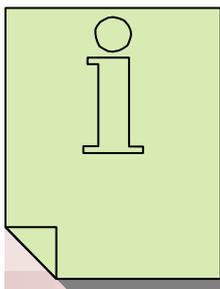


CSAS

Safeguarding Matters

Welcome to the 16th issue of Safeguarding Matters

This is the bi-monthly Newsletter that CSAS releases to all those within the Church with some responsibility for safeguarding vulnerable groups. Any comments? Email Sally Robinson (sally.robinson@csas.uk.net)



Inside this issue:

What forms are needed? 1

ISA countdown 2

WHAT FORMS ARE NEEDED FOR SAFER RECRUITMENT WITH ISA?

The new ISA (also known as Vetting & Barring Scheme) launches on 26th July. A new combined CRB and ISA Registration application will be available from this month. In readiness for the new Scheme, the forms we use within the Church to support the Safer Recruitment process have been updated. Below is a simple summary explaining what forms are available and when they are used. All forms will be available from the Forms Library of www.csasprocedures.uk.net during June.

For volunteers in parishes and Dioceses:

- ◆ Volunteer Application Form (for parishes, Dioceses & Religious Orders); Volunteer Reference Form; ID Verification form (for parishes, Dioceses and Catholic organisations) & Safeguarding Self Declaration (for parishes, Dioceses and Religious Orders)

For employees of the parish or Diocese:

- ◆ Employee Application form and Reference form (sample forms only)
- ◆ ID Verification form (for parishes, Dioceses and Catholic organisations) & Safeguarding Self Declaration (for parishes, Dioceses and Religious Orders)

For Religious Orders:

- ◆ If salaried post - Employee Application Form and Reference form (sample forms only)
- ◆ If volunteer/unpaid post - Volunteer Application Form (for parishes, Dioceses and Religious Orders); Volunteer Reference form
- ◆ For all posts - ID Verification form (for Religious) & Safeguarding Self Declaration (for parishes, Dioceses and Religious Orders)

For separate Catholic organisations (i.e. SVP; Knights of St Columba; CAFOD etc)

- ◆ An application form and reference form as used by the organisation ("Volunteer application for Catholic organisations using CSAS as an Umbrella Body" and reference form available from Forms Library)
- ◆ ID Verification form (for parishes and Catholic organisations)
- ◆ Safeguarding Self Declaration (for Catholic organisations using CSAS as an Umbrella Body)
- ◆ Data Protection Declaration. This form is ONLY relevant for those organisations using CSAS as an Umbrella Body.



ISA - countdown to launch

There are a number of key dates to be aware of regarding the introduction of the new ISA scheme. (Please note that the revised Safer Recruitment policy and process will be on the csasprocedures.uk.net site this month.)

When do the new CRB forms come into effect?

28th June 2010: New combined CRB/ISA application forms can be submitted to the CRB for processing.

26th July 2010: The CRB BEGIN processing the new forms received from 28th June onwards.

I'm confused. What is the difference between the July and November dates?

From 26th July 2010: Anyone NEW to post MAY have an application submitted for ISA registration and a CRB Disclosure. By "new" this means a person who is not already working for the organisation (paid or unpaid).

From 1st November 2010: Anyone NEW to post MUST receive their ISA registration status BEFORE undertaking work (paid or unpaid) that is considered Regulated Activity.

So when will we be ISA registering people already CRB checked in the Church or working in the Church who have yet to be CRB checked?

Organisations are not permitted to submit ISA registration applications for "existing" people until April 2011. The ISA intend to have a consultation period later in the year regarding what the phasing strategy should be for getting all the "existing workforce" registered onto the Scheme. It is likely that the phasing strategy will be based on when each person was last CRB checked. This would mean that those already working in the Church who have yet to be CRB checked to date, would be the first priority applicants in 2011. Conversely people that have been CRB checked this year, would be ISA registered at the latter part of the phasing period in 2014/2015. ALL those currently working must be registered by July 2015 under the terms of the Scheme. Once information is received from the ISA regarding the phasing arrangements, CSAS will cascade the details.

So what about people who haven't had a CRB check in the Church for over 3 years?

CSAS (formerly COPCA) has been advising the Church since 2007 to NOT undertake recheck activity due to the known introduction of this Scheme which will require individuals to complete applications to obtain ISA registration status. Consequently, unless you are involved with a regulated environment (i.e. a regulated Care Home) where the regulator requires CRB Disclosures to be rechecked, the ISA registration phasing process will effectively replace the anticipated 3 year rechecks.

What should I know for the Scheme launch on 26th July?

- ◆ Become familiar with the definition of "Regulated Activity" and take a look at the Decision Making Tool available from www.csasprocedures.uk.net from this month
- ◆ Be aware of "new" individuals/applicants wanting to work with vulnerable groups in the Church and get the new documentation completed. From 1st November, you CANNOT allow a new person to work (paid or unpaid) with vulnerable groups BEFORE obtaining their ISA registration and Disclosure.

**The next issue of "Safeguarding Matters"
is due out in August**

