



Safe & Sound - No. 21 - November 2009

New forms to use in recruiting volunteers

The long-awaited updates of the forms used in the recruitment process have now been issued by our national body CSAS. Electronic copies have already been sent to all those reps with email addresses, and paper copies are included here for all those reps receiving this in the post.

Please note: CSAS insist that we must make no changes to the forms, and that they are to be introduced with immediate effect.

I will be able to accept the old-style forms for anybody who has **already** submitted them to you, but please do all that you can to remove old forms from the system and destroy them.

When they sent out the new forms (on Monday 9 November) CSAS also addressed some possible questions that might be raised by volunteers or reps, so I have attached the full text of their email at the top of the bundle of forms. If you have any further questions, please let me know.

(I may say that I am a little confused by the cover sheet explaining the forms which seems to suggest that the Confidential/Safeguarding Self Declaration Form comes after the Application Form, and no answer is available from CSAS at the moment – I will clear this up as soon as I can.)

In case you are able to access the Internet, I have posted the new-style forms on the Documents page of the website: I have removed all the old ones.

Training for Parish Reps

The first set of short and very practical training sessions held here at Hinsley Hall (St Monica's) went down very well - many thanks to the 35 reps who have attended so far, and we hope that you all found them as useful as we did. The final set of dates in this series is:

Wednesday 13 January	19.00 - 21.00	Saturday 16 January	10 - 12 noon
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Full details of what to expect are in last month's Newsletter, or just call the office - but please note that we would like to limit numbers to a **minimum of five, and a maximum of 10** - so do please call to book your place. There is no need for apologies.

As always, if none of these dates suits you, just let us know and we'll put the kettle on ready for a one-to-one session at a time that suits you!

Training for Parish Volunteers

The new-style Safeguarding training for parish volunteers which Suzanne ran recently in St Benedict's parish, Garforth, was very successful, and is now available to any parish that is interested. Please just contact Suzanne directly to arrange a date - there is no charge, and it is open to anybody in a parish who might wish to attend.

Contact: Stephen: ☎ 0113 2618 046 ✉ safeguarding@dioceseofleeds.org.uk
Suzanne: ☎ 0113 2618 059 ✉ suzanne.mitchell@dioceseofleeds.org.uk
✉ Safeguarding Office, Hinsley Hall, 62 Headingley Lane, Leeds, LS6 2BX

Safeguarding Information Leaflets for Volunteers

I am delighted to be able to say that the A5-format leaflets for volunteers that I trailed in the October Newsletter are now available - and all those reps who attended the training sessions last week took copies away with them.

We have printed enough to give a copy to every one of the 4200 volunteers and clergy listed on our database. I have included the appropriate number of copies here for all those reps who receive this Newsletter by post, and I will send out copies to all those 'email reps' who were not at last week's training just as soon as I can. If you have not received your parish copies by the end of the month please let me know.

Do please give a copy of the leaflet to every one of your existing volunteers. A brief (group?) discussion of its contents might well serve as the *Interview* section of the recruitment process for your volunteers.

When you look at the leaflets, you will see that there is space on the back page for you to stick a label with your name and address (or you may have a stamp for that). If you are not able to produce labels, and don't have a stamp, just phone me to say how many labels you would like and I will do them for you. Please also write in the phone number of your local police and Social Services - page 59 of the Parish Pack will help you there. **And then give them out to your volunteers!**

The leaflet is marked 'Edition 1 - October 2009'. We would welcome comments from you and the volunteers so that we can respond to them whenever we produce a new edition.

And finally - many thanks to Donna at *Prizm* for her help in preparing and printing the leaflet.

ISA Update

The CRB has now announced that a sample of their new Disclosure application form will be available 'early in 2010' and they will send out a stock of the new forms to this office 'in the Spring'. They will be used **from July 2010**, but until then keep using the present forms.

And many thanks to all those reps who have helped reduce the error rate in the CRB Disclosure application forms. They continue to come in at quite a pace, and at times there may be a short delay in acknowledging (or even in processing) them. Please be patient - and please take every care in checking the forms before you send them to me.

Oops.....

Speaking of care - did you notice... the **CSAS First Annual Report** that I mentioned last time, and sent out to everybody, was in fact the report from The National Catholic Safeguarding Commission, to which CSAS is responsible - 10 free copies to you if you spotted that. And the preview copy of the **Volunteers' A5-format leaflet** never left the office - but at least the real thing is now finally available - see above! Sorry about those errors.....

Holidays – and Greetings

In case I don't have chance to write to you again before Christmas, could I just say that the office will be closed after Wednesday 23 December, re-opening on Monday 4 January. I shall be away on Friday 4 and Monday 7 December, but Suzanne will be here as normal. And both Suzanne and I wish you all the very best for Christmas and the New Year!

Stephen Hanslip