

RCDOW Safeguarding News

August 2016

Foreward by Eva Edohen

Safeguarding Co-ordinator for the Diocese of Westminster

Welcome to the third and summer edition of RCDOW Safeguarding News. I hope you are all getting the opportunity to take a well deserved break over the summer months.

This edition is full of what I hope is interesting news. I am especially pleased to share an update on the RCDOW Safeguarding Resource Centre which has been devised specifically to provide valuable support to Safeguarding Reps in carrying out your valuable work.

I am also happy to say that we will be recruiting for a new role within the team who will be dedicated to supporting Safeguarding Representatives.

As always if you have any feedback, comments or indeed compliments on this newsletter please get in touch.

Regards,

Eva Edohen, Safeguarding Co-ordinator

Team and Other News

Good byes

We said good bye to Rachel Haynes in June 2016. As you are aware, Eva Edohen and Alexandra Keramidas are the joint named contacts for Safeguarding Reps within the team until we recruit for the current vacancy in the team. Their contact details can be found at the end of this newsletter.

Recruitment

The Safeguarding Co-ordinator is in the mist of finalising the job description for a new a role within the Safeguarding team which she hopes will provide better support both centrally and locally to Safeguarding Reps. Within the next few weeks, the job vacancy will be advertised widely to include the RCDOW website, recruitment agencies, via Safeguarding Reps and the Westminster Safeguarding Commission.

Other News

The Independent Inquiry on Child Sex Abuse continues. The Catholic Church is one of the first twelve organisations identified by the Inquiry. RCDOW has provided the requested information via the Catholic Safeguarding Advisory Service.

Lord Justice Goddard the Chairperson for the Inquiry stepped down on 5th August 2016. The new chair is Professor Alexis Jay OBE. See www.iicsa.org.uk/news/professor-alexis-jay-obe-becomes-chair-inquiry

Clergy Training

So far in 2016 260 clergy have received direct training on Module 1 of the National Safeguarding programme. Modular 2 and 3 will follow in 2017

Safeguarding Emails for Reps

We are delighted to confirm that in due course all Parish Safeguarding Reps will be issued with a specific safeguarding email to use for safeguarding business.

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E-Learning Safeguarding Training

Essential training for you and your setting



EduCare®

A year after its launch on the 30th of July 2015 the Diocese of Westminster has over 100 Safeguarding Reps within parishes and religious congregations who have registered for this free On Line Safeguarding training available to all in the Catholic Church.

This is part of the Church's ongoing commitment to safeguarding and the diocese would like to see all Safeguarding Reps register and complete the training as soon as possible.

The modules available include:

- Child Protection
- Child Protection in Education
- Child Exploitation & Online Safety
- Safeguarding Adults
- Mental Capacity

To register for the training please email your name, parish /setting and role.to;

safeguardingadmin@rcdow.org.uk

To download a copy of the Educare brochure with detailed information of the different modules, please click on the following link:

<http://rcdow.org.uk/att/files/safeguarding%20forms%20014%20branding/westminster%20towards%20a%20culture%20of%20safeguarding%20-%20c21.pdf>

New Safeguarding Parish Representatives

Volunteering to make the Church a safe place

The Safeguarding team have inducted 28 new Parish Safeguarding Reps so far in 2016 with two more one day sessions planned for this year.

If you have recently attended the induction don't forget to complete the following 4 modules of the On Line training within 4 weeks of your appointment:

- Child Protection-CSAS
- Child Protection refresher
- Safeguarding Adults-CSAS
- Safeguarding Adults-refresher

The modules provide additional free training to support you in your roles.

National Safeguarding Training for all Safeguarding Reps

Roll out in 2017

The National Modular training "Towards a Culture of Safeguarding" will be made available to all Safeguarding Reps in parishes and religious orders in 2017 covering the following topic headings;

1. Safeguarding as Ministry
2. Protecting the Young and Vulnerable
3. Creating a Safe Environment

Watch out for the schedule of dates for a one day session in your area. Registration and dates to follow soon.

DBS Matters

E-Bulk

It's going well

E-bulk ID Verifier Training

The Safeguarding Team is pleased to announce that the first E-Bulk ID verifier training sessions for Safeguarding Reps were held on the 8th and 9th June 2016 at Vaughan House.

The training, led by the CSAS E-Bulk Technical Co-ordinator, Jacqueline Hunt, was attended by 50 Representatives over the 2 days - mainly from our parishes and a few from the religious orders and umbrella bodies aligned to the Diocese. The training was very well received and a subsequent session was held on 28th July 2016, when a further 17 Reps were able to attend.

Those who completed the training have been set up on the E-Bulk system and are now able to create an online Applicant (this means the paper DBS form is no longer required), and are also able to verify the Applicant's ID documents using the online system.

We are delighted with the positive feedback from these new users and aim to have our remaining Reps trained and using the E-bulk system by the end of the year. We plan to offer further training through our new Safeguarding Resource Centre, where the online training will be available for all our Safeguarding Reps to complete.

