



BRIEFING

*Safeguarding
guidelines for
your new
parish*



TAKING OVER A NEW PARISH

Taking over a new parish can be a challenging time for priests, who have to get to grips with a new building, new people and new procedures. It is easy for safeguarding to slip through the cracks during a transition from one parish to another. This bulletin has been produced to assist you as a new priest to the parish.

We hope that it will give you confidence in dealing with safeguarding as you begin ministry in your new parish.

PARISH SAFEGUARDING COORDINATOR

The Parish Safeguarding Coordinator (PSC) is a crucial part of keeping everyone safe in your new parish. Please make an effort to get in touch with them as soon as possible.

The PSC performs a number of tasks, one of the main ones being to undertake all the necessary checks and paperwork for volunteers, in accordance with the Safe Recruitment Procedures of the Church.

*The Parish
Safeguarding
Coordinator
is a key
person*



IN GOD'S IMAGE (V2)

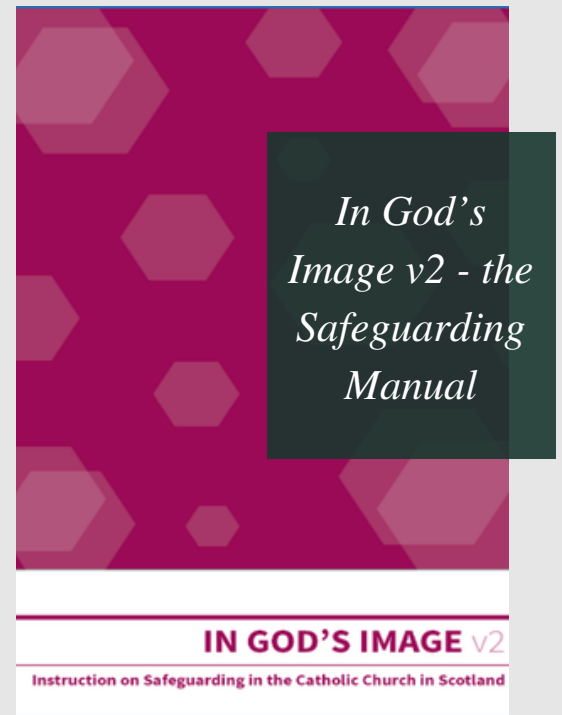
The Safeguarding work that we do in the Church is defined in a manual called *In God's Image*. This manual covers a wide range of policy and practice in relation to safeguarding.

Safeguarding is broken down into 8 standards:


1. Creating & maintaining safe Church environments
2. Safe Recruitment
3. Responding to allegations & concerns
4. Care & support for those who have experienced abuse
5. Managing and providing care for respondents of abuse
6. Working together to develop a culture of care
7. Training & Support
8. Continuous improvement

Access 'In God's Image v2' at:

<https://www.bcos.org.uk/InGodsImageV2>



SAFEGUARDING RISK ASSESSMENTS



Safeguarding Risk Assessments are a key part of our processes

Standard 1 of 'In God's Image' stipulates that a Safeguarding Risk Assessment must be created in order to protect against any safeguarding risks. This includes ensuring that safe recruitment processes have been followed, supervision ratios are in place, and all related procedures have been followed.

The Safeguarding Risk Assessment is completed by the PSC and a tool is available to assist with this at the following online location:

<https://form.jotform.com/scottmackenzie578/SGriskassessment>

SAFE WORSHIP PLANS

When an individual is convicted of a sexual offence, they may wish to start worshipping, or continue worshipping, in your new parish. Should this be the case then the offender will be subject to a contract known as a “Safe Worship Plan”. This contract details all the arrangements that apply to the individual in order to keep everyone safe. This includes periodic reviews, led by Elaine Anderson, Diocesan Safeguarding Officer.

Each contract is specific to the individual situation but may include an agreement about which Mass the offender attends, where they sit in the church, and restrictions on other church events.

The outgoing priest should have briefed you on any contracts which are current. The parish PSC will also most likely be aware of any current contracts. If you did not manage to have a handover with the outgoing priest and have any questions in relation to safe worship plans, then please get in touch with the safeguarding office (Elaine Anderson).

If you are approached by a parishioner and advised that they have been convicted of a sexual offence, then you should let Elaine know as a matter of priority. *See page 5 for contact details.*

*Safe Worship
Plans protect
everyone*



VISITING CLERGY

All clergy who are visiting your parish to engage in ministry **must** have the appropriate documentation in place.

