



Safe & Sound - No. 14 - March 2008

Those forms.....

Full marks to Tim Morgan and Colette Airey for spotting various errors in the new forms..... and I am prepared to take responsibility for some of them, at least!

The corrected forms are on the website and in the Manual there - and all parish reps who receive this Newsletter by post will find copies included. Briefly, the errors were:

ID Verification Form - front page - if one Group 1 doc is produced, then two others are needed from **either Group 1 or Group 2**.

Confidential Declaration Forms A and B - no return address - one has now been added.

Confidential Declaration Form B - there was no room to indicate the parish and Deanery, but now there is.

If you spot any more errors, do please let me know, as gently as possible!

Admin leave

I shall be taking a break next month, but Lisa Markham or Father John will pick up any messages. Good Friday and Easter Monday are 21 and 24 March; and then my two weeks' leave are Monday 21 April - Friday 2 May - **inclusive**.

Otherwise it is business as usual - every Monday, Wednesday, and Friday, from about 10.30 am.

Safeguarding Officer

The advertisement for the Safeguarding posts will appear in the Yorkshire Post on Thurs 13 March, and on their website for two weeks - and a copy is enclosed for all who receive the paper copy of the Newsletter. Please help us to publicise it as widely as possible in your parish bulletins in the run-up to the closing date of 4 April.

And my apologies to all who received five electronic copies of it last week - that was down to a glitch in Outlook Express. I hope that I have cured it by the time this Newsletter reaches you!

Emails

You may have realised already that this Newsletter contains a lot of detailed admin. On that same theme, I have a great many emails on the office system, some of which date back more than two years. I now propose to delete all those more than six months old, so if you have corresponded by email before that time, and would prefer me to keep the record a little longer, please say so sooner rather than later.

And if you change your email address, or set up a new one, please let me know. One of the problems with the multiple sending of the advert last week is that I lost my Group of parish reps, and had to set it up again in a hurry - so if you receive the paper copy of this Newsletter, and would prefer to have it by email, please tell me!

The Diocesan Manual

Lisa has asked me to ensure that every parish has at least one hard copy of the revised Manual - the latest edition is January 2008. A copy is included here for all who receive the paper version of the Newsletter. If you receive the electronic version, and don't want to download and print your own from the website, please tell me and I will send you one. COPCA's parish pack will be issued later this year to all parishes.....

Lisa Markham

Lisa is now well settled into the work here, and is always willing to discuss any aspect of your Safeguarding work. Just contact me at the office and I will make all the arrangements.

Stephen Hanslip

The ISA Meeting - Tuesday 3 June 2008

I have so far received eight responses to the invitation to attend COPCA's Briefing on the new Independent Safeguarding Authority announced for Tuesday 3 June. I accept that it is still some way ahead, and of course many reps will be at work on that day... but if you have space in your diary please write it in and let us know that you have done so! The meeting is open to both reps and clergy.

The exact role of the ISA, and its relationship to the CRB, is still evolving, and little is yet certain - but it is bound to have implications for the way parishes operate....

Those CRB forms....

To open a packet of CRB Application forms from some parishes is no trouble at all - they are neatly and accurately done, and all the supporting documentation is there. Some reps still have problems with them, however, and may I suggest that it may be much quicker for you in the long term if you complete the form with the volunteer, and then ask them to check and sign it. That will help you get to know the forms better, and if you then check the forms against the Guide that I have prepared it will surely reduce the number of mistakes. In particular, please....

- PLEASE - PLEASE - USE ONLY BLACK INK.
- Print VERY NEATLY - the form is normally 'read' by a machine - and leave a space between all words, except in the post codes. This is especially important in Section A, where mistakes mean that an invalid Disclosure is issued, so the application will have to be repeated.
- If you make a mistake, cross it out firmly, PRINT the correct entry nearby - the form will then be read by a human, but only after a delay!
- Three different date formats are used - please check which is needed where
- Although the CRB does not require either a passport or a NI number, COPCA must have at least one of these, and preferably both, for its database; so please use a passport as ID whenever you can, and give the NI number
- In line B13, use only 'CHURCH MINISTRY CHN/VAD'
- Provide a full five year address history (students - just use home addresses)
- Use a Documentary Evidence Sheet for any documents not listed in Section X
- Check the date limits for utility bills, bank statements, etc in the purple guide, and don't hesitate to ask volunteers for updated statements if needed.

We are now down to a handful of parish reps who have a CRB Disclosure 'ported' from outside the diocese. If this is the case with you, please make contact to complete a new CRB form with us. I can arrange for a rep nearby to do the ID check with you, or you may wish to visit us in the office at Hinsley Hall - we'd be happy to make you a cup of tea!

And, as before, many thanks to all those reps who have helped with ID checks for RE Inspectors, Faith & Light, Couples for Christ, Lourdes Pilgrimages and various other groups working across rather than within parishes.

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