



RCDOW Safeguarding News



SUMMER – June 2019

Foreword by Barbara Beese

Interim Safeguarding Co-ordinator for the Diocese of Westminster

Dear PSRs,

Welcome to the Summer edition 2019 of the newsletter. We have good news that we would like to share with you all.

A permanent Safeguarding Co-ordinator, Geraldine Allen, has been recruited. She will take up her role with effect from 8th July. This also means that my time as Interim Safeguarding Co-ordinator is now coming to an end. Geraldine is an extremely well qualified senior professional practicing Social Worker and we look forward to letting you know how she will continue to promote and support PSR's work and other volunteers in the Parish soon.

I also take this opportunity to wish you all a pleasant Summer season ahead.

Barbara Beese

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IN THIS EDITION

In this edition you can find on page 4 a section focusing on the creation of safer environments in the parishes of the diocese. Specifically, we look at the main distinctions to make between types of activities that take place on the parish premises (direct parish and non-direct parish activities). It is important to determine the typology of the activity to assess the correct safeguarding provision prior to the start of activities, especially those involving vulnerable groups.

On page 7 we bring you the news from the Vatican that Pope Francis has introduced a new Canon Law – “Vos Estis Lux Mundi” – which makes it mandatory for clerics and religious to report if they suspect of any sexual abuse, possession of child pornography and cover up of such crimes.

We hope you find the material informative.



**SAFEGUARDING IS EVERYONE'S
RESPONSIBILITY**

E-LEARNING

EduCare News

SAFEGUARDING TRAINING – THE TOP 5 BENEFITS

Working with children and young people can be incredibly rewarding, but it also comes with a good deal of responsibility. One of the most important aspects of this responsibility is your obligation to keep those who are in your care safe from harm. Safeguarding training is the perfect way to ensure that your team have the skills that they need in order to be able to provide a service that protects children and young people. So, let's have a look at the top 5 benefits that safeguarding training can bring to your workplace!

1. Learn who might be vulnerable

If you haven't ever undergone safeguarding training, it can be very difficult to distinguish which young people in your care may be at additional risk of mental or physical abuse or neglect. Safeguarding training gives a thorough overview of the different ways in which particular individuals might be vulnerable.

2. Recognising tell-tale signs of abuse and neglect

Moving directly on from learning about which young people are at an increased risk of being vulnerable, safeguarding training also covers the tell-tale signs of abuse and neglect, enabling your staff to actively monitor the young people in your care, being consciously aware of their wellbeing.

3. Improve your team's communication ability

The ability to communicate with the children and young people in your care about their needs and well-being lays at the core of safeguarding. Therefore, safeguarding training has a serious focus on the different ways in which staff can talk to children and young people about abuse and neglect.

4. Increase trust in your institution

Enforcing safeguarding training for all staff members shows to both parents and stakeholders that your organisation takes best practice very seriously. Additionally, it can encourage better communication between staff and volunteers and parents, as parents will be able to ask staff members questions related to safeguarding, knowing that they've undergone a professional-level certification in the subject.

5. Enable staff to record and report abuse and neglect appropriately

As an educator, club or care provider, discovering that there's been an incident or abuse and/or neglect among the children or young people in your care can be very distressing. Safeguarding training breaks down the appropriate courses of action to take, empowering your staff by giving them the skills and knowledge they need in order to appropriately report abuse and neglect.

If you wish to know more please click the link <https://www.educare.co.uk/ppc/safeguarding-training-the-top-5-benefits>

DBS Matters



Disclosure & Barring Service

Applicant Address Details

DBS will withdraw any applications if there are any errors in the 5-year address history, see DBS correspondence below:

Five-year address history

The Disclosure and Barring Service (DBS) will be implementing a change to the enhanced disclosure process. This change will mean that DBS is no longer able to amend enhanced applications that have been submitted with missing or incorrect information regarding Section C – Five-year address history.

This refers to addresses at which an applicant has resided within the last five years, that have not been declared on the application.

Applications found to have missing address information as detailed above will be withdrawn and a new application will need to be submitted.

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 – if the flat number is missing, the applicant can add this manually if it doesn't appear after the postcode search.

Email in Use

There are normally 2 options when you get the message that the email is in use. First, you need to check under 'Non-Activated Users' and resend the link. You can access this via 'Organisations' -> Organisation actions -> Non-activated users, if you see the applicant then you just select their name and click on the re-send activation emails button.

