan Schools Commissioner as soon as possible to any issues that may arise that are likely to cause problems and/or lead to industrial action and/or reputational damage.
- Protocol 4** Governing Boards must not agree any joint statement or issue any document (such as school staff workplace policies and procedures and/or recognition agreements) to trade unions, without consulting with the Diocesan Schools Commissioner.

6. DIOCESAN PROTOCOLS ON RELATIONSHIPS WITH AUTHORITIES

Key Principles relating to the Department for Education:

- The CES liaises directly with the Department for Education on behalf of all Dioceses.
- The CES acts on behalf of the Catholic Bishops' Conference to support and promote Catholic education.
- The CES has two principal roles:
 - To represent the views of the Bishops collectively to the government and other national agencies; and
 - To support dioceses in carrying out their educational functions.
- The CES has a strong and positive working relationship with the Government, sharing the aims of high academic standards for all and increased parental choice.
- Dioceses do not engage with national bodies (such as the Department for Education) in relation to national policy matters as these are within the competence of the CES unless such engagement is organised through the CES.
- If a national body spontaneously contacts a Diocese in relation to such a matter, they will normally be referred to the CES.
- Dioceses will seek to involve the CES in any matter where a national policy position of the Bishops may arise.
- The CES does not engage in direct contact with or answer queries from individual Schools except with the consent of the Diocese.

Key Principles relating to Regional Directors (formally known as RSCs):

- Regional Directors take the majority of decisions relating to academy conversions, intervention and sponsorship in each region, on behalf of the Secretary of State.
- The Memorandum of Understanding between the Catholic Church and the Department for Education which is available on the DfE website (“the Memorandum of Understanding”) is intended to guide and support Regional Directors and Dioceses in their relationship. Both parties will be expected to act in accordance with the principles and protocols described by the Memorandum of Understanding.
- The Ways of Working Protocol also sets out the principles which govern the relationship between Dioceses and Regional Directors.
- Governing Boards are required to reinforce the direct relationship set out in the Memorandum of Understanding and the Ways of Working Protocol that the Regional Director and the DfE must have with the Diocese and particularly with the Diocesan Schools Commissioner. The Diocesan Schools Commissioner is charged with ensuring that Schools carry out the will of the Archbishop, and as a result, has the authority to speak on behalf of all Schools as mandated by the relevant governing documents.
- Both the Memorandum of Understanding and the Ways of Working Protocol are clear about the right of the Diocesan Schools Commissioner to be sighted on correspondence and invited to meetings.
- Levels of understanding of the context of Catholic education may vary from Regional Director to Regional Director and Governing Boards will need to ensure that any contextual misunderstandings are corrected.

Key principles in relation to Local Authorities:

- Dioceses work in partnership with Local Authorities in the provision of education as part of the dual system of education.
- The Diocesan Schools Commissioner is charged with ensuring that Schools carry out the will of the Archbishop and, as a result, has the authority to speak on behalf of Governing Boards as mandated by the relevant governing documents.
- This responsibility is fulfilled by representatives who attend on behalf of the Archbishop where they have a right to be a member of certain local authority committees and to have voting rights.
- Levels of understanding of the context of Catholic education may vary from LA officer to LA officer and Governing Boards will need to ensure that any contextual misunderstandings are corrected.

Diocesan Protocols on Relationships with Authorities:

- Protocol 1** Trust Boards must ensure that the Diocesan Schools Commissioner is kept informed of any non-routine direct communication from the Regional Director, any other division of the DfE, or other government department. This will ensure continued

compliance with the Memorandum of Understanding and the Ways of Working Protocol.

- Protocol 2** Trust Boards must inform the Regional Director and any other division of the DfE (and/or other government department) that the Diocesan Schools Commissioner is being kept informed and must remind the Regional Director and any other division of the DfE (and/or other government department) of their obligations under the Memorandum of Understanding and the Ways of Working Protocol as appropriate.
- Protocol 3** The Diocesan Schools Commissioner will make representations to the Regional Director and any other division of the DfE (and/or any other national body) on behalf of Schools, (unless the CES is charged with that responsibility), unless the Diocesan Schools Commissioner agrees otherwise.
- Protocol 4** The Diocesan Schools Commissioner is charged with negotiating with officers of the local authorities (and the DfE) in matters relating to, for example, the provision of School places and School buildings. This means that no changes may be made to admission numbers without the approval of the DSC.
- Protocol 5** Trust Boards must immediately notify the Diocesan Schools Commissioner of any notices (warning or otherwise) received from the local authority.
- Protocol 6** The Diocesan Schools Commissioner is charged with nominating and appointing the persons representing the Archbishop at County Council Committees where the Archbishop has a right to attend.
- Protocol 7** The Diocesan Schools Commissioner is responsible for informing Governing Boards of committee agenda items pertaining to education as appropriate.
- Protocol 8** Trust Boards can bring to the attention of the appropriate Diocesan officer issues that they would like the Archbishop's representatives to bring to County Council Committee meetings.
- Protocol 9** The Diocesan Schools Commissioner consents to Governing Boards communicating on general matters directly with the local authority provided that:
- They continue to preserve and develop the Catholic character of the School;
 - They have regard to the Catholic character of the School and they do not do anything detrimental or prejudicial to the interests of the same.

