



RCDOW Safeguarding News



SPRING – March 2019

Forward by Barbara Beese

Interim Safeguarding Co-ordinator for the Diocese of Westminster

Dear PSRs - Welcome to the first edition of the newsletter 2019.

As you may be aware of Eva Edohen no longer is the co-ordinator at the safeguarding office. I will be supporting the team as the interim co-ordinator here at the central safeguarding office. I will be in the office Mondays and Wednesdays and if you need to contact me my details are at the end of the newsletter.

In this edition we particularly focus on online safety; EduCare is partnering with Childnet to deliver an even better online safety module that will be available by the summer.

The SG team also gives you advice on how to safely create and manage telephone chat groups.

I hope you will enjoy your reading.

Barbara Beese

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Team and other News

Message from the Episcopal Vicar for Safeguarding, Monsignor Séamus O'Boyle

There have been a few changes in the Safeguarding office since the last newsletter. You will have heard that Eva Edohen, the Safeguarding Co-ordinator of the Diocese, has resigned her post. Eva has done a great deal over the last five years to ensure that our Diocese has robust protocols in place for the safeguarding of the young and vulnerable. We certainly owe her a debt of gratitude.

Now we are actively seeking to find and appoint a suitable successor who will build on the foundations that have been laid. In the meantime, Barbara Beese, a member of the Safeguarding Commission is very kindly assisting and supporting the team for two days a week.

As I write this it is a beautiful sunlit morning here in Central London, the trees are in colourful blossom. Spring is definitely in the air. Easter, like the Spring, is a celebration of new life. 'Christ our hope is risen' is one of the refrains of the joyful time of Easter which we will soon be celebrating. Please keep the Safeguarding team in your hope-filled prayers at this time of transition!

Monsignor Seamus O'Boyle



E-LEARNING

EduCare News

EduCare forms new partnership with Childnet International

5th February 2019

For anyone who works with children and young people, keeping them safe online is a fundamental part of their safeguarding commitments.

As part of EduCare's commitment to ensure all our safeguarding training courses are up-to-date and contain the latest good practice guidance, we have formed a new partnership with [Childnet International](#) to create a new course to replace our existing [Online Safety training course](#).

Speaking about the partnership Dawn Jotham, Educare's Pastoral Care specialist, commented:

"How children and young people are affected by abuse online is constantly changing and evolving. We live in a truly connected world and that means avenues for abuse increase all the time. I am delighted that Childnet International have agreed to work with us to ensure our Online Safety course covers the latest advice for protecting people online."

Will Gardner from Childnet continued:

"In order to help keep children safe online, we need to reach, inform and support those professionals that work with children. We are happy to team up with EduCare as they develop this training course, as we know their courses are used across the country, and this collaboration will help us with our mission to help make the internet a great and safe place for children."

The new course will be available in the summer of 2019.



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.

E-Bulk Application – Applicant Address

During the ID verification process can you please double check the applicant address to ensure that it's the full and correct address, this is particularly important when the applicant lives in a flat. We have recently had instances where the flat number is missing – the applicant can add this manually if it doesn't appear after the postcode search – which then means that the DBS write to me to confirm the address thereby delaying the process. More importantly, when this happens we no longer receive an electronic outcome (because the application details have changed), which means that the applicant has to return their original certificate to us before we can make an appointment decision. On average this tends to add another month to whole process.

SAFEGUARDING News

Safe texts/WhatsApp groups and similar ways of communication.

We have recently received a request for advice by a PSR re a pilgrimage to Lourdes and how to best create and manage necessary telephone chat groups of all participants with particular attention to safeguarding area. Christine, the new CSAS safeguarding manager, has returned to us with the below guidance which will also soon be added to the CSAS website:

1. Create two WhatsApp groups – one for adults and one for minors.

Within **WhatsApp** you can make a Broadcast List this is similar to a group whereby you have to add all the participants into this list. But as broadcast leader you can send out information to everyone in the list and they will not see who else is receiving this information, In addition if they were to comment back only the broadcast leader will receive the comment back via a private chat between the leader and person who has commented. As this is a one way style list it may be of use when you are just wanting to send information to people it is no good if you want to have a group discussion.

If you use a group there is not a way you can hide other people's numbers from everyone else in the group as WhatsApp deems it that you will know or want to know people in the group you have been added to. You will also be able to see peoples profiles if you are in the group with them (not something you can control as these are put up by the individual users).

It isn't perfect but you could look to set up a "Parents & Group Leader" group and a "Pilgrims & Group Leader" group (you may have pilgrims who are above and below 18 in this group). If you are using a group WhatsApp has released a new Restricted* feature which will let you as group admin to block anyone else from posting in the group for a period of time deemed by you, this does not affect anyone's ability to read messages. *this feature can be found in the additional settings tab of the group chat.

Line Messenger.

