



# RCDOW Safeguarding News



SPRING – May 2018

## Forward by Eva Edohen

*Safeguarding Co-ordinator for the Diocese of Westminster*

Welcome back to RCDOW Safeguarding News after a prolonged absence!

This edition brings you updates on a variety of interesting topics including training, the recruitment of Reps, support for survivors of abuse and more.

Please make sure you take the time to read about the GDPR regulations, which have an impact on data protection and our safeguarding work.

As always, please share your feedback on this newsletter with any member of the safeguarding team.

Regards,  
Eva Edohen, Safeguarding Co-ordinator

## Inside This Issue

- 1 Foreword by Eva Edohen
- 1 Team and other News
- 2 Training - E-Learning
- 2 Training – PSRs training
- 2 PSRs Induction dates
- 3 DBS Matters- E-Bulk
- 4 Survivors’ support
- 5 FAQ
- 6 GDPR – 25<sup>th</sup> May 2018
- 7 Confidentiality and Data Protection principles
- 8 Team contact details

## Team and Other News

### Good Byes

We said good-bye to Alexandra Keramidas and Mary Collier in December 2017.

### Recruitment

We welcomed Arianna Sommariva in September 2017. In her new role as Safeguarding Support Officer (SSO), she will give support to the 260+ PSRs (Parish Safeguarding Representatives) across the Diocese and be responsible for the safer recruitment process of new PSRs.

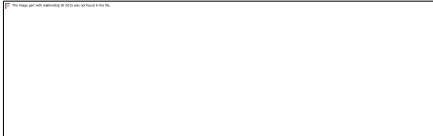
In May 2018 Natalie Creswick, Safeguarding Officer will join the team. She will be mainly responsible for dealing with safeguarding complaints.



# E-LEARNING

## E-Learning

*Essential training for you and your parish*



EduCare®

### UPDATE

Dear PSRs,

As you should now be aware Educare, the Online Safeguarding Training, has migrated all users to their new Learning Platform

[www.myeducare.com/](http://www.myeducare.com/)

You should have received, at the beginning of 2018, an introductory e-mail that contained username and a password.

If you did not receive it, please check also your spam folder.

Follow the below steps in order to access the account:

1. Go to [www.myeducare.com/](http://www.myeducare.com/);
2. Click the link that says 'forgotten your username or password';
3. Where it says 'search by e-mail address' please enter the e-mail address in the bar and click 'search';
4. This will send a reset e-mail back to that address. This can take 5-10 minutes to come through. Through that e-mail, please follow the instructions and set the password to something memorable. The training can then be accessed.

**Gabriele**

## Training New Parish Safeguarding Representative (PSR)

*Volunteering to make the church a safe place*

As part of the safe recruitment process, new PSRs are required to have completed the first three modules of the EDUCARE online training before the induction training.

If you have recently attended an induction day, you should complete the following four modules of Educare on Line training within 4 weeks of your appointment:

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

Please do not delay in completing the modules and this additional free training to support you in your roles.

## GREAT NEWS!

**EDUCARE SAFEGUARDING ONLINE MODULES HAVE BEEN EXTENDED FOR ADDITIONAL 3 YEARS AND WILL BE STILL FREE FOR ANY MEMBER OF THE CATHOLIC COMMUNITY DURING THIS TIME.**

### PSRs Induction Dates for 2018

The following are the dates for this year's Induction days for new and additional PSRs:

- Monday 22<sup>nd</sup> January 2018
- Saturday 10<sup>th</sup> March 2018
- Thursday 24<sup>th</sup> May 2018
- Thursday 5<sup>th</sup> July 2018
- Thursday 13<sup>th</sup> September 2018
- Thursday 15<sup>th</sup> November 2018

# DBS Matters

## DBS Forms

*A Gentle Reminder*

### Diocesan forms

Only current diocesan forms should be used for all new applications, these can be downloaded from our website, <http://rcdow.org.uk/diocese/safer-recruitment-and-dbs-1/>



## E-Bulk

*It is going well*

### E-bulk ID Verifier Training

All existing and new PSRs should have taken the E-Bulk training by now, return the signed “End User Agreement” to Jackie at [jackie.krobo@rcdow.org.uk](mailto:jackie.krobo@rcdow.org.uk) to receive PIN number and instructions on how to start new volunteers’ DBS applications (on-line part).

