



**TAKINGCARE**  
Board of **Social** Witness

# **TAKINGCARE** **UPDATE**<sup>16</sup>

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- Recording and Storing  
of Information

Taking Care Update – Winter 2010 Edition 16





## How time flies... (Editor Geoff Marshall)



We have all battled the snow, ice and cold of the Christmas weeks. One could not be faulted in wondering if we will ever get to spring time or dare I say summer time again. But it will come! Time takes care of everything and just like the snow and ice; spring time and summer time will come and go.

Talking about time, my time is up so to speak in the Taking Care Office. This month (January 2011) we welcome Deborah back to work from maternity leave. It's great to have Deborah returning full of enthusiasm and raring to go!

I have thoroughly enjoyed my time working in the Taking Care office. Thank you to everyone for putting up with me! There have been so many questions, lots of different situations, and more than a few "what ifs" to deal with. Without a doubt the work continues to grow and we must be ready to face the new challenges.

What have been some of the highlights over the past months? Here are two which readily come to mind:

- Child Protection training in ROI where the fellowships are smaller and more

diverse, but so hugely committed to Gods work in their community

- Assisting with an issue of inappropriate behaviour – the pastoral care visits, encouraging and moving parents to attend church for the very first time.

Best practice is the only practice. This statement was used by the National Youth Council of Ireland in a recent Garda Vetting information day. I like its simplicity and as I sign off, I can think of no better advice to follow.

## DP Training

Training for newly appointed Designated Persons or those who wanted an update was recently held at Lisburn, Coleraine and Richhill. A total of 47 DPs attended. Topics covered included role and responsibility, appointment process and a lively discussion on the recording/holding of confidential information. (Please see Special Focus section). TCO staff was delighted with the interest and response, none more so than Amanda who was able to put a face to a name!



DP training at Richhill



DP Training at Hillhall, Lisburn



DP Training at Terrace Row

### Dates for your diary

#### Taking care Conference

- Saturday 8th October 2011

#### Safer Internet Day

- Tuesday 8th February 2011,  
[www.saferinternet.org](http://www.saferinternet.org)

For more information please visit: [www.pcibsw.org/takingcare](http://www.pcibsw.org/takingcare)

### Taking Care in Numbers 2010

**91** Congregational Training events in Northern Ireland

**2362** Access NI forms sent to TCO  
**5136** Number of visits to the new Taking Care website, since Jan 2010 at [www.pcibsw.org/takingcare](http://www.pcibsw.org/takingcare)

**16** Training Events held at Churches in ROI  
**181** forms sent to Garda Vetting.

### Taking Care Sunday?

Why not consider having 'Taking Care' the subject and incorporated into a worship service, where we can thank God for all our children and young people, all our leaders and helpers and seek His guidance on this important work.



# ROI News

Taking Care congregational training has recently taken place at Donoughmore in Donegal, Athy and at Maynooth. The ROI Advisory group met at the end of October in Monaghan where various issues were discussed. The National Youth Council in Ireland held a day conference relating to the Garda Vetting. There are no major changes to the current process. A direct vetting service with the Garda Vetting unit and TCO is still not available.



ROI Training at Athy



ROI Training at Donoughmore.

## Public Protection Arrangements in the Church

The Board of Social Witness organized and hosted a day seminar on 23rd November 2010 looking at the whole issue of Public Protection Arrangements in the Church. A team from the Church of Scotland headed by the Right Rev John Christie, Moderator to the General Assembly, COS and Convener of the Forgiveness and Proportionality Working Group lead the programme and workshops. A cross representation from the Churches, Criminal Justice, Probation Board, PPA NI, and other statutory and voluntary sectors attended. The seminar based on the COS publication 'For of Such is the Kingdom of Heaven' focused on including those who pose a risk, primarily sex offending, in Church Worship. Richard Cross, Head of Safeguarding COS, discussed the practical workings and referred to a Covenant of Responsibilities between congregation and offender. It is planned to take a similar approach in Northern Ireland.



