

RCDOW Safeguarding News

April 2016

Forward by Eva Edohen

Safeguarding Co-ordinator for the Diocese of Westminster

I am very pleased to introduce the second edition of RCDOW Safeguarding News. I hope you find the information on various updates to the National Safeguarding Policy of use. In this issue we have focused on how to recognise, respond to, refer on and record instances of possible abuse together giving some working examples in the scenario section. There are also useful updates on DBS matters and a summary of the function and composition of the Westminster Safeguarding Commission. Thank you once again for all the tireless work you do within the parishes to safeguard and support children and the vulnerable. As always if you have any questions and or feedback please get in touch with me or any member of the safeguarding team.

Regards,
Eva Edohen
Safeguarding Co-ordinator.

Welcome

Newly appointed position in the Safeguarding Team

Alexandra Keramidas- Assistant to the Safeguarding Co-ordinator

Alex has gained extensive experience in Safeguarding, having previously worked in case management for a large charity. Before joining the Diocese, Alex worked as a Family and Children's solicitor in private practice. Alex is delighted to have joined the Safeguarding Team and to have taken up this role with the Diocese.

NCSC Safeguarding Posters

Make sure you have this on your noticeboard

We recently distributed the new NCSC (National Catholic Safeguarding Commission) posters. Please make sure you add your Safeguarding Rep details and put this up in your parish.

If you did not receive the email with the poster attachments you can download them from the RCDOW website here: <http://rcdow.org.uk/diocese/safeguarding-resources/>

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Safeguarding Policies and Procedures Update

Safer Recruitment and DBS

CSAS (Catholic Safeguarding Advisory Service) have reviewed some of their National Safeguarding Policies and Procedures. This includes policies from the following chapters on the CSAS procedures website <http://www.csasprocedures.uk.net>:

Safer Recruitment Practice Including DBS Disclosures

Changes have been made to this chapter throughout so please make sure you take the time to read all of the guidance for an update on policies such as:

- Guidance for Conducting Interviews Appropriately
- What Roles within the Church are Eligible for a Disclosure (DBS)

Please share this guidance with the people in your parish who recruit new volunteers/roles e.g. the Catechist Co-ordinator or Parish Priest

Link to chapter:

http://www.csasprocedures.uk.net/chapters/p_safer_recruit.html

Creating a Safer Environment

The update to this chapter is **Section 16 Disclosure of Abuse and the Sacrament of Reconciliation**. We ask that all Clergy and Safeguarding Reps read this section using the link below. If you have any questions about this guidance then please do not hesitate to get in touch with the safeguarding office.

Link to chapter:

http://www.csasprocedures.uk.net/chapters/p_nat_pol_crea.html#sacrament

Safeguarding Commission

Its function and expertise

Appointed by the Diocesan Bishop and acting on his and the Diocesan Trustees' behalf the Commission has advisory and supportive functions.

The Commission receives all national policies and through the Co-ordinator implements/updates them across the Diocese in a timely fashion.

The Commission also acts upon new reports of allegations/concerns of abuse of children, young people and vulnerable adults that have occurred within a Church environment and works with the statutory agencies accordingly. Existing cases are reviewed regularly.

The RCDOW Safeguarding Commission currently has 10 members from a wide range of backgrounds including; police, a retired LADO, Religious Order representatives, Clergy and Barrister.

The Chair of the RCDOW Safeguarding Commission has over 35 years local authority experience and specialised in managing safeguarding and front-line social work services as well as specialist residential, youth justice, asylum and homelessness services. In addition to his operational responsibilities his particular areas of experience include service transformation, project/change management, commissioning and audit work. Prior to retirement in June 2012 he was the Assistant Director for Children's Social Care in an inner-London borough and now works part-time as an independent management consultant.



Procedure Feature

The 4 R's

Recognise, Respond, Refer, Record

For this issues Procedure Feature we will be looking at the 4 R's:

1. **Recognise the Abuse**
2. **Respond on learning of the Abuse**
3. **Refer on the information re: Abuse**
4. **Record the information re: Abuse**

This provides guidance for what steps should be taken in terms of an abusive or potentially abusive situation for both children and adults at risk. We will now summarise each step below.

Step 1- Recognise the Abuse

Recognising abuse is not always easy because behaviour and situations can be open to interpretation. A tool that enables everyone to better understand signs of potential abuse is via the free, online **E-Learning training** which is available to all. These modules help recognise abuse by teaching:

- Types of abuse for children and adults at risk
- Physical and behavioural indicators of abuse
- Patterns which indicate abuse

To register and access the E-Learning modules please email: safeguardingadmin@rcdow.org.uk with your name, role (or simply state parishioner) and parish.

