

ST MONICA'S CATHOLIC CHURCH
1, STONARD ROAD, PALMERS GREEN, LONDON N13 4DJ
020 8886 9568 palmergreen@rcdow.org.uk

Dear Volunteer

Safeguarding children and vulnerable adults in the parish

In this parish, we are gifted with many individuals who work generously for the Church. Thank you for your generosity in volunteering for important ministry in the parish.

Most people agree that we should do all we can to keep children and vulnerable people safe. The most important element of safeguarding in the parish is the procedures which we use in any activity. Things such as adult:child ratios, risk assessments, security safeguards and record keeping are all important.

You will also be aware that we must check our volunteers. This is mandatory for all roles, paid and voluntary, involving contact with children and vulnerable adults. This helps to ensure not only their safety, but yours too. Regrettably, this involves form-filling and most of us find that tedious, but in matters of safety there can be no exceptions. All members of the Parish Team have undergone this process.

You are asked to complete three forms, plus the Disclosure & Barring Service (DBS) online Application Form. In the information below, 'Rep' means the Parish Safeguarding Representative, Joanne Day. All forms must be completed in black ink.

1. DBS 1 – Volunteer Application Form

This form is completed by you and captures your contact details, skills and experience, in addition to details of those who can vouch for your suitability to undertake the role.

This form is viewed and retained within the Parish, Order or Organisation who are responsible for the post to which you are applying.

2. DBS 2 – Reference Forms – (THESE ARE NOT GIVEN TO YOU).

When you come to meet the Rep, please come with the names of two referees who she can send a reference request to. It is a simple form.

A priest cannot be a referee.

3. DBS 3 – Identification Verification Form

This form is initially completed by you and is part of the required ID verification process necessary to the Disclosure & Barring Service application process. This form also advises what forms of original documentation are acceptable for application purposes.

When you present your partially completed form and original documents please bring photocopies to the Rep as well. She will confirm what original documents you have provided to satisfy the DBS Code of Practice.

These photocopied documents are securely destroyed upon receipt of an accurate Disclosure for you from the DBS.

4. DBS 4 - CONFIDENTIAL Safeguarding Self-Declaration Form

This form is a requirement of the Rehabilitation of Offenders Act 1974 and is completed by you. This form must be completed as a pre-cursor to the Disclosure Application Form, as all applicants must be provided with the opportunity voluntarily to disclose any conviction or relevant information applicable to working with vulnerable groups. The completed form and its contents are not shared with anyone other than the person responsible at the Diocesan Safeguarding Office. Due to the confidential nature of the form, there is some duplication of information you have previously provided on the Application Form. This is regrettably unavoidable in order that the Church can maintain the integrity of the confidential content of this document.

You should bring this to the Rep in a sealed envelope with your name and 'Confidential Self-Declaration Form' written on the front.

5. DBS Application Form - online

When completing the online application form, you will need to provide an email address which will be used throughout the application. If using a shared one, please be aware of who has access to it.

Once you have completed the other forms provided, please email the Rep on palmersgreensg@safeguardrcdow.org. You will then be sent a link to enable you to complete the DBS form online.

There will be some inevitable duplication of information (for example contact details), however this form is for DBS purposes and copies are not held by the Parish.

Once the DBS form has been completed as far as you are able, you will be prompted to contact the Rep to arrange a mutually convenient time to verify your ID and check the forms. The forms will then be submitted to the Diocesan Safeguarding Office by the Rep once your references have been provided. Your DBS application will be processed and you will be kept up to date on progress by email.

You will receive your disclosure certificate after a few weeks and you should keep it in a safe place. A copy is NOT sent to the Parish. You may be asked to send it to the Diocesan Safeguarding Office who will carry out any necessary risk assessments and return it to you.

Thank you for your help in making our parish safer for those in our care.

Yours faithfully

Fr Mehall Lowry

Fr Mehall Lowry
Parish Priest

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