



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)

Dear Colleague,

I am please to be able to inform you of our training events for this calendar year.

We are introducing nationally developed training, that consists of three separate inputs.

These inputs are called Module 1, 2 and 3.

Module 1 is being delivered this year and is looking at safeguarding from the context of roles undertaken as parish reps and clergy. Modules 2 and 3 will follow over the next two years and will look at broader policies and procedures.

We enclose the details of venues and dates of this year's training.

We are moving venues around the diocese and will continue to try and spread any training across different locations on an ongoing basis.

As stated above, the target audience for Module 1 is parish safeguarding reps and clergy and we urge all reps and clergy to attend the training to ensure they remain up to date on matters relating to their role within safeguarding. Whilst Module 1 will be occasionally repeated in 2015, 2016 the hope is for as many reps and clergy as possible to attend in 2014.

Module 2 & 3 will also be open to parish reps and clergy but also leaders in safeguarding roles. We will provide more information about this nearer the time.

Due to the input required the session times are 4 hours in total, we recognise the commitment being made in attending and hopefully the input will be worthwhile.

We have scaled back the national model to a morning only event instead of a whole day event originally envisaged, but have had to go for Saturday morning times.

We will still be open to requests for specific safeguarding training from parishes and pastoral areas should additional training for our volunteers be needed, please speak to the Office about your needs.

We are also waiting to hear about the bishops' decision whether to approve an NSPCC online safeguarding training that would be open to all our parish volunteers.

If approved this would be a useful addition in making basic awareness training easily accessible to the wider volunteer workforce, we will keep you informed.

Parish Representative Support Meetings:

We enclose with this newsletter details of parish rep support meetings being held across the diocese this year. As with training we are using parishes across the diocese to host the meetings. The meetings are part of our expected support to parish reps in providing an opportunity to meet and share practice issues with colleagues on the Safeguarding Team and with other parish reps, on a regular basis.

We look forward to seeing you at one of the events.

Finally, we welcome and look forward to working with our new Archbishop Elect Malcolm McMahon when he takes up his post in May.

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TRAINING CALENDAR 2014

Can we please ask you to inform the Department as to which venue you would like to attend. Some of the venues have limited places but this will also enable us to inform you should the training need to be cancelled. Thank you to all the parishes that allow us to use their premises and for the kind hospitality we always receive.

NATIONAL TRAINING MODULE 1

Date /Time	Venue
Saturday 17 th May 9am - 1pm	Holy Family 208 Chaddock Lane, Boothstown M28 1DN
Saturday 21 st June 9am – 1pm	LACE Croxteth Drive, Sefton Park, Liverpool L17 1AA
Saturday 5 th July 9am – 1pm	St Anne 23 Prescot Road, Ormskirk L39 4TG
Saturday 13 th September 9am – 1pm	St Joseph, Meeting Lane, Penketh, Warrington WA5 2BB
Saturday 4 th October 9am – 1pm	St Joseph's Parish Centre Harpers Lane, Chorley PR6 0HR
Saturday 8 th November 9am -1pm	Holy Family, Brompton Road, Southport PR8 6AS

REP SUPPORT MEETINGS

Date /Time	Venue
Wednesday 14 th May 7pm – 9pm	St Agnes The Green, Eccleston, Chorley PR7 5PH
Tuesday 17 th June 7pm - 9pm	LACE Croxteth Drive, Sefton Park, Liverpool L17 1AA
Thursday 3 rd July 7pm – 9pm	St Austin Heath Street, Thatto Heath, St Helens Wa9 5NN
Wednesday 10th September 7pm – 9pm	Holy Name, Moss Pitts Lane, Fazakerley, Liverpool L10 9LG
Tuesday 7 th October 7pm – 9pm	Holy Family Lily Lane, Platt Bridge, Wigan WN2 5LL
Tuesday 4 th November 7pm – 9pm	Sacred Heart Liverpool Road WA5 1AE

PACE in partnership with Virtual College, has launched an interactive online information e-learning package for parents on the signs of child sexual exploitation. This free resource is designed to equip parents with the information and knowledge to safeguard children from this abuse.

The training is interactive and will take approximately 20-30 minutes to complete, but can be completed and reviewed at your own pace. To participate you are required to register for the course by going to www.paceuk.info/the-problem/keep-them-safe/

This is a simple process and once completed you can access the training, which will give you the knowledge and information to be confident in recognising and tackling this abuse.

We would be happy to hear of your experiences with this training program.

