

SAFEGUARDING OFFICE E-BULLETIN

SPRING EDITION



WELCOME

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The Annual Parish Self Audit Returns

2017/2018 saw the launch of the newly revised Parish Self Audit tool in line with the new Standards and Guidance produced by NBSCCCI (2016).

The aim of the annual audit is to capture the 'challenges' facing PSC's in delivering best safeguarding practice within parishes. PSC's were encouraged to highlight areas where they felt they needed additional support, advice or clarification, which the safeguarding office or the Safeguarding Support Officers (Maddie Bell, Mary Wylie and Patsy Curry) could assist with.

Below are just some of the areas of work highlighted by Chairs.

- Understanding the importance of having a Whistleblowing Policy in place and displayed in parishes and how best this might be disseminated
- Introducing the new 'Joint Consent form'. This is the form signed by **both** parents/guardians and young people when engaging in parish activities. A copy of this can be found on the Safeguarding website

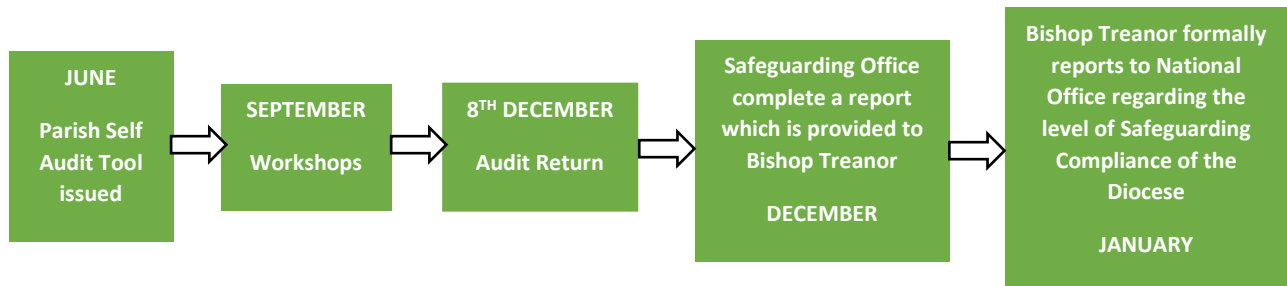
- Introducing the new Risk Assessment form into parishes (a copy of which will be contained in the newly developed Resource Pack (available May 2018)
- Using a complaints procedure for matters other than child protection. What does this mean and when should PSC be using the complaints procedure?
- Ensuring that all personnel sign an agreement to observe and work to the relevant codes of conduct.

These questions and more will be covered in the executive summary of this year's self-audit return, which Susan Gordon is currently compiling.

It is always a challenge for PSC's and Parish Priests to ensure that Parish Audit Return is sent to the safeguarding office within the agreed time frame. This year we had a 98% return which is excellent. Unfortunately, 3 returns could not be included in the final analysis due to the lateness of their submission.

Thank you to all those parishes that did provide a return.

Remember the time line for completion of the Parish Self Audit Return Form is as follows.



Some of the key areas of work which the PSC's have identified and requested the Safeguarding Office consider are:

- Providing information seminars on best practice in recording and storing information at parish level
- Establishing an annual conference for PSC's to share best practice initiatives and to explore areas of collaboration between pastoral communities.

Both these areas will be addressed in the coming year.

Training Update

Over the past 8 months over 640 parish volunteers and clergy have received the new Safeguarding Children Training, provided by our 9 newly verified National Board Trainers, our Safeguarding staff and two of our Safeguarding Support Officers.

The chart below outlines the nature of the training that has been provided.



By way of a reminder, training in Down and Connor is divided into 4 levels. Below is a short overview of the level of training and those who should attend.

Level one:	90 mins	Basic Awareness Training for all staff and volunteers
Level two:	Full day	Mandatory Training – for all Clergy, Group Leaders and their deputies
Level three:	Varies	Staff and others who holds specific roles within the diocese
Level four:	Varies	Specialist training

You can access more detail on the training provided by going to the Safeguarding website.

The Safeguarding website has a calendar of current training events and seminars. The new schedule of up and coming events will be published in June 2018 and will have training dates from September 2018 to June 2019 - this will also include dates for the 2-hour Adult Safeguarding awareness seminar.

If you wish to avail of any of these training events you will be able to download a ‘fillable form’ from the training section of our website. To reserve a place, you must complete this form in full. If you have any queries, though please contact Lorna Baker, the Safeguarding Office secretary.

