



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)

CRB update:

This August sees changes to the requirements for identity checking as part of the CRB process.

The Home Office have instigated changes to the way identity documents are used and checked, including a reduction in documents eligible for identification purposes.

The CRB have now incorporated changes into their procedure and all organisations applying for CRB checks have to comply with these changes with immediate effect.

The changes to how we check an applicant's identity have been tightened particularly the expectations placed on Registered Bodies, in our case the Catholic Safeguarding Advisory Service (CSAS) and their agents, diocesan safeguarding departments and local parish safeguarding representatives.

We anticipate that some volunteers will be unable to provide what is described as 'primary documents' from Group 1, so extra demands may be required of them due to the changes.

Please note neither CSAS nor this Department have any say in the Government's new rules required of CRB applicants nor is there any choice but to comply with these new arrangements.

Enclosed with this newsletter are the new forms required to be used within the identity section of our safe recruitment/CRB process. All other forms remain the same.

These are:

- * Guidance on ID Verification process
- * Confirmation of Identity Form (ID Form)
- * Confirmation of Identity Supplemental ID Consent Form
- * Flowchart – outlining the 3 routes to be followed dependent on identity documents supplied by the applicant
- * Safeguarding Procedures Checklist (a step by step guide of the safe recruitment process)
- * How is my identity checked (guidance for applicants to explain external ID validation)

Though recognising it will take time to be familiar with the changes, we have to apply them with immediate effect.

We will of course guide and support parish reps through the process when responding to calls or emails but also encourage attendance at one of the training events listed in this newsletter to enable the process and changes to be discussed first hand with parish reps.

Legion of Mary:

A note to confirm that it is diocesan policy for Legion of Mary volunteers to undertake our safe recruitment procedure when working in any parish.

Safeguarding Department News:

We are sad to inform you that Pat Reid one of our administrators leaves for pastures new at the end of this month.

We thank Pat for her efforts in her time with us and wish her well in her new role.

The post will be on the diocesan website in due course though we do not expect it to be advertised before the end of September.

Apologies

We apologise to any parish rep who has already submitted copies of ID evidence and receives a request for further evidence to be verified. This will be as a consequence of the new arrangements to ID verification.

Children's Mass 2013:

Thank you for those who attended our 2012 Children's Mass. In light of demands placed upon so many around the time of Corpus Christi, within parishes and schools, next year's Children's Mass is to be celebrated at the Cathedral on the Feast of St Peter and St Paul - Sunday 30th June. It is hoped the timing will assist attendance from parishes and school groups and not clash with half term or sacramental programmes.

We are open to any person who may feel able to assist with planning of this mass, please let the office know if you are interested.

Training Events:

We have completed a number of safeguarding awareness events over the last 12 months. This autumn's focus will be on updating our parish reps on changes to the CRB process and providing opportunities for discussion about their role.

We will update you in due course about our plans for training in 2013.

We will of course be willing to offer safeguarding training at a local level, if required, please let the office know of any request.

Leaflet- 'Hurt by Abuse'

We enclose the above leaflet. A nationally developed information leaflet, it contains information about feelings experienced by victims, signposting to support groups, informing them of the safeguarding structure within the church and opening the possibility of making contact with people inside the church's safeguarding structure or outside agencies.

We suggest the leaflet be placed in a prominent position in the parish in case it may be of use to someone.

Meetings:

On the back page of this newsletter you will find dates and venues for parish safeguarding representative meetings taking place from September through to November. I hope you will find a date and venue to suit.

We are asking you to assist with our planning for the meetings by emailing or calling the office to confirm your attendance. If you are unable to attend any of the meetings please let us know what time of day or area may be more suitable for you.

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. Please refer to the new guidelines on eligible identity documents. Thank you.

A **Booking Form** is enclosed which we hope will assist you when hiring out church premises to outside organisations.

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 (2009)
Confirmation of Identity (ID) Form (2012)
(On receipt of the self declaration form a CRB application form will be issued.)

PLEASE NOTE

If the Safeguarding Self Declaration form is more than 6 months old on receipt of the CRB application form, a new one will be requested.

Verifier must sign the confirmation of ID form, otherwise it will be returned for signature.

**Please mark all mail to
Safeguarding Dept LACE**

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? If you have not received the agreement please call the office and one will be issued to you.

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.
- * The ID verifier should only complete Section W 58 & 59 of the CRB application form when Route 1 has been used for identification purposes, and in some circumstances Route 3. 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.
- * A full five year address history is required.
- * Section A5 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 photocopies of 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.
- * All documents can be posted in one envelope. However the Self Declaration Form should still be in a separate envelope.
- * The CRB application form will be returned if correction fluid is used on any part of the form.

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.
- * 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 (please refer to guidelines)

Who's who — **Commission**

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

Please keep in touch for advice, support or any queries

Contact details:

Safeguarding Office

LACE

Croxteth Drive

Sefton Park

Liverpool

L17 1AA

Telephone: 0151 522 1043

Fax: 0151 522 1089

Website: www.liverpoolcatholic.org.uk

(click on Commissions and follow link)

Email:

safeguarding@rcaol.co.uk

d.bill@rcaol.co.uk

p.webster@rcaol.co.uk

s.cawley@rcaol.co.uk

SAFE RECRUITMENT & CRB TRAINING

The Safeguarding office is committed to supporting our parish reps through ongoing support and training.

Parish reps will be receiving an invite to the training in their area. However if you miss the training within your parish or wish to attend elsewhere, please inform the office; some of the venues have limited places but this will also enable us to inform you should the training need to be cancelled. Clergy are most welcome to attend these meetings alongside parish reps if they so wish.

Thank you to all the parishes that have allowed us to use their premises and for the kind hospitality we always receive. If your parish has a venue that would be suitable for training please contact the office. Many thanks.

All meetings will begin at 7pm, except the meeting at LACE which will begin at 2pm

DATE	VENUE
Tuesday 4th September	Fisher More Hall, Bishop Eton Woolton Road Liverpool L16 8NQ
Monday 24th September	St Joseph Meeting Lane Penketh WA5 2BB
Wednesday 10th October	St Joseph's Parish Hall Mather Lane Leigh, WN7 2PR
Thursday 18th October	St Austin Parish Centre Heath Street St Helens WA9 5NN
Monday 22nd October	St Mary's Parish Centre Mount Pleasant Chorley PR7 2SR
Monday 12th November	St John Stone 7 Sandbrook Way, Woodvale, Southport PR9 3RN
Thursday 15th November	LACE Croxteth Drive, Sefton Park Liverpool L17 1AA

A message of thanks:

Thanks to so many for prayers said and cards and condolences received following the loss of our daughter Rhiannon, Joan and I are extremely grateful, Des

Enclosed with this issue: (*sent to parish reps only , however if you would like a copy please contact the office)

Guidance on ID Verification process*

Safeguarding Procedures—Checklist*

Confirmation of Identity form*

Booking Form*

Supplementary confirmation of Identity form*

How is My identity checked*

Flow chart to aid identity check*

Leaflet— Hurt by Abuse