



ST. PATRICK'S MISSIONARY SOCIETY

Safeguarding Policy and Procedures

March 2019



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FOREWORD

Pope Francis welcomed the young people to the World Youth Day in Rio de Janeiro with the following inspirational words:

“Our generation will show that it can rise to the promise found in each young person when we know how to give them space. This means that we have to create the material and spiritual conditions for their full development; to give them a solid basis on which to build their lives; to guarantee their safety and their education to be everything they can be; to pass on to them lasting values that make life worth living; to give them a transcendent horizon for their thirst for authentic happiness and their creativity for the good; to give them the legacy of a world worthy of human life; and to awaken in them their greatest potential as builders of their own destiny, sharing responsibility for the future of everyone. If we can do all this, we anticipate today the future that enters the world through the window of the young.”



The summons of Pope Francis to create the conditions for the full development of young people has been and continues to be an important ministry of St Patrick's Missionary Society. We, as a Society, are committed to protecting and promoting the rights of children and creating environments where children are nurtured and encouraged to reach their full potential.

Each child is to be cherished and affirmed as a gift from God with an inherent right to dignity of life and bodily integrity, which shall be respected, nurtured and protected by all. We as a Society have been very involved in the education and development of children and vulnerable adults since our foundation. It has been a core part of our missionary work. In order that children have a safe environment to grow and mature fully into adulthood, it is central to our ministry today to have in place our Safeguarding Policy and Procedures.

This Policy and Procedures is based on best practice and is in line with international safeguarding standards. It builds on the work of many people who have put in place structures and policies at Society and District level to ensure that children are safe and protected. It strives to ensure best practice throughout the whole Society and to make certain that children and vulnerable adults are safe wherever St. Patrick's missionaries are. It sets out procedures for best practice and guidelines for leaders, members and co-workers. The work of safeguarding is a continuous and central task for us missionaries. I encourage all of you to be clear on the procedures that you are requested to follow, with regard to safeguarding and best practice and to be leaders in promoting structures that will safeguard children and vulnerable adults in your part of the world. The Society continues to have special ministry to children and vulnerable adults; today an essential way of fulfilling this ministry is to make our safeguarding policy and procedures a reality wherever we live and work.

A handwritten signature in black ink that reads "Victor Dunne".

Fr. Victor Dunne
Society Leader

ACKNOWLEDGEMENTS

We acknowledge the contribution of the Society Advisory Committee, their endless work in editing, re-editing and advising on the contents and layout of this document. We appreciate Sandra Neville, Society Safeguarding Person, Ireland, for her assistance in this task, Fr. Ferdinand Lugonzo, Canon Lawyer and Thogori M. Mathenge, Civil Lawyer for their advice, as well as Loretta Brennan of Africa Office, Kiltegan for her design work and layout and Carly Cullen for proofreading.

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Willie Dalton - Ireland
A parish priest of Callan Parish in the Diocese of Ossory, Ireland. He studied in Rome and was ordained in 1973. He has a Licentiate in Dogmatic Theology and a Doctorate in Canon Law and specialisation in jurisprudence. He was Advocate/Judge at Dublin Regional Marriage Tribunal, taught Theology and Canon Law in St. Kieran's College Kilkenny, St. Patrick's Colleges, Carlow, Kiltegan and Maynooth and in Kachebere Major Seminary in Malawi. He was advisor to various Bishops in Ireland in matters pertaining to clerical child abuse and Chancellor of Diocese of Ossory.

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GLOSSARY/DEFINITIONS

Child: a child (minor) is defined as anyone under the age of 18 years.

Child abuse: any form of maltreatment of a child caused by abuse or neglect of a child by inflicting harm or by failing to act to prevent harm, commercial or labour exploitation of a child.

Vulnerable adult: a person, other than a child, who, despite reaching the age of 18, may be unable to stand up for themselves against significant harm or exploitation (Appendix 4).

Children with specific needs: this term is used to cover the specific or unique, out of the ordinary concerns created by the child's medical, physical, mental or developmental condition or disability.

Complainant: this is the term used to describe a person who has made an allegation of abuse.

Respondent: this term is used for the person about whom there are child/vulnerable adult protection suspicions, concerns, knowledge or allegations.

Contact with Children: Working on an activity or in a position that involves or may involve contact with children, either under the position description or due to the nature of the work environment.

Society Personnel: Society members and priest volunteers.

The Society: Members of St. Patrick's Missionary Society

Church Personnel: employees, lay volunteers, either employed by Society members or engaged on a voluntary or unpaid basis with Society members.

Relevant Authorities: include police, child protection agencies, organizations involved in justice and/or protection and welfare of children and vulnerable adults.

PREAMBLE

All children have a fundamental right to be respected, nurtured, cared for, protected from abuse and exploitation, and to be encouraged to fulfil their potential. This is embedded in Gospel values, best practice guidelines, international and domestic laws.

