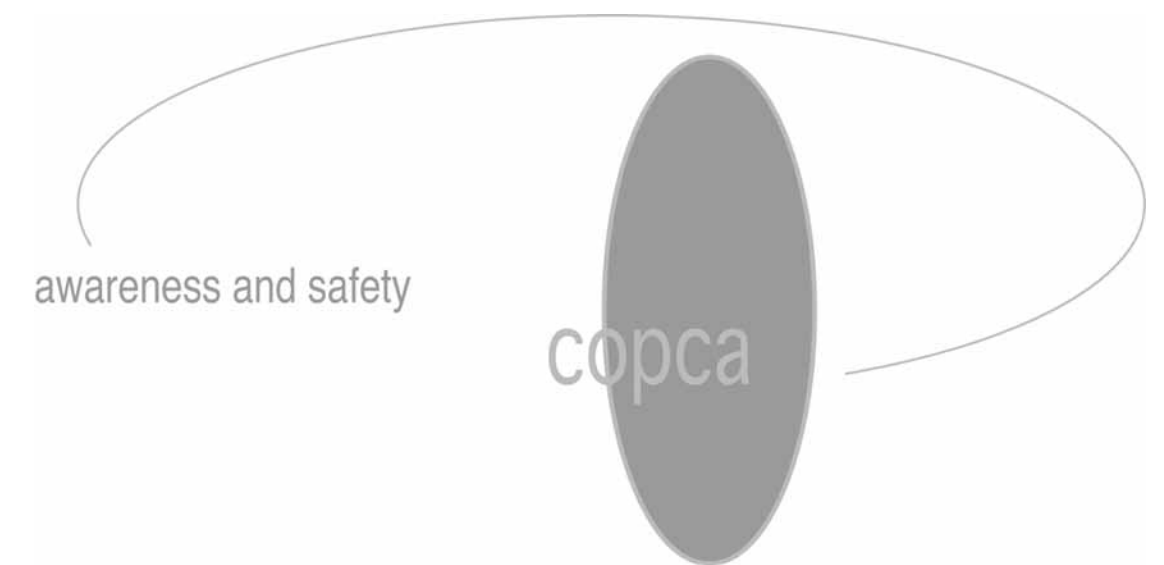


catholic office for the protection of children and vulnerable adults

annual report 2003

**Catholic Office for the Protection of Children and Vulnerable Adults (COPCA)
Annual Report 2003**



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annual report 2003

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foreword

The Most Rev Vincent Nichols, Archbishop of Birmingham, Chairman of COPCA Management Board

As this Report shows, the systematic work of child protection is proceeding steadily within the Catholic Church community in England and Wales.

When the Catholic Office for the Protection of Children and Vulnerable Adults was established in January 2002 it was given the task of advising and monitoring Catholic dioceses and religious congregations in their work for child protection. This Report details achievements in 2003 by describing both the work of COPCA's own staff and by giving details of activities in the dioceses and religious communities. On this evidence there can be no doubt of the commitment of the Catholic community to this task.

The Report also illustrates the immensity of the task. There are 22 dioceses in England and Wales, 2663 parishes, and 184 different religious congregations. This diversity is part of the strength of the Catholic community. It also makes tasks of coordination and monitoring far from easy. Nevertheless, step by step, coherent and consistent structures and practices are being put into place. Growing cooperation between these different members of the Catholic community is a fruit of this effort. Section 5 of this Report describes in more detail the development of policy and structures that have taken place. This lies at the heart of the achievements of the year, and provides firm foundations on which to build good practice for years to come.

As Chairman of the COPCA Management Board I welcome this Report and I thank all those in the dioceses and religious communities who have taken responsibility in these matters. I also thank and congratulate all COPCA staff for their work. In particular, I thank Eileen Shearer for this second annual Report which she has presented. Her leadership is widely and deeply appreciated.

Much remains to be done, as the section 'Aims for

2004' indicates. Yet we can be reassured and heartened by this Report.

Vincent Nichols

Archbishop of Birmingham

18 June 2004

the next steps...

1. Introduction

1. This is the second Annual Report of the Catholic Office for the Protection of Children & Vulnerable Adults (COPCA). It describes the arrangements for the protection of children, young people and vulnerable adults in the Catholic community in England & Wales in 2003.

2. Progress has been achieved at a time of continuing public awareness and concern about the handling of such issues by the Catholic Church, not only in England & Wales but also in Ireland, America, Canada and Australia, among others. The response of the Holy See to the issue of child sexual abuse in religious life has confirmed the approach taken by the Catholic Church in England & Wales:

“People need to know that there is no place in the priesthood and religious life for those who would harm the young”

Pope John Paul II 23rd April 2002

Abuse is not solely a problem among priests and religious; sadly, within the Church community it is also committed by employees and volunteers.

3. COPCA's work in supporting the development of best practice in the protection of children, young people and vulnerable adults is underpinned by the acceptance by both the Bishops' Conference and the Conference of Religious in England & Wales of all the recommendations of Lord Nolan's *A Programme for Action* (2001), including the adoption of the following Policy Statement for the whole Catholic community in England & Wales:

“The Church recognises the personal dignity and rights of children, towards whom it has a special responsibility and a duty of care. The Church, and individual members of it, undertake to do all in their power to create a safe environment for children and to prevent their

physical, sexual or emotional abuse. The Church authorities will liaise closely with statutory agencies to ensure that any allegations of abuse are promptly and properly dealt with, victims supported and perpetrators held to account.”
(Recommendation 4)



Lord Nolan

4. The Church has continued to work towards implementing the recommendations of Lord Nolan's Report in 2003. They are as follows:

1. The Catholic Church in England Wales should become an example of best practice in the prevention of child abuse and in responding to it.

2. The top priority is to have preventative policies and practices operating effectively in Parishes, Dioceses and Religious Congregations that will minimise the opportunities for

abuse.

3. The whole Church in England and Wales and the individual Bishops and Religious Superiors [Congregation Leaders] commit themselves to:

- a single set of policies, principles and practices based on the Paramountcy Principle, the 13 Principles of Safe from Harm, and the revised Working Together Guidelines,
- effective and speedy implementation in parishes, dioceses and religious congregations, including a comprehensive programme to raise awareness and train those involved in implementing child protection policies,
- an organisational structure in the parish, supported by the Child Protection Co-ordinator and his/her teams in the diocese and in religious congregations,
- national capability (the National Child Protection Unit) which will advise dioceses and religious congregations, co-ordinate where necessary and monitor and report on progress and
- provision of adequate resources to support these arrangements.

developing a vigilant culture

2. The Role & Tasks of COPCA

1. The establishment of the Catholic Office for the Protection of Children and Vulnerable Adults (COPCA) implemented Recommendation 16 of *A Programme for Action*. During the period January to December 2003, COPCA continued the development and implementation of arrangements for the protection of children, young people and vulnerable adults in the Catholic community in England & Wales.

2. COPCA works with those responsible for matters of child protection and the protection of vulnerable adults throughout the Church in England and Wales. COPCA is accountable to an independent Management Board, whose Chairman is the Rt Rev Vincent Nichols, Archbishop of Birmingham. Its membership is given in **Appendix 1**.

3. The key aim of its work is to create a culture of vigilance and awareness, which will both prevent child or vulnerable adult abuse from occurring, and enable anyone who has suffered abuse to come forward and be confident that his or her concerns will be dealt with promptly, sensitively and appropriately.

4. The remit of COPCA, as laid down in *A Programme for Action* (**Recommendations 16-19**), is to:

- i advise the Catholic Bishops' Conference of England & Wales and the Conference of Religious on child and vulnerable adult protection policies and principles,
- ii give expert advice and moral support to dioceses and religious congregations,
- iii collect and disseminate good practice,
- iv hold databases of training facilities and other useful information,
- v maintain a central confidential database of information,
- vi liaise with statutory agencies including the Criminal Records Bureau at national level,

- vii liaise with professional bodies and leading charities in the child and vulnerable adult protection fields and with other Churches,
- viii collect data, monitoring that effective arrangements are implemented in dioceses and religious congregations and seeking to secure improvements where necessary,
- ix co-ordinate the development of a single set of national policies for child protection and for the protection of vulnerable adults,
- x make regular reports to diocesan bishops and religious superiors [congregation leaders] on the effectiveness of arrangements in each diocese and religious congregation,
- xi make a public Annual Report to the Bishops' Conference and the Conference of Religious on the overall position in dioceses and in religious congregations regarding the protection of children and vulnerable adults.



Eileen Shearer, Director of COPCA

the church setting

3. The Organisational Context of COPCA's Work

1. COPCA is accountable for its work to an independent Management Board, whose Statement of Intent and membership are set out in **Appendix 1**. It is closely linked to the Catholic Bishops' Conference of England & Wales, and to the Conference of Religious of England & Wales through membership of its Management Board, and through regular reporting mechanisms.

2. Its staff are employees of the Catholic Trust of England & Wales (CaTEW), a registered Charity through which the Bishops' Conference is administered.

3. The staffing establishment of COPCA is to be found in **Appendix 2**.

4. The responsibilities of COPCA are carried out in a variety of ways: there is a Duty System which operates in office hours to provide advice & guidance on policy and specific cases.

Members of the Team chair and administer the Working Groups on Policy Development, and liaise with relevant organisations and individuals, both inside the Church and external to it. Training and development sessions and workshops are devised and delivered for people in key child protection roles. COPCA staff have taken on the task of organising and administering the National Child Protection Conference to be held in April 2004. Professional and technical knowledge is kept updated through attendance at appropriate training events and conferences.

5. Within the 22 Dioceses of the Catholic Church in England & Wales, the Child Protection structure consists of a Child Protection Co-ordinator (CPC) (mainly clergy). The CPC is accountable to the Bishop, through a Child Protection Commission (CP

Commission), for the planning and implementation of all aspects of Child Protection work in the Diocese. 12 Dioceses have also employed professional Child Protection Officers (CPO), who assist the CPC in carrying out their tasks. At local (parish) level, each parish has at least one Local Child Protection Representative (Local CP Rep), who is a volunteer.

The huge task of recruiting, undertaking CRB Disclosures, and training these volunteers has been underway throughout 2002 and 2003, and is making excellent progress.

6. In Religious Congregations, 184 Child Protection Co-ordinators have been appointed and, in addition, some smaller Congregations have opted to use Diocesan structures to deal with their Child Protection matters. The Conference of Religious (CoR) has demonstrated significant commitment to the "one Church" approach to child protection in its support of COPCA and

its aims, through its Executive Board, through regular meetings of its CoR/COPCA Liaison Group, and through membership of the National Child Protection Co-ordinators' meetings (see also 8 below). Regular and very fruitful meetings have also taken place between the Director of COPCA and Religious members of the COPCA Management Board to consider the particular strategic and organisational implications of COPCA's work for Religious Congregations.

