



Roman Catholic Diocese of Westminster Safeguarding service update



SUMMER 2022

Foreword by Geraldine Allen

Safeguarding Co-ordinator for the Diocese of Westminster

Dear PSRs

The safeguarding team is welcoming new members this summer- Eithne Atterbury as a caseworker and Stephanie Uwalaka to support team administration. We are also being assisted by Esme Bowles and Anne Marie Micallef. All are focused on supporting your work in the parishes.

Thank you for all the effort you are putting into creating a safe environment in your parish.

Best Wishes,
Geraldine

Inside This Issue

- 1. Foreword by GA/ Mgr S.O.
- 2. Areas of PSR's work
- 3. Responding to concerns
- 4/5. Support to survivors abuse
- 6/7/8. safer recruitment
- 9/10. creating a safe environment
- 11. advancing a culture of safety
- 12. safeguarding news
- 13. vatican news
- 14. contact details
- 15. FAQ
- 16. seasons greetings

Mgr Seamus O'Boyle- Episcopal Vicar for Safeguarding

The welcome days of Summer are upon us, even though they have begun with extremes of heat and so much disruption to people's travel plans. There is a general air of unease around as well, which does not help us to relax and unwind in quite the way we would hope. When times are like this, we have to rely on our own inner calm to help us weather them. I hope and pray that you can find that still center and so be able to enjoy some personal relaxation and renewal during the weeks ahead. Jesus, in the Gospel this p, spoke to us about prayer and the need to be persistent in it as well as being receptive to having our prayers answered in ways we might not expect. Our God is certainly a God of surprises, some of them good and others not so good! The challenge is to remain faithful no matter what – as Mother Teresa famously said, "God has not called me to be successful, he has called me to be faithful." Thank you for all your faithfulness in striving to keep our parishioners, both young and old, as safe as can be. God reward you for that!

4 AREAS of PSR's WORK



These are:

- **RESPONDING TO CONCERNS/Allegations**

PSRs are the first point of contact for the parish community should anyone wish to disclose a safeguarding concern. The PSRs are 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 hours of learning about the concern. 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 safely recruiting anyone who wishes to work/volunteer in the parishes with groups of children and/or adults at risk, 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 implementing safeguarding policies and procedures whenever a parish activity, especially for children and/or adults at risk, takes place. CSSA (Catholic Safeguarding Standard Agency) 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. It can be found at <https://www.catholicsafeguarding.org.uk/national-safeguarding-standards/national-safeguarding-policy/practice-guidance/>

ADVANCING A "CULTURE OF SAFEGUARDING"

This part of the work aims at educating the parish communities with a basic understanding of safeguarding to keep everybody safe from harm and abuse. PSRs should encourage the community to enroll in safeguarding EduCare Online modules by contacting at safeguardingadmin@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 with free counselling service (SAFE SPACES) to recognise and responding to abuse (HURT BY ABUSE) and local services available for couple domestic abuse services. A "safeguarding corner" in the parishes consisting of a small table, rotating stands and/or a wall plastic bag to keep the literature would be ideal.

All safeguarding literature can also be downloaded from each diocesan parish micro website (About/Safeguarding).



RESPONDING TO CONCERNS:

Please email any concern to: safeguarding@rcdow.org.uk

THE SEVEN GOLDEN RULES TO SHARING INFORMATION

Our PSRs often tell us that they would like to be sure about which, how much and when to share any safeguarding information relating to a concern for example.

The '**Seven Golden Rules to information sharing**' by the Department of Education is a great tool which provides some clarity and guidance in the matter.

1. Remember that the General Data Protection Regulation (GDPR), Data Protection Act 2018 and human rights law are not barriers to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.
2. Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.
3. Seek advice from other practitioners, or your information governance lead, if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.
4. Where possible, share information with consent, and where possible, respect the wishes of those who do not consent to having their information shared. Under the GDPR and Data Protection Act 2018 you may share information without consent if, in your judgement, there is a lawful basis to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be clear of the basis upon which you are doing so. Where you do not have consent, be mindful that an individual might not expect information to be shared.
5. Consider safety and well-being: base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.
6. Necessary, proportionate, relevant, adequate, accurate, timely and secure: ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up to date, is shared in a timely fashion, and is shared securely (see principles).
7. Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1062969/Information_sharing_advice_practitioners_safeguarding_services.pdf

Please do not hesitate to contact us for any further advice/assistance with this topic by writing to: safeguardingsupport@rcdow.org.uk

SUPPORT TO SURVIVORS OF ABUSE

A key feature of the work that we do is to ensure that Parishioners, including children and vulnerable adults feel safe and able to seek support.



