



RCDOW Safeguarding News



SUMMER – July 2020

Foreword by Geraldine Allen

Safeguarding Co-ordinator for the Diocese of Westminster

Dear PSR,

Welcome to our Summer edition. Our period in lockdown has presented many challenges – how to keep in touch, how to continue to work remotely, how to hold a complicated meeting via Microsoft teams. I know that all of you have kept safeguarding at the forefront of your ‘remote working’. It has both highlighted the benefits of the internet, but also our need to operate safely on-line to ensure children and vulnerable adults are not further exposed to harm.

As Government guidelines are revised, and allow larger gatherings we hope to be able to put on a further PSR Conference when we look forward to meeting you all.

Wishing you all the very best.

Geraldine Allen

IN THIS EDITION



With the gradual re-opening of our Churches, as part of the easing of lockdown, it is important to continue to be aware of updated guidance from CSAS which we are adding/will add to the Diocesan website.

Some, given existing underlying conditions or their age group, will still need to refrain in participating in certain activities. Whilst we focus on hand washing, hand sanitising and social distancing, please do not lose sight of good basic safeguarding practices of safe recruitment of volunteers, working safely with children and vulnerable adults, and listening and responding to their concerns.

Throughout this newsletter we offer targeted information and support that you can in turn share within your Parish.

THANK YOU FOR YOUR SUPPORT

Inside This Issue

- 1 Foreword by GA and Team and other News
- 2 4 Areas of PSRs' Work
- 3 Responding to concerns
- 4 Safe recruitment
- 5 Creating a safe environment
- 6 FAQ
- 7 Advancing a Culture of Safeguarding
- 8 Support to survivors of abuse
- 9 PSRs News
- 10 Vatican News
- 11 Team and contact details
- 12 Seasonal Greetings

4 AREAS of PSR's WORK

These are:

- **RESPONDING TO CONCERNS**

PSRs are the first point of contact for the parish community should they 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 with. 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 Mr 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.

In this and all future editions of the newsletter we add in green the PSR's area of work for each page concerned with one of these 4 areas in order to easily associate them accordingly.

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.

The central safeguarding team remains always available for any additional assistance you may require at any time.



4 AREAS OF PSRs
WORK.docx

RESPONDING TO CONCERNS:

WHERE TO SEND CONCERNS:

As the majority of you know by now, the central safeguarding team was joined in December 2019 by two highly prepared safeguarding officers, Sarah Robinson and Rebecca Williams. The team has continued to work remotely and from 14th July will return to a mixture of remote working and being based at Vaughan House. A general safeguarding email address is now available where all concerns should be channeled.

This is: safeguarding@rcdow.org.uk

Sarah and Rebecca work Monday to Friday and in weekly turns they monitor and pick up any query coming through the above address. Any member of the team remains available by email or telephone for any additional assistance you may require at any time. Thank you.

***** Please note: CSAS have just updated their procedures in relation to responding to concern especially involving children. Kindly take a moment to read the revised policy and procedures to keep yourselves up to date. This can be found at <https://www.csas.uk.net/procedures-manual/> Chapter 2**

DOMESTIC ABUSE:

CSAS support re domestic abuse:

During these difficult times the number of domestic incidents has increased significantly and people are at continuing to be at risk. Below is a list of support organisations that some of you may find useful if you have any referrals or concerns raised.

The Government has said that those suffering from domestic abuse can leave their homes during periods of lockdown to access help.



Domestic Abuse –
Helplines and Inforr

The domestic abuse project is now up on the CBCEW website for parishes/individuals to look at and implement. This can be found here:

<https://www.cbcew.org.uk/home/our-work/health-social-care/coronavirus-guidelines/domestic-abuse/>

INTERNET SAFETY AT HOME:

Not long ago we circulated advice from the organisation “Think U Know” about short videos to help parents and carers understanding and implementing the best possible safety measures at home for children when they engage in online activities for school or other purposes.

Here below is the link for you to access. It would be a very good idea to share this by hanging the link’s page with information on the parish notice board and also to copy the link on the newsletter.

https://www.thinkuknow.co.uk/parents/Support-tools/presentations-for-parents/?utm_source=Thinkuknow&utm_campaign=6647114059-TUK_ONLINE_SAFETY_AT_HOME_02_06_20&utm_medium=email&utm_term=0_0b54505554-6647114059-64892461

SAFE RECRUITMENT: DBS Matters

DBS Re-Checks

In December 2019 the Diocese formally 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 no one should be in role with an out of date DBS.

