

NATIONAL CATHOLIC SAFEGUARDING COMMISSION

Minutes of the meeting held on Tuesday 8th December 2009 from 11.00 to 16.00

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

Present: Bill Kilgallon (Chair)
Sister Jane Bertelsen
Roger Bird
Father Matthew Blake
Valerie Brasse
Eileen Dunn
Susie Hayward
Father Kristian Paver

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

- 1 **Apologies for absence were received from:** Kevin Caffrey, Ann Collier, Sister Ann Cunningham, Bishop Peter Doyle, Bishop Declan Lang, Steve Landy and Bishop John Rawsthorne.
- 2 **The opening prayer** was led by Kristian Paver.
- 3 **Minutes of the meeting held on 23rd September 2009** were accepted as a correct record subject to minor amendments at 7f, 8 and 12.
- 4 **Matters arising from the minutes of 23rd September 2009:**
 - 4a. Action List:
 - 5a *Budget sub committee.*
It was agreed that the CSAS Management Committee would form the budget subcommittee.
 - 5c *Vetting and barring –new application forms*
It was agreed that Adrian Child would forward the list of revised interview questions to members. **(ACTION: A Child)**
 - 6 *Insurance Protocols*
A copy of the 2010 version of the protocols had been sent to the Chair and to Adrian Child. It was not clear whether these had been circulated more widely. It was agreed that the Chair would contact John Rogers, CCIA, to arrange for a joint letter (from NCSC and CCIA) to be sent out with the revised protocols. **(ACTION: Chair)**
There was discussion on the need for communication with those dioceses and religious orders not insured through the CCIA, so that their insurance companies could consider the protocols.
 - 8 *Review of support policy*
Roger Bird agreed to provide a revised draft disclaimer for CSAS. **(ACTION: R Bird)**
 - 4b **Other matters arising, not already on the agenda.**
There were no other matters arising.
- 5 **CSAS**
 - 5a **Management group – minutes of meeting held on 5th October 2009 and notes of teleconference held on 11th November 2009.**
Members noted the content of the minutes.
 - 5b **CRB Umbrella Body work**
Adrian Child advised members that there are a large number of Catholic Charities and other organisations in existence within dioceses, often with the sponsorship or support of the

Bishop. In many cases the Safeguarding Office is not aware of their existence until a request is made for assistance with a safeguarding issue. He further advised that CARITAS Social Action will undertake a survey of Catholic Organisations across all of the dioceses,

It was agreed that the Chair should write to Bishops and ask them to advise their Safeguarding Office whenever a new order or organisation is given approval to work within their diocese. **(ACTION: Chair)**

It was also agreed that Adrian Child should ask CARITAS to provide a copy of their survey report to the NCSC. **(ACTION: A Child)**

5c **Workload tracker**

A copy of the workload tracker dated 1st December had been circulated prior to the meeting. Members noted the contents.

Adrian Child advised that the first Diocesan Commission pilot audit would commence during December.

As part of the Learning Needs Analysis a 2 day workshop was being organized for a cross section of people involved in safeguarding within the Church. These would range from volunteers, parish representatives, officers, coordinators and bishops. Members asked if an NCSC member could also be involved. **(ACTION: A Child)**

The purpose of the workshop would be to look at the culture of safeguarding within the Church and would include aspects of theology. Adrian would also be talking to Archbishop Peter Smith to ascertain his view on this, as head of the department of Christian Responsibility and Citizenship. **The funding of the workshop was approved.**

Adrian Child advised that introduction of the EBulk project had been delayed. The costing had been included in the budget proposal for 2010, but had also been identified as a possible budget saving for 2010.

The Information Sharing Policy and the development of the Protocol for Internal Risk Assessments would be included in the 2010 business plan, with the Information sharing policy as a priority.

The project on Domestic Abuse, being undertaken in partnership with CARITAS and the Department for Family Life was behind schedule.

It was agreed that the CSAS Business Plan for 2010 should be circulated to members.

(ACTION: A Child)

5d **Organisational Structures review –update**

A paper had been circulated prior to the meeting.

Adrian Child advised members that the report should be completed in February

5e **Volunteer Support**

A paper had been circulated prior to the meeting.

Members noted the contents and after discussion about the need for the rights of volunteers to be clear **it was agreed that** option 3 would be the correct way forward: *i.e.: to develop volunteer support best practice guidelines with other voluntary reliant organisations.*

It was noted that there would be an impact on the CSAS workload and that funding may have to be sought from other appropriate organisations.

6 **Sub Groups**

6a **Non aligned Religious- progress report**

Jane Bertelsen gave a verbal report on the progress with this project. 130 orders (85 women's and 45 men's) have been identified as not being aligned to a Safeguarding Commission. Their members would range from 2 or 3 up to 80. The information collected is now being entered onto the data base. Once this is completed the next phase of the project will be to decide how these orders can become aligned.

6b **Thematic Reviews**

A paper had been circulated prior to the meeting.

Eileen Dunn explained the rationale behind the paper and the difference between a Thematic Review and an Audit. The Thematic review is an information gathering exercise which will lead to the setting of standards, whereas an Audit is the measurement of

performance against already determined standards. Two topics were considered for a Thematic Review: Support to Victims of Abuse and Record Keeping. **It was agreed that** the first Thematic Review would concern Support to Victims of Abuse and a reference group be formed to develop the methodology for the review. In the first instance the reference group would include Eileen Dunn, Adrian Child and a Bishop (to be identified by the Chair). The group would be expanded later. **(ACTION: Chair)**

Adrian Child reminded members that there are already standards for record keeping, and their audit is included in the Diocesan Commission Pilot Audit.

6c **Review Protocol**

Members received a verbal report from Adrian Child on the recent meeting with 12 review panel members, held on 11th November. There had been good feedback from the Dioceses and from 2 of the people subject to the review. Kristian Paver advised that the comments from the Canon Lawyers were very positive. 95% of the comments were positive. It was noted that the protocol does require some "fine tuning" and the addition of guidance notes. It was agreed that the amended protocol should be sent to the Policy subgroup for comment prior to the next NCSC meeting in March, when it should be an agenda item.

(ACTION: A Child)

6d **Membership of Subgroups**

A paper listing the membership of all of the NCSC subgroups had been circulated prior to the meeting. Members noted the contents.

7 **NCSC Organisational issues**

7a **Chairs Report to the Bishops' Conference November 2009**

A copy of the Chair's written report to the CBCEW had been circulated prior to the meeting. The Chair informed members that the bishops had made positive comments about CSAS and the Annual Report and had agreed that Safeguarding would be a standing agenda item for their meetings.

7b **Terms of Reference**

The Chair reported that the Bishops, at their conference, had agreed the Terms of Reference for the NCSC, subject to an amendment which was included in the paper circulated prior to the meeting. Jane Bertelsen agreed to take the paper to the CoR Executive for their approval. Once this approval was given the Terms of Reference could be published on the website. **(ACTION: J Bertelsen)**

7c **NCSC Strategic Business Plan**

A paper had been circulated prior to the meeting, showing amendments agreed on 23rd September. **An addition to the paper was agreed.** It should read: *For 2010, prepare the methodology for the first thematic review.* **(ACTION: R Anderson)**

7d. **Work Programme and review of Cumberlege recommendations**

The work programme, together with a full list of the Cumberlege recommendations, had been circulated prior to the meeting. Members discussed the progress made in meeting the recommendations. 55 of the 72 recommendations had either been achieved or the work commenced. The 17 remaining would be included in work programmes for 2010 onwards.

7e **Budget report and proposals for 2010**

A paper had been circulated prior to the meeting, showing expenditure to the end of September 2009 and anticipated expenditure to the end of December. Members noted that the NCSC should return a balanced budget by the end of the financial year. (DEC)

7f **Membership of NCSC**

Members noted the paper which had been circulated prior to the meeting.

Bishop John Rawsthorne will step down in June 2010 and his replacement will be decided by the Bishops' Conference at their Low week meeting. **(ACTION: Chair)**

Sister Ann Cunningham's first term of office will end in June 2010. **It was agreed that** Jane Bertelsen would discuss representation from CoR with the CoR executive. **(ACTION: J Bertelsen)**

Ann Collier's first term of office will end in June 2010. It was agreed that Rose Anderson would contact her to discuss this. **(ACTION: R Anderson)**

- 7g **Diocesan and Religious Commissions**
Attendance at meetings.
A revised programme of meetings of the Diocesan and Religious Commissions was circulated prior to the meeting. Members were asked to advise Rose Anderson if they could attend any of these, so that she could make the necessary arrangements.
(ACTION: All)
- Succession planning for Regional Religious Commissions**
Adrian Child advised members that there had been a number of resignations of Safeguarding Coordinators for the Religious Commissions. This has caused delays with some case work. Following discussion **it was agreed that** there should be a review of the structure of the Regional Religious Commissions and that the Chair and Jane Bertelsen should write to the CoR Executive about this. **(ACTION: Chair and J Bertelsen)**
- 7h **NCSC website - Update and activity report**
Members noted the report which had been circulated prior to the meeting, and noted a comment received via the "contact us" facility concerning the systems in place in the Church for safeguarding.
Members suggested that the "Members Only " page be used for new policy documents.
(ACTION: R Anderson)
- 8 **Annual Report -2009/2010- Timeline**
Adrian Child referred to the paper which had been circulated prior to the meeting, pointing out that the programme will be shorter than for the first report, with the aim of publishing in July 2010. Members accepted the timetable.
- 9 **Anglophone conference 2010(31st May – 4th June) Dublin**
It was agreed that Jane Bertelsen would identify a CoR representative to attend this conference.
(ACTION: J Bertelsen)
- 10 **Any other business**
- ISA Issues and practical implications for the Catholic Church**
Adrian Child referred to the paper which gave an update and raised questions on the implementation of the ISA regulations. Members endorsed the views of the Safeguarding Coordinators and Officers, as expressed in the paper with the exception of Issue 3 which should state that **All priests and Religious in active ministry should be ISA registered.**
There was discussion on the identity of the RAP for priests and volunteers and **it was agreed that** the RAP should be as follows:
The Bishop for all diocesan clergy
The Trustees for employees and other diocesan workers
The Parish Priest for parish volunteers.
(ACTION: A Child)
- 11 **Date and time of meetings in 2010:**
There was discussion concerning the venues for future meetings and whether they should be held in different parts of the country. It was agreed that, because members are now attending Diocesan and Religious Commission meetings, the NCSC meetings would be held in London.

The next meeting, on 9th March 2010 will be held at:
The Parish of Our Lady of Mount Carmel and St Simon Stock
41 Kensington Church Street
London W8 4BB

Future meetings are scheduled for, 8th June, 14th September, 14th December.2010

Venues to be confirmed.