

NATIONAL CATHOLIC SAFEGUARDING COMMISSION
Minutes of the meeting held on Wednesday 23rd September 2009

At: The Parish of Our Lady of Mount Carmel and St Simon Stock
41 Kensington Church Street
London W8 4BB

Present: Bishop Declan Lang (Vice Chair) chairing the meeting
Sister Jane Bertelsen (Vice Chair)
Roger Bird
Father Matthew Blake
Valerie Brasse
Kevin Caffrey
Bishop Peter Doyle
Susie Hayward
Steve Landy
Father Kristian Paver
Bishop John Rawsthorne

In attendance: Adrian Child, Director, CSAS
Rose Anderson, Secretary, NCSC

- 1 **Apologies for absence** were received from Bill Kilgallon (Chair), Ann Collier, Sister Ann Cunningham and Eileen Dunn.
- 2 **The opening prayer** was led by Bishop John Rawsthorne.
- 3 **The Minutes of the meeting held on 7th July 2009** were accepted as a correct record, subject to the following amendments:
Item 4, 4a, Standardising the titles of Safeguarding Coordinators and Advisers
This item should read:
“Adrian Child reported that every Diocese has a Safeguarding Coordinator; however the Coordinators, Officers and Advisers preferred to keep their respective titles.”

Item 5a Report from the subgroup on Vetting and Barring.
The last sentence should read:
“It was noted that currently ISA do not have Faith Leaders listed as requiring registration with ISA, but that they will have to register by virtue of their role.”
- 4 **Matters arising from the minutes of 7th July 2009:**
 - 4a. Action List:

4 Cross Boundary Policy.
Adrian Child reported that the work on the data base is ongoing

5 Vetting and Barring
Adrian Child confirmed that a paper has been drafted for presentation to the CBCEW and CoR conferences.

7 Protocol for the development and approval of Policies.
It was confirmed that this should now be circulated as for all policies. **(ACTION: A CHILD)**

12 Organisational Structures Review.
Adrian Child confirmed that all relevant Cumberlege recommendations had been included in the review.

13 Study Day for Bishops and Congregation Leaders – Evaluation Comments.
Adrian Child confirmed that the comments were being taken into account in the development of the training programmes.

15 Reimbursement for Diocesan Commissions working for Religious Orders.
Adrian Child confirmed that a paper had been drafted for submission to CoR.

16 Seminary Files

Adrian Child advised members that he had met with the Rectors of the Seminaries and advised them of the proposals to send files to the Bishops. Most of them have implemented this. It had also been agreed at the meeting that files of those not completing training should also be sent to the Bishop. There will be a follow up meeting.

4b **Other matters arising, not already on the agenda.**

4b Reports into abuse in the Church in Ireland.

It was noted that the Bishops have received a briefing note concerning this. Bishop Rawsthorne advised that it may be March 2010 before the report is published. Bishop Lang confirmed that all Dioceses are up to date with the actions required.

5 **CSAS**

5a **Management group –The minutes of meeting held on 7th July 2009** had been circulated prior to the meeting. It was noted that the next meeting would take place on 5th October 2009

There was discussion on the system of budget setting and the need for the systems used by CATEW and the NCSC to be aligned, taking into account the recommendations in the Cumberlege Report. Due to the imminent deadline (19th October) for the final budget submissions **it was agreed that** this should be a priority for the meeting on 5th October. This should include discussion on the work programme and the resources required to meet the targets. **(ACTION: CSAS Management Cttee)**

It was agreed that there should be a sub committee for budget setting. Members were asked to advise the Chair/Secretary if they wished to be a member. **(ACTION: ALL)**

5b **New Premises.**

Adrian Child reported that the new offices were satisfactory and included a meeting room.

5c **Vetting and Barring**

Members were reminded that the system widens on 12th October. The Draft Faith Sector Guidance has now been completed.

Safer Recruitment A number of papers had been circulated prior to the meeting, relating to the recruitment of paid and voluntary staff within Dioceses. Adrian Child advised that the documents had been drafted by working parties from the Diocesan Commissions and there had been wide consultation. They had all been scrutinized by Employment Law specialists. An outstanding issue related to the length of time some of the documents should be retained.

It was agreed that there should be clear guidance on how the documents should be used, including the need for clear work outlines, in lieu of job descriptions, for volunteers. There should also be a clear statement on equal opportunities and exemptions.

Members requested that the guidance on interview questions be amended to include the technicalities of the role as well as the value based issues. It was agreed that an amended paper should be sent to members for comment. **(ACTION: A CHILD and All Members)**

5d **Learning Needs Analysis.** A paper had been circulated prior to the meeting.