If you establish that a volunteer has an out of date DBS check, you must initiate the recheck process immediately. If whilst doing this, the volunteer needs to continue in post then each situation needs to be risk assessed to ensure that our safer environment policies are being followed e.g. having at least 2 leaders (one must have a DBS issued within the last 3 years); no other known concerns; and those with disclosures over 3 years old are asked to complete a Safeguarding Self Declaration Form (SSD) (DBS4) to self-declare no change to their criminal record.

Please start as soon as possible by:

1. Mapping out all the activities within the Parish and the volunteers for each activity
2. Establish which of the volunteers has a current DBS check by requesting a Parish report from Jackie or Arianna
3. Update Jackie with the details of those individuals who are no longer volunteering.
4. Contact those volunteers with a DBS 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.

Clearing the Ebulk applications - Awaiting Countersign (Ebulk)

The DBS backlog has now been cleared but there are still 142 cases appearing under 'Awaiting Countersign' on Ebulk, dated before July 2019. These 142 cases will be withdrawn from the system if there is no update by the PSR before 01st August 2020.

Please check under your organisation pin to see if you have any outstanding applications and advice Jackie if they need to be withdrawn. If they are still going ahead, then please note that 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 \(DBS 4\)](#)

If you have sent the forms and the application is still 'Awaiting Countersign' then please check your emails to see if additional information has been requested, and if not contact Jackie immediately.

Email in Use (Ebulk applications)

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.

CREATING A SAFE ENVIRONMENT: A focus on volunteers

SAFE RECRUITMENT OF VOLUNTEERS:

In order to ensure that every parish is in a position to offer an environment where parishioners can enjoy their activities safe from harm and abuse, the safe recruitment of volunteers, especially for those who work in contact with groups of vulnerable like children and/or adults at risk becomes an essential process which PSRs, parish priests and activity group leaders have to adhere to at all times.

On the CSAS website is a very useful flowchart (see link below for a copy) that offers step by step guidance on how to conduct this important process at all times. It would be very good if you could print this flowchart and hang it in the parish office in a visible place for example as a handy tool and a quickly accessible reminder to anyone who is somehow involved in the safe recruitment process of volunteers.

<https://www.csas.uk.net/wp-content/uploads/2018/12/Flowchart-Safer-recruitment-of-new-volunteers.pdf>

PARISH ACTIVITIES:

In order to have a better picture and understanding of the correct safeguarding actions to undertake, it would be good if in collaboration with their parish priest and all the group activity leaders PSRs started a mapping out of all activities taking place at their parishes. These can be divided for example between activities involving vulnerable groups like children and/or adults at risk and those not involving groups of vulnerable (i.e. for the purpose of DBS check).

A spreadsheet where the description of each activity, risk assessments, list with names, telephone number and email addresses of volunteers, which roles require DBS, lists of signed code of conducts and any other relevant information connected to the activities can be prepared and updated on a regular basis. For example, the PSR can set a note in the diary every first of a month every 3 months to send a message to all activity group leaders asking if any changes have taken place for that activity during these 3 months' period and then bring all the necessary amendments to each activity spreadsheet. If volunteers have moved to a different place, have sadly deceased or have withdrawn from the role, kindly inform Jackie Krobo by writing at jackiekrobo@rcdow.org.uk so that she can also makes the right amendments on the CSAS national database. This exercise is extremely important to maintain an accurate record in all parishes and take appropriate actions when required for the wide RCDOW workforce – volunteer and non –.

CODE OF CONDUCT:

Please always ensure that everyone working at the parish both in a paid or non-paid role has seen, agreed and signed the correct "Code of Conduct" that applies to their role/age group. The signed code of conducts should be always dated and saved in a folder where the activities spreadsheets are located or in a separate folder titled "Signed code of conducts" either on the computer secure drive or if papers, in a locked cabinet at the parish where only the parish priest, the PSR and eventually the parish administrator have the keys with no names on them for security reasons. There are two types of code of conducts: one for LEADERS and HELPERS and the other for CHILDREN and YOUNG PEOPLE and they can be found at <https://www.csas.uk.net/procedures-manual/#cat-4> Chapter 4.

Frequently asked questions - Stewards

Questions:

Q: Can healthy over 70s without existing underlying conditions volunteer as stewards in parishes??

Q: Can under 18s volunteer as stewards in parishes?

