

**PAST CASES REVIEW: PRO-FORMA FOR LETTER REQUESTING INFORMATION ON
PAST CASES OF CHILD ABUSE**

Dear,

RE: PAST CASES REVIEW: DIOCESE/RELIGIOUS CONGREGATION

I write to ask for your help with this review of all potential past cases in Diocese/Religious Congregation.

The Review is taking place in order to meet Recommendation ... of *A Programme for Action* (Lord Nolan, 2001), and follows the National Guidance issued by the Catholic Safeguarding Advisory Service - CSAS (formerly COPCA) following wide consultation.

The review will begin by identifying all potentially relevant information, which will then be considered by the appointed Reviewing Officer (.....), in order to establish whether any current risk remains to be addressed as of now.

The National Guidance requires not only that written records are reviewed, but, as record-keeping was not always systematic in the past, that also information people may remember is gathered and considered:

Bishops and Congregation Leaders may be aware of such non-recorded cases themselves, and will also need to consult predecessors and relevant colleagues for information which may exist only in their or their colleagues' memories.

It is important to the Church's aim of becoming a model of best practice in Child Protection that all possible cases of abuse from the past are dealt with, and that we can be confident that we have full information about the past in order to go forward with a clean sheet.

Therefore I would be grateful if you could search your memory for any cases of abuse, or concerns expressed that you can recall, however far back in the past, and whether relating to clergy, employees or volunteers.

It is essential that anyone named by you is not informed at this stage that you are providing this to me as this could interfere with subsequent investigations should these be required.

Please provide all the information you may have to me in writing by AT LEAST A MONTH'S TIME..... (date). If this deadline is not possible for you please contact me to discuss this.

The information you provide will be held strictly in confidence by myself, the appointed Reviewing Officer and members of the Safeguarding Commission, and will be stored securely in line with national policy.

Thank you for your help in this important contribution to the work of the Church in protecting children and young people from abuse.

Yours sincerely