7. DIOCESAN PROTOCOLS ON CONSULTATIONS

Key Principles:

- The CES acts on behalf of the Catholic Bishops' Conference to support Catholic education. The CES has a strong and positive working relationship with the Government, sharing the aims of high academic standards for all and increased parental choice.
- Views are very regularly sought by the Government on new or changing government policies. Government departments take these responses into consideration before making decisions.

- The CES responds to Government consultations and liaises directly with the Department for Education as the education agency of the Catholic Bishops' Conference and on behalf of all Dioceses as appropriate. The CES does not generally respond to consultations issued by Local Authorities as these will be within the remit of the Diocese.
- If a national body contacts the Diocese on consultations or other related matters, they will normally be referred to the CES. The Diocese will involve the CES in any matter where a national policy position of the Bishops may arise.
- The Diocese has legal status as a partner with local authorities in the provision of school places and has the opportunity to respond to a significant number of consultations from local authorities and central government departments and agencies each year.

Diocesan Protocols on Consultations:

- Protocol 1** Where the CES is not involved, the Diocese, in representing the views of the Archbishop on matters pertaining to education in the area of the Diocese, will continue to be the delegated respondent in relation to all relevant consultations including; those originating from the local authority; and those pertaining to or with implications for the Diocese, unless the Diocesan Schools Commissioner determines otherwise.
- Protocol 2** In the event of a consultation originating from the local authority or regarding that area, the Diocese may wish to consult with the Trust Board further as appropriate before any response is made.
- Protocol 3** Trust Boards may, from time to time, be requested by the Diocese to submit particular consultation responses on behalf of the School in line with Diocesan requirements.
- Protocol 4** The Trust will maintain a relationship with the relevant local authority and as such can support in the delivery of its statutory responsibility.

8. DIOCESAN PROTOCOLS ON ADMISSIONS

Key Principles:

- Admission criteria are set by the Trust Board and published in their admissions policy. It is the responsibility of admission authorities to ensure that admission arrangements i.e. the overall procedure, practice, criteria and supplementary information to be used in deciding on the allocation of school places and any device or means used to determine whether a school place is to be offered, are compliant with the law, admissions legislation and the School Admissions Code ("the Code").
- All Catholic Schools are subject to the jurisdiction of the Archbishop, even those that are not in diocesan trusteeship. Canon 806§1 provides that the Diocesan Bishop has the right of supervision, visitation and inspection of Catholic Schools in his diocese, even those established or directed by members of religious orders. He also has the right to issue directives concerning the general regulation of all Catholic Schools.

- Accordingly, the religious authority for all Catholic Schools, including those in the trusteeship of a religious order, is the Archbishop. In accordance with the Code, the admission authority must consult with the religious authority (the Archbishop) when deciding how membership or practice of the faith is to be demonstrated. As the local ordinary, it is for the Archbishop to decide how membership and practice is to be demonstrated for the purposes of admission to his Schools.
- Trust Boards as admissions authorities are required to carry out their statutory duties in consulting on and determining admissions arrangements in accordance with the dates set out in the Code.
- The admission authority is the academy trust company. This means that in a MAT, the academy trust company is responsible for determining the admission policies for all of its schools and for determining applications. In a MAT, the academy trust company may, however, delegate responsibility for determining the admission policies for an individual school within the MAT, and/or taking decisions on applications, to the Local Governing Body.
- Trust Boards are required to comply with the requirements of Canon law which provide that the Archbishop has canonical responsibility to commission sufficient places to meet the needs of baptised Catholic children resident in his area. Adherence to the protocols set out below will assist the Archbishop in fulfilling those obligations.

Diocesan Protocols on Admissions:

- Protocol 1** Trust Boards are required by law to comply with the Diocesan Trust Deed and the relevant constitutional documents in discharging their functions, including when determining admission arrangements. For Academies, it is the Articles of Association. The constitutional documents include the School's duty to serve as a witness to the Catholic faith, and to comply with the requirements of Canon law.
- Protocol 2** Trust Boards have an over-riding duty to offer places to Catholics first. Where this is a requirement of the Trust Deed and/or a diocesan directive, it is thereby a legal requirement on Trust Boards. Catholic Schools must not operate any policies if the consequence is to offer a place to a non-Catholic and deny that place to a Catholic unless a specific, written exemption has been provided by the Archbishop.
- Protocol 3** Trust Boards must ensure that the Diocesan Schools Commissioner receives timely reports on admissions, as requested, to assist the Archbishop in his responsibilities.
- Protocol 4** The Diocese will provide advice, support and guidance in relation to admissions.
- Protocol 5** Trust Boards must work closely, through The Education Commission, with other Diocesan Schools. This will ensure that admission arrangements across the Diocese fit together and that no group of Catholics is disadvantaged.
- Protocol 6** Trust Boards must follow the *Guidance on Admissions to Catholic Schools* and any other specific admissions related guidance published by the Diocese (available on rcaoseducation.org) and reviewed from time to time ("the Guidance"). In accordance with paragraph 1.38 of the Code, Governing Boards must have regard to the Guidance unless it does not comply with the mandatory provisions of the Code or the Governing Board can demonstrate that it has considered and engaged with the Guidance and has a clear and proper reason to depart from it.