Q: Do steward volunteers have to have safeguarding knowledge/experience?

Q: Do steward volunteers need to sign a volunteering agreement?

For any additional clarification please write to:

Answers:

A: It is NOT advisable for this group of people to volunteer since the government guidance states that “Regardless existing medical conditions, over 70s are categorised as clinically vulnerable and at risk and should take great care to minimise contacts with other people outside of their households”.

<https://www.gov.uk/government/publications/full-guidance-on-staying-at-home-and-away-from-others/full-guidance-on-staying-at-home-and-away-from-others> - Bullet point number 6.

A: Under 16s are not allowed to volunteer as stewards. Young people 16-18s can volunteer in this role with prior written parental consent however they should only volunteer alongside someone they and their families know well.

A: This would be ideal. However, those volunteers without pre-safeguarding knowledge/experience can be registered to undertake at least the two basic EduCare safeguarding online modules “CHILD PROTECTION” and “SAFEGUARDING ADULTS”. This can be done by forwarding their details to Gabriele Sedda via email to:

safeguardingadmin@rcdow.org.uk

A: No, it is NOT advisable for stewards to sign a volunteering agreement HOWEVER they should sign on a steward volunteers’ list that they have received the “Code of Conduct” or have been informed where to find one.

Codes of conducts for both leaders and helpers or children and young people can be found on the CSAS (Catholic Safeguarding Advisory Services) at <https://www.csas.uk.net/proceduresmanual/#cat-4> Procedures Manual, Chapter 4 – Creating a safer environment.

ariannasommariva@rcdow.org.uk

ADVANCING A CULTURE OF SAFEGUARDING: E-Learning and other sources

RE-OPENING OF PARISHES

As the lockdown starts to ease and parishes have re-opened even if just for individual prayers until 4th July when they will be able to start offering services however still by adhering to government procedures to try and contain the spread of COVID-19 as much as possible, there has been a good response from volunteers who have come forward to help parishes in the delicate task of re-opening their doors to their parishioners again.

In particular, the role of steward in the parishes has been highlighted as an essential one to help directing, signposting, supporting and checking that the correct precautionary measures are followed and implemented by everyone at all times.

Stewards are not involved in regulated activities with groups of vulnerable like children and/or adults at risk so they do not require a DBS check processed for them when they carry out this role at the parish. However, at these particular times, when the ongoing COVID-19 situation may cause anxiety and stress at various levels, it would be very good practice for stewards to enrol in the EDUCARE safeguarding online modules to equip themselves with some basic but very important knowledge to recognise potential concerning situations and understand how to report them to the PSR or, in an emergency, directly to the police.

You, your parish priest and whoever in charge of safely recruiting stewards can suggest that stewards take at least the two EduCare modules CHILD PROTECTION and SAFEGUARDING ADULTS. Please do inform people that they can register by sending an email to our PA, Mr Gabriele Sedda to: 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>

SUPPORT TO SURVIVORS OF ABUSE

NCSC National Catholic Safeguarding Commission

Safe Spaces

This is a collaborative project developed between the Catholic Church and the Church of England to provide a space for the voices of victims and survivors to be heard, so that they can exercise personal choice and control about their support needs. It is intended that Safe Spaces will comprise an independent central hub helpline offering access to a range of online therapeutic/advocacy support services, as well as providing information and advice to survivors about a range of other services. A joint Management Board set up to oversee the project development, and supported by a dedicated Project Manager, has met throughout the past year to progress this work. Members of the Survivors Advisory Panel have played a critical part in the development of the project.

For a full read of the SAFE SPACE project please click on the link below:

<http://catholicsafeguarding.org.uk/>

It is very important that PSRs and parish priests are aware that this essential project is under development at the moment. The team will inform you when the project has been completed and ready to start its work of support to victims of abuses, past and present, so that you can mention this service offered by the catholic church to anyone asking to be supported professionally.

Hurt by Abuse Leaflets

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

PSR NEWS

ACROSS THE DIOCESE OF WESTMINSTER BLACK LIVES MATTER, ALL LIVES MATTER

[A message from Bishop Paul and Bishop Declan on 3rd June 2020](#)

'Racism is an evil which must be opposed; we all have a responsibility for actively promoting racial justice. Whenever we ignore racism or dismiss BAME people's experience of it, we are complicit in violations of human dignity.' On behalf of the [Catholic Bishops' Conference \(England and Wales\)](#) Bishop Declan Lang and Bishop Paul McAleenan issued a statement expressing solidarity with our sisters and brothers in the USA as they challenge the evil of racism and the brutal killing of George Floyd.