<p style="text-align: center;">INCIDENTS WITHIN A PARISH</p> <p>Whenever concerns are raised about a child, young person or an adult who may be vulnerable, whether through an allegation or the observation of a set of circumstances, it is crucial to make and keep an accurate written record. Any records made must be kept in a confidential and secure place and must only be shared, in order to safeguard a child, young person or adult with the Safeguarding Department, Safeguarding Representative or a professional from the Children's Social Care Services or the Police. In the event of any Safeguarding concerns being raised, these must be reported to the Safeguarding Department within one working day.</p>	<p style="text-align: center;">SCHOOL GOVERNORS AND DBS CHECKS</p> <p>We have recently received notification from CSAS, that following advice received from the Assistant Director and Legal Advisor of Catholic Education Service regarding DBS checks for Foundation School Governors is that they should now be subject to Enhanced Checks without access to the barred list. Therefore we are requesting that Safeguarding Reps undertake a review of Foundation Governors within their Parishes.</p>
<p style="text-align: center;">RECHECKS</p> <p>It has been determined that the frozen DBS recheck process will be restarted in April this year. Whilst still awaiting final changes to the DBS process we have too many people in post whose checks are a number of years old (beyond 3 year benchmark often applied). We will write to each parish rep with a list of those volunteers who should reapply. Please take this opportunity to audit the volunteer list and inform the Department of any volunteers who have either left their role, taken on a different role, or have died. We will be beginning with Pastoral areas 19, 20 & 21.</p> <p>If you require any assistance with this process please do not hesitate to contact the us.</p>	<p style="text-align: center;">VOLUNTEERS MOVING TO AND FROM PARISHES</p> <p>As Safeguarding Representatives the single most important responsibility of your work, is to ensure that anyone who is applying to work or minister, (whether paid or otherwise) within your Parish in a role which gives them direct access to children or adults at risk is selected with the utmost care. Therefore when a volunteer from your Parish either moves to another Parish or retires from their role it is best practice to ensure that the Safeguarding Department is notified, so as that our records can be updated.</p> <p>Likewise when a person moves to your Parish who is seeking to volunteer and they have previously volunteered within another Parish, the Safeguarding Department should be notified so an assessment can be undertaken to see if the volunteer would need to undertake a new Disclosure.</p>

SAFEGUARDING SELF DECLARATION

It is very important that all role/s in which a volunteer undertakes are clearly written on the self declaration form, this will ensure that the correct check is applied for i.e. Child or adult workforce or both.

RELIGIOUS ORDERS

There will be a National Training session on Monday, 19th May at LACE, 9am—1pm. This session is for Orders aligned to the Diocese only.

DBS APPLICATION FORM

We have recently received a number of applications where blue ink and Tippex has been used. The DBS will return any forms completed in blue ink or where the slightest bit of Tippex has been used. The volunteer has to complete a new form and this of course brings delay to the process.

Once again thank you to our parish reps and volunteers who continually support the implementation of good practice guidance and procedures in the parish.

COMMON DBS ERRORS

We are still receiving applications with the following errors:

- * Identification documents not in date (please refer to the guidelines).
- * Photo card driving licence must be accompanied by the paper counterpart and visa versa for it to be an acceptable identity document. (Group 1)
- * Month and year when entering previous address must be entered in Section C.
- * Please ensure name of parish is entered on to any communication sent to the office.
- * Confirmation of Identity form not signed by the verifier this must be signed to confirm that original documents have been seen.
- * Please do not complete Sections X, Y or Z or sign the declaration on the back page of the application.

Please remember to call / email the Department to book your place on the Training Event/Parish Rep Support meeting you wish to attend.

*Wishing you & your families many
blessing & the peace
of the Risen Lord*



Who's who — Commission

Bernie Brown - Chairperson
Fr Tom Neylon - Trustee
Dr Felicity Knight - Retired Consultant Paediatrician
Kath Pitt - Nugent Care
Robert Lunan - Nugent Care
Denise Malcolm - Merseyside Police
Michelle Dean - Merseyside Probation
Janine Golding - Merseyside Probation
Martin Sandeman - Catholic Blind Institute
Ann Hennessey - Parish Representative
Julie Knowles - Alder Hey Hospital
Rev John Gorman - Clergy Representative
Tony Connor - Nugent Care

Please keep in touch for advice, support or any queries

Contact details:

Safeguarding Office
LACE
Croxteth Drive
Sefton Park
Liverpool
L17 1AA

Email:

safeguarding@rcaol.co.uk
d.bill@rcaol.co.uk
j.lynch@rcaol.co.uk
s.cawley@rcaol.co.uk

Telephone: 0151 522 1043

Fax: 0151 522 1089

Website: www.liverpoolcatholic.org.uk

Please click on Commissions and follow link to Safeguarding