Protocol 7 Admission arrangements must be formally determined annually. Governing Boards must ensure that their decision to determine admission arrangements each year is documented and that records are kept to evidence that they have done so.

9. DIOCESAN PROTOCOLS ON SCHOOL PLACE PLANNING

Key Principles:

- The Archbishop has canonical responsibility to commission sufficient school places to meet the needs of baptised Catholic children resident in his area.
- The Diocese is a statutory partner with local authorities in the planning and provision of school places and the Diocese is charged with this responsibility through the Archbishop.
- The Diocese will also engage in place planning discussions with relevant Regional Directors.

Diocesan Protocols on School Place Planning:

Protocol 1 Trust Boards must co-operate with the Diocese in relation to all matters relating to school place planning and the effective use of the Diocesan school estate.

Protocol 2 In order to ensure that the Archbishop is able to fulfil his canonical responsibility, Governing Boards must comply with any requirement of the Archbishop to increase or decrease the number of pupils on roll, whether on a temporary or permanent basis.

Protocol 3 Trust Boards must seek approval from the Diocesan Schools Commissioner should they wish to expand or reduce the number of School places.

Protocol 4 The Diocese will consult with Trust Boards regarding any place planning programmes nearby that could impact the School(s) they are responsible for.

Protocol 5 Trust Boards must provide the Diocese with information relating to surplus places.

10. DIOCESAN PROTOCOLS ON ACCOUNTING

Key Principles:

- The Diocesan Trustees may decide to, for example:
 - monitor the financial health of Schools and Trusts in the Diocese;
 - ensure Trust Boards achieve efficiencies and value for money;
 - ensure Trust Boards optimise resources and invest in teaching and learning;
 - consider any purchasing, tendering and contracting requirements; and
 - consider and review reserves policies.

- This is to ensure that the Archbishop is aware of any risks to Schools which might impact future viability and which might have an impact on the provision of Catholic Schools across the Diocese.

Diocesan Protocols on Accounting:

- Protocol 1** Trust Boards must ensure that their accounting arrangements comply with the current Academy Trust Handbook, Academies Accounts Direction and any relevant SORP.
- Protocol 2** Boards of Directors of Academy Trust Companies, must 1) follow Diocesan auditing requirements in relation to accounting for Church assets; and 2) prepare a financial scheme of delegation, (a copy of which must be provided to the Diocesan Schools Commissioner); and 3) determine who will be responsible for accounting in line with the Scheme of Delegation and the Academy Trust Handbook and notify the Diocese of such arrangements.
- Protocol 3** The Diocese may require from Governing Boards qualitative, authenticated and accurate financial information (including, but not limited to, details of anticipated and actual expenditure and income, a financial forecast and a 5-year budget plan), in a form and at times determined by the Diocese. Governing Boards may also be required to provide copies of any returns made to the ESFA.
- Protocol 5** Trust Boards of Catholic Academy Trust Companies must create and maintain a register for Persons with Significant Control.
- Protocol 6** Trust Boards must pay the Diocesan contribution for its schools as stipulated from time to time by the Archbishop.
- Protocol 7** Trust Boards must recognise and manage present and future risks, including contingency and business continuity planning, to ensure continued and effective operation. Governing Boards may be required to provide a report on risk management to the Diocese during each academic year.

11. DIOCESAN PROTOCOLS ON CAPITAL WORKS

Key Principles:

- Most Catholic Schools, and the land they are built on, are owned by the Diocese.
- The land is held on charitable trust by Diocesan Trustees, appointed by the Archbishop.
- The role of the Diocesan Trustees is to administer the property of the Diocese in accordance with its Trust Deed, making it available to the Diocese led by the Archbishop.
- Other Catholic Schools, mainly owned by religious orders, have their own Trustees, but are nevertheless within the authority of the Archbishop.

- The Diocesan Trustees provide land and buildings for the use of Catholic Schools so that the Governing Board may conduct the School on their behalf under the supervision of the Archbishop.
- Governing Boards occupy School premises subject to the Diocesan Trustees' objects and any other parameters laid down by them. Whilst the Diocesan Trustees permit occupation of the School site for the time being, they do not confer any right to occupy and ultimate control of the site and any decisions relating to the land and buildings rests with the Diocesan Trustees.
- These protocols deal with any Capital Works that might be required to School buildings, this includes any demolition or material alteration to the building, including extensions, where the net value of such work is over £5,000.

Diocesan Protocols on Capital Works:

Protocol 1 Trust Boards are responsible for ensuring that the Diocesan Trust's property and assets remain under the control of the Diocesan Trustees, and that measures are in place to prevent losses or misuse. Any documentation or communication that makes reference to the Diocesan Trust's property or assets must be referred immediately, in line with the Diocesan communication protocol, to the appropriate diocesan officer for written approval before signature or submission to a third party.

