



# TOWARDS A CULTURE OF SAFEGUARDING:

## Induction Information for Safeguarding Representatives

xxxxxxxxxxx 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

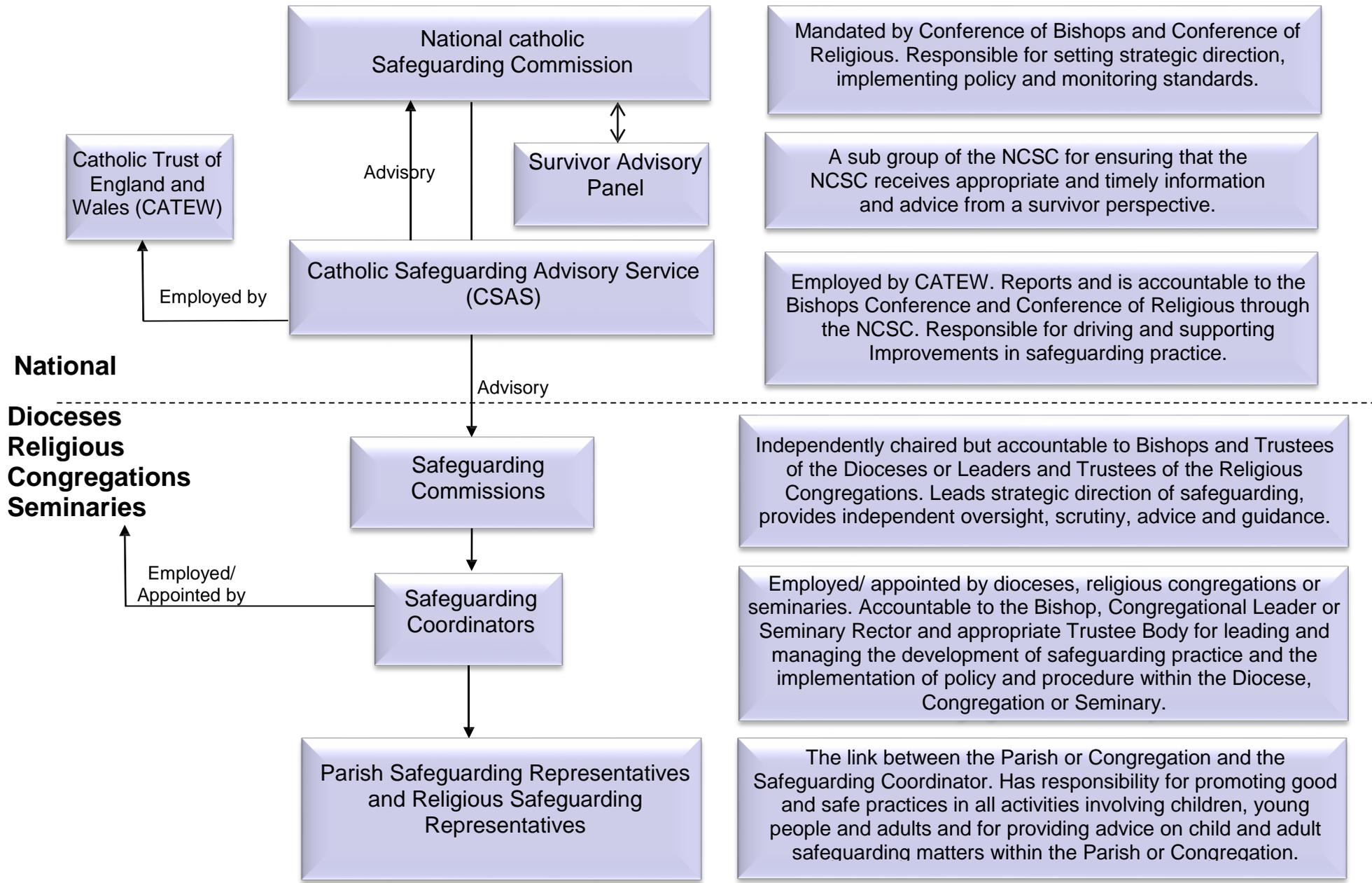
Work to ensure justice for those abused and support for all those affected in any way by abuse

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

# CATHOLIC SAFEGUARDING STRUCTURE



National catholic Safeguarding Commission

Mandated by Conference of Bishops and Conference of Religious. Responsible for setting strategic direction, implementing policy and monitoring standards.

