

## Reading Sources

Working together to safeguard Children 2018— Statutory guidance regarding safeguarding children and young people—Available from [www.workingtogetheronline.co.uk](http://www.workingtogetheronline.co.uk)

Catholic Safeguarding Advisory Service (CSAS) Procedures Manual  
<http://www.csasprocedures.uk.net/>

Action on elder abuse—On going Campaign with sign up newsletter available at [elderabuse.org.uk](http://elderabuse.org.uk)

A Review of the Irish 'Protecting our Future' document was published by the Irish Department of Health and Children in 2010. Useful sources of information

<http://www.nursingtimes.net>  
<http://www.kidpower.org/library/article/bullying-questions-answers/>

[www.changepeople.org](http://www.changepeople.org)  
[www.rcgp.org.uk](http://www.rcgp.org.uk)  
[www.thinkuknow.co.uk](http://www.thinkuknow.co.uk)  
[www.learning.nspcc.org.uk](http://www.learning.nspcc.org.uk)

## Relevant Contact

### Westminster Safeguarding Office

(Natalie Creswick)

### Catholic Safeguarding Advisory Service

Tel. 02077989359  
(CSAS) 01212373740

### National Catholic Safeguarding Commission,

Box 91, 95 Wilton Road, London SW1 1BZ

Eva Edohen — Safeguarding Co—Ordinator  
Email: [evaedohen@rdcow.org.uk](mailto:evaedohen@rdcow.org.uk) Tel: 02077989356

### CSAS Office

39 Eccleston Square, Pimlico, London,  
SW1V 1BX  
Telephone: 02079011920  
Email: [admin@csas.uk.net](mailto:admin@csas.uk.net)

### SCJM Designated Person:

**Name: Sr Helen O'Brien**

**Contact: 01462 682153**

## Sisters of Charity of Jesus and Mary

Anglo—Irish Province



*Child and Vulnerable Adult*

*Safeguarding Policy*

*Document  
2019*

## Index of some of the Forms available CSAS

The Sisters of Charity of Jesus and Mary Safeguarding Children and Vulnerable Adult Policy and Guidelines document was adapted by the Anglo Irish Provincial Team on 1st May 2019

The Policy will be reviewed on or before May 2020  
It will be reviewed as soon as possible after any review of Safeguarding Children/Vulnerable adults and any changes in relevant legislation

All Sisters of Charity of Jesus and Mary Personnel (sisters, staff and volunteers) are required to comply with this document.

Signed on Behalf of the Sisters of Charity of Jesus and Mary:

Sr. Elizabeth M. L. Roche,  
 Muen O'Connell S.C.J.M.  
 Sr. P. Inright  
 Mai J. O'Leary S.C.J.M.

Provincial Leadership Team of Anglo Irish Province

Date: \_\_\_\_\_

BS (formerly known as CRB) Forms		Description of Forms
DBS1	<a href="#">Volunteer Application</a>	Volunteer roles involving children, young people or Vulnerable adults in the Catholic Church in England & Wales. To brand this document to your Diocese/ Order/Organisation including your charity number – please contact Sally (CSAS) on Tel: 01212373740 or <a href="mailto:sally.robinson@csas.uk.net">sally.robinson@csas.uk.net</a>
DBS2	<a href="#">Volunteer Reference</a>	Standard Reference Request Form – Volunteers. To brand this document to your Diocese/Order/ Organisation including your charity number – please contact Sally at CSAS <a href="mailto:sally.robinson@csas.uk.net">sally.robinson@csas.uk.net</a>
DBS3a	<a href="#">ID Verification form</a>	Confirmation of identity—applicants from the UK or EEA and Volunteers from outside the UK or EEA
DBS4	<a href="#">Safeguarding Self Declaration</a>	Safeguarding Self Declaration (Confidential) to be used for all Disclosure applicants (new and existing alike).
DBS6	<a href="#">Employee Application (template)</a>	Skeleton application form for employed posts. Employment Law input to be sought by each organisation before use
DBS7	<a href="#">Reference Request Form: Employees (template)</a>	Skeleton reference request form for employed posts. Employment Law input to be sought by each organisation before use.
DBS9	<a href="#">Data Protection Declaration – Umbrella Body use only</a>	Data Protection declaration. Only Relevant for Catholic organisations using CSAS as an Umbrella Body.
DBS10	<a href="#">Counter-Signatory Agreement</a>	Counter signatory agreement; agreement between Catholic Diocese and Religious Congregations in England & Wales and CSAS in relation to the provision of disclosures.
DBS17	Applicant consent for DBS processing	Consent applicants must sign prior to DBS processing

Sisters of Charity of Jesus and Mary  
Safeguarding Children and Vulnerable Adult Data

Name of Sister	Nature of Work/ Children	Nature of Work/ Vulnerable Adults	Location of work	Alone or with others	Name of programme completed	Date of Training	Name of Trainer	Location of Training	Certificate received	Vetting date of Clearance
66										

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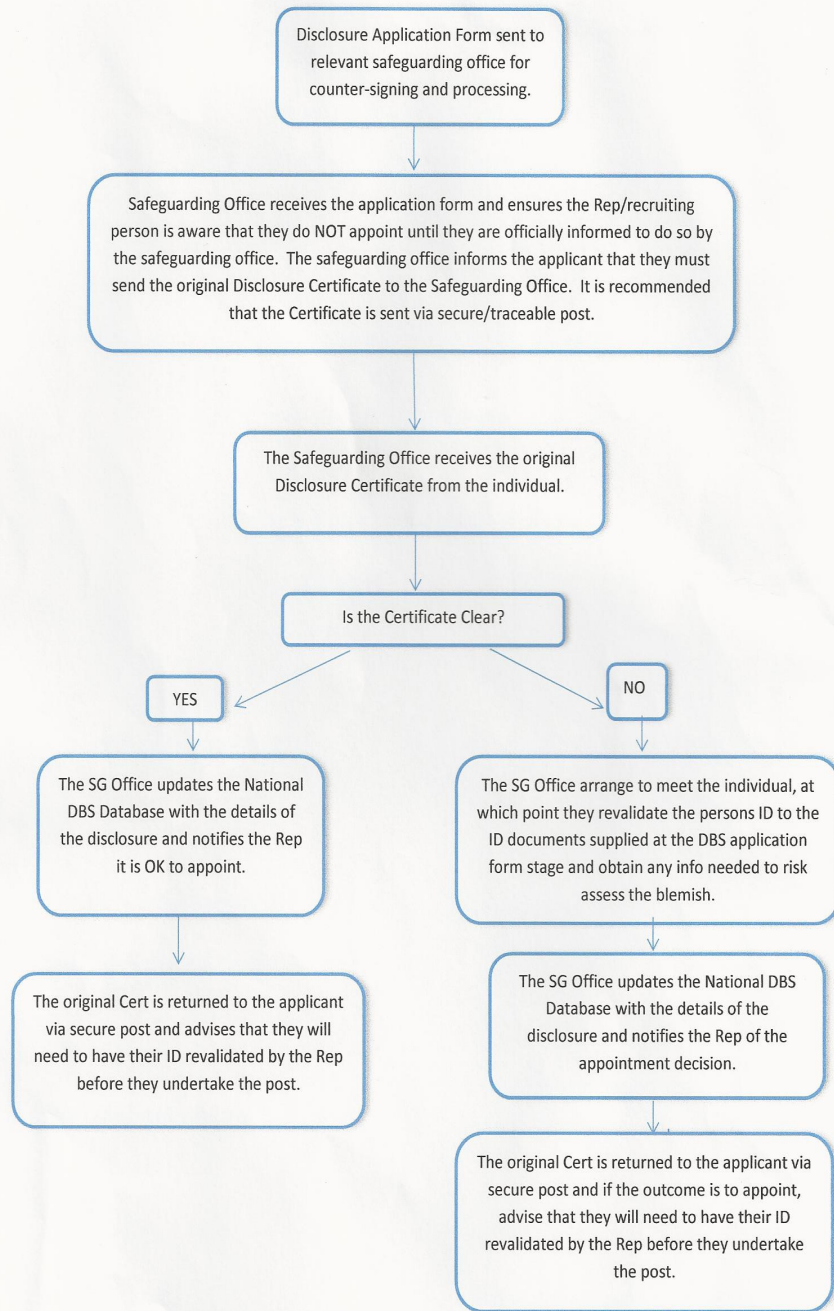
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**Policy Statement**

**A**s S.C.J.M rooted in the love of the Father who is compassion and tenderness, we live the life of Jesus guided by the Holy Spirit.  
*We welcome differences and diversity and honour the inherent dignity of every human being.*  
*We are particularly challenged by the need to protect children and vulnerable adults. This is a fundamental principle for the mission and ministry of every S.C.J.M.*  
*We create an environment where children and vulnerable adults are valued encouraged and affirmed in all areas of their development have their rights respected and are treated as individuals*  
*We take steps to ensure that children and vulnerable adults know their rights and responsibilities.*  
*We cooperate with the National Board for safeguarding children /vulnerable adult policies and procedures of the Catholic Church.*

**Template: Identification of Training needs**

Who needs to be trained	What Training needs do they need	How to meet them (may join other agencies to reduce costs)	Priority High =4 Low =1	Resources/ Costs



## Introduction

In England the SCJM Policy and Procedures on Safeguarding children and vulnerable adults is guided by; the National Safeguarding Policy and Procedures of the Catholic Church in England and Wales 2016, the Catholic Advisory Service (CSAS 2018). It is informed by the following legislation and Reports: Care Act 2015, Action on Elder Abuse 2007, Safeguarding Adult: Report on the Consultation of the review of No Secrets 2009, Safeguarding Adults at Risk 2011, Children's Act 2004 Working together to Safeguard Children 2018, Safeguarding Children and Young Adults from Sexual Exploitation 2009 and Recruitment of Safeguarding Matters 2018.

