



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,

Welcome to the latest edition of SAFE.

More information about Disclosure and Barring Service I'm afraid but details that are important to have.

We hope to provide you with news of training events for parish reps, clergy and Religious Order reps for delivery in 2014 shortly. We will also be holding a number of support meetings for parish reps later this year, again dates and venues to follow.

Please remember that basic safeguarding awareness training is available for parishes and pastoral areas on request. Should a parish, group of parishes or pastoral area wish to host a volunteer training event we will be happy to facilitate.

We give our best wishes to Marie Cole as she leaves the Department this month. A process to replace Marie is underway.

We ask, and are grateful, for your patience as we address the issues of ever changing DBS processes and staffing matters.

As ever thanks to our volunteers, parish reps and clergy for the commitment given to the work of safeguarding in our church communities.

Des

ACTION REQUIRED—Single Certificate

As of June 2013 only the applicant receives a copy of their DBS Certificate. They also have an opportunity to subscribe to the DBS updating service, which is free to volunteers, however this must be done within 14 days of date of issue. (further details on page 2)

On receipt of the DBS Certificate the applicant is required to present their original Certificate to the Safeguarding Department, within 28 days of issue. If the Department has not verified the Certificate in that timeframe the volunteer will not be appointed to post and will be required to complete the DBS process again.

We ask for your help in this matter to expedite this procedure and avoid volunteers not being appointed. Can we please ask you to bring to their attention the importance of this process when collecting the completed DBS application from the volunteer.

RECHECKS

We have many enquires with regard to rechecking volunteers. It is hoped that the rechecking of all volunteers will begin again in the spring. We will write to each parish when it is time for this process to begin.

However any new volunteers should complete the DBS process as soon as possible and before taking up their role.

Can we please ask you to check that all volunteers who fit the criteria for a DBS check have gone through the process.

We would welcome your feedback on the newsletter. Is there anything that you would like us to include or discuss, please let us know.

We would also like to receive your views on the Celebrate the Child Mass. Is there a venue that you feel should be considered? Any ideas that you have will be welcomed.

BARRED LIST

There are a number of roles within the Church that are eligible to not only receive an enhanced DBS check but also be checked against either the child / adult barred lists or both.

Please note that if a volunteer applies for such a role it is against the law to allow them to volunteer for this kind of work if they know they are on one of the barred lists.

Best practice would dictate that **no** volunteer is appointed until the letter confirming receipt of a successful disclosure is received from this Department.

ONLINE UPDATING SERVICE / PORTABILITY

This service gives the applicant the option to subscribe to the service, within 14 days of receiving their Disclosure Certificate, thereby minimising the need for a new Disclosure for every role undertaken with vulnerable groups across numerous organisations.

However, it should be noted that if a volunteer obtains a Disclosure for a voluntary role as Children's Liturgist (Child workforce) and then take up a role as a Eucharistic Minister, a new Disclosure will be required as the new role is working with a different workforce i.e. Adult Workforce.

It is therefore imperative that we are made aware of the exact role/s the volunteer will be undertaking in order that the correct check is requested.

It is now possible for someone who has signed up to the update service and received their Disclosure through another Organisation to use that Disclosure to volunteer within the Church. However there are certain criteria to be met.

1. The Certificate is Enhanced
2. It is for the relevant workforce
3. If applicable that the relevant Barred list has been checked
4. Must have subscribed to the update service

For example:

CASE SCENARIO 1:

A teacher would like to volunteer as a catechist for the With You Always programme. They have an enhanced disclosure through their employer, having been checked against the child workforce and checked against the barred list for children and subscribed to the update service. Unfortunately she will be required to apply for another DBS Disclosure as the role she is to undertake does not require a check against the barred list and we have no legal right to know her barred status.

CASE SCENARIO 2:

A school employee has volunteered as a Eucharistic minister. They have an enhanced disclosure through their employer which has been checked against child workforce but as a Eucharistic minister they require a check against the adult workforce together with a check against the adult barred list, they will have to apply for another DBS Disclosure.

