



ARCHDIOCESE OF LIVERPOOL

# SAFE

This is what Yahweh asks of you, only this,  
That you act justly, that you love tenderly,  
That you walk humbly with your God  
(Mic.6v.8)



*Wishing you & your families  
the peace  
of the Risen Lord  
this Easter and always*

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**W**e are grateful to so many people in our parishes for their commitment to children and vulnerable adults, through their engagement and implementation of our safeguarding procedures. If we can assist in any way please let the office know and we will happily respond to any request for support.

Best wishes

Des

**New Chair for the National Catholic Safeguarding Commission**

Danny Sullivan, a former Director of Education for the Anglican Diocese of Oxford and senior civil servant in the Ministry of Justice has been appointed as the new Chair for the NCSC. Danny's background is in the field of education and justice. He served as a senior civil servant in the Ministry of Justice from 2003 to 2008, working closely with judges and magistrates in London's courts, reporting directly to ministers. Previous to that appointment, he was the Director of Education for the Anglican Diocese of Oxford with oversight of 280 schools in 9 local authorities.

He retired in 2008 but has continued to work as a consultant. He is currently on a two year contract, working one day a week for the Ministry of Justice and Foreign Office, coordinating a programme of judicial cooperation between Britain and Algeria. He is also a Hampshire magistrate sitting in the family and criminal courts.

**Important**

When a new volunteer informs you that they already received a successful disclosure from their previous parish, you must check with the office before they can be appointed to their new role. Thank you.

**For Information—**

**All new volunteers should be given the following...**

- Cover Sheet – Understanding Safer Recruitment Forms
- Policy Statement on Recruitment of Ex-Offenders
- Volunteer Application
- Safeguarding Self Declaration (Confidential) Form
- Confirmation of Identity (ID) Form
- (On receipt of the self declaration form a CRB application form will be issued.)

**Queries**

We currently have a large backlog of CRB forms that have outstanding queries. We would be grateful if you could respond to any queries as soon as you are able, to avoid the applicant having to begin the process again. Thank you.

Details of the Healing Mass & Children's Mass are on the back page of the newsletter, we would be grateful if you could advertise these events in your parish newsletter.

Thank you.

### **Allegation Training**

There will be an opportunity to attend training on allegation management on Monday 18th June. It will be held at Our Lady of the Annunciation, Fisher More Hall, Bishop Eton, Woolton Road, Liverpool, L16 8NQ; beginning at 7pm. This training is designed for parish reps, clergy and group leaders.

The training will cover all aspects of allegation management and will hopefully support those who may be in receipt of an allegation or concern.

We hope to offer a further training event in the Autumn in the North of the Diocese.

Places are limited. Please call the office to book your place.

### **Summer Parish Training**

The Safeguarding office is committed to supporting parishes through provision of safeguarding training. Thank you to all the parishes that have allowed us to use their premises and for the kind hospitality we always receive. We are now offering training by Parish rather than Pastoral Area to capture as many volunteers as possible. Details of our next training events are listed below.

**All meetings will begin at 7pm.**

If you miss the training within your parish and wish to attend elsewhere please inform the office. This is to enable us to inform you should the training need to be cancelled.

<b>Date</b>	<b>Venue</b>
Thursday 26 <sup>th</sup> April	St Anne, Prescot Road, Ormskirk, L39 4TG
Wednesday 9 <sup>th</sup> May	St Mary's Church Prescot Road, Aughton, L39 6TA
Thursday 24 <sup>th</sup> May	St Clair & St Hugh Arundel Avenue, L17 2AU
Thursday 31 <sup>st</sup> May	Christ the King & Our Lady 78 Queens Drive, Liverpool, L15 6YQ
Thursday 5 <sup>th</sup> July	Marian Centre, St Marie's Church 25 Seabank Road, Southport, PR9 0EG
Wednesday 11 <sup>th</sup> July	St James (meeting room) St James Road, Orrell, WN5 7AA

**Towards a Culture of Safeguarding**—The NCSC (National Catholic Safeguarding Commission) have published a document that highlights key developments that will cover all roles. For more information go to <http://www.catholicsafeguarding.org.uk/documents.htm> and follow the link.

