



Raphael Pilgrimage Safeguarding Guidance

Registered Charity No. 1098328 · www.raphaelpilgrimage.org.uk

Introduction

Safeguarding is a term used to describe how we protect vulnerable adults who travel with us on Pilgrimage from abuse or neglect. As helpers, we also need to have systems in place to protect ourselves from false accusation.

It is the responsibility of the Pilgrimage Trustees to ensure all measures are taken to protect our disabled Pilgrims, both whilst in Lourdes and at home. We have a duty of care to report any suspected abuse or neglect to the Local Authority.

There are many forms of abuse and fall into these categories:

- **Physical** – hitting, slapping, pushing, giving a person the wrong or no medication and restraining someone.
- **Domestic** – including psychological, physical, sexual, financial or emotional.
- **Sexual** – rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo and any sexual acts the adult did not consent to or was pressured into consenting.
- **Psychological** – emotional abuse, threats of harm or abandonment, deprivation of outside contact, humiliation, intimidation, verbal abuse, harassment, cyber bullying or isolation.
- **Financial or material** – this includes theft, fraud, internet scamming, exerting pressure on someone regarding their financial arrangements, the stealing of property.
- **Slavery** – slavery, human trafficking and forced labour.
- **Discriminatory** – harassment or insults because of someone's race, gender, age, disability, sexual orientation or religion.
- **Organisational** – this includes neglect or poor care in an institution or care setting.
- **Self-neglect** – someone who isn't caring for their own personal hygiene, health or surroundings.

Abuse can take many forms and may not fit into any of the above categories or may fit into more than one.



The UK Guidance was updated on 14/07/2022 and can be accessed here:

[Working with adults in the charity sector and overseas aid organisations - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/working-with-adults-in-the-charity-sector-and-overseas-aid-organisations)

In order to work in as safe a manner as possible, all Pilgrims offering to help on the Raphael Pilgrimage *who provide direct personal care* to assisted pilgrims should have a Disclosure and Barring Service check – the eligibility criteria can be found here:

[What type of role is it? - Find out which DBS check is right for your employee - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/what-type-of-role-is-it-find-out-which-dbs-check-is-right-for-your-employee) Updated July 2022

The Disclosure and Barring Service (DBS) helps employers and charities make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups.

Implementation

Raphael Pilgrimage will be working in partnership with the Safeguarding Team from Salford Diocese who will provide a checking service. Detailed instructions on what you need to produce can be found on: [DBS eligibility guidance - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/dbs-eligibility-guidance)

Salford Diocese have indicated they are happy for volunteers who do not live in the Salford Diocese to have their forms and identification verified locally and they (Salford) will process the forms.

As a voluntary organization and using Salford Diocese means we can access the DBS free of charge.

Counter-signatories

Counter-signatories or Parish Safeguarding Reps have an important role in the DBS checking process.

A counter-signatory or 'verifier' is a person who is registered with the DBS to countersign applications, making a declaration that the position is eligible for the DBS check requested, and see the DBS certificate.

There is guidance for this role and an application form on:

<https://www.gov.uk/government/publications/guidelines-for-the-countersignatory-application-form>



A lead counter-signatory is a senior figure within a registered body who will oversee the DBS process within their organization – guidance on this role is found:

<https://www.gov.uk/government/publications/guidelines-for-the-lead-countersignatory-application-form>

Who can ask for a DBS check

Only employers or voluntary organisations and licensing bodies can request a DBS check. Applicants are not able to request criminal records check on themselves. Instead, they can request a basic disclosure from Disclosure Scotland (you don't have to be from Scotland to do this).

How to get a DBS check

- Information on how to obtain a DBS Check and what is needed can be found on: [DBS check: application process for volunteers - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/publications/db-check-application-process-for-volunteers)
- The applicant can commence the application process as soon as they know they want to volunteer with Raphael.
The applicant will need to contact their local Parish Safeguarding Rep or one of the Parish Safeguarding Reps within the Salford Diocese, plan a time to visit with all required documentation to enable them to confirm on the application form that the details are correct.
- Copies of the applicant's original documentation must be sent to the Safeguarding Team at Salford Diocese, together with a passport photograph of the applicant.
- Once submitted the applicant will receive their certificate in the post. This can take up to 8 weeks.
- If the applicant has subscribed to the DBS update service, the DBS will be automatically updated every 3 years and the nominated Safeguarding Officer for Raphael Pilgrimage can check their certificate online if required.
- If the applicant has not subscribed to the DBS update service the above process will need to be completed every 3 years. This may need to be completed again if you move house.

How long a DBS check is valid?

A DBS check has no official expiry date. Any information included will be accurate at the time the check was carried out. It is up to an employer (in this case Raphael Pilgrimage) to decide if and when a new check is needed.



Applicants and the nominated Raphael Safeguarding Officer (Vacant position) can use the DBS update service to keep a certificate up to date or carry out checks on a potential helpers' certificate.

If the applicant has not subscribed to the DBS update service or applied for a new DBS Certificate, they may not be able to provide personal care for assisted pilgrims travelling with Raphael Pilgrimage.

Types of criminal records check

There are 3 types of check. The employer or organisation running the check should provide the applicant with more information about the level of check required.

DBS check applicants must be 16 or over.

Standard

Checks for spent and unspent convictions, cautions, reprimands, and final warnings.

Enhanced

This includes the same as the standard check plus any additional information held by local police that's reasonably considered relevant to the role being applied for.

Enhanced with list checks

This is like the enhanced check but includes a check of the DBS barred lists.

The time it takes to process a DBS check depends on:

- the level of check
- if the details given for the check are correct
- what police forces need to be involved in the check

Volunteers

Checks for eligible volunteers are free of charge. This includes anyone who spends time helping people and is:

- not being paid (apart from for travel and other approved out of pocket expenses)
- not only looking after a close relative

Raphael can only apply for a check if the job or role is eligible for one. They must tell the applicant why they're being checked and where they can get independent advice.

Once the certificate has been received the applicant needs to inform the Raphael Safeguarding Officer and provide a copy for our records which will be kept in secure storage.

The post of Raphael Safeguarding Officer is vacant, the trustees and namely Tracy Ennis hold the responsibility in the absence of a Safeguarding Officer.



What documents are required for DBS Checks?

There is a full and comprehensive list on <https://www.gov.uk/disclosure-barring-service-check/documents-the-applicant-must-provide->

If you do not have a valid Disclosure and Barring Service Certificate

A DBS is a requirement for all helpers providing personal care. However, volunteer helpers (particularly new to Raphael) without a valid Pilgrimage DBS certificate can still help on the pilgrimage **but should always work under constant supervision of a volunteer with a valid DBS certificate.**

Raphael Pilgrimage can accept non-working pilgrims without a DBS certificate.

This Policy will be reviewed biannually

Reviewed and updated 19/08/2022
Tracy Ennis
Raphael Pilgrimage Chair of Trustees