CASE SCENARIO 3:

A volunteer who works as a care worker already has an enhanced disclosure, and have been checked against adult workforce and checked against the barred list for adults. They have also signed up to the update service. They have volunteered as a Eucharistic minister, as their disclosure has already been for the right level i.e. adult workforce & checked against the barred list for adults they are able to use this disclosure for this role thereby they are not required to undergo another DBS check.

DISCLOSURE & BARRING SERVICE – filtering of old and minor convictions and cautions

Certain specified old and minor offences have been removed from criminal record certificates issued after 29 May 2013. Changes to the legislation have been introduced to allow this to happen.

Filtering rules for criminal record check certificates

For those 18 or over at the time of the offence:

An adult conviction will be removed from a DBS certificate if:

- 11 years have elapsed since the date of conviction; and
- It is the person's only offence, and
- It did not result in a custodial sentence

Even then, it will only be removed if it does not appear on the list of offences which will never be removed from a certificate. If a person has more than one offence, then details of all their convictions will always be included.

An adult caution will be removed after 6 years have elapsed since the date of the caution – and if it does not appear on the list of offences relevant to safeguarding.

For those under 18 at the time of the offence:

The same rules apply as for adult convictions, except that the elapsed time period is 5.5 years

The same rules apply as for adult cautions, except that the elapsed time period is 2 years.

Further information can be found at <https://www.gov.uk/government/publications/dbs-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

CHILDREN'S LITURGY

Children's Liturgy gatherings are a celebration of the Liturgy of the Word, making it relevant to the lives and experiences of children. It should never be viewed as either a crèche or mother and toddler group.

The Archdiocese Safeguarding Commission takes the view that any adult attending Children's Liturgy on a regular basis must go through the DBS process.

Best practice also dictates that Children's Liturgy should always take place in a safe, secure and appropriate environment for which a written risk assessment has been undertaken and approved.

A weekly register and log should be kept specifying names and numbers of children and adults present on the day and should record any incidents or accidents which may occur during the session. Such incidents must be reported to the child's parent or responsible carer who should sign the log in acknowledgement. Incident free sessions should also be recorded in the log.

It is recommended that in managing the celebration at least two members of the Children's Liturgy Team be present at all times throughout the session and where possible maintain a gender balance.

Recommended child supervision ratios are:

- One adult leader for every 3 children under 5
- One adult leader for every 6 children under 8
- One adult leader for every 10-15 children aged 8-11.

Further guidance can be found within the Safeguarding Resource Pack or Section 4.1 of the CSAS Policy & Procedures.

COMMON DBS ERRORS

- * Identification documents not in date (please refer to the guidelines).
- * 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.
- * Date Format—all dates should be entered as MMYYYY except date of birth and date of signature which should be entered as DDMMYYYY.
- * 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.

MUMS & TODDLERS

We have recently had a number of enquiries regarding mums & toddler groups and whether or not they should have a DBS check. Only leaders of the group who organise the session on behalf of the parish are required to be checked.

RETENTION OF PAPERWORK IN PARISHES

Please note only the following paperwork should be kept in parishes:

- ◇ Volunteer application
- ◇ References
- ◇ Written agreement

Paperwork must be kept in a lockable cabinet and retained for 10 years after the applicant retires from role. (As per Working Together good practice guidance)

DOMESTIC ABUSE

The definition of ‘domestic violence and abuse’, from the Home Office describes "Any incident or pattern of incidents of controlling, coercive or threatening behaviour, violence and abuse between those aged 16 or over, who are or have been intimate partners or family members regardless of gender and sexuality. If you are concerned regarding incidents of domestic violence please inform your local police. Advice and guidance can also be obtained from www.womansaid.org.uk who also have a dedicated 24-hour National Domestic Violence, Free-phone Helpline 0808 2000 247.

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

Please keep in touch for advice, support or any queries

Contact details:

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Croxteth Drive
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Telephone: 0151 522 1043

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Website: www.liverpoolcatholic.org.uk

Please click on Commissions and follow link to Safeguarding