



# RCDOW Safeguarding News



WINTER – December 2018

## Forward by Eva Edohen

*Safeguarding Co-ordinator for the Diocese of Westminster*

Dear PSRs - A warm welcome to this winter edition.

This issue is full of interesting topics which I hope will support you in the vital work which you do to safeguard the vulnerable in the diocese. It looks at training, DBS updates and matters of confidentiality when dealing with a safeguarding disclosure.

I'd draw your attention to the Educare page and remind you this resource continues to be a free and accessible equipping us with basic safeguarding knowledge and confidence in this important area.

I'd like to wish you a peaceful and happy Christmas and look forward to working with you in 2019.

***Eva Edohen***

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## News

### **Our newly appointed Episcopal Vicar for Safeguarding writes us ...**

Greetings to you all as we approach the lovely feast of Christmas and we prepare to celebrate once more the mystery of the Incarnation of our God as a vulnerable little child in Bethlehem.

The last few months have been difficult for us all as members of the Church as we have faced the revelation of the horrific crimes committed against the young and vulnerable both at home and abroad. The Independent Inquiry into Child Sex Abuse (IICSA) in the U.K. has given us plenty to reflect on locally as a catalogue of historical institutional failures has come to light. IICSA will continue into 2020 and our Church and its Safeguarding regime will face particular scrutiny in October of 2019. We must learn from our past mistakes and make every effort to try and make certain that we provide in all our parishes and schools as safe a place as we can for children and the vulnerable. The part you play in this is absolutely vital. Thank you for all you are doing already. Remember that the Diocesan Safeguarding Team is here to help you in this important mission.

May the Christ child shine his light on us all this Christmas and throughout the New Year.

***Monsignor Seamus O'Boyle***



## E-LEARNING

### EduCare Safeguarding On-line courses

EduCare primary focus is on ‘duty of care’, helping to keep children, young people and adults safe from harm.

At the moment there are seven safeguarding online modules available to Catholic Organisations through EduCare. These are:

- 1) An Introduction to Child Sexual Exploitation.
- 2) Child Protection.
- 3) Safeguarding Adults.
- 4) Child Protection Refresher.
- 5) Mental Capacity.
- 6) Online Safety and Child Exploitation.
- 7) Safeguarding Adults Refresher.

Prospective candidates enrolled to become PSRs should complete at least the first three modules before they attend Induction day at Vaughan House, unless they have the opportunity to complete them all before the training. After they are required to complete the remaining four modules within four weeks since their appointment as PSRs at their parishes.

All existing PSRs who have not completed their courses are required to do so as soon as possible please.

In June 2018 the modules’ access has been extended free of charge for a further three years. One important area of the PSR role is to spread a “Culture of Safeguarding” to expand basic safeguarding knowledge among our Catholic Communities. PSRs are therefore encouraged to advertise these safeguarding online courses within their parishes. Literature and advertisement material are available upon request by writing to:

[ariannasommariva@rcdow.org.uk](mailto:ariannasommariva@rcdow.org.uk)

Anyone interested in subscribing to the EduCare modules should write to the following:

[safeguardingadmin@rcdow.org.uk](mailto:safeguardingadmin@rcdow.org.uk)

Kindly ensure that the information is visible on the parish notice board and/or in the dedicated “Safeguarding Corner” in your parish.

**Thank you**

# DBS Matters

## **Resource Area – Safer Recruitment**

All PSRs should have access to the Safeguarding Resource Area and are encouraged to use this resource to answer most of the safer recruitment questions received by this office – the link to the safer recruitment section is <http://safeguardrcdow.org.uk/safer-recruitment/>. This area provides information on what forms are needed for the different types of application e.g. new applications, re-checks, paid staff etc. Most importantly it provides information about the DBS Update Service and the procedure for this which is also below for your convenience.

