



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)

Dear Colleague,

Another newsletter filled with some old favourites with news about DBS checks and training! Importantly, as in life there is always change and nothing stays the same and we move on accommodating this change within the safeguarding arena.

I highlight the enclosed EduCare flyer making safeguarding training accessible for all members of the Church, not just volunteers or clergy working with vulnerable groups. The Bishops have funded this training at a cost of £50k over the next 3 years so we don't wish this resource which has been made available to us to be wasted. Perhaps the flyer could be placed on parish notice boards and details placed in newsletters.

Enclosed within this newsletter are revised and new role descriptions, (sent to parishes & parish reps only). New volunteers should be issued with the relevant role description; however you may also wish to issue it to existing volunteers as a reminder and make them aware of the expectations placed on them. **In November we will be holding two Rep meetings here at LACE, this will be an opportunity for Reps to meet and discuss any aspects of their role. From March onwards we will be holding meeting across the diocese for all Reps.**

Sunday 5th July saw the Annual Celebrate the Child Mass, which celebrates the work undertaken with and for children in the Archdiocese; it took place at St Mary's, Lowe House in St Helens. Archbishop Malcolm celebrated the Mass with children & their families from across the diocese. Thank you to everyone who made this year's celebration lively, enjoyable and special.

Colette Limbrick is the newly appointed Director of the Catholic Safeguarding Advisory Service (CSAS). Colette brings with her a wealth of experience from senior positions held in social care.

For your information the Church across all denominations is preparing to engage in the Lowell Goddard Inquiry into historic child abuse, across society. www.csa-inquiry.independent.gov.uk
There will be challenging times ahead for all organisations involved in this Inquiry. A panel containing membership from across the Catholic Church is being convened to be the formal interface with the inquiry.

Also, the National Catholic Safeguarding Commission (NCSC) have announced the setting up of a panel to address issues concerning victims and survivors of childhood abuse issues.

Please note dates of current face to face training opportunities.

So, looking ahead we see a fair amount of change and some challenges for all dioceses to face.

I thank our clergy, parish reps and volunteer workforce for your continued support and commitment as we move forward together.

Des



You should now be aware that on the 30th July 2015 the Catholic Church in England and Wales launched its Safeguarding e-Learning Programme. This programme is being funded for 3 years; therefore there is no cost for this training; it's free!

This e-Learning programme raises awareness and understanding across child and vulnerable adult activities. It is open to our clergy and volunteer workforce but also to other members of our parish communities, for example schools, parents.

There are seven modules that make up the training programme: Child Protection, Child Protection in Education, Child Protection Refresher, Safeguarding Adults, Safeguarding Adults Refresher, Mental Capacity and Child Exploitation & Online Safety.

We hope that over time all our Clergy, local parish reps and volunteer workforce will complete the programme. We need your help to promote this training to all volunteers and anyone within the catholic community can we please ask you to publicise it in your newsletter and notice boards.

To **Download a Brochure** and see the courses available go to www.liverpoolcatholic.org.uk

What do I need to do to access this training resource?

1. Email safeguarding@rcaol.co.uk to register your interest.
2. Your email should contain your name, email address, the name of your parish/order/congregation, and your role. For example: Priest, Member of the Religious, Safeguarding Representative, Youth Worker, Teacher, SVP or Other Volunteers, Parent/Grandparent/Guardian, or Other.
3. On receipt of your email the safeguarding administrator will register your email address with EduCare.

TRAINING

The target audience for this training Parish reps, volunteers and deacons.

It is advisable to attend Module 1 first.

Those attending this training will on completion be able to:

- Identify key legal documents that underpin safeguarding;
- Recognise safeguarding as core to ministry and ongoing formation;
- Connect vocational values and beliefs to safeguarding best practice;
- Identify what is involved in promoting a culture of safeguarding;
- Provide participants with an opportunity to share their experience with others.

Please see the list of dates and venues available on page 3.

Those wishing to book a place on any of the training events can do so by contacting the Safeguarding Department via telephone on 522 1043 or by emailing safeguarding@rcaol.co.uk

It is essential that we are aware of your attendance in the event that should a meeting be cancelled for any reason we can contact you.

Ebulk is here!

We are happy to inform you that the Department can now enter the majority of DBS applications online. The e-bulk service allows Disclosure and Barring Service (DBS) customers (Safeguarding Department) to submit multiple electronic applications for DBS certificates and receive the results electronically.

