



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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We welcome the Religious Orders who have aligned themselves to the Archdiocese for safeguarding services. We look forward to working with our new safeguarding partners from:-

Augustine Canonesses of Mercy of Jesus / Brothers of Charity / Carmelites / Sisters of Our Lady of the Cenacle / Blessed Sacrament Fathers / Salesian Sisters / Faithful Companion of Jesus / Helpers of the Holy Souls / Redemptorists / Sisters of Notre Dame de Namur / Sisters of St Mary of Namur / Sisters of the Cross & Passion / Sisters of the Little Ones.

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

A thank you also to Archbishop Patrick for his unwavering support of our policies and procedures and for the wisdom he has shown in this area of work. We wish him well in his retirement.



Welcome to Marie Cole, our recently appointed Administrator, she is a welcome addition to the team.

Update: We hope our next newsletter will have details of our soon to be appointed Safeguarding Advisor. The successful candidate will be able to support parish reps and volunteers in their work and facilitate local training. You will hear more of our plans as we progress. However, please remember that if safeguarding training is being sought locally in parishes to make contact with the office so we can assist.

Children's Mass



will be held on the 30th June

The Feast of St Peter & Paul

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

Bishop Tom will preside.

All children, families, catechists and clergy are welcome to attend.

The date has been changed from previous years hoping it may be easier for people to attend and make the celebration as joyful as possible. It would be helpful if you could let the Office know of approximate numbers planning to attend.

Now more than ever our department is under increased scrutiny from both the National office CSAS and the DBS (Disclosure & Barring Service). They are focusing on our adherence to policy and procedure, as a result they are querying and challenging when they feel the safe recruitment policy has not been followed correctly. Therefore, we will be bringing to your attention areas that we ask parishes to note and act upon. The first of these is detailed below. Thank you in anticipation of your cooperation!

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. This should happen regardless of whether they require a DBS check or not. The interview could be carried out by any combination of parish rep, group leader and /or parish priest.

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

Due to the changes with the DBS and the introduction of regulated activity it is important that the right level of check is requested; therefore when submitting a self declaration the role that the volunteer undertakes within the parish must be clearly stated on the form. When the role of catechist is applied for please indicate if the role is children's liturgy or sacramental preparation.

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.

PLEASE NOTE

The driving licence falls into two categories, Group 1 and Group 2a. If a volunteer is using the Group 1 driving licence they **must** produce **both** the photo card and paper counterpart of the licence for it to be valid. If the volunteer has an old style driving licence (Issued before 1998) this falls into Group 2a.

New Role added to list—The role of Lay Funeral Minster will require a DBS check but without being checked against a barred list.

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.)

An Easter Prayer

Lord,

the resurrection of Your Son
has given us new life and renewed hope.
Help us to live as new people
in pursuit of the Christian ideal.
Grant us wisdom to know what we must do,
the will to want to do it,
the courage to undertake it,
the perseverance to continue to do it,
and the strength to complete it.



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



POSTAGE

Can we ask you to check postage weight when sending forms to us as we are receiving more cases of envelopes with insufficient value of postage stamps applied to cover the size and weight of the envelope. We have to pay a £1 surcharge plus the difference in postage to retrieve the mail.

Any costs, postage or travel for example, incurred by the parish reps during the course of carrying out their role should be reimbursed by the local parish office.

Who's who — Commission

Bernie Brown	- Chairperson
Fr Tom Neylon	- Vicar General
Dr Felicity Knight	- Retired Consultant Paediatrician
Kath Pitt	- Nugent Care
Robert Lunan	- 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

Email:

Contact details:

safeguarding@rcaol.co.uk

Safeguarding Office

d.bill@rcaol.co.uk

LACE

s.cawley@rcaol.co.uk

Croxteth Drive

m.cole@rcaol.co.uk

Sefton Park

Liverpool

L17 1AA

Telephone: 0151 522 1043

Fax: 0151 522 1089

Website: www.liverpoolcatholic.org.uk

(click on Commissions and follow link)

More important Safe Recruitment Points

- * 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 & Legion of Mary.
- * 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.
- * 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 takes on another role within the parish to ensure that the correct check has been requested. We would also appreciate you informing the office when 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.
- * Please ensure all documents verified are listed on the guidance sheet.
- * The DBS application form will be returned if correction fluid is used on any part of the form.
- * Please send all DBS applications to the office as soon as possible this will ensure that the self declaration, confirmation of identity forms and copies of identity evidence is in the required time frame.
- * Please note Merseytravel passes and NHS cards are no longer acceptable.

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).
- * 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.

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.

Please note—

The Safeguarding office will be closed from 4.30 pm on Wednesday 27th March and reopen on Tuesday 2nd April at 9 a.m. If you have any concerns over a child or vulnerable person please make direct contact with your local police or social care services.