Those who are not registered yet for the E-Bulk should get in contact with Jackie as soon as possible. Without this process-taking place, PSRs are unable to create new DBS on-line applications.

Catholic Church Identity Verification Form		ID Form (DBS 3)	
<input type="checkbox"/>	Credit Card Statement. UK/EEA only (Issued in past 3 months).	<input type="checkbox"/>	Financial Statement (e.g. pension, endowment, ISA). UK (Issued in past 12 months)
<input type="checkbox"/>	P45/P60 Statement. UK & Channel Islands (Issued in past 12 months)	<input type="checkbox"/>	Council Tax Statement. UK & Channel Islands (Issued in past 12 months)
<input type="checkbox"/>	Work Permit/Visa. UK (valid up to expiry date).	<input type="checkbox"/>	Utility Bill (electricity, gas, water, telephone NOT a mobile phone contract bill). UK (Issued in past 3 months).
<input type="checkbox"/>	Benefit Statement (e.g. Child Allowance, UK benefit, Pension). (Issued in past 3 months).	<input type="checkbox"/>	Central or local government, government agency, or local council document giving entitlement, e.g. from the Department for Work and Pensions, the Employment Service, HMRC. UK and Channel Islands (Issued in past 3 months).
<input type="checkbox"/>	EU National ID Card (Must still be valid)	<input type="checkbox"/>	Cards carrying the PASS accreditation logo. UK, Isle of Man & Channel Islands (Must still be valid)
<input type="checkbox"/>	Letter of Sponsorship from future employment provider non UK/non EEA only (relevant for applicants outside UK at time of application). (Must still be valid).	<input type="checkbox"/>	Letter from Head Teacher or College Principal UK (use only for 16/19 year olds in full time education in exceptional circumstances when no other documents available)

I confirm that the applicant has provided sufficient evidence explanation to prove their name changes. (Please check the box)

Evidence provided: \_\_\_\_\_

\*If sufficient documentary evidence has not been provided, a probing discussion must take place to explain and be noted.

### EVIDENCE PROVIDED:

When asked to prompt sufficient evidence for an applicant's name change always provide ONLY the related document please (e.g. marriage certificate). Remember not to include other documents (e.g. passport or driving license) because this is not necessary and it may be confusing. Thank you.

# Survivors' support

Here is the "Hurt by Abuse" leaflet. If your parish requires additional copies or other safeguarding literature, please do forward your request to:

- [Ariannasommariva@rcdow.org.uk](mailto:Ariannasommariva@rcdow.org.uk)
- [Gabrielesedda@rcdow.org.uk](mailto:Gabrielesedda@rcdow.org.uk)

**Sources of Help**

- **The Survivors Trust**  
Tel: 01788 550554  
[www.thesurvivorstrust.org](http://www.thesurvivorstrust.org)
- **One in Four**  
Specialising in working with survivors of childhood sexual abuse and sexual violence. Offers long-term one to one therapy.  
Mon - Fri 0900 - 2100 Sat 1000 - 1500  
Tel: 020 8697 2112  
Email [admin@oneinfour.org.uk](mailto:admin@oneinfour.org.uk)  
[www.oneinfour.org.uk](http://www.oneinfour.org.uk)
- **NAPAC**  
(National Association for People Abused in Childhood)  
Helpline: 0800 085 3330 or 0808 801 0331  
(Check website for opening times)  
[www.napac.org.uk](http://www.napac.org.uk)
- **ICAP**  
(Immigrant Counselling & Psychotherapy)  
Tel: 020 7272 7906  
(Mon-Thurs, 8am-8pm & Fri 8am-5pm)  
[www.icap.org.uk](http://www.icap.org.uk)
- Your Diocesan Safeguarding Office may have details of local support organisations.