7. The substantial amount of time devoted to Child Protection matters by the Secretariat of CoR has been crucial in developing an understanding of COPCA's work among Religious Congregations. CoR has also resourced the establishment of the CoR Counter-

Signatories Office to deal with all the CRB Disclosures for Religious Congregations. COPCA is especially grateful for the work undertaken by Religious members of the COPCA Management Board for their support and guidance.

Grateful thanks are also due to members of Religious Congregations who participated in all the policy development working groups that have been established, and whose work has continued throughout 2003. Their contribution is essential to the aim of ensuring that all the national policies can be effectively implemented in the different organisational contexts that are found throughout the Church.

8. Close working relationships with those responsible for Child Protection in Dioceses and Religious Congregations have begun to be established through regular national meetings with Child

Protection Co-ordinators which have occurred approximately every 2 months since they began in February 2002. In 2003, regular meetings with Child Protection Officers have also taken place with COPCA staff. These meetings provide a forum for mutual support for CPCs & CPOs whose roles are necessarily to some extent outside normal Church structures, as well as identifying policy and practice issues and reviewing policy implementation at local level. The meetings allow best practice to be identified, shared and disseminated and assist the professional development of those attending.

See **Appendix 6** for Child Protection Co-ordinators' and Child Protection Officers' names and contact details.



*Patricia Fletcher-Kaye
PA to the Director & Office
Manager*

the single approach continues

4.(i) National Policy Development: Overview

1. The development and implementation of National Policies and Procedures is essential to support those who work in child protection within the Catholic community in achieving the highest standards in the protection of children and vulnerable adults within that community in England and Wales.

Nationally-agreed policies and procedures for the protection of children and vulnerable adults are vital to ensure that consistent best practice is implemented in every diocese and religious congregation.

2. Much work was undertaken within the Catholic Church in the 1990s in relation to procedures for Handling Allegations (The 1994 Guidelines) and in producing guidance on the treatment of those who have suffered abuse (Healing the Wound: 1996). Lord Nolan's review of child protection arrangements was commissioned because it was nevertheless apparent that practice and knowledge continued to vary unacceptably across England and Wales.

3. The key priorities for developing national policies were identified in early 2002 as follows:

Organisational Structures
Responding to Allegations
Creating a Safe Environment
Pastoral Care

(see **Appendix 3** for a list of the Chairs & members of these Groups)

4. In addition, work was identified and begun in relation to policies on:

- Criminal Records Bureau Disclosures: Policies & Procedures
- A Child Protection Curriculum for Seminaries and Religious Houses of Formation
- Guidance on Conducting Reviews of past Cases. (**Recommendations 69-70**)
- Independent Risk Assessment
- Vulnerable Adults

(ii) The Process of Policy Development: Ownership & Decision-Making

1. These national working groups consist of members representing both the dioceses and religious congregations to ensure that the final proposals are suitable and workable in these very different contexts. Experts, whether lay or clerical, are also involved to make sure that the proposed policies represent current best practice.

2. The COPCA Management Board has ratified the Terms of Reference for each working group, and approved a common process of wide consultation and decision-making. This was seen as essential to maximise ownership of the policies and procedures and to ensure that they are fit for their purpose at local level as well as representing best practice.

3. COPCA has issued details of all the Working Group Chairs and Members, the agreed Terms of Reference and the approved process of consultation and decision-making to all Child Protection Co-ordinators and Child Protection Officers. (See **Appendix 3** for Flow Chart detailing the policy development and approval process)

4. COPCA and its Management Board are grateful for the commitment and hard work of all the members of the current national working groups who have continued to give their time freely and in addition to many other responsibilities. Their contribution to the development of best practice in the protection of children and vulnerable adults within the Catholic community cannot be over-estimated.

5. (i) New Policies in Place

1. 2003 saw the introduction and implementation of two important and closely linked national policies: the COPCA CRB Policies and Procedures (January 2003), and Organisational Structures (July 2003).

2. The work involved in implementing these new policies and procedures in 22 Dioceses and 184 of Religious Congregations should not be underestimated. Nor should anyone underestimate the magnitude of the changes they require of everyone in the Church in the way they deal with such key tasks as recruiting people to roles working with children, young people and vulnerable adults – one of the most effective ways in which the Church can ensure children and young people and vulnerable adults are protected from abuse.

3. The Priority of Organisational Structures

Clear and consistent management arrangements are essential for all matters involving the protection of children, young people and vulnerable adults.

Such structures, along with defined responsibilities and lines of accountability, allow vitally important systems of communication to function, and complex decisions to be made in a measured and effective manner, all in a demonstrably independent and transparent way.

They give to those working in the field on behalf of the Catholic community the confidence they need to operate safely and effectively in their difficult tasks.

They also ensure that

- the welfare and protection of children and young people are safeguarded within proper procedures and processes,
- the interests of all concerned (including those against whom allegations are made or concerns expressed) are acknowledged, accepted and vigorously maintained,
- the Church itself can demonstrate to all that it is acting with integrity and openness in all Child Protection matters.

This clarity and consistency also allows those dealing with child protection matters to address, where appropriate, issues of power and authority when these have been misused to prejudice the wellbeing of children.

4. Achieving the necessary clarity and consistency across the wide geographical area that is England & Wales, in the many and varied contexts of the Catholic community, and with a "workforce" that consists of clergy, volunteers and employees, is no simple task. Hitherto there have been a variety of structures, roles

and responsibilities, formulated with varying degrees of formality, matched by a bewildering range of job titles. The Policy is therefore designed to create as much clarity and consistency as possible within the organisational context.

Nonetheless, such complexities are inevitably reflected in the policy to some extent. For example, there are different processes and documentation for appointing Child Protection Co-ordinators (CPCs), depending on their status as either clergy or employees.

5. The document is structured to flow from the highest level of authority and decision-making in Dioceses/Religious Congregations and Seminaries i.e. the Bishop or Congregation Leader and Trustees, the Child Protection Commission, Child Protection Co-ordinators and Officers, to the Local level of Child Protection work – the Local CP Representatives.

The role, responsibilities and core membership of CP Commissions are described, including membership by Statutory Authorities (such as Social Services Departments, Probation and Police) and a Chair with child protection experience who is independent of the Church hierarchy. The policy does not allow the membership of senior members of the Church hierarchy whose role may present a conflict of



Liz Murphy
National Child Protection
Officer

interest e.g. in dealing with clergy disciplinary matters.

The respective **accountability, professional supervision arrangements and training requirements** for every role are outlined in the policy, and the basic training required.

The tasks to be undertaken are identified in Job Descriptions and role outlines; these are followed by the **qualities required for each role, contained in Person Specifications** or less formal Guidance notes

Appointment processes for each role/post are described, depending on whether it is designed for people externally recruited, or for those in office-holder or volunteer roles.

The Policy also contains a briefing pack for Local CP Reps.

6. This level of prescription in relation to accountability and selection/recruitment is not solely a result of the implementation of "A Programme for Action", but, crucially, derives from the statutory requirements that underpin the process of completing appropriate Criminal Record Bureau (CRB) Disclosures for all these posts and roles.

7. COPCA Management Board recognises that this policy represents a challenge to the way the Child Protection system has worked hitherto.

It is therefore accepted that the Policy will require adequate time to be fully implemented in Dioceses and Religious Congregations. It has been recommended that Dioceses and Religious Congregations develop plans for full implementation, to be completed by summer of 2004.

8. COPCA CRB Policy & Procedures

COPCA's role in relation to all aspects of Criminal Records Bureau (CRB) Disclosures is different in kind from its role in policy development and advice in relation to the protection of children, young people and vulnerable adults.

As a Registered Body of the CRB, COPCA is legally responsible for ensuring that all aspects of the process of applying for Disclosures are both lawful and in line with the CRB Codes of Practice. The scope for consultation and discussion of the contents of this particular policy was therefore limited by the legal position.

9. The Policy & Procedure was issued with an

effective date of 1st January 2003. Until it was in place, it was not legally possible to begin to undertake CRB Disclosures. Counter-Signatories (usually the CPC and/or CPO) were registered from Autumn 2002, and during 2003, those identified as a priority to have Disclosures completed were processed. (See **Appendix 4** for the list agreed by COPCA Management Board with CRB). In September 2003, the COPCA Management Board agreed that all existing employees and clergy would undergo a CRB Disclosure by 31.12.2004, and all volunteers by 31.12.2005. The detailed plans for phasing in this process lie with the Dioceses and CoR.

10. The COPCA Policy & Procedures Document is a comprehensive guide to dealing with CRB Disclosure Applications, and includes all the organisational policies required in order to process them.

This document has been issued to Counter-Signatories, and a shorter User's Guide to the CRB has been written and issued for distribution to Local CP Reps, who are responsible for verifying the identity of local volunteers who need to be checked through the CRB.



*Penny Nicholson
National Child Protection
Officer*

11. In April 2003, the **COPCA National Database**, which at present stores details of everyone who has undergone a CRB Disclosure, came into operation.

The information for the national Database is inputted in the relevant Diocese or at CoR, and Dioceses/CoR have access only to the information they have processed. Requests for information from other Dioceses are made through the COPCA office. The information contained on a Disclosure Certificate is NOT held on the database, though the decision to appoint is shown.

12. In due course it is intended to develop policies and procedures to enable soft information to be accessed through the database. We await the outcome of the Bichard Enquiry to take this forward. (**Recommendation 37**)

5. (ii) Policy Development Progress

1. The first draft of the Policy on Responding to Allegations was issued for consultation in August 2003. It was reviewed by the National CPC's meeting in December 2003, and will be presented to COPCA Management Board in early 2004.

2. The Working Group on Creating a Safe Environment issued the initial draft of its policies and procedures in April 2003, and the National CPCs meeting reviewed it July & October. It will be presented to COPCA Management Board in 2004.

3. The Pastoral Care Working Group had a change of Chairperson in 2003, and continued its work in developing the policy with a view to issuing the first draft for consultation in 2004.

4. The Working Group on Guidance on conducting Reviews of Past Cases presented an initial draft to the COPCA Management Board in September 2003, and further work on it is

being progressed.

5. The Child Protection Curriculum Working Group has initiated and collated the results of a questionnaire as a basis for its work which is on-going at the end of 2003.

6. The Policy on Independent Risk Assessment was considered by the COPCA Management Board in November 2003, when further work was identified.

7. The Terms of Reference for the Working Group on Vulnerable Adults was agreed by COPCA Management Board in June 2003, but the first meeting of the group was delayed because of difficulties in recruiting suitable members. At the time of writing this has been overcome and the group has now begun its work.



*Claire Johnson
Team Secretary*

COPCA funding

6. Finances

The original funding plans for meeting COPCA's annual running costs were based on an administrative charge of £10 for all Criminal Record Bureau checks in addition to charges levied by the CRB.

