

Centre for Applied Carmelite Spirituality

Letters of Endorsement Policy

Introduction

This policy outlines CACS' approach to safeguarding checks in instances where the individual lives outside of the countries DBS digital checking agency thirtyone:eight covers (England, Wales, Scotland and Northern Ireland).

Context

CACS is an international community. Our commitment to continue to grow as a sacred and safe community necessitates robust safeguarding procedures. CACS adheres to the safeguarding standards set by the Anglo-Irish Discalced Carmelite province and the Catholic Safeguarding Standards Agency, established by the Bishops Conference of England and Wales.

As a result, safeguarding checks are needed for some members of the CACS community. These include:

- All friars
- All facilitators and accompaniers in the Spiritual Direction Formation Programme (SDFP)
- All SDFP students
- All ministers in the Sacred Encounter Ministry (SEM)
- Any other identified member of the community undertaking responsibilities which meet the criteria for a police check.

Process

In the first instance, we ask for members of the CACS community living outside of England, Scotland, Wales or Northern Ireland to obtain a police check in the country where they are a resident.

If this is not possible, we will also accept two letters of endorsement. These letters should be from two of the following:

- A parish priest or ordained minister in regular contact with the applicant
- The leader of a religious organisation or community
- The applicant's spiritual director
- A professional who knows the applicant through a spiritual community, study or work in their country of residence.

The endorsement letters should be on letter-headed paper and be signed by the person. They also need to contain:

- How long the person has known the applicant.
- In what context they know the applicant.
- A statement that the applicant is of good character.
- A confirmation that they would endorse the applicant undertaking spiritual direction with vulnerable people.
- A description of previous work the applicant may have carried out in this area (if applicable).
- The statement: "To the best of my knowledge, I have no awareness of any convictions or spent convictions of the referee."

Collection and Storage of Endorsement Letters

Once received, endorsement letters should be emailed to Christie Moreton, the CACS academic registrar at admissions@carmelite.org.uk or Fr Clement Obiorah, OCD.

The letters will then be secured safely on our password-protected system.

Policy prepared by the CACS Safeguarding Team.