



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)

CELEBRATE THE CHILD MASS

We are pleased to announce that this year's 'Celebrate the Child Mass' will take place on Sunday 6th July at St Mary's, Lowe House, St Helen's at 1.30pm. We are especially pleased to announce that this year's Principal Celebrant will be Archbishop Malcolm McMahon. We are delighted he is able to join us and lead our celebration. It will be a good opportunity for as many as possible to attend and say hello to our new archbishop'.

The mass is the opportunity to give thanks to God for the gift of children and those who nurture them practically and spiritually.

So children, parents, catechists and clergy are invited to attend and make the celebration as vibrant as possible.

St Mary's Lowe House, is an ideal venue as it is a large beautiful church with substantial gardens and a Café facility enabling, if the weather is kind, for a picnic following the mass. If the weather is inclement we will use the great facilities indoors. Hot and soft drinks will be available, as will the use of the 'Animate' tuck shop. St Mary's, Lowe House is situated close to the town centre in St Helen's. Though there is limited car parking at the church in Crab Street, nearby public car parks can be found within a few minutes walk, Birchley Street car park being the nearest. Council car parks are free on Sundays. Coaches and mini buses can drop off outside church and return later for collection for larger groups attending.

The plan is for arrival from 12.30. Children arriving for 12.30 will have a task to prepare (artwork) for the mass.

We are seeking volunteers from parishes to assist with the following: Welcome, Reader, Bidding Prayers, Eucharistic Ministers, Altar Servers, Ushers, help with refreshments, musicians.

We very much welcome as many people from across the diocese to attend.

We enclose with this newsletter a poster for parish notice boards and encourage the mass to be advertised with parishes hopefully being able to have representation at the celebration. (Please note the poster has only been sent to parishes & reps)

Confirmation of likely numbers hoping to attend would be helpful to have when to hand. If seeking further information or making offers of help please call the Safeguarding Department on 0151-522-1043.

TRAINING

We are resending the details of the training and meeting schedule for 2014 in this newsletter.

You will notice when looking at the dates and venues, that two midweek dates have been added to the national training events for those who have difficulty attending Saturday dates. This is in response to requests for a midweek option.

The training events are a local response to the nationally developed training that the National Catholic Safeguarding Commission (NCSC) have asked dioceses to implement.

The meetings for parish reps form part of the Department's commitment to update and support parish reps on matters relating to their role.

I hope as many as possible will access the training and support meetings as part of an ongoing update and development for them within safeguarding procedures.

Contact with the Department is appreciated confirming attendance at any event in order that we can be sure of sufficient numbers are attending to justify each event.

TRAINING CALENDAR 2014

Can we please ask you to call /email the Department to book your place. 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.

PLEASE NOTE 2 EXTRA SESSIONS HAVE BEEN ADDED FOR SEPTEMBER AND OCTOBER

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 Prescott Road, Ormskirk L39 4TG
Saturday 13 th September 9am – 1pm	St Joseph, Meeting Lane, Penketh, Warrington WA5 2BB
Tuesday 16th September 9am—1pm	LACE Croxteth Drive, Sefton Park, Liverpool L17 1AA
Saturday 4 th October 9am – 1pm	St Joseph's Parish Centre Harpers Lane, Chorley PR6 0HR
Tuesday 28th October 9am—1pm	LACE Croxteth Drive, Sefton Park, Liverpool L17 1AA
Saturday 8 th November 9am -1pm	Holy Family, Brompton Road, Southport PR8 6AS

A REMINDER TO 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. Please call or email to book your place.

QUERIES

From time to time the Department has to query aspects of a person's self declaration or DBS application form, perhaps seeking additional information or obtaining missing details, from either a parish rep or volunteer.

If we do not receive a response within a reasonable period it will mean we will not be able to process the application and the Department will have to ask for the process to be started again from the beginning. It is therefore to everyone's advantage for queries to be answered swiftly.

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

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.
- * Please do not complete Sections X,Y or Z or sign the declaration on the back page of the application.

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

CONFIRMATION OF IDENTITY FORM— Please note that it is the responsibility of the verifier to sign the declaration on page 2 of the form. This is were the verifier confirms that they have seen the original documents.

DATA PROTECTION FORM— with immediate effect you are no longer required to ask individuals whose DBS form you are processing as part of an Umbrella Body agreement to complete form DBS 9 (Data Protection Declaration Prior to DBS Disclosure). This is because the declaration on the Safeguarding Self Declaration Form covers all the necessary points. DBS9 will be removed from the National Procedure Manual when it is next updated.

**SAFE RECRUITMENT AND DBS CHECKS:
The legal basis of checks and the requirement for compliance and
implementation across the diocese.**

The Safeguarding Policies and Procedures of the Church set out its commitment and unequivocal determination in taking all reasonable steps to ensure that children and adults at risk can participate in the life of the church safely. These procedures and associated guidance issued clearly identify roles within the Church that require either a Disclosure & Barring Service (DBS) at Enhanced level, with check against the respective barred list or not.

While the Safeguarding Procedures have been drafted by the Catholic Safeguarding Advisory Service (CSAS) they have also been agreed by the Bishops Conference and are 'owned by the Church'. They have also been scrutinised by the Home Office and Charity Commission to ensure they are robust enough to satisfy the test of legislation.

The Safeguarding Vulnerable Groups Act (VGA) 2006, sets the bench mark for how organisations, (including the Church) working with vulnerable people must conduct themselves. In terms of how the Church recruits staff and volunteers to work with vulnerable people, the VGA is specific. It's against the law for the Church to employ someone or allow them to volunteer for work with vulnerable members of the community if it's known they're on one of the barred lists.

The Church therefore insists that prior to commencing in ministry or post, all those who work with the vulnerable must submit themselves to a DBS Check. In this way the Church can meet the onerous obligation, which the legislation places upon it.

Responsibility for ensuring the Church meets this requirement is ultimately that of the Trustees. However, through the Archdiocese Safeguarding Policy and Procedures it is the Parish Priest and or the Local Safeguarding Representative's responsibility for ensuring compliance. It is their collective responsibility to ensure that all volunteers within the Parish have been recruited in line with The Archdiocese Safe Recruitment Procedures and that ***only those with a clear DBS Certificate are undertaking work.***

Those who are working with the vulnerable and who do not have a DBS are doing so outside of the law, and are potentially putting themselves, and others with a safeguarding role and responsibility including Trustees at risk of prosecution in the event of an allegation or abuse being proven. Hence the importance of implementing our safe recruitment policies as prescribed within expected timescales.

The sanctions available under the VGA for failing to comply with the legislation apply to both the person working in the activity and the organisation who employed them.

An individual commits an offence if they:

- seek to engage in regulated activity from which they are barred;
- offer to engage in regulated activity from which they are barred;
- engage in regulated activity from which they are barred.

Similarly if an employer or their agent knowingly recruits a barred person to work with vulnerable people they commit an offence. The only way you can safely identify the status of a person and stay within the legislation is for them to submit to DBS scrutiny.

Under the VGA a person guilty of an offence: may be sentenced to imprisonment for a term not exceeding five years, or to a fine, or to both.

Help protect vulnerable people, the integrity of the Church and yourselves by ensuring the Archdiocese Safe Recruitment Procedures are rigorously followed.

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