



RCDOW Safeguarding News



SPRING – March 2020

Foreword by Geraldine Allen

Safeguarding Co-ordinator for the Diocese of Westminster

Dear PSR,

Welcome to our Spring edition. It was so good to have met some of you at SPEC for our first PSR Conference; we have received some good and helpful feedback and continue to hope that the June conference will be able to go ahead.

During the Covid-19 pandemic and closure of a lot of Parish activities it is tempting to think there will be no Safeguarding work for the PSR's – on the contrary! This is a time when we need to be extra vigilant to ensure that new volunteers are safely recruited, that online/remote activities are undertaken with parental involvement and consent. You can also catch up on out of date DBS checks and updating the list of volunteers in the Parish.

The Safeguarding Team continue to work remotely so please contact us. Very best wishes.

Geraldine Allen

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IN THIS EDITION



In this period of uncertainty due to the current Covid-19 health concern, we bring you a newsletter that aims to support you through several exceptional measures adopted across the various areas of safeguarding like for example DBS work and specifically ID verification processes on page 5, so that you can continue carrying out your role as PSR the best and least disruptive way possible despite the closure of our parishes at this delicate and particular time.

We introduce the renovated NCSC website and two new HURT BY ABUSE leaflets on page 4.

Please do check on page 6 the links that are relevant to your work and your community.

On page 10 we bring you an article from the Vatican News website that alerts us all about the hidden victims of the Corona virus pandemic. You can read more from the Vatican News website by clicking on the link provided.

**THANK YOU FOR YOUR
CONTINUOUS SUPPORT AT THESE
DELICATE AND CHALLENGING
TIMES.**

4 AREAS of PSR's WORK

- **RESPONDING TO CONCERNS**

PSRs are the first point of contact for the parish community should anyone wish to disclose a safeguarding concern hence the PSR is responsible to check their dedicated SG email address on a regular basis and at least once a week. Should PSRs become aware of any concern they have to pass this on to the central safeguarding team within the first 24/48 hours of learning about the concern. This is a vital area of work in order to assure an appropriate response to anyone in need of support. The email address can also be set up on the PSR's mobile phone as long as this is secured with safety access codes at all times to enhance third parties' data protection.

- **SAFE RECRUITMENT**

The process of securely recruiting anyone who wish to work/volunteer in the parishes with groups of vulnerable like children and/or adults at risk. This process includes the initial processing of DBS applications including ID verification, interviews, and reference requests for example.

- **CREATING A SAFE ENVIRONMENT**

An incredibly important part of a PSR's work to be carried out with the collaboration of parish priests, activity group leaders, parish admins and any volunteer in contact with vulnerable groups. It is about knowing and implementing both safeguarding policies and procedures whenever a parish activity especially for children and/or adults at risk takes place. CSAS (Catholic Safeguarding Advisory Services) is the web site to visit and the guidance "Creating a safer environment" should be a central piece of this work with which every person working/volunteering at the parish should be familiar. This includes use of social media, photographing and videoing, off-site trips, bullying and more. <https://www.csas.uk.net/procedures-manual/#cat-4> Please click on the link to be directed on the page where to find the above mentioned guidance (Procedures Manual – Chapter 4, Creating a safer environment).

- **ADVANCING A "CULTURE OF SAFEGUARDING"**

This part of the work aims at educating the parish communities with a basic understanding of what safeguarding means and does to keep everybody safe from harm and abuse. PSRs should encourage the community to enrol in SG EduCare online modules by contacting Gabriele Sedda at gabrielesedda@rcdow.org.uk to be registered and start/complete these safeguarding courses. Also safeguarding literature should be regularly distributed in the parish. This ranges from leaflets to support survivors of abuse to Alpha Cards to recognise and responding to abuse and more. A so called "safeguarding corner" in the parishes consisting of a small table to keep the literature would be ideal.

Also, here you can find the document originally distributed via email about the 4 areas of work which contains all the useful links to practically support you in the implementation of the 4 areas of work.



4 AREAS OF PSRs
WORK.docx

Safeguarding during COVID-19

Questions:

Q: How can I process DBS checks during the Covid-19 health emergency?

Q: My parish priest is considering to continue certain activities with remote video access. Is this a good idea?

Q: Can I keep applicants and other parties' DBS forms and other personal details at home?

Q: Does volunteering remotely constitute "regulated activities"?

For any additional clarification please write to:

Answers:

A: We have sent out emails with DBS guidance on how to perform ID verification checks via video call. Please do access this information by clicking on the links in this newsletter and by accessing your dedicated SG accounts where you can find all the relevant communication in connection to the Covid-19 health emergency from the central safeguarding team to all PSRs.