We have launched a CHILDREN'S POSTER, which aims to encourage children to speak out and make them feel that our parishes are safe places where they can be heard. It should be displayed alongside the PSR's poster, on the parishes' notice boards.

In addition, we want to ensure that parishioners are aware of the many agencies available to offer support. These include:

[Podcast: NSPCC Helpline's Domestic Abuse Practice Advisors](#)

Learn how the NSPCC Helpline's new Domestic Abuse Practice Advisors support children and families experiencing domestic abuse

[Podcast: Child Trafficking Advice Centre](#)

CTAC team talks about providing a specialist service to professionals worried that a child may be a victim of trafficking

Please promote these services within your Parish.

SUPPORT TO SURVIVORS OF ABUSE

Learning resource: Stolen Lives

This learning resource is for anyone who wants to understand more about the abuse of power in the Catholic Church and its impact on victims and survivors. It's also for anyone who wants to contribute to making the Church a safe, inclusive and just Church.

- Suggested format for a learning session:
- An opening prayer or blessing.
- You might want to pray in silence or ask someone to pray spontaneously
- An activity from this Learning Resource (either watch a recording or read a section)
- Reflections and discussions, remembering to allow enough time for all those who wish to speak to do so
- Action planning: what have we learned and how will we apply this in our lives and Church?
- A closing prayer or blessing

How can the resource be used?:

Individuals, small groups or parish communities can use this learning resource to widen their understanding. Some groups might find it helpful to use a format of prayer, learning, discussion and action planning.

You might like to look at a format on the Root & Branch website for holding what we call an R&B DIY group.



<https://www.rootandbranchsynod.org/synod-watch>
https://www.rootandbranchsynod.org/_files/ugd/454796_053f981f684a47b6b9d5364ebafb5134.pdf

SAFE RECRUITMENT: Including DBS

EBULK VERIFIER GUIDANCE: UK Driving License Issues

Not Finding UK in the list - occurs when the applicant has chosen the driving licence from group 2 instead of group 1. Click on the link that this wasn't the ID provided then choose the correct 'UK Driving Licence' option from group 1.

DBS Update Service Guidance

DBS processed through another Organisation:

If an applicant informs you that they have an existing certificate which has been registered for the update service, you first need to check if the workforce is applicable to the Church role applied for, and if it is at the correct level i.e. Enhanced with access to the relevant Barred List(s)

If this matches, then the Diocese will accept the existing certificate – the original document should be sent to the Safeguarding Office along with the following as normal:

[Applicant Consent For DBS Processing \(DBS 17\)](#)

[Volunteer Registration Form](#)

[Volunteer Reference Form](#)

[Confirmation of ID \(DBS3a\) or Confirmation of ID \(DBS3b\)](#)

[Safeguarding Self Declaration \(DBS 4\)](#)

Once the applicants Online status has been checked the certificate will be returned to them. Further guidance on this can be found on the [PSR Resource Area](#).

References

References should be requested at the parish by the activity group leader, parish admin 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 if anyone is having problems logging into the Resource area, please contact:

safeguardingsupport@rcdow.org.uk .

SAFE RECRUITMENT: Including DBS

Name change ID

A reminder that PSRs need to evidence any applicant name changes during the ID verification process. The following documents are accepted for this purpose:

- Marriage certificate
- decree absolute
- Deed poll certificate
- Birth certificate
- Passport – e.g.. French/German which show both maiden married names, must be in date
- EU ID card – if both maiden married names declared, must be in date



Irish Birth/Marriage Certificates

Irish birth and marriage certificates can only be used to evidence previous names and cannot be used as one of the 3 Route 1 documents - only UK marriage and birth certificates can be used for this purpose. Please see the guidance notes for a list of accepted documents if needed,

<https://rcdow.org.uk/att/files/safeguarding/forms/cssa%20dbs%203a%20guidance%20form.pdf>

Middle names & Alias'

Ensure that applicants declare all middle names and/or other names they are known by on their Ebulk application. If this is missing, the application can be 'rejected' back to them to amend. Contact the DBS team if you need further guidance on this.