The e-bulk service will give us faster results; this reduces the average processing time for DBS checks and also means that applicants will no longer be required to submit their Certificate to this Department for verification, as we will be able to check the outcome online. However if a Certificate has a blemish i.e. conviction or caution is recorded, we will request that the applicant submits their Certificate so that we can verify the content.

For the time being the role of the parish rep will stay the same, the difference to the process will be here in the Department. But overtime parish reps and applicants will be able to input their information online. This will mean a change to the way the administration side of the safe recruitment process works. It is important that parish reps have the opportunity to be updated and trained for the use of e-bulk; and so we intend to hold a series of meetings across the dioceses from March onwards in 2016. However we will be holding two meetings at LACE, an afternoon and evening. This will be for any reps who feel that they would like to meet and discuss any aspect of their role, have any questions and to receive an early input on the e-bulk process.

Below you will find a list of dates and venues, please call the Department to book your place, on 0151 522 1042 or email safeguarding@rcaol.co.uk

It is essential that we are aware of your attendance in the event that should a meeting be cancelled for any reason we can contact you.

Parish Rep Meetings

Tuesday 24th November	7pm –9pm	Room 1, LACE, Croxteth Drive, Sefton Park, Liverpool L17 1AA
Wednesday 25th November	2pm to 4pm	Boardroom, LACE, Croxteth Drive, Sefton Park, Liverpool L17 1AA

Parish Rep and Volunteer Trainings

Wednesday	14th October	9.45 to 2.30pm	Module 1: Safeguarding as Ministry LACE, Croxteth Drive, Sefton Park, Liverpool, L17 1AA
Wednesday	11th November	12.30 to 4pm	Module 2: Protecting The Young And The Vulnerable. LACE, Croxteth Drive, Sefton Park, Liverpool, L17 1AA

Date for your diary – Celebrate the Child Mass 2016

- **Sunday 3rd July –venue St Pascal Baylon School, Chelwood Avenue, Liverpool**



Gentle Reminders

1. Please note the **Photo Part of Driving Licence** is now a Group 1 Document, there is no requirement to supply the paper part.
2. All **Governors** requiring a DBS check should be checked via the local authority.
3. DBS Certificates are no longer required to be submitted to the Department for verification unless requested.

DBS Update Service

Unfortunately if problems occur with the DBS Online Update Subscription Service volunteers must contact DBS at customerservices@dbs.gsi.gov.uk or call 0300 0200 190
This Department does not have any control over this website.

Website

The Safeguarding Department area within the Liverpool Archdiocese website has been recently updated. Please pay a visit and let us know what you think.

<http://www.liverpoolcatholic.org.uk/safeguarding>

All forms and role descriptions are available to download from the website

Resources

Can we please ask that you dispose of all Parish Resource Packs as these are now out of date, please refer to online resources which can be found at www.csas.uk.net/resource-area/

DBS Update Service

Can we please ask you to encourage as many volunteers as possible to sign up to the DBS update service.

Please let us know if we can offer any assistance to your parish on any safeguarding or recruitment related matter.

Parish Retreats & Missions

Every parish has a responsibility to make their premises as safe and secure an environment as is possible. All risks however cannot be removed, therefore, creating 'Safe Places' is a matter of striking the right balance, between safety, and personal obligation. It is of vital importance that if considering running a Retreat or Mission within your Parish, that the National Safeguarding Procedures dealing with Safe Recruitment are followed. It should never be assumed that those who will be delivering the Retreat or Mission from another Diocese or in some instances another country, have the required level of safeguarding clearance. Consideration should also be given to ensuring Public Liability Insurance requirements are met. A detailed Risk Assessment must be undertaken to identify, evaluate and record the outcome.

Should you be in the process of planning such events and require advice or guidance **do not** hesitate to contact the Safeguarding Department who will be happy to assist you.

Who's who — Commission

Dr Margaret Goddard	- Chairperson
Fr Tom Neylon	- Trustee
Dr Felicity Knight	- Retired Consultant Paediatrician
Kath Pitt	- Nugent Care
Denise Malcolm	- Merseyside Police
Jackie Walsh	- Merseyside Probation
Martin Sandeman	- Catholic Blind Institute
Ann Hennessy	- Parish Representative
Julie Knowles	- Alder Hey Hospital
Sr Martine Neill	- Religious Order Representative
Bro James Hayes	- Religious Order Representative
Liz Jackson	- Nugent care

Please keep in touch for advice, support or any queries

Contact details:

Safeguarding Office

LACE

Croxteth Drive

Sefton Park

Liverpool

L17 1AA

Email:

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Telephone: 0151 522 1043

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Website: www.liverpoolcatholic.org.uk