### **Reminder**

#### **Confidentiality Agreement**

Can we please ask that any parish safeguarding representative who has not returned their confidentiality agreement do so as soon as possible?

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## Gentle Reminders

- \* The Data Protection Form is only required to be completed by volunteers belonging to a group where we are acting as an umbrella body. i.e. SVP, KSC, VMM.
- \* When completing the back page of the CRB application please only complete Section W 58 & 59. Sections X & Y will be completed here at the office. Please **do not** sign the declaration on section Y— this too, is completed by this office.
- \* Internet documents or European health cards are not acceptable forms of identification.
- \* A full five year address history is required.
- \* Section A 5 is required to be completed even if the only name previously used has been a maiden name. The month and year of the name change should also be declared.
- \* The Volunteer Application form and reference documents are to be kept confidentially within the parish.
- \* Please ensure all details can be clearly seen on all identity documents.
- \* Please do not staple anything to the CRB application form.
- \* Please inform the Safeguarding Office if a volunteer discontinues ministry, moves to another parish or dies.

## Common Errors

- \* Correspondence received with no parish name.
- \* Juvenile / Adult boxes ticked incorrectly on question 1 of Self Declaration form (tick either juvenile **or** adult only when you have answered yes to this question).
- \* Role held within the parish not given.
- \* Not enough documentation verified. Three documents are required, at least one from group one. One must show the applicant's current name, address and date of birth.
- \* Blue ink used.
- \* Self Declaration and Confirmation of Identity forms received without signatures.
- \* Failing to send copy of counterpart driving licence with photo card (photo card is not acceptable on its own)
- \* Identification documents not in date (utility bills must be dated within 3 months of CRB application)

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### Who's who — **Commission**

Bernie Brown	- Chairperson
Fr Tom Neylon	- Vicar General
Dr Felicity Knight	- Retired Consultant Paediatrician
Kath Pitt	- Nugent Care
Cathy Shelton	- Nugent Care
Caroline O'Brien	- Merseyside Police
Michelle Dean	- Merseyside Probation
Nikki Sofia	- Merseyside Probation
Martin Sandeman	- Catholic Blind Institute
Michael McKenna	- Solicitor
Ann Hennessey	- Parish Representative
David Clarke	- Nugent Care

**Please keep in touch for advice, support or any queries**

**Email:**

**safeguarding@rcaol.co.uk**

**d.bill@rcaol.co.uk**

**p.webster@rcaol.co.uk**

**s.cawley@rcaol.co.uk**

**p.reid@rcaol.co.uk**

**Contact details:**

**Safeguarding Office**

**LACE**

**Croxteth Drive**

**Sefton Park**

**Liverpool**

**L17 1AA**

**Telephone: 0151 522 1043/1103**

**Fax: 0151 522 1089**

**www.liverpoolcatholic.org.uk**

***Healing Mass***

The annual Healing Mass will be held at the Cathedral on  
Friday 18th May at 7.30pm

***Archbishop Patrick will preside***

***The Healing Mass***, inspired by Jimmy Collins,  
is proving to be a wonderful celebration of all the healing  
that goes on in and through the Church.

**'Celebrate the Child'**

**Our Annual Celebration Mass**

**at the Cathedral**

**at 2.30pm**

**on**

**Sunday 10th June 2011**

**Archbishop Patrick will preside**

**For more information please contact:**

**The Safeguarding Office at**

**LACE on 0151 522 1043 or email**

**[safeguarding@rCaol.co.uk](mailto:safeguarding@rCaol.co.uk)**

We hope you enjoy receiving the SAFE newsletter. Many copies have been sent by email, if you would like to receive your copy this way please let us have your email address. Alternatively if you would like a hard copy please let us know. If you are no longer a parish safeguarding rep can you please inform the office so that we can amend our mailing list. Thank you.

**The Safeguarding Office will be closed from 4.45pm on Wednesday 4th April until Tuesday 10th April. In case of an emergency please make contact with either the police and/or Social Care department.**