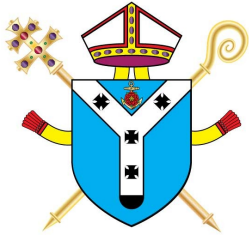


ARCHDIOCESE OF LIVERPOOL



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)



May the Lord shower you and
your families with many
blessings during the
Christmas Season
&
throughout 2017

Des' message

Welcome to our December festive edition of SAFE

Home Visiting Guidance: In this newsletter I highlight the helpful guidance for those who visit homes. I hope it can be cascaded to home visitors to raise their awareness of what to note in homes that may require follow up.

Parish Rep Safeguarding Conference: In 2017 we plan to have a day's Safeguarding Conference for parish reps. The theme will be addressing risk in parish activities and we hope input will be provided by Safeguarding Commission members and statutory partners.

We will inform parish reps of details for the conference in the new year.

Safeguarding Champions: An initial meeting looking at the development of Safeguarding Champions in pastoral areas has taken place; the role and hoped for activities undertaken is under development. Should you be interested in being part of this initiative please contact John Lynch in the office.

I am grateful for the commitment to and support of our safeguarding policies and procedures in our parish communities as evidenced throughout 2016.

Parish Audit: In 2017 the parish safeguarding audit that began this autumn will continue to be assessed and any issues addressed; the next stage of the audit will follow later in the year.

The Department looks forward to working with you all in 2017.

Halton Faith Sector Meeting

If you reside in the Borough of Halton, and are interested in finding out more information on safeguarding and the services available that provide support for children and vulnerable adults in Halton?

You are invited to attend a safeguarding workshop on Saturday March 4th 9.30-12.30pm.

At the Select Security Stadium, Bridge Suite, Widnes. There will be a chance to exchange information with professionals and gain advice on who to talk to and where to go to get the essential help that is needed.

Please note places will be allocated on a first come first served basis.

To book your place visit: Click on <http://haltonsafeguarding.co.uk/training/>

Independent Inquiry into Child Sexual Abuse (IICSA)

This Inquiry is investigating how organisations in England and Wales may have failed to protect children from sexual abuse.

Following a recommendation from the IICSA first victim and survivor forum in August, they have now set up a Freepost address. To contact the IICSA in writing for free, simply write 'Freepost HEAD OFFICE' on the envelope (no other address details are required).

If writing from overseas, you will need to use the IICSA PO Box address which is PO Box 72289, London, SW1P 9LF and pay for postage.

Alternatively should anyone wish to make contact with the IICSA they can telephone for free using 0800 917 100 or Email at contact@iicsa.org.uk.

Detailed information on the work of the IICSA can be found by visiting www.iicsa.org.uk

Mental Capacity Act

The Mental Capacity Act (MCA) 2005 applies to everyone involved in the care, treatment and support of people aged 16 and over living in England and Wales who are unable to make all or some decisions for themselves.

The MCA is designed to protect and restore power to those vulnerable people who lack capacity.

The MCA also supports those who have capacity and choose to plan for their future – this is everyone in the general population who is over the age of 18. All professionals have a duty to comply with the MCA Code of Practice. It also provides support and guidance for less formal carers.

Interested in finding out more on the subject then visit:

www.scie.org.uk/mca-directory/forum/

Home Visitors

Safeguarding and promoting wellbeing must be at the core of our work. Especially for those volunteer's, such as Extra Ordinary Ministers of Holy Communion, Parish Visitors and SVP Members whose Ministry requires that they visit and work with the most vulnerable in our communities in their homes. While this work is a privilege to undertake it also brings a great responsibility.

Here is a simple list which may be of assistance in safeguarding those visited, it may not apply in all situations and is a reference point for consideration.

Physical and mental health

Have they lost weight or do they seem frailer?

Do they have trouble having normal conversations?

Have you noticed any strange new behaviors like repeating stories or being unusually confused about simple things?

Is their eye sight deteriorating?

Are they tripping over things much more than usual?

Mobility

Has their mobility improved or is it deteriorating?

Is the flooring a hazard (polished floor/ frayed carpet)?

Is their footwear adequate?

Social life

Do they have any activities that they enjoy?

Are they reluctant to leave the house?

Are they keeping up with their usual friends and community organisations?

The house

Is the house messier or dirtier than normal?

Is there a lot of unopened mail? Are unpaid bills lying around?

Are there broken household items like clogged drains, burned out light bulbs, or broken appliances?

Do they have a working smoke / CO2 alarm fitted?

The kitchen

Is the refrigerator stocked with fresh foods they normally eat?

Is there mouldy or expired food around?

Are there burned pots and pans or burn marks on the floors or counters?

Medication

Are there any new medications, vitamins, or supplements you haven't seen before?

Is their medication organised so it's easy to take the correct dose at the correct time?

Are expired medications mixed up with current ones?

Are they self medicating (alcohol / non prescribed medications)

If you have concerns about a person you are visiting speak with a family member, Parish Priest or the Safeguarding Department. If you believe a person you are visiting is in immediate danger you must call and seek advice from Police or the Adult Social Care Department of your Local Authority.

Ebulk

- ◇ Enclosed within this newsletter is a copy of amended Product Codes which will assist you when completing the identity verification process for online applications.
- ◇ Please be aware that the Ebulk system will not accept identity documents out of the required timeframe set by DBS, even if by one day!
- ◇ Please ensure that identity documents, together with the relevant paperwork (Self Declaration & Confirmation of Identity forms) are submitted to the Department within 7 days after online verification.

Below is the list of product codes which will assist you when a volunteer undertakes more than one role. i.e Children's Liturgy Catechist and Minister of the Eucharistic— Church Ministry 4, child & adult workforce, check against child barred list.

Church Ministry (1)	Child & Adult Workforce, Child & Adult Barred List
Church Ministry (2)	Adult Workforce, Adult Barred List
Church Ministry (3)	Child Workforce, Child Barred List
Church Ministry (4)	Child & Adult Workforce, Child Barred List
Church Ministry (5)	Adult Workforce, No Barred List
Church Ministry (6)	Child & Adult Workforce, No Barred List
Religious	Child & Adult Workforce, Child Barred List
Clergy	Child & Adult Workforce, Child Barred List

Safe Recruitment Process

An amended reference letter is enclosed, please destroy all previous versions.

Please note that all enclosures have only been issued to parish reps. If you would like a copy please contact the office

Please note: the Safeguarding Department will close on Thursday 23rd December at 1.30 pm and will reopen on Tuesday 3rd January at 9am.

If you have a concern about anyone in immediate danger please call the police or social care.

Who's who — Commission

Dr Margaret Goddard	- Chairperson
Fr Tom Neylon	- Trustee
Rev Aidan Kelly	- Clergy Representative
Denise Malcolm	- Merseyside Police
Jackie Walsh	- Merseyside Probation
Martin Sandeman	- Catholic Blind Institute
Ann Hennessy	- Parish Representative
Julie Knowles	- Alder Hey Hospital
Sr Nora Gaine	- Religious Order Representative
Bro James Hayes	- Religious Order Representative
Anne-Marie Carney	- Nugent
Helen Burgess	- Nugent

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
c.newton@rcaol.co.uk**

Telephone: 0151 522 1043

Fax: 0151 522 1089

Website: www.liverpoolcatholic.org.uk