Church of Scotland Team with Geoff & Lindsay

### Trainers Corner

## Reflection by Malcolm McCosh



I thought I would deviate away from the norm in Trainer's Corner and not talk about a specific training session but rather give a general reflection. Many of you reading this will have 'suffered' – oops - I mean 'experienced' the training presentation. I do hope it has been a reasonably pleasant, although perhaps lengthy experience.

The training is obligatory for all leaders, if not compulsory. I'm never really sure of the difference. Audiences can be seven to seventy plus – I hasten to add this is not the age range but the number of participants! Personally I prefer a maximum of around thirty to forty given it is meant to be a training event rather than just a presentation.

Prior to one of my earlier sessions a few years ago, I was briefing the minister on the content and he suggested I add a bit of humour to the event. I did this to a limited extent and to what came naturally, as the topic does not really lend itself to humour. I do however like to throw in the occasional quip as it is well known that humour helps the rapport with the audience - or at least most of them! Humour, of course can misfire if not

properly executed. I remember on one occasion I put a humorous quip onto an overhead.

Unfortunately I forgot it was there and hence missed my cue to put it into context before it appeared on the screen. The audience stared in silence as I attempted to save the moment. It was obviously not that funny visually, at least without a lead in - so it's back to the drawing board on that one. Well, I never said I was perfect!

I sometimes also relate the odd (relevant) story and other bits and pieces – which I am not sharing with other trainers! (let them get their own material!!).

In addition I have also recently introduced a bit more about special needs and communication, but I do try to keep within two hours – inclusive of a short comfort break which is very welcome. I would certainly ask my audience to be prepared for two hours. It is good to get discussion going when time permits. Most individuals are receptive to the points related although I have got the rare contradictory view. It is good when people relate their experiences and indeed I may

repeat their story at a future event (anonymous of course) if I feel it reinforces a point.

I would like to thank all the congregations that I have been assigned to visit. All without exception have received me very well. Did I mention the tea break? Future events take note – milk and no sugar!

# Special focus

## Recording and Storing of Information by TC Office



The Data Protection Act 1998 makes a distinction between personal data and sensitive personal data. Personal Data relates to any information by which a person can be identified and would include name, addresses, photographs and CCTV images.

Sensitive personal data covers information relating to health, ethnic origin, religious or political beliefs, sexual life and criminal convictions and requires additional safeguards in its processing and security.

### Where should Data/Information be kept?

- Consent forms, accident forms, or any information on children or leaders must be kept in a confidential but accessible location. It should not be kept in a leader's house for long periods of time.
- A locked filing cabinet or safe in a church office is a secure and ideal place to keep information.
- Report of concern/incident/accident forms, should also be kept under confidential filing within the church.

### Who can have access to Data/Information?

- Only those who need to have access to personal data, should be allowed access.
- Medical information is sensitive personal data, therefore the leader in charge must process such information with the utmost confidentiality. ie explicit parental consent or consent of the young person is required to share the information with specific leaders.

### What about Data/Information kept on computers?

- All personal data on a computer is protected by the Data Protection Act.
- The information must be kept securely use a password or encryption
- Passwords should not be easily identifiable with a mixture of lower and upper case letters and symbols

### Can Data/Information be given to others?

- Neither type of information should be shared with a third party without consent from the data subject.
- The sharing of sensitive personal data requires explicit consent from the data subject.
- The DPA does allow for information to be shared in reasonable and lawful circumstances. There are also exemptions which allow data to be processed without consent such as matters of life and death or requests by police.

### How long should records be kept for?

- All forms relating to children/young people or leaders should be kept for up to six years after leaving the organization. After this time they should be destroyed or returned to the parent/young person/leader.
- Report of concern/incident/or accident forms and the Register of leaders should be kept indefinitely.

## To Do List...

"Don't forget to check where your church records and forms are stored, and ensure that the storage methods used by your congregation comply with the guidelines above. If you have any questions please contact the office on the details below, or for more information, please visit the Information Commissioner's website on **[www.ico.gov.uk](http://www.ico.gov.uk)**"