**Hurt by Abuse?**

Have you or someone you know experienced abuse within the Church?  
If so this is our commitment to you.

**NCSC**  
National Catholic Safeguarding Commission  
Tel: 07530 972 830  
[www.catholic safeguarding.org.uk](http://www.catholic safeguarding.org.uk)

Here are some other links for survivors of abuse that you may pass on to any relevant individuals.

- <http://www.macsas.org.uk/>
- <https://www.griegtograceuk.org/>

## Frequently asked Questions!

### QUESTIONS:

**Q:** How can a parish recruit new PSRs ?

**Q:** How do I (PSR) provide training to my parish's volunteers?

**Q:** How do I register my DBS for the update service?

**Q:** How do I register to access the EDUCARE safeguarding online modules?

### ANSWERS:

**A:** A new safe recruitment process is now in place; the parish who wishes to recruit/add/substitute a PSR should contact Arianna Sommariva on 020 7798 9358 or write her an email to: [ariannasommariva@rcdow.org.uk](mailto:ariannasommariva@rcdow.org.uk)

**A:** There is currently a project in place to create a basic SG training that, once ready, will be sent to all PSRs so that they can in turn share with all their volunteers. In the interim EDUCARE modules provide excellent materials for PSRs who wishes to prepare their own training.

**A:** Upon receipt of the DBS certificate applicants have 30 days to register their certificate and potentially making it accessible to other organisations who they might be wanting to work/volunteer in the future with. This can be accessed via <https://www.gov.uk/dbs-update-service>

**A:** EDUCARE modules are online safeguarding training available and free to any member of the Catholic community. Anyone who wishes to access the modules should contact GABRIELE SEDDA at the central safeguarding office at:

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

# GDPR is coming ...

**General Data Protection Regulation**  
**25<sup>th</sup> May 2018**

## **How do we handle sensitive data?**

- **DBS** – We are not permitted to see or retain DBS certificates. However, a parish report with the relevant information regarding our volunteers' DBS statuses can be requested and obtained by the PSR by emailing the request to [ariannasommariva@rcdow.org.uk](mailto:ariannasommariva@rcdow.org.uk). This report contains information such as name and surname, volunteering role, status of the disclosure and disclosure date. The report is an essential tool that helps PSRs to ascertain whether a DBS is in need of a re-check (every 3 years from the disclosure date). More information on how to handle DBS' can be found on the government site at the link here below.  
<https://www.gov.uk/government/publications/handling-of-dbs-certificate-information/handling-of-dbs-certificate-information>
- **DBS** – When processing DBS applications and after ID verification stage, please ensure that only the necessary photocopies of personal documents are collected. If these are sent to VH via traditional postal methods, we must do this only in the safest possible way (e.g. recorder/registered delivery and similar, safe options). If copies of personal documents are scanned and sent to VH via email, we must always delete the scanned documents once the email with attachments has reached VH. Do not keep any copy of personal ID documents unnecessarily.
- **SG Parish email account** – Every PSR should by now be aware that with the new GDPR coming into force shortly we no longer can communicate through personal email addresses. This is because personal addresses are often shared with third parties like friends and/or family members who should not come in contact with the sensitive data of other individuals and also because personal email addresses might not be as protected as organisations' ones. It is for this reasons that all communication from 25/5/2018 **must** only be exchanged through your SG DIOCESAN EMAIL ADDRESS that each of you should have received and activated by now. The SG account can be saved and accessed on smart phones and similar devices too for your convenience however please do ensure that there are security access codes on all these devices at all times. If you have further queries at regard please do email them to [ariannasommariva@rcdow.org.uk](mailto:ariannasommariva@rcdow.org.uk)
- **ALLEGATIONS & CONCERNS** – The CM1 form is raised every time an allegation or concern happens. This form should include as many and as precise details as possible and has to be forwarded as soon as possible to the central safeguarding office. No copies of this form should be kept by PSRs and, in case a PSR needs to access the information she/he gave on the form, this can be requested to the central safeguarding team where the forms must be kept for xx years securely.