Protocol 2 When considering Capital Works, Trust and Local Governing Boards should refer to the latest Standing Orders and Financial Regulations in relation to the financing and procurement of projects. Trust and Local Governing Boards should also comply with legislation in relation to health and safety.

Protocol 3 Trust and Local Governing Boards must follow any Diocesan policy on Capital Works that may be published from time to time. Permission must be sought from the Diocese before any Capital Works are carried out, or any applications made to a third party for significant projects.

Protocol 4 Trust and Governing Boards must ensure all statutory requirements for Capital Works are complied with (including but not limited to planning approval; listed buildings consent and building regulations consent). Trust and Governing Boards must also provide evidence of such compliance upon request to the Diocesan Schools Commissioner.

Protocol 5 Should insurance be required for Capital Works, Trust and Governing Boards must notify the Diocesan Schools Commissioner in advance of the work being commenced. Governing Boards must ensure that they comply with any instructions given by the Diocese in relation to insurance for Capital Works and any requirements for insurance to be in joint names.

Protocol 6 Any submissions made to the Diocesan Schools Commissioner must normally show the scope of the work, the costs (evidenced by quotes), and the funding sources that have been identified.

Protocol 7 All legal, financial and operational responsibilities associated with Capital Works projects are the responsibility of the Trust or Local Governing Board.

Protocol 8 Governing Boards must always refer to the Diocesan Schools Commissioner for assistance in identifying a professionally qualified and competent consultant in the development and implementation of any Capital Works projects.

Protocol 9 **Governing Boards and Company Board members must provide oversight of capital works to the Education Commission. This should be via the Diocesan property management system where possible.** In the Archdiocese of Southwark, this is through the use of Statlog or another system approved by the diocese.

12. DIOCESAN PROTOCOLS ON CARE FOR CREATION

Key Principles:

- Species populations have declined and global temperatures are rising, fueling environmental degradation, natural disasters, weather extremes, food and water insecurity, conflict, and economic disruption, amongst other things. The ecological crisis is impacting lives today and will impact the future lives of all children.
- Pope Francis encourages us to undergo an “ecological conversion”, whereby the effects of our encounter with Jesus Christ become evident in our relationship with the world around us. “Living our vocation to be protectors of God’s handiwork is essential to a life of virtue; it is not an optional or secondary aspect of our Christian experience”.⁸
- The Paris Agreement commits the global community to take action to hold the increase in global average temperatures to well below 2°C above pre-industrial levels and pursue efforts to limit the temperature increase to 1.5°C. The UK government has passed legislation to meet net zero by 2050.
- The Department for Education published ‘Sustainability and climate change: a strategy for the education and children’s services systems policy paper’⁹ in April 2022, with the vision for the United Kingdom to be the world-leading education sector in sustainability and climate change by 2030. There are four strategic aims, which include preparing all young people for a world impacted by climate change through learning and practical experience, reducing direct and indirect carbon emissions, and for children and young people to engage practically in the transition to net zero, adapting education buildings to prepare for the effects of climate change, and providing a better environment for future generations.
- The Vatican Dicastery for Promoting Integral Human Development has outlined seven ‘Laudato Si’ Goals’, one of which is ‘Ecological Education’: Re-thinking and re-designing curricular and institutional reform to foster ecological awareness and transformative action.
- Catholic Social Teaching, (such as dignity of the human person, the option for the poor, standing with those suffering injustices, and caring for creation), calls us to live our faith through our actions. The consequences of the ecological crisis compromise human life, disproportionately effecting the poor and vulnerable, those contributing the least are suffering the most. We need to take actions that ensure a world where human dignity and the environment flourish.

⁸ [Laudato si' 217 \(24 May 2015\) | Francis \(vatican.va\)](#)

⁹ www.gov.uk/government/publications/sustainability-and-climate-change-strategy

- Pope Francis calls us to respond to the cry of the earth and the cry of the poor, making a universal appeal “The earth, our home, is beginning to look more and more like an immense pile of filth”. We have been called to care for creation, to care for God’s gift to us. In Fratelli Tutti, Pope Francis reminds us that we are one family. Caring for that family means taking care of the planet we share. We need to hear both the cry of the earth and the cry of the poor. We are guardians of a creation which is entrusted to us for our care.
- Governing Boards are required to ensure that Schools are operated with our duty to care for creation in mind. Governing Boards are required to consider engaging School staff, pupils and the wider School community in conversations about care for creation.

Diocesan Protocols on Care for Creation:

- Protocol 1** Trust Boards must provide a strategic response to the call to care for creation which is embedded across the whole Trust and its schools.
- Protocol 2** Trust and local Governing Boards must oversee the production and delivery of a carbon reduction plan for the School where this is requested by the Diocese as part of any Diocesan climate change strategy.
- Protocol 3** Trust and local Governing Boards are responsible for ensuring that Schools engage in the ecological crisis through the lens of Catholic Social Teaching, providing an opportunity for pupils to develop their ideas on stewardship in a way that is hopeful and action-orientated, with an awareness that some pupils may suffer from eco-anxiety.
- Protocol 4** Trust Boards should consider allocating one of their number as a Care for Creation lead and they should consider whether it would be appropriate to have a similar role in the School.