During 2003 the viability of this funding stream was reviewed by the Management Board, and, in view of both the CRB's problematic start and also the uncertainties about the overall number of CRB Applications to be expected and the annual pattern of

demand within the Church, it was agreed by the Bishops' Conference that COPCA funding would be derived from a Diocesan levy, in addition to the annual contribution by the Conference of Religious.

Please see **Appendix 5** for the COPCA Accounts for 2003.

statistics 2003

7. Reports On The Dioceses and Religious Congregations

1. Introduction

The statistical information given in this Section derives from Annual Reports provided to COPCA by all 22 Dioceses, and, for the first time, by 138 of the 184 Religious Congregations. Although some Congregations did not submit a Report this year, the 75% rate of return in this first reporting year is to be commended, particularly as many Congregations are not involved in Child Protection issues.

2. The value of these figures in drawing conclusions about trends in the prevalence of abuse within the Catholic Church, or comparisons with other Churches or institutions is limited. First of all, in relation to trends over time within the Church, for Dioceses we only have 2 years for comparison of the figures, and as 2002 figures were the product of an initial pilot, the extent of the comparisons that can be made is as yet quite limited.

Comparisons over time for Religious Congregations cannot be made as this is the first set of figures available.

Comparison with other Churches etc is not

possible at present as figures from them are not available.

3. The prevalence of child abuse in any organisation, and indeed within society as a whole, is not truly represented by the number of reports made. NSPCC research suggests that as many as 30% of children and young people who have suffered abuse never tell anyone. For the Church as for society as a whole, therefore, reports of abuse are, sadly, likely to understate the prevalence of child abuse.

4. Neither is the number of reports received necessarily a sound measure of the effectiveness of measures taken to address the problem. Indeed, work in raising awareness could be expected to produce an increase in the number of reports, at least initially. Such an increase would have considerable beneficial effects in that action can be taken, once a report is made, to protect the person abused, and to prevent any further abuse of others.

NB For ease of reference, comments on specific figures are provided with the relevant tables and graphs.

1. Number of child protection co-ordinators/child protection officers

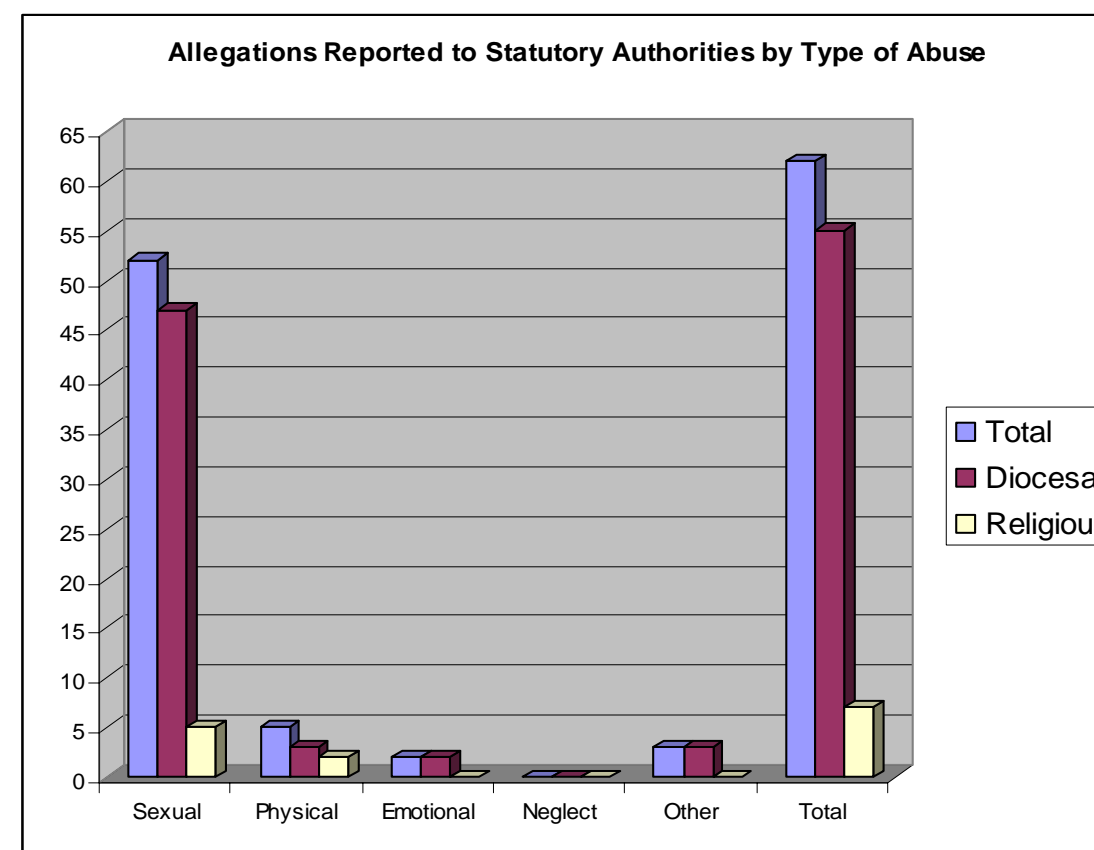
	CPC	CPO (Dioceses only)
Clergy	15	1
Lay	7	11
Religious	184	
Total	206	12

a. Allegations of Abuse

2. Allegations of abuse reported to statutory authorities in 2003

Type of Abuse	Total	Diocesan	Religious
Sexual	52	47	5
Physical	5	3	2
Emotional	2	2	0
Neglect	0	0	0
Other	3	3	0
Total:	62	55	7

2(a) Graph – Allegations of abuse reported to Statutory Authorities - by Type of Abuse



“Other” types of abuse:

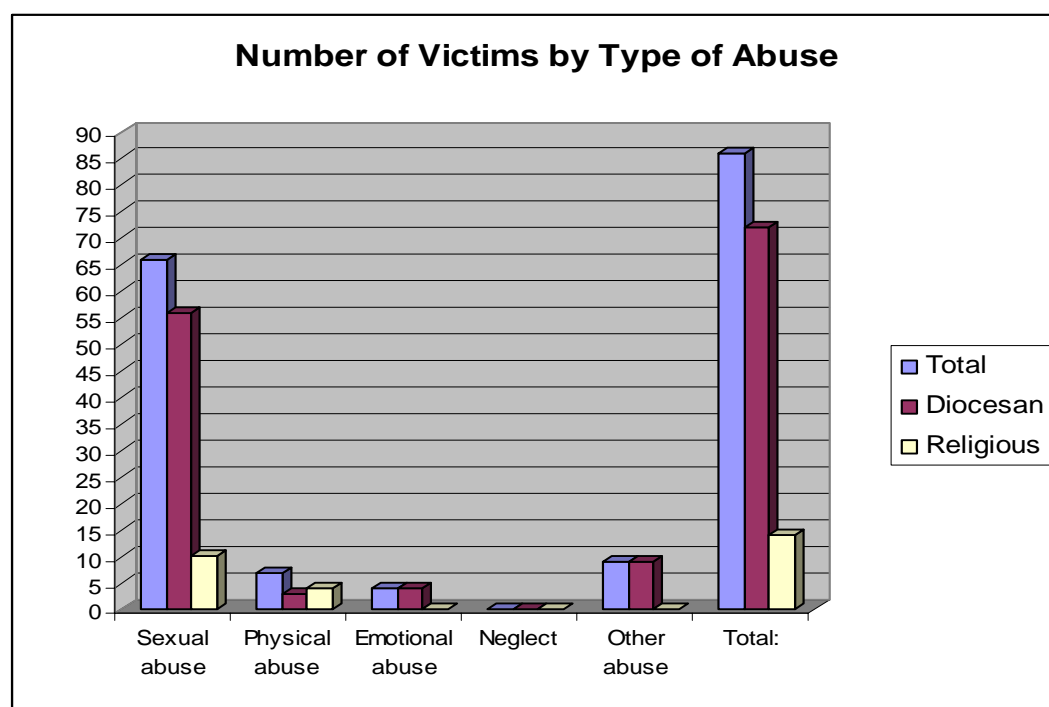
Internet child pornography

Table 2 shows that the largest category of abuse is sexual abuse within Dioceses, and the number of cases reported in Dioceses is nearly eight times that in Religious congregations

3. Allegations of abuse reported to Statutory Authorities in 2003 - Numbers of Victims by Type of Abuse

Number of victims	Total	Diocesan	Religious
Sexual abuse	66	56	10
Physical abuse	7	3	4
Emotional abuse	4	4	0
Neglect	0	0	0
Other abuse	9	9	0
Total:	86	72	14

3(a) Graph – Allegations of abuse reported to Statutory Authorities - Numbers of Victims by Type of Abuse



“Other” types of abuse:

Internet child pornography

Please note:

- (1) Numbers of victims relate to cases of abuse within Church settings only (i.e. not abuse reported within families)
- (2) It is not possible to report on the number of victims in internet child pornography cases.
- (3) The actual number of victims may not be known at the time of the report – further victims may come to light during investigations. These figures are therefore likely to be an under-estimate of the actual number of victims.

4 Summary of progress on cases reported to statutory authorities in 2003

State of Case	Total	Diocesan	Religious
Reported & not yet known	7	5	2
Initial Assessment by Statutory Authorities	22	20	2
Inter-agency strategy discussion	9	9	0
Investigation by Statutory Authorities begun	23	20	3
Police Caution	1	1	0
Court Hearing	0	0	0
Conviction	0	0	0
Sentence	0	0	0
Total:	62	55	7

4(a) Graph – Summary of Progress on Cases Reported to Statutory Authorities in 2003:

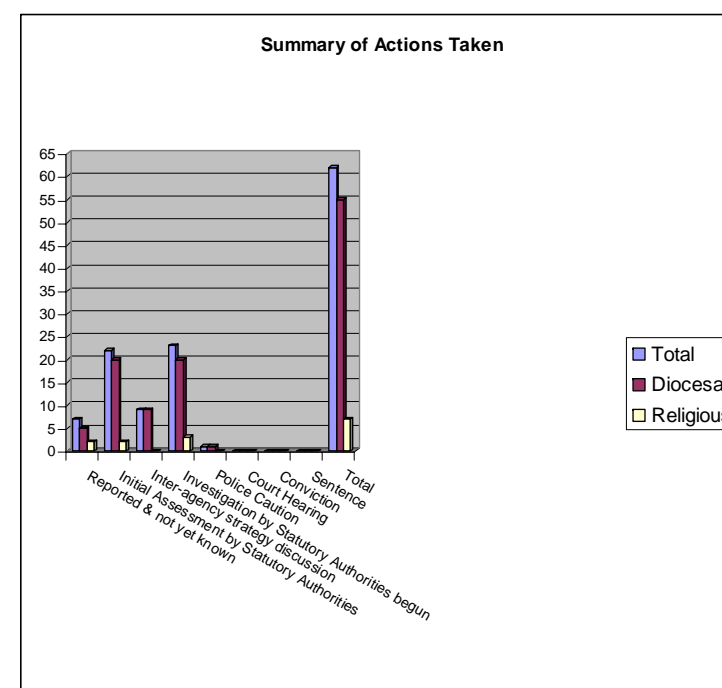


Table 4 shows only the latest stage each case reached at the end of 2003. As Police investigations and court proceedings often take several months to conclude, the final outcomes of cases reported in any given year are unlikely to be known within that year.