## **DBS Update Service**

### **DBS processed through another organisation:**

If an applicant informs you that they have an existing certificate which has been registered for the update service, you first need to check if the workforce is applicable to the Church role applied for, and if it is at the correct level i.e. Enhanced with access to the relevant Barred List(s) (if the Church role is deemed Regulated Activity). If this matches, then the Diocese will accept the existing certificate – the original document should be sent to the Safeguarding Office along with the following as normal:

[Applicant Consent for DBS Processing \(DBS 17\)](#)  
[Volunteer Registration Form \(DBS 1\)](#)  
[Volunteer Reference Form \(DBS 2\)](#)  
[Confirmation of ID \(DBS3a\)](#) or [Confirmation of ID \(DBS3b\)](#)  
[Safeguarding Self Declaration \(DBS 4\)](#)

Once the applicant's online status has been checked the certificate will be returned to them.

### **Processed through the Diocese:**

If the original disclosure was processed through the diocese and there have been no changes in role, then all that is needed is the [Safeguarding Self Declaration \(DBS 4\)](#)

If anyone is having problems logging into the Resource area, then please contact Jackie.

## **DBS Re-checks**

The Diocese will be introducing a 3 year DBS re-check policy shortly, you will be provided with a more detailed update once this policy has been implemented. Given the additional work this may generate, depending on the size and activity level in your parish, please consider whether you will require an additional PSR to assist with this process and let us know as soon as possible.

# SAFEGUARDING News

## Confidentiality

When a report is made about risks of harm to a child or an adult the person making the allegation or raising the concern is often concerned to do so 'in confidence'. It needs to be made clear that full confidentiality can never be promised.

It is important to explain why as well as how the information that is about to be shared will be managed. Reassurance that the information will be shared only with people who need to know in order to take action to intervene and protect the child or adult should be given. Reassurance about the security of records and the security of the information sharing process and record keeping should be given with a clear explanation that the General Data Protection Regulation 2016 and Data Protection Act 2018 will be observed. A privacy notice should be issued to any person making contact with CSAS or other safeguarding offices across England and Wales, explaining what they can expect to be done with their personal information when they make or use safeguarding services.

Giving reassurance about the timing of interventions and feedback to the person raising a concern will assist in managing the process.

Confidentiality is often confused with secrecy and remaining anonymous in reporting and referring. Anonymity can be agreed where the report is coming from a parishioner or member of a congregation and is being passed to the public agencies through the Safeguarding Representative, Religious Safeguarding Lead or the Safeguarding Coordinator, but only with their agreement and in agreement with the public agency e.g. the Police or Children's Social Care Services /Adult Social Care Services.

Total anonymity cannot be agreed as the circumstances may develop into a criminal process.

If there are concerns about the safety of the person reporting, this must be clearly recorded and taken into full account when reaching an agreement with the Social Care Services and the Police.

Where a person in a formal role within the Church raises a concern or reports an allegation they cannot do so anonymously.

From the CSAS website, Procedures Manual Chapter 3 first document.

<https://www.csas.uk.net/wp-content/uploads/2018/07/Confidentiality-July-2018.pdf>

## Frequently asked questions

### Questions:

**Q:** How can I access the E-Bulk?

**Q:** Who can perform the ID verification for DBS applications?

**Q:** Where can I find answers to the many FAQ revolving around the role of PSR?

### Answers:

**A:** Every newly inducted PSR will receive an email containing a welcoming letter, the E-Bulk training (the same shown at induction day) and an “End User Agreement”. The PSR should watch the training and then sign and send the agreement back to Jackie Krobo so she can set the PSR up on the E-Bulk system; this includes receiving a link with the access to E-Bulk and a PIN number for the parish which will give the PSR the possibility to start DBS applications online.

**A:** PSRs are the first point of call to perform the ID verification of documents for new DBS applicants or for applicants who are in need of a DBS re-check. However the parish priest is also allowed to act as an ID verifier. If these two sources are unavailable for some reasons, all five members of the safeguarding team at the Diocese in Vaughan House can also verify ID documents. Please contact the office before coming to VH to check when staff is available. Also please ensure your parish priests and parish secretaries are also aware of this procedure so they can correctly direct people in case of need.

