



RCDOW Safeguarding News



AUTUMN – October 2019

Foreword by Geraldine Allen

Safeguarding Co-ordinator for the Diocese of Westminster

Dear PSRs,

Having started as Safeguarding Coordinator in July 2019, I have been spending time ensuring that I fully understand the role of the PSR, including delivering training to new PSR's. I am also reminded on a daily basis when calls come into the office of the extent of the work you undertake and your commitment to doing it.

Working Together to Safeguard Children 2018 (Dof E)

A co-ordinated approach – safeguarding is everyone's responsibility 16. Everyone who works with children has a responsibility for keeping them safe. No single practitioner can have a full picture of a child's needs and circumstances and, if children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

So thank you for promoting a culture of safeguarding in your Parish – for children and vulnerable adults. I see us as all part of one team and I look forward to working with you.

Geraldine Allen

IN THIS EDITION

In this Autumn edition of the Newsletter EduCare provides advice to ensure that staff/volunteers' knowledge is kept up to date with a set of questions around Safeguarding, Compliance, Wellbeing and Health & Safety. Please use this tool to devise questionnaires for the workforce in your parish.

On page 4 we offer a practical example of "Safe Working Practices" to show that protection is not meant only for groups of vulnerable like children and adults at risk but that these are developed and should be implemented to protect everyone, including those who work and provide their time and dedication to such groups. On the same page please see a few important links offering Safeguarding resources especially for voluntary and community groups from the NSPCC.

Some DBS tips on page 5.

[Safeguarding is everybody's right, Safeguarding is everybody's responsibility.](#)

On page 6 we revisit the four areas of a PSR's work which should also be sustained by parish priests and parish admins for a more effective cooperation and the goal of having appropriate safeguarding provision in all our parishes and chaplaincies at all times.

On page 7 is an article taken from "Vatican News" about the needs to look at **[Safeguarding in the Catholic Church from a GLOBAL perspective.](#)**

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HAPPY



READING!

E-LEARNING

EduCare News

Test staff knowledge with our twenty questions

EduCare have recently published a set of questions aimed at assessing safeguarding knowledge for schools' staff. These can be also applied to all staff (both volunteers and paid members) of the parishes and ethnic chaplaincies who work with children and/or adults at risk across the Diocese of Westminster.

Here below are a few questions; the full set of questions can be found at:

<https://www.educare.co.uk/news/test-staff-knowledge>

The new academic year is the perfect time to assess staff knowledge and check compliance with KCSIE and the new Ofsted framework.

Use the following set of questions to test your staff's knowledge on duty of care within your school.

We have divided the questions into areas covering:

- Safeguarding
- Compliance
- Wellbeing
- Health and Safety

Test safeguarding knowledge

Who are these questions for? All those working with children and young people within a school.

1. What is the Department for Education's document Keeping Children Safe in Education (KCSIE)? As someone that works with children which sections must you read and understand? Which version of KCSIE have you read?
2. Who is the designated safeguarding lead in your school?
3. A child gives you a gift from their holiday. What does your school policy say about receiving gifts?
4. A young person sends you a Facebook request. In accordance with your school policy what should you do?
5. What is your understanding of peer-on-peer abuse? What does your school do to create a culture where peer-on-peer abuse is not accepted?

DBS Matters

DBS check

References

References should be requested at the parish by the activity group leader or PSR. The references must be checked at the parish access 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/>.

ID verification – Birth and Marriage Certificates

Please note that only birth and marriage certificates issued in the UK, Isle of Man and Channel Islands can be used as one of the three Route 1 ID documents.

Foreign equivalents (including Ireland), can only be used as proof of name change, so must only be accepted in addition to the three documents that show the applicants current name, date of birth and current address.

Clergy DBS Re-checks

A quick reminder that Clergy are not volunteers, therefore the Volunteer Registration form and References are not needed for their applications.

Applicant Address History

A reminder that DBS will withdraw any applications if there are any errors in the 5-year address history. As a result, please ensure that you double check that the applicant has entered all addresses fully during the ID verification process, this is particularly important when the applicant lives in a flat – the flat number can be added manually if it doesn't appear after the postcode search.

SAFEGUARDING

Safer Working Practices

You have probably heard, on many occasions, that some safer working practices are put in place to protect you as much as the children in your care. But what does this really mean and how does it work?