If the applicant isn't there, then please check under 'Not Submitted'; if the application is here then it means it's been activated and the applicant needs to log back into their account to finish the application. They can log in via <https://csas.onlinedisclosures.co.uk/Authentication/Login>, with the parish organisation pin and the password they set up. If they've forgotten their password, they will need to click on the 'forgotten sign in details' link on the log in page to reset it.

N.B. this is the method to use for any applications under the 'Not Submitted' tab.

Clergy DBS Applications

A quick reminder that Clergy are not volunteers, therefore the Volunteer Registration form (DBS 1) and References (DBS 2) are not needed for their applications.

SAFEGUARDING



PARISH ACTIVITIES

Creating safer environments

IMPORTANT: PLEASE SHARE THIS WITH YOUR PARISH PRIESTS

When considering a new parish activity, the following distinctions have to be made in order to decide the appropriate safeguarding measures to adopt.

- **Direct parish activities involving vulnerable groups**: this means that the SG provision for the activities should be a direct responsibility of the parish and the people who organize these activities (e.g. PSR, activity leaders and parish priest). The responsible parties have to ensure that the activity is organized in the same way as every other parish activity (e.g. catechism) and that safer recruitment procedures, the creation of a safer environment and the appropriate supervision are implemented before, during and after activities.
- **Activities including vulnerable groups carried out by external organisations/individuals on the parish premises**: in this scenario the parish is responsible for ensuring that the external organisations/individuals prove they have the appropriate safeguarding policy & procedures in place and that they comply no less than in line with the national statutory guidance. Should they be without such policies and procedures, the diocesan (CSAS) ones can be 'lent' however the parish has still a duty to check that these are applied at all times. The external organisations/individuals should be asked to sign a document confirming all of the above. The parish priest should also follow guidance from the diocesan document "Hiring of parish hall" issued by RCDOW property department and also the diocesan insurance document at all times.

The link here below from the Government will guide you further about the responsibilities in safeguarding and the creation of safer environments.

<https://www.gov.uk/government/news/regulatory-alert-to-charities-safeguarding>

Frequently asked questions

Questions:

Q: I would like to train volunteers at the parish; how should I do this?

Q: Can a parish live stream its activities?

Q: Can I change the password of my SG parish account?

For any additional clarification please write to:

Answers:

A: The central SG office has suggested to all PSRs to create a so called “Safeguarding Corner” in all their parishes which may consist of a small table where the various SG literature can be placed. EduCare leaflets are the first tool to distribute to all parish volunteers, but generally to wider parish community members, to enrol in safeguarding online training. This online training consists of 7 modules (including 2 refreshers) that provide basic safeguarding knowledge around the many SG issues like keeping children safe online, mental capacity, prevention of children’s sexual exploitation and more. The modules last approximately 10 hours in total and can be accessed and completed on multiple times as long as the progresses are saved after any visit. Additionally, an interactive training for volunteers is being developed by the central SG team and this should be ready before the end of this year. The team will keep you informed when this will be finally available.

A: Live streaming is allowed in the parishes as long as correct safeguarding practices are applied at all times. These can be found on page 36 (of 39) of the “Creating a safer environment” document in Chapter 4 of the ‘Procedure Manual’ section of the CSAS website (please see link next): <https://www.csas.uk.net/procedures-manual/>
A PSR’s task - which is of paramount importance for the provision of safeguarding - is to raise awareness about the need of having a safer environment in the parish always. PSRs should keep their parish priests, activity leaders, parish key employees and all volunteers informed about policies and procedures and also direct them to the CSAS site and relevant sections when deciding about initiating new parish activities (including appropriate usage of modern tools like cameras etc...).

A: Ideally not. We kindly ask that you do not change the password that was assigned to you when you first were appointed in your role as PSR and the SG parish account activated. The central safeguarding team access these accounts at times for administrative and/or technical support to you in case of problems. This would result impossible had we not access to the correct details. All details are password protected and saved in a safeguarding file of the diocese.

ariannasommariva@rcdow.org.uk

PSRs and Safeguarding News

1) "SAFEGUARDING IN OUR PARISHES" page:

- On the front page of each diocesan parish website you are now able to see a section titled "SAFEGUARDING IN OUR PARISHES".
The page has been created by the SG central team to allow any potential parish website visitor to gain an initial and clear idea about how we safeguard our parishes on a daily basis and who are the main subjects that deal with all safeguarding matters (e.g. PSR, parish priest, central safeguarding team).
The aim is to ensure that anyone who is not familiar about how safeguarding in the Catholic Church is organized, about how we work to create safer environments, safer recruitment processes, respond to allegations and concerns and advance a "Culture of safeguarding", can gain the knowledge to identify where to go and who to contact if in need of support and advice.
This section is not editable by the parish and it is an informative page that does not need periodic modifications (apart from employees' details changes – specifically the central safeguarding team). Any amendment on this page will be performed by the central diocesan office only.
- As anticipated in a previous email to you all, you still are **strongly encouraged** to liaise with your parish IT team to create an additional page on all the parish websites that informs on safeguarding issues/requirements specifically connected to your parish and parish activities like for example pilgrimages, DBS applications (explaining when they are required by the law and who to contact to start a new application), what parishioners can do to help the parish maintain a safe environment at all times, EduCare safeguarding online courses, safeguarding literature and all that is relevant to your parish in safeguarding matters.
This section should be editable by the parish team at local level to allow its constant update as activities and information change.

2) PSR NAME CHANGE:

- The official appointment of every new PSR happens after induction training day is completed. The day after the training I inform the parish priest about the appointment that has taken place.
The parish should in turn advise the IT manager Rod De Silva by writing to rds@rcdow.org.uk with the details of the newly appointed PSR to replace the one who stepped down or to add the name of the additional PSR if this is the case as soon as possible. Rod will do the necessary amendments once informed.
The timely communication of any changes in safeguarding is of paramount importance to maintain a real reflection of who the correct people to contact are at all times.
We have been informed of several parishes that still carry the name of old PSRs who no longer are at the parish. Please do check yours as soon as possible and communicate with our communications department as advised here above.

3) POSTERS – OTHER SAFEGUARDING NOTES AROUND THE PARISH:

- We have been informed that several parishes still carry old posters and general safeguarding address/details of the central safeguarding team which are incredibly obsolete and go back to employees of the team that were in force many years ago. It is very important that you kindly check that this is not the case in your parish; if by any chance you spot old posters and/or other old notes please do replace them immediately with the correct one to provide the parish community with fresh and updated information.
Posters can be found on the diocese's website at www.rcdow.org.uk however if you are not sure about where to find posters and details/address notes please do contact me for additional support at my email address ariannasommariva@rcdow.org.uk or by phone on 020 7798 9358.

4) SG DEDICATED PARISH EMAIL ACCOUNT:

- As requested last year please do ensure that you can access the SG dedicate parish email account that is assigned to you when you are appointed at least once a week. This email account can also be saved on mobile phones to make the access faster and easier as long as security access codes are present on the phone always to enhance security and data protection.

VATICAN NEWS

VOS ESTIS LUX MUNDI

Pope Francis has issued new Canon Law, Motu proprio, "Vos estis lux mundi", mandating that clerics and religious must inform church authorities when they learn of or suspect;

- Sexual abuse of a child or vulnerable adult:

"Forcing someone, by violence or threat or through abuse of authority, to perform or submit to sexual acts"

"Performing sexual acts with a minor or a vulnerable person"

"Production, exhibition, possession or distribution... of child pornography" and "the recruitment of or inducement of a minor or a vulnerable person to participate in pornographic exhibitions"

- Sexual assault of an adult.
- The cover-up of abuse.

The new law ensures protection of reporters and victims and states that the Dioceses must establish a public and accessible system for reporting within a year. Reporting is only an obligation for clerics and religious persons but reporting systems can be used by anyone.

<https://www.vaticannews.va/en/pope/news/2019-05/pope-francis-motu-proprio-sex-abuse-clergy-religious-church.html>

<https://www.bbc.co.uk/news/world-europe-48213135>

<https://zenit.org/articles/analysis-takeaways-from-pope-francis-motu-proprio-vos-estis-lux-mundi/>

CONTACT DETAILS the essentials

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PA to Safeguarding Coordinator:

Name: Gabriele Sedda
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DBS Administrator:

Name: Jackie Krobo
Email: jackiekrobo@rcdow.org.uk
Phone: 020 7798 9352

Safeguarding Support Officer:

Name: Arianna Sommariva
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Phone: 020 7798 9358

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



Wishing you all a lovely Summer!