13. DIOCESAN PROTOCOLS ON STANDARDS

Key Principles:

- As an integral part of its educational vision for the holistic formation of children and young people, the Catholic Church expects Trust and Local Governing Boards to promote and uphold high standards, including academic standards. Governing Boards are also required to preserve and develop the Catholic character of each School. This is best achieved through a committed working relationship with the Diocese.
- Canon 806 provides:
The Diocesan bishop has the right to watch over and inspect the Catholic schools in his territoryand has the right to issue directives concerning the general regulation of Catholic schools....Those who are in charge of Catholic schools are to ensure, under the supervision of the local Ordinary, that the formation given in them, in its academic standards, are at least as outstanding as that in other schools in the area.

The Archbishop’s oversight is exercised through The Education Commission in close partnership with the relevant Catholic academy trust company. This recognises that in

academies, it is the academy trust company, that holds responsibility for monitoring effectiveness and intervention, and for informing The Education Commission when an academy gives cause for concern.

- Trust Boards are responsible for standards and for putting in place appropriate remedial and support strategies to ensure that Schools are rated at least 'good' according to the Ofsted criteria and National Framework Criteria.
- A School in challenging circumstances is one which is judged "Requires Improvement" or "Inadequate" in its last Ofsted Section 5 inspection and/or its last inspection under the National Framework for the Inspection of Catholic Schools. There are also occasions when a School is judged "Good" or "Outstanding" but it finds itself in challenging circumstances for a variety of reasons, e.g. leadership issues, a drop in achievement, parental complaints.
- Ofsted and National Framework ratings are not the only indication that a School is in challenging circumstances, Trust Boards are also expected to be able to identify challenging circumstances that arise as a result of other circumstances, such as, leadership issues, a decline in outcomes or progress, an increase in parental complaints and/or a reduction in applications for admission.

Diocesan Protocols on Standards:

- Protocol 1** Trust Boards are responsible for standards in Schools. Trust Boards are also responsible for ensuring that the Catholic character permeates throughout Schools.
- Protocol 2** Trust Boards will report any relevant information to the Diocesan Schools Commissioner to provide assurances that standards are being met, in a form and at times determined by the Diocese.
- Protocol 3** Trust Boards must adhere to any Diocesan policy on Schools causing concern that may be published from time to time.
- Protocol 4** Trust Boards are responsible for determining support strategies for Schools when challenging circumstances arise and for monitoring and reporting on progress.
- Protocol 5** Trust Boards must notify the Diocesan Schools Commissioner if a School finds itself in challenging circumstances. Trust Boards must update the Diocesan Schools Commissioner of any developments that may take place after initial notification (and follow Diocesan recommendations).
- Protocol 6** Trust Boards must immediately notify the Diocesan Schools Commissioner of any notices (warning or otherwise) received, and vice versa.

14. DIOCESAN PROTOCOLS ON RELIGIOUS EDUCATION

Key Principles:

- Religious Education is ‘not one subject among many, but the foundation of the whole educational process’¹⁰. It is the “core of the core curriculum”¹¹.
- Canon 804, §1 makes it clear that religious education is subject to the authority of the Church:

The Catholic religious instruction and education which are imparted in any schools whatsoever or are provided through the various instruments of social communication are subject to the authority of the Church. It is for the conference of bishops to issue general norms about this field of action and for the diocesan bishop to regulate and watch over it.

The Bishops’ Conference of England and Wales issues general norms about Religious Education for all Catholic Schools. These norms are currently set out in the Religious Education Curriculum Directory for Catholic Schools and Colleges in England and Wales, 2012 (RECD 2012). A new Religious Education Directory will be published in September 2022 (RED 2022). There will be an implementation period from September 2022 to September 2025, after which the RED 2022 will supersede the RECD 2012. In addition, the Archbishop may issue specific directives for his own diocese on examination specifications and resources to be used. The Archbishop, through The Education Commission, will also inspect religious education.

Academy trust companies must also ensure that religious education is provided as part of the school’s basic curriculum and equally that such provision must be in accordance with the provisions of the Diocesan Trust Deed relating to the academy trust company (and through their Articles of Association and their funding agreement): For our purposes, in accordance with the general norms prescribed in the RED.¹²

- As the core of the curriculum, religious education is a proper academic discipline with the same systematic demands and rigour as all other subjects on the curriculum¹³. It therefore requires comparable treatment in terms of staffing, facilities and devolved budgets as other core curriculum subjects, such as English and Maths.
- The Archbishop has the duty to ensure that those who advise Catholic Schools on all matters relating to Religious Education are competent to do so. The Diocese has the responsibility to appoint and train those persons who meet the Archbishop’s requirements in relation to competency to monitor and advise on denominational Religious Education in Catholic Schools in the Diocese.