A: We have received a few queries on this and already have sent out additional guidance regarding safe use of technology and parental consent advice if/when deciding to set up some parish activities remotely. However, this has to be discussed and weighed carefully by your parish priest in light of some furlough that some parish staff will have to be included in during this difficult time. It may be that, despite the possibility to organise remote video activities, some parishes won't have enough paid staff to coordinate and supervise such activities. Please do check the email sent at regard with additional government links (sent to your parish priests as well) and have a conversation with your parish priest if you think that, after appropriate safeguarding measures have been adopted, this could be a feasible option for your parish.

A: NEVER. Please do ensure that all DBS forms and details that you process on behalf of your parish and the diocese are never kept at your home. These should be safely stored in a locked cabinet at the parish (keys should have no names of what they open on them and safely kept with PSR and parish priest only or in the parish safe if available) or safely in the computer that you use to process the application but just for the processing period. Once all forms and details have been received by Jackie Krobo, our DBS Admin (please ask Jackie always to confirm when she actually has received these), do ensure that you permanently delete these as according to GDPR May 2018, you no longer need these documents.

A: It depends but probably the majority of activities like phone support won't. However, anyone volunteering on behalf of a diocesan parish needs be safely recruited even when a DBS check is not legally required. All volunteers still have to go through safe recruitment process. Please click on link for safe recruitment process flowchart here below.

<https://safeguardrcdow.org.uk/wp-content/uploads/2016/01/safer-recruitment-of-new-volunteers.pdf>

ariannasommariva@rcdow.org.uk

PSR and Safeguarding

RESPONDING TO CONCERNS:

NCSC

National Catholic Safeguarding Commission

Earlier this month we received notification that the new NCSC website is finally ready and available to be visited/explored. In order to better understand and map out the general safeguarding structure of the catholic church in England and Wales, we strongly advise all our PSRs to visit the website at <http://catholicsafeguarding.org.uk/>

“The NCSC sets and directs the work of the Catholic Safeguarding Advisory Service (CSAS), which was established to drive forward improvement in practice. Its primary role is one of co-ordination, advice and support in respect of safeguarding children, young people and adults at risk.”

Of particular relevance is the SAP (Survivor Advisory Panel) section. Please do take a moment to read and familiarise with it to enhance your knowledge of how the catholic church in England and Wales intend to support victims of abuse that may occur or have occurred in its settings by its clergy or lay members. This knowledge is essential for PSRs to have an understanding of this very important issue.

<http://catholicsafeguarding.org.uk/survivor-advisory-panel/>

“The role of the Survivor Advisory Panel (SAP) is to ensure that the National Catholic Safeguarding Commission (NCSC) receives appropriate and timely information and advice from a survivor perspective. This informs the work of the Commission regarding safeguarding policies, procedures and practices within the Catholic Church of England and Wales.”

NCSC have recently released two new HURT BY ABUSE leaflets which you can find here below attached to be printed, forwarded and shared with your parish communities;

- Break the silence, disclose the secret. A guide for victims and survivors.
- How to: Respond, Listen, Support Victims and Survivors of abuse.



NCSC-Respond-List NCSC-Abuse-leaflet
en-Support-MASTER-2019-Co-Ordinator

PSRs and Safeguarding

SAFE RECRUITMENT:

DBS Re-Checks

The Diocese has now introduced a 3 year DBS re-check policy, therefore all volunteers, staff or clergy with disclosures over 3 years old will need to be re-checked. Please note that the volunteers can remain in post while their re-checks are being carried out.

To get started on this project I would recommend that you proceed as follows:

1. Request a current parish report form the either Jackie or Arianna so you can liaise you're your parish priest and/or activity group leaders to determine who is still an active volunteer.
2. Update Jackie with the details of any leavers or deceased.
3. Contact those with disclosures over 3 years old to start the re-check process. Please see below for documents needed for a re-check application.

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 Arianna know as soon possible if needed.

Diocesan forms and Ebulk Applications

Ebulk applications will not be Countersigned (submitted to DBS) until all the necessary diocesan forms have been received at the Safeguarding Office. The forms required are;

New Volunteers Applicant Consent for DBS Processing (DBS 17) Volunteer Registration Form Volunteer Reference Form x2 Confirmation of ID (DBS3a) Safeguarding Self Declaration (DBS 4)

Re-Checks, paid staff or Clergy Applicant Consent. For DBS Processing (DBS 17) Confirmation of ID (DBS3a) Safeguarding Self Declaration (DBS 4)

Temporary ID verification Guidelines (COVID-19)

DBS are temporarily allowing ID verification via video call during this crisis. To do this the applicant will need to send you copies of their ID prior to setting up the video call. During the video call you will compare the copies you have to the original documents that the applicant will show you.

If you cannot make video calls, then contact Jackie so she can arrange to contact the applicant directly.