The guidelines in this document cover child and vulnerable adult abuse: neglect, emotional, physical, spiritual and sexual. This policy will be implemented consistently throughout the Anglo Province by sisters and by all personnel working in ministry with, or on behalf of, the Sisters.

Information, education and training in relation to this document will be provided for all sisters, lay staff and volunteers working in our ministries.

## Principles of good practice

The following principles inform this document:

- Acknowledge the rights of children/vulnerable adult to be protected, treated with respect, listened to and have their own views taken into consideration.
- Recognise that :
  - the welfare of children /vulnerable adults must always come first regardless of other situations
- - they have a right to safety and care and to a place free from abuse or neglect
  - they have a right to be supported in receiving the sacraments and spiritual direction.
- Organisations and the institutions have a collective responsibility to develop protection policy that raises awareness about the possibility of child/vulnerable adult abuse occurring and outline the steps to be taken if it is suspected
- Recognise that early intervention with those who are at risk may prevent serious harm happening to them at a later stage.
- Remember that a child's/vulnerable adult's age, gender and background affect the way they experience and understand what is happening to them.
- Children have a right to good role models whom they can trust and who respect them and nurture their physical, emotional, social, intellectual and spiritual development.
- Clear guidelines for codes of behaviour that is and is not acceptable behaviour as an essential part of keeping children / vulnerable adults safe.
- Provide child/vulnerable adults training for workers.
- Develop a policy of openness with families and carers that involves consulting them about everything that concerns the person.
- All adults have a duty to report allegations or suspicions of abuse where reasonable grounds for concern exist, irrespective of the status of the person suspected or their relationship to them.
  
- The criminal dimension of any action cannot be ignored.

## Safe recruitment and selection checklist contd.

### References

Are applicants asked to supply the names of two referees who are not family members and ideally, who have first-hand knowledge of the applicant's experience of work contact with children/vulnerable adults?

Are referees asked specifically to comment on the applicant's suitability to work with children/vulnerable adults?

Are all references provided in writing and followed up with a telephone call if appropriate?

Is the identity of referees verified?

### Vetting procedure

Has the vetting procedure that you will need for your selected applicant been considered?

Has the applicant been informed that you will need to conduct essential background checks before they take up any appointment?

### Records

Are details kept of the selection and induction process on the personnel file of the person appointed?

Are references kept on file as part of the record of the recruitment process?

### Confidentiality

Is information about the applicant only seen by those directly involved in the recruitment process?

Are applicants reassured that information about them, including information about convictions, will be treated in confidence and not used against them unfairly?

## Safe recruitment and selection checklist contd

### Interview

Have at least two representatives from the organisation to meet with an applicant to explore information contained in their application?

Have the applicant and the application forms been carefully considered, highlighting points to raise in interview including:

- The applicant's attitudes towards working with children
- Areas you want to explore in more detail
- Gaps in employment history
- Vague statements or unsubstantiated qualifications
- Frequent changes of employment.

### Declaration

Have applicants been asked to sign a declaration stating that there is no reason why they would be considered unsuitable to work with children/vulnerable adults?

Have applicants been asked to declare any past criminal convictions and cases pending against them?

### Identification

Have applicants been asked for photographic documentation to confirm their identity e.g. birth certificate, passport?

Is documentation relating to the applicant's identity and relevant qualifications checked at interview?

### Qualifications

Are applicants asked for documentation to confirm qualifications?

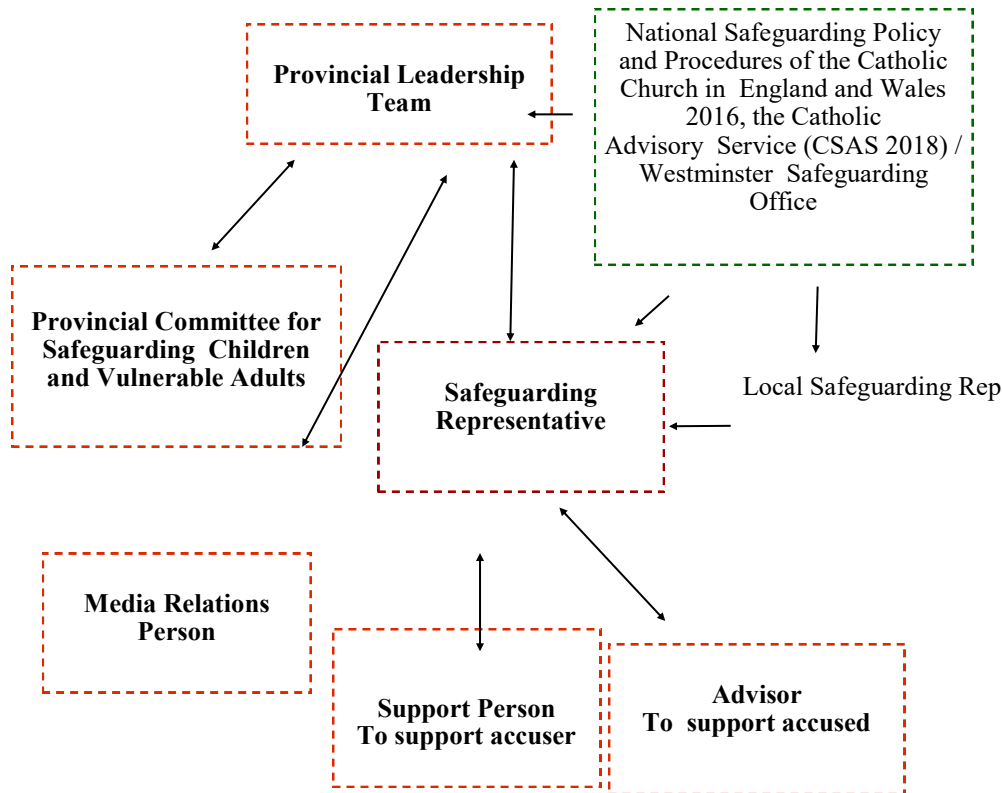
## Principles contd.

- It is the statutory duty of the civil authorities not individuals, organisations or religious groups to investigate reports of abuse.
- Valuing and supporting staff; insisting on safe practice therefore eliminating the necessity for staff to take undue risks.
- A proper balance should be maintained between protecting children/vulnerable adults and rights of adult/parents/carers but where there is a conflict the welfare of the child/vulnerable adult is paramount.
- Make links and cooperate with other relevant organisations and agencies.
- Co-operate with any other child /vulnerable adult care protection agencies and professionals by sharing information when necessary and working together towards the best possible outcome for the child/vulnerable adult concerned;

## Therefore, we

- Demonstrate that the rights of the child/vulnerable adult to protection from harm is paramount.
- Foster best practice.
- Have effective structures which demonstrate accountability.
- Have good recruitment policies and vetting practices.
- Support church organisations and personnel in safeguarding children/vulnerable adults.
- Report allegations where there is reasonable cause for concern and cooperate with civil authorities.
- Take just and appropriate action in relation to SCJM personnel who have abused.
- Take effective measures against future risk of abuse.
- Promote healing and reconciliation.

**Provincial Structures**  
**For Provincial Projects, Committees and Personnel**



Roles of Personnel and Committees see Appendix Document Pg. 51

**Safe Recruitment and Selection Checklist**

**Contact with children/vulnerable adult**

What contact with children will the job involve?

Will the employee have unsupervised contact with children/vulnerable adults or hold a position of trust?

What other forms of contact will the person have with children e.g. email, telephone, letter, Internet?

**Defining the role**

Have the tasks and skills necessary for the job been considered?

Does the job description make reference to working with and having responsibility for children/vulnerable adults?

**Key selection criteria**

Has a list of essential and desirable qualifications, skills and experience been developed?

**Written application**

Have all applicants been asked to supply information in writing including personal details, past and current work, volunteering experience?

Have you developed application forms?



