

Original letter

APPENDIX 4

**PAST CASES REVIEW: PRO-FORMA FOR LETTER FROM THE BISHOP
REQUESTING INFORMATION ON PAST CASES OF CHILD ABUSE**

Name and Address

Date.....

Dear

RE: PAST CASES REVIEW: DIOCESE

I am writing to ask for your help with this review of all potential past cases in Diocese, in relation to your time in office in the Diocese (from.....as.....).

The Review is taking place in order to meet House of Bishops Child Protection Policy and the Protocol on past cases, and follows the national model guidance issued.

The review will begin by identifying all potentially relevant information, which will then be considered by the appointed Reviewer (.....), in order to establish whether any current risk remains to be addressed.

The national guidance requires not only that written records are reviewed, but, as record-keeping was not always systematic in the past, that also information which people like yourself may remember is gathered and considered:

It is vital for the Church's aim of becoming a model of best practice in Child Protection that all possible cases of abuse from the past are dealt with, and that we can be confident that we have as full information as possible about the past in order to go forward.

Therefore I should be grateful if you would search your memory for any cases of abuse, or concerns expressed that you can recall, however far back in the past, and whether relating to clergy, employees or volunteers.

It is essential that anyone named by you is not informed at this stage that you are providing this to me as this could interfere with subsequent investigations should these be required.

Please provide all the information you may have to me in writing *within a month*, i.e. by (date). If this deadline is not possible for you please contact me to discuss this. If there is nothing that you have to report, then please write to me saying so.

Any information you provide will be held strictly in confidence by me, the appointed Reviewer and members of the Child Protection Management Group appointed by the Diocese, and will be stored securely in line with national policy.

Thank you for your help in this important contribution to the work of the Church in protecting children and young people from abuse.

Yours sincerely,

Bishop