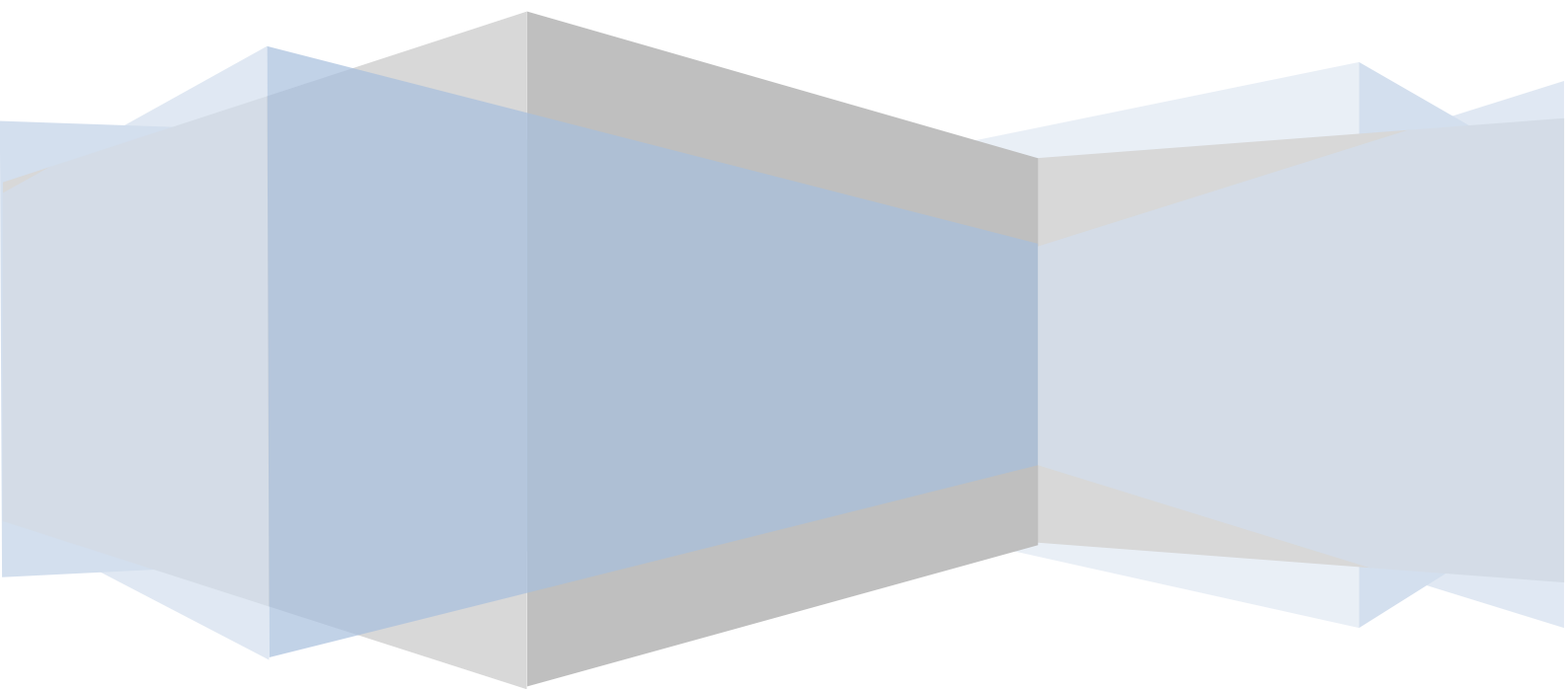




# Towards a Culture of Safeguarding

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## **Towards a Culture of Safeguarding**

There are a many activities being undertaken within the Catholic community, both locally and nationally, aimed at promoting a culture of safeguarding. One such activity is the National Learning Needs Analysis – a proactive initiative aimed at understanding what needs to be done in order to ensure children, young people and vulnerable adults are safe from harm and a culture of safeguarding promoted. Another activity, which fed into the Learning Needs Analysis, was the Review of Safeguarding Organisational Structures which was instigated by the National Catholic Safeguarding Commission (NCSC) in order to establish a representative picture of current safeguarding in the Catholic Church in England and Wales.

The Review, completed in 2010, highlighted areas of good practice and areas that required improvement or development. The Review puts forward ten recommendations (appendix 1) to help further a 'One Church' approach to safeguarding and contribute to our journey towards a culture of safeguarding.

The Catholic Safeguarding Advisory Service (CSAS) was given the task of setting up a number of Task & Finish groups to explore how best to respond to the recommendations. We are grateful to the many individuals from across England and Wales who were involved in the various groups for giving their time and showing enthusiasm and commitment to safeguarding (see appendix 2 for a list of all involved).

Each group consulted widely and included Bishops, Congregations of Religious, Safeguarding Commission members, parishioners, clergy as well as safeguarding staff as appropriate. Their combined efforts resulted in the - Towards a Culture of Safeguarding - Consultation Document 2011.

In an effort to be open and transparent the consultation document was made available on the NCSC Website from July to September 2011. The document was downloaded two hundred and eighty times and resulted in thirty nine responses being received (see appendix 3).

Valerie Brasse and Susie Hayward, members of the NCSC, had strategic overview of the consultation process and offered comments and advice as the consultation process unfolded.

The National Catholic Safeguarding Commission wish to thank everyone who took the time to provide some feedback all of which was insightful and extremely helpful.

This revised document, Toward a Culture of Safeguarding 2012, forms the basis on which work will be taken forward in relation to raising standards of safeguarding throughout the Catholic Church in England and Wales.

## **REVIEW OF SAFEGUARDING ORGANISATIONAL STRUCTURES:**

### **RECOMMENDATION 1**

The concept of ‘a culture of safeguarding’ should be explored and a consensus on the defining features reached. This exploration should take into account a theology of safeguarding, ensuring that the concept is understood as a fundamental part of the gospel message.

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## **TOWARDS A CULTURE OF SAFEGUARDING**

It is important to have a shared understanding of key concepts if we are to have a One Church approach to safeguarding.

In seeking to explore the concept of ‘a culture of safeguarding’ the group sought to identify fundamental values, beliefs and attitudes that are at the core of the gospel message, viewing safeguarding as part of authentic ministry.

The following pages describe ‘a culture of safeguarding’, identifying the underpinning values and principles and highlighting key features necessary in maintaining a safe and nurturing environment.

## **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.

The following defining features are crucial in promoting a culture of safeguarding.

