

Training

Our next **Induction Days** for newer safeguarding reps will take place on:

Thursday 14 September 2017

&

Saturday 4 November 2017

The venue will be the Safeguarding Office (St Gabriel's House, SE1 7FQ) and places are limited, so if you are a safeguarding representative who has joined our ranks in the last year or so and have not had the opportunity to attend an induction day please get in touch as soon as possible to book your place!

Educare online training - let us know what you think!

If you have successfully completed any of the Educare safeguarding modules please email our office so that we can record your achievement accordingly, & also let us know what you think of it.

If you haven't yet tried Educare then simply email us your details and we'll arrange for your free login.

Finally, the Safeguarding Commission has asked all new safeguarding reps to complete Educare modules on Child & Adult safeguarding when they take on the role, so again don't forget to let us know of your progress!



SAFEGUARDING OFFICE

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Welcome to our Summer Newsletter!
It's been some time since our last issue but we are now pleased to be back in touch with our safeguarding community.

In this issue you will find updates, answers to frequently asked questions, and details of future training.

In addition our annual Gathering Day for safeguarding representatives is coming up in October and we hope that many of you will be able to join us for this event, which will include interesting presentations from Father Mark Odion & Anne Marie Christian, as well as updates from Helen Sheppard.

As always we thank you all for your efforts in promoting and maintaining safeguarding in the diocese and wish you a joyful & peaceful summer.



What's New!

Safeguarding Self Declaration Form New version available!

The Self Declaration Form has been updated and is available from the 'Resources' section of our webpage: www.rcsouthwark.co.uk/safeguarding.html

Please begin to use this latest version dated **Sept 2016** immediately and dispose of any old versions (June 2013 or earlier) you may have.

School Foundation Governors

It has been agreed to help Southwark Education Commission by processing Disclosure applications for school foundation governors (references will be taken up by the Education Commission).

This will mean we will sometimes direct an applicant to a parish safeguarding representative in order to verify original identity documents, after which page 2 of the ID Form can be completed as normal by the verifier.

Thank you in advance for your assistance in this.

Don't forget we are here to help!

Please don't forget that if you need any advice about Disclosure applications or safeguarding issues in general we are always happy to receive phone calls & emails – every type of question is valid so don't hesitate to get in touch.

If you are no longer a Parish Safeguarding Rep please do let us know by contacting us on either: office@sgo-rcdsouthwark.org or 020 7261 1606

What's New! (continued)

New Chair of Safeguarding Commission

We will be welcoming a new chair of the diocesan Safeguarding Commission, Maureen Kotalawela.

Maureen will be taking over from current chair Nick Longdon who is stepping down after more than 2 years in the post.

Gathering Day for Safeguarding Representatives Saturday 7 October

Our annual day for safeguarding representatives takes place on Saturday 7 October 2017 at St George's Cathedral Amigo Hall (Lambeth Road, SE1 6HR) and this year includes presentations from Rev Mark Odion on the work in Southwark of the Santa Marta Group around human trafficking and modern slavery, and from Anne Marie Christian on safeguarding adults.

The day will begin at 11.00am (tea & coffee from 10.30am) and conclude with Mass in St George's Cathedral at 3.00pm.

An invitation from Archbishop Peter will be sent to all safeguarding representatives providing more details, but in the meantime please put this date in your diaries.

Online DBS applications

We are currently looking into the process which gives individuals the option to complete part of the Disclosure application online instead of using a paper DBS form (the Self Declaration & Identity Verification forms remain paper-only). More details soon!



Good
To
know...

Taking on a second role in the parish – is a new DBS Disclosure needed?

We are often asked what the criteria are for a volunteer who already has a Disclosure in the parish for a particular role, being appointed to a new role without the need for a fresh Disclosure.

The answer depends on a number of factors, for example the level or workforce of the original Disclosure, when it was issued, and the nature of the new role.

The best advice we can give in such cases is to let us have the name and new role of the volunteer, and our office will then determine if a fresh Disclosure is needed.

Parish Safeguarding Representative Poster – have you received yours?



Following a recommendation from the National Catholic Safeguarding Commission (NCSC), most parishes should now have received posters which give the names and telephone numbers of their safeguarding representatives (see picture above). If your parish hasn't yet received a poster please let us know.

Storage of parish Volunteer Forms & references

It is vitally important for parishes to comply with national policy on the proper storage of completed Volunteer Forms, references and confirmation of appointment letters, all of which should be kept in a locked & non-portable cabinet in the presbytery or parish office.

If parish safeguarding representatives have kept any of these documents at home please arrange for their transfer to the presbytery as soon as possible.

DBS Disclosures from workplaces

Many volunteers already have a Disclosure from their place of work and ask if it can be used for a role in the parish rather than having to apply for a new one, especially if it has been registered with the DBS Update Service.

Unfortunately DBS guidelines reveal that in most cases a workplace issued Disclosure is not appropriate for a role in the Church and the applicant will therefore need to make a fresh application with our office.

However if you or the applicant are in any doubt please don't hesitate to call us.

Sending documents to our office

There are some small but important steps you should take when sending documents to our office through the post.

Always address to a **named person** on the envelope above our address and if in doubt simply use the name of our coordinator 'Helen Sheppard'.

In addition, mark the envelope as **Private & Confidential** and include a **return address**.

These simple examples of good practice can go a long way to help preserve the confidentiality of documents and so put applicants' minds at rest.

Remember also that using registered or 'signed for' mail is an option too.