Diocesan Protocols on Religious Education:

- Protocol 1** Trust Boards must adhere to any Diocesan policy on Religious Education.
- Protocol 2** Trust Boards must ensure that the curriculum for Religious Education conforms to the general norms prescribed by the Catholic Bishops’ Conference of England and Wales as currently laid out in the Religious Education Curriculum Directory.
- Protocol 3** Governing Boards must ensure that 10% of taught curriculum time is dedicated to Religious Education in Key Stages 1-4 and 5% in Key Stage 5 (non-examination

¹⁰ *Religious Education in Catholic Schools, 2000, n.4*

¹¹ *Pope John Paul II address to the Catholic Bishops of England and Wales on their Ad Limina visit on 26 March 1992.*

¹² *Schedule 19(2) Schools Standards and Framework Act 1998*

¹³ *Congregation for Catholic Education, Circular Letter to the Presidents of Bishops’ Conferences on Religious Education in Schools, May 2009, paragraph 18*

Religious Education for 16-19 year old students)¹⁴. These curriculum requirements, at all key stages, apply equally to all types of Catholic School, including independent schools and sixth form colleges, whether in the trusteeship of a diocese or a religious order.

- Protocol 4** Governing Boards must ensure that as a core curriculum subject, religious education has parity with other core curriculum subjects in all relevant respects, e.g. staffing, capitation, accommodations, professional development opportunities.
- Protocol 5** Governing Boards should refer to the CES model Self Evaluation Form for further guidance on religious education.
- Protocol 6** In primary Schools, the coordinator of Religious Education should be a member of the Senior Leadership Team if they are not the headteacher.

15. DIOCESAN PROTOCOLS ON INSPECTIONS (canonical and statutory)

Key Principles:

- A statutory inspection is any inspection carried out by Ofsted or an approved inspectorate pursuant to any statutory power or duty or the requirements of any funding agreement or conditions.
- A canonical inspection is any inspection carried out on behalf of the Archbishop under the National Framework for the Inspection of Catholic Schools.
- The Archbishop has a canonical right and duty to inspect all Catholic Schools in his Diocese. The Archbishop can inspect the Schools in his Diocese at any time¹⁵.
- This right covers any kind of Catholic School, academy or college: voluntary aided schools, academies, non-maintained schools, independent schools and sixth form colleges, regardless of trusteeship. This inspection is properly called a canonical, or diocesan, inspection and can be carried out by an appropriately licensed inspector at any point.
- Canonical inspection falls under the jurisdiction of the Archbishop. All Schools will be inspected by those licensed to inspect by the Catholic Schools Inspectorate. Only persons licensed to inspect by the Catholic Schools Inspectorate have the authority to carry out these inspections.
- Inspectors will report judgements on the quality of the Catholic life and mission, religious education and collective worship of the School. For those Schools for whom this inspection

¹⁴ These legal requirements are placed on an academy trust company through their funding agreement. The Mainstream Academy and Free School: Supplemental Funding Agreement provides, in the section relating to 'curriculum', that the academy trust company "must comply with section 71(1)-(6) and (8) of the School Standards and Framework Act 1998 as if the academy were a community, foundation or voluntary school"

¹⁵ Can. 806 §1. The Diocesan Bishop has the right to watch over and visit the Catholic Schools in his territory, even those which members of religious institutes have founded or direct. He also issues prescripts which pertain to the general regulation of Catholic Schools; these prescripts are valid also for Schools which these religious direct, without prejudice, however, to their autonomy regarding the internal direction of their Schools.

also serves as a s.48 inspection, or its academy equivalent, this inspection will fulfill their statutory duty to report on religious education and the content of collective worship.

- Whilst the Diocese will determine the frequency with which a canonical inspection can occur, in the case of s. 48 and the academy equivalent, they must occur at least every five years, with all inspections completed by the end of the fifth school year following the school year in which the last canonical inspection occurred¹⁶.
- A grant is available from the Department for Education to contribute to the inspection costs for academies. For those Schools judged good or outstanding in their last canonical inspection, these grants are available up to every five years. For Schools judged to be less than good in their last canonical inspection, these grants are available up to every three years.
- Academies are, in practice, subject to the same statute but by virtue of each of their funding agreements.

Diocesan Protocols on Inspections:

- Protocol 1** Trust and Local Governing bodies must ensure they meet Diocesan timetable and procedures. Only persons licensed by the Catholic Schools Inspectorate may carry out inspections in Schools in the Diocese.
- Protocol 2** The Diocese is responsible for arranging the canonical inspections of Catholic Schools. Trust Boards must co-operate with the Diocese in the arrangement of such inspections.
- Protocol 3** The Governing Board is responsible for ensuring that any statutory inspections, or academy equivalents, are conducted within the statutory timescales. Notwithstanding the Diocesan duty to arrange canonical inspections in a timely manner to fulfill the statutory obligations on Schools.
- Protocol 4** The Diocese will provide to both the school and Trust Board diocesan inspection reports for each canonical inspection.
- Protocol 5** Trust and Local Governing Boards must comply with any requirements to address areas for improvement set out in inspection reports.
- Protocol 6** Trust Boards must inform the Diocese when a statutory inspection takes place and will ensure that the Diocese is informed of the date and time of the Ofsted feedback meeting. The Diocese has the right to send a representative to any Ofsted feedback meeting and the Governing Board will provide the Diocese with a copy of the draft Ofsted report received.