## TOWARDS A CULTURE OF SAFEGUARDING

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 adults 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 an 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

**REVIEW OF SAFEGUARDING ORGANISATIONAL STRUCTURES:**

**RECOMMENDATION 2**

National minimum standards for training should be developed for, and with, priests. The process of setting national standards is to provide an opportunity for a dialogue with priests and other clergy regarding the barriers to engagement in training and how these might be resolved.

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**TRAINING STANDARDS FOR CLERGY**

The following standards were developed using research data collected by Fr Barry O’Sullivan of Salford Diocese and in consultation with members of the clergy from across England and Wales.

A two day event was organised at Oscott College in Birmingham which provided an opportunity to discuss training and learning needs and to discuss how best to develop an understanding of safeguarding as part of ministry and vocation.

## SAFEGUARDING TRAINING STANDARDS FOR CLERGY

It is intended that the following standards will help to ensure that all clergy involved in pastoral work within the Church are fully acquainted with the concept of safeguarding within the context of the Catholic Church, and that they have the knowledge and skills to promote a One Church approach to safeguarding.

<b>STANDARD 1: Ordained Ministers will regularly update their knowledge and skills in relation to safeguarding.</b>		
<i>Training will be endorsed by the NCSC and will be monitored through the national audit process.</i>	<i>Frequency</i>	<i>Timescale</i>
<i>NCSC endorsed certificates of attendance will be provided which may be displayed as a means of communicating ongoing commitment to safeguarding best practice.</i>		
Promoting a culture of safeguarding <ol style="list-style-type: none"> <li>1. Safeguarding as Ministry &amp; Contextual Understanding</li> <li>2. Protecting the Young and the Vulnerable</li> <li>3. Creating a Safe Environment</li> </ol>	Attend training in line with national learning outcomes & attend annual updating sessions every three years	National learning outcomes introduced in January 2013.  Certificated safeguarding training pack will be available January 2013
<b>STANDARD 2: Those who provide training for clergy must ensure that the training is in line with national policy (Standard 1) this is to ensure a One Church approach.</b>		
<i>Facilitator training will be endorsed by the NCSC, and will be monitored through the national audit process.</i>	<i>Frequency</i>	<i>Timescale</i>
Those who facilitate safeguarding training for clergy or who organise such training will: <ol style="list-style-type: none"> <li>1. Attend the national training course</li> <li>2. Work to national learning outcomes</li> <li>3. Attend updating sessions</li> </ol>	Attend the NCSC endorsed course & attend annual updating sessions (Safeguarding Coordinator/Officer meeting)	National training standards course available from January 2013



**REVIEW OF SAFEGUARDING ORGANISATIONAL STRUCTURES:  
RECOMMENDATION 3**

Discussions should take place at national and local level to identify ways to raise the profile of safeguarding as a positive occurrence, including ways to celebrate good practice. Examples: a Sunday dedicated to safeguarding 'celebration of wellbeing'; the Catholic Communications Network actively looking for and reporting positive safeguarding stories.

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**CELEBRATING SAFEGUARDING**

The Task & Finish group set up to look at this recommendation felt that the engagement of the Catholic Communications Network was crucial. As this proved problematic the task has been referred back to the NCSC.

The NCSC is currently developing a communication strategy-it has noted this recommendation and the difficulties experienced by this task and finish group.

**REVIEW OF SAFEGUARDING ORGANISATIONAL STRUCTURES:  
RECOMMENDATION 4**

The national policy for organisational structures should include clear guidelines on effective communication in relation to accountability and governance setting out national minimum standards to enable Dioceses to self assess. These standards could then be used in national audits undertaken on behalf of the NCSC.

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**EFFECTIVE COMMUNICATION**

Effective communication is pivotal in ensuring safeguarding matters are dealt with efficiently and effectively. It was important that a model of communication be identified that is both achievable and effective.

The following standards offer a coherent structure to facilitate effective communication.

## EFFECTIVE COMMUNICATION STANDARDS

It is intended that the following standards will help to ensure effective communication in relation to accountability and governance, thus enabling Safeguarding Commissions and Trustees to discharge their responsibilities in an informed and timely manner.

<b>STANDARD 1: UPDATE BRIEFINGS</b>	<b><i>Frequency</i></b>
<p>Trustees will request and receive quarterly update briefings from the Safeguarding Commission, one of which should be an Annual Report which will refer to:</p> <ul style="list-style-type: none"> <li>• Safeguarding policy and procedures</li> <li>• Current work and priorities</li> <li>• Monitoring arrangements</li> <li>• Identified needs and future plans</li> <li>• Budgetary and resource requirements</li> </ul>	<p>Quarterly updates (includes the Annual Report update)</p>
<b>STANDARD 2: DIRECT COMMUNICATION</b>	
<b><i>Direct Communication with Trustees</i></b>	<b><i>Frequency</i></b>
<p>*The Safeguarding Co-ordinator, Safeguarding Lead (Clergy/Religious) and/or Commission Chair will attend a Trustees' meeting at least once a year (more frequently if deemed necessary by the Trustees or Safeguarding Co-ordinator Safeguarding Lead or Commission Chair) where they will be able to present their updated briefing in person, providing an opportunity for questions to be asked or clarification to be sought in relation to:</p> <ul style="list-style-type: none"> <li>• Safeguarding policy and procedures</li> <li>• Current work and priorities</li> <li>• Monitoring arrangements</li> <li>• Identified needs and future plans</li> <li>• Budgetary and resource requirements</li> </ul>	<p>Minimum: once a year</p>

\*New role titles used - see recommendation 8

<b>STANDARD 2: DIRECT COMMUNICATION continued</b>	
<b><i>Direct Communication with Safeguarding Staff</i></b>	<b><i>Requirement &amp; Frequency</i></b>
<p>A representative of the Trustees (appointed by the Bishop/Provincial) will meet with the Safeguarding Co-ordinator and Safeguarding Lead (Clergy/Religious) along with the Commission Chair at least once a year.</p> <p>The purpose of a nominated Trustee is to facilitate effective communication, ensuring there is an open channel between the safeguarding team and Trustees.</p>	<p>Named representative</p> <p>Minimum once a year</p>
<b><i>Direct Communication between Bishop and Commission Members Or (where Religious have established their own Commission) Direct Communication between Congregation Leaders and Commission Members</i></b>	<b><i>Frequency</i></b>
<p>The Bishop/Congregation Leader will meet with the Safeguarding Commission at least once a year. This annual meeting will provide an opportunity to review the year's work and to consider plans for the forthcoming year.</p> <p>To facilitate this, the Chair of the Commission must ensure that the annual meeting be in accordance with the Bishop's/Congregation Leader's diary.</p>	<p>Annually</p>
<b>STANDARD 3: ASSESSING NEED</b>	
<p>The Commission will 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.</p> <p>Please see the needs assessment tool which you might can be used to assist this process.</p>	<p>Annually</p>

## RECORD OF EFFECTIVE COMMUNICATION

This table can be used as a record of the communication standards.