Are there any immediate child protection concerns? If so please record what they are and state what actions have been taken by whom to address them:

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**9. Safeguarding Designated Person Details:**

Date form sent \_\_\_\_\_

**10. Details of Person Completing the Form**

Name \_\_\_\_\_

Tel Mobile \_\_\_\_\_

Email \_\_\_\_\_

Position in Congregation \_\_\_\_\_

Order \_\_\_\_\_

Form completed

Date \_\_\_\_\_ Time \_\_\_\_\_

Signed \_\_\_\_\_

(A copy must be retained by the recipient and filed in a secure location, and a copy must be sent to the designated officer and civil/statutory authorities)

**Definitions**

**Child:** Any person under the age of eighteen.

**Vulnerable Adult**

“Vulnerable Adult ” means a person, other than a child, who:

- (a) is suffering from a disorder of the mind, whether as a result of mental illness or dementia,
- (b) has an intellectual disability, colour
- (c) is suffering from a physical impairment, whether as a result of injury, illness or age, or
- (d) has a physical disability, which is of such a nature or degree--

- (i) as to restrict the capacity of the person to guard himself or herself against harm by another person, or
- (ii) that results in the person requiring assistance with the activities of daily living

**Older Person**

Any person who is over 65 years of Age

**Child versus Adult**

*The critical distinctions between child/ protection and protection of older people against abuse, the most important being the concept of dependence and independence. In the case of an older person unless they have been assessed to have impaired capacity, they are independent and this has to be taken into account in the context of any protective framework.*

## Definitions and Types of Abuse of abuse

### What is Abuse?

Abuse is a violation of an individual's human and civil rights. It may consist of a single act or repeated acts. It can be physical, verbal or psychological, it may be an act or omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship.

The abuse of children/vulnerable adult generally involves one or several forms of abuse: **physical abuse, emotional abuse, sexual abuse, neglect, self neglect and bullying**

### Physical Abuse

#### Definition of 'Physical Abuse'

Physical abuse of a child is that which results in actual or potential physical harm from an interaction, or lack of interaction, which is reasonably within the control of a parent or person in a position of responsibility, power or trust. There may be single or repeated incidents.

#### Physical abuse can involve:

- (i) severe physical punishment;
- (ii) beating, slapping, shaking, hitting or kicking;
- (iii) pushing, or throwing; burning or scalding;
- (iv) pinching, biting, choking or hair-pulling;
- (v) terrorising with threats;
- (vi) observing violence;
- (vii) use of excessive force in handling;
- (viii) deliberate poisoning;
- (ix) suffocation; drowning;
- (xi) allowing or creating a substantial risk of significant harm to a child/vulnerable adult

Physical abuse, as being a result of an act of commission can also be caused through omission or the failure to act to protect.

Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child/vulnerable adult.

Has the matter been referred to a member of the Sisters of Charity of Jesus and Mary Congregation?

Yes

No

If Yes

Date \_\_\_\_\_ Time \_\_\_\_\_

If no explain why " \_\_\_\_\_

Who was it referred to: \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_ -V

Address \_\_\_\_\_

\_\_\_\_\_

Tel \_\_\_\_\_

Email \_\_\_\_\_

### 8. Next steps

What actions were agreed and by whom when the matter was referred onto civil SCJM authority?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**6. Details of Concern, Allegation or Complaint**

Type of abuse alleged:

\_\_\_\_\_  
(Physical/Sexual/Neglect/Emotional/Financial/Institutional)

Details where alleged abuse/ concern occurred: \_\_\_\_\_

Date allegation/concern reported: \_\_\_\_\_ Time; \_\_\_\_\_

Does the child/vulnerable adult/ know this referral is being made?) \_\_\_\_\_

Person to be contacted regarding referral (if different from Designated Person)

\_\_\_\_\_

Contact Details:

\_\_\_\_\_

7. Action  taken

Has the matter been referred to civil authorities?

Yes No

If Yes,,

Date \_\_\_\_\_ Time \_\_\_\_\_

If no explain why \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Who was it referred to:

Name \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_

Telephone: \_\_\_\_\_ 58 \_\_\_\_\_

Email \_\_\_\_\_

**Emotional Abuse**

Emotional abuse is the persistent emotional ill-treatment of a child/ vulnerable adult such as to cause severe and persistent adverse effects on the child's/vulnerable adult's emotional development/state.

Emotional abuse is normally to be found in the *relationship* between a parent/carer and a child rather than in a specific event or pattern of events.

Examples may include:

- (I) the imposition of negative attributes on a child/vulnerable adult expressed by persistent criticism, sarcasm, hostility or blaming;
- (ii) conditional parenting in which the level of care shown to a child is made contingent on his or her behaviours or actions;
- (iii) emotional unavailability of the child's parent/carer;
- (iv) unresponsiveness of the parent/carer and/or inconsistent or inappropriate expectations of the child/vulnerable adult;
- (v) premature imposition of responsibility on the child;
- (vi) unrealistic or inappropriate expectations of the child's capacity to understand something or to behave and control himself/ herself in a certain way;
- (vii) under- or over-protection of the child;
- (viii) failure to show interest in, or provide age-appropriate opportunities for, the child's /vulnerable adult's cognitive and emotional development;
- (ix) use of unreasonable or over-harsh disciplinary measures;
- (x) exposure to domestic violence;
- (xi) exposure to inappropriate or abusive material through new technology.

**5.6 Definition of 'Sexual Abuse'**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. Sexual abuse occurs when a child is used by another person for his or her gratification or sexual arousal, or for that of others.

Examples of child sexual abuse include:

- (i) exposure of the sexual organs or any sexual act intentionally performed in the presence of the child;
- (ii) intentional touching or molesting of the body of a child/vulnerable adult whether by a person or object
- (iii) masturbation in the presence of the child or the involvement of the child in an act of masturbation;
- (iv) sexual intercourse with the child/vulnerable adult, whether oral, vaginal or anal;
- (v) sexual exploitation of a child/vulnerable adult, which includes inciting, encouraging, propositioning, requiring or permitting a child to solicit for, or to engage in, prostitution or other sexual acts. Sexual exploitation also occurs when a child is involved in the exhibition, modelling or posing for the purpose of sexual arousal, gratification or sexual act, including its recording (on film, video tape or other media) or the manipulation, for those purposes, of the image by computer or other means. It may also include showing sexually explicit material to children, which is often a feature of the 'grooming' process by perpetrators of abuse.
- (vi) consensual sexual activity involving an adult and an underage person.

In relation to child sexual abuse, it should be noted that, for the purposes of the criminal law, the age of consent to sexual intercourse is 17 years for both boys and girls. The Civil Authority will deal with the criminal aspects of the case under the relevant legislation.

All forms of abuse constitute a betrayal of trust and an abuse of power by an adult over a child or vulnerable adult.

**4. Parent/Carer Details ( where appropriate)**

Name \_\_\_\_\_

Address (if different from above) \_\_\_\_\_

\_\_\_\_\_

Tel \_\_\_\_\_ Mobile \_\_\_\_\_

Are they aware of the allegation, suspicion or complaint?

Yes  No

**5. Details of Alleged Perpetrator**

Name \_\_\_\_\_

Address \_\_\_\_\_

Tel Mobile \_\_\_\_\_

Relationship to child/ vulnerable adult (parent/priest/teacher etc)

\_\_\_\_\_

Position in Church/Order \_\_\_\_\_

Address at time of incident(s) \_\_\_\_\_

Current contact with children/ vulnerable adults if known (sits on board of governors of school,

runs youth activities, etc) \_\_\_\_\_

\_\_\_\_\_

Any additional information \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Child / Vulnerable Adult Protection Recording Form (template)**

**1. About the disclosure/concern**

Date of disclosure/concern \_\_\_\_\_

Time of disclosure/concern \_\_\_\_\_

How was the information received? (attach any written information to the form)

Telephone  Letter  Email  In person

**2. Details of person making disclosure/raising concern**

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Tel Mobile \_\_\_\_\_

Email \_\_\_\_\_

Relationship to child/ vulnerable adult or alleged victim \_\_\_\_\_

**3. Details of Child / Vulnerable Adult or Alleged Victim**

Name \_\_\_\_\_

DOB \_\_\_\_\_

Address \_\_\_\_\_

Tel Mobile \_\_\_\_\_

Ethnic origin \_\_\_\_\_

Language (is interpreter/signer needed) \_\_\_\_\_

Disability \_\_\_\_\_

Special needs \_\_\_\_\_

Parish / Order (if applicable) \_\_\_\_\_

**Definition of ‘Neglect’**

Neglect can be defined in terms of an omission, where the child/ vulnerable adult suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, and failure to access appropriate medical care or treatment.

Neglect generally becomes apparent in different ways over a period of time rather than at one specific point. It is the persistent failure to meet a child's basic physical and/or psychological needs such as the neglect of, or unresponsiveness to, a child's/vulnerable adult's basic emotional needs likely to result in the serious impairment of the child's health or development. Neglect may also occur during pregnancy as a result of maternal substance abuse.