If the applicant cannot make a video call and there is no option to meet in person, then the applicant will not be able to volunteer in any roles that require a DBS at this time.

References

References should be requested at the parish by the activity group leader or PSR. The references must be checked at the parish to assess the applicant's suitability before sending all the Safer Recruitment forms to the Safeguarding Office. Please include the role description when sending out a reference request; role descriptions and guidance on how to create one, can be found at <https://safeguardrcdow.org.uk/safer-recruitment/roledescriptions/>.

If anyone is having problems logging into the Resource area, then please contact Jackie at jackiekrobo@rcdow.org.uk

PSR and Safeguarding

SAFE ENVIRONMENT:

Dear PSR,

This page will provide you with useful links to consult around safeguarding issues during these challenging and delicate times.

The headings should help you identify the topic which each link will direct you to should you require information in that particular area while you continue to perform your PSR's role. We hope these will be helpful to you all.

STATEMENT FROM DBS CHIEF EXECUTIVE:

https://www.gov.uk/government/news/covid-19-a-statement-from-our-chief-executive-eric-robinson?utm_source=ca8f09a1-ed30-46e6-9708-88d4510274eb&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

SAFEGUARDING IN SCHOOLS, AND OTHER PROVIDERS DURING COVID-19:

<https://www.gov.uk/government/publications/covid-19-safeguarding-in-schools-colleges-and-other-providers/coronavirus-covid-19-safeguarding-in-schools-colleges-and-other-providers>

CONTACT CENTRE OPENING TIMES:

https://www.gov.uk/government/news/covid-19-updated-contact-centre-opening-times?utm_source=7a0ecb42-a1e5-4701-bf9c-56f7d6ee2a9a&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

COVID-19 AND DOMESTIC ABUSE:

<https://www.gov.uk/government/publications/coronavirus-covid-19-and-domestic-abuse/coronavirus-covid-19-support-for-victims-of-domestic-abuse>

COMMUNITY VOLUNTEERS DURING COVID-19:

https://www.gov.uk/government/publications/safeguarding-factsheet-community-volunteers-during-covid-19-outbreak?utm_source=df797647-7b01-4902-bf0a-9379a287b547&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

COVID-19 GOVERNMENT CHANGES DBS ID CHECKING:

https://www.gov.uk/government/news/covid-19-changes-to-dbs-id-checking-guidelines?utm_source=65d7c86e-6be5-43d7-b205-ea122cb9fd1c&utm_medium=email&utm_campaign=govuk-notifications&utm_content=immediate

CARITAS CORONAVIRUS-URGENT NEEDS:

<https://www.caritasvs.org.uk/coronavirus.php>

BEFRIENDING NETWORKS – SPECIAL COVID-19 Coronavirus

<https://www.befriending.co.uk/news/coronavirus-09032020>

GDPR DURING COVID-19:

Data protection does not stop the sharing of personal details, provided that there are appropriate safeguards in place. The following link from the Information Commissioner's Office provides very useful information that will assist you and your parishioners to help one another:

<https://ico.org.uk/about-the-ico/news-and-events/blog-community-groups-and-covid-19/>

PSRs and Safeguarding

ADVANCING A CULTURE OF SAFEGUARDING:

E-Learning and other sources

EDUCARE

The current health situation due to the spread of Covid-19 and the consequent decision by many governments to place nations in lockdown status to try and minimise the spread of this viral infection is inevitably and partially creating some slowing down of daily operations in which we all are normally involved in. We could use this particular period as an opportunity to encourage people in our catholic communities to complete EduCare modules while they conduct their working and personal lives from the home environment.

You can advertise these modules by sending emails to your parish contacts. Please do inform people that they can register by sending an email to Gabriele Sedda safeguardingadmin@rcdow.org.uk

EDUCARE leaflets can be accessed, downloaded, printed or forwarded by clicking on the link here below.

<https://parish.rcdow.org.uk/wp-content/uploads/2019/08/Educare-poster-A5-size-x2.pdf>

Additional tips from the “Safeguarding briefing” website. www.safeguardingschools.co.uk below:

ANIMATION AND STORY BOOK EXPLAINING THE CORONAVIRUS TO CHILDREN (INEQUE)

The virus has brought monumental change to how we teach and care for children and young people. The virus presents a particular challenge for a lot of younger children as they adapt to new social distancing measures and forms of learning.

To support different forms of learning, Jim Gamble's team at Inquee have prepared a short animation, a story book and an activity to support teachers and parents tackle misinformation and help children understand Coronavirus.

Further information: <https://ineqe.com/2020/03/20/animation-story-book-explains-the-coronavirus-to-children/>

VOLUNTEERS

At this busy time, people may wish to volunteer to work with children in your school. Whilst things are stressful and chaotic, another pair of hands might be useful. However, don't forget safer recruitment processes and remember that you will need a risk assessment. Start with people you already know, and then the people that are working in schools now, preferably are on the DBS Update Service and have references; strangers offering their services may not be suitable.