<b>STANDARD 1: UPDATE BRIEFINGS</b>	<b>Date</b>	<b>Commission Chair Signature</b>	<b>Safeguarding Co-ordinator Signature</b>
<ul style="list-style-type: none"> <li>• Update Briefing to Trustees 1</li> <li>• Update Briefing to Trustees 2</li> <li>• Update Briefing to Trustees 3</li> <li>• Update Briefing to Trustees 4</li> </ul> <p>Please indicate which briefing was the annual report.</p>			
<b>STANDARD 2: DIRECT COMMUNICATION</b>			
<p><b>Direct Communication with Trustees</b></p> <p>The Safeguarding Co-ordinator and Commission Chair attended at least one Trustees’ meeting.</p> <p>Please record dates of all Trustees’ meetings attended.</p>			
<p><b>Direct Communication with Safeguarding Staff</b></p> <p>Safeguarding Co-ordinator along with the Commission Chair met with the nominated representative of the Trustees.</p> <p>Please record dates of all meetings.</p>			
<p><b>Direct Communication between Bishop and Commission Members</b></p> <p>The Bishop attended a Safeguarding Commission meeting.</p>			
<b>Trustee signature:</b>			
<b>Commission Chair signature:</b>			

**REVIEW OF SAFEGUARDING ORGANISATIONAL STRUCTURES:  
RECOMMENDATION 5**

The national policy for organisational structures for Safeguarding should include a clear description of the responsibilities of the Financial Secretary/Trustee in relation to safeguarding.

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**RESPONSIBILITIES OF TRUSTEES**

The following page provides a clear and concise description of the responsibilities of Trustees - who are ultimately responsible for the safeguarding arrangements within a Trust.

## DESCRIPTION OF THE LEGAL RESPONSIBILITIES OF TRUSTEES IN RELATION TO SAFEGUARDING

### Trustees have a responsibility to ensure that:

- They are adequately informed about safeguarding matters in order to make informed decisions (see section below).
- Adequate policies and procedures are in place to safeguard the charity’s beneficiaries.
- Policies and procedures are implemented and monitored.
- Adequate safeguarding resources are available to ensure safe processes and the minimisation of risk.
- They recognise they have a duty of care and a duty to act.

### Trustees must take reasonable and proper steps to protect vulnerable beneficiaries from harm or abuse by:

- Having adequate and proper safeguarding policies and systems in place, including appropriate vetting procedures for those who work with children and vulnerable adults including Trustees themselves.
- Ensuring allegations of abuse or concerns are dealt with seriously and responsibly in line with national policies.
- Ensuring the Charity Commission has information about serious incidents as soon as possible.
- Ensure that their Annual Return to the Charity Commission confirms that there are no serious incidents or matters relating to the charity over the previous financial year that they should have brought to the Charity Commission’s attention but have not. Failure to confirm this is a breach of a legal requirement and may be used as evidence of misconduct and mismanagement in the administration of the charity.

**NOTE:** If the Financial Secretary is not a Trustee he/she should acquaint him/herself with the responsibilities of Trustees with regards to safeguarding. Such knowledge would be of use when setting budgets and preparing the Annual Report.

**REVIEW OF SAFEGUARDING ORGANISATIONAL STRUCTURES:  
RECOMMENDATION 6**

National standards in relation to recruitment and succession planning for Commission members should be developed, ensuring clarity and transparency, helping to support a One Church approach to promoting high standards of practice. The standards should include a requirement that Commissions ensure that someone has delegated responsibility for maintaining the right constitution of the Commission.

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**COMMISSION RECRUITMENT AND SUCCESSION PLANNING**

The Safeguarding Commissions are a major safeguarding resource of the Catholic Church which harnesses knowledge, expertise and experience for the benefit of the Catholic community.

The following standards are aimed at ensuring expertise is maintained thus enabling Commissions, which have an advisory and supportive role, to continue to discharge their functions.



## SAFEGUARDING COMMISSION: RECRUITMENT & SUCCESSION STANDARDS

This table outlines the national standards for the recruitment and succession planning for Commission Members ensuring clarity and transparency, helping to support a One Church approach to promote high standards of safeguarding practice.

<b>STANDARD 1: COMMISSION CHAIRPERSON</b>	
<b><i>The Commission Chairperson will be independent of the Diocese/Religious Community (independence signifies not employed and not part of the management hierarchy) with extensive, current, professional safeguarding, expertise and experience.</i></b>	<b><i>Essential</i></b>
<b>STANDARD 2: COMMISSION MEMBERSHIP</b>	
<b><i>There must be a core membership each with sufficient current safeguarding expertise and experience</i></b>	<b><i>Essential/ Desirable</i></b>
Social care – children and young people	Essential
Social care – vulnerable adults	Essential
Police	Essential
Health care	Desirable
Probation	Desirable
Law	Desirable
Canon Law	Desirable
Catholic Youth Officer	Desirable
Media Officer	Desirable
Other as thought appropriate	Desirable
<b><i>The Commission will be advised by its Safeguarding Co-ordinator and Safeguarding Lead as appropriate. (Safeguarding Co-ordinators and Safeguarding Leads are not Commission members)</i></b>	
<b><i>The Commission membership must include individuals with sufficient experience of the Church and its structures in relation to safeguarding.</i></b>	<b><i>Essential/Desirable</i></b>
Member of the Diocesan Clergy	Essential
Member of the Religious	Essential
Parish Representative	Desirable
Religious Representative	Desirable