Neglect or omission also includes non attending to the vulnerable persons spiritual needs.

**Definition of ‘Self Neglect’**

Gibbons (2006) defined it as: ‘The inability (intentional or non-intentional) to maintain a socially and culturally accepted standard of self-care with the potential for serious consequences to the health and well-being of the self-neglecters and perhaps even to their community.’ This definition shows the negative impact of self-neglect for the person, their family and community.

**Elder Harm/Abuse**

*Elder abuse is defined as “a single or repeated act or lack of appropriate action occurring within any relationship where there is an expectation of trust which causes harm or distress to an older person or violates their human and civil rights”*

## How to Recognise Child / Vulnerable Adult Abuse

Recognising child/vulnerable Adult abuse is not easy, and it is not our responsibility to decide whether or not abuse has taken place. We do have a responsibility and duty to act in order that the appropriate agencies can investigate and take any necessary action to protect.

### Physical Abuse

An important indicator of physical abuse is where bruises or injuries are unexplained or the explanation does not fit the injury or when it appears on parts of the body where accidental injuries are unlikely, e.g. on the cheeks or thighs. A delay in seeking medical treatment when it is obviously necessary is also a cause for concern. Bruising may be more or less noticeable on children/vulnerable adults with different skin tones or from different racial groups and specialist advice may need to be taken.

#### The physical signs of abuse may include:

- Unexplained bruising, marks or injuries on any part of the body
- Bruises which reflect hand marks or fingertips (from slapping or pinching)
- Cigarette burns, bite marks broken bones scalds.

#### Changes in behaviour which can also indicate physical abuse:

- Fear of parents/family members being approached for an explanation
- Aggressive behaviour or severe temper outbursts
- Flinching when approached or touched
- Reluctance to get changed, for example in hot weather
- Depression, withdrawn behaviour
- Running away from home in the case of children

## What is Elder Financial Abuse

Takes, appropriates, obtains, or retains real or personal property of an elder for a wrongful use or with intent to defraud, or both.

### How to Recognise Financial Abuse

- Signatures on cheques that do not resemble the elder's signature
- Legal documents signed when the elder is physically incapable of writing
- Expensive gifts made by the elder to a carer
- Power of attorney given by the elder when he or she lacks mental capacity
- A will being made when the elder is not mentally competent
- The elder adding the name of a carer onto real property or money accounts in exchange for commitments of continued care and or affection

### Role of the Local Designated Person

- Appointed by the PLT with regard to the relevant ministry
- Provides information and advice on safeguarding children and vulnerable adults issues within the ministry.
- Receives and acts upon all safeguarding children/ vulnerable adults concern within the ministry
- Reports allegations to the Safeguarding Rep and Civil Authorities as appropriate
- Liaises with and cooperates with Provincial Safeguarding DP, Provincial Committee for safeguarding children and vulnerable adult
- Maintains appropriate records in line with the safeguarding children and vulnerable adult Policy of the ministry and this S.C.J.M Policy.
- Reports to the Provincial Leader regarding the implementation of the ministry safeguarding children and vulnerable adult policy within that ministry

### **Role of the Support Person**

- Offers support to the accuser. Support will be offered to his/her family and community as appropriate

### **Advisor**

- Offers support to the accused. Support will be offered to his/her family and community as appropriate

### **Media Person**

- Relates to media, bearing in mind the need for privacy, fair play and justice

### **Role of Provincial Committee for Safeguarding Child and Vulnerable Adult**

- Ensures that records regarding policy, procedures, best practice and training are maintained and kept up to date
- Ensures that the policy is implemented by all SCJM personnel
- Ensures safeguarding children and vulnerable adult policies are adopted by the S.C.J.M are in line with National Guidelines
- A member of the Provincial Leadership Team will be appointed as a member of this Committee and will keep the PLT informed

### **Financial Abuse contd...**

- Lack of amenities, such as personal grooming items or appropriate clothing, when the elder can well afford it
- Under-deployment of the elder's existing resources that should be spent on housing, personal care, housing and maintenance
- Missing cash, jewellery and personal belongings
- Unusual interest by a family member in "conserving" the money being spent for the care of the elder
- Reluctance or refusal by "responsible party" to spend money on the elder's care
- A carer taking an inappropriate level of interest in the elder's financial matters
- 

### **Emotional Abuse**

Emotional abuse can be difficult to measure, and often children/vulnerable adults who appear well cared for may be emotionally abused by being taunted, put down or belittled. They may receive little or no love, affection or attention from parents or carers/relatives. Emotional abuse can also take the form of children not being allowed to mix/play with other children.

### **The Physical Signs of Emotional Abuse may include:**

- Failure to thrive or grow, particularly if the child puts on weight in other circumstances e.g. in hospital or away from their parents care
- Sudden speech disorders
- Developmental delay, either in terms of physical or emotional progress
- Emotional abuse include: neurotic behaviour e.g. sulking, hair twisting, rocking
- Being unable to play and fear of making mistakes
- Self harm
- Fear of parent/relative/carer being approached regarding their behaviour

### **Sexual Abuse**

Adults, who use children to meet their own sexual needs, abuse both girls and boys of all ages, including infants and toddlers. Unusually, in cases of sexual abuse it is the child's behaviour which may cause concern, although physical signs can also be present. In all cases, children who tell about sexual abuse do so because they want it to stop. It is important therefore, that they are listened to and taken seriously.

### **The Physical Signs of Sexual Abuse may include:**

- Pain or itching in the genital area
- Bruising or bleeding near genital area
- Sexually transmitted disease
- Vaginal discharge or infection
- Stomach pains
- Discomfort when walking or sitting down
- Pregnancy

## Elder Harm / Abuse

There are three basic categories of elder abuse:

- Domestic Abuse
- Institutional elder abuse
- Self-neglect or self-abuse

### Types of Abuse include

- **Physical:** including hitting, shaking, biting, grabbing, withholding food or drink, force-feeding, wrongly administering medicine, unnecessary restraint, failing to provide physical care and aids to living
- **Sexual:** including sexual assault, rape, inappropriate touching/molesting, pressurising someone into sexual acts they don't understand or feel powerless to refuse
- **Emotional or Psychological:** including verbal abuse, shouting, swearing, threatening abandonment or harm, isolating, taking away privacy or other rights, bullying/intimidation, blaming, controlling or humiliation; giving an older person the "silent treatment;" and enforced social isolation are examples of emotional/psychological abuse.
- **Financial or Material:** including withholding money or possessions, theft of money or property, fraud, intentionally mismanaging finances, borrowing money and not repaying
- **Neglect:** including withholding food, drink, heating and clothing, failing to provide access to health, social and educational services, ignoring physical care needs, exposing a person to unacceptable risk, or failing to ensure adequate supervision
- **Spiritual Neglect/ Harm**  
Including denying access to sacraments and to the practice of faith.
- **Discriminatory Abuse:** including slurs, harassment and maltreatment due to a person's race, gender, disability, age, faith, culture or sexual orientation.
- **Systems Abuse:** including the use of systems and routines which neglect a person receiving care. This can happen in any setting where formal care is provided.

## The Provincial Safeguarding Designated Person

- The Safeguarding Representative's responsibility is to receive information where it is alleged or suspected that a child/vulnerable/adult has been or is being abused by S.C.J.M. sister, employee, or volunteer  
  
and to:
  - Manage the allegation disclosure or concern and to inform the Provincial Team
  - Meets the complainant
  - Notifies the civil authorities
  - Meets the respondent with the Provincial as appropriate
  - Manages the case file from beginning to finish
  - Notes all developments and preserves all records securely
  - Liaises with the Safeguarding Local Designated Person as appropriate
  - Assists all relevant personnel to behave in accordance with their roles
  - Observes confidentiality concerning her work
  - Keeps all relevant personnel informed of developments in the case
  - Briefs the Westminster Safeguarding Office/CSAS
  - Facilitate good communications between the Province and Westminster Safeguarding Office/CSAS.



## Warning Signs of Elder Abuse or Senior Neglect.

### Structures

#### Role of Provincial Leader:

- Oversees the development, review, implementation, record keeping, training and audit of safeguarding children and vulnerable adults policy within the Province
- Is responsible for working through the Safeguarding DP in processing and dealing with allegations in conjunction with the civil authorities
- Is responsible for cooperation and liaison with the Westminster Safeguarding Office/CSAC
- Is responsible for decision making for all risk management in the Province concerning sisters and lay staff
- Appoints a Support Person as required.
- The outgoing Provincial Leader is responsible for ensuring that incoming Provincial Leader is given full access to all documentation and information regarding safeguarding children and vulnerable adult issues.