Catholic Trust of England and Wales (CATEW)

Advisory

Survivor Advisory Panel

A sub group of the NCSC for ensuring that the NCSC receives appropriate and timely information and advice from a survivor perspective.

Catholic Safeguarding Advisory Service (CSAS)

Employed by

Employed by CATEW. Reports and is accountable to the Bishops Conference and Conference of Religious through the NCSC. Responsible for driving and supporting improvements in safeguarding practice.

## National

## Dioceses Religious Congregations Seminaries

Advisory

Safeguarding Commissions

Independently chaired but accountable to Bishops and Trustees of the Dioceses or Leaders and Trustees of the Religious Congregations. Leads strategic direction of safeguarding, provides independent oversight, scrutiny, advice and guidance.

Employed/  
Appointed by

Safeguarding Coordinators

Employed/ appointed by dioceses, religious congregations or seminaries. Accountable to the Bishop, Congregational Leader or Seminary Rector and appropriate Trustee Body for leading and managing the development of safeguarding practice and the implementation of policy and procedure within the Diocese, Congregation or Seminary.

Parish Safeguarding Representatives and Religious Safeguarding Representatives

The link between the Parish or Congregation and the Safeguarding Coordinator. Has responsibility for promoting good and safe practices in all activities involving children, young people and adults and for providing advice on child and adult safeguarding matters within the Parish or Congregation.

## DESCRIPTION OF THE NCSC AND CSAS:

**The National Catholic Safeguarding Commission (NCSC)** 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 will ensure that standards are met and policies are implemented.

The NCSC comprises an independent lay chair; a Bishop, a member of the Conference of Religious and a lay member as vice chairs; representation from the Conference of Bishops; Conference of Religious and Chairs of Commissions; a Canon Lawyer/Parish Priest nominated by the Canon Law Society; 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 (CSAS)**

Whereas the NCSC is responsible for setting the strategic direction of the Church's safeguarding policy, CSAS is responsible for driving and supporting improvements in practice. The primary role of CSAS is one of co-ordination, advice and support to the Catholic Church in England and Wales in respect of safeguarding children, young people and adults at risk.

CSAS reports to and provides expert advice to the NCSC on safeguarding matters and is accountable to the Bishops Conference and Conference of Religious through the NCSC

CSAS is the point of liaison with other national stakeholders concerned with safeguarding children and adults. This includes other Churches and secular organisations including government.

CSAS is the **Registered Body** for the Disclosure and Barring Service (DBS).

CSAS is located within the Department of Christian Responsibility and Citizenship, which is one of the Departments of the Bishops Conference. An appointed member of the Conference of Religious is a member of the Department to ensure they can play a full role in delivering a 'One Church' approach.

Being located within this Department provides peer support for the Director of CSAS and encourages cross-fertilisation of ideas and work to ensure safeguarding is part of the mainstream activity within the Church.

## **THE LOCAL SAFEGUARDING COMMISSION:**

Within each Diocese is a Safeguarding Commission with an Independent lay chair who has extensive safeguarding experience through working with children and/or adults e.g. social care, police, probation, family law or health. There are also a small number of 'stand-alone' religious based Safeguarding Commissions, each chaired by an independent lay person and with the same range of expertise as their Diocesan counterparts. Exact numbers and experience on the Commission is determined locally but each must meet the requirements of the core membership<sup>1</sup> and ensure appropriate expertise is available.

