



TOWARDS A CULTURE OF SAFEGUARDING:

Induction Information for Safeguarding Representatives

xxxxxxxxxxxx Catholic Safeguarding Commission

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INTRODUCTION

The Safeguarding Representative plays a pivotal role within the Catholic Safeguarding Structure. The Catholic Church is deeply grateful for those who give their time and expertise to promote safeguarding to secure the welfare of everyone in our midst, particularly the young and the vulnerable.

This induction pack is aimed at new Safeguarding Representative. It provides a brief overview of the role and explains some of the processes and terminology that you may come across. More information is provided in the Safeguarding Resource Pack.

Please do not hesitate to contact the Safeguarding Office with any queries you may have. We appreciate your time and effort and will support you in any way we can.

Towards a Culture of Safeguarding

The Catholic Church in England and Wales is striving towards a culture of safeguarding where all are safe from harm and abuse and where every person is encouraged and enabled to enjoy the fullness of life in Jesus Christ through the prayerful, caring, nurturing, supportive and protective endeavours of the Catholic community, both individually and collectively.

Living a Culture of Safeguarding

This commitment calls the whole Church to live the values and principles, which are already implicit in the nature of the Church and its mission, as the authentic witness to the message of the gospels. Whilst all members of the Church have a role to play in promoting a culture of safeguarding, clear leadership is crucial. Bishops and Congregation Leaders need to be vigilant in exercising their ministry of leadership, ensuring that a culture of safeguarding is both understood and embraced by the whole Church.

In order to recreate a safe and nurturing environment and deepen (or where necessary rebuild) trust there needs to be a culture of:

- Openness & Transparency
- Love & Respect
- Responsibility & Accountability
- Compassion & Support
- Justice & Integrity
- Honesty & Humility
- Questioning & Challenging
- Learning & Changing

All those with a leadership role in safeguarding are required to be mindful of differing needs, to promote understanding and to encourage talents.

Towards a Culture of Safeguarding 2012

Work to enable the laity to recognise and use their gifts for the benefit of the community in mature and informed discipleship

Develop a culture where the roles and responsibilities of clergy and religious include working in mutual trust and collaboration with the laity

Work to ensure that there is explicit theological and personal understanding of safeguarding and that this is understood as integral to priestly and religious formation as part of ministry and life

Develop and nurture a sense of welcome, hospitality, openness, dialogue and careful listening

Respect the rights of children, young people and vulnerable and actively seek to ensure their voices are heard

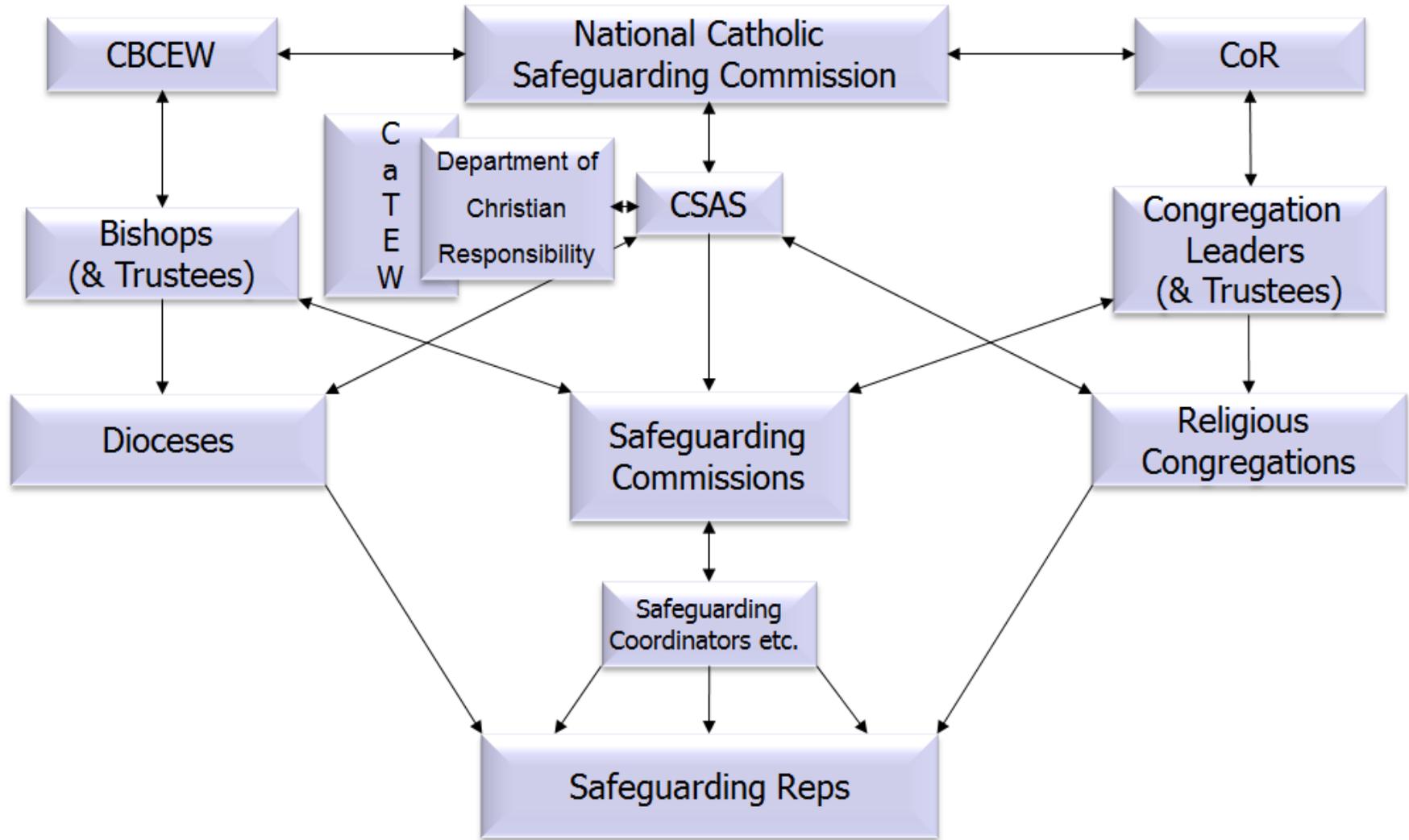
Work to ensure justice for those abused and support for all those affected in any way by abuse