The E-Bulk Stages

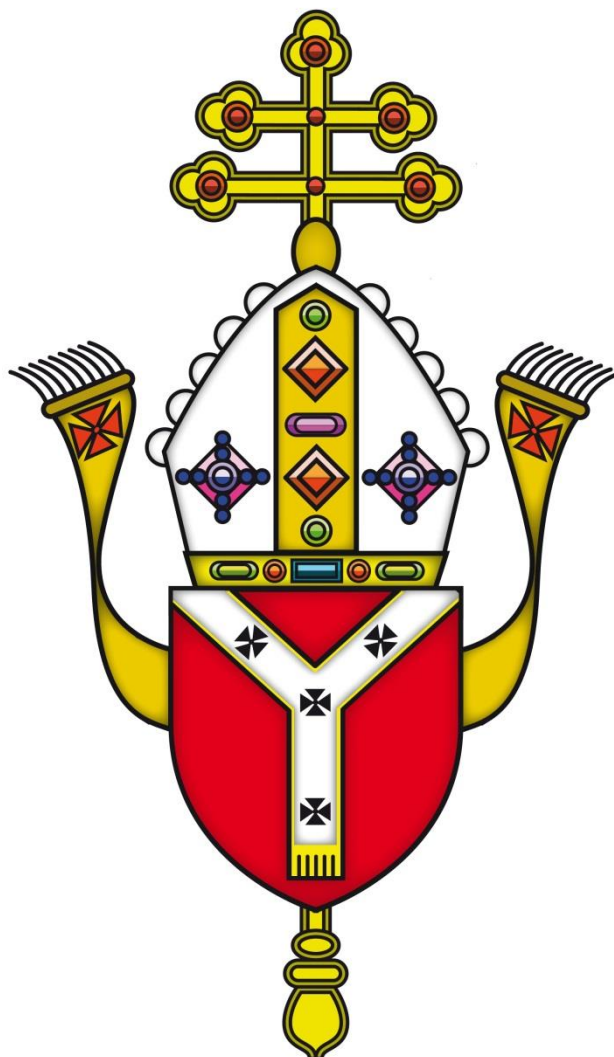
RCDOW is working towards the E-Bulk DBS system being completely on line by the end of 2016.

DBS Forms

A Gentle Reminder

DBS Application forms

Can Safeguarding Reps please ensure that all DBS applications are sent to the Safeguarding Office at Vaughan House rather than CSAS, whose address appears on the front of the DBS form? When this happens, CSAS have to forward the documents to us which causes delays in the processing of the applications.



Frequently asked Questions!

QUESTIONS AND ANSWERS

Photography and video recording at Holy Communion

Q: Is Photography and video recording of children permitted during First Holy Communion?

A: It is up to your Parish to decide whether to allow this and we would recommend that a specific policy is agreed in this matter, which is then shared with all Parishioners via the Parish's website

Q: If my Parish decides to allow video recording and photography during this event, are there any guidelines that we should follow?

DO:

- Ensure you have parental consent to use photographic images of a child or young person if it is to be used in the public domain e.g. parish noticeboard, websites, newsletters or papers;
- Where possible focus on the activity rather than the individual;
- Ensure that all featured in photographs are appropriately dressed;
- Be general in labelling photographs e.g. Communion Group 2013 rather than naming or tagging each child. A list of names may always be provided separately;
- When commissioning photographers ensure they are clear about what is expected by establishing who will hold the recorded images, what they will be used for, where they will be displayed.

DON'T:

- Publish or display photographs with the full name of a person or person's featured unless you have written consent to do so and have informed parents as to how the image will be used;

•Use an image for something other than which you have obtained permission e.g. publish in a Diocesan or local newspaper when initially intended for parish noticeboard.

Q: What information should be included in the Parental Consent Form?

A - CSAS has helpfully provided an example of such a form, which is ready to be downloaded and used on their website. An example of Parental Consent form can be found on:

http://www.csasprocedures.uk.net/pdfs/form_case4.pdf

Convicted Sex Offenders who wish to worship

Q - What do I do if the police/ probation approaches the Parish Priest or Safeguarding Rep asking if a convicted sex offender can worship in my setting?

A - There are national guidelines on this issue. The statutory authorities are obliged to contact the church about the release of certain sex offenders from prison who wish to worship. The police or probation will usually contact the Safeguarding Co-ordinator to discuss matters. If the police contact the Parish Priest or safeguarding rep directly, they should refer them to the Safeguarding Co-ordinator without delay.

The safeguarding co-ordinator will assess the situation to see if and how the church can manage any risks associated with the person's wish to worship. This will include considering whether it is appropriate to put in place a Covert of Care. This is a written agreement between the church and the individual which sets out how and when she/he can worship. It also identifies the Support Facilitator who is the person that will provide the person with support from within the parish/ setting. The parish priest and safeguarding rep will be consulted throughout the process and an arrangement will only be made if appropriate for all concerned.

Contact Details

The essentials

Diocesan Safeguarding Coordinator:

Name: Eva Edohen

Email: evaedohen@rcdow.org.uk

Phone: 020 7798 9356

Episcopal Vicar for Safeguarding:

Name: Fr Jeremy Trood

Email: jeremytrood@rcdow.org.uk

Phone: 020 7529 8631

Assistant to the Safeguarding Co-ordinator:

Name: Alexandra Keramidas

Email: alexandrakeramidas@rcdow.org.uk

Phone: 020 7798 9359

PA to Safeguarding Coordinator:

Name: Gabriele Sedda

Email: gabrielesedda@rcdow.org.uk

Phone: 020 7798 9356

DBS Administrator:

Name: Jackie Krobo

Email: jackiekrobo@rcdow.org.uk

Phone: 020 7798 9352

Catholic Safeguarding Advisory Service

Email: admin@csas.uk.net

Phone: 0121 237 3740

Website: www.csas.uk.net

National Catholic Safeguarding Commission

Website: www.catholicsafeguarding.org.uk