16. DIOCESAN PROTOCOLS ON COLLECTIVE WORSHIP

¹⁶ The COVID pandemic has had an impact on the usual statutory timescales, such that any School last inspected between 1st August 2014 and the 31st July 2021, must be inspected again before the end of the seventh year following the end of the academic year in which they were last inspected. Once their next inspection occurs, this statutory timescale will revert to five years.

Key Principles:

- Academy trust companies must require pupils to take part in an act of collective worship on each school day which must also be in accordance with the provisions of the Diocesan Trust Deed and, therefore, in accordance with the tenets of the Catholic faith. The legal requirement flows from the academy trust company's funding agreement.
- Collective worship in Catholic Schools can take many forms including Mass, the Sacrament of Reconciliation, the Divine Office, class prayer, assemblies for part or whole School, liturgical celebrations and seasonal celebrations.

Diocesan Protocols on Collective Worship:

- Protocol 1** Trust Boards must ensure that collective worship in Schools is in accordance with the rites, practices, discipline and liturgical norms of the Catholic Church.
- Protocol 2** The Diocese will carry out its duty, on behalf of the Archbishop, to monitor, train and advise on the content of collective worship in Schools and to appoint persons with the competency to carry out this role.
- Protocol 3** Governing Boards must ensure that monitoring, training and advising on collective worship in Schools is only carried out by persons appointed by the Diocese, or a provider approved by the Diocese.
- Protocol 4** Local Governing Boards must follow the guidance set out in the CES Guidance on Right of withdrawal from religious education and/or collective worship and seek appropriate advice from the Diocese in the event that a parent exercises the right of withdrawal.
- Protocol 5** Local Governing Boards must ensure that headteachers (or equivalent) record all right to withdraw requests and the reasons for those requests, (if parents are prepared to provide reasons), and include details in their termly reports.

17. DIOCESAN PROTOCOLS ON RELATIONSHIPS AND SEX EDUCATION

Key Principles:

- Relationships education in a Catholic School must be rooted in the Catholic Church's teaching about human flourishing.
- Relationships education should aim to help young people form their characters so that they fulfil their potential.
- Faith in God and formation in virtue education enables a life lived well in relationship to others and the self.

- Governing Boards have responsibilities in relation to maintaining and developing the Catholic character of the Relationships and Sex Education curriculum, including implementing the requirements of the Archbishop.

Diocesan Protocols on Relationships and Sex Education:

Protocol 1 Governing Boards must ensure compliance with any statutory requirements for Relationships and Sex Education (RSE).

Protocol 2 Governing Boards must follow the guidance of the Bishops of England and Wales regarding RSE teaching. In a Catholic School, RSE is concerned with nurturing human wholeness. It is integral to the physical, spiritual, emotional, moral, social and intellectual development of pupils and is centred on Christ's vision of being human as good news. RSE must be positive and prudent, showing the potential for development, while enabling the dangers and risks involved to be understood and appreciated.

Protocol 3 Governing Boards should have due regard for their leadership responsibilities regarding RSE and the requirements placed on them by the statutory and canonical inspection frameworks.

Protocol 4 Governing Boards will ensure that Schools have regard to and engage in the RSE guidance, training and support offered by the Diocese.

Protocol 5 Governing Boards must use RSE resources, where recommended by the Diocese, for use in Catholic Schools.

18. DIOCESAN PROTOCOLS ON USE OF SCHOOL PREMISES

Key Principles:

- Schools have a statutory duty to act in accordance with the Diocesan Trust Deed¹⁷ particularly in ["....advancing the Catholic religion in the Diocese" This means that where Catholic schools are situated on Church land, the Diocesan Trustees have a legal duty to ensure compliance with the Diocesan Trust Deed.
- The Diocese wishes to encourage Schools to use their premises outside of school hours in an efficient and effective way and the Diocese supports all Schools in developing activities and services that benefit pupils, parents and staff in the School, the local Catholic community and the wider community.
- Central to any premises use in Catholic schools is a commitment to the Common Good in that they cater for and are accessible, as far as is possible, to the poor and marginalised in the community served by the School.

Diocesan Protocols on Use of School Premises:

¹⁷ S21(4) Education Act 2002

- Protocol 1** Local Governing Boards must conduct any working relationships with third parties using School premises ensuring that:
- they continue to preserve and develop the Catholic character of the School;
 - they have regard to the Catholic character of the School and they do not do anything detrimental or prejudicial to the interests of the same;
 - the assets of the Diocesan Trustees are secure; and
 - they collaborate with other parties that are Catholic where possible.
- Protocol 2** Local Governing Boards must adhere to any Diocesan policy on the use of School premises, including the use of appropriate documentation relation to the hiring of School premises.
- Protocol 3** Local Governing Boards must ensure that appropriate arrangements are put in place in relation to matters such as safeguarding, insurance and health and safety when any School premises are hired by third parties.