Take this as an example, you are a volunteer catechist. A child in your confirmation class discloses to their mother that during a break in the lesson, you and their child were queuing for the toilet. You were alone together in the parish bathroom and you touched the child's genitals over their clothes.

The mother reports this to the Parish Safeguarding Rep who in turn shares it with the Diocesan Safeguarding Office. The allegation is then investigated.

You know that this did not happen and are devastated. You are also keen to establish your innocence. Thankfully, there are well established safer working practices in the parish which can be used to demonstrate this.

You know and can explain that before, during and after confirmation classes the following happens:

- Children queue up outside their respective bathrooms and enter only when another child leaves.
- Two volunteers as a minimum wait outside the bathrooms with the children and until the start of the class, the end of the break or when all children have been collected at the end of the class.
- Adults do not enter the bathroom during the children's toilet breaks.
- However, if there is an issue inside the bathroom like children fighting or a child feeling unwell, two adults will enter the bathroom together, never alone.
- Adults use the disabled toilet which is single occupancy and on the opposite side of the hall.

S A F E T Y

You explain these practices and they are corroborated by the lead catechist and the parish Priest. Other catechists confirm that these are always followed. Further, they have never witnessed an opportunity for the allegation to occur as there are always two adults in the corridor throughout break times.

As you can hopefully see from this example, the use of these practices provide a basis on which to establish what really happened. The children are protected as there is no opportunity for an adult to be alone in a private place with them. Staff and volunteers are protected as it is much easier to see that such an opportunity is extremely unlikely.

So, next time someone asks why we do things the way we do them when it makes things harder or adds what they see as unnecessary complications, you can be safe in the knowledge and explain, that it is for their benefit as much as anyone else's.

PLEASE SEE HERE BELOW FOR ADDITIONAL, VERY USEFUL RESOURCES FROM THE NSPCC.

<https://learning.nspcc.org.uk/safeguarding-child-protection/charity-trustees/>

<https://learning.nspcc.org.uk/research-resources/2019/introductory-guide-safeguarding-child-protection/>

<https://learning.nspcc.org.uk/research-resources/2019/safeguarding-child-protection-standards/>

<https://knowhow.ncvo.org.uk/safeguarding>

Frequently asked questions

Questions:

Q: What type of product should I choose when starting a DBS application for someone?

Q: Can the parish keep original or copies of DBS disclosures?

Q: Which forms do candidates have to fill when applying to work/volunteer in our parishes/chaplaincies as part of a safe recruitment process?

For any additional clarification please write to:

Answers:

A: PSRs are given instructions via email by Jackie Krobo, the diocesan DBS admin to be set up on the E-Bulk system (electronic DBS) at the beginning of their appointment as PSR in their parish/chaplaincy. Once active on the E-Bulk they can find the eligibility tool for DBSs on the landing page of the E-Bulk bottom left. By scrolling down the landing page, a series of topics appear on the bottom left of this page; the penultimate topic is titled "ROLE LIST". By clicking on and opening it a very colourful page with a variety of roles appears and the consequent relevant CHURCH MINISTRY role can in turn be ascertained. It should be quite a straight forward process however if you are unsure or the role the candidate is applying for is not shown on this page please do contact Jackie at jackiekrobo@rcdow.org.uk or on 020 7798 9352, so she can guide and support you further.

A: NO, no one is allowed to retain original or copies of DBS certificates unless in particular circumstances and in any case for no longer than 6 months. Any document at the parish carrying personal details (even a list of volunteers with their basic details for example) must be kept in a locked cabinet at the parish where only the parish priest, the PSR and the parish admin have/manage the keys (no names on the keys so if they get stolen/lost the cabinet they belong to is untraceable). Please refer to the link here below regarding "Handling of DBS certificate information". <https://www.gov.uk/government/publications/handling-of-dbs-certificate-information/handling-of-dbs-certificate-information>

A: They have to fill in the following:

- Volunteering registration form (only for volunteers, this form is not for paid individuals).
- DBS3a (ID verification).
- DBS4 (Self-Declaration).
- DBS17 (Consent for DBS processing).
- Diocesan Privacy Notice (to read only).

Additional information, explanation and step by step guidance of the safe recruitment process in the Catholic Church can be found on CSAS website at <https://www.csas.uk.net/> or on the dedicated resource centre for PSRs (ask Jackie Krobo for log in details to access this) and on the RCDOW website at <https://rcdow.org.uk/>

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PSRs and Safeguarding

RECOGNISING AND RESPONDING TO CONCERNS.