The paper outlined two alternative objectives for training on Safeguarding Issues across the Church. Members were concerned that the language was complex.

It was agreed that the objectives should be combined and that the language should be simplified. **(ACTION: A CHILD)**

5e **Workload tracker** The latest edition of this document had been circulated prior to the meeting. The following issues were discussed:

Review of Safeguarding Resources. **It was agreed that** members be sent a copy of the questionnaires issue for this review. **(ACTION: A CHILD)**

Seminary Curriculum for Safeguarding **It was agreed that** a copy of the curriculum be sent to members. **(ACTION: A CHILD & R ANDERSON)**

Internal Risk Assessments **It was agreed that** there is a need for a protocol for this.

(ACTION: A CHILD and policy sub group)

6 Sub Groups

6a Non aligned Religious

Jane Bertelsen confirmed that Porticus had awarded the NCSC £14,000 to carry out the project to identify those religious orders not aligned to a Safeguarding Commission. She tabled a paper outlining the progress made with the project. A data base is being created as the first stage of this project

The following points were noted:

There were three sets of information that emerged:

- Congregations not listed with COR
- Congregations listed in COR but with no RSC number
- Contemplative groups that
 - a) were listed in **Association of British Contemplatives**.
 - b) were listed in COR, but not in **Association of British Contemplatives**
 - c) were not listed anywhere

6b Insurers

The notes of a meeting with representatives of the Insurance Committee, held on 16th September, had been circulated prior to the meeting.

Adrian Child advised members of the discussion that had taken place. It was noted that the 2009 version of the "Guidelines for Catholic Church Organisations Responding to Complaints of Abuse"

(The Insurance Committee of the Roman Catholic Dioceses of England, Scotland and Wales) had already been circulated to Dioceses. A number of points required further clarification and it had been agreed that these would be incorporated into the 2010 version. **It was agreed that** the Plenary of the CBCEW should be informed of the issue of this document and its purpose. **(ACTION: D LANG)**

It was also agreed that when the 2010 version is issued there should be an accompanying letter, jointly issued by the CCIA and the Chair of the NCSC, explaining their purpose. **(ACTION: CHAIR)**

6c Thematic Reviews

A paper, written by Ann Collier and Eileen Dunn, had been circulated prior to the meeting, suggesting two areas to be covered by Thematic Reviews: Record Keeping and Support to Victims.

Members found the paper helpful in the way it set out the standards and the methodology for the reviews. Adrian Child advised that within the CSAS work programme for the next year review of Recruitment, Casework and Training for all of the Commissions would be undertaken. It was noted that this would include record keeping. **It was agreed in principle that** the review of record keeping be included in the CSAS programme, but that there should be further discussion on the paper when the authors could be present. Further discussion would take place at the December meeting of the NCSC. **(ACTION: A CHILD & R ANDERSON)**

7 NCSC Organisational issues

7a Terms of Reference

A revised paper had been circulated prior to the meeting, incorporating amendments from the July meeting. **It was agreed that** point 4.5 be removed, 4.6 be renumbered 4.5 and the document then be submitted to CBCEW and CoR for approval. **(ACTION: R ANDERSON & CHAIR)**

7b NCSC Strategic Business Plan

A revised paper had been circulated prior to the meeting.

It was agreed that the plan should be for 2010 and used in conjunction with the NCSC work programme. **(ACTION: ALL)**

7c. Work Programme

The work programme had been circulated prior to the meeting. An outstanding issue was the need to incorporate those recommendations from Cumberlege which had not yet been addressed.

(ACTION: R ANDERSON)

7d Budget report and proposals for 2010

A budget proposal for 2010 had been circulated prior to the meeting.

Subject to the addition of an amount for Thematic Reviews and for travelling costs of members attending Diocesan and Religious Commission meetings the proposal was agreed. IT was agreed that the paper be forwarded to CBCEW and CoR with the request for funding.

(ACTION: R ANDERSON & CHAIR)

7e Record Retention

A paper, outlining the times for record retention in Social Services and the NHS, had been circulated prior to the meeting. The paper had been prepared as a result of discussion on the need to retain all Church Safeguarding records for 100 years (a recommendation from the Nolan Report). It was noted that Canon Law requires files to be destroyed on the death of the person involved. Adrian Child had taken legal advice and been informed that there is precedent for keeping files for 75 years, but it may be difficult to defend keeping them for 100 years. **It was agreed that** a summary of the current guidance on the retention of all types of records be circulated to the members. **(ACTION: A CHILD)**

The majority agreed that the time for retention of those records currently stored for 100 years should be reduced to 75 years, however Kristian Paver did not agree with any decision which contradicted Canon Law. **(ACTION: A CHILD to advise CBCEW and CoR of this decision)**

There was further discussion on the retention of files relating to unfounded/ unsubstantiated allegations. **It was agreed that** a policy statement should be drawn up clarifying this, and making reference to the requirements of the Data Protection Act. **(ACTION: A CHILD)**

7f Membership of NCSC

A paper outlining the terms of office of members had been circulated prior to the meeting. The first term for Roger Bird, Ann Collier, Ann Cunningham and John Rawsthorne would be complete in July 2010. John Rawsthorne would not be eligible for a second term as he will submit his resignation in 2010. The remaining 3 members could stand for a second term. It was agreed that the three members contact Rose Anderson if they wish to be considered for a second term.