This is a Japanese messenger app which works almost the same way as WhatsApp with you being able to make groups and message people. The main difference being once you have set the app up using your phone number to verify the account it will ask you to make an ID as well as a username this is how people will be able to add others to group chats so no phone numbers are displayed to other members only the Screen names and again a photo if someone has decided to add one to their account. Line will let you add people in a variety of ways; text, email via a QR code, ID or phone number the group leader will be the one responsible for setting up the group. Again you can have a 2 split groups if you want to go down that method it will be the choice if the parents want to see everything that is being posted by everyone. Line does not have a restrict chat feature. In Line you cannot unsend a message like you can in WhatsApp, Lines feature will let you delete it from your device but not to anyone else who is in the group.

Both Line and WhatsApp use end to end encryption so it is as secure as it can be to outsiders trying to access it. Line and WhatsApp will both also allow anyone to add anyone as a member to any group or contact if they have the correct ID/Phone number for that person. Additionally if people want to they can send photos/voice messages to the group on both of these apps.

2. Use a different app – this app functions in a similar fashion to WhatsApp but does not provide telephone numbers to anyone other than the administrator (see above).
3. The advice that I gave before is based upon the policy which is GUIDANCE. If your rationale for not involving the parents is sound and is recorded properly in a risk assessment then you do not need to include the parents. I believe that your arguments are justified, particularly in light of the telephone numbers of under 18's being provided to unknown individuals (I would ensure that you include the other rationales too).

Frequently asked questions

Questions:

Q: In my role as PSR am I obliged to set the parish SG account (email) on my mobile phone too?

Q: Do I have always to fill in form CM1 when reporting an allegation/concern?

Q: I completed the EduCare online safeguarding courses a long time ago...do I need to take them again?

Answers:

A: We strongly recommend that every PSR also sets their parish SG account (email) on their mobile phones because this option makes the regular access to the account (at least once a week) quicker and easier. However this is not a mandatory requirement, it remains a valid suggestion and PSRs are free to adopt it or not. In case they wish to have the parish SG account on their mobile devices they have to ensure that there are security access codes to block any undesired intrusion by third parties in order to enhance data protection at all times. Arianna has set up instructions available for both Android and I-Phone devices so please contact her at ariannasommariva@rcdow.org.uk should you need them.

A: Form CM1 (Case Management 1) is the official document that the safeguarding office requires to keep it on record as evidence for present and future reference. It is a form created by CSAS and it is a comprehensive document which asks the PSR to insert as much information in their knowledge about a case as possible. There are areas of this form where the PSR might not know the answers; in such a circumstance the central safeguarding team is available to provide guidance on how to best fill it. Ideally the form should be forwarded to the safeguarding officer Natalie Creswick at nataliecreswick@rcdow.org.uk within 24 hours upon receiving the allegation/concern however if this for some reason is not possible, PSRs should not delay to informing Natalie about the disclosure by at least writing an email within the first 24 hours or as soon as possible. She will promptly provide further guidance on the following action to take.

A: It would be good for all PSRs who completed the EduCare online safeguarding courses a long time ago to re-do them again as they may represent important refreshers about their existing safeguarding knowledge. Besides EduCare have updated their site in January 2018 and unfortunately due to some technical limitations, we are unable to directly check on the system who did and did not complete courses before, so if a PSR takes them again there will be a recent record in the EduCare system. For those PSRs who have not completed the original set of courses we kindly ask that these are completed as soon as possible and that the PSR notifies Arianna. PSRs who wish to enrol again please do send your request in writing to ariannasommariva@rcdow.org.uk

PSRs - Training



NaCTSO Fairway Document Awareness Workshop

Responding to the shift in terrorist methodology away from larger more organised attacks to lone attackers and the increase in the insider threat, NaCTSO have developed **NaCTSO Fairway Document Awareness** to increase Identity Document knowledge in some HR and recruitment departments of vulnerable companies. Using the subheading of "Do you know who you are employing?" and supported by the National Document Fraud Unit, the NaCTSO Fairway team and specially trained officers from across the Counter Terrorism network now offer Document Awareness workshops to HR and recruitment departments of companies vulnerable to terrorist attack, with the aim of increasing their knowledge of identity documents and the potential for their abuse.

The free two hour workshop can accommodate up to twenty staff per session and is delivered by specially trained officers from the NaCTSO Fairway team and Counter Terrorism network. It includes the chance to examine counterfeit and genuine identity documents to gain a better understanding of the security features used and includes: Document Construction, Watermarks, Intaglio ink, Latent images, UV, Optically Variable Inks and Microprint. The workshop has been designed to enhance the ability of the delegates to spot a fake.

This is all done using real UK passports and driving licences. Counterfeits and forgeries will also be shown to the delegates, making it a very practical workshop. The intended audience are those staff employed in general crowded places, and any other vulnerable site who are required to verify ID documents on a regular basis. This normally includes HR and recruitment.

The additional knowledge gained will better protect business against potential infiltration through employment.

There are still places available so please book yours by following this link here below:

<https://doodle.com/poll/edcm8zmfrwqd4cg7>

CONTACT DETAILS the essentials

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Episcopal Vicar for Safeguarding:

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DBS Administrator:

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Safeguarding Support Officer:

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Other Contacts:

Catholic Safeguarding Advisory Service (CSAS)

Email: admin@csas.uk.net
Phone: 020 7901 1920
Website: www.csas.uk.net

National Catholic Safeguarding Commission (NCSC)

Website: www.catholicsafeguarding.org.uk