SAFE RECRUITMENT: INCLUDING DBS

Safer recruitment of new volunteers – working with children or adults at risk



Post-Appointment



CREATING A SAFE ENVIRONMENT:

ORGANISING ACTIVITIES AT THE PARISH IN AGE APPROPRIATE GROUPS ONLY

When setting-up activities at the parish for children/young people (below 18 years) please ensure that:

1. Responsible persons complete 'Application for approval of events' which also contains a risk assessment part that will help identify any potential risks before the start of activity and offer an opportunity to place the appropriate safeguarding measures in place. CASE FORM 2 on the CSSA website.
2. All leaders must have been appropriately and safely recruited (including DBS check done where the person is eligible for one under the current legislation) according to the CSSA guidelines which are adopted/implemented across all settings of the Diocese of Westminster. CSSA and RCDOW websites, safeguarding area.
3. Obtain parental consent prior to the start of the activity. CASE FORM 4 on the CSSA website. Where appropriate, CASE FORM 1 for photographs consent. Keep these on record at the parish for the duration of the activity.
4. Ensure that all adult leaders and helpers are familiar with the 'Creating a safe environment guidance' on the CSSA website.
5. Both adults/helpers and children/young people to read, sign, date and adhere to an agreed 'Code of Conduct' that will be agreed prior to the start of activity. This will help establishing good and healthy boundaries for all and lay the basis for the expected respectful behaviour that all should have at all times. Templates of these can be found on the CSSA website
6. Keep records of all attendees and dates of the activity CASE FORM 5 on CSSA website.

The above preparations should not be seen as barriers but as an opportunity to create safe environments at the parishes which can reassure our communities that coming together to enjoy social interactions is done with the aim of safeguarding everyone and especially those among most vulnerable

SAFEGUARDING IS EVERYONES RESPONSIBILITY THANK YOU FOR YOUR SUPPORT

CSSA FORMS: <https://www.catholicsafeguarding.org.uk/national-safeguarding-standards/national-safeguarding-policy/practice-guidance/forms/>

CSSA PRACTICE GUIDANCE:: <https://www.catholicsafeguarding.org.uk/national-safeguarding-standards/national-safeguarding-policy/practice-guidance/>

RCDOW SAFEGUARDING:: <https://rcdow.org.uk/safeguarding/>

CREATING A SAFE ENVIRONMENT:

Parent & Baby/Toddler Club in RCDOW parishes Guidance July 2022

Is your parish thinking to develop a 'Parent & Baby/Toddler club'?

Safeguarding considerations need to be included and implemented when organising this type of social activity. We have assembled a guidance that will help the PSR – parish safeguarding representative – the parish priest and anyone involved in the creation of such a club::

Check with our DBS team – dbsadmin@rcdow.org.uk -whether the parents/leaders who would like to start this group on parish premises are eligible for a DBS check and proceed with their diocesan safe recruitment process as soon as possible. Safe recruitment to be completed before the start of this group.

Ensure that the proposed group leaders are clear and knowledgeable that they have to pass on to the PSR, and as soon as possible any concern or allegation they may come across during the life of the club by sending an email to the PSR's safeguarding account. PSR's safeguarding account should be publicly displayed on each parish notice board on a safeguarding poster. This can also be found on the parish diocesan microsite in the 'Contact Us' section or by talking to the PSR directly.

Ensure that every child will be under the sole and direct responsibility of their parent or legally nominated guardian. In the event of authorised baby sitters or grandparents bringing the babies/toddlers, the parental written consent (template on the CSSA website) prior to the start of this group is required and this has to be kept securely on record at the parish for the duration of the Club.

Keep a record with basic information about the child and the parent (or authorised person)with a primary and an alternative person/contact number details. This record should be kept in the parish computer and be password protected (for data protection purposes) if possible with the password to be known only to the PSR and the parish priest and any eventual parish administrator that needs to do any necessary work on this record eventually.

