

NATIONAL CATHOLIC SAFEGUARDING COMMISSION
Minutes of the meeting held on Tuesday 8th June 2010 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
Kevin Caffrey
Susie Hayward
Bishop Declan Lang
Father Kristian Paver

Observing: Bishop John Arnold
Philip Dand

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

- 1 **Apologies for absence and welcome to new members.**
Apologies for absence were received from Sister Ann Cunningham, Bishop Peter Doyle and Bishop John Rawsthorne

The chair advised members that Ann Collier and Bishop John Rawsthorne would not be seeking reappointment to the Commission and that Eileen Dunn had resigned from the Commission. He thanked the retiring members for their contribution to the work of the Commission.

He welcomed Bishop John Arnold who had been appointed by the Bishops' Conference to replace Bishop Rawsthorne, and Philip Dand who had been elected by the Chairs of Regional Religious Commissions to replace Steve Landy. They were both observing the meeting prior to taking up their membership in July.

- 2 **The opening Prayer** was led by Matt Blake

- 3 **Minutes of the meeting held on 9th March 2010**
These were accepted as a correct record subject to the following corrections:
page 2, item 5a should state - *Declan Lang advised members that the Vatican.....*
Page 2, item 5b – Parish Priests should read *..the activities that involve volunteers...*

- 4 **Matters arising from the minutes of 9th March 2010**
4a. **Action List 9th March 2010.** The completed actions were noted.
The following points were discussed:
5b – Safer recruitment and the role of RAPs.
Valerie Brasse confirmed that the role of RAP(Regulated Activity Provider) falls to whoever takes responsibility for "hiring and firing" and in individual organisations this will depend on how the responsibility is delegated.
Diocesan Resources for Safeguarding
Members considered a paper showing the resources available in each diocese and the relative size of the dioceses. Members asked for further information concerning the number of hours worked by the part time staff. **(ACTION: A Child)**

- 4b **Other matters arising, not already on the agenda.**
Item 5a
There was a discussion regarding the request from the Vatican for predictors of future behaviour of people who view abusive images on the internet. It was noted that the various research articles offered contradictory evidence, however it was agreed that the Vatican should be made aware of the work of the Lucy Faithfull Foundation. **(ACTION: Chair and A Child)**

Valerie Brasse asked if there had been contact with the NCSC from the organizers of the Papal Visit. There had not and it was noted that the programme had not been finalised.

5 **Workplan and budget for 2011.**

The following papers had been circulated prior to the meeting:

NCSC Workplan for 2011; CSAS Workplan for 2011; the proposed NCSC budget for 2011.

NCSC Workplan

Members noted that most of the recommendations from "Safeguarding with Confidence" had been addressed or were in the current work programme and agreed that the following should be addressed: recs. 2,43,46,54,68,72.

It was noted that rec. 2 (concerning "Codes of Conduct") was not the responsibility of the NCSC. Jane Bertelsen advised that the Department of Christian Responsibility and Citizenship had considered the recommendation and decided to work on it. Members suggested that there should be some input from the NCSC as the Bishops' Conference and the Conference of Religious had both charged the Commission with ensuring that the recommendations were implemented.

It was agreed that Auditing, Monitoring and Budget should appear on the Workplan for the NCSC. It was also noted that the NCSC is the Monitoring body and reports should be made to the Commission on all monitoring and auditing work carried out on its behalf.

It was agreed that "Monitoring and Compliance be an agenda item for the December meeting of the Commission. **(ACTION: RA)**

Members noted that there was still lack of clarity with some Diocesan and Religious Commissions concerning their role in relation to the NCSC. **It was agreed that** a special meeting be held, to which the chairs of all of the diocesan and religious commissions would be invited, and that the NCSC should consider naming a link member for each of the diocesan /religious commissions. **(ACTION: Chair/RA)**

The frequency of the training day for Bishops and Congregation Leaders was discussed. This is scheduled to occur every three years.

It was agreed that the Chair, Vice Chairs and Secretary hold a further meeting to develop the budget proposals for 2011, based on the discussion as above.

CSAS Workplan

The following items were discussed:

Learning needs analysis. Members were reminded that Carol Parry's post was set up to look at safeguarding training needs across the Church in England and Wales. The recent meeting at Oscott, to consider "what is a safeguarding culture" had looked at the baseline and was only the beginning of a long term piece of work. This would have to be repeated in 2 and 5 years to look at the impact of implementation of the proposals. The possibility of seeking funding to carry out research into the implementation and impact of the proposals was discussed and **it was agreed that** possible research sponsors should be sought. **(ACTION: A Child)**

Review of Safeguarding Structures(Diocesan). Members were advised that Recommendation 1 from this review formed part of the Learning needs Analysis. Eight "short life" project groups had been set up to look at the remaining recommendations.

Information Sharing Protocol Members noted that this should be a priority.

Safe Environment Policy. It was agreed that the review of this policy would require considerable input, particularly as there was the need to include safeguarding for Vulnerable Adults in the policy. The Parish Pack would also have to be reviewed to consider whether the current information required much alteration in order to include Safeguarding of Vulnerable Adults.

Monitoring Seminary and Diaconate Curricula. Adrian Child reported that he had met with the Rectors of Seminaries and they had all agreed to include Safeguarding within the Curriculum. A Follow up meeting had yet to be arranged. **(ACTION: A Child)**

Jane Bertelsen raised the issue of Formation for Safeguarding in Religious Orders. She reported that she had raised the issue at the CoR AGM and had been told to write to Sr Emma Nolan at Buckton Towers as she has some responsibility for formation programmes amongst religious. The difficulty has been to find somewhere or someone to look at how to contact and monitor formation for Safeguarding. This contact proved to be fruitless. The CoR executive has not been able to adequately address the issue either.

It was agreed that further thought needs to be given to this issue.

6 **CSAS**

6a **Management group – minutes of meeting held on 17th May 2010**

The minutes were noted and the following points discussed:

Item 5- Regulated Activity Providers.

It was noted that following discussion within the Bishops' Conference the position of RAP for priests will be left to the discretion of the Diocesan Bishop. Archbishop Smith, as head of the Dept for Christian Responsibility and Citizenship will write to the Bishops informing them of this decision.

Members were concerned that this reversed a decision made previously by the NCSC that the Bishop should be the RAP. The Chair advised members that it would be important for each Bishop to inform CSAS of their nominated RAP.

Jane Bertelsen reminded Adrian Child that the Religious Superiors must be informed of the decisions made at a previous NCSC meeting regarding the position of RAPS within the orders.

Item 7 IT Review

Adrian Child reported that there were further delays in the implementation of the IT programme for CSAS. It was agreed that the Chair and Declan Lang would take this issue forward with CBCEW. **(ACTION: Chair & Declan Lang)**

Item 8 Religious Safeguarding Commissions.

It was noted that a review of the structure of Safeguarding Commissions was underway.

6b Safer Recruitment/ISA/CRB

6bi CSAS Umbrella body work

A paper had been circulated prior to the meeting concerning the independent charities who are Catholic Organisations. Whilst many are fully compliant with safeguarding requirements there are a number which are not.

It was agreed that such organisations should be written to, reminding them of their safeguarding responsibilities and the need to follow the policies of the Catholic Church. If they continued to be noncompliant they would be advised that the NCSC and CSAS would withdraw support and the Charities Commission would be informed. **(ACTION A Child/Chair/RA)**

6bii ISA and those arriving from abroad

A Paper had been circulated prior to the meeting, explaining the position of people travelling from abroad to work/supply in the UK. They cannot apply for Registration on the Government's Vetting and Barring Scheme before arrival in the country.

Members were reminded that the frequency and type of activity had to be considered before registration and before allowing anyone to undertake work which may require registration.

However once registered a person would be able to return in subsequent years.

It was agreed that any problems arising from this issue should be logged a for discussion within the Independent Safeguarding Authority. **(ACTION: A Child)**

6biii World Youth Day 2011

The papers circulated prior to the meeting were noted. These covered consent and risk assessment for those attending the next World Youth Day and had been prepared at the request of some of the dioceses.

6c Priests who have had faculties removed but remain listed in the Catholic Directory

There was concern that clergy who had had their faculties removed may still be listed in the Catholic Directory. Kristian Paver informed members that the National Catholic Directory is not a publication of the Catholic Church, but of a private publishing company. He also advised that clergy should only be removed from the Diocesan Directories if their faculties had been removed following canonical process.

A discussion followed on the means of identifying clergy who practice their ministry outside their own diocese. Members were informed that clergy should carry a testimonial of suitability, signed by their Bishop. In some diocese these were in the form of an identity card. Host clergy/parishes should always ask for the testimonial of suitability.

6d Organisational Structures Review Report from the meeting held at Oscott.

This was discussed under item 5 above.

6e Religious owned/run parishes- communications flow chart

A flow chart had been circulated prior to the meeting showing the proposed communication links when there is a safeguarding issue in a parish run by a religious order. This will be part of the policy and will have guidance notes attached. Members noted the contents.

7 Sub Groups

7a Non aligned Religious- progress report

Jane Bertelsen reported that the data base was now as complete as it could be, but would require regular updating as Congregation leaders changed. A breakdown of the number of congregations in each diocese had been produced. Jane advised members that Sr Helen, who had completed the work on the database would be returning to Australia in August and that decisions would have to be made on how to continue to manage the data base, who would own it and what actions to take for congregations not aligned to a safeguarding commission. It was agreed that the latter point was of high importance.

Adrian Child advised that the lists should now be sorted into CoR members aligned/not aligned and non CoR members aligned./not aligned. Members were reminded that the NCSC is responsible for ensuring correct safeguarding practice in all of the religious congregations whether or not they are CoR members.

7b Policy

i Thematic Reviews

The Chair advised members that due to the resignation of Eileen Dunn and Ann Collier the work on this would have to be restarted with people who had experience of thematic reviews. It was agreed that the decision on who should lead this work would be delayed until the new lay members had been appointed.

ii Preliminary Enquiry Protocol (formerly Independent Investigation)

The draft of the revised protocol had been circulated prior to the meeting.

A number of points were raised concerning the changes:

- The title had been changed to reflect the correct status of the protocol
- This is an internal information gathering process
- Instead of reciprocal arrangements between dioceses to provide the investigator there will now be a pool of independent investigators.
- There is a need for consistency of language
- The revised draft had not been sent out for consultation as it is part of the review of the pilot of the Independent Investigation Protocol
- There is still concern about the Insurers Protocols for interviewing people who have intimated that they make a claim.

It was agreed that in para 2.4 the word may should be removed and replaced with will – to read “...the AO will instruct another competent person to carry out such enquiries as appropriate and draw up a report.”

It was agreed that this draft revised protocol will apply to all investigations underway.

It was also agreed that there should be further discussion concerning the Insurance Protocols.
(ACTION: Chair and A Child)

8 **NCSC Organisational issues**

8a Membership of NCSC

In addition to the discussion at the beginning of the meeting members were advised that adverts had been placed for new lay members of the Commission, with a closing date of 25th June 2010.

8b Regional Religious Commissions

This item had been discussed earlier in the meeting.

8c Terms of Reference:CoR approval

Jane Bertelsen confirmed that the Terms of Reference had been approved by the CoR Executive

8d Delivery of meeting papers

Members were asked to inform the Secretary if they preferred to have their meeting papers printed and delivered by mail.
(ACTION: All)

8e Budget report 2009 and Budget allocation for 2010

A paper was tabled at the meeting. Members noted that the Budget allocation for 2010 had been confirmed as £33,000.

8f Diocesan and Religious Commissions attendance at meetings

The revised programme of meetings was tabled.

8g NCSC website - Update and activity report

Rose Anderson reported that the website continued to receive an average of 100 hits per week. A small number of online enquiries were generated.

- 9 **Support for Survivors of Abuse**
The Chair informed members that he and Adrian Child had arranged to meet representatives of a number of groups representing survivors of abuse. The discussion would consider how the groups perceive the way the Church supports them and their expectations for the future. **It was agreed that** Susie Hayward should also attend the meeting.
- 10 **Annual Report**
10a 2009/2010
The draft report had been circulated in advance of the meeting and members comments taken into account when amendments had been made. Further amendments were suggested including the addition of the Terms of Reference of the NCSC as appendix 1.
Members noted and were concerned that there is no information relating to Vulnerable Adults within the report, and Adrian Child confirmed that the collection this data will commence with 2010.
10b Mailing list
The list for circulation of the report was noted.
10c Annual report summary
The draft was agreed.
- 11 **Anglophone conference 2010 (31st May – 4th June) Glasgow**
Adrian Child advised members that the 2010 conference had been scheduled to take place in Dublin. This had however been cancelled and a smaller version of the conference took place in Glasgow. Due to the delays in reorganizing the conference the NCSC members who were due to attend had not been able to. Adrian had attended the full conference. Rose had attended 2 days and Claire Saltmarsh the final day, in preparation for organizing the conference in 2011.
Adrian reported that there had been a good exchange of ideas and experiences and a number of suggestions for future conferences. There had been discussion about the role of the conference as an Episcopal one.
- 12 **Anglophone Conference 2011 – Rome**
The NCSC and CSAS will be organizing the 2011 conference in the Vatican. Adrian advised members that suggestions from the Glasgow meeting included:
 - Each Episcopal conference should support the mandate for delegations
 - Each country should send a Bishop and the Head of Safeguarding
 - The Vatican venue is not suitable for more than 50 delegates
 - Each Episcopal conference should make contact with the Vatican about the Universal Role of the Church for Safeguarding
 - The topic should be “Voice of the Survivor”Members were advised that there will be a meeting in August to begin work on planning the conference.
- 13 **Any other business**
There were no items raised
- 14 **Date and time of meetings in 2010:** 14th September, 14th December.
All meetings will be held at The Parish of Our Lady of Mount Carmel and St Simon Stock
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