



SOUTHWARK DIOCESE SAFEGUARDING OFFICE NEWSLETTER

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WELCOME TO OUR NEW LOOK NEWSLETTER!

As the church starts a new liturgical year, we at the Safeguarding Office are starting anew as well and change is on the horizon. Starting with our fresh newsletter! We are also making changes in the way we process information, we are going digital!

Look out for updates on online DBS applications and our new Safeguarding Intranet.

We are excited for the new year and hope to enhance the way we work to continue to contribute to a safer and more wholesome community.

We wish you a blessed Christmas Season and all the very best for 2020!



EMAIL ADDRESSES FOR SAFEGUARDING REPS

A reminder that all Parish Safeguarding Representatives (PSR) must use their diocesan safeguarding email accounts. Confirmation of satisfactory Disclosure will be communicated via these accounts. We will also be accepting scanned documents and forms for online applications via your diocesan email accounts only.

Please note that the accounts should only be used for safeguarding correspondence and not for your own personal use. The account will be passed on to the next Parish Safeguarding Rep appointed after you.

ONLINE DBS



In January 2020 we will be rolling out online DBS applications. The system used to distribute the online applications and carry out online ID verification is known as 'Ebulk'. We will be holding numerous sessions to train Parish Safeguarding Reps (PSRs) and interested parish secretaries on how to complete ID verification through the Ebulk system.

In the future the online application will replace the purple DBS form, but the paper form will still remain available. All other forms will currently remain as paper versions.

KEY SAFEGUARDING TRAINING DATES

PSR Induction Training:
Tuesday 28th January 2020
Saturday 7th March 2020

Safeguarding Meeting of Religious:
Tuesday 10th March

Online DBS Applications
24 sessions Jan-Dec 2020

PSR Responding to Allegations:
5 sessions Feb-Dec 2020

PSR Creating a Safer Environment:
5 sessions Feb-Dec 2020

Clergy Training CSAS Modules 1-3:
36 sessions Feb- Dec 2020

Please keep your eyes peeled on the 'Training' section of our website, where the full training programme will be uploaded next year

PSR- Parish Safeguarding Representative

RECORDING WHEN VOLUNTEERS LEAVE OF STEP DOWN

Parishes must note and record when a volunteer leaves their role. The recruitment paperwork should be marked for disposal after the appropriate retention period. The safeguarding office should be updated periodically by the parish to ensure our office records reflect that of the parish.

LEGION OF MARY VOLUNTEERS

A timely reminder that while we do not have a formal agreement with the legion of Mary to process DBS applications for their members, we can still do so in cases where the parish itself helps to arrange home visits to parishioners by Legion volunteers. Under these conditions the volunteers would be regarded as parish visitors and parishes would be able to undertake the safer recruitment process, including volunteer form, references and DBS application.

GATHERING DAY FEEDBACK POWERPOINT PRESENTATIONS AVAILABLE

Thank you to all who attended our recent Safeguarding Gathering Day, we had a very successful event with over 90 attendees. Presentations on Diocesan Safeguarding and Updates were given by the Safeguarding Team and an insightful afternoon session was led by our guest speaker Anne-Marie Christian. Presentation slides from the day have been emailed to all diocesan safeguarding emails. Please let us know if you have not received it. Our next annual Safeguarding Gathering day will be held on Saturday 3rd October 2020. Invitations will be sent nearer the time but for now, Save the date!

SAFEGUARDING REPS NOTICES

- **Safeguarding Incident Report Forms**

CSAS have advised that parishes and PSRs must use an Incident Report Form when reporting incidents and/or concerns to our office. You can find the form on the 'resources' section of our diocesan website or the CSAS website:

<https://www.csas.uk.net/wp-content/uploads/2018/11/CASE-6-Incident-Report-Form.docx>

- **New Safeguarding Intranet**

We will be introducing our reps to a new online Safeguarding Intranet and we are currently in the process of creating page content and populating the site with resources and materials. Please email us if you have any suggestions on what you would like to see on this intranet.

- **Posting DBS applications to correct address**

Please ensure that all DBS application forms and supporting documents are returned to the Southwark Safeguarding Office at St. Gabriel's House and not the CSAS address printed on the DBS form.

SEASONS GREETINGS

We Wish you a very Happy Christmas

From everyone at the Safeguarding Office!



CUT-OFF DATE FOR OLD CONFIRMATION OF IDENTITY FORM (ID)- DEC 2019!

From January 2020 we will no longer be able to process DBS applications with out of date versions of the DBS supplementary forms. Please therefore ensure you submit the most up-to-date forms which can be found in the 'Resources' section of our website. The most recent forms are as follows:

Volunteer Registration Form-**August 2018**
Reference Request Form- **August 2018**
Applicant Consent Form-**July 2018**
Safeguarding Self Declaration Form-**July 2018**
Confirmation of Identity (ID) Form-**February 2019**