Step 2- Respond on Learning the Abuse

If someone has disclosed abuse to you, it is important to be mindful of how you respond to the information you are being given. Responding to abuse relating to children and adults at risk can vary slightly however the following tips apply to both:

- Listen and acknowledge what is being said;
- Be calm and reassuring;
- Don't investigate the matter.

CSAS guidance can be found via the following links:

Relating to Children:

http://www.csasprocedures.uk.net/chapters/p_chi_young_peop.html

Relating to Adults at Risk:

http://www.csasprocedures.uk.net/chapters/p_adults_at_risk.html

Step 3- Refer on the information re: Abuse

If someone is in immediate danger then you must contact the emergency services immediately. Otherwise you must contact your Parish Safeguarding Rep or the RCDOW Safeguarding Coordinator within 48 hours.

Please see the flowcharts via the following links to see the timescales and how information is referred on:

Relating to Children:

http://www.csasprocedures.uk.net/chapters/FLOW_cyp.html

Relating to Adults at Risk:

http://www.csasprocedures.uk.net/chapters/FLOW_vun.html



Procedure Feature

The 4 R's Continued

Recognise, Respond, Refer, Record

Step 4- Record the information re: Abuse

It is important to record all information brought to your attention as accurately as possible. Below are just some of the measures that should be observed:

- Whenever possible and practical, take notes during any conversation;
- Ask for consent to do this and explain the importance of recording information;
- Include the context and background leading to the disclosure

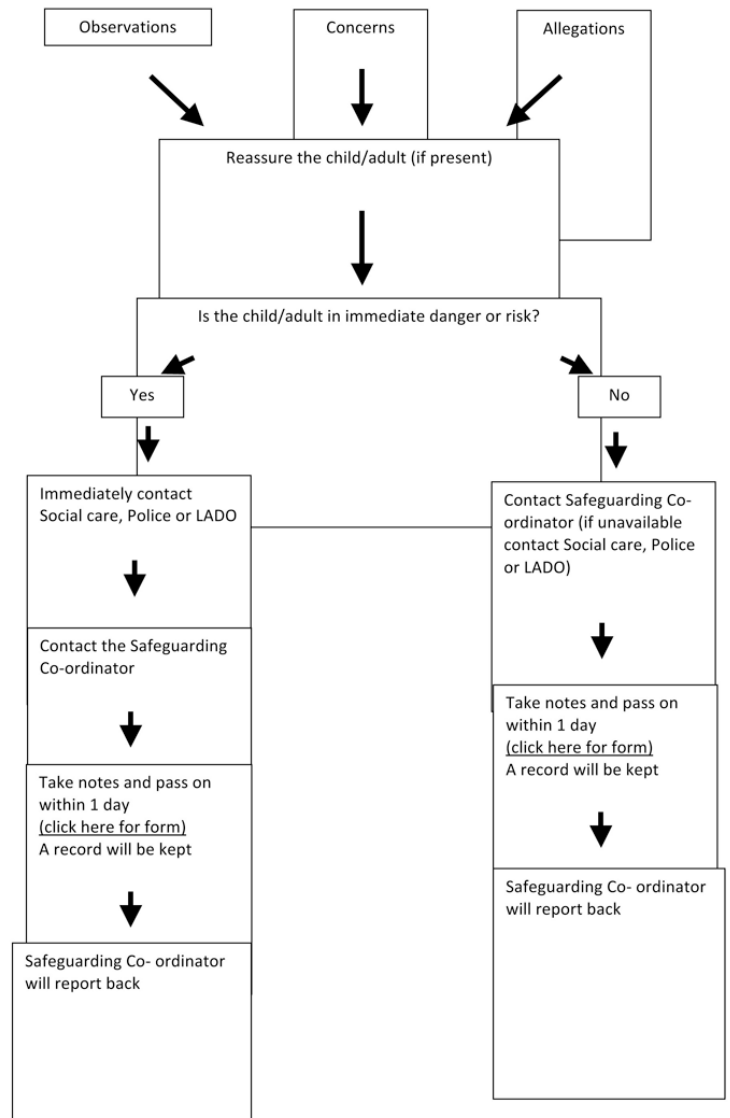
The complete guidance for how to record information can be found on the links under Step 2.