A volunteer risk assessment can be found here: <https://6282.s3-eu-west-1.amazonaws.com/Risk-Assessment-Volunteers-v.1.2-DRAFT.pdf>

PSR CONFERENCES 2020

On Saturday 7th March we held the first of two annual PSRs conferences for the year 2020 at SPEC Centre in Pinner.

About 50 PSRs from various parishes and ethnic chaplaincies of the diocese enthusiastically participated. The day was intended to provide PSRs with an opportunity to refresh, revisit and enhance their knowledge about the 4 areas of their work. The main theme guiding all the work in safeguarding for this year is about how we, as members of the catholic church, can provide compassionate, caring, emphatic, effective and non-judgemental support to any victims and survivors of abuse we may come across during our appointments.

During the first half of the day we all worked together to understand the great importance of "Active Listening Skills". Everyone enjoyed the workshops very much and contributed with some very interesting comments. All seemed to have appreciated the powerful insight of what active listening truly means.

During lunch time a market place consisting of 3 rooms to discuss various safeguarding issues had been set up and this proved very successful. Various safeguarding literature, from anti bullying to anti-terrorism, to domestic abuse and keeping children safe on the internet and more were available.

In the afternoon, John S., one very active PSR from Stevenage Shephall parish delivered a power point presentation with practical advice about how he organises his work as a PSR and how to overcome the most frequent challenges faced by the majority of all our PSRs by explaining how to use One Cloud and One Drive.

The day was also a fantastic opportunity for all PSRs and the central safeguarding team to interact more personally and build on present and future relationships and support networks.

From the emails received after the conference, we can confidently and very happily say that it was a wonderful success. The amazing location and buildings and the professional and attentive service of SPEC Team greatly contributed to this success. We would like to express our heartfelt THANK YOU to everyone. Here below are a couple of the many photos we took on the day.



The next conference: SATURDAY 6th June 2020 at Westminster Cathedral Hall - Ambrosden Avenue, London, SW1P 1QH - from 10.00am until 3.30pm circa.

<https://doodle.com/poll/59b24578uu5sbi84>

The deadline for booking the conference is now extended to Friday 24th April 2020 for Westminster Cathedral choice. We are very excited about this great gathering and hope to see as many of you as possible at both events.

***COVID-19 ALERT** Please note that things can change due to the current COVID19 health concern. The central safeguarding team will make an informed decision whether to carry on with the June conference or cancel it in due course. All who have registered for this conference will be updated in due course. Thank you for your understanding and patience at this particular time.

VATICAN NEWS

Covid-19: Children the hidden victims of coronavirus pandemic

As the UN launches a global humanitarian response plan to fight Covid-19, UNICEF warns about the risks to children affected by the pandemic.

By Vatican News

The United Nations Children's Agency, UNICEF, is urging governments to ensure the safety and wellbeing of children amidst the socioeconomic consequences of Covid-19.

Children at risk

According to a statement published on their website on Thursday, UNICEF says millions of children around the world are in danger precisely because of actions taken to contain the spread of the coronavirus. Cases of abuse and exploitation are likely to increase, says the statement.

With school closures and movement restrictions disrupting children's routines and support systems, some are now more vulnerable than ever to domestic violence and stress, reads the statement.

Children hidden victims

"Children are the hidden victims of the Covid-19 pandemic", says UNICEF Executive Director, Henrietta Fore. "Lockdowns and school closures are affecting their education, mental health, and access to basic health services. The risks of exploitation are higher than ever, for boys and girls alike", she adds.

"For children on the move or living through conflicts, the consequences will be unlike any we have ever seen. We must not let them down", she concludes.

Global humanitarian response

Meanwhile, on Wednesday, the United Nations launched a \$2 billion coordinated global humanitarian response plan to fight Covid-19 in some of the world's most vulnerable countries.

The plan aims to protect millions of people and to stop the virus from circling back around the globe. The pandemic is now being felt in countries that are already facing humanitarian crises because of conflict, natural disasters and climate change.

<https://www.vaticannews.va/en/world/news/2020-03/unicef-coronavirus-children-hidden-victims.html>

CONTACT DETAILS the essentials

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PA to Safeguarding Coordinator and Team and SG Commission Admin:

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DBS Administrator:

Name: Jackie Krobo

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Phone: 020 7798 9352

Safeguarding Support Officer:

Name: Arianna Sommariva

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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

HAPPY EASTER EVERYONE!

Please continue to stay safe, healthy, faithful and hopeful...



Images in this newsletter kindly provided by children and young people of RCDOW parishes. THANK YOU to them all and the adults who helped in organising and delivering this lovely parish communities project.