19. DIOCESAN PROTOCOLS ON WORKING WITH OTHER SCHOOLS

Key Principles:

- Governing Boards are encouraged to positively communicate and work, (and if possible or necessary collaborate and provide support), with other schools, whether Catholic or not, in order to preserve and develop an excellent quality of Catholic education.

Diocesan Protocols:

- Protocol 1** Governing Boards must conduct any working relationships ensuring that:
- they continue to preserve and develop the Catholic character of the Schools;
 - they have regard to the Catholic character of the Schools and do not do anything detrimental or prejudicial to the interests of the same;
 - the assets of the Diocesan Trustees are secure; and
 - they collaborate with and provide support to Schools and other organisations that are Catholic where possible.
- Protocol 2** Prior to engaging in any working relationship where there may be a compromise of the integrity of governance in accordance with Protocol 1, Governing Boards must seek direction from the Diocesan Schools Commissioner.
- Protocol 3** Governing Boards must accept responsibility for making decisions on creating working relationships and must notify the Diocese of all such arrangements.
- Protocol 5** Prior to agreeing to any arrangement for a member a School's senior leadership to be deployed in another School, Governing Boards must seek direction from the Diocesan Schools Commissioner.

20. DIOCESAN PROTOCOLS ON COMPLAINTS

Key Principles:

In accordance with the Education (Independent School Standards (England) Regulations 2014 Schedule 1, Part 7, all academies must have a complaints procedure.

Diocesan Protocols on Complaints:

- Protocol 1** Trust Boards must determine, implement and publish a complaints procedure and ensure that all complaints are appropriately dealt with in line with the published procedure. Governing Boards will, in particular, ensure that potential complaints are dealt with in such a way as to avoid a formal complaint if that is possible.
- Protocol 2** Following formal complaints, Trust Boards will ensure that a review takes place in order to determine whether there are any lessons that might be learned.
- Protocol 3** Trust Boards must develop Pupil, Parent and Staff Voice, (particularly in relation to the Catholic character of the School), to pre-empt and resolve issues that may have the capacity to develop into complaints at a later stage.
- Protocol 4** Trust Boards must notify the Diocesan Schools Commissioner of all complaints that may have a detrimental impact upon the School in relation to the following areas: Catholic character, ethos and mission; religious education; collective worship; admissions; relationships and sex education; denominational inspections; or reputational damage.

21. DIOCESAN PROTOCOLS ON PUBLIC AFFAIRS AND THE MEDIA

Key Principles:

- Media takes many forms. In the context of these Protocols, references to media include all forms of social media.
- Trust Boards should have a proactive approach to public affairs and local media in order to promote best practice and the Catholic character of Schools.
- Trust Boards are encouraged to invite local MPs and councillors to Schools on a regular basis and should consider releasing positive press stories to local media outlets as and when they occur.
- Trust Boards should consult the Diocese to ensure that positive messages prevail (generally and also when dealing with possible reputational damage to Schools, dioceses and the wider Catholic education sector).

Diocesan Protocols on Public Affairs and the Media:

- Protocol 1** Trust Boards must follow all Diocesan guidance on media and public affairs.
- Protocol 2** Trust Boards must inform the Diocese of all media work in advance of publication.

- Protocol 3** Trust Boards must inform the Diocese ahead of any visit by a local or national politician especially when Schools are visited by a senior member of government or royalty.
- Protocol 4** All public affairs and media work must have regard to the Catholic character of the School, and must not bring the School, the Diocese, or the national reputation of Catholic Schools into disrepute.
- Protocol 5** Trust Boards must ensure that a link to the Diocese's website is provided on the School's website and that it is clear from the website which diocese the School is situated in.

22. DIOCESAN PROTOCOLS ON CRISIS MANAGEMENT

Key Principles:

- There may be a time when an incident outside the control of a School or the Diocese may result in sudden media interest.
- These incidents can take many forms and, if handled well, can result in positive outcomes for both the School and the Diocese.
- Key to successful crisis management is working quickly, speaking with authority, and clear communication to all those involved.
- Trust Boards should consult the Diocese to ensure that effective crisis management is implemented.

Diocesan Protocols on Crisis Management:

- Protocol 1** As soon as an incident arises which has the potential to cause media attention, Governing Boards must immediately inform the Diocesan Schools Commissioner.
- Protocol 2** Following discussions with the Diocese, Trust Boards must follow the gain approval from the Diocese for press handling and any public facing comment or statement.
- Protocol 3** All statements must reflect the Catholic character of the School.
- Protocol 4** Trust Boards must keep in regular contact with the Diocese throughout the period of the crisis, including keeping the Diocese abreast of all journalist enquiries which run the risk of reputational damage to the Trust or Diocese.
- Protocol 5** Trust Boards must keep in regular contact with pupils, parents and staff throughout the period of the crisis. The wording of statements to pupils, parents and staff must be agreed in line with the sign-off procedure outlined in Protocol 2.