While one sign does not necessarily indicate abuse, some tell-tale signs that there could be a problem are:

- Bruises, pressure marks, broken bones, abrasions, and burns may be an indication of physical abuse, neglect, or mistreatment. Injuries, such as a slap, being restrained physically or chemically
- Being involved in a sexual act that was unwanted or not agreed to, like watching pornography
- Unexplained withdrawal from normal activities, a sudden change in alertness, and unusual depression may be indicators of emotional abuse
- Bedsores, unattended medical needs, poor hygiene, and unusual weight loss are indicators of possible neglect
- Behaviour such as belittling, threats and other uses of power and control by a Carer are indicators of verbal or emotional abuse.
- Strained or tense relationships, frequent arguments between the carer and elderly person are also signs. Where a carer looks after someone in a way that is convenient to them rather than what the person needs, thereby affecting their health
- Dehydration where adequate fluids are withheld
- Lack of personal care
- Bills not being paid
- Sudden loss of assets, friends or family or threats to gain access to someone's money, or to get them to change their will
- Not getting to medical appointments, not receiving sacraments or attending liturgies
- Deference or submission to a suspected abuser
- Change in behaviour or mood
- Isolation from usual network of friends, family or community

While elder abuse is covered under vulnerable adult abuse, due to the complexity of elder abuse it is also addressed in its own right.

## Bullying a Form of Abuse

### Definition:

Bullying is the persistent and repeated acts of aggression—verbal, psychological, physical or otherwise—that undermines the God-given dignity of people and causes deep psychological pain to those who are bullied.

Bullying is different from aggression between people of equal power. However, someone can have less power than others for many reasons – being shy, being different, lacking confidence, having problems at home, or lacking physical strength.

Bullying takes many different forms, by voice to others; or through any form of communication technology including talking on the phone, writing, texting, emailing, and recording.

*People who are being bullied are especially likely to feel* trapped and alone because they usually don't have a choice about where they live, go to school, or play.

A bullying situation involves the following three components:

- Unfair use of Power
- Intent to Harm
- Repeated Behaviour

Examples

### Physical Bullying.

Hitting or beating, pushing, pinching, tripping, choking, kicking, shoving, spitting, damaging property or possessions, stealing, locking in or out of a space, throwing objects at, physical acts that are humiliating such as “wedgies” or pulling up of skirts, threatening with a weapon, inflicting bodily harm.

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### Verbal Bullying.

Name-calling, jeering, teasing, taunting, slagging, threatening, intimidating daring others to do things they know to be dangerous or wrong,.

### Psychological Bullying.

Excluding, rejecting, isolating a person  
Demeaning, ridiculing, spreading nasty rumours/gossip  
Using peer pressure to intimidate  
Threatening gestures or looks  
Withholding information to ones own advantage that should be shared  
Engaging in hurtful and unwanted banter  
Engaging in pervasive and absolute silence when spoken to  
Using painful putdowns to hurt another  
Controlling others by our tears  
Demanding having ones own way in a decision making process  
Having worries dismissed  
Making decisions without consultation where it is appropriate

### Sexual Bullying

Unwelcome sexual comments, unwanted physical contact,  
Spreading rumours about a person's sexual orientation.

### Racist Bullying

Discrimination, prejudice, unwanted comments about colour, nationality, about ethnicity or comments about traveller background.

### Relational Bullying

Ignoring, huddling together to exclude others, spreading rumours, publicly humiliating, social rejection, threatening social rejection from the group.

## Possible Warning Signs of Bullying

### Physical Signs-

- Unexplained bruising ,cuts, scratches, sprains
- Stress-caused illnesses frequent minor illnesses, headaches, stomach aches.
- Damage to personal belongings

### Emotional and Psychological Signs-

- Loss of confidence/ personal worth, self esteem
- Becoming withdrawn or moody, irritable, upset
- Excessive tearfulness or crying
- Nightmares/ Distressed
- Excessive sensitivity to criticism
- Seeking to be alone
- Uncharacteristic outbursts of anger
- Implied or overt threats of suicide, feelings of helplessness and hopelessness
- Anxiety (shown by nail-biting, fearfulness. tics)

Of course, there are other possible reasons for many of the above.



## *Appendix Document*

A bully can destroy an atmosphere of love, peace and support in any home, community, ministry

An Anti– Bullying Charter and Policy is available in each area of ministry

## **Inappropriate Behaviour and Misconduct of Sisters of Charity of Jesus and Mary Personnel**

There may be instances where, in the judgement of the SCJM Safeguarding Representative a complaint does not constitute reasonable grounds for concern that child/vulnerable adult abuse has occurred, but rather indicates inappropriate behaviour misconduct or a breach of standards on the part of the person in question. In such instances, it may be necessary for the Provincial Leader to take further action and/or implement disciplinary procedures. Such action might include obtaining a professional assessment of fitness in order for them to continue with their duties; advice and counselling; a requirement to undertake special training or seek specialised assistance or written warning.

Given the gravity of an allegation of abuse care must be taken by employers, relevant management committees, and any others involved in dealing with the matter, to ensure that any communication with the person accused, or with their colleague or other associates, is clear and non-judgemental. Employers or managers should take care to ensure that actions taken by them do not undermine or frustrate any investigations being conducted by the civil authorities.

## Responding to Allegations of Abuse

**Aim** : To give clear guidelines as to how to respond to a child/ vulnerable adult who has a right to be listened to and heard and to receive a compassionate and appropriate response.

### Procedure

Any SCJM personnel who receives a concern, suspicion, disclosure or allegation of abuse, must act immediately and refer the matter to the Safeguarding Designated Person as soon as possible; the Safeguarding Designated Person will refer the complaint to Westminster Safeguarding Office .

### Initial Contact

Whenever possible and practical, take notes during the conversation. Always ask permission to do this and explain the importance of recording all information. Where it is not appropriate to make notes at the time make a written record as soon as possible afterwards and in any case before the end of the day.

3. Record the time, date, location (or if the matter has been communicated by letter or telephone), and persons present (Appendix document pg 56)
  - a. The record should : be signed and dated by the author. and include accurate identifying information as far as it is known. ie name and address of the person who has raised a concern (as well as their date of birth, and parents'/carers names and addresses where the person who has raised a concern/allegation is a child/vulnerable adult.
  - b. the name of the individual against whom the concern/s allegation is being raised and any other identifying information.
  - c. as much information as possible about the circumstances that led to the concern/allegation being raised, why the person is worried about the welfare and safety of the child or children /vulnerable adult.

## Promoting Healing and Reconciliation

Sisters of Charity of Jesus and Mary seek to ensure that those affected by child /vulnerable adult abuse are supported on the journey towards healing and reconciliation through the provision of a comprehensive range of human, practical professional and spiritual supports.

They consider and respond to the pastoral care needs of victims of abuse, their families and also those of the person accused, their family, colleagues and the community involved.

Protection for Persons Reporting Child Abuse Act 1998 provides immunity from civil liability to any person who reports child / vulnerable adult abuse "reasonably and in good faith" to Safeguarding DP or Civil Authorities. It also provides significant protection for employees who report child/vulnerable adult abuse.

The above Act created a new criminal offence of false reporting of child/vulnerable adults abuse.

### Implementation & Monitoring of the Standards

All policies, procedures and codes of conduct adopted by the SCJM are designed to keep children/vulnerable adults safe. To be effective these measures have to be implemented consistently and need to be checked regularly.

The following list details the actions taken to check and monitor how guidance is being carried out:

- Financial and human resources are in place for the implementation of the safeguarding children/vulnerable adult policy.
- The PLT will annually review the implementation of its policies and procedures and update any changes in legislation and guidance and provide Westminster Safeguarding Office with a summary of its findings.
- A summary of training events attended by or conducted by members of the Province (including a register of attendance) is recorded and kept on file.
- All incidents, allegations and suspicions of abuse in the Congregation are recorded and stored securely, in line with data safeguarding legislation.

- d. dates when the concern arose, or when the incidents occurred, the circumstances in which the concerns arose, or the incidents occurred -
  - e. any explanation offered to account for the risk, injury or concern.
  - f. the child's /vulnerable adults own statement using the words they used to describe the events or incidents if possible. Do not make assumptions about the intended meaning of words used.
  - g. details of any action already taken about the incident/concern / allegation
  - h. any views expressed by the child's /vulnerable adults parent's) /guardian (s) /or/carers about the matter.
- 4 Do not be selective
  - 5 All original records, including rough notes, must be passed immediately to the relevant Safeguarding Designated Person Any copies of records retained must be kept secure and confidential.
  - 6 Information about the existence of a potential allegation must always be communicated to the relevant Safeguarding person
  - .
- In cases of emergency, where a child /vulnerable adult appears to be at immediate and serious risk, an immediate report should be made to Westminster Safeguarding Office as well as to the relevant Safeguarding Designated Person. Under no circumstances should a child/ vulnerable adult be left in a dangerous situation pending the above intervention.*
- 7 Considerations should, in all cases, also be given to whether an immediate referral is necessary in order to preserve, and safeguard against the possibility of any loss, deterioration or destruction of potential forensic evidence.