Please make sure you use the CM1 form to capture important information. This can be found via this link: http://www.csasprocedures.uk.net/pdfs/form_r_alleg1.pdf

Flowchart showing the referral process from the CSAS Resource Area website

www.csas.uk.net/resource-area/

What to do if you are worried about a child or adult at risk



Human Trafficking Workshop

Caritas- Bakhita House

It was great to see some of our Reps in attendance at the Human Trafficking Workshop on Saturday the 9th of April- thank you again for coming!

The workshop provided valuable insight into how we can all spot signs of human trafficking situations and steps we should take to stop it. You can find out more about how to spot the signs via this link:

<https://www.stopthetraffik.org/spot>

At the workshop we also heard from Karen Anstiss who joined Caritas last year to open the Human Trafficking shelter Bakhita House. Before becoming Bakhita House Manager, Karen worked for the Metropolitan Police Service for 31 years. For 12 of these years she worked in the Serious Organised Crime Group, which later formed the Human Trafficking Unit, alongside Kevin Hyland, who is now the UK's first Anti-Slavery Commissioner. Working intensively in this field, Karen saw first-hand how the Police and the Church, working together, could make a real difference in the lives of human trafficking victims.

Bakhita House have already made a huge difference to people's lives since opening in June last year. Their services and support is a lifeline for women who are victims with no recourse to public funds or have been unable to sign the National Referral Mechanism form. Their services not only accommodate all of their needs including medical help and counselling but also works closely with the police to support victims in assisting with their investigations.

You can learn more about the great work at Bakhita House by reading their first Annual Report via this link: <http://rcdow.org.uk/att/files/caritas/carits%20bakhita%20house%20annual%20report%20jan%202016.pdf>



Deanery Meeting Visit

Thank you to Hillingdon Deanery

Jackie Krobo and Rachel Haynes had the pleasure of attending the Hillingdon Deanery Meeting on the 9th of February.

It was a great opportunity to meet the Parish Priests and Safeguarding Reps and hear how safeguarding is working in practice.



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To access free online
safeguarding training email
safeguardingadmin@rcdow.org.uk
with your name,
parish/order/organisation and your
role (e.g. parishioner)



DBS Matters

DBS Update Service

Make sure you register any new checks

Now that our office is submitting DBS checks electronically via E-bulk, the reference number for any new checks changes at this stage of the process. It is the new reference number starting with the letter E which will need to be used to register the certificate with the DBS update service.

Please contact Jackie Krobo:

jackiekrobo@rcdow.org.uk for this new reference number if an applicant wishes to sign up to the DBS update service via this link:
<https://secure.crbonline.gov.uk/crsc/apply?execution=e1s1>

Please note that an applicant only has 19 calendar days to register once the DBS certificate has been issued.

Safer Recruitment

Code of Conduct and Volunteer Agreement once appointed

We have updated our website to include a flowchart of the whole Safer Recruitment process. Please familiarise yourself with these steps and ensure that they are being followed in your parish.

Please note that the final steps of the process include the Parish Safeguarding Rep discussing the following with the newly appointed volunteer:

- Safeguarding Policy and Procedures
- Code of Conduct / Acceptable Behaviour
- E-Learning Programme
- Volunteer Agreement

The link to the new Safer Recruitment flowchart is here: <http://rcdow.org.uk/diocese/safer-recruitment-and-dbs-1/>



Disclosure &
Barring Service



CONTACT DETAILS:

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QUESTIONS AND ANSWERS

Q: Scenario- An altar server who is around 14 years old has become very withdrawn recently. Last Sunday I found him with lots of cash which he quickly put back in his bag. I asked him where he got it from but he said he couldn't tell me. I'm worried about his change in behaviour; he is sometimes aggressive and is always on his mobile phone. What should I do?

A: Do not interrogate the child. Make a record of your observations as accurately as possible using the [CM1 form](#) and contact your Safeguarding Rep or Safeguarding Coordinator as soon as possible.

Q: Scenario- As a Eucharistic Minister you regularly visit Beth in her home to administer Holy Communion. Beth is largely housebound because of her age and health. Beth is always very pleased to

see you and insists on making a cup of tea with biscuits every time you visit. Over your last few visits you notice that her grandson (age mid 20's) seems to have moved in to her flat. You notice a lot of empty beer cans and bottles of alcohol. You ask Beth about her grandson but she changes the subject, Beth doesn't have time to give you a cup of tea anymore and doesn't appear to be as physically mobile as she usually is. You leave feeling uneasy, what should you do?

A: If the grandson is present do not confront him about your concerns. As soon as possible, make a record of everything which has made you feel uneasy over the last few visits and provide as much background as possible using the [CM1 form](#). Contact your Safeguarding Rep or Safeguarding Coordinator as soon as possible.