Work to ensure justice and support for any accused person

Work to ensure that the offender has an opportunity for repentance and inclusion within careful and managed boundaries

Ensure safeguarding practice is understood as an essential part of authentic ministry and mission

THE NATIONAL SAFEGUARDING STRUCTURE



DESCRIPTION OF NCSC & CSAS:

The National Catholic Safeguarding Commission is responsible for setting the strategic direction of the Church's safeguarding policy and monitoring compliance. Mandated by the Conference of Bishops and Conference of Religious, it aims to ensure that standards are met and policies are implemented.

The NCSC comprises of an Independent lay chair, a Bishop and a member of the Conference of Religious as vice chairs, representation from the Conference of Bishops, Conference of Religious and Chairs of Commissions, as well as 4 lay members recruited for relevant expertise in the field of safeguarding and the criminal justice system.

The Catholic Safeguarding Advisory Service was established to drive forward improvement in practice. Its primary role is one of co-ordination, advice and support in respect of safeguarding children, young people and vulnerable adults.

The Catholic Safeguarding Advisory Service is:

- The point of liaison with other national stakeholders, both safeguarding units in other Churches and secular organisations concerned with safeguarding children and vulnerable adults, including government.
- A Registered Body of the Disclosure & Barring Service on behalf of the Catholic Church of England & Wales.
- Located within the Department for Christian Responsibility and Citizenship, one of the Departments of the Bishops' Conference. An appointed member of the Conference of Religious is a member of the Department to ensure CoR can play a full role in delivering a one Church approach. Being located within this Department provides peer support for the Director of CSAS, encourages cross participation of ideas and works to ensure safeguarding is part of the mainstream activity within the Church.
- Accountable to, and reports to the Bishops' Conference and Conference of Religious through the NCSC.

THE LOCAL SAFEGUARDING COMMISSION:

- Is required to have an independent lay Chair (independent signifies not employed and not part of the management hierarchy) with extensive, current safeguarding experience in working with children and/or vulnerable adults e.g. social care, police, probation, family law.
- Is required to have sufficient members to ensure appropriate expertise is available. This means that there must be a core membership with current safeguarding knowledge and expertise. In addition the Commission membership must include individuals with experience of the Church and its structures in relation to safeguarding.
- Has advisory, supportive and monitoring functions and exists to discharge these functions at a strategic level in all matters relating to safeguarding in the Diocese/Religious Congregations.
- Is required to undertake an assessment of needs to ensure that those accountable for budget allocation have sufficient information so that the safeguarding budget is adequate to ensure safe processes and minimisation of risk.
- Is accountable to the Bishop/Religious Provincial and their Trustees;
- Is required to have a level of safeguarding knowledge to undertake its role with confidence.
- Is required to have a basic understanding of the context and culture within which the Safeguarding Commission exists.

The Safeguarding Coordinator will meet with new Commission Members to discuss their training needs and together they will identify what training is required and how/where this will be accessed.

To ensure this induction training is undertaken in a timely way and in line with national standards there is a record of induction - see appendix 1.

Trustees

Each Diocese and Religious Congregation is an individual charitable trust covered by a Public Liability Insurance Policy. Trustees have a duty of care and a duty to act.