9. Explain to the child/person raising the concern what will happen next, indicate who will be made aware of the information given by them. Leave contact details of the Safeguarding Rep in case the referrer needs to ask questions later.
10. It is important not to discuss the incident/concern with anyone other than those detailed in these procedures. Be patient, listen carefully and actively, and create a safe environment.

### Guidance on How to Respond to People Making an Allegation

Where information is given in person,

- Listen carefully to that person, but do not ask intrusive or leading questions
- Stay calm, take what the person raising the concern says seriously, and reassure them
- Allow the person to continue at his/her own pace
- Check with the person to make sure that you have understood what they actually said. Do not suggest words, but use theirs
- Make no promises that cannot be kept, particularly in relation to secrecy, but listen carefully to what is being sought.
- Explain these procedures and the referral procedures to the person
- Do not make any comments about the accused, assumptions or speculate
- Be aware that a person's ability to recount his or her concern or allegation will depend on age, culture, nationality and upon any disability which may affect use of language and range of vocabulary
- Adopt a listening style which is compassionate, calm and reassuring. If the information given to you shocks, disgusts or distresses you, do not allow these feelings to show. If you do, you may inadvertently dissuade the person from giving any further information
- Tell the person he/she is not to blame for the abuse

### Communicating the Church's Safeguarding Message

**Aim** This child/ vulnerable adult safeguarding policy and procedure document is required to be followed by all SCJM personnel, be they members, employees or volunteers. The PLT will ensure that the message of this document is communicated to all personnel. Practices are in place to facilitate personnel in having a good working knowledge of the policy and procedures.

- All SCJM personnel are provided with a copy of this policy document
- All members, employees and volunteers are required to comply with it
- Members must confirm that they have read and understand the document
- There are awareness-raising workshops for all members and training for those with roles in the safeguarding structure to ensure they have the skills and a good working knowledge of this document.
- Use is made of notices, weekend newsletters, pastoral letters etc. to further communicate the safeguarding message.

We work with the statutory authorities to

- i Ensure our message is "up-to-date" and in-line with best practice and legislation
- ii Report all allegations and share information as appropriate.

The congregation seeks to maintain a strong working relationship with the Westminster Safeguarding Office/CSAS new development practices are taken on board. We constantly review new ways of reaching out to people that have been hurt and communicating the message of how we want to be involved in keeping children/vulnerable adults safe from harm in the future.



- d. The Manager will continue to monitor behaviour of the person. Should this happen again, the Manager will issue a word of warning and spend some time retraining the person in best practice in working with children/vulnerable adults.
- e. A written warning is issued followed by a second written warning if necessary.
- f. The matter is then brought to the attention of the Safeguarding DP who will meet with the individual person to offer support and counsel. The individual will be advised as to the reason for the meeting in advance and given the right to have representation. A decision is then made as to whether the person has potential to reform or may be found unsuitable to work with children/vulnerable adults

If a person or persons note that the manager's action is inappropriate towards child/vulnerable adult she should approach the Safeguarding Rep if the matter cannot be solved otherwise.

- Avoid statements about your belief or otherwise, of the information given.
- Do not question beyond checking what has been said. It is the job of the Westminster Safeguarding Office/CSAC to investigate. There must be no probing for detail beyond that which has been freely given. It is important that everyone in the organisation is aware that the person who first encounters a case of alleged or suspected abuse is not responsible for deciding whether or not abuse has occurred. That is a task for the professional child /vulnerable protection agencies following a referral to them of the concerns about the child/vulnerable adult

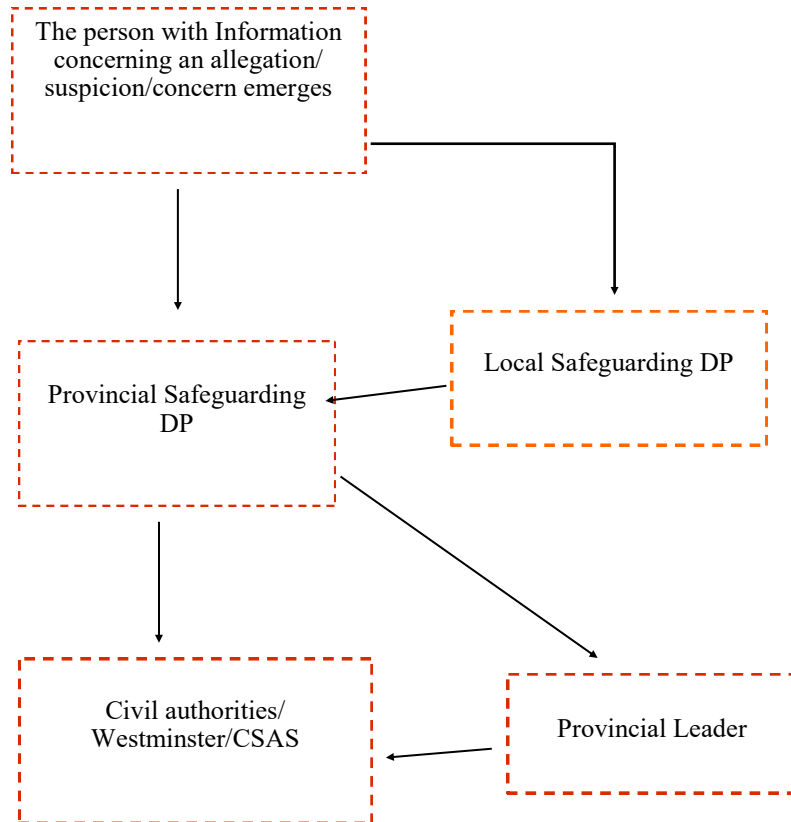
*All allegations of abuse against a member of the Congregation, or against a lay person who is an employee or volunteer in a SCJM ministry, shall be reported to the civil authorities by the Provincial Safeguarding Designated Person or the local Safeguarding Representative as appropriate. The local Designated Safeguarding Person informs the Provincial Safeguarding Representative that a report has been made.*

#### **Listening to a person who admits abusing a child/vulnerable adult**

It is necessary to tell a person who admits an offence against a child / young person/vulnerable adult that such information cannot be kept confidential. If such an admission is made to you, even where the admission relates to something which happened a long time ago, you must refer the matter to the Safeguarding Designated Person as soon as possible, who will follow the procedures for referral to Westminster/CSAS

## Reporting Flow Chart

How to respond to allegations and suspicions of child (only)



### Initial Concern

There may be a need for initial "checking out" with the child/vulnerable adult if there are concerns, for example, if a member of staff or volunteer notices any of the signs indicated in Part 1 of this document it may be appropriate to ask what happened or what is wrong. Care needs to be taken not to investigate; this should be avoided by not asking questions beyond initial checking out and listening to the words of the alleged victim for factual accuracy.

### Complaints Procedure

The SCJM has provided clear guidance on Codes of Behaviour to personnel working with children and vulnerable adults.

These clearly outline, what is and is not, the standard of good practice. These are in place to help develop and maintain a culture of respect and safeguard against harm to child/vulnerable adult.

- SCJM personnel understand clearly the procedures for raising concerns or suspicions of unacceptable behaviour towards children/vulnerable adults and will comply with SCJM Reporting Procedures. This may be done confidentially if necessary.
- Unacceptable behaviour by adults working with children/vulnerable adults will be dealt with in accordance with disciplinary procedures.

These include:

- a. The Manager/Other who has witnessed inappropriate behaviour will address the issue by calling attention to the SCJM Code of Behaviour for working with children/vulnerable adults.
- b. Should the child/vulnerable adult report unacceptable behaviour it should be taken seriously and the appropriate action taken in line with the complaints procedure.
- c. The Manager will help the person to realize that, rough play inappropriate language, harsh correction etc is not dealing respectfully with children/vulnerable adults and can cause them embarrassment, fear, humiliation and other negative outcomes.

## Reporting Flow Chart Vulnerable Adult/ Elder Person

### Induction, Training & Education contd..

- A function of the Safeguarding DP role is to be available to all members, employees and volunteers for advice, guidance and support.
- The Safeguarding DP builds his/her network of professional services, so that advice and specific information can be accessed.
- The contact details of the Safeguarding DP and other professional agencies and support services are made widely known, through the website, posters, and this policy document.