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<sup>1</sup> As set out in Towards a Culture of Safeguarding (2012)

### **Accountability**

Each Safeguarding Commission is accountable to the Bishop and Trustees of the Diocese for all Diocesan safeguarding matters. In respect of Religious Orders aligned to a particular Safeguarding Commission, the Commission is accountable to the Congregational Leader and Trustees of the Order in respect of matters related to that Order.

### **Function**

Each Commission leads on the strategic direction of safeguarding and provides independent oversight, scrutiny, advice and guidance on safeguarding related matters relating to dioceses, religious congregations and seminaries.

As a Commission, and through sub groups, each will:

- Secure a strategy for the promotion of good and safe environments for children and adults 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;
- 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 process and minimisation of risk;
- Ensure that the Bishop/Congregation Leader receives full information relevant to safeguarding incidents, together with recommendations;
- Receive all information relating to safeguarding matters from their Diocese/Religious Congregation;
- Ensure effective liaison with all relevant Statutory Agencies;
- Contribute to the development and review of national policies, principles and practice;
- Advise the Bishop/Congregation Leader on welfare matters in respect of parishes, and individuals and families within parishes, who have been victims of abuse;
- To the extent possible and taking into account all relevant factors ensure appropriate arrangements are in place for the pastoral care of individuals and communities affected by child abuse;
- Support and advise on matters relating to long term arrangements for members of the Church (clergy, religious, and laity) who have been convicted of abuse or about whom there are significant concerns, including the commissioning of risk assessments;
- Ensure that the Diocese and Religious Congregations have strategies 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;

- Prepare quarterly update briefings for Trustees, one of which will be an Annual Report which will refer to safeguarding policy and procedures, current work and priorities, monitoring arrangements, identified needs and future plans and budgetary and resource requirements;
- Ensure that the Annual Report on the Diocese/Religious Congregation is timely, accurate and comprehensive;
- In line with CSAS's DBS policy and procedures document, establish 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 referred to the Bishop/Religious Leader;
- Ensure that the Diocese or Religious Congregation puts in place arrangements for training and supervision for the Safeguarding Coordinator, and
- To assist in the selection of nominees for the role of Safeguarding Coordinator.

In addition, each 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:**

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**

The property of each diocese and religious congregation is normally held by a Charitable Trust. The Trustees of the Charitable Trust are responsible for managing any risks to the Trust, and this includes ensuring that adequate safeguarding policies and procedures are implemented within the diocese or religious congregation, that adequate insurance is in place and that the terms of the insurance contracts are complied with.

The Trustees:

- must be 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.
- are responsible for ensuring that any serious incidents which could present a risk to the Trust's beneficiaries, assets or reputation are properly managed and are reported to the Charity Commission.

- should receive quarterly update briefings from the Safeguarding Commission, one of which should be an Annual Report.

### **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 dependent 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:**

Each Parish and Religious Congregation must ensure that it has a safeguarding representative in place.

The Safeguarding Representative has responsibility for promoting good and safe practices in all activities involving children, young people and adults and for providing advice on child and adult safeguarding matters within the Parish or Congregation.

The Safeguarding Representative is the link between the Parish or Congregation and the Safeguarding Coordinator.

The Safeguarding Representative will have relevant training and a sound knowledge of the national policies and procedures and know who to contact if a concern or allegation is raised.

The Safeguarding Representative has a key role in the administration of the safer recruitment process, including facilitating the DBS Disclosure process at a local level.

#### **The Safeguarding Advisors – Clergy and Religious:**

In order for safeguarding to be effectively implemented and promoted within the Catholic Church a contextual awareness and understanding is vital. The Clergy/Religious Advisor, as a member of the Clergy/Religious, brings this expertise and experience to the safeguarding structure and leads in the promotion of safeguarding within the Clergy/Religious Congregations.

