



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)



We would like to take this opportunity to thank you all for your hard work and commitment to the important work of safeguarding within the Archdiocese throughout the past year. May the Lord shower you and your families with many blessings during the Christmas Season and throughout 2013.

Des & Sylvia

New arrival

We are pleased to inform you that Marie Cole has been appointed as part time administrator in the Safeguarding Department. Marie will join us in January. We wish her well in her new role. I am sure she will get to know many of you over forthcoming months.

Please keep Archbishop Patrick in your prayers at this time as he begins his period of convalescence following his recent stay in hospital.

DBS News

The Safeguarding Commission has reviewed the diocesan response to changes to the CRB process.

As of the 1st December 2012 the CRB became the Disclosure and Barring Service (DBS).

Under the new process only roles considered as 'Regulated Activity roles' are checked against the Barred Lists for Children and Vulnerable Adults when making a DBS Disclosure Check. None Regulated Activity roles can still be DBS checked but will not be checked against the Barred Lists.

The Commission have decided that the roles currently selected for a DBS check will remain the same though only those in Regulated Activity will have the additional Barred List check.

We enclose a revised list that sets out the roles requiring a DBS check. The list shows also those roles that are considered Regulated Activity.

It will be an offence not to check people against the Barred List so care will be required so that we make sure we carry out these checks as required.

Date for the Diary

The Children's Mass for 2013 will be held on the 30th June on the Feast of

St Peter & Paul

at the Cathedral, at the earlier time of 2.30pm.

If you feel that you are able to assist with the planning of this mass, please let the office know if you are interested.

The Oliver King Foundation was set up following the death of Oliver King, a 12 year old boy who died in Wavertree of SADS (Sudden Adult Death Syndrome)

We encourage as many people as possible to go on to the website below and sign the petition for the Government to introduce defibrillators to all public buildings by 2017, and provide staff with the appropriate training. They are also calling on the Government to offer all people aged between 12 & 35 a simple ECG test, which could reduce the current death rate of 12 young people a week.

The petition will close on 10th February 2013

<http://epetitions.direct.gov.uk/petitions/29399>

National Training Resource Pack

A task and finish group which comprised of individuals with safeguarding knowledge of the Church from both Diocesan and religious perspectives; was set up to develop the National Training Resource pack. The pack is intended to be a helpful tool in ensuring the National Training Standards are met and offers a structure for delivering each module. It is hoped that local trainers will bring their own knowledge, experience and skills to bare; ensuring that the training is both dynamic and original .

The Training resource Pack will hopefully be available from April 2013. We will keep you updated.

Supervision:

The Safeguarding Commission have considered the use of nominated leaders to carry out a supervisory role of both children and adult helpers in parish activities, thereby minimising the number of people required to undertake a DBS Check. The Commission do not believe robust supervision in all settings can be guaranteed as it would need to be in place at all times. Therefore all helpers will still be required to undertake the DBS process regardless of activity and supervision.

Interviews:

A reminder that our safe recruitment policy asks that all new volunteers should be interviewed (informal conversation) allowing for a discussion on the role and role description. The interview could be carried out by any combination of parish rep, group leader and/or parish priest.

The Government are clearly placing upon organisations an obligation to have in place robust recruitment procedures that include interview and taking up of references and having less reliance on DBS checks.

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 (Nov 2012)
Safeguarding Self Declaration (Confidential) Form (Nov 2012)
Confirmation of Identity (ID) Form (Nov 2012)
(On receipt of the self declaration form a DBS application form will be issued.)

PLEASE NOTE

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

The 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

There are still some parish safeguarding representative who have not yet returned their confidentiality agreement Can we please request that you do so as soon as possible? If you have not received the agreement please call the office and one will be reissued to you. Thank you.

Frequently asked questions

Q. Where should documents be stored and for how long?

A. We have been asked on a number of occasions for advice or reminders on time scales for retention of records in parish settings. We are reissuing with this issue our national policy on record retention, we hope that it will assist your understanding.

We also remind parishes that all safeguarding records should be kept secure and only the parish safeguarding representative/s or parish priest should access to them.

Q. Should volunteers involved in one off activities be DBS checked?

A. One off activities such as Christmas and Summer Fairs do not meet the criteria for DBS checks. However best practice advice can be found within our parish resource pack to aid planning and implementation.

Q. Should drivers be DBS checked?

A. Drivers are appointed to transport vulnerable people to and from Mass therefore they fit the criteria for a DBS check.

Should any parish have any difficulty in getting any individual to undertake the DBS process the Office can supply on request a letter to issue to any volunteer explaining the requirement to apply for a DBS check and confirmation that any role cannot be performed without checks in place.

CRB application forms are being phased out and we will not be able to accept them after Friday 15th February.

The new DBS (Disclosure & Barring Service) forms will be issued from Friday 8th December.

Queries

We currently have a large backlog of CRB forms that have outstanding queries, because of the recent changes to the DBS process the office will be writing to request additional information. Please refer to the new guidelines on eligible identity documents. Thank you.

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
Julie Knowles - Alder Hey Hospital

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

s.cawley@rcaol.co.uk

m.cole@rcaol.co.uk

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 DBS 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 DBS 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 DBS application form will be returned if correction fluid is used on any part of the form.

Common Errors

- * Correspondence is still being received with no parish name.
- * Role/s held within the parish not given.
- * Blue ink used to complete DBS application form.
- * Identification documents not in date (please refer to the guidelines).

Enclosed with this issue is the new versions of the volunteer application, self declaration & confirmation of identity forms. This is to take into account the recent changes from CRB to DBS.
Please destroy all other versions.

Please note—

The Safeguarding office will be closed from 12 noon on Friday 21st December until 9 a.m. on Wednesday 2nd January. If you have any concerns over a child or vulnerable person please make direct contact with your local police or social care services.

If you are no longer a parish rep can we please ask that you inform the office so that we can amend our mailing list. Many thanks

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

Safeguarding Self Declaration form (November 2012)*	List of Eligible Roles
Confirmation of Identity form (November 2012)*	Safeguarding Matters—Newsletter
Volunteer application form (November 2012)*	National Policy on retention of documents*
How is My identity checked (re-issued at the request of parish reps)*	