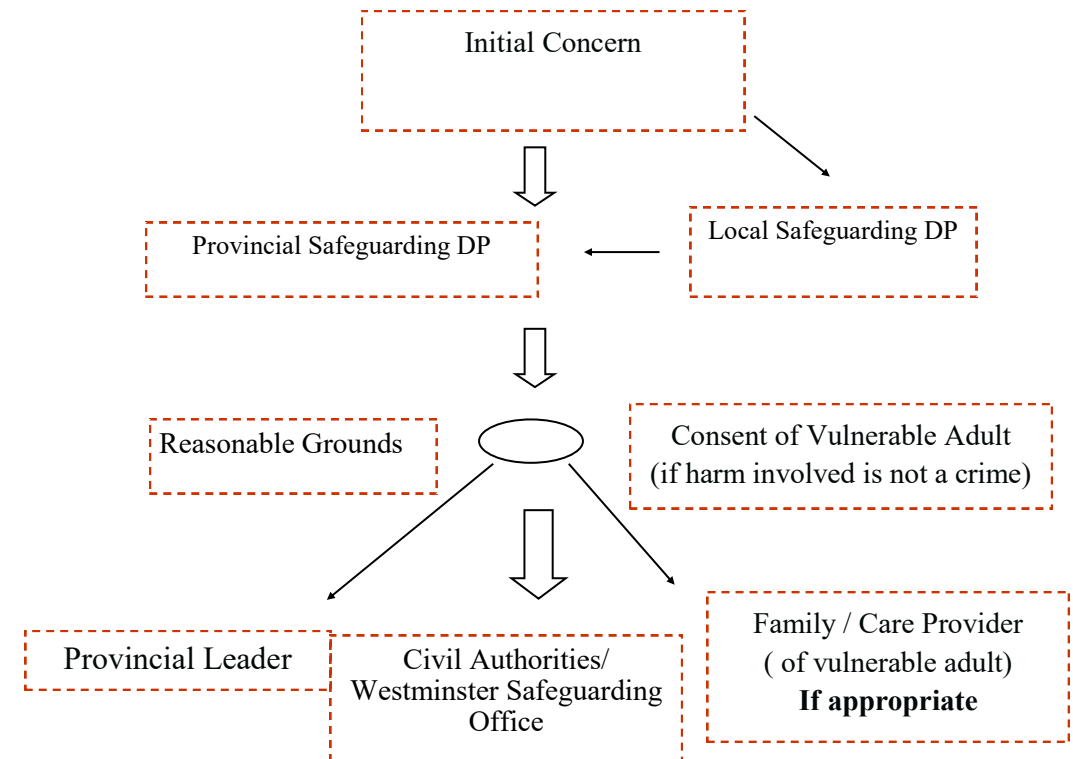
### Induction will include all policies/guidelines:

- Health and Safety/ Manual Handling
- Fire Safety
- Confidentiality
- Anti-Bullying

**Safeguarding Representative**

Sr. Helen O' Brien  
108 Spring Road  
Letchworth Garden City  
Hertfordshire  
SG6 3SL

Phone: 01462 682153



### Consent

The consent of the vulnerable adult should be sought prior to reporting any matter to the civil authorities and onto family and care service providers. Sometimes adults do not want civil authorities to take action to investigate or protect them from harm; People have a right to make such choices about reporting; however if a criminal act is suspected, it must be reported to the civil authorities.

### Record Keeping

Detailed records in line with Recording and Data protection should be maintained for all allegations of abuse. See Appendix document page 56

## Support Network

### Westminster Safeguarding Office

The Provincial Leader may seek the advice from Westminster Safeguarding Office in relation to :

- The complaint itself
- Ensuring the safety and welfare of the child /vulnerable adult remains paramount
- The appropriateness of providing help to a child making an allegation and to the family
- The appropriateness of the accused continuing in his or her present pastoral assignment, having regard to the paramount need to protect children/vulnerable adults
- How the right of the accused to a fair trial on any criminal charge may be preserved, and his or her good name and reputation may be appropriately safeguarded
- How to assess and manage risk
- The needs of a ministry or community in which an accused has served the needs of the wider community, including the appropriateness and timing of any public statement

### Accused Support Person

The Provincial Leader will appoint an Support Person who will be available to the accused to communicate the needs of the accused to the SCJM Leadership and assist, where appropriate, with the care of the accused and with communication. This Accused Support Person should not be her therapist or spiritual director.

## Induction Training & Education

Vigilance does not end with the appointment. Therefore all appointments should be subject to continued monitoring.

- Ensure all *staff*/volunteers receive training in the risk of abuse.
- The SCJM undertakes to facilitate appropriate training. The level of training required will vary, depending upon the level of responsibility of the role undertaken.
- Ensure all *staff*/volunteers are aware of the guidelines regarding allegations of abuse. (See pg 22) of this document  
It is essential that all who work with children and vulnerable adults have a sound knowledge of these procedures. This must form part of the ongoing awareness training and supervision of those who are:
- Appointed to work with children and vulnerable adults.
- The Safeguarding Designated Person (DP) maintains a training audit, on behalf of the Congregations. This is reviewed regularly to identify further training needs.
- All those in certain roles such as recruitment, managing complaints, managing risk, Safeguarding Rep support persons, are provided with training specific to their tasks.
- The Safeguarding DP is expected to keep updated on issues relating to safeguarding children/vulnerable adults by keeping abreast of changes in policy and guidance and attending relevant courses and conferences.
- Systems are in place for the Safeguarding DP to share new information, through meetings with relevant personnel.

## Safe Recruiting

### Interview

All applicants for paid or voluntary employment post working with children/ young children/vulnerable adults must be interviewed before being appointed. This provides them an opportunity to understand the requirements of the role, expectations, training and support provision. It also provides an opportunity for SCJM to establish the individuals: commitment to the role; suitability for the role; motivation for applying; experience and prior involvement in similar activities. A signed agreement to undertake a Disclosure enquiry with the DBS in the event that the person is to be offered the appointment.

### D.B.S

Once the Disclosure Application is processed by the DBS and there are no concerns/ grounds for denying the appointment these are sent to the Westminster Safeguarding Office/ CSAS ( see Application Flow Chart page 64)

This may require referral to the Statutory Agencies in line with “ Responding to Allegations” National Policy 2018. The Provincial Leader in consultation with the Westminster Safeguarding Office makes the final decision.

For a checklist for recruitment and selection of employees and volunteers see Appendix document Pg. 57-59

- Recruitment process see Appendix Document Pg. 63
- Disclosure Cert Flow Chart Pg. 64

### Support Person

The Provincial Leader will appoint a Support Person who will be available to those who make an allegation/disclose abuse. The person making the allegation will be offered a choice between a male or female Support Person.

The role of the Support Person is to assist, where appropriate, with communication between the child or adult making an allegation/ disclosure and the Safeguarding DP, to facilitate the child or adult in gaining access to information and help, and to represent their concerns during the inquiry process.

If the Civil Authorities decide that the case should proceed to court, the outcome may be:

- conviction
- acquittal
- mistrial- no determination of whether an offence occurred  
*Nolle Prosequi* - where the prosecution withdraws the charge of an offence.

Taking just and appropriate action to protect against future risk is an essential element of an effective child protection/vulnerable adults policy in which the welfare of children/vulnerable adults is paramount.

Where the determination is that abuse did occur, and the person is a member of the Congregation, or an employee of the Province, advice will be sought Westminster/ CSAS as to appropriate assessment, support, supervision and future status and ministry.

### Access to Advice and Support

**Aim:** Alongside receiving a compassionate and just response, those who have experienced child/vulnerable adult abuse will also be given information and advice and offered pastoral/support.

Advice and support is also offered to those members who have acted abusively, and they are encouraged to access professional help and treatment.

To ensure that anyone who has been abused or who has perpetrated abuse will be assisted and supported in seeking help, the PLT will

- Ensure that SCJM personnel with responsibilities for keeping children safe have access to specialist advice, support and information on child protection.
- Develop regular contact with the relevant child protection agencies and help lines
- Know how to respond to and support a complainant who has disclosed an abuse
- Ensure that the support offered to a person who may have been abused is appropriate and does not compromise any future inquiries or put the person at further risk
- Provide appropriate support to those who have perpetrated abuse

It is important to develop guidelines to reduce the risk to children/vulnerable adults :

- being groomed online by paedophiles
- experiencing online bullying
- accessing or being exposed to inappropriate or harmful material
- personal contact details not being secure
- personal images being uploaded and used without consent
- The consent of parents/carers (and children of appropriate age) should be sought before any media images (photographs/videotape/film) are taken, in accordance with Data Protection legislation.
- Photographs should only be taken by an authorised person who has a suitable reason related to the child/vulnerable adult.
- Mobile phone cameras are easily used without the subject being aware. One may choose to ban the use of mobile phone cameras but this is difficult to enforce.
- A photograph should not enable an unauthorised person to identify a child/vulnerable adult or their whereabouts.
- There should be a clear policy in all SCJM ministries on the use of email and internet
- All computers in offices should be monitored regularly to ensure that they are being used in accordance with stated policy.
- Where there is any suspicion or doubt a person with specialist knowledge of computer hardware and software should be asked to assess the purpose of the computer has been used
- Where a computer can be accessed by children it should be accessible only through the use of a unique username and password.
- Where this is not possible, children should be obliged to provide a signed record of the date time and duration of their use of the computer.
- Computers which can be accessed by children should always have appropriate filtering software
- A policy should be agreed with parents and guardians on taking of photographs and the making of video recordings of children involved in any activities and events
- The policy should address the question of where and for what purpose photos and images may be displayed
- Photos identifying children/vulnerable adults should never be used without the written consent of the parents/guardians and the child or vulnerable adult themselves and they should never appear in print with full name and detailed address
- One- to -one photos sessions with children/vulnerable adults are supervised.