# Confidentiality and Data Protection Principles

## Confidentiality and Data Protection Principles for use in the Catholic Church of England & Wales

In the course of your role as *Parish Safeguarding Representative*, it is expected that you will be receiving, handling and safely storing personal and sensitive information.

This document summarises the key principles of the Data Protection Act 1998 and provides guidance explaining the expectations of *the Diocese of Westminster* associated to the Confidentiality Agreement that you are required to sign in order to undertake the role.

### Key Principles concerning confidentiality and Data Protection legislation

Often the Data Protection Act (1998) can be viewed as confusing and complex however in practical terms the Act tries to reflect how each of us expect organisations to obtain personal information about us; in what circumstances; for what purpose; for how long and when it will be shared and with whom.

There are eight principles within the Data Protection Act 1998, which require that personal information (data) is:

1. Processed fairly and lawfully (*we have legitimate grounds to collect and use the data and be transparent about how we use the data from the point at which we collect it*)
2. Processed for limited purposes (*we are clear from the outset about why we are collecting the data and what we intend to do with the data*)
3. adequate, relevant and not excessive (*we hold personal data that is sufficient for our purpose and do not hold more information than is needed not only on an individual record level but across ALL the data we hold i.e. the volume of individuals on whom we have personal information*)
4. Accurate and up to date (*we consider if it is necessary to update the data; take reasonable steps to ensure the accuracy of the data and ensure that we are clear on the source of the personal information*)
5. Not kept for longer than is necessary (*we review the duration for which we keep the data; consider the purpose/s for which we hold the information; the retention of that data and securely delete any information that is no longer required*)
6. Processed in line with the rights of individuals (*individuals have a right to access a copy of their "personal data" and a right to object to data being sought or retained in certain circumstances*)
7. Secure (*all steps must be taken to ensure the data isn't accidentally or deliberately compromised*)
8. Not transferred to other countries without full and proper consideration.

*("Processing" includes obtaining, recording, holding, processing and analysing personal information.)*

### What this means in practical terms:

1. You obtain the minimum amount of information necessary; you make the purpose and retention period of that information clear to all individuals and obtain their signed consent to receiving and retaining that information (unless it is not in the public interest to request that consent and it is in the public interest to share it).
2. You ensure that all documentation containing personal information (whether in electronic or paper form) is securely stored. For example lockable cabinets with controlled access to keys or password protected files or separate computer drives/servers.
3. You only share or disclose personal information with those who have an entitlement through the course of their duties. Personal information includes contact details; information obtained via a recruitment or selection process including CRB Disclosure information if relevant; information relating to safeguarding issues to name but a few. For further guidance please refer to the "Information Sharing Protocol of the Catholic Church of England & Wales" available from <http://www.csas.uk.net/publicdocuments/INFORMATION%20SHARING%20PROTOCOL%202012.pdf>
4. If you are unsure about what information you can share, with whom and in what circumstances you should refer to the Diocesan Safeguarding Service or the Catholic Safeguarding Advisory Service (CSAS) for guidance BEFORE sharing any details.
5. You adhere to these requirements whilst in your role and commit to maintain the confidentiality of the information you have been privy to subsequent to leaving the role.

# 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 9356

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

Name: Fr Jeremy Trood  
Email: [jeremytrood@rcdow.org.uk](mailto:jeremytrood@rcdow.org.uk)  
Phone: 020 7529 8631

### **Safeguarding Officer:**

Name: TBC  
Email: TBC  
Phone: 020 7798 9359

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

Name: Gabriele Sedda  
Email: [gabrielesedda@rcdow.org.uk](mailto:gabrielesedda@rcdow.org.uk)  
Phone: 020 7798 9359

### **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: 0121 237 3740  
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)