**A:** The following are the main areas of search to find useful information, advice, policies and procedures:

1. On CSAS website at:  
<https://www.csas.uk.net/>
2. In the dedicated Resource Area for PSRs at:  
[http://safeguardrcdow.org.uk/wp-login.php?redirect\\_to=http%3A%2F%2Fsafeguardrcdow.org.uk%2F&reauth=1](http://safeguardrcdow.org.uk/wp-login.php?redirect_to=http%3A%2F%2Fsafeguardrcdow.org.uk%2F&reauth=1)
3. On the RCDOW website page at :  
<https://rcdow.org.uk/diocese/safeguarding/>
4. By contacting the correct member of the central safeguarding team (please see contact details and area of work on page 7 of this Newsletter).

*We encourage all PSRs to explore the above links since many answers to their questions can be found there.*

# PSRs

## SG DEDICATED EMAIL ADDRESS FOR PARISHES

This month an email was sent to all PSRs reminding about the importance of accessing and managing the dedicated SG parish account that every PSR holds for communication purposes. Please see again here below a summary of the procedures to adhere with SG accounts:

- It is expected that the SG accounts are accessed by all PSRs at least once a week so that all potential referrals or requests are dealt with in a timely fashion.
- The SG account can be also installed on your smart devices like mobile phones. This option allows for an easier and faster access of the account. However, mobile phones must have security access codes at all times to avoid any sensitive data falling into wrong hands if the phones are lost or stolen. Arianna can support you with instructions to set this up on your mobile phone, please email her on the address below for further guidance:

[ariannasommariva@rcdow.org.uk](mailto:ariannasommariva@rcdow.org.uk)

- The SG account must not be re-directed to your personal email address - doing so would eliminate one of the main reasons for creating them, which is to ensure appropriate data protection at all times in line with the new GDPR rules that came into force in May 2018.
- The SG account can also be saved on the “favourite” section of your computer providing you are the only person using the device. If other people have access to the computer then it would be better to not save the account for automatic access but log in and out every time you need to access the SG account. This will enhance safety and data protection.
- Every time a PSR takes a period of absence longer than two weeks, Arianna should be informed so that she can contact neighbouring PSRs asking kindly to cover for the PSR’s absence. The PSR who is taking leave will be then contacted by Arianna with information regarding which PSR/PSRs have accepted to cover in the interim. An automatic reply by the absent PSR should be set for the period of leave on the SG account with a request to redirect queries to the covering PSR, name, surname and their SG address. The automatic reply should be lifted once the PSR returns in post from their leave.

Please be advised that the central safeguarding team has access to the SG accounts for administrative purposes.

**THANK YOU** all for your kind and responsible cooperation by adhering to SG accounts’ procedures at all times.

# CONTACT DETAILS the essentials

## The Central Safeguarding Team:

### **Safeguarding Coordinator:**

Name: Eva Edohen  
Email: [evaedohen@rcdow.org.uk](mailto:evaedohen@rcdow.org.uk)  
Phone: 020 7798 9350

### **Episcopal Vicar for Safeguarding:**

Name: Rev Monsignor Séamus O'Boyle  
Email: [seamusoboyle@rcdow.org.uk](mailto:seamusoboyle@rcdow.org.uk)  
Phone: 020 7226 3277

### **Safeguarding Officer:**

Name: Natalie Creswick  
Email: [nataliecreswick@rcdow.org.uk](mailto:nataliecreswick@rcdow.org.uk)  
Phone: 020 7798 9359

### **PA to Safeguarding Coordinator:**

Name: Gabriele Sedda  
Email: [gabrielesedda@rcdow.org.uk](mailto:gabrielesedda@rcdow.org.uk)  
Phone: 020 7798 9356

### **DBS Administrator:**

Name: Jackie Krobo  
Email: [jackiekrobo@rcdow.org.uk](mailto:jackiekrobo@rcdow.org.uk)  
Phone: 020 7798 9352

### **Safeguarding Support Officer:**

Name: Arianna Sommariva  
Email: [ariannasommariva@rcdow.org.uk](mailto:ariannasommariva@rcdow.org.uk)  
Phone: 020 7798 9358