If you do have access to Facebook, read it in full at <https://bit.ly/2zYpqcL>

RETURN TO THE OFFICE

- The central diocesan services will be back in the office, even though on a reduced office attendance of two days a week, on Tuesday 14th July 2020. The remaining days the team will continue their work from home.
The safeguarding team plan to rotate its staff over a period of two days a week attendance in order to maintain social distancing but able to slowly going back to more normality, with one day chosen when the team will be all together in the office to share work information and to be back together to enhance a sense of team's belonging and the positive social consequences that this process can have.

INDUCTION TRAINING

- Arianna is organising an induction training for prospective PSRs mid-July and after this a session will be offered weekly to two people each time until September to catch up with the disruptions created by Covid-19 and two missed induction training between March and June. All the appropriate safety measures have been thought of to offer as much as possible a secure environment. Arianna will be in contact with candidates in due course, so we hope to be able to appoint some new/additional PSRs in the next few weeks. Thank you for the kind patience and cooperation so far shown by you all at these challenging times.

PSRs' ANNUAL CONFERENCE 2020

- The second of the 2 annual PSRs Conferences has been postponed as anticipated and we hope to be able to reschedule sometime in the Autumn/Winter if the Government will provide guidance that the Conference number of people to attend is of an acceptable level for such a gathering to take place. We will update you all in due course and hope to be able to meet with those who could not attend the first Conference in Pinner, soon. Thank you.

VATICAN NEWS

Holy See's intervention at UN urgent debate on racism

Archbishop Ivan Jurkovič, Permanent Observer of the Holy See to the United Nations, makes an intervention during the 43rd Session of the Human Rights Council Urgent Debate on Racism.

By Vatican News

Archbishop Ivan Jurkovič, Permanent Observer of the Holy See to the United Nations and Other International Organizations in Geneva, delivered a statement on behalf of the Holy See on Thursday during the 43rd Session of the Human Rights Council.

On Monday, a group of countries led by Burkina Faso proposed the idea to the Human Rights Council who accepted it. Murder victim George Floyd's brother, Philonise, addressed the organization on Wednesday via a video message.

18/06/2020

George Floyd's brother takes message to UN Human Rights Council

Racial discrimination intolerable

Archbishop Jurkovič's presented the statement on behalf of the Holy See on Thursday. In it, he declared that "the Holy See wishes to reiterate its consistent and firm conviction that racial discrimination in all its forms is absolutely intolerable".

He reiterated that its basis is rooted in the fact that "all members of the human family, made in the image and likeness of God are equal in their inherent dignity, regardless of his or her race, nation, sex, origin, culture or religion". As such, it is the responsibility of the State to "recognize, defend and promote" each person's basic human rights.

Human rights are inviolable

The Archbishop then quoted Pope Francis's discourse of 26 October 2015 given during the Meeting with the Participants in the Pilgrimage of Gypsies: "The time has come to put an end to age-old prejudices, preconceptions and mutual mistrust that are often at the base of discrimination, racism and xenophobia. No one must feel isolated, and no one is authorized to trample on the dignity and rights of others."

Jurkovič then stated that to trample on another's "inviolable dignity" is akin to "treading on our own".

He ended his statement quoting Pope Francis's words during the General Audience of 3 June 2020: "We cannot tolerate or turn a blind eye to racism and exclusion in any form and yet claim to defend the sacredness of every human life. At the same time, we have to recognize that violence is self-destructive and self-defeating. Nothing is gained by violence and so much is lost".

<https://www.vaticannews.va/en/vatican-city/news/2020-06/holy-see-urgent-debate-racism-united-nations-un.html>

CONTACT DETAILS the essentials

The Central Safeguarding Team:

Episcopal Vicar for Safeguarding:

Name: Rev Monsignor Séamus O'Boyle
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Safeguarding Officer:

Name: Sarah Robinson
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Phone: 020 7798 9186

Safeguarding Officer:

Name: Rebecca Williams
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Phone: 020 7798 9096

PA to Safeguarding Coordinator and Team and SG Commission Admin:

Name: Gabriele Sedda
Email: gabrielesedda@rcdow.org.uk
Phone: 020 7798 9356

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

SUMMER of HOPE

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.