All adults' participants to sign and adhere to a code of conduct (template on the CSSA website).These will be kept securely as per the list of participants. Perhaps the parish may wish to have an electronic folder and in it, all the files related to this Club may be securely kept together. Please ensure that there is record of participants at every session for any future reference for the duration of the Club.

Strongly encourage the club leaders to undertake at least a couple EduCare safeguarding Online courses – we suggest CHILD PROTECTION and CHILD EXPLOITATION. We would also highly recommend the DOMESTIC ABUSE course.

If possible, also encourage the adults' participants (parents or authorised adults) to complete the EduCare in order to advance and support that 'culture of Safeguarding' to which we all can actively and positively contribute.

All individuals who wish/can complete training should be registered by writing to: safeguardingadmin@rcdow.org.uk The courses are free of charge, so it would be very good that as many people as possible take advantage of these please.

Ensure that the Club leaders are familiar with the 'Creating a safe environment' guidance on the CSSA website at <https://www.catholicsafeguarding.org.uk/national-safeguarding-standards/national-safeguarding-policy/practice-guidance/> ((including code of conduct templates)).

When this club is developed as a parish activity, it won't be necessary for the group to sign the 'Hall Hire Agreement' for parishes however, it is very important for everyone to be aware of safeguarding good practices at all times to keep everyone safe from harm and abuse. All the information can be found on both the CSSA (link above) and the RCDOW website by clicking on this link <https://rcdow.org.uk/safeguarding/>

For more advice and support, please do not hesitate to contact us by writing to safeguardingsupport@rcdow.org.uk

ADVANCING A CULTURE OF SAFEGUARDING:

How to create a culture of safety!



We see the words ‘creating a culture of safety’ so often that sometimes the phrase can lack meaning or mean nothing more than a box-ticking exercise that ensures the required policies are in place. Creating a culture of safety means embedding safeguarding into everything an organisation does.

Embedding a culture of safety starts at the very top of the organisation with the senior managers pledging absolute commitment and support, including ensuring the resources are available to make it happen.

As an individual, there is a great deal you can do to safeguard children and vulnerable adults and support their wellbeing. One of the most important things is to be to someone that children and vulnerable adults can turn to and this means conveying that you are open and fully prepared to listen, however inconvenient this might be.

You can also ensure that you are up-to-date with all your safeguarding training, understand your own organisation’s procedures and are prepared to follow them immediately if you have concerns or receive a disclosure. Having awareness is often high when someone has just completed safeguarding training, but it is important that you maintain ongoing vigilance. You should be aware of children and vulnerable adults needs and behaviours, as well as being aware of your own behaviour and that of your colleagues. If someone makes an allegation about you, ensure you report it to your designated safeguarding lead without delay.

<https://www.educare.co.uk/news/how-to-create-a-culture-of-safety>

Catholic Standards Safeguarding Agency (CSSA) Safeguarding Standards



There are 8 standards which require church bodies to:

1. Embed safeguarding in the Church body's leadership, governance, ministry and culture
2. Communicate the Church's safeguarding message
3. Engage with and care for those who report having been harmed
4. Effectively manage allegations and concerns
5. Manage and support subjects of allegations and concerns (respondents)
6. Implement robust human resource management
7. Provide and access training and support for safeguarding
8. Quality assure compliance to continuously improve practice

The standards operate as a coherent whole, which together form an overarching framework within which all church bodies are expected to operate. They represent the expected level of practice that is to be applied by church bodies for the purpose of safeguarding the children and adults with whom the Church has contact. The Safeguarding Service are committed to ensure the work they deliver reaches the required standards. More details can be found on the CSSA website.

Trustee Safeguarding Committee

The Diocesan Trustees Safeguarding Committee is chaired by Baroness Nula O'loan, vice chair Peter Houghton. The following are committee members: Rev Monsignor Seamus O'Boyle, Episcopal Vicar for Safeguarding, Ms Barbara Beese, Mr Andr ej Wdowiak, Ms Mary Coller Fr Stephen Coker, Mr Kevin Barry, Mr Edward Morgan, Rachel O'Driscoll, Bernadette Herbert Bernadette Herbert is the PSR representative. Please contact her if you wish to raise any issues.

