



SOUTHWARK DIOCESE SAFEGUARDING OFFICE NEWSLETTER



Issue 38 | April 2020

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Welcome to the Safeguarding Office Easter 2020 Newsletter

Firstly, the Office team hope you are keeping well and healthy. Our prayers are with all those affected during these unprecedented times.

We hope you are all continuing to follow government guidance, to ensure we are all kept safe, to save lives and to support our frontline workers.

Despite the surreal circumstances we wish you all a joyous and blessed Easter.

In this issue we remind you of some DBS and recruitment procedures, announce the imminent launch of the Safeguarding Intranet and inform you of the NCSC's recently released reporting abuse policy.

SAFEGUARDING RESOURCE CENTRE INTRANET

The Safeguarding Intranet will be launching this Easter. It will be a useful resource area for all safeguarding personnel. All PSRs with an rcaos email & Religious Safeguarding Leads will be registered automatically and will receive an email explaining how you can access the Intranet. Anyone who works in safeguarding (including Provincial Leaders, Clergy and Parish Secretaries) and would like access to the resource centre should email the Safeguarding Office to be registered.

The Safeguarding Office will keep the intranet up to date with all recent news and updates.



NCSC REPORTING ABUSE POLICY

The NCSC have released their explicit policy position on reporting concerns and allegations. The statement should be placed on all parish websites under the safeguarding heading and put into all parish newsletters. It has automatically been placed as a disclaimer on all rcaos safeguarding emails.

"If you are concerned about the welfare of a child or adult at risk, do not delay in contacting the police, using 999 if a child or adult is believed to be in immediate danger.

It is the policy of the Catholic Church in England and Wales to report all allegations of abuse to statutory authorities, regardless of whether the abuse occurred recently or in the past, or whether the accused person is living or deceased.

If you are in any role within the Catholic Church in England and Wales, you must refer allegations directly to the safeguarding office for your diocese or religious congregation, or directly to the Police.

If you are a member of the public, please refer allegations directly to the police and also to the safeguarding office in your diocese. You can contact the Archdiocese of Southwark Safeguarding Office by telephoning 0207 261 1606 or via email at safeguardingoffice@rcaos.org.uk"

EDUCARE

Please continue to promote the online EduCare training modules to **ALL** volunteers, staff, clergy and parishioners. They should email the Safeguarding Office to be registered.

A FEW QUICK REMINDERS



VOLUNTEER REGISTRATION FORM & REFERENCES

Please be reminded that Volunteer registration forms and volunteer references should not be sent to the Safeguarding Office. They should be stored in a secure, fixed parish filing cabinet. Only a select group of people should have access to these – namely, the parish priest, PSR and parish secretary.

SCANNED DOCUMENTS AND FORMS

If you are emailing scanned documents and/or forms to the Safeguarding Office email address, please put the name of the applicant in the email subject so that they can quickly be identified.

PSR RECRUITMENT

If your parish requires a new or additional PSR, the parish priest must nominate a volunteer to the Safeguarding Office. The Safeguarding Office is responsible for the entire PSR recruitment process, including obtaining satisfactory references.

TIP!

When taking photocopies of birth and marriage certificates, reduce scale from A3 to A4, and the copy will come out on a single A4 piece of paper.

DBS APPLICATIONS

APPLICANTS WITH MULTIPLE ROLES

Please ensure that DBS applicants write all of their parish roles on their Safeguarding Self-Declaration form in order that their DBS disclosure certificate is at the correct level to avoid the need to complete a second DBS application, soon after the first.

SECTION W, X AND Y FOR REGISTERED BODY USE ONLY

A reminder that the back page of the DBS form is for office use only. Applicants should not write anywhere on the back page. **ID verifiers should only complete section W.** All other sections are completed by the Safeguarding Office.

DBS UPDATE SERVICE

The Safeguarding Office are encouraging all volunteers and Clergy to register to the DBS Update Service. When the diocese begins to undertake DBS rechecks, the Update Service will allow you to circumvent undertaking a new DBS application for the same role. You can subscribe to the Update Service up to 30 days after your DBS certificate issue date and it is completely free of charge for volunteers – employed applicants pay an annual subscription fee of £13. You can find out more information here: <https://www.gov.uk/dbs-update-service>

2020 TRAINING PROGRAMME

Later this year, the Safeguarding Office will deliver 6 PSR Development Training dates and National Module Training for all Clergy.

The proposed dates are posted on the intranet. However, we will not be accepting bookings until the lockdown ceases and the Government have given the all clear on resuming social gatherings.

HAPPY EASTER

As we celebrate the miracle of Christ's resurrection, it assures us of a better tomorrow. Have a joyous and peaceful Easter and may the spirit of the holiday strengthen and renew you.