Reports on the outcomes of cases reported in past years from 2002 onwards will therefore be included in future Annual Reports.

5. Number of cases reported to the Protection Of Children Act (POCA) List:

A total of four individuals were reported to the POCA List following allegations of child abuse; this means they are legally barred from working with children and young people in the future, and that this fact will be revealed through a Criminal Records Bureau check. All four were Diocesan priests.

6. Number of convictions in 2003 from cases referred in previous years.

There were 6 convictions in cases based in Dioceses and 1 from a Religious congregation in 2003.

7. Actions taken within the Church regarding secular (diocesan) / religious priests in response to allegations

	Total	Diocesan	Religious
Outcome of Statutory Investigation not yet known	5	4	1
Administrative leave	7	4	3
Risk Assessment	7	6	1
Removal from active ministry	4	4	0
Restricted ministry under supervision	4	4	0
Dismissal from the clerical state (Laicisation)	2	1	1
Resigned from role	1	1	0
Total:	30	24	6

7 (a) Chart - Action taken within the Church regarding secular (diocesan) / religious priests in response to allegations

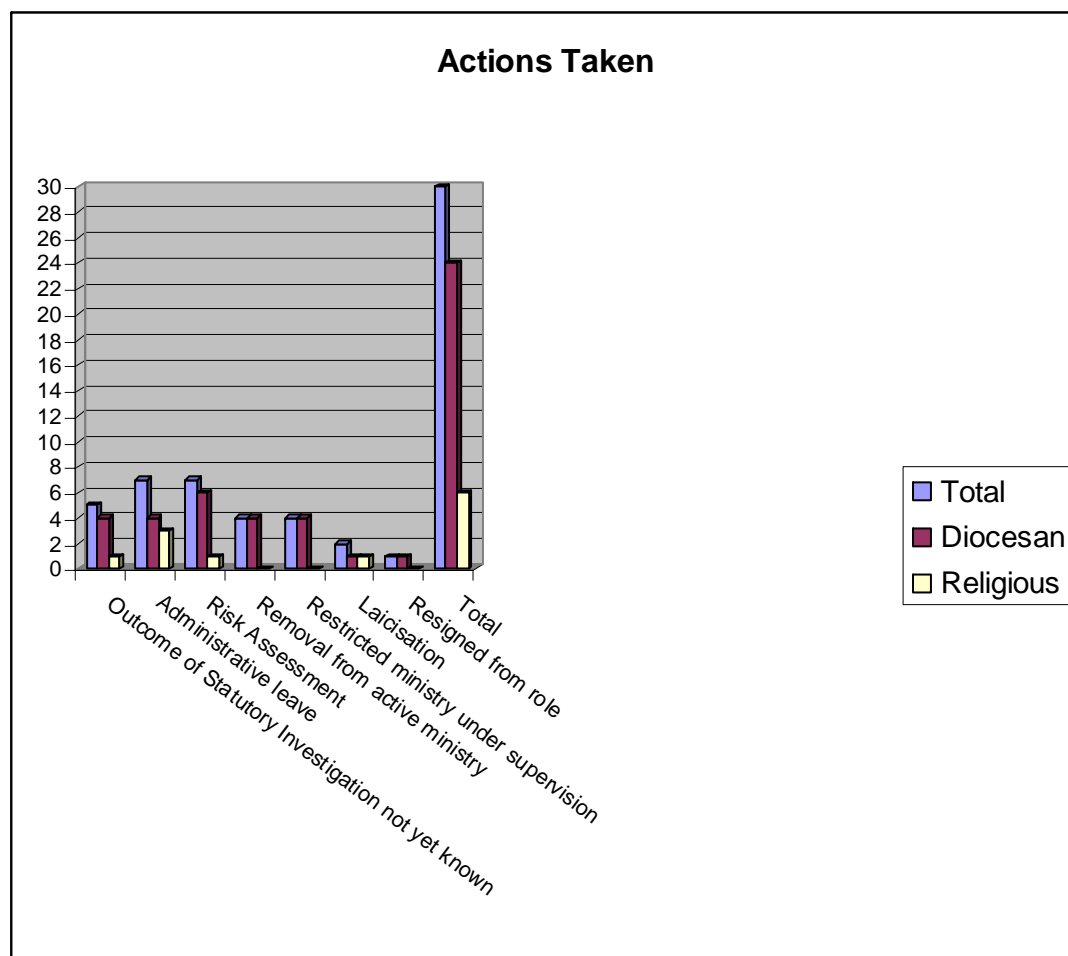


Table 7 shows the latest stage in the decision-making process in each case following an allegation of abuse.

Please note:

It is policy that those who are the subject of child abuse allegations are removed from office (placed on administrative leave) pending the completion of investigations and achieving a clear view of the level of risk posed by an individual.

8. Actions taken regarding Male/Female Religious in response to allegations:

	Total	Diocesan	Religious
Outcome of Statutory Investigation not yet known	1	0	1
Removal from Office pending investigation	1	1	0
Administrative leave or equivalent	2	1	1
Risk Assessment	2	1	1
Restricted Ministry/removal from active ministry	2	1	1
Dismissal from Congregation/Order	0	0	0
Resigned from role	0	0	0
Total:	8	4	4

This table shows the latest stage in the decision-making process in each case following an allegation of abuse. The Location of the abuse in a Diocese or Religious Congregation context is shown.

Please note:

It is policy that those who are the subject of child abuse allegations are removed from office (placed on administrative leave) pending the completion of investigations and achieving a clear view of the level of risk posed by an individual.

9. Actions taken within the Church regarding Transitional & Permanent Deacons:

1 Deacon was removed from Active Ministry in response to an allegation of abuse in a diocese.

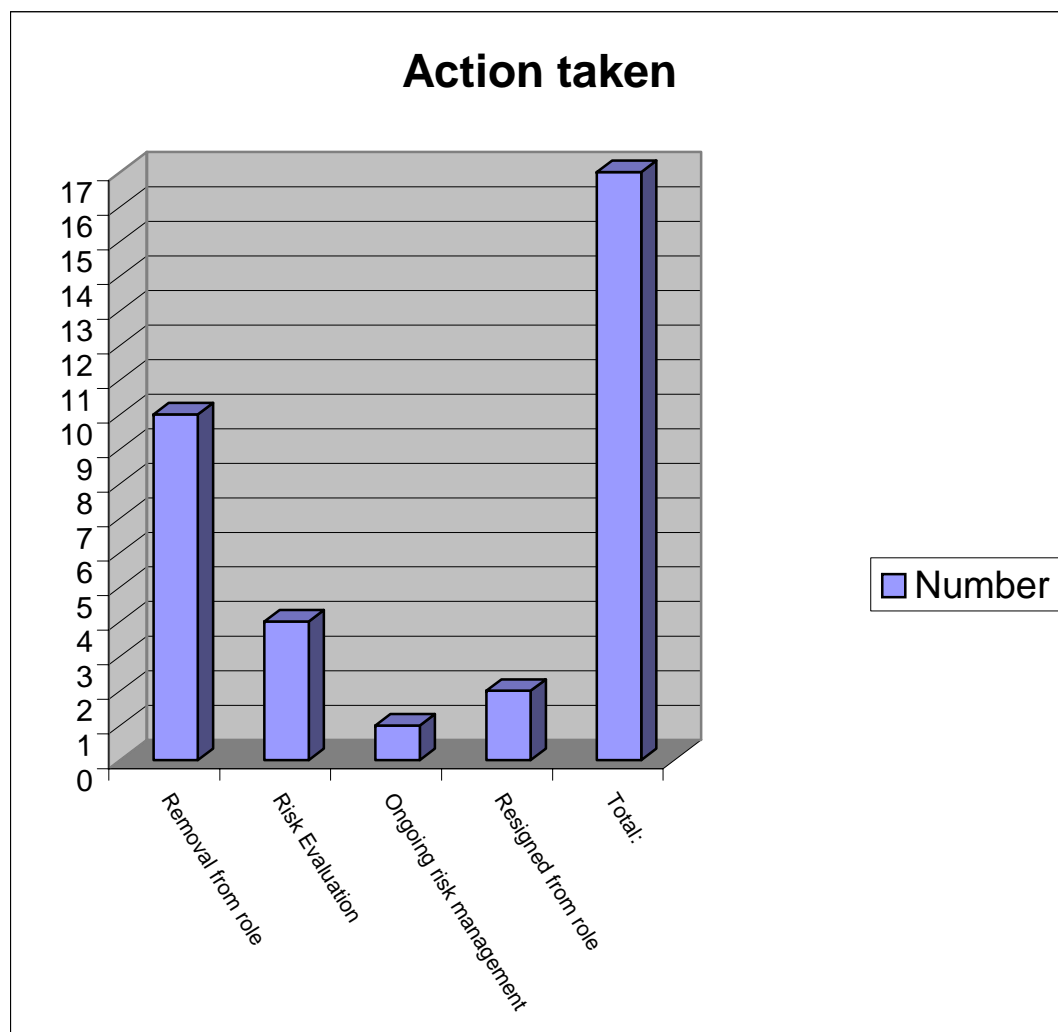
10. Action taken within the Church regarding employees in response to allegations:

Action	Number
Outcome of Statutory Investigation not yet known	1
Organisational disciplinary procedures in progress	1
Outcome of Statutory Investigation in progress	0
Warning	0
Dismissal	0
Reinstatement	0
Resigned from role	1
Total:	3

11. Action taken within the Church regarding volunteers in response to allegations:

Action taken	Number
Removal from role	10
Risk Evaluation	4
Ongoing risk management	1
Resigned from role	2
Total:	17

11(a) Graph – Action taken regarding volunteers in response to allegations:



Please note:

All volunteers are from dioceses, none from Religious Congregations.

While risk evaluation is taking place, the volunteer should not be undertaking any responsibilities relating the children and young people.

CONCLUSIONS

Tables 4 – 11 above show that reported cases of abuse have been actively managed by the Church for all groups of those who have allegedly committed abuse. In practice this has meant working in close partnership with the Statutory Authorities, as well as taking action within the Church to ensure that risk is appropriately managed in both the short term and the long term.

b. Cases involving reports of inappropriate behaviour and other concerns not requiring statutory investigation

Introduction.