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 Safeguarding Coordinator is accountable to the Bishop, Congregational Leader or Seminary Rector and the appropriate Trustee Body for leading and managing the development of safeguarding practice and the implementation of policy and procedures within the Diocese, Congregation or Seminary. This accountability does not necessarily mean that those listed are the individuals responsible for line management of the Safeguarding Coordinators. Each Trustee body should have in place appropriate line management arrangements for the day to day oversight and support of Safeguarding Coordinators, as Safeguarding Coordinators should always work within the management structures of the organisation. On behalf of the Safeguarding Commission, the Safeguarding Coordinator is responsible for ensuring that the Bishop or Congregational Leader is kept up to date on safeguarding matters.

On an annual basis, the safeguarding coordinator prepares safeguarding data that is provided to CSAS for inclusion in the annual report of the NCSC.

The Safeguarding Coordinator takes the lead in developing preventative practice, as well as responding to allegations of abuse against children and adults. They are responsible for liaising with, advising and guiding Safeguarding Representatives within their Diocese or Congregation when concerns or allegations are raised and informing and advising the Bishop or Congregational Leader on appropriate practice for managing concerns and allegations.

The Safeguarding Coordinator is responsible for making or overseeing referrals to the Police and Social Services departments, in line with the Church's policy of mandatory reporting to statutory authorities, and for maintaining contact with statutory agencies whilst investigations are underway. Additionally, the Safeguarding Coordinator is responsible for overseeing the arrangements for production, monitoring and review of covenants of care, which includes ensuring the support needs of the person accused or convicted are addressed.

The Safeguarding Coordinator is often a key source of support for survivors or victims of abuse and liaises with other agencies, as required, for the purposes of addressing identified needs.

Additionally, the Safeguarding Coordinator will develop links with Safeguarding Children and Safeguarding Adult Boards and safeguarding services within their area.

### **SUPPORT FOR THE 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 AND LEGISLATION:

1. The Nolan Report - A Programme for Action (2001)
2. The Cumberlege Commission Report - Safeguarding with Confidence (2007)
3. Towards a Culture of Safeguarding: [www.catholicsafeguarding.org.uk](http://www.catholicsafeguarding.org.uk)
4. National Policy, Procedures & Standards: on the CSAS website
5. Information Sharing Protocol: on the CSAS website
6. Children Act 1989 and Children Act 2004
7. Working Together to Safeguard Children 2018: [www.workingtogetheronline.co.uk](http://www.workingtogetheronline.co.uk)
8. [Keeping Children Safe in Education - Statutory Guidance for Schools and Colleges \(2018\)](#);
9. [Safeguarding Vulnerable Groups Act 2006](#).
10. The Care Act (2014)
11. The Social Services and Well-being (Wales) Act 2014
12. The Mental Capacity Act 2005: <http://www.legislation.gov.uk/ukpga/2005/9/contents>
13. [The Mental Health Act 2007](#);

#### 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
- 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](mailto:admin@csas.uk.net)

Phone: 0207 901 1920

Website: [www.csas.uk.net](http://www.csas.uk.net)

**National Catholic Safeguarding Commission**

Website: [www.catholicsafeguarding.org.uk](http://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.

<b>Name:</b>				
<b>Date role commenced:</b>				
<b>INDUCTION PACK</b>	<b>Timescale for completion</b>	<b>Date achieved</b>	<b>Rep's Signature</b>	<b>Safeguarding Coordinator's Signature</b>
An Induction Pack received.	1 week			
Access to Safeguarding Resource Pack provided.	1 week			
<b>INDUCTION TRAINING</b>				
<b>SAFEGUARDING ROLE &amp; STRUCTURE</b>				
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			
<b>CONTEMPORARY KNOWLEDGE</b>				
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			
<b>SAFEGUARDING TRAINING</b>				
Training undertaken in relation to promoting a culture of safeguarding which includes: <ol style="list-style-type: none"> <li>1. Contextual Understanding</li> <li>2. Protecting the Young and the Vulnerable</li> <li>3. Creating a Safe Environment.</li> </ol>	12 months			

NOTES: