

The Archdiocese of Southwark  
Safeguarding Policy & Procedures.  
Children & Adults at Risk







# The Archdiocese of Southwark Safeguarding Policy & Procedures Children & Adults at Risk

This Policy applies to all Ordained Ministers, Religious, Parishioners, Volunteers or staff members who minister, volunteer, worship or work with children, young people or Adults at Risk within, or represent the Archdiocese of Southwark.

## The Archdiocese of Southwark Safeguarding Policy & Procedures Young People and Adults at Risk

Every human being has a value and dignity which we as Catholics recognise as coming from God's creation in his own image and likeness. Our Parishes and communities must be a place of welcome, where each person is respected and loved, and in which everyone receives and shares their unique gifts. Parishes must be communities where we support and protect each other. We must take care of the most vulnerable because of age, illness or disability or who may be vulnerable because of current or past life experiences.

Everyone in the Church has a responsibility to safeguard and promote the wellbeing of those that worship in our Church or who join us for an activity facilitated by Church members. When Church activities are organised well, with regards for the safety and well-being of all, we reduce the risk of avoidable harm to all participants and create spaces of true welcome in which respectful and enriching relationships can develop.

It is the Policy of The Catholic Church of England & Wales to safeguard the welfare of all children, young people and Adults at Risk by protecting them from neglect and from physical, sexual, emotional & psychological harm.

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## 1. Introduction

In line with The Catholic Church of England and Wales, the Archdiocese of Southwark is committed to safeguarding as an integral part of the life and ministry of the Church. We recognise that the welfare of children, young people and Adults at Risk is paramount and that all children, young people and Adults at Risk, have the right to equal protection from all types of harm or abuse. This Policy is subject to the laws and guidance of England and Wales, in-line with the Local Safeguarding Partnerships in England and at the very core of the Church's ministry.

1.1 This Policy is designed to assist Clergy, Religious communities, volunteers, staff, Parishes, and other Catholic groups, to understand their responsibilities towards safeguarding the welfare of any person who worships or is involved in activities organised in the name of the Catholic Church. The Archdiocese is committed to ensuring all our Ministry, activities and engagement within the wider community is held to the highest standards of safeguarding practice, is compliant with current legislation and fully accountable to the national procedures and the Charity Commission. These standards are in-line with policies and procedures outlined within CSSA National guidance, to ensure everyone has a clear understanding about their safeguarding responsibility.

1.1a Catholic schools, colleges and Academies in the Archdiocese are not covered by this Policy, as schools have their own separate policies and arrangements, based on similar principles.

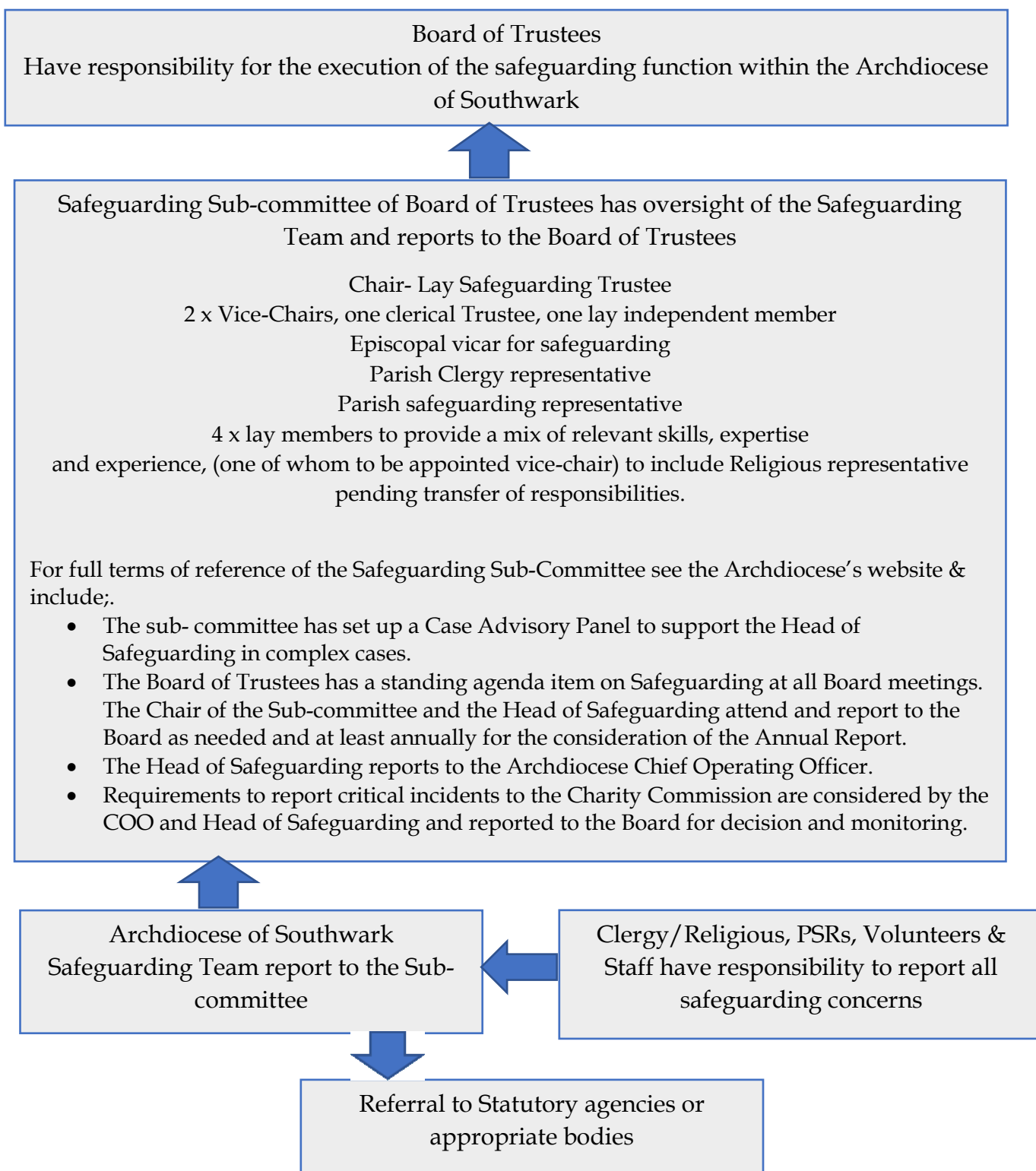
1.1b Establishing and strengthening a culture of compassion, honesty and openness helps us to recognise issues that impact on people or that an individual may consider likely to impact on them or their safety. This is particularly important when working with diverse communities or those who have disabilities and/or complex needs, to ensure that the Archdiocese is committed to continually learning and embedding good practice.

1.1c The Archdiocese Safeguarding Policy underpins every aspect of the Mission of the Catholic Church that the Archdiocese delivers. The Archdiocese acknowledges its responsibility to safeguard and promote the welfare of all children, young people and adults, who serve, worship, attend, contribute or work within the Archdiocese. Government legislation supports this policy and all these documents are underpinned by Human Rights Act 1998 and UN Convention on the rights of the child, 1992. For full details of legislation see **Appendix C**.

1.1d The Archdiocese understands that **safeguarding is everyone's responsibility** and must remain a priority across our communities. For the roles and responsibilities for safeguarding within the Archdiocese of Southwark see **Appendix K** and definition of roles see **Appendix L**.

1.1e This Policy has been developed by the Archdiocese Safeguarding Sub-committee and the Safeguarding Team and was agreed by the Diocesan Board of Trustee at their meeting on 6<sup>th</sup> October 2021. It will be reviewed and updated at least annually.

## 1.2 Safeguarding Governance within the Archdiocese of Southwark



**1.3 If any adult is unable to understand and/or uphold this Safeguarding Policy, Pastoral Standards and Safe Practices in the Conduct of Ministry or is unable to safeguard children, young people or Adults at Risk, then they cannot be considered for any volunteer or paid roles involving activities involving these groups.**



## 2. Guidance on Safeguarding within the Archdiocese of Southwark

Safeguarding is embedded in everything the Archdiocese does and the way that we do it. All Clergy, Religious, volunteers, parishioners and staff must ensure that they follow this Policy, whatever part of the organisation they serve in. It is the responsibility of all adults to ensure that their behaviour is appropriate at all times, as laid out in the Pastoral Standards and Safe Practices in the Conduct of Ministry (see Appendix H) and the Archdiocese Code of Conduct for staff & volunteers (Appendix J).

### 2.1 It is the responsibility of all Clergy, Religious, volunteers, parishioners and staff to:

- Promote and prioritise the safety and wellbeing of children, young people alongside Adults at Risk.
- Ensure that all reports of suspected or alleged abuse are taken seriously and are responded to and reported appropriately in line with this Safeguarding Policy.
- Ensure children & adults are provided with opportunities to disclose any relevant details about their circumstances and that this information will be treated appropriately.
- Ensure that everyone is clear about their roles and responsibilities in respect of safeguarding and will be provided with appropriate learning opportunities to recognise, identify and respond to signs of abuse, neglect and other safeguarding concerns relating to children & Adults at Risk.
- Securely maintain the confidentiality of any records in accordance with GDPR of all Children & Adult at Risk safeguarding concerns.
- Ensure that all adults undertaking roles and responsibilities with children & Adults at Risk are appropriately vetted and checked as per the National Safer Recruitment Policy, including where they are engaged in **Regulated Activity with children or with adults** & undertaken the relevant disclosure check.
- Prevent the participation of unsuitable individuals through the robust use of disclosure checking and the application of best practice in the safe recruitment for Clergy, Religious, staff and volunteers working with children, young people and Adults at Risk.
- Ensure that robust safeguarding arrangements and procedures are in operation and address any failure to comply with this Policy.

### 2.2 Abuse and Exploitation (defined by Legislation or relevant Guidance)

Abuse is a form of maltreatment and can either be inflicted by others or self-inflicted. Abuse can take place at home, education or within any physical environment. It can also happen in an online or virtual environment such as social media or gaming apps. An abuser can be anyone, but they are often known by the child, young person or Adult at Risk. An abuser may make every effort to build a trusting relationship with the child, young person or Adult at Risk and will often befriend or seek to maintain the respect of family, friends and colleagues. This is grooming behaviour. Abuse can occur in any relationship at any time. It can occur within any community, culture or religion. It may result in significant harm to, or exploitation of the person subjected to abuse

2.2a Although children, young people and Adults at Risk can experience the same types of abuse and the causes are often similar, Adults at Risk may have a right to make a choice in regard to the action taken and may not wish for statutory agencies to be informed.

Therefore, concerns in regard to Adults at Risk that reach the safeguarding threshold must

be referred into the Safeguarding Team to assess the concern, liaise and take appropriate action. Where an adult has capacity, the Safeguarding Team will usually communicate with the individual prior to any statutory referral being made. It is the policy of the Catholic Church in England and Wales to report all allegations of abuse to statutory authorities, regardless of whether the abuse occurred recently or in the past, or whether the accused person is living or deceased. Where a child has suffered or is at risk of suffering significant harm, statutory agencies will be informed, whether the parents/carers are in agreement or not, in-line with Government legislation.

**For definitions and explanations of Abuse, Neglect, Exploitation, Harmful traditional practices and specialised areas, see Appendix D.**

or NSPCC (<https://www.nspcc.org.uk/what-is-child-abuse/>)

Gov.uk <https://www.gov.uk/government/publications/safeguarding-policy-protecting-vulnerable-adults/sd8-opgs-safeguarding-policy>

**2.2b If any member of the Clergy, Religious, parishioner, volunteer or staff member has a safeguarding concern in regard to children, young people or Adults at Risk, their PSR or Parish Priest and/or the Archdiocese Safeguarding Team must be contacted for advice and guidance. The Safeguarding Team can be contacted on:  
020 7261 1606 or [safeguardingoffice@rcaos.org.uk](mailto:safeguardingoffice@rcaos.org.uk)**

## 2.3 Position of Trust

'Position of Trust' is a legal term that refers to certain roles and settings where an adult has regular and direct contact with children. Presently Clergy, staff or volunteers working within a faith setting are not included within legislation (outside of education). As part of the proposed legislation within the Police, Crime and sentencing Bill 2021, the role of Position of Trust is to be extended to include "Religious life." It is yet to be established if this will extend beyond ordained Clergy/Ministers to include those that volunteer or work within the Church. This new legislation will make it a criminal offence for the abuse of anyone under 19 (or 18 if not within an educational setting) where sexual conduct occurs, and the individual is identified as being in a position of trust due to their coaching, teachings or instructions for a religion. While not yet legally defined, it is important that all Clergy, volunteers and staff recognise the position of trust they have been placed in due to their position within the Church and always act responsibly and appropriately towards all.



### 3. Responding to allegations or concerns

#### 3.1 Responding promptly to every safeguarding concern or allegation

All safeguarding concerns and allegations **must** be reported to the Safeguarding Team (this can be via a PSR or Parish Priest) and will be dealt with promptly and in accordance with statutory safeguarding guidance and the National & Archdiocese Safeguarding procedures. Anyone who reports a safeguarding concern or allegation within the Archdiocese or directly to the Safeguarding Team will be treated with respect and compassion. All Clergy, Religious, PSRs, volunteers and staff will cooperate fully with any statutory authorities and/or Safeguarding Team enquiry. The Archdiocese Safeguarding Team may need to refer matters to statutory bodies without the consent of the child and/or their parent/carer. This is done in circumstances where a statutory agency requests the Team to do so, because they are undertaking a wider investigation or where there may be concerns that a child may be harmed if the parent/carer is informed. In all cases the relevant legislation pertinent to where the young person resides, or the location of any alleged offence, informs the Safeguarding Team's action. (See Flow chart for responding to allegations at **Appendix E**.)

If you wish to report any safeguarding concern, allegation or disclosure please contact the Safeguarding Team on 020 7261 1606 or [safeguardingoffice@rcaos.org.uk](mailto:safeguardingoffice@rcaos.org.uk)

#### 3.2 Treating the victims, survivors of abuse and those reporting other safeguarding concerns, with respect, care and dignity

The Archdiocese of Southwark recognises that abuse has a significant impact on an individual and their family. Whenever an allegation of abuse, a safeguarding concern or a report of poor practice is raised, the Archdiocese Safeguarding Team will offer support to those that have been affected. People will receive a compassionate response, be listened to and be taken seriously. The Archdiocese Safeguarding Team will respond in accordance with legislation and where appropriate this will be done in collaboration with the relevant statutory agencies. It is the policy of the Catholic Church in England and Wales to report all allegations of abuse to statutory authorities, regardless of whether the abuse occurred recently or in the past, or whether the accused person is living or deceased.

3.2a The Archdiocese acknowledges the potential distress and emotional effect when dealing with, witnessing or referring safeguarding matter for Clergy, Religious, PSR's, volunteers or staff.

Making a referral can be difficult, but everyone involved within the Church has a duty to report concerns or suspicions and has a right to do so in confidence and free from harassment. The Archdiocese Safeguarding Team will offer support, guidance and appropriate signposting to any individual who may have been impacted or raises a concern. If after reporting a concern, you do not feel that it has been adequately dealt with, the Archdiocese **Complaints or Whistleblowing Policy** is available on the Archdiocese website.

### 3.3 Treating those that are subject of concerns or allegations, with care, dignity and due consideration

In responding to safeguarding concerns or allegations of abuse, the Archdiocese Safeguarding Team will endeavour to respect the rights under criminal and civil law of any accused person. In addition, the Archdiocese Safeguarding Team recognises people who are subject to safeguarding concerns are vulnerable during any internal or statutory agency process. The Archdiocese will take all reasonable steps to offer a support person through this process.

### 3.4 Concerns raised regarding those that are not defined as “Adults at Risk”

In addition to accepting the statutory threshold for determining that an individual is considered to be an ‘Adult at Risk’, the Church recognises that at different times and in different contexts, adults can be vulnerable because of the conduct of individuals acting in the name of the Church. Where allegations are made in relation to adults who are considered vulnerable, but do not meet the statutory threshold for an “Adult at Risk”, the matter will be referred to the Head of Safeguarding for consideration as to whether it is appropriate to implement the safeguarding procedures to address the matter. Where appropriate, consultation will be made with the Vicar General and senior Clergy.

Concerns about conduct which do not meet the criteria for implementation of safeguarding procedures may be referred through the appropriate procedure or process e.g. complaints, disciplinary, canonical. Consideration must always be given to whether it is necessary to notify the Bishop, Religious Congregation Leader or their delegate for consideration as to whether any further action is required to address the matter.

For a flow chart highlighting this procedure within the Archdiocese of Southwark see **Appendix F**.

### 3.5 Process for the management of a concern or allegation

The Archdiocese of Southwark is committed to a robust, compassionate and transparent response to all concerns or allegations raised. All allegations or concerns will be taken seriously and managed as set out in the national guidance. The Archdiocese of Southwark Safeguarding Team will manage any matter that involves an individual who represents or represented the Archdiocese in any role, whether current or non-recent. Where appropriate, the matter will be reported to statutory agencies. Once statutory involvement is complete, with permission of statutory agencies or where the matter does not reach that threshold, an internal enquiry or assessment may take place to establish any risk and to ascertain the Archdiocese response. Safeguarding concerns regarding children raised to the Safeguarding Team will be managed in-line with the Government Document “Working Together” or regarding Adults at Risk, Governmental guidelines. Matters that relate to another Diocese or Religious order, will be transferred to the appropriate team and the Safeguarding Team will ensure communication is established before withdrawing from the process. For matters outside of this scope, the Safeguarding Team will also assist Parishes in their support of victims and survivors and ensure all statutory or other appropriate referrals are completed and that the relevant support is in place.

For a diagram of the full process see **Appendices A&B**. For a copy of “Working Together” see **Appendix G**.

### 3.5 Safeguarding Plans

Safeguarding plans are a preventative process regarding individuals (Clergy, Religious or Parishioners) attending Church:

- where they have been convicted of an offence against a child or adult
- where there is no conviction, but concerns remain about their conduct towards children or adults
- after investigation/enquiry concerns remain in regard to children or Adults at Risk
- where allegations have been made against them in regard to children or Adults at Risk and awaiting an outcome.

Safeguarding plans are put in place to manage any risk, while supporting individuals to attend Church safely. Where the allegation is found to be false, malicious or unsubstantiated, there will be no requirement to implement or continue being placed on a Safeguarding Plan.

The purpose of a Safeguarding Plan is to minimise potential risks to and protect the interests of any complainant and their families. It ensures effective management of any potential risks that have been identified by statutory agencies or other processes and aims to minimise the potential for further concerns or allegations to arise. Importantly a Safeguarding Plan offers both practical and emotional support for the individual subject to a plan, identifies and agrees the roles and responsibilities of named personnel from within Church, including the Parish Priest, PSR and external agencies involved. The process also allows for any required investigation to occur transparently, ensuring that there is no undue influence by the individual concerned and follows national guidance

The process is informed by identifying potential and actual risks. Where an individual signs and adheres to a Safeguarding Plan, there is no presumption of guilt, just an acceptance that the Archdiocese has identified risks that must be managed by a Safeguarding Plan. For full details see;

<https://www.csas.uk.net/wp-content/uploads/2018/05/Information-Sheet-Safeguarding-Plans.pdf>

[Safeguarding-Plans-management-of-risk-and-support-within-the-Church.pdf](#)

#### 3.5a Registered Sex Offenders

If any Clergy or Religious have contact with or become aware of any individual who has been placed on a Sex Offenders Order, the Safeguarding Team must be notified to ensure that the individual remains compliant with their order and to ensure appropriate safeguards are in place.

There may be cases that fall below the threshold of a Safeguarding Plan, but where the Archdiocese still consider that a limited risk or concern remains. In such cases the Archdiocese may require certain processes in place, such as a risk-assessment, removal from role, limited access to certain groups or other restrictions. Where this is required, the Safeguarding Team will explain this to the individuals involved.





#### 4. Supporting Survivors

The Archdiocese of Southwark recognises the impact of abuse on individuals and their families and has readily accepted the findings of IICSA (follow link for full report <https://www.iicsa.org.uk/investigations/investigation-into-failings-by-the-catholic-church>). We wish to continue to learn and develop our safeguarding service, by working closely with survivors of abuse and listening to their experiences. The Archdiocese of Southwark understands that some people may not report abuse endured at the time it occurred, especially if the abuse happened whilst they were a child. We would encourage anyone who feels they have an allegation or a concern from the past in regard to an individual who represented the Catholic Church, to come forward and talk directly to the Safeguarding Team. All communications will be managed sensitively and considerately. As set out in the National Guidance, to ensure the on-going safety of children, a disclosure will be reported to statutory or other appropriate agencies. This is to ensure that any perpetrator of abuse, is not still working or having access to children or Adults at Risk. The process will be fully explained to the individual and the Safeguarding Team will offer support throughout the process.

If you wish to report a concern to the Archdiocese Safeguarding Team or if you wish to speak to a member of the team or make an enquiry, please contact the Safeguarding Team on:

020 7261 1606 or [safeguardingoffice@rcaos.org.uk](mailto:safeguardingoffice@rcaos.org.uk)

## 5. Creating safer environments within the Archdiocese of Southwark

All Clergy, Religious, volunteers, staff and parishioners will respect children, young people and Adults at Risk. They will establish a culture where they prioritise the safety and wellbeing of children, young people and Adults at Risk to provide supportive and safe spaces for everyone involved. The Archdiocese will strive to support the creation and maintenance of environments which are safe for everyone who has dealings with them. The arrangements below detail some of the Archdiocese of Southwark's provisions to ensure the highest standards of safeguarding are maintained.

### 5.1 Creating safer spaces / Planning events involving children / Adults at Risk

The Archdiocese is committed to:

- Observing the rules established for the safety and security of children, young people and Adults at Risk, and that they are kept safe from harm whilst involved in any event or activities, while promoting and prioritising their safety and wellbeing.
- Recognising the position of trust in which individuals have been placed
- Referring all significant concerns about an individual's suitability to work with children, young people or Adults at Risk, or if we have had to remove an individual from their role within the Archdiocese, to statutory agencies in line with the "Working Together to Safeguard Children" guidance.
- Following strict guidelines for **ALL** electronic communication between adults and young people, so that we do not place anyone at risk of harm. There must be **no** individual electronic/Social Media communication between an adult and a young person. All such communication should be within a group, age appropriate and with more than one adult engaged within the communication. (See electronic media guidance on page 14 for further details.)
- Ensuring that children, young people and Adults at Risk, have access to adults that they trust and are clear on how to report their concerns.
- Ensuring all adults working with children, young people and Adults at Risk, familiarise themselves with all of the safeguarding and associated policies & procedures (which are updated when required), and those involved in activities run by or for the Catholic Church have read and understood CSSA national guidance on creating a safe environment- <https://www.csas.uk.net/wp-content/uploads/2018/11/Creating-a-Safer-Environment-1.docx>
- Ensuring that all children, young people, Adults at Risk and parents/carers have all the information they need to make an informed decision before participating in any event and activity.
- Ensuring when working with partner organisations, a term of our agreement will be that the third-party state: "We confirm that we have read and understood the Archdiocese of Southwark's Safeguarding Policy and agree to abide by it."

## 5.2 Internet/Social Media use

The internet and social media have many benefits for evangelisation and communication across the Archdiocese, but this must be utilised with responsibility and prudence. All contents and/or posts on a Parish site remain the responsibility of the Parish Priest, therefore if administrative rights have been delegated to a third party, a protocol must be agreed. Both Parish or Clergy's personal websites and social media sites must be lawful, abide at all times to the guidance set out in this Policy and the document of the Bishops of England and Wales "Caring Safely for Others" ([See Appendix H](#)) or the document "Integrity In Ministry" issued by the Conference of Religious of England and Wales, and in-line with the responsibility of the position of trust beholden on all ordained Ministers and Religious.

5.2a It is the policy of the Archdiocese of Southwark that:

- Personal social media accounts of any ordained Minister or Religious within the Archdiocese of Southwark, must be properly moderated to ensure any inappropriate content posted by a third party is removed and anything potentially illegal or of concern referred to the Safeguarding Team.
- That all reasonable efforts are made to ensure that the internet or social media is not used for the viewing or transmission of inappropriate images on Church property.
- Any possession, distribution or manufacturing of indecent images of children, will be immediately reported to the Police and the Archdiocese Safeguarding Team.
- The taking of and/or posting/display of photographs of children must only occur with the written consent of parents/carers.
- Children should not be identified by their full name in photographs and all must be mindful of the "Jigsaw" effect in regards to children's identity. This is the method for identifying a piece of information from two or more different (often unrelated) sources where the information's release was not intentional.
- An individual's home address must not be posted.
- If anyone replies or posts on any Parish social media account and indicates that they are at risk of harm or if someone appears to be at risk, this must be reported immediately to the Safeguarding Team. If it is believed that they may be in/or at risk of immediate harm, this must be reported **immediately** to the Police dialling 999 and subsequently to the Safeguarding Team.

**5.3 When "Live streaming"** parish services, it is critical that agreed procedures are followed with regard to permissions and notifications, in particular parental permission if any child's face may be visible (see- [Using video-conferencing platforms within Ministry](#) <https://www.csas.uk.net/wp-content/uploads/2020/12/Guidance-on-safeguarding-while-using-videoconferencing-platforms-for-ministry.pdf>)

## 5.4 Code of Conduct

It is imperative that all adults who minister or represent the Catholic Church, paid or volunteer, understand the position of trust that they have been placed. Therefore, all behaviour when ministering or working with children and Adults at Risk, must be of the highest standard. The Catholic Bishops Conference of England & Wales (CBCEW) have set



“Caring Safely for Others: Pastoral Standards and Safe Practices in the Conduct of Ministry” for all ordained Ministers. While these guidelines have been written specifically for ordained Ministers, the guidance can be followed by all adults who represent the Catholic Church in any other role whether as a volunteer or paid role. For an abridged version of “Caring Safely for Others” see **Appendix H**. For the complete text of “Caring Safely for Others: Pastoral Standards and Safe Practices in the Conduct of Ministry” please see the Archdiocese of Southwark website.

5.4a The code of conduct for All Religious working within the Archdiocese of Southwark, is set out in “**Integrity in Ministry**”, a document of principles and standards for Religious in England and Wales”. This document can be found on the Archdiocese of Southwark website. <https://www.cbcew.org.uk/wp-content/uploads/sites/3/2021/04/Caring-Safely-For-Others.pdf>

5.4b The Archdiocese of Southwark has a code of conduct for all staff and volunteers - see **Appendix K**.

5.4c CSSA have a code of conduct for leaders and helpers that should be utilised by all adults volunteering or working with young people within any context of the Catholic Church. (See - <https://www.csas.uk.net/wp-content/uploads/2018/05/Sample-Code-of-Conduct-Leaders-and-Helpers.pdf>)

## 5.5 Safer recruitment, ensuring adults are safe to work with Children & Adults at Risk

5.5a Safer recruitment is not just about the Disclosure and Barring Service (DBS) which checks criminal records. The Archdiocese of Southwark is committed to ensuring the right people are involved in working with and supporting children, young people and Adults at Risk. Following national procedures, there must be a robust selection and appointment process when applying to minister or volunteer/work with children or Adults at Risk. Enhanced DBS checks are required for specific roles which participate in “**Regulated Activity**”. Advice should be sought from a PSR or the Archdiocese Safeguarding Team to determine whether an enhanced DBS will be required and any general queries regarding safer recruitment.

The Safer Recruitment Policy is available on the Archdiocese of Southwark’s website.

5.5b It is the policy of the Archdiocese that all individuals undertaking Regulated Activity, must have a disclosure check appropriate to their role.

In line with our safer recruitment and safeguarding policies, an individual **must not** undertake a role until they have successfully

- completed the relevant recruitment checks for that role; and
- completed the required training for that role

In addition, no individual should be expected to undertake a role that they do not feel comfortable with.

#### 5.5c Regulated Activity with children comprises;

- Unsupervised activities: teaching, training, instruction, care or supervision of children, provision of advice/guidance on well-being or driving a vehicle only for children.
- Work for a limited range of establishments ('specified establishments') with an opportunity for contact with children e.g., schools, children's homes, childcare premises. This does not include work by supervised volunteers. Those who are in paid posts working 'frequently' in a specified establishment are still deemed to be in regulated activity.

**Frequency** is defined as work carried out by the same person more than 3 times a month with children or overnight between 2am and 6am, where there may be face to face contact with children and the work involves teaching, training, supervising, advising, guiding or caring for children.

**Supervision** means "day to day supervision as is reasonable in all the circumstances for the purpose of protecting any children concerned". Relevant unsupervised work is only considered Regulated Activity if it is carried out 'frequently'.

#### 5.5d Regulated Activity with adults comprises of 6 specific categories:

- The provision of health care by any health care professional to an adult, or the provision of health care to an adult under the direction or supervision of a health care professional.
- The provision of personal care which is defined as physical assistance with eating, drinking, toileting, washing, dressing, oral care or care of skin, nails or hair (but excludes hair cutting) because of the individual's age, illness or disability. This also extends to those training, instructing or providing advice on personal care provision and those who supervise the adult to do so.
- The provision of social work (meaning a social care worker under the Care Standards Act 2000).
- Assisting with general household matters for example assisting with managing a person's cash, paying a bill on someone's behalf or shopping due to the adult's age, illness or disability.
- Assisting in the conduct of a person's own affairs by virtue of a lasting power of attorney.
- Conveying adults to, from or between places where they would receive the above categories of service.

There are no 'frequency' criteria in respect of working with adults (people aged 18 years and over). The first time any of the above activities are engaged in it becomes "Regulated Activity" and the barred status of the person undertaking such activities must be checked **before** they provide the activity/service. Those who provide the day to day management or supervision of a person engaging in "Regulated Activity" with adults are also in "Regulated Activity". For further details please contact the Archdiocese Safeguarding Team or see- <https://www.csas.uk.net/wp-content/uploads/2019/03/Policy-and-procedure-for-Safer-Recruitment.pdf>

For safer recruitment flow charts see **Appendix I**.

5.5e Where the Archdiocese Safeguarding Team holds safeguarding information relating to an individual that meets the threshold or on request of the Local Authority Designated Officer (LADO) or statutory agency, a referral to the DBS or other disclosure authority will be made.

## 5.6 Lone working with adults

It is an important safeguarding principle when working with children, young people or Adults at Risk, to ensure that another adult is always present. There are some roles, in particular chaplaincy, where the nature of the role, necessitates working alone with adults, who may be vulnerable or at risk. If any role involves lone working with children, contact **must** be made with the Archdiocese Safeguarding Team for advice, prior to the commencement. If a role may involve lone working with adults, there are potential risks and therefore a written risk assessment should be completed which considers the following:

- Who knows where you are?
- Can you be seen by others?
- How would you raise an alarm?
- Are you in regular contact with your supervisor?
- Who has access to your diary?
- How do you keep yourself safe?
- How do you mitigate any risk?
- How do you ensure that the person you are working with feels safe?
- How do you minimise an allegation being made against you?

Lone workers should also be able to complete dynamic risk assessments that assess the environment, the client and the individual's perception of the situation. Lone workers must always be able to withdraw from any situation if they feel unsafe and must report this to their line manager as soon as they are able to.

For more details see

<https://www.suzylamplugh.org/Pages/Category/personal-safety-and-lone-working>

## 5.7 The Sacrament of Reconciliation

Everyone should be able to celebrate the Sacrament of Reconciliation in a way that affords both protection and privacy for both the individual and the confessor. There is a variety of means that can be adopted to achieve this goal, including;

- Use of the traditional confessional box where there is a fixed grill or a separate entrance for the Priest and penitent;
- An area where either the penitent or the Priest is within sight, although not within hearing of others;
- Behind a "frosted" screen, in a location where other adults are present,
- When a deaf child is celebrating the Sacrament, no screen for the penitent and the Priest can be in place. Therefore, other measures should be in place to ensure the integrity of the sacrament and satisfy safeguarding.

A Priest/Religious hearing a Confession must take care that he does not exacerbate the sense of shame in an individual who has experienced abuse or the sense of complicity that abuse victims experience. In line with canon 979, the confessor should act with prudence and discretion when asking questions. He must consider the age and the condition of the penitent.



The Priest should also be aware that if the disclosure of maltreatment and/or abuse during the Sacrament of Reconciliation raises safeguarding issues, any child is not confessing a sin and should be encouraged to speak outside of the confessional so that appropriate help can be sought. Similar action should be taken if an individual confesses to perpetrating abuse during confession.

### **5.8 Reporting concerning behaviour towards Ordained Ministers and Religious**

The Archdiocese of Southwark recognises that the public platform and position of Clergy or Religious, may make them vulnerable to behaviours or attack that is unwarranted and harmful. If any individual subjects Clergy or Religious to any harmful or sustained inappropriate behaviours or any act which is or may be unlawful, the Safeguarding Team would encourage the matter to be reported into the Team, so they can assist in the reporting or management of the behaviour. All reports will be dealt with in full collaboration with the complainant and managed sensitively and considerately.

## ***6. Promoting a culture of safeguarding***

All Clergy, Religious, volunteers, staff and parishioners will respect children, young people and Adults at Risk. They will establish a culture where the safety and wellbeing of young people and Adults at Risk is prioritised and provide supportive and safe spaces for everyone involved. The Archdiocese will strive to create and maintain environments which are safe for everyone who has dealings with them.

This will be achieved in part by the following commitments;

### **6a Training**

All Clergy, Religious, PSRs and staff are required to complete safeguarding training. This is mandatory and must be updated on a regular basis and at least every three years depending on their individual role. All staff members must also attend mandatory safeguarding training and this also should be updated every five years. The Archdiocese are committed to ensuring that safeguarding training remains updated and relevant so that all Clergy, Religious, PSRs, volunteers and staff members understand their individual and Diocesan commitment to ensuring that the safety and wellbeing of children, young people and Adults at Risk remains a priority. The Archdiocese will take all measures to strengthen and improve practice, and the Safeguarding Policy & Procedures will be subject to a regular cycle of review. We will communicate this through our comprehensive training package and updates, so that all Clergy, Religious, Volunteers or staff can keep up to date.

### **6b Handling of Data**

All information will be managed under the Data Protection Act 1998. However, this Act and human rights laws are not barriers to justified information sharing, but are a framework to ensure that personal information about living individuals is shared and stored appropriately.

Where necessary, the Archdiocese Safeguarding Team will share information with other organisations about individuals or an incident, even though there is no concern about abuse or harm. If this happens, The Archdiocese will only share information with the explicit consent of the individuals concerned OR if there is a duty to refer.

### **6c Confidentiality**

Sharing information is vital to protect children, young people and Adults at Risk from suffering or likely to suffer significant harm. However, information will only be shared with the relevant people and otherwise will be treated with the strictest of confidence to ensure that all individuals involved have trust in the handling of any allegation or concerns.

### **6d Encourage a culture of learning throughout the Archdiocese**

Keeping children, young people and Adults at Risk safe and dealing with all parties involved in any safeguarding enquiry respectfully is of paramount importance. However, The Archdiocese recognises that processes and outcomes can and must be improved. The Archdiocese is committed to being transparent about learning from these situations through a robust and effective quality assurance and compliance process which is monitored by Trustees and the Archdiocese Safeguarding Sub-Committee.

## 7. Reporting a concern or allegation

Please contact your PSR, Parish Priest or direct to the Archdiocese Safeguarding Team if you wish to raise a safeguarding concern or allegation. If you are concerned about the welfare of a child or adult at risk, do not delay in contacting the police, using 999 if a child, young person or adult is believed to be in immediate danger.

It is the policy of the Catholic Church in England and Wales to report all allegations of abuse to statutory authorities, regardless of whether the abuse occurred recently or in the past, or whether the accused person is living or deceased.

If you are in any role within the Catholic Church in England and Wales, you must refer allegations directly to the safeguarding office for your Diocese or religious congregation, or directly to the Police.

### 7.1. Archdiocese Safeguarding Team Contact Details

Tel Team: 0207 261 1606

Email Team: [safeguardingoffice@rcaos.org.uk](mailto:safeguardingoffice@rcaos.org.uk)

Emergency Out-Of-Hours:

## 8. Review

This Policy will be reviewed

- Every 12 months or
- Following any legislative changes, or;
- Following any learning by The Archdiocese of Southwark or The Catholic Church of England & Wales, or;
- As required by the Charity Commission, or;
- Any change in jurisdictional guidance, whichever comes first.

The Policy will be reviewed by the **Chair of the Archdiocese Safeguarding Sub-Committee of the Trustees** and the **Head of Safeguarding** and will be scrutinised by the Archdiocese Safeguarding Sub-committee which will make recommendations for revision to the Board of Trustees



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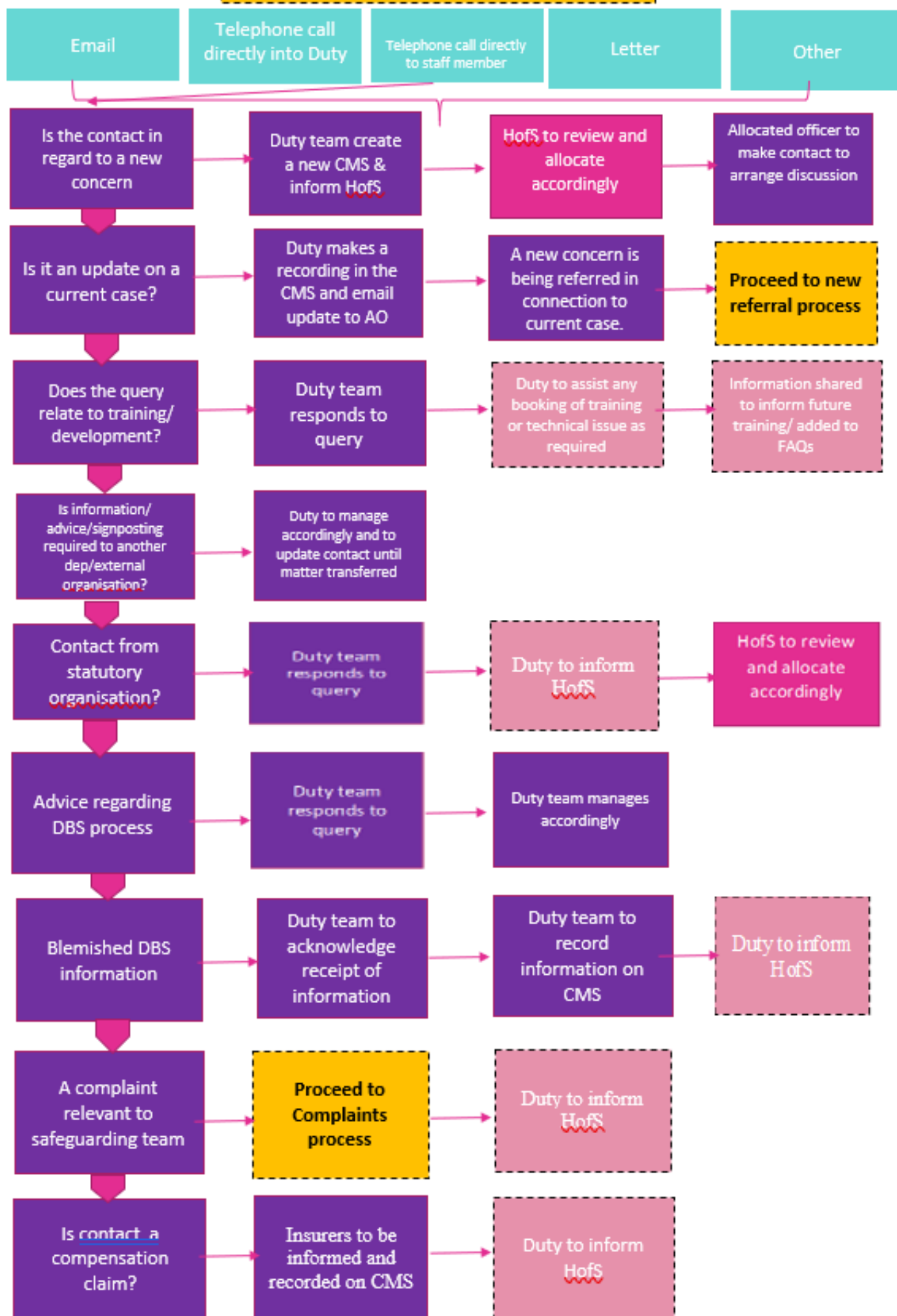
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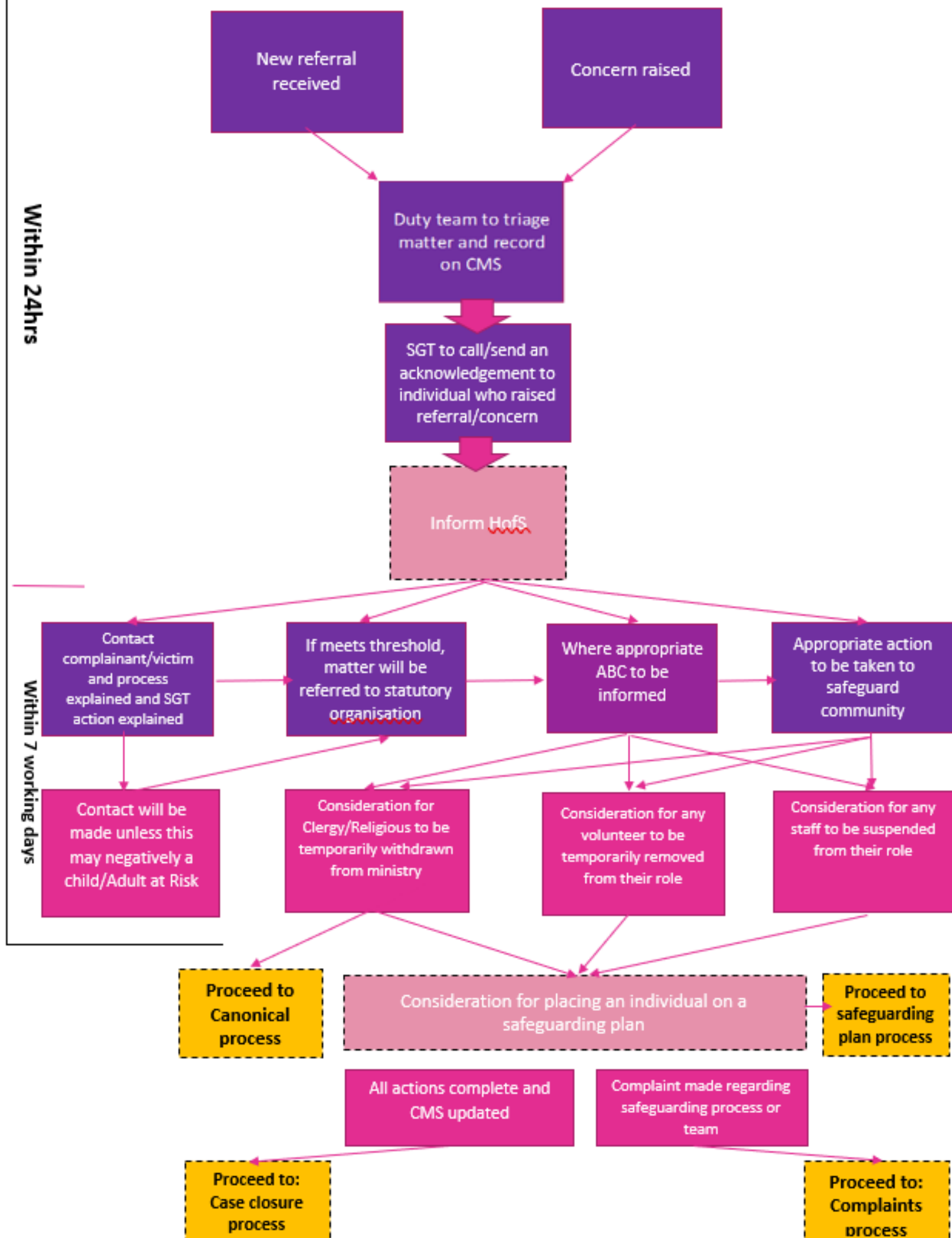
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New referral process & action

Same day / Within 24hrs



## Appendix A continued







## Legislation and guidance in England

This Policy complies with the following pieces of relevant legislation:

- **Children Act 2004**– All four countries have their own interpretation of the Act but in essence the Acts share the same principle i.e. the intention to ensure that the welfare and developmental needs of children and young people are met, including their need to be protected from harm.
- **Working Together to Safeguarding Children Guidance**– lays out the framework that all statutory and non-statutory agencies should follow to ensure everyone is working together to safeguarding children and young people.
- **Health, Safety and Welfare Act 1974 (UK wide)** – There is no specific legislation for youth organisations however there is a general duty for employers to protect and ensure a safe space for employees and volunteers.
- **Data protection GDPR 2018** – The GDPR explicitly states that children's personal data merits specific protection. It also introduces new requirements for the online processing of a child's personal data. Children have the same rights as adults over their personal data.
- **Equality Act 2010** – It consolidates previous anti-discrimination law in UK. It requires equal treatment to everyone.
- **The Counter-Terrorism and Security Act 2015** - gave local authorities a statutory duty to have 'due regard to the need to prevent people from being drawn into terrorism' (the 'Prevent duty')
- **Human Rights Act 1998 and the United Nations Convention the Rights of the Child** (signed up to in 1991 by UK government) – Some elements have been enshrined within UK law i.e. Article 1 definition of a child; Article 2 all children should be treated the same; Article 3, the best interests of the child must be a primary consideration in decision making; and Article 12 all children have the right to express their views freely, in all matters that affect them.
- **Safeguarding Vulnerable Groups Act 2006** - All people working with children and young people should be appropriately checks if they are undertaking a Regulated Activity on a regular basis
- **The Care Act 2014** - sets out a clear legal framework for how local authorities and other parts of the system should protect Adults at Risk of abuse or neglect.

*(This is not an exhaustive list)*

## Specific guidance for England

- Care Act, 2014
- Care and Support statutory guidance, 2016
- Children's Act 1989
- Children's Act 2004
- Children and Families Act, 2014
- Children and Social Work Act, 2017
- Education Act 2002
- Education Act 2011
- Equalities Act 2010
- Keeping Children Safe in Education, 2018
- Mental Capacity Act, 2005
- Safeguarding disabled children practice guidance, 2009
- Safeguarding Vulnerable Groups Act, 2006
- SEND code of practice, 2014
- Working Together to safeguard children, 2018

## Adult at Risk Relevant Legislation

This Policy complies with the following pieces of legislation specifically. See also Safeguarding Children and Young People Policy:

**Adult Safeguarding: Prevention and Protection in Partnership** - July 2015 places significant emphasis on prevention and early intervention to improve safeguarding arrangements for adults who are at risk from harm and abuse.

**Mental Capacity Act (2005)** - The Mental Capacity Act applies to anyone over the age of 16. Decisions about a young person's capacity and best interests can be made in the same way as for any adult.

**Children and Families Act 2014** - a child will become a young person once they reach the end of compulsory school age (i.e. the last Friday of June in the year the child turns 16). At that point parental rights under the law in relation to the young person's education will automatically pass to the young person themselves. However, if the young person is recognised as being covered by the **SEN and Disability Code of Practice 2015 ("the Code")** their family and parents should continue to be involved in discussions about their future. The young person may also ask them to help in other ways such as attending meetings, filling in forms or receiving correspondence on their behalf. This is particularly important for 16- and 17-year-olds, for whom parents will retain parental responsibility until they reach the age of 18 and in certain cases up to 25 years

*(This is not an exhaustive list)*

*Safeguarding is everyone's responsibility*



### **Types of abuse and exploitation** (defined by Legislation or relevant Guidance)

Abuse is a form of maltreatment and can either be inflicted by others or self-inflicted. Abuse can take place at home, education or within any physical environment. It can also happen in an online or virtual environment such as social media or gaming apps. An abuser can be anyone, but they are often known by the young person or Adult at Risk. An abuser may make every effort to build a trusting relationship with the young person or Adult at Risk and will often befriend or seek to maintain the respect of friends and colleagues. This is grooming behaviour. Abuse can occur in any relationship at any time. It can occur within any community, culture or religion. It may result in significant harm to, or exploitation of the person subjected

**Emotional/Psychological** – persistent emotional maltreatment of a person that results in their wellbeing or development being impaired. Some form of emotional abuse is involved in all types of abuse, but can also occur on its own.

**Physical** - is an individual's body being injured or hurt e.g. hitting, pushing or assault. Physical abuse can also be in other forms i.e. poisoning, inflicting illness upon another. It is an intentional act.

**Sexual** – involvement in a sexual act where the person does not wish to be involved, does not have the understanding to make an informed choice or through coercion e.g., rape, sexual assault, inappropriate touching or exposure. It may also include sexual exploitation, where gifts or bribes are offered. Sexual abuse can also occur across electronic devices or social media.

**Neglect/Act of Omission** – The failure to prevent harm that may damage, impair the growth or development of a child or young person by not meeting their basic physical or mental needs.

**Peer on peer abuse** - children and young people can also be abusers of other children, usually through bullying, sexual abuse, physical abuse, issues online, youth produced sexual images or any form of in

**Bullying** – Is a pattern of behaviour that can be threatening, aggressive, intimidating, abusive, insulting, offensive, cruel, vindictive, humiliating, degrading or demeaning. It can happen between young people, adults, in groups or singularly. It can happen within the 'real world' or happen "on-line".

**Online bullying or cyberbullying** - happens across social media networks, when gaming or mobile phones. Examples can include posting offensive material, spreading rumours or embarrassing images



**“Sexting” (including youth produced sexual images)** – when someone shares sexual, naked or semi-naked images of themselves or others or sends sexually explicit pictures. Sharing possession or distribution of such images of a person under the age of 18 is illegal in the UK. There are also criminal offences in regards to adults posting sexual images of other adults in certain circumstances.

**Drug or alcohol misuse** – is a pattern of behaviour which changes or alters the mood or mental state of an individual. Not all substances that can cause harm are illegal, but may cause long term issues.

**Self-harm or self-neglect** – deliberately causing harm to yourself by either hurting or putting yourself in harm’s way. Self-harm is mainly a coping strategy which young people adopt to release emotional stress. Self-neglect is the failure to care for yourself, E.g. personal hygiene, health or environment.

**Addiction** – is the inability to stop a particular behaviour (Alcohol, Drugs, Gambling etc) which can impact relationships, health, finances and career. Addiction often co-occurs with other issues and it can make people vulnerable to coercion and/or mental health issues.

#### Exploitation:

- ✚ **Sexual** – is where individuals are coerced into any form of sexual activity by power, money or status
- ✚ **Modern slavery / Human trafficking** – includes forced labour, domestic servitude, coercion, deceiving or forcing an individual into a life of abuse/servitude e.g. prostitution, drug running
- ✚ **Gang** - a group of people (any age) with a defined leadership and internal organisation that identifies with or claims control over territory in a community and engages, either individually or collectively, in illegal and possibly violent behaviour.
- ✚ **'County Lines'**-is a term used when drug gangs from cities expand their operations to smaller towns, often using violence to drive out local dealers and exploiting children and vulnerable adults to sell drugs.

#### Harmful traditional practices:

- ✚ **Forced marriage** –When someone is forced into a marriage without their consent, where violence or threats are used in the form of coercion to this end. This practice is illegal in the UK
- ✚ **Female genital mutilation** –Refers to a procedure which intentionally alters or causes injury to the female genital organs for non-medical reasons and without their informed consent. It occurs in the UK or an individual may be taken outside of the UK.
- ✚ **Honour based violence** – When incidents or crimes are committed to protect or defend the family’s honour/or of the community.
- ✚ **Domestic (Relationship) Abuse** – is abuse or violence in a relationship. It is a pattern of behaviour that can be a form of abuse and its purpose is to assert power over

another. From 2018 stalking is also included in this definition. It also includes coercive behaviour. Such abuse can happen to young people and adults.

**Financial** - the theft of a person's property or assets.

**Discrimination** – when someone is targeted because of a difference i.e., race, sex, gender, age, disability, religion or belief, sexual preference, appearance or cultural background, pregnancy and maternity, marriage or civil partnership

**Organisational/Institutional** – where an organisation fails to prevent repeated maltreatment, abuse or neglect of children or Adults at Risk

### Specialist areas of Safeguarding

Safeguarding is an underpinning principle of everything we do, sometimes a particular aspect of working with children, young people or Adults at Risk is not in itself a safeguarding issue, but may need to be managed by utilising safeguarding processes.

### Mental Well-being

Mental well-being is where an individual can cope with the normal stresses of life, can work productively and can make a contribution to their community. Anyone can experience good or poor mental wellbeing at any point in their lives. Mental health problems take many forms. It may vary in terms of strength, frequency of re-occurrence, an occasional crisis or a steady state over many years. Some individuals with a mental health issue can be at risk as they develop potentially harmful coping strategies e.g. anxiety attacks, self-harm or suicidal ideation. There may be a small risk in terms of aggressive behaviour.

We recognise that the Southwark Archdiocese has a legal duty under the Equality and Diversity Act to ensure accessibility for all. The Southwark safeguarding team seeks to encourage any person who is facing mental health problems to talk to their GP or a charity specialising in this area for advice and support.

### Radicalisation

Protecting children from the risk of radicalisation is a wider safeguarding duty and is similar in nature to protecting children from other grooming behaviours. All adults working or volunteering with children, should be able to identify children who may be vulnerable to radicalisation and know what to do when they are identified. While the Archdiocese outside of Education, do not have a legal duty under the Counter-Terrorism and Security Act 2015, to have 'due regard to the need to prevent people from being drawn into terrorism' (the 'Prevent duty'), we take all aspects of the safety and welfare of our young people seriously.

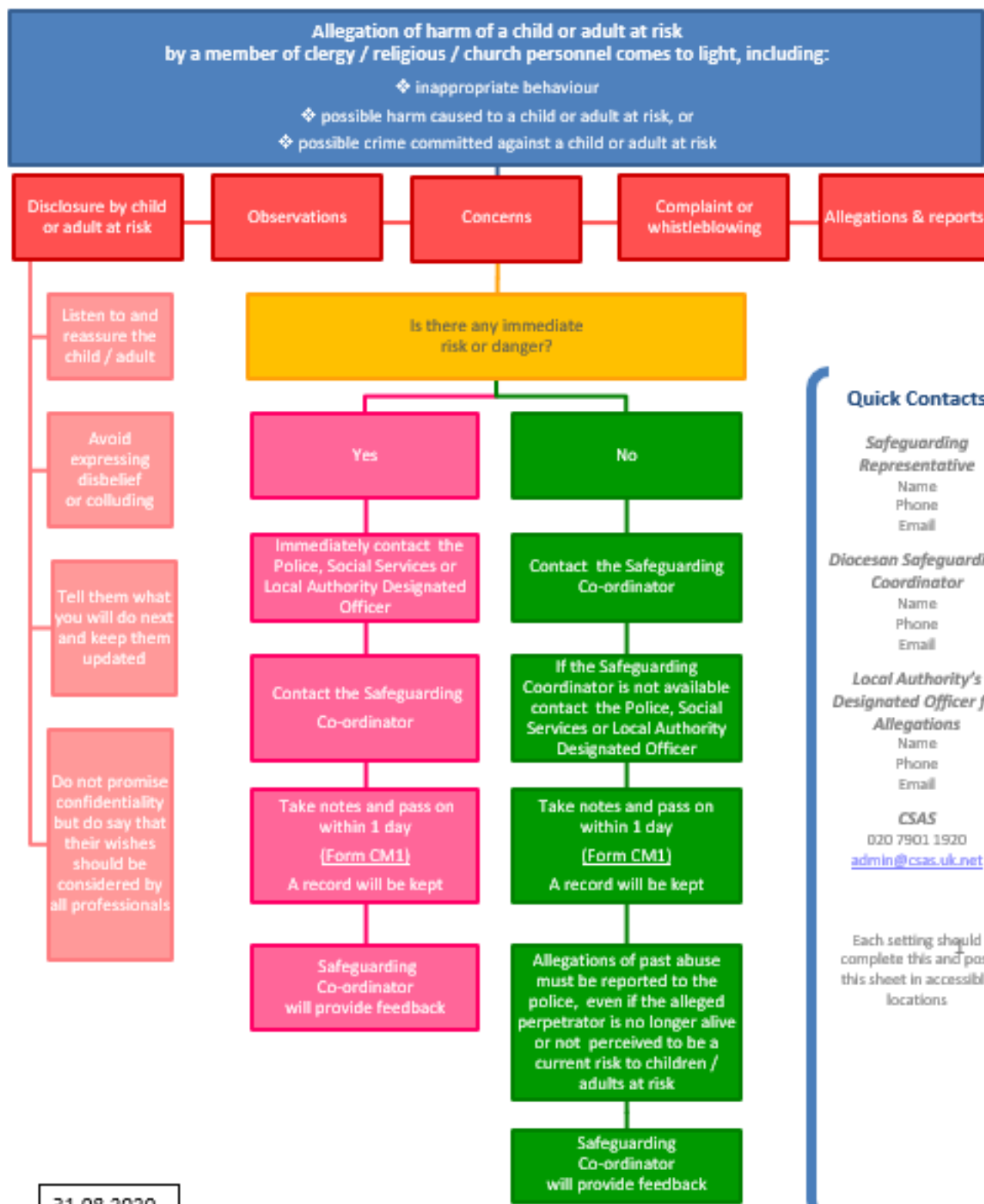
Radicalisation can occur within any community if extremist views are left unchallenged.

If any member of the Clergy, Religious, parishioner, volunteer or staff member has a concern in regard to any of these areas, contact the Archdiocese Safeguarding Team for advice and guidance.

# Appendix E (CSSA has yet to re-brand flowchart)

## Flowchart - responding to allegations of abuse or concerns about children and adults at risk

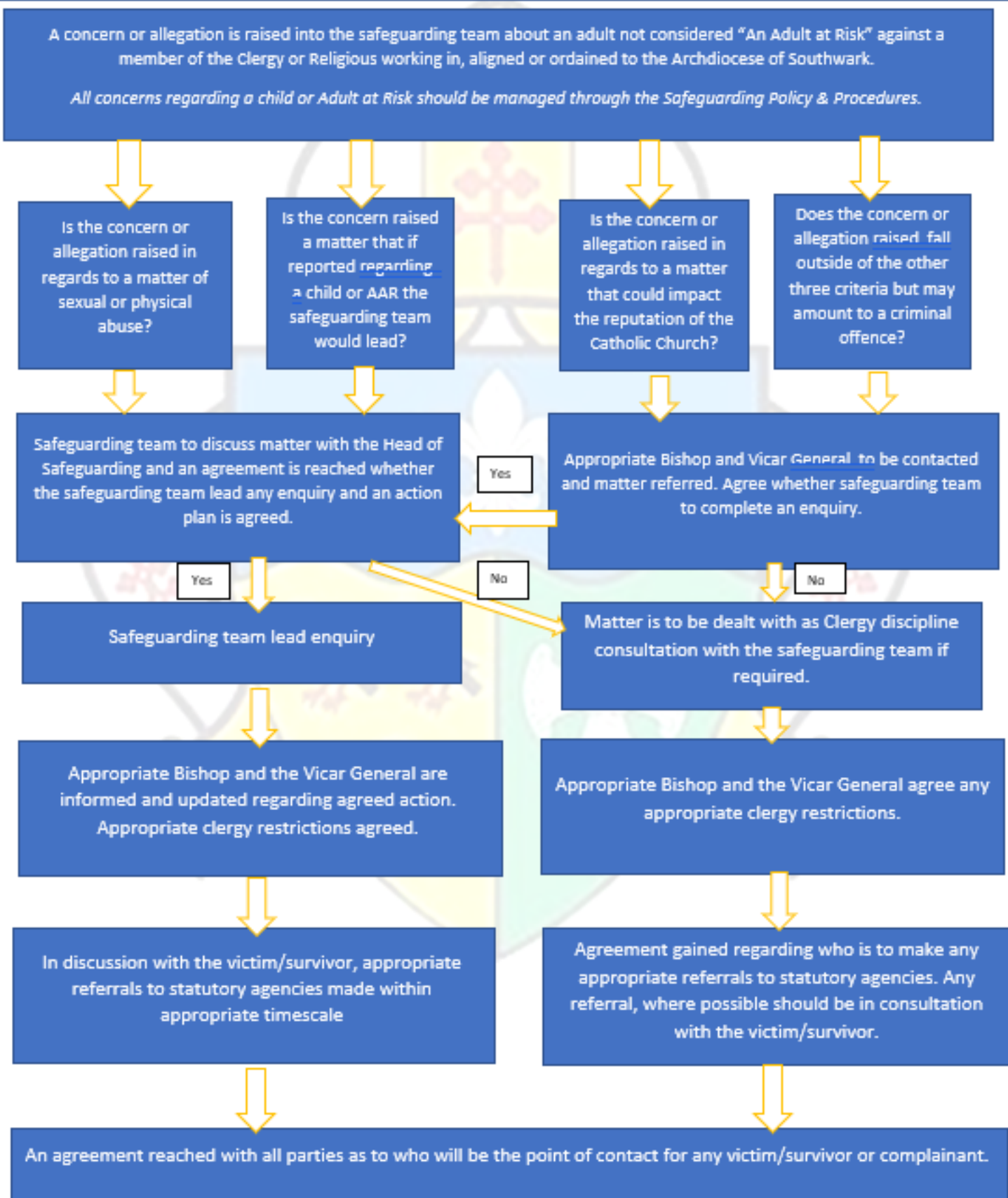
All concerns must be brought to the Safeguarding Representative, who in turn will contact the diocesan Safeguarding Coordinator. Never delay taking action. If you are unable to contact the Safeguarding Representative and/or Coordinator you can contact the Catholic Safeguarding Advisory Service (CSAS) if you require advice.





## Concerns raised regarding an adult who does not meet the threshold of "Adult at Risk" Guidance

Concerns and allegations relating to adults who do not meet the statutory threshold for being considered as an 'adult at risk' Care and Support, statutory guidance. In addition to recognising the statutory threshold for determining that an individual is considered to be an 'adult at risk', the Church recognises that at different times and in different contexts, adults can be vulnerable because of the conduct of individuals working in the name of the Church. Where allegations are made in relation to adults who are considered vulnerable but do not meet the statutory threshold, the matter should be referred to the Head of Safeguarding for consideration as to whether it is appropriate to implement the safeguarding procedures to address the matter.





[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/942455/Working\\_together\\_to\\_safeguard\\_children\\_Statutory\\_framework\\_legislation\\_relevant\\_to\\_safeguarding\\_and\\_promoting\\_the\\_welfare\\_of\\_children.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/942455/Working_together_to_safeguard_children_Statutory_framework_legislation_relevant_to_safeguarding_and_promoting_the_welfare_of_children.pdf)

Update on new edition of *Working Together to Safeguard Children*:  
**Publication date 2020**

In July 2018, the Department for Education published a new edition of the statutory guidance *Working together to safeguard children: a guide to inter-agency working to safeguard and promote the welfare of children* (Department for Education, 2018)<sup>1</sup>.

The guidance sets out what organisations in **England** must do to safeguard all children and young people under the age of 18.

This briefing outlines the main changes in the 2018 version. Key areas covered include:

- assessing need and providing help
- organisational responsibilities
- multi-agency safeguarding arrangements
- local and national safeguarding practice reviews
- child death reviews.

It also summarises further updates made in December 2020 in relation to information sharing, homelessness duty, references to domestic abuse and school's awareness of child mental health.

## Appendix H



### **Pastoral Standards and Safe Practices in the Conduct of Ministry (Redacted)**

With the trust we receive as ordained Ministers, as well as the welcome and access we are given into the lives of those we serve, comes the overall responsibility to conduct our ministry in a way that is always faithful to Christ. This means that the pastoral standards and the safe practices integral to our ministry must be known and understood, as well as adhered to and modelled in our behaviour. **The following are not an exhaustive but are among the most important:**

#### **1. Respect Human Dignity**

With the immense trust we receive, comes the duty to respect the dignity of each person as someone who is created in the image and likeness of God. This principle entails that we adhere to specific pastoral standards and safe practices in the conduct of our safeguarding ministry, namely to:

**1.1 Exercise a particular care and concern for all Christ's 'little ones'** and for those we encounter in our ministry whose lives are affected by any form of abuse. This requires that we:

- a. Promote and uphold the dignity, safety, health and wellbeing of children and adults at risk.
- b. Try to see, and conduct, all of our safeguarding ministry with the heart of Christ and through the eyes of victims and survivors of abuse, and the experience of their families.
- c. Pray for the victims and survivors of abuse, and for their families.

**1.2 Observe and comply with the safeguarding principles and standards, policies and procedures adopted for use by the Catholic Church in England and Wales.**

This requires that we:

- a. Fulfil our personal responsibility to complete and understand the mandatory safeguarding training provided by the Catholic Church in England and Wales.
- b. Maintain our knowledge and competence of good safeguarding practice through participation in the ongoing formation and training provided by the Church and, where necessary or appropriate, by other safeguarding agencies.

c. Become cognisant with the causes and signs of child abuse and the abuse of adults at risk and the steps to be taken for their protection.

d. Immediately follow the applicable reporting procedures if abuse or neglect is suspected, observed or alleged.

(Additional safeguarding training may be required in the exercise of particular ministries or chaplaincies, e.g., universities, schools, hospitals, prisons, etc.)

### **1.3 Acknowledge and be mindful of the position of trust which we hold, the 'power' which many people attach to our status as Clergy, and the authority which we exercise as an ordained minister.**

This requires that we:

a. Never abuse the immense trust that is placed in us.

b. Never abuse our authority or status as Clergy but always “strive not to be served but to serve”.

c. Demonstrate an exemplary respect for everyone we encounter.

### **1.4 Recognise that, particularly in our relationships with children and adults at risk, the position of trust which we hold and the authority which we exercise as an ordained minister requires us to be especially diligent in safeguarding their care and welfare.**

This requires that we:

a. Act with cognisance of the inequalities, the imbalance of 'power', and the risks that can accompany our relationship as a member of the Clergy with any person but particularly in our relationships with children and Adults at Risk and ensure that all our actions safeguard and serve their wellbeing.

### **1.5 Respect and maintain the boundaries appropriate to our relationships with every person in pastoral ministry, irrespective of their age or condition in life.**

This requires that we:

a. Observe proper spiritual, physical, sexual, emotional and psychological boundaries in every aspect of our conduct and in the exercise of our ministry.

b. Act only in those ways which are within our competence as Clergy and any professional qualifications we hold which relate to the exercise of our ministry.

Clergy, in the course of their ministry, often come into contact with people with care and support needs; it is important that they are able to identify abuse and recognise possible indicators of abuse.

Abuse of this trust by Clergy is sometimes referred to as '**clericalism**'. Clericalism is expressed in actions, words and attitudes which betray and abuse the trust placed in us as Clergy; it is inattention to the dynamics of power, or equally abuse of the dynamics of power, within the Church. These 'boundaries' promote the well-being of the people to whom a member of the Clergy ministers as well as of the member of the Clergy himself. Boundaries create a safe, transparent, accountable and

predictable environment; they help to establish clear roles and expectations and serve to protect and preserve the integrity of relationships in ministry.

- c. Make sure that our natural response to want to reach out and comfort those who are suffering or in distress is not repressed but is manifested as an appropriate expression of our care and support, and which prioritises the consent and needs of the recipient not the desire to give it.
- d. Avoid in our words and actions any suggestion that we are seeking or initiating emotional or sexual intimacy, coercing affection or manifesting personal favouritism.
- e. Observe the boundaries between a pastoral relationship and friendship.

**1.6 Respect our own dignity and needs, attend to the human, spiritual, intellectual and pastoral aspects of our need for ongoing formation in ministry, cultivate our spiritual and intellectual life, and have care for our physical health and emotional well-being with the conviction that the more effectively we live a mature human life, the more fully enriched will our pastoral ministry to God's people.**

This requires that we:

- a. Maintain our closeness and friendship with the Lord Jesus Christ.
- b. Maintain the relational and social dimension of our lives with family and friends.
- c. Avoid becoming isolated in our ministry by maintaining and fostering the bonds of fraternity with other Clergy in our deanery, diocese and the wider Church.
- d. Ensure we take sufficient relaxation and rest.
- e. Continue to nourish our intellectual life through further study.
- f. Collaborate with other Clergy and the laity in the exercise of our ministry.

**1.7 Understand, respect, and try to ensure that the individual needs of children and adults at risk are being met within the context and circumstances of the sacramental or pastoral ministry being provided.**

This requires that we:

- a. Actively promote, and model for others to follow, the practice of good safeguarding ministry in all aspects of our relationships with children and adults at risk.

**1.8 Always give witness in our use of information and communication technology to a way of life that respects the dignity and value of the human person.**

This requires that we:

- a. Always act chastely.
- b. Never deliberately access any websites or social media platforms that contain unchaste or sexually provocative imagery, and which may incorporate illegal images of children. (As well as being a criminal offence, the "production, exhibition, possession or distribution, including by electronic means, of child pornography, as well as by the recruitment of or inducement of a minor or a vulnerable person to participate in pornographic exhibitions" (Vos estis Lux Mundi, Art.1, §1, a, iii) is a delict against the sixth commandment of the Decalogue and subject to a canonical



penalty which may include dismissal from the clerical state. Because of the seriousness of the crime, jurisdiction is reserved to the Congregation for the Doctrine of the Faith)

**1.9 Seek reconciliation and resolve as far as possible any disagreements we have with those to whom we minister.**

This requires that we:

- a. Always act fairly and without prejudice or unjust discrimination.
- b. Seek mediation when appropriate or needed to assist in resolving disputes or a breakdown in pastoral relationships.

**2. Defend, Protect and Safeguard**

With the unique welcome we receive, comes the duty to defend, protect and safeguard the sacred value of all human life from its very beginning until its end, particularly the lives of those who are vulnerable and at risk. This principle entails that we adhere to specific pastoral standards and safe practices in the conduct of our safeguarding ministry, namely to:

**2.1 Provide, with the proper and appropriate assistance, a physically safe environment in our churches, parish halls and other parish facilities.**

This requires that we:

- a. Ensure that our places of worship and the facilities for which we hold responsibility are maintained and compliant with the requirements of statutory health and safety legislation.

**2.2 Provide personal pastoral or sacramental ministry only in places and at times of the day which offer a sufficiently open environment, and in an accountable manner.** This requires that we:

- a. Ensure that our pastoral ministry to children is conducted in an open environment where we are in view of other adults, or within their hearing.
- b. Ensure that the Sacrament of Reconciliation is celebrated with children in an open yet confidential setting or in a confessional where there is a physical separation between the child and confessor.
- c. Ensure that prudence and discretion are used, taking into account the condition and the age of the penitent, should there ever be a need for questions to be asked of the penitent during the celebration of the Sacrament of Reconciliation.
- d. Ensure that when we are leading or participating in pre-organised pastoral or social activities for children or adults at risk, there is at least one, and whenever possible two or more, other adults present.
- e. Maintain a written record of the date and time of the visits we make to the sick and housebound for whom we hold pastoral responsibility.

### **2.3 Assume the full burden of responsibility for establishing and maintaining clear, appropriate boundaries with children and adults at risk.**

This requires that we:

- a. Avoid being alone with a child or an adult at risk without the support and assistance of at least one other adult.
- b. Never permit a child that is unaccompanied by their parent or legal guardian, or an adult at risk who is unaccompanied by their carer, to visit or to stay overnight in the presbytery or any other residence we use.
- c. Never take a child or an adult at risk on a trip or vacation alone.
- d. Never give or provide alcohol (unless administering the chalice during Holy Communion), tobacco or other drugs to children or adults at risk.

### **2.4 Seek the assistance of, and work in close partnership with our lay collaborators (e.g., Diocesan Safeguarding Coordinator, parish Safeguarding Representative(s), parishioners exercising specific roles and responsibilities within the parish) and other agencies in the exercise of our safeguarding ministry.**

This requires that we:

- a. Ensure our lay collaborators, with the help that they provide us in the exercise of pastoral or sacramental ministry to children and adults at risk:
  - undergo the appropriate training;
  - observe and comply with the safeguarding principles and standards, policies and procedures which have been adopted for use by the Catholic Church in England and Wales;
  - work in an open and accountable manner;
  - and, where they do not, ensure they are held to account.
- b. Refer to other agencies for help where appropriate or when advised to by the Church's professional safeguarding staff or by the statutory authorities.

### **2.5 Stand ready to be held to account, and hold to account those with whom we collaborate, for the way we exercise our safeguarding ministry.**

This requires that we:

- a. Be willing to accept questions or criticism regarding the good practice of our safeguarding ministry.
- b. Be willing to question or challenge our lay collaborators regarding their good practice in the work of safeguarding children and adults at risk.

## **3. Communicate with Care**

With the 'privileged access' we receive, comes the duty model all communication in thoughts, words and actions on the person of Jesus Christ and exercise the sacred ministry entrusted to us faithfully, responsibly and sensitively. This principle entails that we adhere to specific pastoral standards and safe practices in the conduct of our safeguarding ministry, namely to:

*Safeguarding is everyone's responsibility*

### **3.1 Communicate with children and Adults at Risk in a way that mirrors the humility, patience, gentleness and compassion of Christ.**

This requires that we:

- a. Ensure that we use only appropriate and respectful forms of interaction.
- b. Exercise care and prudence when preaching or giving talks on sensitive issues in the presence of children and adults at risk.
- c. Acknowledge the position of authority we hold and never speak to a child or adult at risk in a sarcastic, derogatory or offensive manner.
- d. Be mindful of, and seek to understand, the cultural differences of children and adults at risk, and their families, who are migrants or from ethnic minority backgrounds.

### **3.2 Maintain clear and appropriate boundaries with those for whom we provide pastoral care.**

This requires that we:

- a. Avoid any behaviour that could reasonably be interpreted as coercive or controlling (coercive or controlling behaviour is an act or a pattern of acts of assault, threats, humiliation and intimidation or other abuse that is used to harm, punish, or frighten a person), harassment or bullying (harassment or bullying can occur as a result of a single incident or a pattern of behaviour where the purpose or effect is to create a hostile, offensive humiliating or intimidating environment).
- b. Refrain from using any physical contact that is not integral to the administration of a sacrament (nor use any unnecessary physical contact that is not in the presence and sight of a child's parent, legal guardian, teachers or other responsible adult).

### **3.3 Communicate and behave in a manner which is modelled always on the life of Christ.**

This requires that we:

- a. Refrain from conduct that is unsafe when exercising ministry by never being under the influence of alcohol, nor under the influence of any prescription medication that may adversely affect our capacity to safeguard children or adults at risk.
- b. Never use profane language or make indecent, vulgar or sexual comments; nor make jests or pranks that could be reasonably perceived as suggestive by others.
- c. Never make disparaging remarks about children or adults at risk, neither in private conversation, public discourse nor on social media.

### **3.4 Demonstrate prudence and self-awareness in the choices and decisions we take.**

This requires that we:

- a. Be vigilant in the awareness and consideration of how our actions, even performed with good intentions, can be misinterpreted or seem intrusive and intimidating by children and adults at risk.

### **3.5 Never use our status to solicit or obtain any personal benefit or financial advantage.**

This requires that we:

- a. Refrain from managing the finances and goods of any lay person, especially an adult at risk, without the permission of the Ordinary.
- b. Exercise prudent judgement in giving gifts to, and receiving gifts from, an individual child or adult at risk.
- c. Refrain from accepting personal gifts of high value or money offered by an adult at risk, yet endeavour to demonstrate with sensitivity our gratitude for their generosity.

### **3.6 Use electronic forms of communication and other media, respectfully, responsibly and transparently.**

This requires that we:

- a. Never invite children or adults at risk, or accept invitations from them, to be 'friends' or contacts on any personal social media sites we use, or otherwise interact with them on those sites. (E.g., As 'friends' on a personal Facebook profile.)
- b. Refrain from communicating with a child on a one-on-one basis via technology or social media (including text messages or email) unless we have first obtained the written consent of that child's parent or legal guardian.
- c. Always be transparent by: ensuring that any media we use to communicate with a child can be supervised by their parent or legal guardian; using a form of media which enables a copy of the communication to be sent simultaneously to the child's parent or legal guardian; and, identifying ourselves clearly by name, as well as the pastoral office we hold, in all communications with children and adults at risk.
- d. Notify immediately the Safeguarding Coordinator and Vicar General of any inappropriate forms of comments, images or behaviour that we receive from a child or adult at risk.

### **3.7 Respect the vulnerability and right to privacy of the children and adults at risk to whom we provide pastoral and sacramental care.**

This requires that we:

- a. Refrain from making any kind of video or audio recording of the pastoral or sacramental care given to children or adults at risk without the prior written permission of the parent (or the legal guardian) of each child or the permission of each adult at risk (or their official carer).
- b. Obtain the written permission of a child's parent or legal guardian before using a child's name or image in any newsletter, website or other publication.

**3.8 Ensure that the personal data and confidentiality of those who seek and receive our pastoral ministry is respected and maintained.**

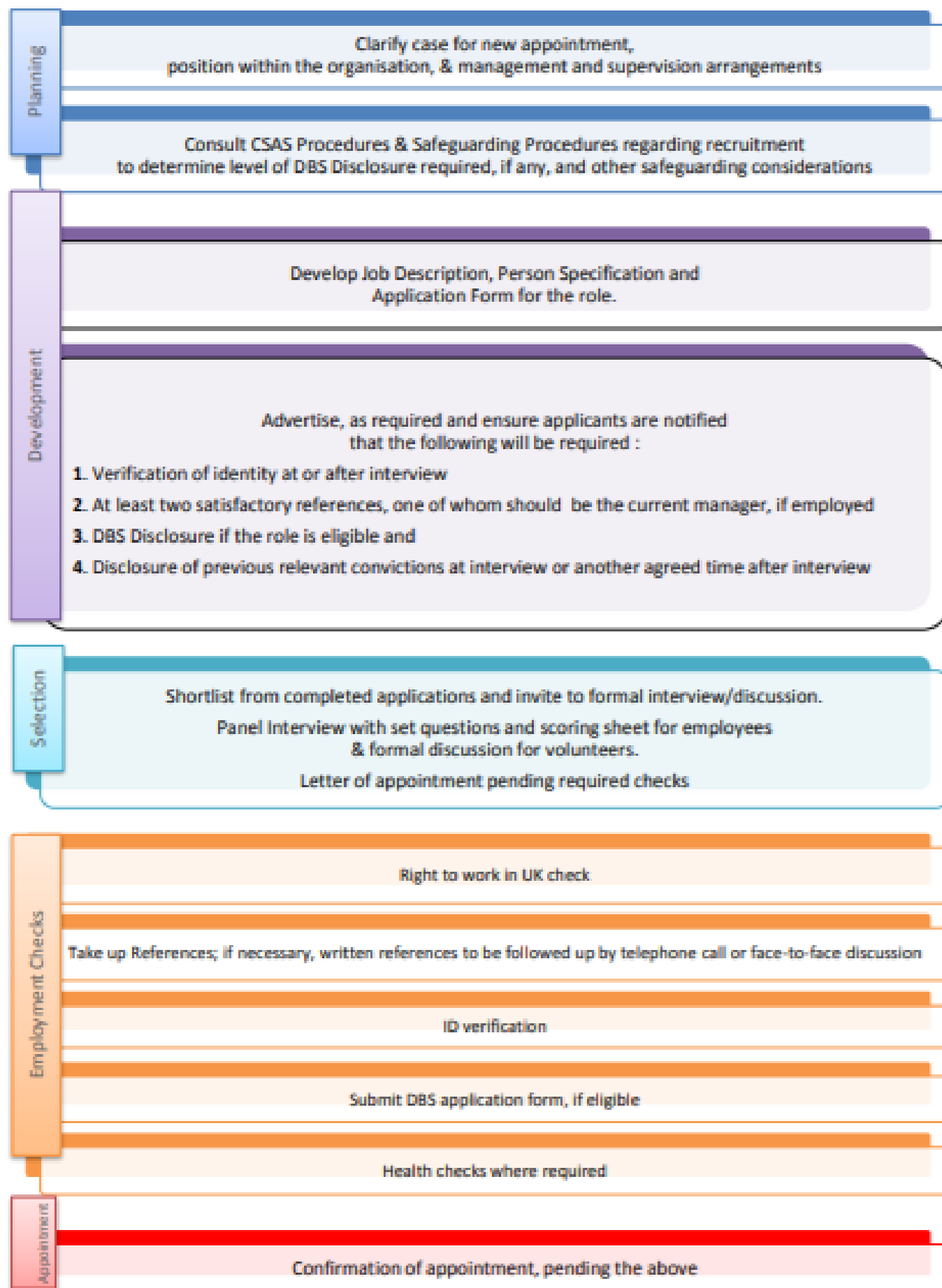
This requires that we:

- a. Never provide information to others about the pastoral ministry being provided to children or adults at risk without the prior written permission of the parent (or the legal guardian) of each child or the permission of each adult at risk (or their official carer).

## Appendix I-CSSA has yet to change branding



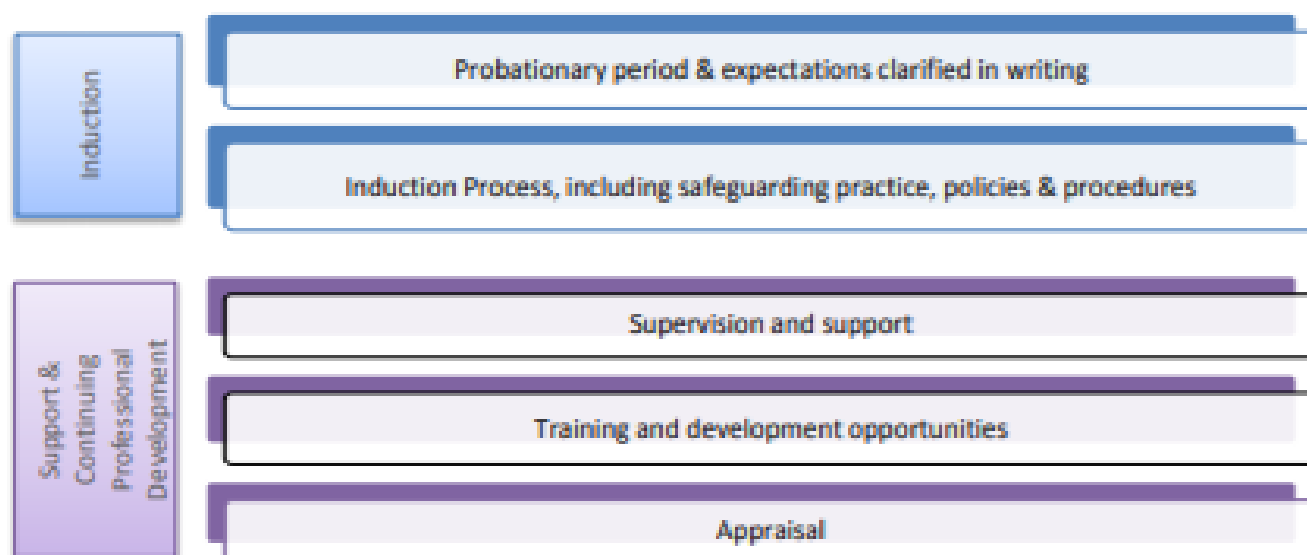
### Safe Recruitment Process Planner





## Post-Appointment

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## Appendix J

### **Code of Conduct for staff or volunteers working with or alongside children, young people and Adults at Risk, within or representing the Archdiocese of Southwark**

#### **Purpose**

This behaviour code outlines the conduct the Archdiocese of Southwark expects from all staff and volunteers when working with children, young people or Adults at Risk, within or representing the Archdiocese. This includes trustees, agency staff, interns, students on work placement and anyone who is undertaking duties for the Archdiocese, whether paid or unpaid. The behaviour code aims to help protect children, young people and Adults at Risk from abuse and reduce the possibility of unfounded allegations being made. The Archdiocese of Southwark is committed to ensuring everyone working or volunteering with children, young children or Adults at Risk have seen, understood and agreed to follow this code of conduct, and that they understand the consequences of inappropriate behaviour.

#### **The role of staff and volunteers within the Archdiocese of Southwark**

In your role within Archdiocese of Southwark you are acting in a position of trust and have a duty of care towards the children, young people and Adults at Risk, you work with or support. You are likely to be seen as a role model and are expected to act appropriately.

#### **When working or supporting children, young people or Adults at Risk, you are responsible for:**

- prioritising the welfare of children, young people and Adults at Risk
- providing a safe environment for children, young people and Adults at Risk
- following the Archdiocese Mission, policies and processes-including our safeguarding, whistleblowing and safer recruitment policies and staying within the law at all times
- modelling good behaviour for children, young people and Adults at Risk to follow
- challenging all unacceptable behaviour and reporting any breaches of this code of conduct or policies to the Archdiocese of Southwark Safeguarding team, your PSR or Parish Priest
- reporting all concerns about abusive behaviour, being displayed by an adult or child that is directed at anybody of any age.
- not making physical contact with any child, young person or Adults at Risk, unless required specifically for your role and explained clearly to the individual and agreement gained
- treating children, young people and Adults at Risk, fairly and without prejudice or discrimination and challenging behaviour that falls below this standard
- understanding that children, young people and Adults at Risk, are individuals with individual needs
- respecting differences in gender, sexual orientation, culture, race, ethnicity, disability and religious belief systems-appreciating that all participants bring something valuable and different to the group/organisation and avoid favouritism
- promoting relationships that are based on openness, honesty, trust and respect
- exercising caution when you are discussing sensitive issues with children, young people & Adults at Risk and listening to and respecting them at all times

- ensuring your contact with children and young people is appropriate and relevant to the work or project you are involved in
- ensuring that there is more than one adult present during all planned activities with children, young people and Adults at Risk (if your work requires lone working with Adults at Risk, you must follow the guidance within our Safeguarding Policy. Anyone planning to complete lone working with children **must contact** the safeguarding team.) If a situation arises where you are alone with a child, young person or Adult at Risk, ensure that you are within sight or hearing of other adults.
- respecting a child's, young person or Adults at Risk's right to personal privacy as far as possible- if you need to break confidentiality in order to follow safeguarding procedures, it is important to explain this to the child, young person or Adult at Risk at the earliest opportunity.

### **Unacceptable behaviour**

When working with or supporting children, young people or Adult at Risk, **you must not:**

- allow concerns, disclosures or allegations to go unreported
- take unnecessary risks
- smoke or consume alcohol when responsible for their care or use illegal substances
- develop inappropriate relationships with children, young people or Adults at Risk
- make inappropriate comments or promises to children and young people
- engage in behaviour that is in any way abusive-including having any form of sexual contact with a child, young person or Adult at Risk, including on-line.
- let children and young people have your personal contact details (E.g.-mobile number, email) or have contact with them via a personal social media account
- make sarcastic, insensitive, derogatory or sexually suggestive comments or gestures to or in front of children, young people or Adults at Risk or act in a way that can be perceived as threatening or intrusive

### **Upholding this code of behaviour**

You should always follow this code of behaviour and never rely on your reputation or that of the Archdiocese of Southwark to protect you. Depending on the seriousness of the situation if you have behaved inappropriately you may be subject to our disciplinary procedures or requested to stop volunteering within the Archdiocese of Southwark. A referral may also be made to statutory agencies such as the Local Authority Designated Officer (LADO), police and/or the social care. If you become aware of any breaches of this code, you must report them to the Archdiocese safeguarding team or via your PSR or Parish Priest.

**I have read and understood the Archdiocese of Southwark's Code of Conduct for staff and volunteers working with or alongside children, young people and Adults at Risk and agree to abide by them.**

Name..... Date.....

Signature.....Signature of line manager.....



## Roles and Responsibilities for Safeguarding within the Archdiocese of Southwark

**Board of Trustees-** hold the responsibility to ensure this Safeguarding Policy is implemented and working effectively. The trustees oversee their responsibility by sitting on the Safeguarding Sub-Committee to ensure effective quality assurance, compliance and reporting.

**Archdiocese Sub-Committee of Trustees** – have the responsibility for the direct strategic oversight of the safeguarding function across the Archdiocese and the effectiveness and monitoring of the safeguarding team.

**The Archdiocese safeguarding team-** respond to all concerns and allegations raised. They advise and support Clergy, Religious, PSR's, Volunteers and staff. The team interprets legislation to ensure the Archdiocese is legally compliant and demonstrates good safeguarding practice. The Safeguarding Team have certain legal and regulatory obligations, such as the 'duty to refer' any adult if there are any concerns that they are not suitable to work with young people and all child protection concerns. The Head of Safeguarding is the lead on all safeguarding matters within the Archdiocese and works in partnership with the relevant sub-committee, Trustees, Archbishops Council and the Archbishop.

**All Clergy and Religious** - to be committed to providing a safe space for all to worship and that all events involving children, young people and Adults at Risk are safely run and compliant with national guidance, policy and procedures. They must be alert to any concerns, question behaviours, seek advice, support and report allegations or concerns.

**Parish Safeguarding Representatives** - the role of the Parish Safeguarding Representative is to help promote a culture of safeguarding, where the parish community is aware of safeguarding issues, and help ensure safeguarding is understood as an essential part of the life and ministry of the Church. Working in partnership with the Parish Priest and Diocesan Safeguarding Office, Parish Safeguarding Reps are vital volunteer roles which raise awareness about safeguarding by ensuring national Catholic Safeguarding Advisory Service policies and procedures are followed to create a safe environment for all children and adults who may be vulnerable. Parish Safeguarding Reps also play an important part in the safe recruitment practice of all volunteers in Church ministry roles, (including carrying out DBS checks). This practice helps the Church in its aim to ensure that anyone applying to work in roles that gives them direct access to children or adults who may be vulnerable, are selected with the utmost care.

**Volunteers & Staff** - any role that comes into contact with children, young people or Adults at Risk, must understand that safeguarding is the responsibility of all. They must fully understand the Archdiocese's Safeguarding Policy and Procedure, attend training where appropriate and follow the code of conduct at all times, so that children, young people and adults at risk remain in a safe environment at all times.

## Key Definitions

**Clergy**- all ordained ministers in **Catholic Church** and in the **Church** of England, the term includes the orders of bishop, priest, and deacon.

**Religious** - are members of **religious** institutes, societies in which the members take public vows and live a fraternal life in common

**A volunteer** is someone who gives their time freely for the benefit of The Archdiocese of Southwark and the Catholic Church.

**PSR**- help promote a culture of safeguarding, where the parish community is aware of safeguarding issues, and help ensure safeguarding is understood as an essential part of the life and ministry of the Church.

**Child** - the legal definition of a child can differ across jurisdictions, however for The Archdiocese of Southwark the definition of a child is someone **under 18 years**.

In England, Isle of Man, Northern Ireland and Wales a child is defined as 'any person under the age of 18, whether living with their families, in state care or living independently'. (Working Together to Safeguard Children 2018, p.7 & The Children (Northern Ireland) Order 1995).

**Young Person** - has no specific legal definition, however 12-18 years is the standard age associated with this term.

**Adult** - has a specific legal meaning of anyone above the age of 18 years.

**Safeguarding** - for the purposes of this Policy, we are using the terms 'safeguarding' and 'to safeguard' to describe the prevention and precautionary approach to planning and procedures needed to protect children and young people from any potential harm, impairment of a child's health or development, providing safe and effective care and taking action to enable all children and young people have the best outcomes.

**Child Protection** - is part of safeguarding and refers to the activity undertaken to protect children suffering from or at risk of significant harm (Working Together to Safeguard Children 2018)

**Adult at risk** - an adult, who is, or may be, in need of community care services i.e., adult social services, because of mental health, disability, age or illness, and/or who is unable to care for themselves or unable to protect themselves from significant harm or exploitation.

**England:** The safeguarding duties in the Care act apply to an adult who:

(a) has needs for care and support (whether or not the local authority is meeting any of those needs) (b) is experiencing, or at risk of, abuse or neglect (c) as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

**Parent**- an individual who, in law, has custody, guardianship or access rights in regards to a child and who may have corollary obligations to financially support a minor, typically by way of child support. Also includes individuals who may have a child born through a surrogacy; those who adopt a child, those who have care or control of a child through a

foster care arrangement; and those who have the care or custody of a child through a Court order.

Under section 576 of the Education Act 1996 (EA 1996), a "parent" in relation to a child or young person is defined as: The biological **parents** of a child, whether they are married or not. Anyone who although not a biological **parent** has **parental** responsibility for a child.

**Parental responsibility** - a mother automatically has [parental responsibility](#) for her child from birth. A father usually has parental responsibility if he's either:

- married to the child's mother
- listed on the birth certificate (after a certain date, depending on which part of the UK the child was born in)

You can [apply for parental responsibility](#) if you don't automatically have it.

### **Births registered in England and Wales**

If the parents of a child are married when the child is born, or if they've jointly adopted a child, both have parental responsibility. They both keep parental responsibility if they later divorce.

### **Unmarried parents**

An unmarried father can get parental responsibility for his child in 1 of 3 ways:

- jointly registering the birth of the child with the mother (from 1 December 2003)
- getting a parental responsibility agreement with the mother
- getting a parental responsibility order from a court

### **Births registered outside the UK**

If a child is born overseas and comes to live in the UK, parental responsibility depends on the UK country they're now living in.

### **Same-sex parents**

#### **Civil partners**

Same-sex partners will both have parental responsibility if they were civil partners at the time of the treatment, e.g., donor insemination or fertility treatment.

#### **Non-civil partners**

For same-sex partners who are not civil partners, the 2nd parent can get parental responsibility by either:

- [applying for parental responsibility](#) if a parental agreement was made
- becoming a civil partner of the other parent and making a parental responsibility agreement or jointly registering the birth

**Person Focussed** - our safeguarding practice places the views of an individual at the centre of our policy planning and implementation processes. It encourages us to have conversations with people about how we might respond in safeguarding situations in ways that enhance involvement, inform choice and control. We work preventatively, to ensure that robust procedures are in place and respond to each adult at risk as a unique and valued individual, in ways which advances the person's rights, dignity and wellbeing and are legal, proportionate and reasonable; mindful at all times that we are working to safeguard adults who have the right to be involved in and informed of all safeguarding decisions which affect them. It is about seeing people as experts in their own lives and working alongside them with the aim of enabling them to reach better resolution of their circumstances and recovery



**Child and young person focussed** - our safeguarding practice places the views of children and young people at the centre of our policy planning and implementation processes. This approach ensures that their welfare remains paramount in all we do.

**Adult Protection** - is part of safeguarding and refers to the activity undertaken to protect adults suffering from, or at risk of significant harm (No Secrets – Statutory guidance (2000), and Social Care Institute for Excellence (2011): Safeguarding Adults at Risk of Harm.

**Significant harm** - “**Harm**” is the “ill treatment or the impairment of the health or development of the child”. It's determined “**significant**” by “comparing a child's health and development with what might be reasonably expected of a similar child”.

**Development** - includes physical, intellectual, emotional, social or behavioural development

**Health** - includes physical and mental health

**Ill-treatment** - includes sexual abuse and other forms of ill-treatment which may not be physical.

**Radicalisation** - refers to the process by which a person comes to support terrorism and extremist ideologies associated with terrorist groups

**Safety** - is about being protected from, and not causing, danger, risk, injury, loss or harm. Safety can be a feeling, a physical object or place, and an action, and sometimes refers to the laws, rules, and principles that are intended to keep people safe. Safety is not just about what happens inside the meeting place, it is also about outside it, including days out, and may be about something that is happening at home.

**Wellbeing** - refers to a person's sense of contentment and satisfaction with their conditions in life and their current circumstances. It is closely linked to emotional balance and mental health but it also affected by an individual's attitude, values and perspective

**Grooming** - is the planned and deliberate act of manoeuvring an individual into a position of isolation to ensure they become a key influencer or 'trusted' person.