Such cases will usually be discussed with the Statutory Authorities at the outset to ensure that they do not wish to pursue an investigation. They are then dealt with as a serious matter through the internal processes and procedures of the Church to ensure that risk to children and young people is removed.

Please note that Religious priests may minister as priests in dioceses (for example as parish priests) or in Religious Congregations. The location of the ministry where concerns were raised is reported in Table 12,

12. Reports of Inappropriate Behaviour (concerns) towards children:

Role	Total	Diocesan	Religious
Secular/Diocesan Priest	22	22	0
Religious Priest	4	2	2
Permanent Deacon	0	0	0
Deacon	0	0	0
Male Religious	6	5	1
Female Religious	0	0	0
Volunteer	13	13	0
Employee	1	1	0
Religious Clerical Student	0	0	0
Secular/Diocesan Clerical Student	1	1	0
Other	4	4	0
Total:	51	48	3

12(a) Graph – Reports of Inappropriate Behaviour (concerns) towards children:

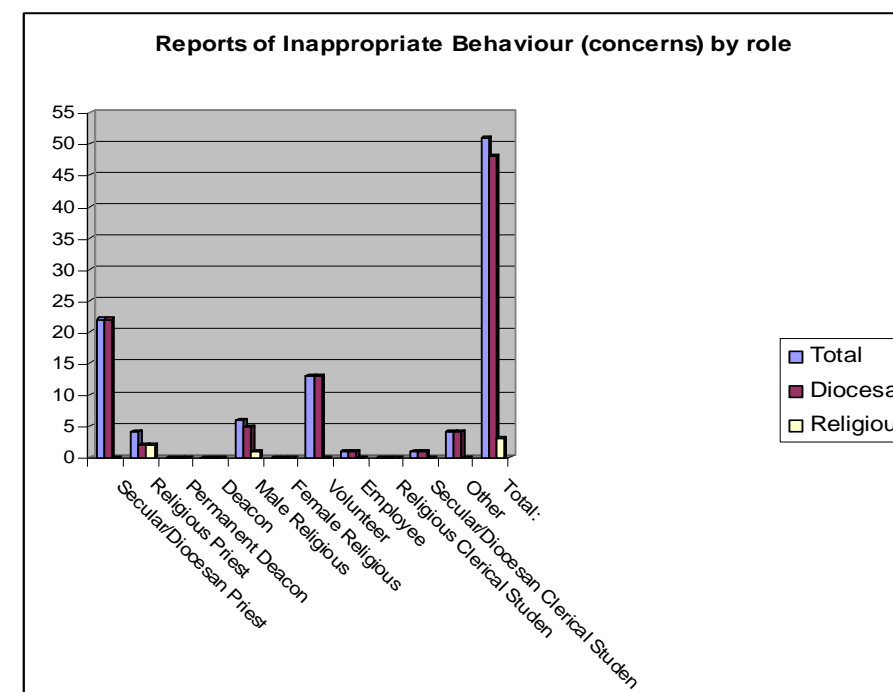


Table 11 shows that such reports arose mainly in dioceses, even where religious were the subject of concern. The largest group about whom concerns were reported were diocesan priests, followed by volunteers.

13. Action taken regarding secular (diocesan)/religious priests in response to concerns:

	Total	Diocesan	Religious
Administrative leave	5	4	1
Risk Assessment	12	12	0
Removal from active ministry	3	2	1
Restricted ministry under supervision	4	4	0
Laicisation	0	0	0
Resigned from role	2	2	0
Total:	26	24	2

13(a) Chart – Actions taken regarding secular (diocesan) / religious priests in response to concerns:

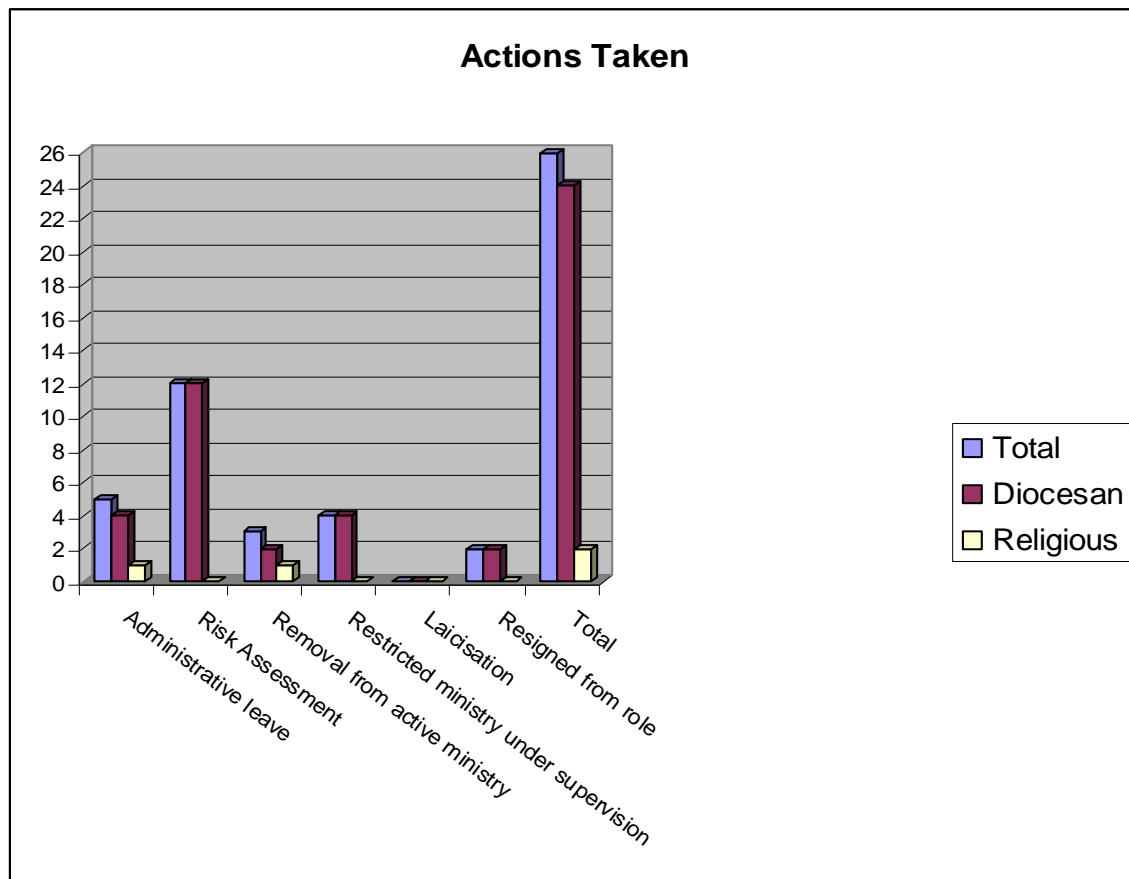


Table 12 shows the latest stage in the decision-making process in each case following an allegation of abuse.

14. Actions taken regarding Transitional & Permanent Deacons in response to concerns:

No concerns were reported in relation to Deacons.

15. Actions taken regarding Male/Female Religious in response to concerns:

	Total	Diocesan	Religious
Removal from Office pending investigation	0	0	0
Administrative leave or equivalent	1	1	0
Risk Assessment	2	2	0
Restricted Ministry/removal from active ministry	3	2	1
Dismissal from Congregation/Order	0	0	0
Resigned from role	0	0	0
Total:	6	5	1

16. Actions taken regarding Religious Clerical Students in response to concerns:

No concerns were reported in relation to Religious students.

17. Actions taken regarding Secular/Diocesan Clerical Students in response to concerns:

1 Diocesan Clerical student resigned from their role in response to a reported concern.

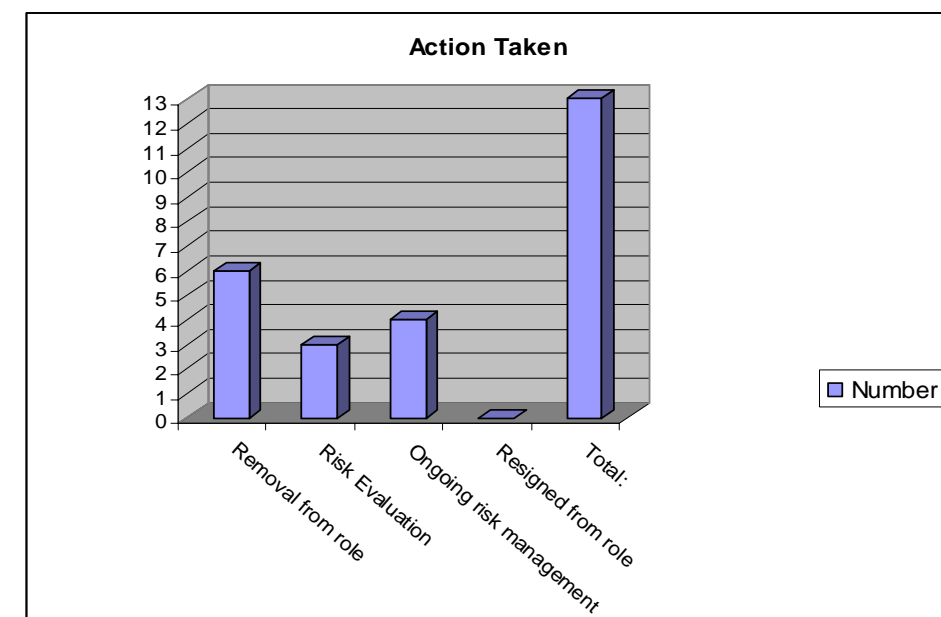
18. Action taken regarding employees in response to concerns:

There has been one case in this category involving an employee; they were based in a Diocese, and received a formal warning.

19. Action taken regarding volunteers in response to concerns:

Action taken	Number
Removal from role	6
Risk Evaluation	3
Ongoing risk management	4
Resigned from role	0
Total:	13

19(a) Graph – Action taken regarding volunteers in response to concerns:



CONCLUSION

The figures given in Tables 12 – 19 suggest that even reports that do not warrant Statutory Investigation are dealt with rigorously within the Church; they may on the other hand indicate the need to consider more carefully which cases should be referred to Statutory Authorities for investigation by them.

20. Action taken regarding parishioners:

	Written agreement for supervision/monitoring	Statutory Risk Assessment undertaken
Number of concerns	2	2
Number of allegations	3	0
Total:	5	2

These figures relate to instances of members of a parish congregation who are known to have convictions for child abuse attending Church, in which case there are always strict risk management procedures put in place in liaison with the Statutory Authorities.