The Trustee Safeguarding Committee also has the following subgroups:

- quality Assurance
- casework
- blemished DBS

There has been meeting for a year and the committee is currently working on a detailed implementation plan to lay out the work it is undertaking and intended outcomes.

VATICAN NEWS

Caritas Europe visits Moldova still welcoming Ukrainian refugees



A delegation lead by the President of Caritas Europe arrived on Monday, 11 July, to express solidarity to the East European country where thousands of Ukrainian refugees continue to flow in.

The small Republic of Moldova, the poorest nation in Europe, home to a population of some 2.5 million people, has been hosting more refugees from Ukraine per head than any other country.

Since the beginning of the conflict the local minority Catholic Church has been on the front line of humanitarian relief efforts in collaboration with State authorities, international organizations, non-governmental organizations and many volunteers from all walks of life. In this time Caritas Moldova has been assisting more than 100,000 people providing shelter, food, money and psychological support. It has provided at least one hot meal a day to over 42,000 beneficiaries in eight different national refugee centers.

The visit will end on Thursday, 14 July, with the opening ceremony of a new Refugee Centre in Chisinau, which is run by Diaconia in collaboration with Caritas. The inauguration will be attended by local civil authorities and by the Orthodox Metropolitan of Bessarabia, Archbishop Petru Păduraru.

<https://www.vaticannews.va/en/church/news/2022-07/caritas-europe-visits-moldova-still-welcoming-ukrainian-refugees.html>

CONTACT DETAILS the essential

The Central Safeguarding Team:

Episcopal Vicar for Safeguarding:

Name: Rev Monsignor Séamus O'Boyle

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Phone: 020 7226 3277

Safeguarding Coordinator:

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Safeguarding Officer:

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Safeguarding Officer:

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Safeguarding Officer (Review):

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Relief Safeguarding officer :

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Safeguarding Team Administrator:

Name: Stephanie Uwalaka

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DBS Administrator:

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DBS Administrator:

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DBS Administrator:

Name: Johanna Ashley

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Phone: 07874 861 060

Safeguarding Support Officer:

Name: Arianna Sommariva

Email: ariannasommariva@rcdow.org.uk

Phone: 020 7798 9358 / 07719 563 119

Parish Safeguarding Support Officer:

Name: Maria Eid

Email: mariaeid@rcdow.org.uk

Phone: 07874 878 710

Other Contacts

Catholic Safeguarding Standard Agency (CSSA)

Email: admin@catholicsafeguarding.org.uk

Phone: 020 7901 1920

Website: <https://www.catholicsafeguarding.org.uk/>

Frequently asked questions

Questions:

Q: Do volunteers have to complete online training?

Q: What are the children/adults ratios for parish activities?

Q: Can 15 years old volunteer in the parish and if so, what actions do we have to take to ensure this is done safely?

Q: Can we create a parish activity with a group of 16-25 years old?

For any additional clarification please write to:

Answers:

A: Encouraging virtually all volunteers to complete Online safeguarding courses (EduCare) is helpful to promote the 'Safeguarding is everyone's responsibility' message which is very important to equip everyone about understanding how to recognise and responding to concerns and create a safe environment that aim at keeping everyone safe from harm and abuse both in and out of church environment. We highly recommend that especially volunteers who work in close contact with groups of vulnerable like children, young people and/or adults at risk complete the 'Child Protection' and 'Safeguarding Adults' ones.