(ACTION: R BIRD, A COLLIER, A CUNNINGHAM)

The timetable for the appointment/reappointment of the members for July 2010 **was agreed.**

(ACTION: CHAIR & R ANDERSON)

7g Meeting with Diocesan and Religious Commissions

A paper outlining the dates for meetings with the Diocesan and Religious Safeguarding Commissions was tabled. Members were asked to advise Rose Anderson of their availability to attend.

(ACTION: ALL)

8 Policy

Review of Support Policy

A draft, revised "National Policy for the support of those affected by allegations of abuse within a church setting" had been circulated prior to the meeting, together with supporting papers. Adrian Child reported that the original policy had been introduced in 2006, but at least 3 dioceses had indicated that they would have difficulty in implementing it. The problems were the subject of the ongoing dialogue with the Insurance Committee (see para 6b above). The Policy had been reviewed by Brown Jacobsen (Solicitors) and they had suggested revisions, which were included in the draft document. The provision of support for people who are the subject of abuse, and people who are accused of abuse now appear in separate sections. The draft document had been the subject of consultation which had raised questions on the appropriateness of the sentence "All members of the Church are entitled to receive Pastoral Care corresponding to their religious need". Members discussed this issue and referred to Canon Law which does not give the faithful the right to Pastoral Care. **It was agreed that** the sentence should be revised, taking into account comments made at the meeting with the Insurance Committee and could read as follows: "—should be provided with the appropriate pastoral response" and it was noted that this would be discussed at the Dept of Christian Responsibility and Citizenship meeting on 7-8th October. **(ACTION: A CHILD)**

Brown Jacobsen had drafted a disclaimer, but after discussion **it was agreed** that this should be redrafted. **(ACTION: R BIRD)**

Members agreed the revised policy subject to the above amendments; however it was noted that future policy revisions should be submitted to the Policy subgroup, in line with the agreed protocol. **(ACTION: A CHILD)**

9 Annual Report

9a 2008/2009

The Annual Report had been published earlier that day at a press conference for its launch. Members had received an embargoed copy in advance of the meeting. Members congratulated Adrian Child on the report, its contents and presentation. It was suggested that in future reports there should be no shadow images under the text as for some people this can be difficult to read.

Declan Lang gave a brief report of the Press Conference, which had been attended by 4 members of the press and a representative of Catholic Communications Network. There had been a number of press enquiries in advance of the press conference and the Chair (Bill Kilgallon) had been interviewed by a member of the Press Association.

Members were advised that the report would appear on the website that day.

9b **2009/2010- Annual Returns & Trend Analysis statistics**

A paper had been circulated prior to the meeting concerning the collection of data. **It was agreed that data concerning vulnerable adults must be collected, but that a clear and consistent data set must be established first.** **(ACTION: A CHILD**

10 **Anglophone conference 2010(31st May – 4th June) Dublin**

Declan Lang invited nominations for attendance at the conference in 2010. It was suggested that the Chair should attend, and noted that it had been agreed that Rose Anderson would attend (as preparation for the organisation of the 2011 conference to be organized by the NCSC and CSAS). None of the Bishops were free to attend and **it was therefore agreed that a CoR representative should attend if possible.** **(ACTION: J BERTELSEN, M BLAKE, A CUNNINGHAM)**

11 **NCSC website**

A paper had been circulated prior to the meeting. The contents were noted.

12 **Any other business**

a Members requested a list of all sub group membership. **(ACTION: R ANDERSON)**

b 11th National Safeguarding Conference, 17th – 19th March 2010, at Swanick.

Members were reminded of the closing date for the conference (13th November) and asked to complete applications before that date. **(ACTION: ALL)**

c Adrian Child had been approached by a large membership organisation (Not within the Church) requesting an arrangement whereby their CRB disclosures could be countersigned by Diocesan Countersignatures. In view of the current workload issues and the developments with ISA members did not approve this request.

13 Date and time of next meeting: 8th December 2009, from 11.00 – 16.00

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