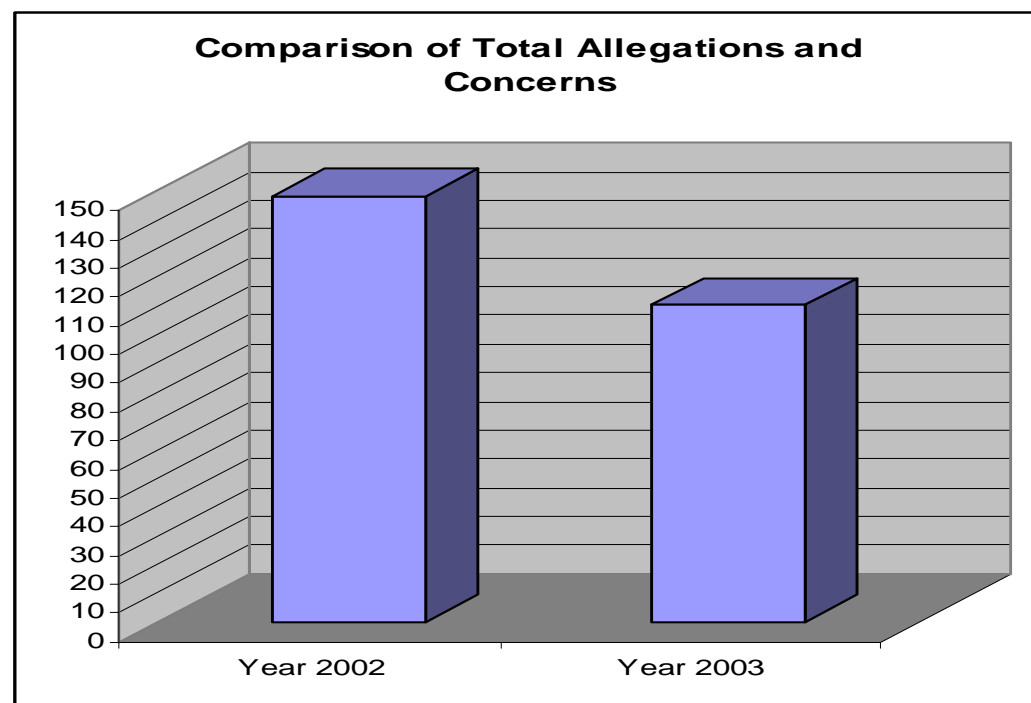
21. Comparison of Total Allegations and Concerns between 2002 & 2003 (Dioceses only)

2002	148
2003	110

The number of reports of all kinds in Dioceses has reduced by 25.7%. The significance of and reasons for this change are unclear; see the introduction above for a summary of some of the issues.

No comparisons can be made with 2002 for Religious Congregations as no figures were collated for them in 2002.

21(a) Chart – Comparison of Total Allegations and Concerns between 2002 & 2003 (Dioceses only)

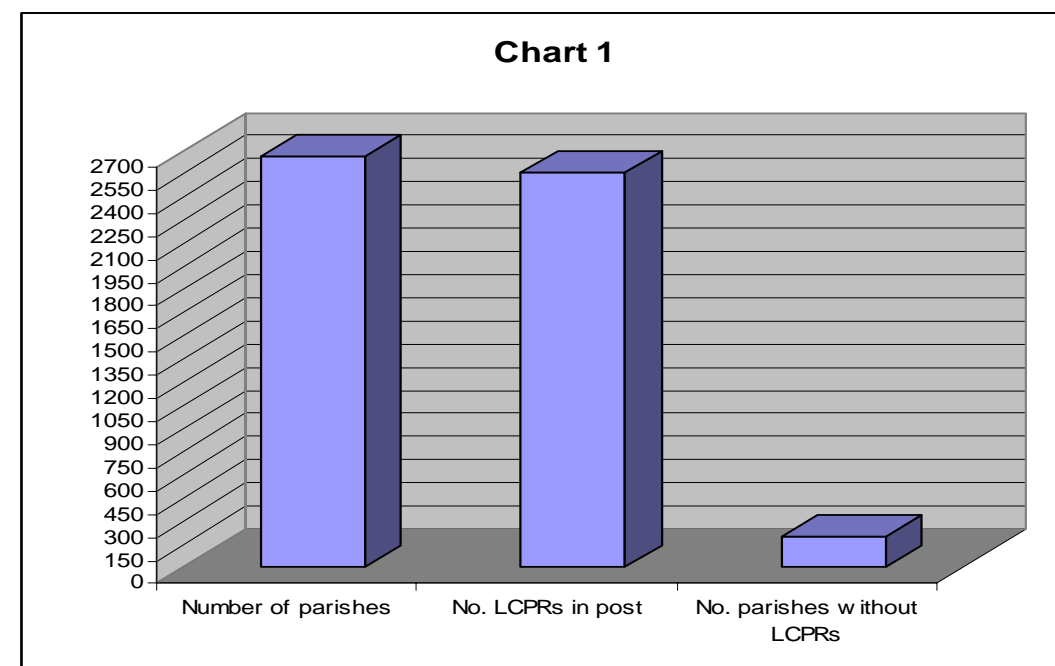


c. The Child Protection System

22. Number of Local Child Protection Representatives appointed:

	Total	Diocesan	Religious
Number of parishes	2663	2663	0
Number LCPRs in post 2003	2554	2554	0
Number of LCPRs formally appointed in 2003	399	399	0
Number of potential LCPRs in appointment process	512	512	0
Number of parishes without LCPRs	202	202	0
Number of LCPRs appointed in 2002	2428	2428	0

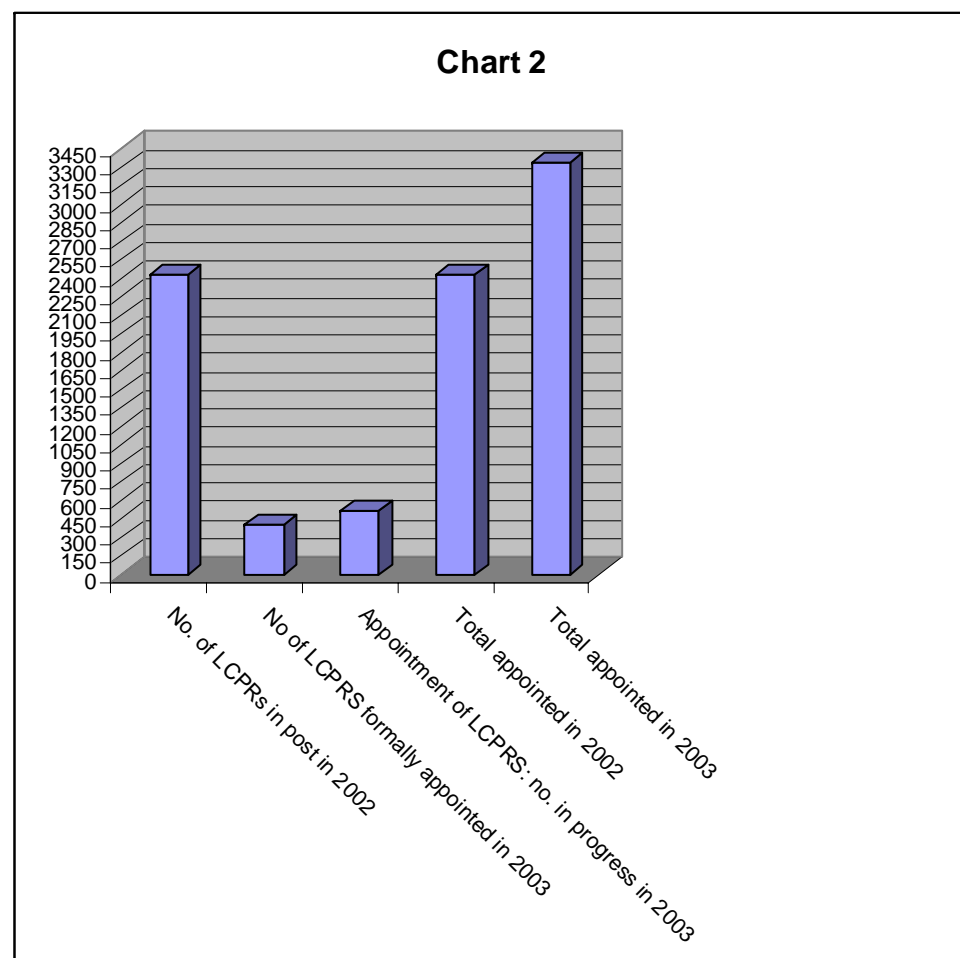
22(a) Chart 1:



Please note that Local Child Protection Representatives may leave their role during the year and the total number in post in any year will reflect this. Nevertheless, Table 21 shows continuing progress in the appointment of Local CP Representatives, with only 7.6% of parishes still without an appointment.

Reasons given for vacancies include, for example: resignations; no parish priest in post; difficulties in getting volunteers to take up role; formal recruitment process not yet undertaken.

22(b) Chart 2:

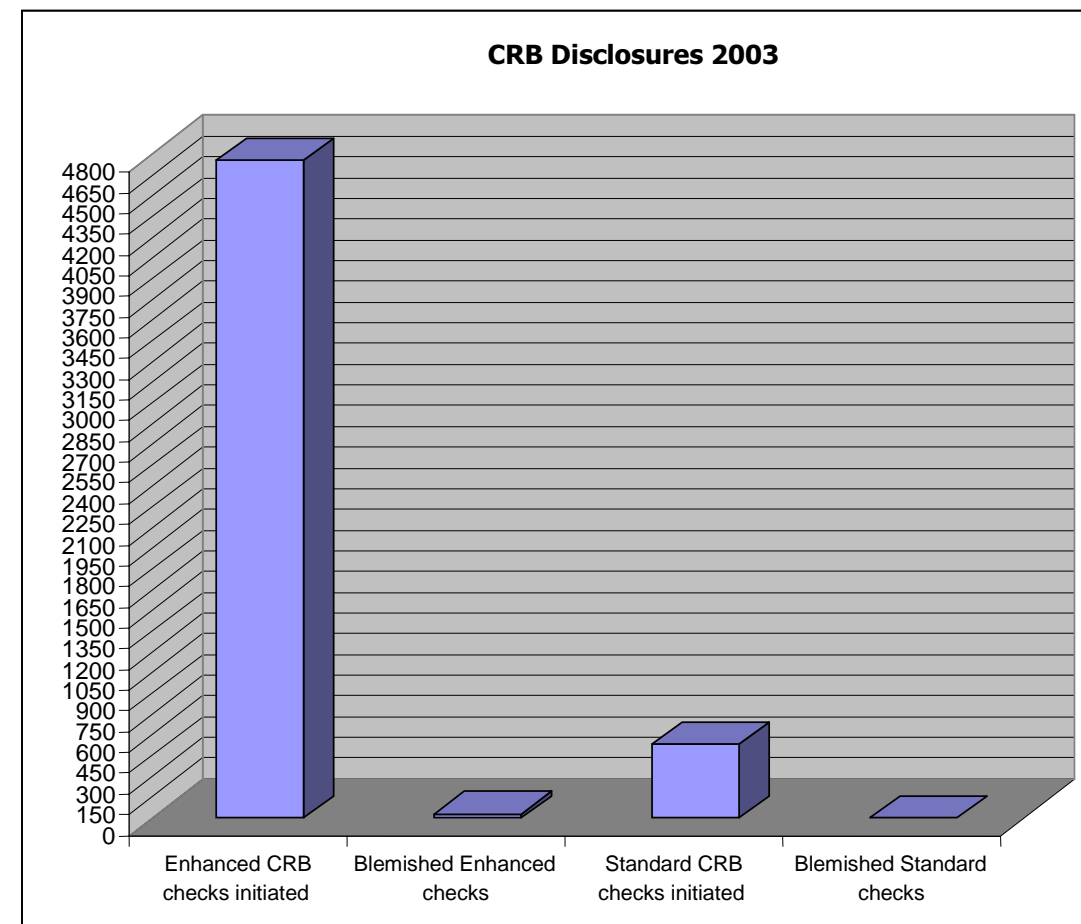


23. Criminal Records Bureau Disclosures undertaken through COPCA: 1st January 2003 - 31st December 2003

(Some Disclosures were undertaken through other channels, e.g. care homes)