- CSAS (Catholic Safeguarding Advisory Services - <https://www.csas.uk.net/>)
- PSRs' Resource Centre - <https://safeguardrcdow.org.uk/>
- Information Sheet - Abuse of Children, Information sheet - Abuse and neglect in adults, Quick Guide – how to respond to concerns and allegations, Children – management of allegations, Adult – management of allegations, Form CM1 – for completion when an allegation is made or concerns are raised – <https://www.csas.uk.net/safeguarding-resources/>
- Diocese of Westminster website, Safeguarding - <https://rcdow.org.uk/diocese/safeguarding/>

SAFE RECRUITMENT PROCEDURES.

- Safer Recruitment of New Volunteers Flowchart
- DBS Eligibility Flowchart
- Role List
- Adult Regulated Activity
- Recruitment forms guide
- DBS Application Paper Pack
- DBS Code of Practice
- DBS Eligibility Checklist
- DBS ID Checking Guidelines
- Unacceptable ID documents for DBS Applications
- Filter Guide
- Home Based Position Flow Chart
- DBS paper application form Sections W-X
- <https://www.csas.uk.net/safeguarding-resources/>
- <https://www.csas.uk.net/>
- <https://rcdow.org.uk/diocese/safeguarding/>

CREATING A SAFE ENVIRONMENT.

- CSAS – Procedures Manual, Chapter 4 Creating a safer environment – guidance, Code of Conduct – leaders and helpers, Code of Conduct – Children and young people, Newsletter, Hire Agreement for parish halls.
- <https://www.csas.uk.net/safeguarding-resources/>
- <https://www.csas.uk.net/>
- <https://www.safeguardingschools.co.uk/guidance-for-safer-working-practice-for-adults-who-work-with-children-and-young-people-in-education-2019/>

CREATING A “CULTURE of SAFEGUARDING”.

- Safeguarding Literature; “Hurt by Abuse” leaflet, Alpha Cards.
- “Safeguarding in our Parishes” – on each parish diocesan website.
- <https://www.csas.uk.net/safeguarding-resources/>
- <https://rcdow.org.uk/diocese/safeguarding/>
- <https://www.csas.uk.net/>

VATICAN NEWS

Safeguarding must be imbedded into Church life across the globe

The 11th Ordinary Plenary Assembly of the Pontifical Commission for the Protection of Minors concludes in Rome, stressing the need to incorporate the safeguarding of minors into the life of the Church on a global level.

By Vatican News

The Plenary Assembly began its session by listening to a powerful testimony from a Brazilian man, who suffered both clerical abuse and abuse in his family.

Building relations.

Before beginning the work of the Plenary Assembly, Commission members participated in meetings aimed at building relations with the various Vatican departments and offices, to facilitate the work of Safeguarding at all levels within the Church.

According to a press release issued at the conclusion of the Assembly, there is a continuing need for the culture and mission of Safeguarding to be systemically embedded into the life of the Church across the globe.

In this regard, the Pontifical Commission is engaged in three specific Working Groups: Working with Survivors, Formation and Education, and Safeguarding Guidelines and Norms.

Working with survivors.

The work of the Commission with survivors continues, through a variety of strategies, to develop platforms for the Church to listen to the voices of people who have been abused, and to work toward integrating the voices of victims and survivors into the life and mission of the Church.

Formation and education.

Members continue to offer formation and education in a variety of ways and throughout the world in response to requests from Episcopal Conferences, individual dioceses, Institutes for Consecrated Life and Societies of Apostolic Life and Ecclesial Movements and Associations.

Safeguarding Guidelines.

Work on Safeguarding Guidelines and Norms for the Promotion of the Protection of Children has led to several initiatives. These include the development and ongoing refinement of an audit tool. Also, following recent legislation, special attention has been given to the emerging significance and definition of “vulnerable adult”.

A safer world for children.

In view of this particular moment in the Church’s history and the forthcoming 30th anniversary of the United Nation’s Convention on the Rights of the Child, the Pontifical Commission for the Protection of Minors renews its unwavering commitment to contribute to a world that is safe for children and vulnerable persons.

<https://www.vaticannews.va/en/pope/news/2019-09/protection-minors-church-pontifical-commission-plenary.html>

CONTACT DETAILS the essentials

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Website: www.csas.uk.net

National Catholic Safeguarding Commission (NCSC)

Website: www.catholicsafeguarding.org.uk

Have a great AUTUMN!