Updating policies, procedures and website

In May 2018 the new Safeguarding website will go live. We hope you find the revamped website useful and somewhat easier to navigate. For PSC’s there will be a dedicated porthole for accessing all materials, documents, forms and information relating solely to the role of PSC. It is here (once finally completed) that the long awaited revised Parish Information Resource Pack can be located.

Comments and observations on the new website will be very welcome.

Vetting

The Northern Diocese Vetting Office in the Good Shepherd Centre has agreed to be the point of contact for those in Down and Connor who require Garda Vetting for the World Meeting of Families (WMOF) events between 21st and 26th August 2018.

The Vetting Office are following the WMOF Office recommendations and our details including contact telephone number, email address and office opening hours have been supplied to WMOF for inclusion on their web-site.



These details include:

- Vetting Office opening times are Wednesday, Thursday and Friday of each week from 10am to 4 pm with half hour slots on the hour and half-hour. The ID checking will continue until Friday 6th July 2018
- The Vetting Office is also facilitating other Dioceses, for those volunteers who live much closer to Belfast than say Derry
- There is flexibility to open on selected Saturdays if the need is there, this is to facilitate volunteers who work all week
- Printed packs have been prepared for those who call into the Vetting Office or can be emailed in advance of an arranged meeting

- If there is a particular Parish or Group that has a large number of volunteers working at the events, the Vetting Staff will be able to carry out an ‘on site’ visit and complete the process at a suitable location and time for that group
- Any other requests will be considered and every effort will be made to accommodate those individuals, who for whatever reason cannot fit in to the above plans

ACCESS NI – Identity Checking Update Reminder

You will have received an email from the Northern Diocese Vetting Office recently, which states that from the 1st May 2018, Access NI has introduced new requirements for identity checking for applicants. These changes mean that Access NI can now make a more thorough check to match an applicant to their criminal record.

What does this mean for the Applicant -

The applicant must provide a minimum of 3 valid, current and original documents (photocopies are not accepted) to the Parish ID Verifier in order for the ID Verification Form to be completed.

Applicants have 2 choices, they can follow route 1 or route 2 when selecting the required documents:

Route 1	Route 2 (this applies only where an applicant does not have Group 1 documentation)
<ul style="list-style-type: none"> • Select 1 document from Group 1, and • 2 further documents from Group 1, or Group 2a or Group 2b. <p>One of the documents must show the applicants current address.</p>	<ul style="list-style-type: none"> • Select 4 documents from Group 2a and 2b of which one document <u>must be an original birth certificate</u> and a second document must show the <u>applicants current address</u>.
<ul style="list-style-type: none"> • Where an applicant cannot meet the above requirements, Access NI will be contacted. Refer to page 2 of the “List of Acceptable Documents” from the email you received recently from the Vetting Office. 	

What does this mean for the ID Verifier -

The ID Verifier will check that the documents meet the requirement of Access NI and photocopies of the original documents will be forward to the Vetting Office along with the ID Form.

What does this mean for the Northern Diocese Vetting Office -

The Northern Diocese Vetting Office is required by Access NI to retain identification documents for 90 days after the certificate has been issued.

Further Information

For further information please refer to the previous email and the documents that were attached "A Guide to Identity Checking for AccessNI Applications" and "Access NI applications – identity checking". If you do not have a copy of these documents, please ring the **Vetting Office** Tel: **028 9049 2783**.

Notes to complete the online application form:

- Applicant must state their full name using capital letters and lower-case letters, as it appears for example on a "Passport" or "Birth Certificate", (it is **not** acceptable to type the application form in all upper-case letters)
- All surnames and forenames used in a person's lifetime must be declared
- Where an applicant uses or has previously used a number of shorter forenames, these must be inserted into the "known by" box on the Access NI Application Form

New Parish Licence form ... going live

The Licence for use of Parish Premises by External Groups is now in full operation. The Licence is on the Safeguarding Website along with a useful set of Questions and Answers put together by the Diocesan Legal Adviser and the Diocesan Insurance Adviser.

Remember - No external group should be using any parish property without the full completion of this Licence.



If your email address or details have changed, or if you have received this email and no longer wish to be on our mailing list please advise us. You can do this by emailing office@soddc.org

CONTACT DETAILS FOR VETTING AND SAFEGUARDING IN THE GOOD SHEPHERD CENTRE

For vetting and associated queries, please telephone Lorraine in the Vetting Office on 028 9049 2783

For training or safeguarding matters, please telephone Lorna in the Safeguarding Office on 028 9049 2798

And finally ...

The Safeguarding Office would like to thank parishes and clergy for all the continued work in the area of safeguarding and we are appreciative of all the support and assistance we receive from our volunteers and clergy.