	Enhanced CRB Disclosures initiated	Blemished Enhanced Disclosures	% of total Enhanced Disclosures blemished	Standard CRB Disclosures initiated	Blemished Standard Disclosures	% of total Standard Disclosures blemished
Total	4763	34	0.71%	535	5	0.93%
Diocesan	3121	13	0.42%	188	3	1.60%
Religious	1642	21	1.28%	347	2	0.58%

23 (a) Chart – Criminal Records Bureau Disclosures undertaken through COPCA during 2003:



24. Training received by CPCs/CPOs/Congregation Leaders during 2003:

154 training sessions on Child Protection issues were received in 2003 by CPCs, CPOs and Congregation Leaders. The topics covered included issues such as: Child Protection Procedures, working in partnership with Statutory Agencies, diversity issues, Recruitment, Data Protection, The Human Rights Act, Internet Abuse, Child Sexual Abuse, Working with Sex Offenders, Implementing policies deriving from *A Programme for Action*, and Criminal Records Bureau (CRB) Policies & Procedures.

Sessions were delivered by external trainers to groups “in-house”; by COPCA staff, and by Area Child Protection Committee trainers.

25. Training delivered within Dioceses/Religious Congregations during 2003:

Training sessions covering a wide range of topics on Child Protection have been delivered in 2003 throughout Dioceses & Religious Congregations.

The subjects covered include CRB Policies & Procedures, safe recruitment, Implementing *A Programme for Action*, Raising Awareness of Child Protection issues within the Church setting, Basic Child Protection training, inter-agency work, the protection of vulnerable adults.

Nearly 2000 participants, with a wide variety of roles and responsibilities for Child Protection matters, have attended such training events. They include parish volunteers, Local Child Protection Representatives (LCPRs), clergy, diocesan staff, university & hospital chaplains, Catechists, youth workers, seminary students, members of monastic communities, Provincial Councils, Chapters and Assemblies of Religious Congregations, Congregation Leaders and religious, and Care Home staff groups.

looking to the future

8. Aims for 2004

Whilst much has been achieved in the course of 2003, there is plenty to do in 2004.

The COPCA Business Plan sets a demanding programme, and it will be reviewed by the Management Board in 2004.

Now that the COPCA administrative team is fully staffed, work on COPCA's internal procedures and standards will be completed.

Work will continue in Dioceses and Religious Congregations to assist in the implementation of the Organisational Structures Policy, which should be in place by July 2004.

Policy development work will also continue and several key policies are scheduled to be approved by the COPCA Management Board and agreed for implementation by the Bishops' Conference and the conference of Religious in the course of the year.

This process will be followed up with implementation sessions across England & Wales. It is intended that by the end of 2004, all clergy, religious and employees in dioceses & religious congregations in England & Wales will have had a Criminal Records Bureau check, and this will be recorded on our national Database.

The initial pilot for our audit process will also be developed during the coming year.

9. Conclusion

The information contained in this 2003 Annual Report demonstrates how much effort and commitment has been made over the year in question to take forward the implementation of Lord Nolan's *A Programme for Action* throughout the Religious Congregations and the 22 Dioceses of the Catholic Church in England & Wales.

The continuing recognition of the vital importance of this work by the bishops and leaders of religious congregations is central to success in moving forward with the often challenging changes which are required in implementing Lord Nolan's recommendations.

The final evidence of the honesty and courage that such recognition and commitment demands is ultimately to be found at the local level, in Church communities of all kinds, where children and their families can feel confident that they are part of a safe and secure environment.

appendix one

Management Board - Profile of Members

The Management Board is chaired by the Archbishop of Birmingham, the Most Rev Vincent Nichols, and consists of the following members:

- Terry Bamford (Vice-Chairman): Chair of Westminster Area Child Protection Committee (ACPC): Non-Catholic.
- Gill Mackenzie: formerly Chief Probation Officer and a member of Nolan Review Committee. Non-Catholic.
- Rev. Tim Bryan: Detective Chief Inspector, Metropolitan Police, seconded to the Dangerous Offenders Unit at the Home Office. Member of Nolan Review Committee. Anglican Priest.
- Sr. Raymunda Jordan OP: General Secretary of the Conference of Religious in England and Wales
- Fr David Smolira SJ: Provincial of the British Province of the Society of Jesus.
- Mr Paul Walton: Solicitor. Catholic.

- Enid Hendry: Head of Child Protection Training, National Society for the Prevention of Cruelty to Children (NSPCC). Non-Catholic.
- Mgr. Jack Kennedy: formerly Child Protection Co-ordinator for Liverpool Diocese; member of the Nolan Review Committee. Catholic priest.
- Fr Brian McGinley: member of the National Conference of Priests. Catholic priest.
- Helen Kenward: Independent Child Protection Consultant. Non-Catholic.

In attendance:

- Ms Eileen Shearer, Director, COPCA. Non-Catholic.
- Mr Charles Wookey (Assistant General Secretary, Catholic Bishops' Conference of England and Wales). Catholic.
- Mr Mark Morley, Director, Catholic Communications Service. Catholic.

COPCA Management Board Statement of Intent - October 2002

The COPCA Management Board hereby states its intention to operate in all matters relating to its remit of protecting children and vulnerable adults in Catholic Church settings throughout England and Wales as follows:

- To seek to ensure that common nationally applicable policies, procedures and codes of practice are developed and issued across dioceses and religious congregations in line with best practice
- To develop, review and agree policies, procedures and codes of practice through a

consultative process, culminating in ratification by the COPCA Management Board, and the agreement of the respective Conferences to implement such policies etc. (See **Appendix 3**, Flow Chart)

- To communicate and issue policies, procedures and codes of practice through agreed channels to members of the Conference of Religious and the Bishops' Conference, through the respective Secretariats, while Child Protection Co-ordinators and Officers will receive communications directly from the COPCA offices

appendix two

COPCA Staff

Director:

Eileen Shearer Appointed January 2002

PA to the Director & Office Manager:

Patricia Fletcher-Kaye Appointed September 2003

National Child Protection Officers:

Liz Murphy Appointed September 2002
Penny Nicholson Appointed September 2002
Vacancy

Team Secretary:

Claire Johnson
Appointed July 2003

appendix three

membership of policy working groups

• ORGANISATIONAL STRUCTURES

Chair: Eileen Shearer - Director of the Catholic Office for the Protection of Children & Vulnerable Adults (COPCA)

Membership:

Margaret Bamford Member of CP Management Group, Arundel & Brighton Diocese
Pauline Butterfield CPC Shrewsbury Diocese
Fr Michael Smith CPC Jesuits

• RESPONDING TO ALLEGATIONS

Chair: Rev Bernard Wilson MA, Rev. Secretary, Catholic Children's Rescue Society, Salford .

Membership:

Ms Penny Nicholson COPCA
Mrs Carmel Knowles CPO, Birmingham.
Rev Richard McKay CPC, Clifton .
Rev Dennis Tindall CPC, Hexham & Newcastle.
Br. Tom Campbell CPC, De La Salle Brothers.
Sr Una Maguire-Williams BA, MEd, MSc, PhD, Clinical Psychologist, Passionists
Canon Law Advisor
Rev. Mgr. Canon Michael Quinlan, DCL
Ms Geraldine Moroney, Minute Taker and Administration, Catholic Children's Rescue Society, Salford

• CREATING A SAFE ENVIRONMENT

Chair: Liz Murphy National Child Protection Officer (COPCA)

Membership:

Father Michael Marsden CPC Middlesbrough Diocese
Sarah Baker CPO Leeds Diocese
Pauline Butterfield CPC Shrewsbury Diocese
Rev Richard McKay CPC, Clifton .
Rev Dennis Tindall CPC, Hexham & Newcastle.
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Membership:

Father Michael Marsden CPC Middlesbrough Diocese
Sarah Baker CPO Leeds Diocese
Pauline Butterfield CPC Shrewsbury Diocese
Sister Margaret Holland Black Country Area Youth Officer & Representative of PACYO
Kieran Brooks Local C.P. Representative, Oxford
Brother Eddie Coupe CPC Christian Brothers
Paul Lever National Youth Development Officer SVP

* Rhian Davies - Asst. Commissioner of the Children's Commission for Wales (Policy & Service Evaluation)

** Observer status: will provide support and guidance although cannot be part of decision-making as this could lead to a conflict of interest as her role as Assistant Commissioner may require her to scrutinise/review arrangements relevant to the welfare of children and young people.*

• PASTORAL CARE

Chair:* Liz Murphy National Child Protection Officer (COPCA)

Membership:

Anne Burnage Deputy Director of the Catholic Children's Society, Arundel & Brighton, Portsmouth and Southwark
Rev. Dr. Gerard Clergy Support, Diocese of Salford
Fieldhouse-Byrne
Rev Roger Reader Prison Chaplain, Feltham YOI
Donald Findlater Director Lucy Faithfull Foundation
Ms Shirley Hosgood CPC, Diocese of Arundel & Brighton
Ms Margaret Kennedy Child Protection Professional/MASCAS
Steve Landy NSPCC Safer Communities Project
Rev Ben Lodge Passionist Community
Rev Kieron O'Brien Arundel & Brighton Diocese
Rev. Barry O'Sullivan CPC, Salford Diocese

** The group was formed and previously chaired by Brendan Mooney, former Child Protection Officer in the Archdiocese of Southwark.*

• PAST CASES REVIEW GUIDANCE

Chair: Penny Nicholson – National Child Protection Officer (COPCA)

Membership:

