



RCDOW Safeguarding Service Newsletter

Summer 2023

Forward by Geraldine Allen - RCDOW Safeguarding Co-ordinator

Dear Parish priests & PSR's,

Appreciating that we are well into August now, I hope that you find the revised format of this newsletter helpful – any feedback is always welcome.

Veronica Officer is now the Senior Parish Support Officer, Fiona Giscombe the Senior DBS Administrator and Esme Bowles DBS Administrator. They bring knowledge and enthusiasm to their roles.

Wishing you all the best in your work to plan for the autumn activities in the Parish.

Geraldine

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Important Information - Priests Visiting Parishes

A reminder of Mgr Martin's communication sent earlier this year regarding visiting priests:

It is the responsibility of Parish Priests and Lead Chaplains to ensure that visiting and supply priests have a valid Celebret if incardinated in England and Wales or a valid Testimonial of Suitability for Ministry from their Bishop or Religious Superior if they are not incardinated in England and Wales. Forms to be used by Parish Priests and Lead Chaplains can be requested from the Vicar General's office. If there are any issues about the credentials of a visiting or supply priest please contact the Vicar General.

Ensure your visiting priest has an induction into parish life and knows where to find the information on safeguarding in your Parish and the Diocese.



PSR Conference 2024

We're excited to announce that planning has begun for the PSR Conference to be held in June 2024.

We'd really appreciate your ideas on how to make the conference a success. Click this link to submit your ideas before 30th September 2023:

<https://forms.office.com/e/j4S89ztSVW>



Summer Reminders:

- Check that the information on your parish website has the correct contact details for the Diocesan Safeguarding Service. Our contact page is found here: [Contact Us - Diocese of Westminster \(rcdow.org.uk\)](https://www.rcdow.org.uk) If you run your own website contact your provider to update the information.
- Make sure safeguarding posters are displayed throughout the parish. Ensure they are up to date and do not contain personal contact information. i.e. only @rcdow email addresses should be displayed on posters.
- September is often the start of a new cycle of delivery for parish activities like catechism. Plan your Safeguarding Risk Assessment reviews with leaders of all parish activities and events to ensure they take place in time for delivery.
- Ensure **ALL** volunteers and personnel receive an induction into the Parish including how to keep themselves and others safe and how to report any safeguarding concerns.

Volunteer Catechists - EduCare Online Training

As a volunteer Catechist, it is strongly advised that you complete your online EduCare safeguarding training.

If you have not registered for your online safeguarding training for EduCare, please email Stephanie at safeguardingadmin@rcdow.org.uk with the following information:

- Full name
- Role
- Voluntary /paid role?
- Parish
- Personal email address
- DBS check completed? (Y/N)

This will allow you to be registered for your online safeguarding training, which will support you in your role as a Catechist in your parish, especially where you encounter vulnerable groups.

All volunteers have a role to play in safeguarding...

A reminder that safer recruitment and details of volunteers within the parish should be recorded by the parish for auditing purposes.

Below is a handy checklist to ensure you have all the information needed:

Do you know who volunteers in your parish



Do you know what roles they carry out?

Where do you keep your list of volunteers and their contact details?

The parish should keep accurate records of all volunteers that support the parish. You can review this annually.



The Parish Report provided by the Diocesan Safeguarding Service will only include DBS volunteers, but a list of all volunteers is needed.

Encourage leaders of parish activities and events to hold an induction session with volunteers to remind them of safeguarding practice and update them on vital aspects of parish life.



Have your volunteers been given a code of conduct to carry out their role?



Have they been given appropriate guidance on their role to ensure we maintain a safer environment in the parish?

Parish Audit in 5 steps:

To help prepare your parish for audit, please follow these 5 steps with your parish priest:

- 1) Request a Parish Report to track the recruitment of your volunteers by emailing dbsadmin@rcdow.org.uk to receive a copy
- 2) Ensure your parish is following the 8 CSSA Safeguarding Standards, please [click here](#) to see the Standards on the CSSA website. And read the CSSA guidance on preparation for Parish audit, please [click here](#)
- 3) Use this Safer Recruitment Tracker checklists to ensure each stage of the safer recruitment process has been completed: [Parish Safer Recruitment Checklist](#) & [PSR Safer Recruitment Checklist](#)
- 4) Complete this checklist of tasks, with this [Parish Self-Evaluation Tool](#)
- 5) For more information on the Parish Audit process, please see this document on the [Diocesan Internal Audit Programme](#).



