



Spiritual Direction Forum UK

www.sdforum.uk

A Checklist for Network Leaders regarding Spiritual Direction and Safeguarding

Disclaimer: This is a document for reflection, not a definitive set of guidelines. The Spiritual Direction Forum UK, offers this in support of good practice. It does not take responsibility for the practice from individuals or groups/networks of spiritual directors, and cannot guarantee that using this document will ensure that individuals or groups will satisfy legal safeguarding obligations.

Safeguarding oversight body

Safeguarding governance structure & reporting system: Under which body / organisation / diocese does your network operate regarding safeguarding?

Name

- Who are the key Safeguarding personnel? (Names, contact details)
- Have you access to their key policy documents?

Nature of relationship with them?

- Close – very distant
- Degree to which particularities of SD are understood by them – high – very low

Safeguarding Training

- What safeguarding training is on offer?
- What safeguarding training is required for spiritual directors?
- How easy is it for you to access this?
- Is there any training specifically for Spiritual Directors on offer?
- [Sources of safeguarding training and spiritual direction training can be found at www.sdforum.uk]

What is the policy re DBS (PVG in Scotland) Checks and SDs?

- How is this managed?
 - DBS update system
- What record keeping is needed?

[The DBS Update service might be useful: <https://www.gov.uk/dbs-update-service>]

- How does this fit with GDPR responsibilities?

Network Management

Where do you expect new spiritual directors to come from?

- Your own local course?
- Other courses?

What is the process for joining the network as a spiritual director?

- Have you Guidelines / Code of Conduct for Spiritual Direction you work from?
- Contract between network and individual (2 way) – expectations, qualifications, ongoing development, CPD provision, supervision, support ...
- Application
- Financial – fee / donations
- Interview
- References
- What if concerns are raised?
- What briefing is given to new members – guidelines / network provision... / reporting of concern, Insurance etc.

What review process is there for ongoing membership?

- Frequency
- Method
- What if there are concerns?

Ongoing Network life

- How do you manage the 'list' – who has access to information (GDPR compliance)
- What supervision provision?
- What supervision of supervisors?
- What ongoing CPD is offered?
- Is any guidance given on the 'contract' or working agreement between directors and directees is given?

Supervision

- What expectation on spiritual directors to have supervision?
- What ways is supervision made available to spiritual directors?
- Are those offering supervision or supervision group facilitation given any training and ongoing support?
- What training is offered to develop as a supervisor?
- What guidance is given to spiritual directors as to how best prepare for and use supervision as a support for their ministry?

Referrals to Spiritual Directors

- How are seekers referred to Directors?
- What record keeping is there of referrals and outcomes of referral? Who has access to this? What limitations / boundaries policy? (GDPR compliance)

- What feedback / complaints process is there for those who have been referred to a SD to the network where they have concerns about the SD they have received?
- Are potential directees given guidance on the nature of the spiritual direction 'contract' and who to contact in the event of experience of abuse, inappropriate behaviour etc?

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