A: Please refer to the 'Creating a safe environment' guidance, Chapter 3 page 8

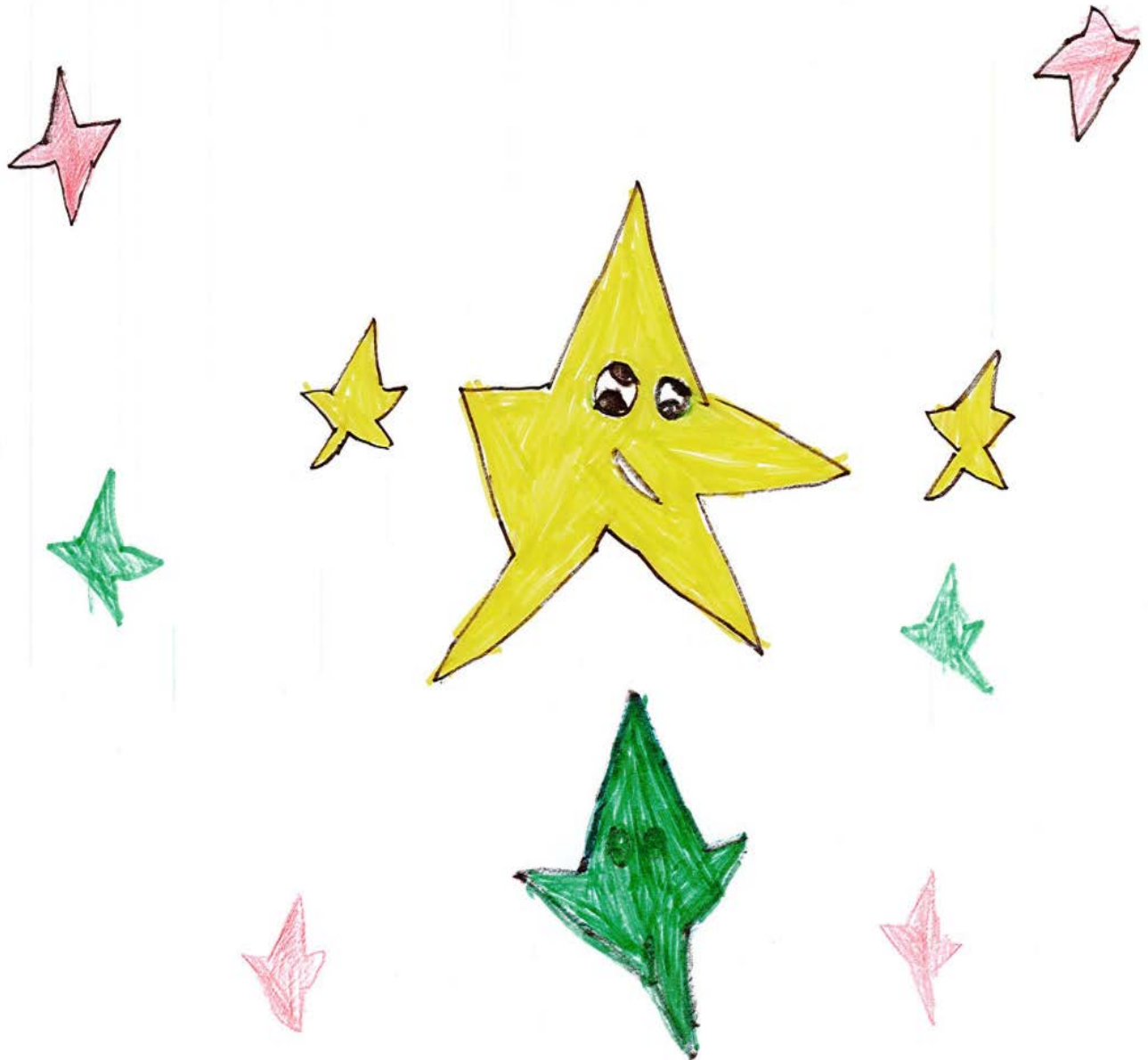
<https://www.catholicsafeguarding.org.uk/national-safeguarding-standards/national-safeguarding-policy/practice-guidance/>

A: Children and young adults are often encouraged by their parents and parish community to volunteer. This is a very positive thing however, before the volunteering starts, please ensure that you have obtained parental written consent where it is outlined about what/when/where/for how long the volunteering is going to happen, who the (couple) appropriately safely recruited adult supervisors will be and please do obtain signed/dated code of conducts from both the young people and the adults and keep this on record for the duration of the volunteering period.

A: No, we strongly recommend you do not mix groups of children (anyone below the age of 18) with adults because there are may be potential risks associated with this. Please do contact us at any time by calling 0207 798 9358 or emailing safeguardingsupport@rcdow.org.uk for more advice.

safeguardingsupport@rcdow.org.uk

*Wishing you all a bright and
beautiful summer!*



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.