DBS Checks and the Update Service Explained

Every 3 years all persons in a DBS role from Diocese of Westminster must have another DBS check. This can be carried out in 2 different ways:

- 3 year renewal – We are applying for a new DBS certificate which replaces the previous one. The certificate will have a new number and date of issue.
- 3 year recheck – Carrying out an Update Service check on the original certificate. The original certificate number and date remain active as long as it's registered with the DBS update subscription.

What is the Update Service?

The Update Service – is an annual subscription not an annual check. The details are available on the DBS website:

<https://www.gov.uk/government/collections/dbs-update-service-promotional-material>

- As the subscription service is an agreement between the applicant and the DBS, we cannot advise whether applicants have signed up to this service or the status of their subscription.
- The Diocese does not receive information that the subscription has been renewed or automatic updates on the certificate.
- We need the applicant's permission to carry out an Update Service check which is provided via the completion of the DBS 4: Self declaration every 3 years.
- If the subscription has lapsed or your name, address or the level of check from the certificate registered with the update service have changed we will need to apply for another DBS certificate to complete the 3 year recheck.

When is a DBS 3C required for an update check?

If we did not carry out the original DBS certificate that is registered on the update service and it was carried out by another employer/volunteer organisation or Diocese.

Therefore we need to see the original certificate and also prove the person's identity matches the certificate they provide. (hence the DBS 3C and 3 forms of ID)

You will find further details on the RCDoW website under Safer Recruitment Guidance: [Safer Recruitment Checklist](#).

Safer Recruitment – TOP TIPS

1. Let us know if volunteers/employees with DBS roles have left your parish. Whether it's that you have received a Parish Report or are updating your own parish volunteer list, send an email to safeguardingsupport@rcdow.org.uk with the people to be removed. This minimizes the need to pursue rechecks that are no longer required.
2. References are a vital tool to check suitability of a person for the role. Applicants should be encouraged to provide referees that have known them at least 2 years and follow the guidelines set out in the DBS 1: Volunteer Registration Form. In the particular circumstance of husband and wife having the same referees the references should be individualised and not an exact copy of each other. The Safer Recruitment Team review the references as part of applying for the DBS and will request amendments if needed.



Diocese of Westminster Safeguarding Service

The Safeguarding service is managed by the
Episcopal Vicar for Safeguarding:
Rev Mgr Séamus O'Boyle: seamusoboyle@rcdow.org.uk

Safeguarding Co-ordinator for the Diocese:
Geraldine Allen: geraldineallen@rcdow.org.uk

Deputy Safeguarding Co-ordinator:
Monawara Bakht: monawarabakht@rcdow.org.uk

Reporting Safeguarding Concerns:

safeguarding@rcdow.org.uk

Safeguarding Officer:

Freddie Coombs

020 7798 9186 / 07851 250 897

Safeguarding Officer:

Eithne Atterbury

020 7798 9096 / 07851 250 899

Safeguarding Officer - Historic cases

review: Lydia Bowles

lydiabowles@rcdow.org.uk



DBS & Safer Recruitment:

Queries: dbsadmin@rcdow.org.uk

Submissions:

dbssubmissions@safeguardrcdow.org.uk

020 7798 9352

Senior DBS Administrator:

Fiona Giscombe

07874 878 710

DBS Administrator:

Esme Bowles

020 7798 2350

DBS Administrator:

Johanna Ashley

07874 861 060

(Working days: Tue, Wed and Fri)



Safer Environment & PSR queries:

safeguardingsupport@rcdow.org.uk

Senior Parish Safeguarding Support

Learning & Development Officer:

Veronica Officer

020 7798 9359 / 07803 634 239



EduCare online training support and general queries:

safeguardingadmin@rcdow.org.uk

Safeguarding Team Administrator:

Stephanie Uwalaka-Seck

020 7798 9356 / 07394 560 926



Contacting the Safeguarding Service

You can find up to date contact information on the Diocese of Westminster's website: <https://rcdow.org.uk/safeguarding/contact-us/>

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 Diocese of Westminster or religious congregation, or directly to the police.