- Fr Michael Smith CPC Jesuits
- Rev John Steel Support CPC Middlesbrough
- Tom Graham Nugent Care Society Liverpool
- Peter Turner CPC Westminster
- Sr Esther Cavanagh CPC Daughters of Charity of St Vincent De Paul

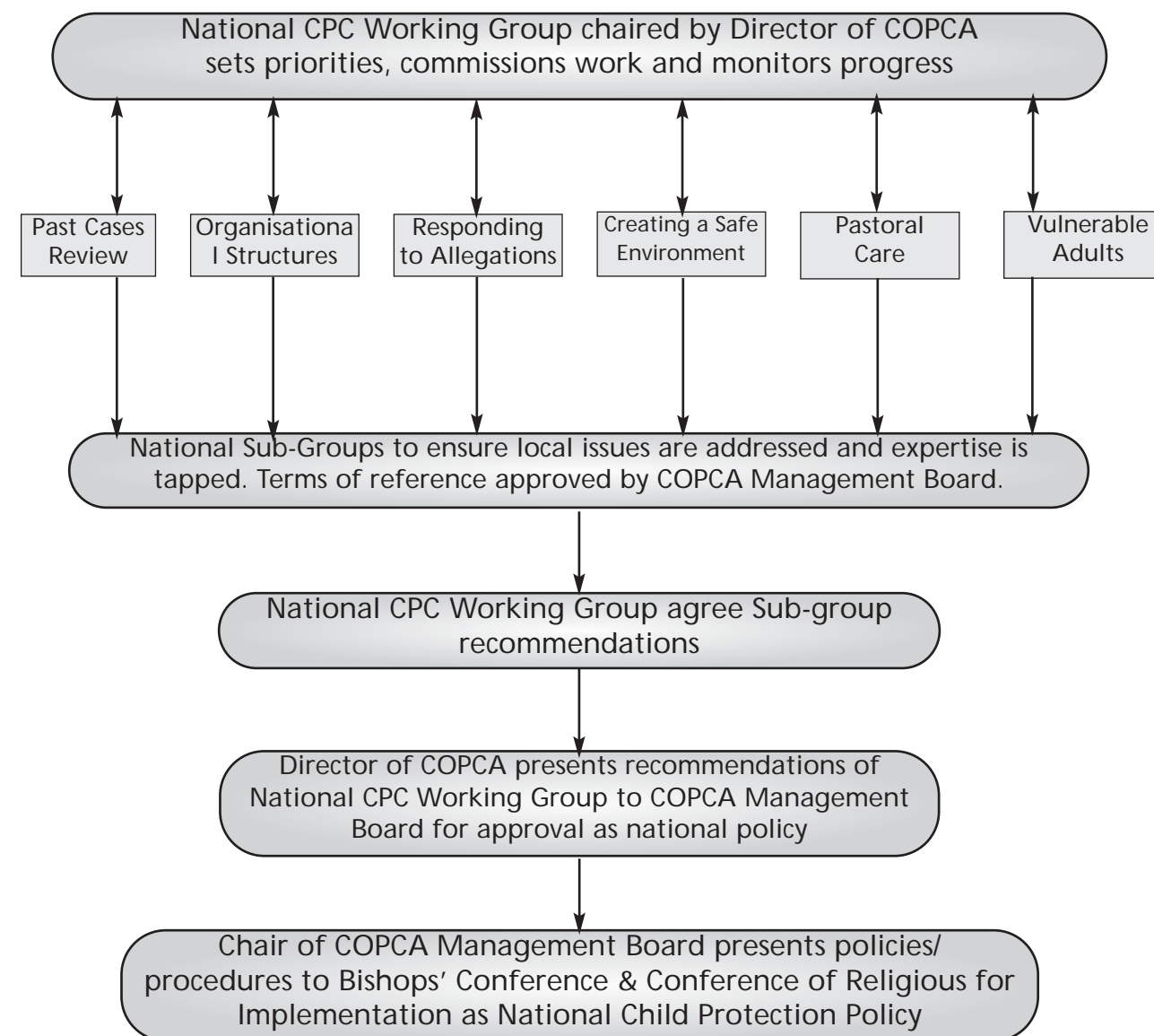
• VULNERABLE ADULTS

Chair: Penny Nicholson, National Child Protection Officer, COPCA

Membership:

- Brother John Martin, O.H. Provincial of the Hospitaller Order of St John of God
- Anthea Beeks Director of Community Services, Hospitaller Order of St John of God.
- Martin Hirst Director of Catholic Care, Leeds
- Ann Harris Operations Manager, Birmingham Health and Social Care.
- Fr Frank Daly Parish Priest
- Sr Marianne Donnelly CoR CHS Co-ordinator

Development of Child Protection Policy and Procedure for the Catholic Church in England and Wales: Flow Chart



appendix four

COPCA Policy on Priority CRB Checks

The COPCA Management Board has agreed the following groups of Church members will be CRB checked as a priority when the CRB begins its operation:

Archbishops	Enhanced
Bishops	Enhanced
Religious Provincials	Enhanced
Religious Councils	Enhanced
COPCA Management	
Board members	Enhanced
Diocesan & Religious CPCs	Enhanced
Diocesan & Religious CPOs	Enhanced
Child Protection Management Teams	Enhanced
Parish Child Protection Representatives	Enhanced
All new entrants to seminaries	Enhanced
All new clergy & religious brothers/sisters *in active ministry	Enhanced

Checks on existing clergy, religious and lay volunteers working with children and vulnerable adults will be undertaken on a phased basis over a period yet to be agreed, depending on the numbers involved.

* "Active ministry" is defined as:

"Those clergy and religious (both men and women) who are currently working with members of the general public in any capacity whatsoever, whether paid or voluntary".

appendix five

COPCA Accounts 2003

INCOME 2003	Actual
Conferences	60
Meetings	16,805
CRB checks	11,891
Diocesan Assessments	250,000
Contribution from Religious 2003	33,000
Contribution from Religious 2002 - balance	8,000
Nolan - balance Restricted Fund	2,585
Other Income	1,021
TOTAL INCOME	323,362
EXPENDITURE 2003	Actual
Total Staff Costs	177,962
Travel Meetings/ Conferences	
Travel	15,286
Subsistence	3,109
UK Entertainment	538
Overseas expenses	71
Conferences	2,902
Meetings	14,909
Total Travel / Meetings / Conferences	36,815
Property costs	
Rent	25,289
General rates	1,497
Heat & light	207
Maintenance/repairs/renewals	43
Cleaning	970
Miscellaneous property costs	1,220
Total Property costs	29,226

appendix six

COPCA Accounts 2003

Office costs	
Photocopying/printing	1,959
Stationery	2,926
Telephone	7,620
Books/Newspapers	334
Postage/Carriage	4,595
Office Catering	605
Office Equipment under £500	372
Computer maintenance/installation	7,097
Subscriptions	95
Gifts/Donations	19
Training	1,877
Interest on Restricted Fund CRB checks	11,891
Sundry expenses	690
Total Office costs	40,080
SUB TOTAL	284,083
Depreciation Office equipment/Furniture	26,483
TOTAL EXPENDITURE	310,566
SURPLUS	12,796

Diocesan Child Protection Contacts

Arundel and Brighton	Child Protection Co-ordinator: Child Protection Officer:	Dcn Tom Murray Tel: 01403 253667 Shirley Hosgood Tel: 01273 241 203
Archdiocese of Birmingham	Child Protection Co-ordinator: Child Protection Officer:	Ms Jane Jones Tel: 0121 230 6240 Ms Carmel Knowles Tel: 0121 230 6240
Brentwood	Child Protection Co-ordinator: Child Protection Officer:	Fr Frank Jackson Tel: 01245 465333 Mr. Simon Moules Tel: 01277 204606
Archdiocese of Cardiff	Child Protection Co-ordinator: Child Protection Officer:	Canon John Maguire Tel: 02920 230492 N/A
Clifton	Child Protection Co-ordinator: Child Protection Officer:	Mrs. Jane Dziadulewicz Tel: 0117 954 0993 N/A
East Anglia	Child Protection Co-ordinator: Child Protection Officer:	Ms Barbara Warwick Tel: 01362 699 015 Mr. Martin Barnard Tel: 01362 638 172
Hallam	Child Protection Co-ordinator: Child Protection Officer:	Fr Peter McGuire Tel: 01246 432289 N/A
Hexham & Newcastle	Child Protection Co-ordinator: Child Protection Officer:	Fr Dennis Tindall Tel: 01207 232798 N/A
Lancaster	Child Protection Co-ordinator: Child Protection Officer:	Vacancy Ms Julie Courtney Tel: 01772 732313
Leeds	Child Protection Co-ordinator: Child Protection Officer:	Mr Stuart Hanlon Tel: 0113 261 8046 Ms Sarah Baker Tel: 0113 261 8046
Liverpool	Child Protection Co-ordinator: Child Protection Officer:	Fr John Heneghan Tel: 01704 531 229 Rev Des Bill Tel: 0151 522 1043

Diocesan Child Protection Contacts

Menevia	Child Protection Co-ordinator:	Fr Owen McGreal Tel: 01437 762284
	Child Protection Officer:	N/A
Middlesbrough	Child Protection Co-ordinator:	Rev Dcn John Steel Tel: 01642 850505
	Child Protection Officer:	N/A
Northampton	Child Protection Co-ordinator:	Mgr Tony McDermott Tel: 01604 715661
	Child Protection Officer:	Ms Virginia Bird Tel: 01223 306600
Nottingham	Child Protection Co-ordinator:	Mr John Creedon Tel: 0115 960 3010
	Child Protection Officer:	N/A
Plymouth	Child Protection Co-ordinator:	Fr Brian Kenwick Tel: 01803 294142
	Child Protection Officer:	Mr Chris Jarvis Tel: 01752 225209
Portsmouth	Child Protection Co-ordinator:	Dcn Nick Reynolds Tel: 01420 568157
	Child Protection Officer:	N/A
Salford	Child Protection Co-ordinator:	Fr Barry O'Sullivan Tel: 0161 832 8317
	Child Protection Officer:	Ms Patricia Gilligan Tel: 0161 832 8317
Shrewsbury	Child Protection Co-ordinator:	Ms Pauline Butterfield Tel: 0151 652 9855
	Child Protection Officer:	N/A
Southwark	Child Protection Co-ordinator:	Fr John Kavanagh Tel: 0208 698 1449
	Child Protection Officer:	Ms Helen Sheppard Tel: 0207 953 8710
Archdiocese of Westminster	Child Protection Co-ordinator:	Mgr Harry Turner Tel: 01582 712245
	Child Protection Officer:	Mr Peter Turner Tel: 0208 969 5305
Wrexham	Child Protection Co-ordinator:	Mr Keith McDonogh Tel: 01978 261 938
	Child Protection Officer:	N/A

Further copies of this report are available from
COPCA, 12, St Paul's Square, Birmingham B3 1RB. 0121 233 1963