<b>STANDARD 3: COMMISSION SUCCESSION PLANNING (Including Commission Chair)</b>	
<p><b><i>Succession planning must be ongoing and based on required membership as outlined above.</i></b></p> <p><b><i>Commission members should be invited to serve on the Commission for a defined period.</i></b></p> <p><b><i>This standard will apply to all new appointments from 2012 and to existing members from 2015 - this is to ensure that Commission expertise is maintained whilst new members are recruited.</i></b></p>	<b><i>Defined Period</i></b>
Initial appointment (Chair & Members).	4 years
Possible further appointment (Chair & Members) (No subsequent reappointment unless exceptional circumstances can be demonstrated).	4 years
Commission members may be eligible for appointment as Chair despite having served 2 terms: in this case s/he would serve as Chair for 1 term only. The Chair shall not serve on a Commission s/he has previously chaired.	4 years
<b>STANDARD 4: RECRUITMENT</b>	
<b><i>There is a systematic, consistent and formal process for the recruitment to the Safeguarding Commission</i></b>	
<ol style="list-style-type: none"> <li>1. Formal advertisement in the widest appropriate forum specifying expertise/experience sought.</li> <li>2. Formal written application with request for independent referees.</li> <li>3. For Chairperson - Formal interview: <ul style="list-style-type: none"> <li>• Panel of members led by Commission Chair (or acting Chairperson).</li> <li>• Recommendation to the Bishop or Congregation Leader (where Religious have established their own Commission) to appoint.</li> <li>• Bishop/Congregation Leader to approve/reject selected applicant.</li> <li>• Formal letter of appointment by Bishop/Congregation Leader.</li> <li>• An external assessor should be part of the appointment panel.</li> </ul> </li> </ol>	
<b>STANDARD 5: GUARDIANSHIP OF THE COMMISSION CONSTITUTION (Composition)</b>	
<p>The Bishop or the Congregation Leader respectively is ultimately responsible for the composition of Safeguarding Commissions.</p> <p>To ensure that the guardianship of the constitution is upheld in line with national standards:</p> <ul style="list-style-type: none"> <li>• Guardianship of the Constitution is a standing item at the start of each Commission meeting.</li> <li>• There is timely action by the Commission as required.</li> <li>• A formal minute is sent to the Bishop/Congregation Leader where constitutional action is being taken or is required.</li> <li>• If not able to recruit within six months then this should be referred to the NCSC via the CSAS.</li> </ul>	

**REVIEW OF SAFEGUARDING ORGANISATIONAL STRUCTURES:  
RECOMMENDATION 7**

National standards should be developed in relation to training for Commission members. Duplication of training would not be necessary where there is evidence that a standard is already met through professional training. The individual would only be required to access training from the Diocese on the remaining standards.

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**TRAINING FOR COMMISSION MEMBERS**

Becoming a Commission Member is a serious commitment. Most individuals are recruited to the Commission for their safeguarding expertise, others for their knowledge of the Church, its community and of the Catholic safeguarding structures.

The following standards are aimed at supporting all Commission Members so that they can discharge their responsibilities with confidence.

## TRAINING STANDARDS FOR COMMISSION MEMBERS

### INDUCTION/TRAINING

This table outlines the areas that must be covered during the induction for a Commission member and gives indicative timescales from date of appointment for completion.

Where there is evidence that a standard is met through professional training duplication will not be required. Training will therefore be tailored to Commission members' needs.

<b>STANDARD 1: INDUCTION PACK</b>	<i>Timescale</i>
<p>All Commission members are provided with an induction pack which includes:</p> <ul style="list-style-type: none"> <li>• A description of key roles within the safeguarding structure: Commission members; the Safeguarding Co-ordinator/Safeguarding Lead (Clergy/Religious); Safeguarding Representative; and the role of Trustees in relation to Safeguarding.</li> <li>• A flow chart of the Safeguarding Organisational Structure.</li> <li>• A list of training required and where/how this training may be accessed.</li> <li>• Details on where to access safeguarding policy/procedures (CSAS Website; NCSC Website).</li> <li>• Details on how to access key reports (e.g. the Cumberlege Report; Working Together 2010, No Secrets 2000, Mental Capacity Act 2005).</li> <li>• Contact details of the Commission Chair, the Safeguarding Co-ordinator and the Safeguarding Lead(Clergy/Religious).</li> <li>• Record of 'Induction' form.</li> </ul>	1 week
<b>STANDARD 2: INDUCTION/TRAINING (Training can be formal or an informal face to face meeting with either the Safeguarding Coordinator/Safeguarding Lead/Commission Chair as appropriate)</b>	
<b>SAFEGUARDING STRUCTURE &amp; ROLES</b>	<i>Timescale</i>
<p>New members are provided with an introduction to key roles within the safeguarding structure – Trustees; Commission members; Safeguarding Co-ordinator/Safeguarding Lead; Safeguarding Representative.</p> <p>Have an opportunity to meet people with key safeguarding roles (examples: attend PSR's meeting, Deanery meeting).</p>	<p>1 month</p> <p>3 months</p>

<b>STANDARD 2: INDUCTION/TRAINING continued</b>	
<b>CONTEXT &amp; CULTURE</b>	<b>Timescale</b>
New members are provided with an introduction to context: <ul style="list-style-type: none"> <li>• Archdiocese/Diocese/Parish/Religious.</li> <li>• Role of the NCSC and the CSAS.</li> </ul>	1 month
New members are provided with an introduction to church culture and the implications for safeguarding: <ul style="list-style-type: none"> <li>• Reference to research/outcomes (source the NCSC Annual Report).</li> <li>• Reference to Canon Law/Criminal Law/Civil Law (relevant case study).</li> <li>• Conversant with current case process.</li> <li>• Canon Law impact on culture.</li> <li>• Implications of Canon Law for safeguarding.</li> </ul>	1 month
New members are provided with an introduction to key terminology and concepts within the Church.	1 month
<b>SAFEGUARDING CONTEMPORARY KNOWLEDGE</b>	<b>Timescale</b>
The Safeguarding Co-ordinator will discuss with the new member his/her knowledge base regarding the safeguarding of children and vulnerable adults (Government legislation and guidance) in order to: <ul style="list-style-type: none"> <li>• Identify what training has already been covered and when.</li> <li>• Identify what training is outstanding (e.g. a safeguarding children's professional may need vulnerable adult training and vice versa. They may not be safeguarding professionals and may need training in both safeguarding children and vulnerable adults).</li> <li>• Explain how/where to access training required.</li> <li>• Undertake training identified.</li> </ul>	1 month
Knowledge: <ul style="list-style-type: none"> <li>• Safeguarding Children.</li> <li>• Definitions of Child Abuse.</li> <li>• Safeguarding Vulnerable Adults.</li> <li>• Creating a Safe Environment (including understanding Church context).</li> <li>• Safer Recruitment.</li> <li>• Inter-agency working.</li> <li>• Trustees' responsibilities.</li> <li>• Managing risk.</li> </ul>	3 months