## Other Contacts:

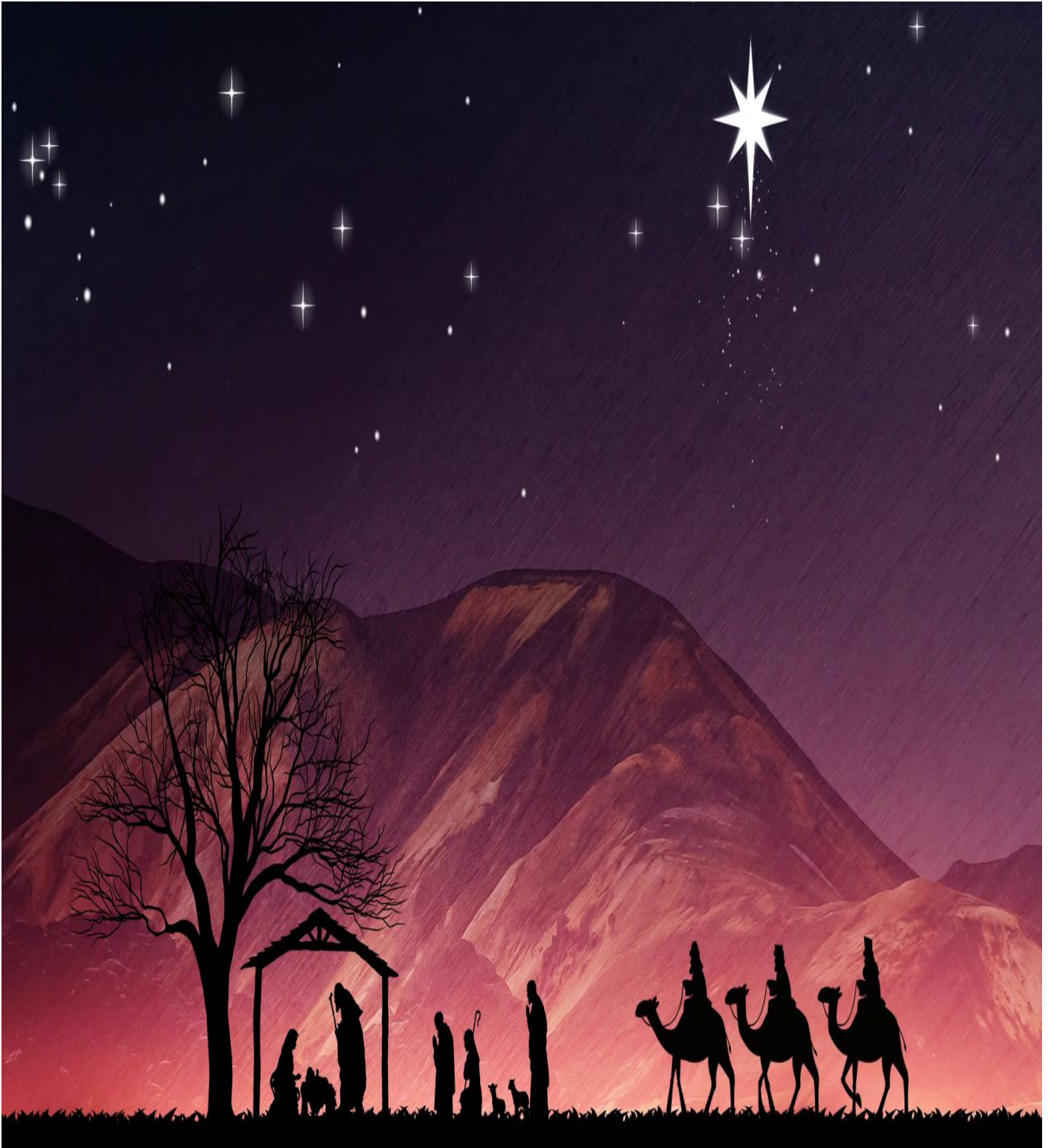
### **Catholic Safeguarding Advisory Service (CSAS)**

Email: [admin@csas.uk.net](mailto:admin@csas.uk.net)  
Phone: 020 7901 1920  
Website: [www.csas.uk.net](http://www.csas.uk.net)

### **National Catholic Safeguarding Commission (NCSC)**

Website: [www.catholicsafeguarding.org.uk](http://www.catholicsafeguarding.org.uk)





**Wishing you all a peaceful and Merry Christmas**