The requirements will vary depending on the situation and will require the Chancery Office of the Archdiocese to see documents such as celebretts, testimonial letters or other papers. These documents are also used for safeguarding checks. Please contact us for guidance.

*Diocesan
policies on
visiting clergy
must be
adhered to*



THE CHURCH REFERRAL PROCESS

At your safeguarding training, you will have covered the process on reporting allegations and concerns. It is vital that you adhere to these processes and report any allegations or concerns as quickly as possible. Below is a reminder of the process:

FIRST RESPONSE TO AN ALLEGATION

LISTEN

- Take the person seriously.
- Acknowledge the information about allegations or concerns sensitively.

RESPOND

- Ensure the immediate safety of the child or vulnerable adult.
- In an emergency, where someone is at immediate risk of harm, contact Police / Social Work / Medical Services immediately.

RECORD

- Briefly note the key points of the allegation: Who? What? When? Where?
- DO NOT INVESTIGATE the allegation.

REFER

- Pass all information to the bishop or major religious superior via the Diocesan Safeguarding Adviser (or religious Safeguarding Link Co-ordinator) who will refer the allegation to the statutory authorities.

MANDATORY REQUIREMENTS

In addition to undertaking your Safeguarding Induction Training, there are a few other safeguarding requirements which priests also must comply with.

These include:

- Ensuring that the PSC reads out the Annual Safeguarding Statement (annually)
- Attending the Clergy Safeguarding Day (annually)
- Attending any other safeguarding training as instructed by the Archbishop



*Safeguarding
training for
priests*

CONTACTING THE SAFEGUARDING DEPARTMENT

Getting in touch


Please do not hesitate to contact us should you have any questions or comments. Our contact details are below:



Margaret McCluskey
Safeguarding Administrator

✉ Margaret.McCluskey@staned.org.uk
☎ 0131 623 8943


Margaret is the Safeguarding Administrator and works Monday to Friday. Margaret's main task is to deal with safe recruitment of volunteers and clergy, including application forms, PVG checks, and references. Margaret can also assist with general enquiries.



Elaine Anderson
Safeguarding Officer - Wednesday to Friday

✉ Elaine.Anderson@staned.org.uk
☎ 0131 623 8944

Elaine Anderson is the Diocesan Safeguarding Officer and works Wednesday to Friday. Elaine's main tasks are to deal with Safe Worship Plans, recruitment of PSCs and coordination of training. Elaine can also assist with general enquiries.



Scott Mackenzie
Safeguarding Advisor

✉ scott.mackenzie@staned.org.uk
☎ 0131 623 8949 / 07903 619 342

Scott Mackenzie is the Diocesan Safeguarding Advisor and works Monday to Friday. Scott oversees the safeguarding function and staff. Scott deals with allegations/concerns, oversees mandatory reporting, and liaises with other Archdiocesan personnel and functions.



SAFEGUARDING CONTACT POSTER

Please ensure that the safeguarding poster is displayed and ensure that the contact details on the poster are correct and current.

*Display
the
Contact
Poster*

In God's Image

Safeguarding is everyone's responsibility

We are ready to listen attentively to all who wish to disclose concerns and experiences of abuse, and to work to support them.

"The best results and the most effective resolution that we can offer to the victims, to the people of Holy Mother Church and to the entire world, are the commitment to personal and collective conversion, the humility of learning, listening, assisting and protecting the most vulnerable."

Eucharistic Concelebration, Sala Regia, Vatican,
Sunday 24 February 2019.



To report a safeguarding concern please contact:

Our Safeguarding Coordinator: _____

Telephone: _____

Email address: _____

Diocesan Safeguarding Office: _____

**In the event of an emergency, if someone is in immediate harm,
YOU SHOULD CONTACT THE POLICE**



The Archdiocese of St Andrews & Edinburgh
and
The Scottish Catholic Safeguarding Standards Agency



SAFEGUARDING CHECKLIST FOR YOUR NEW PARISH

The checklist below may be useful for you when arriving in your new parish



- Speak to the previous priest (if possible) for a handover**
- Arrange to meet the Parish Safeguarding Coordinator**
- Ensure that Safeguarding Risk Assessments are in place and safeguarding posters are displayed**
- Contact Elaine Anderson, DSO, to check if there are any safe worship plans in place**
- Ensure protocols for visiting clergy are in place**
- Always pass on concerns and allegations**