<b>STANDARD 2: INDUCTION / TRAINING continued</b>	
<b><i>PRINCIPLES OF GOVERNANCE</i></b>	<b><i>Timescale</i></b>
<p>Understanding the values and principles of working with children, young people and vulnerable adults.</p> <ul style="list-style-type: none"> <li>• The One Church approach.</li> <li>• Catholic Church safeguarding policies &amp; procedures (<a href="http://www.csasprocedures.uk.net">www.csasprocedures.uk.net</a>).</li> <li>• Understanding of the ‘paramountcy’ principle: the welfare of the child /vulnerable adult is the paramount consideration when making decisions.</li> <li>• Confidentiality.</li> <li>• Objectivity – e.g. members should not be unduly influenced by their role as a representative of a particular agency or organisation.</li> <li>• Decision making.</li> <li>• Openness – give reasons for decision.</li> </ul>	3 months
<b><i>MULTI AGENCY APPROACH TO SAFEGUARDING</i></b>	<b><i>Timescale</i></b>
<p>Basic understanding of statutory authorities/agencies’ roles and responsibilities for safeguarding e.g.</p> <ul style="list-style-type: none"> <li>• Local Safeguarding Children’s Board.</li> <li>• Local Vulnerable Adult’s Board.</li> <li>• Domestic abuse forums.</li> <li>• Local Authority Designated Officer.</li> <li>• Multi-Agency Public Protection Arrangements.</li> <li>• Child Protection Reviews.</li> <li>• S.47 Family/ Children’s Services/ Adult Services.</li> <li>• Police Investigations.</li> <li>• Health.</li> </ul>	3 months

## RECORD OF INDUCTION/TRAINING FOR COMMISSION MEMBERS

This table can be copied and used with the Commission member. It will form the record of induction and should be used from the very beginning of the induction period. It should be signed by the person being inducted and the person organising the induction to confirm that the standard has been met.

<b>Name:</b>				
<b>Role:</b>		<b>Date role commenced:</b>		
<b>STANDARD 1: INDUCTION PACK</b>	<b>Timescale for completion</b>	<b>Date achieved</b>	<b>Commission Member Signature</b>	<b>SC/SO Signature</b>
An Induction Pack was received by the Commission member.	1 week			
<b>STANDARD 2: INDUCTION TRAINING</b>				
<b>SAFEGUARDING STRUCTURE &amp; ROLES</b> Have an understanding of relevant local and national Church structures for safeguarding children and young people and vulnerable adults.	1 month			
<b>CONTEMPORARY KNOWLEDGE</b> Establish knowledge base regarding safeguarding of children and vulnerable adults.	1 month			
Learning needs identified	1 month			
Undertake learning/training identified.	3 months			
<b>IMPLICATIONS OF CANON LAW FOR SAFEGUARDING</b> Training undertaken in relation to the implications of Canon Law for safeguarding.	3 months			
<b>PRINCIPLES OF GOVERNANCE</b> Understanding the values and principles of working with children, young people and vulnerable adults.	3 months			
<b>MULTI AGENCY APPROACHES TO SAFEGUARDING</b> Basic understanding of statutory authorities/agencies roles and responsibilities for safeguarding.	3 months			

**REVIEW OF SAFEGUARDING ORGANISATIONAL STRUCTURES:  
RECOMMENDATION 8**

The Organisational Structures Policy document needs to reflect the broader safeguarding remit giving clear guidance on the roles and responsibilities of both the Safeguarding Co-ordinator and Safeguarding Officer roles. Considerations should be given to the qualifications, skills and abilities required to undertake each role. This may, or may not, result in the broadening of professional qualifications/experience accepted for a particular role.

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**SAFEGUARDING ROLE AND FUNCTIONS**

Two key roles have played a major part in promoting safeguarding within the Catholic Church. The two 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 two key roles recognises the differing expertise and the importance that each brings to safeguarding.

Titles have been amended to reflect role and function as well as knowledge and expertise and replace the current roles of Co-ordinator/Officer/Advisor.

Line management is an area that requires further exploration.



## SAFEGUARDING CO-ORDINATOR

The professional background of the Safeguarding Co-ordinator 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 will uphold the values and principles of safeguarding within the Catholic Church in England and Wales.

The Commissions have a responsibility to ensure those currently in post, without the required knowledge and skills, are enabled to develop their knowledge and skills to required standards.

<b>ROLE:</b> To co-ordinate safeguarding matters within the Diocese, including the Religious Orders/Congregations affiliated to the Safeguarding Commission.
<b>FUNCTIONS</b>
1. To lead in the implementation and management of safeguarding policy and practice including safer recruitment.
2. To lead in the development of appropriate practice in the prevention of child and vulnerable adult abuse within the Church (including those susceptible/vulnerable to harm) and in responding to child protection and vulnerable adult protection matters.
3. To inform, advise and collaborate with the Safeguarding Commission, Bishop/Congregation Leader on matters of safeguarding, whether it is about policy or implementing or developing best practice.
4. To inform, advise and collaborate with the Safeguarding Commissions, Bishop/Congregation Leader on appropriate practice in managing all matters relating to concerns and allegations of abuse including effective communication.
5. To work closely with the Safeguarding Commission, helping to organise meetings, prepare reports, assess need and attend Commission meetings.
6. To line manage safeguarding administrative staff.
7. To undertake work as appropriate in the setting up and maintenance of covenants of care, and in the commissioning of preliminary enquiries.
8. To work with those responsible for the management of clergy/laity/volunteers as appropriate.
9. To work in conjunction with statutory agencies and other partner agencies, as appropriate.
10. To develop and maintain secure systems in relation to storage of personal and/or sensitive information.
11. To ensure national training standards are met in line with national policy.
12. To keep up to date with safeguarding best practice, this to include attending CSAS national safeguarding meetings.
13. To engage in continuing professional development (CPD) and where applicable maintaining professional registration requirements.
14. To be involved in the recruitment of Safeguarding Representatives, providing support as well as advice and guidance when concerns are raised or allegations made.
15. To maintain active links with statutory agencies including the Local Safeguarding Children Board, Adult Social Care Services, Police, MAPPA Agencies.
16. To signpost available support services.
17. To make referrals to the Police or Children's Social Care Services/Adult Social Care.

## STANDARD 1: KNOWLEDGE, SKILLS & ATTRIBUTES

### Knowledge, Skills & Experience

Individuals will be required to demonstrate that they have the necessary knowledge, skills and attributes to undertake this role with competence and confidence. To this end they should have a minimum of three years' professional safeguarding-related experience as a prerequisite for the post.