The Trustees have a responsibility to ensure that:

- Serious incidents which have a potentially detrimental effect to either the beneficiaries of the trust, the reputation of the trust or the assets of the trust are referred to the Charity Commission.
- The terms of the Public Liability Insurance Policy are complied with. This includes, for example, ensuring that these National Procedures are fully operational within the Diocese or Religious Congregation.
- They are adequately informed about safeguarding matters in order to make informed decisions, including ensuring that adequate safeguarding resources are available to maintain safe processes and the minimisation of risk.
- They receive quarterly update briefings from the Safeguarding Commission, one of which should be an Annual Report.

FUNCTIONS OF THE SAFEGUARDING COMMISSION:

The Commission has advisory, supportive and monitoring functions. It exists to discharge these functions at a strategic level in all matters relating to safeguarding in Dioceses/Religious Congregations and Seminaries. Key functions of the Commission are to:

- Secure a strategy for the promotion of good and safe environments in all parishes and other apostolic works throughout the Diocese/Religious Congregation in line with agreed national policies and procedures.
- Agree clear and unambiguous arrangements with all relevant Dioceses/Religious Congregations and Seminaries for liaison, consultation and working together regarding allegations against members of the Church.
- Ensure that the Bishop/Provincial receives full information relevant to safeguarding incidents together with recommendations.
- Receive information relating to safeguarding matters within the Diocese and/or the Religious Congregations aligned to the Commission.
- Ensure effective liaison with all relevant Statutory Agencies.
- Contribute to the development and review of national policies, principles and practice.
- Advise the Bishop on welfare matters in respect of parishes, and individuals and families within parishes, who have been victims of abuse.
- Ensure arrangements are in place for the Pastoral Care of individuals and communities affected by abuse.
- Support and advise on matters relating to long term arrangements for members of the Church (Clergy, Religious, and Laity) who are known abusers, including the commissioning of risk assessments.
- Ensure that in all parishes and apostolic works there is a strategy to raise awareness of and promote training in safeguarding matters.
- Monitor implementation of all safeguarding strategies and work plans and report regularly to the Trustees.
- Produce an Annual Report to contribute to the NCSC public Annual Report for presentation to the Bishops' Conference and Conference of Religious of England and Wales.
- Ensure that the Annual Report on the Diocese/Religious Congregation is timely, accurate and comprehensive.
- Establish, in line with National Policy on Safer Recruitment practice including DBS Disclosures, a small panel of 2 or 3 individuals to whom confidential reference may be made when there are disclosures from the Disclosure and Barring Service which require a decision by the Counter-Signatory in order that an informed decision may be made to the Bishop/Religious Leader.

- Ensure the availability of training and appropriate supervision for the Safeguarding Coordinator.
- To assist in the selection of nominees for the role of Safeguarding Coordinator.

The Commission may, if necessary, set up small sub groups of its members if issues of concern require further more detailed work. Other people with specialist knowledge may be asked to participate if necessary.

Full Commission meetings are held:

Sub groups meetings are held:

KEY SAFEGUARDING ROLES:

Four key roles play a major part in developing and promoting safeguarding within the Catholic Church at local level. These roles are mutually dependant and supportive, combining knowledge and expertise of safeguarding with an understanding of Church life, safeguarding structures and Church context. The following description of the four key roles recognises the differing expertise and the importance that each brings to safeguarding.

The Priest has a pivotal role to play in promoting a culture of safeguarding within a parish, which includes safeguarding the young and the vulnerable and in helping to create a safe environment. The Priest, along with the Safeguarding Coordinator, has a key role in recruiting the Safeguarding Representative ensuring those appointed have the ability, skills and aptitude for the role. Once the Safeguarding Representative is appointed the Priest has a key role in supporting and encouraging the Safeguarding Representative in their role.

The Safeguarding Representative has specific responsibility for promoting good and safe practices in all activities involving children, young people and vulnerable adults within the parish or congregation.

The Safeguarding Representative will have a sound knowledge of the policies and procedures and also who to contact in specific circumstances. He/she is also the link between parish and Diocese or Congregation and the Commission.

Safer recruitment is a key function for the Safeguarding Representative who has the responsibility for facilitating the DBS disclosure procedure at local level and ensuring that everyone who is required to go through the process does so.

The Safeguarding Advisors – Clergy & Religious: In order for safeguarding to be effectively implemented and promoted within the Catholic Church, a contextual awareness and understanding is vital. The Safeguarding Advisor, as a member of the Clergy/Religious brings this expertise and experience to the safeguarding structure. He/she provides support and contextual advice to the Safeguarding Coordinator and Commission.

Safeguarding Advisors attend Commission meetings but are not Commission Members.

The Safeguarding Coordinator has a professional background in safeguarding.