## Trips away from Home

- All trips away involving children or vulnerable adults must be carefully planned
- Written consent from the parent /guardian must be obtained
- A copy of the itinerary and contact numbers be made available to the parents and guardians
- Adequate numbers of both sexes are available to supervise the activities
- Any activity using potentially dangerous equipment has constant adult supervision
- There must be adequate gender appropriate supervision and procedures put in place to ensure that rules and appropriate boundaries are maintained
- Privacy of children / vulnerable adults is respected
- Sleeping arrangements carefully planned in advance
- Separate sleeping areas for males and females and supervised by two adults of same sex as the group being supervised
- Under no circumstance should an adult supervisor share a bedroom with a young person - child or vulnerable adult
- Important to ensure that children/vulnerable adults are not normally left unattended;
- Workers know at all times where the children /vulnerable adults are and what they are doing
- Have appropriate and adequate provision of safe transport ( transport policy adhered to)
- Adequate insurance in place

## Anonymous Allegation

Enquiries should be made into anonymous allegations. However, they cannot be escalated to a formal investigation unless there is supporting evidence. Informal inquiries will be made and the details of these recorded.

Anonymous complaints are to be treated carefully. Anonymity might restrict the ability of professionals to access information or to intervene to protect a child/vulnerable adult.

## Mandatory Reporting

Beyond the scope of this guidance document on reporting, all citizens should be aware that in current criminal legislation in England it should be noted that a person can be charged with an offence relating to non-reporting of serious personal abuse.

Few allegations of child abuse/vulnerable adult are deemed to be false. However, those that are unfounded cause profound distress to people who are wrongly accused. Given the gravity of an accusation of abuse, it is important that when an allegation is deemed to be false or mistaken, all appropriate steps are taken by the SCJM to restore the good name of the sister, employee or volunteer who has been wrongly accused. The Provincial Leader, in consultation with the person against whom the allegation was made, shall decide on how they are to be supported and 'facilitated in resuming their duties.'

## Whistle Blowing

Sisters/Staff/Volunteers must acknowledge their individual responsibility to bring matters of concern to the attention of their Manager/ Provincial Leader although this can be difficult it is particularly important where the welfare of children/vulnerable adults may be at risk.

You may be the first to recognise that something is wrong but may not feel able to express your concerns out of a feeling that this would be disloyal to colleagues or you may fear harassment or victimisation. These feelings, **however natural, must never result in a child/vulnerable adult continuing to be unnecessarily at risk.**

**Don't think what if I'm wrong - think what if I'm right**

### Reasons for whistle blowing

- Each individual has a responsibility for raising concerns about unacceptable practice or behaviour
- To prevent the problem worsening or widening
- To protect or reduce risks to others
- To prevent becoming implicated yourself

### What stops people from whistle blowing

- Fear of starting a chain of events which spirals out of control
- Disrupting the work or project
- Fear of getting it wrong
- Fear of repercussions or damaging careers
- Fear of not being believed

## Health and Safety

There are lots of health and safety considerations when assessing the risk of events and activities.

Need to comply with the organisations health and safety guidance to make sure you ask yourself the right questions when planning an activity/ event

- **H**ow does the venue measure up in terms of health and safety requirements
- **A**re there fire precautions in place
- **B**uildings being used safe and meet the required standard
- **S**ufficient heat and ventilation
- **H**ave adequate changing areas and toilet and shower facilities, separate provisions for male and female
- **A**re the first aid facilities and equipment adequate - Access to phone
- **A**dequate and appropriate supervision must be provided for all events and activities for children and vulnerable adults
- **A**dequate gender appropriate supervision
- **I**nsurance cover is adequate.

Health and Safety Statement and Policy will be available in each area of Ministry



## Giving Children and Vulnerable Adults the confidence to speak out

The development and promotion of an ethos where children and vulnerable adults are listened to and valued, and adults are encouraged and supported to respond to allegations or concerns of abuse is imperative in safeguarding their welfare. There are many ways to ensure that this is done:

- **D**iscuss openly the safeguarding principles, policy, codes of behaviour and make sure they know who to approach if they have a worry or concern.
- **A**sk what makes them feel safe and not safe. Listen carefully and take account of what they say and assure them that they are being listened to.
- **D**isplay posters or have information leaflets about the specific client's safeguarding group and help lines. .
- **P**ublicise details of the Safeguarding Representative as appropriate, and include contact details.
- **M**ake sure that information on posters or leaflets is clear on what is not acceptable behaviour, such as bullying, racist language or threatening behaviour, etc. They should also state what will happen if the behaviour does not stop.
- **H**ave a copy of the code of behaviour and complaints procedure on display in the organisation and available to all staff, volunteers, clients, relatives, and visitors.
- **H**ave a suggestion box.
- **C**onsider how vulnerable children and adults can communicate their complaints especially if they have verbal communication difficulties. Remember how open these two vulnerable groups are to abuse. It is imperative that their communication needs are not overlooked.

## How to raise a concern

- You should voice your concerns, suspicions or uneasiness as soon as you feel you can. The earlier a concern is expressed the easier and sooner action can be taken.
- Try to pinpoint exactly what practice is concerning you and why.
- Approach your immediate superior/supervisor/manager.
- If your concern is about your immediate superior/supervisor/manager then please contact the Safeguarding Rep or externally the Westminster Safeguarding Children in the Catholic Church Contact details – CSAS see pg. 68
- Make sure you get a satisfactory response - don't let matters rest.
- Ideally, you should put your concerns in writing, outlining the background and history, giving names, dates and places wherever you can.
- Sister/Staff/Volunteer is not expected to prove the truth of an allegation but will need to demonstrate sufficient grounds for the concern.

## What happens next

- You should be given information on the nature and progress of any enquiries.
- Your supervisor/superior/manager has a responsibility to protect you from harassment or victimisation.
- No action will be taken against you if the concern proves to be *unfounded and was raised in good faith*.
- Malicious allegations may be considered as a disciplinary offence.

## Further advice and support

It is recognised that whistle blowing can be difficult and stressful. Advice and support is available from the Safeguarding DP or Safeguarding Office (Contact details page 68)

## Best Practices for Safeguarding

### Code of Behaviour for SCJM Personnel

**Aim:** To create an environment where the child/vulnerable adult are free from any harm, the personnel are suitable for the work, that they act appropriately and relationships are supportive and life giving

- It is important for all S.C.J.M. personnel who are in contact with clients to:
- Operate within the S.C.J.M. principles and guidance and any particular procedures.
- Treat everyone equally and with respect.
- Provide an example of good conduct you wish others to follow.
- Be visible to others when working with clients whenever possible.
- Challenge and report unacceptable or potentially abusive behaviour.
- Respect the person's boundaries and help them to develop their own sense of their rights as well as helping them to know what they can do if they feel there is a problem.
- Raise concerns about unacceptable behaviour through "whistle blowing" if necessary.
- Avoid situations that would compromise your relationship with the client, and are unacceptable within a relationship of trust.
- Make it clear that discriminatory behaviour or language in relation to race, culture, age, gender, disability, religion, sexuality or political views is not acceptable.

#### It is inappropriate to:

- Spend time alone with a child or vulnerable adult unless it is in the course of your work or Professional duty.
- Take a client to your own home.

#### Sisters, employees, volunteers and others must never:

- Hit or otherwise physically assault or physically abuse a client.
- Develop sexual relationships with a client.
- Develop relationships with children which could in any way be deemed exploitative or abusive
- Act in ways that may be abusive or may place a client at risk of abuse

Sisters, employees, volunteers and others must avoid actions or behaviour that could be construed as poor practice or potentially abusive.

For example they should not:

- Use language, make suggestions or offer advice which is inappropriate or sexually provocative
- Have a client stay overnight
- Sleep in the same room or bed as a client
- Do things for a client of a personal nature that they can do for themselves
- Condone, or participate in, behaviour of a client which is illegal, unsafe or abusive.
- Act in ways intended to shame, humiliate, or degrade
- Discriminate against, show different treatment, or favour particular clients to the exclusion of others

### Code of Behaviour for Children and Vulnerable Adults .

- To create an environment in which clients feel safe and valued, encouraged and affirmed, each ministry which caters for them will develop an appropriate Code of Behaviour. They will use age appropriate language, in consultation with them and their parents/ relatives. The Code should make clear that discipline problems will be handled in partnership with parents and relatives. The Code should make reference to the organisation's complaints procedure and how to use it
- A copy of the Code should be given to all participating clients and to their parents and relatives. The Code should be clearly explained to each client and should be signed by them (where appropriate).
- All staff and volunteers should be fully conversant with the Code of Behaviour and its application.