### Safeguarding and promoting wellbeing:

Have an understanding of:

- The different forms of abuse and neglect and their impact on child development.
- The different forms of abuse and neglect and their impact on vulnerable adults.
- How to respond to victims/survivors of abuse.

Have an understanding of legal and procedural framework including:

- The Children Act 1989 & 2004.
- The Human Rights Act 1998.
- The Mental Capacity Act 2005.
- The Mental Capacity Act 2005 - Code of Practice 2007.
- The Data Protection Act 1998.
- The Catholic safeguarding structure, policies & procedures.

**Effective Communication:** Have an understanding of:

- Confidentiality and ethics.
- Importance of respect.
- Effective consultation & negotiation.
- The various sources of support available.

**Multi- Agency Working:** Have a clear understanding of:

- Own role and remit, including limitations.
- Procedures and working methods.
- The law, local policies and procedures.

**Information Sharing:** Have an understanding of:

- The principles of information sharing.
- The importance of information sharing.

### Skills and Attributes:

Be able to:

- Consider and take appropriate action.
- Effectively communicate, record and report.
- Identify signs of abuse and neglect: physical, sexual, emotional, financial.
- Work as part of a team.
- Work on own initiative.
- Lead and support the team of safeguarding support staff.

Have good:

- IT skills.
- Interpersonal skills.
- Observation and judgement.
- Empathy and understanding.
- Assertiveness skills.

## SAFEGUARDING LEAD, CLERGY & RELIGIOUS CONGREGATIONS

In order for safeguarding to be effectively implemented and promoted within the Catholic Church a contextual awareness and understanding is vital. The Safeguarding Lead, 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.

**ROLE:** To support and promote the safeguarding agenda within the Diocese/Congregation. To support the Safeguarding Co-ordinator.

### ***FUNCTIONS***

1. Championing safeguarding within the Diocese/Religious Congregations.
2. Promoting safeguarding with fellow Clergy/Religious.
3. Providing contextual advice to the Safeguarding Co-ordinator and to the Commission.
4. Providing support to the Safeguarding Co-ordinator.
5. Undertaking work as appropriate in relation to convening and maintaining the Safeguarding Commission i.e. ensuring there is an adequate and balanced membership to include the necessary mix of skills and experience.
6. Liaising with Diocesan/national media personnel.
7. Signposting available support services.
8. Undertaking work as appropriate in setting up and maintaining covenants of care and in commissioning Preliminary Enquiries.

### **Skills & Attributes:**

Be able to:

- Consider and take appropriate action.
- Effectively communicate, record & report.
- Identify signs of abuse and neglect: physical, sexual, emotional, financial.
- Work as part of a team.
- Support the Safeguarding Co-ordinator as appropriate.

Have good:

- Interpersonal skills.
- Observation and judgement.
- Empathy and understanding.
- Assertiveness skills.

**REVIEW OF SAFEGUARDING ORGANISATIONAL STRUCTURES:  
RECOMMENDATION 9**

**At local level:** Commissions should assess the situation as to the reasons why national standards are not being met in relation to induction, supervision, support, training and appraisal, and take appropriate steps to rectify any shortcomings.

**At national level:** Standards of training for those who undertake supervision in relation to safeguarding staff should be included in the National Standards document to ensure best practice is maintained. The need for standardised training materials and a training schedule for Parish Safeguarding Representatives, as suggested by one Safeguarding Co-ordinator, should be explored.

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**STANDARDS OF TRAINING FOR PARISH REPRESENTATIVES**

Safeguarding Representatives are at the forefront of safer recruitment practice and are sometimes the point of contact if someone has a concern.

The following standards are aimed at supporting Safeguarding Representatives, helping them to increase their understanding and confidence. They are also aimed at ensuring consistency of training across England and Wales.

**TRAINING FOR THOSE WHO PROVIDE SUPERVISION**

\*The review highlighted that over half of Diocesan Safeguarding Co-ordinators are providing supervision for the Safeguarding Officers. National policy states that both the Safeguarding Co-ordinator and Officer should receive monthly professional supervision from a current practitioner in the field of safeguarding children/vulnerable adults (every two months for part-time post holders).

Line management supervision however will be explored once there is agreement about the roles and functions of the Safeguarding Co-ordinator and Officers.

*\*These titles are the current titles and not the proposed new titles*

## TRAINING STANDARDS FOR SAFEGUARDING REPRESENTATIVES

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 their role with competence and confidence.

The table below outlines the national training standards for Safeguarding Representatives in relation to promoting a culture of safeguarding, helping to support a One Church approach to promoting high standards of safeguarding practice.

<b>STANDARD 1: Safeguarding Representatives will regularly update their knowledge and skills in relation to safeguarding.</b>		
<b><i>Training will be endorsed by the NCSC and will be monitored through the national audit process.</i></b>	<b><i>Frequency</i></b>	<b><i>Timescale</i></b>
Promoting a culture of safeguarding  1. Contextual Understanding 2. Protecting the Young and the Vulnerable 3. Creating a Safe Environment	Attend training in line with national learning outcomes & attend annual updating sessions	National learning outcomes introduced in January 2013  Safeguarding training pack will be available January 2013
<b>STANDARD 2: Those who provide training for Safeguarding Representatives must ensure this is in line with national policy (Standard 1). This is to ensure a One Church approach.</b>		
<b><i>Facilitator training will be endorsed by the NCSC, and will be monitored through the national audit process.</i></b>	<b><i>Frequency</i></b>	<b><i>Timescale</i></b>
Those who facilitate safeguarding training for Safeguarding Representatives, or who organise such training will:  1. Attend the national training course 2. Work to national learning outcomes 3. Attend updating sessions	Attend the NCSC endorsed course and attend annual updating sessions at national meetings e.g. Safeguarding Co-ordinator meetings	National training standards course available from January 2013

**REVIEW OF SAFEGUARDING ORGANISATIONAL STRUCTURES:  
RECOMMENDATION 10**

Those accountable for budget allocation need to review processes and procedures for identifying need to ensure that their budget is adequate to enable a safe process and the minimisation of risk. Dioceses may find it helpful if a needs assessment tool was available to assist them in their task.

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**NEEDS ASSESSMENT TOOL**

Careful planning and adequate resources are crucial in ensuring safe processes and minimisation of risk is achieved.