The professional background is not restricted to those with a social work qualification. It may encompass those with experience and qualifications from other disciplines for example police, probation, health. Those appointed to this post are expected to uphold the values and principles of safeguarding within the Catholic Church in England and Wales.

The role of the Safeguarding Coordinator is to coordinate safeguarding matters within the Diocese, including the Religious Orders/Congregations affiliated to the Safeguarding Commission.

The Safeguarding Coordinator leads in the implementation and management of safeguarding policy and practice including safer recruitment, working closely with the Safeguarding Commission, Bishop/Congregation Leader, helping to organise meetings, preparing reports, and assessing need. Safeguarding Coordinators attend Commission meetings but are not Commission Members.

SUPPORT FOR SAFEGUARDING REPRESENTATIVE

It is important that people carrying out safeguarding roles in the Church have access to regular support to help them to perform their role well and to reduce any risk of stress. It is also necessary to be proactive in making support available. Safeguarding Representatives should know what support they can expect and feel able to ask for help when they need it.

By 'support' we mean the provision of information, advice and guidance, and access to a named person responsible for ensuring Safeguarding Representatives are supported.

Questions Safeguarding Representatives might ask...

What support can I expect?

- A listening ear when required
- Regular support meetings
- Training

Who provides the support?

- The Safeguarding Coordinator is the named person for your support

How do I contact the Safeguarding Coordinator?

- By Phone
- By email
- By post
- Or you can arrange a face to face meeting

Who else might support me in my role?

- The Parish Priest/Provincial
- The Clergy Safeguarding Advisor
- The Religious Safeguarding Advisor

How will I be notified of support events?

- Email contact
- Newsletters
- Website

What is important is that you, as Safeguarding Representative, feel you are supported in your role.

KEY DOCUMENTS:

1. The Nolan Report - A Programme for Action (2001): www.cumberlegecommission.org.uk
2. The Cumberlege Commission Report - Safeguarding with Confidence (2007): www.cumberlegecommission.org.uk
3. Towards a Culture of Safeguarding: www.catholicsafeguarding.org.uk
4. National Policy, Procedures & Standards: www.csasprocedures.uk.net
5. Working Together to Safeguard Children: www.workingtogetheronline.co.uk
6. No Secrets: www.dh.gov.uk
7. The Mental Capacity Act 2005: <http://www.legislation.gov.uk/ukpga/2005/9/contents>
8. Information Sharing Protocol: www.csas.uk.net

USEFUL ABBREVIATIONS TO KNOW:

- NCSC: National Catholic Safeguarding Commission
- CSAS: Catholic Safeguarding Advisory Service
- CoR: Conference of Religious
- CATEW: Catholic Trust for England and Wales
- LADO: Local Authority Designated Officer
- DBS: Disclosure and Barring Service
- LSCB: Local Safeguarding Children Board
- LSAB: Local Safeguarding Adult Board
- VA: Vulnerable Adult
- DP: Data Protection
- ISP: Information Sharing Protocol

CONTACT DETAILS:

Commission Chair:

Name:

Email:

Phone:

Safeguarding Coordinator:

Name:

Email:

Phone:

Clergy Advisor for Safeguarding:

Name:

Email:

Phone:

Religious Advisor for Safeguarding:

Name:

Email:

Phone:

Catholic Safeguarding Advisory Service

Email: admin@csas.uk.net

Phone: 0207 901 1920

Website: www.csas.uk.net

National Catholic Safeguarding Commission

Website: www.catholicsafeguarding.org.uk

Appendix 1
RECORD OF INDUCTION/TRAINING FOR SAFEGUARDING REPRESENTATIVE

The Safeguarding Representative has a pivotal role to play in promoting a culture of safeguarding. It is vital therefore that s/he has sufficient knowledge and understanding to undertake the role with competence and confidence.

Name:				
Date role commenced:				
INDUCTION PACK	Timescale for completion	Date achieved	Commission Member's Signature	Safeguarding Coordinator's Signature
An Induction Pack received.	1 week			
Access to Safeguarding Resource Pack provided.	1 week			
INDUCTION TRAINING				
SAFEGUARDING ROLE & STRUCTURE				
Receive information in relation to the Safeguarding Representative role/function/responsibilities.	1 month			
Receive information on the Church structure for safeguarding the young and the vulnerable.	1 month			
Be given information about claiming expenses.	1 month			
CONTEMPORARY KNOWLEDGE				
Meeting held between the Safeguarding Coordinator and Safeguarding Representative to assess existing knowledge regarding safeguarding the young and the vulnerable.	1 month			
Learning needs identified.	1 month			
SAFEGUARDING TRAINING				
Training undertaken in relation to promoting a culture of safeguarding which includes: <ol style="list-style-type: none"> 1. Contextual Understanding 2. Protecting the Young and the Vulnerable 3. Creating a Safe Environment. 	3 months			