The following tool is an aid to thinking through what you are trying to achieve, to help plan activities, to identify resource implications. It also encourages thought to be given to monitoring and evaluation.

**A Culture of Safeguarding**

**Needs Assessment & Planning Tool**

**Section 1: Meeting Legal Requirements**

<b>Need</b>	<b>Outcome</b> (what is to be achieved)	<b>Activities</b> (what will we do)	<b>Resources</b> (human, physical & financial)	<b>Output</b> (how we will measure the activities)
To ensure that legal requirements are adhered to when recruiting staff.	All appointments are in line with safer recruitment best practice.			
To ensure that legal/best practice requirements for dealing with allegations of abuse or neglect are adhered to.	All child protection or vulnerable adult allegations are dealt with in line with national policy and safeguarding best practice.			

## A Culture of Safeguarding

### Needs Assessment & Planning Tool

#### Section 2: Management and Support

<b>Need</b>	<b>Outcome</b> (what is to be achieved)	<b>Activities</b> (what will we do)	<b>Resources</b> (human, physical & financial)	<b>Output</b> (how we will measure the activities)
To meet best practice standards in relation to support and management.	Safeguarding staff are supported in line with national standards.			
	Victims/survivors are supported as appropriate and in line with national policy.			
	Those accused of a safeguarding offence are supported and managed in line with national policy.			
	Priests/Religious convicted of a safeguarding offence are managed in line with national policy.			



**A Culture of Safeguarding**

**Needs Assessment & Planning Tool**

**Section 3: Maintaining National Safeguarding Standards**

<b>Need</b>	<b>Outcome</b> (what is to be achieved)	<b>Activities</b> (what will we do)	<b>Resources</b> (human, physical & financial)	<b>Output</b> (how we will measure the activities)
To ensure National Standards are maintained.	There is clear, transparent and effective communication within and between the safeguarding structures.			
	Commission Members are adequately trained and supported to undertake their role with confidence.			
	Parish Safeguarding Representatives are adequately trained and supported to undertake their role with confidence.			

**A Culture of Safeguarding**

**Needs Assessment & Planning Tool**

**Section 4: Safeguarding Staff - Maintaining best practice through Continued Professional Development**

<b>Need</b>	<b>Outcome</b> (what is to be achieved)	<b>Activities</b> (what will we do)	<b>Resources</b> (human, physical & financial)	<b>Output</b> (how we will measure the activities)
<p>To ensure that the Church is working in line with current safeguarding best practice.</p> <p>To be proactive in ensuring that there is a One Church Approach to safeguarding.</p>	<p>Safeguarding Co-ordinators/Leads are working in line with safeguarding best practice based on up-to-date knowledge and skills.</p>			

**A Culture of Safeguarding**

**Needs Assessment & Planning Tool**

**Section 5: Specific Locally Identified Need**

<b>Need</b>	<b>Outcome</b> (what is to be achieved)	<b>Activities</b> (what will we do)	<b>Resources</b> (human, physical & financial)	<b>Output</b> (how we will measure the activities)
To meet locally identified need.... (specify)				

## Appendix 1:

**Recommendation 1:** The concept of ‘a culture of safeguarding’ should be explored and a consensus on the defining features reached. This exploration should take into account a theology of safeguarding, ensuring that the concept is understood as a fundamental part of the gospel message

**Recommendation 2:** National Minimum Standards for training should be developed for, and with, priests. The process of setting National Standards to provide an opportunity for a dialogue with priests and other clergy concerning the barriers to engagement in training and how these might be resolved.

**Recommendation 3:** Discussions should take place at national and local level to identify ways to raise the profile of safeguarding as a positive occurrence, including ways to celebrate good practice. Examples: A Sunday dedicated to safeguarding ‘celebration of wellbeing’; the Catholic Communications Network actively looking for and reporting positive safeguarding stories.

**Recommendation 4:** The National Policy for Organisational Structures should include clear guidelines on effective communication in relation to accountability and governance, setting out National Minimum Standards to enable Dioceses to self assess. These standards could then be used in national audits undertaken on behalf of NCSC.

**Recommendation 5:** The National Policy for Organisational Structures for Safeguarding should include a clear description of the responsibilities of the Financial Secretary/Trustees in relation to safeguarding.

**Recommendation 6:** National Standards in relation to recruitment and succession planning for Commission Members should be developed, ensuring clarity and transparency, helping to support a ‘One Church Approach’ to promoting high standards of practice. The standards should include a requirement that Commissions ensure that someone has delegated responsibility for maintaining the right constitution of the Commission.

**Recommendation 7:** National Standards should be developed in relation to training for Commission members. Duplication of training would not be necessary:-where there is evidence that a standard is already met through professional training. The individual would only be required to access training from the Diocese on the remaining standards.

**Recommendation 8:** The Organisational Structures Policy document needs to reflect the broader safeguarding remit giving clear guidance on the roles and responsibilities of both the Safeguarding Co-ordinator and Safeguarding Officer. Consideration should be given to the qualification, skills and abilities required to undertake each role. This may, or may not, result in the broadening of professional qualifications/experience accepted for a particular role.

**Recommendation 9: At local level:** Commissions should assess the reasons why National Standards are not being met in relation to induction, supervision, support, training and appraisal, and take appropriate steps to rectify any shortcomings. **At National level:** Standards of training for those who undertake supervision in relation to safeguarding staff should be included in the National Standards document to ensure best practice is maintained. The need for standardised training materials and a training schedule for Parish Safeguarding Representatives, as suggested by one Safeguarding Co-ordinator, should be explored.

**Recommendation 10:** Those accountable for budget allocation in Dioceses need to review processes and procedures for identifying safeguarding needs and to ensure their budget is adequate to ensure safe process and minimisation of risk. Dioceses may find it helpful if a needs assessment tool were available to assist them in their task.

**Appendix 2:**

<p><b>Recommendation 1</b></p> <ol style="list-style-type: none"> <li>1. Carol Parry (lead)</li> <li>2. Peter Turner</li> <li>3. Fr Norbert Fernandes</li> <li>4. Sr Daryll Candy</li> <li>5. Jane Jones</li> <li>6. Fr Ray Collier</li> <li>7. Roger Bird</li> </ol>	<p>Catholic Safeguarding Advisory Service (CSAS) Safeguarding Adviser, Westminster Parish Priest, Westminster Religious Safeguarding Co-ordinator Safeguarding Co-ordinator, Birmingham Religious Safeguarding Representative Commission Chair, Clifton</p>
<p><b>Recommendation 2</b></p> <ol style="list-style-type: none"> <li>1. Fr Barry O’Sullivan (lead)</li> <li>2. Fr Kieron O’Brien</li> <li>3. Fr Alf Hayes</li> <li>4. Angela McGrory</li> <li>5. Chris Barwise (Deacon)</li> <li>6. Fr Andrew Burns</li> <li>7. Carol Parry</li> </ol>	<p>Safeguarding Co-ordinator, Salford Safeguarding Co-ordinator, Arundel &amp; Brighton Safeguarding Co-ordinator, Lancaster Safeguarding Co-ordinator, Portsmouth Safeguarding Officer, Lancaster Religious Safeguarding Co-ordinator, North East Commission CSAS</p>
<p><b>Recommendation 3</b></p> <ol style="list-style-type: none"> <li>1. Peter Turner (lead)</li> <li>2. Fr Peter McGuire</li> <li>3. Joanne Hinds</li> <li>4. Annette Burkinshaw</li> <li>5. Fr John Flynn</li> <li>6. Angela Reynolds</li> <li>7. Alexander Desforges</li> </ol>	<p>Safeguarding Adviser, Westminster Safeguarding Co-ordinator, Hallam Parent Co-ordinator, Cardiff Safeguarding Officer, Plymouth Communications Officer, Salford Parish Safeguarding Representative, Westminster Catholic Communications Network, London</p>
<p><b>Recommendation 4 – 5 – 10</b></p> <ol style="list-style-type: none"> <li>1. Des Bill (lead)</li> <li>2. Fr Harry Turner</li> <li>3. Jim Whiston</li> <li>4. Kevin Caffrey</li> <li>5. Carol Parry</li> <li>6. Mgr Kieran Heskin</li> <li>7. Lisa Markham</li> <li>8. Anna Morgan Sacco</li> <li>9. Jean Cavendish</li> </ol>	<p>Safeguarding Co-ordinator, Liverpool Safeguarding Co-ordinator, Westminster Financial Secretary/Trustee, Middlesbrough Commission Chair, Birmingham CSAS Vicar General, Leeds Safeguarding Co-ordinator, Hallam Parish Representative, Hexham &amp; Newcastle Parishioner, Liverpool</p>
<p><b>Recommendation 6</b></p> <ol style="list-style-type: none"> <li>1. Keith McDonogh (lead)</li> <li>2. George White</li> <li>3. Martin Mahoney</li> <li>4. Carol Parry</li> </ol>	<p>Safeguarding Co-ordinator, Wrexham Religious Commission Chair Safeguarding Officer, Cardiff CSAS</p>
<p><b>Recommendation 7</b></p> <ol style="list-style-type: none"> <li>1. Paul Young (lead)</li> <li>2. Fr John Kavanagh</li> <li>3. John Powell</li> </ol>	<p>Safeguarding Co-ordinator, Hexham &amp; Newcastle Safeguarding Co-ordinator, Southwark Commission Chair, Lancaster</p>
<p><b>Recommendation 8</b></p> <ol style="list-style-type: none"> <li>1. Brian Nuttall (lead)</li> <li>2. Philip Wright</li> <li>3. Martin Mahoney</li> <li>4. Uschi Müller</li> <li>5. Patrick McSharry</li> </ol>	<p>Commission Chair, Nottingham Safeguarding Officer, Arundel &amp; Brighton Safeguarding Officer, Cardiff Safeguarding Officer, Salford Religious Safeguarding Co-ordinator, London Midlands Commission</p>
<p><b>Recommendation 9</b></p> <ol style="list-style-type: none"> <li>1. Rachel Jones</li> <li>2. Kay Taylor-Duke</li> <li>3. Margaret Zajackowska</li> <li>4. Sr Philomena McCluskey</li> <li>5. Carol Parry</li> </ol>	<p>Commission Chair, Northampton Safeguarding Co-ordinator, Northampton Safeguarding Co-ordinator, Polish Mission Religious Safeguarding Co-ordinator, North West Commission CSAS</p>

**Appendix 3:**

**Towards a Culture of Safeguarding  
A Consultation Paper  
NCSC WEBSITE FEEDBACK**

- 1) Birmingham Commission
- 2) John Creedon, Safeguarding Coordinator, Nottingham
- 3) Gerard Lavin
- 4) Rt Rev Terence Brain, Bishop of Salford
- 5) Sr Patrica Enright, London
- 6) Fr Bernard Thorne OSM, Prior Provincial, Servite Friars (Friar Servants of Mary)
- 7) Fr Ray Collier
- 8) Sr Jean Quinn DW, Provincial Leader GBI Province, Daughters of Wisdom
- 9) Winifred McCahill
- 10) Sr Lyndsay Spendelow
- 11) B. M. Mccauley
- 12) Mgr Harry Turner, Safeguarding Coordinator, Westminster
- 13) Chris Barwise, Safeguarding Officer, Lancaster
- 14) Child Protection Officer – Member of Birmingham Archbishop's Council
- 15) Nottingham Board of Directors
- 16) Member of the Archdiocese of Birmingham
- 17) Pam Jones, Safeguarding Office Manager/Admin/Support Staff, Salford Diocese
- 18) Marisa Davey
- 19) Safeguarding Commission and Trustees of Portsmouth Diocese
- 20) Anonymous
- 21) Anonymous
- 22) Sr Joan Moriarty
- 23) Michael Newman
- 24) Sr Jessica Gatty, Provincial of Religious of the Assumption, English province
- 25) John Lynch, Parish Rep, Church of Christ the King, Diocese of Westminster
- 26) Sr Jane Bertelsen, National Catholic Safeuarding Commission
- 27) Robert Brown, Safeguarding Coordinator, Plymouth Diocese
- 28) Northamptonshire Safeguarding Commission
- 29) Sr Anne Spilberg OSU, Congregation Leader, Ursuline Sisters Brentwood
- 30) Quentin Jackson for the Order of Friars Minor
- 31) Fr Kieron O'Brien, Parish of Chichester with The Witterings, Diocese of Arundel & Brighton
- 32) Anonymous
- 33) Anonymous
- 34) Child Protection Representative, Douai Abbey
- 35) The Generalate, Chigwell Convent, Essex
- 36) Sr Mary Paul, London
- 37) Sr Catherine McGovern, Franciscan Sisters of Mill Hill, London
- 38) Suzanne Mitchell, Leeds Diocese
- 39) Sr Anne Spilberg OSU, Congregation Leader, Ursuline Sisters Brentwood