St. Patrick's Missionary Society recognises that abuse of power has led, and continues to lead, to many forms of exploitation and abuse. It is committed to ensuring that exploitation and abuse do not occur in any way in its activities and programmes and in all its work or through partner organisations.

St Patrick's strives to ensure that every child in contact with us either directly or indirectly, will be treated with respect and dignity. All members of SPS and all those working with us in any capacity have a duty to care and protect the children with whom they work. They have a responsibility to follow procedures and ensure that standards of protection for children are clearly followed. We should always clearly show our commitment to keeping children safe.

SCOPE AND EXPECTATIONS OF THE POLICY

This document sets out the Safeguarding Policy and Procedures of St. Patrick's Missionary Society.

❖ All members, volunteers and people working with the Society are required to comply with this Policy.

- ❖ While the Policy sets out the guiding principles and procedures, the appendices give information that is more detailed on specific areas, safe practices, recruitment.
- ❖ Chapter 3 and 4 and Appendices 8 and 9 refer to allegations against Society personnel.
- ❖ St Patrick's expects that all its funded projects will have in place, and actively implement a safeguarding policy consistent with best practice and the law of the country in which they are being implemented. Funds will not be channeled through St Patrick's where there are concerns that safeguarding procedures are not in place or are not being implemented.
- ❖ Day Care/Residential Services; All Society parishes/projects which provide day care/residential services for children are required to have a specific Safeguarding Policy and Procedures, which must conform to these guiding principles and procedures.
- ❖ St. Patrick's requires that all projects and parishes working with the Society make explicit and visible the determination to promote the safety and security of children in all their work and activities.
- ❖ Throughout the process of ensuring the safety and welfare of children, St. Patrick's members and partners must be aware of differing family patterns and lifestyles, not only due to different racial, ethnic and cultural groups but also issues of age, disability, gender, religion, language and sexual orientation.

1.0 CREATING A CULTURE OF SAFEGUARDING



St. Patrick's Missionary Society is committed to doing everything possible to create a safe and welcoming environment for children where their welfare is paramount. Valuing children; insisting on safe practices, eliminating the necessity for people to take risks and providing them with support will make for a healthier and safer environment.

- Every District will appoint a Safeguarding Person and Assistant who will ensure the implementation of this policy.
- All members and those who work directly or indirectly with St. Patrick's will:
 - receive the necessary induction/training with regard to the policy and procedures of the Society, and specific policies and procedures for his/her District/area of work,
 - sign the commitment form indicating their commitment to implement this policy and follow procedures fully.
- The policy will be reviewed every three years and updated and adapted when there are legislative changes or significant changes in the Society.

Creating & Maintaining Safe Environments

We provide an environment for children, which is welcoming, nurturing and safe. We provide access to good role models whom the children can trust, who respect, protect and enhance their physical, emotional, intellectual, spiritual and social development. We will ensure that in relation to:

- ❖ Recruitment & Training, we follow effective practice guidelines and legislative requirements in the recruitment of all personnel and in assessing their suitability to work with children (Appendix 2).
- ❖ Code of Behaviour, we implement effective practice on the expected standards of adults' behaviour towards children and effective practice in safe care for all children, including those with specific needs (Appendix 3).
- ❖ Risk Assessment, we implement effective practice for personnel on assessment of hazards when working with children (Appendix 5),
- ❖ Digital World/Information Technology/Social Media, We implement effective practice for the appropriate use of information technology, including social media, by personnel (Appendix 7).

2.0 PROCEDURES FOR RESPONDING TO CHILD PROTECTION CONCERNS

A Society person has an obligation to report all reports/complaints of child protection concerns, which they become aware of. Under no circumstances should a child be left in a situation that exposes him or her, to harm or to risk of harm and every effort should be made to ensure that this does not happen.

When a child safeguarding concern is brought to your attention – **ACT!**

Act on your concerns, if in doubt seek advice.

Child-centred. The protection of children is the most important consideration.

Time counts. Ensure timely, effective, confidential and appropriate responses to child safeguarding issues.

Personnel who have concerns about child abuse or who have received a disclosure of child abuse, relating to a Society person, should bring this immediately to the attention of the Safeguarding Person or District Leader or Society Coordinator for Safeguarding.

If the concern or disclosure relates to a parish or project they will bring this immediately to the Parish/Project Safeguarding Person.

All Personnel are required to act discreetly for the protection of alleged victims. No disclosure should be made other than in bringing and supporting a filed complaint.

How to Handle a Report of Abuse

On receiving a complaint of child abuse they should deal with the matter sensitively and professionally:

- ❖ React calmly;
- ❖ Listen carefully and attentively to the complainant and make a note of the name and contact details;
- ❖ Reassure them that they have taken the right action in talking to you;

- ❖ Do not promise to keep anything secret;
- ❖ Ask questions for clarification only. Do not ask leading questions, this is not an interview, but rather receiving a disclosure;
- ❖ Record any information or details received;
- ❖ Report to relevant Society, Church or Civil Authority.

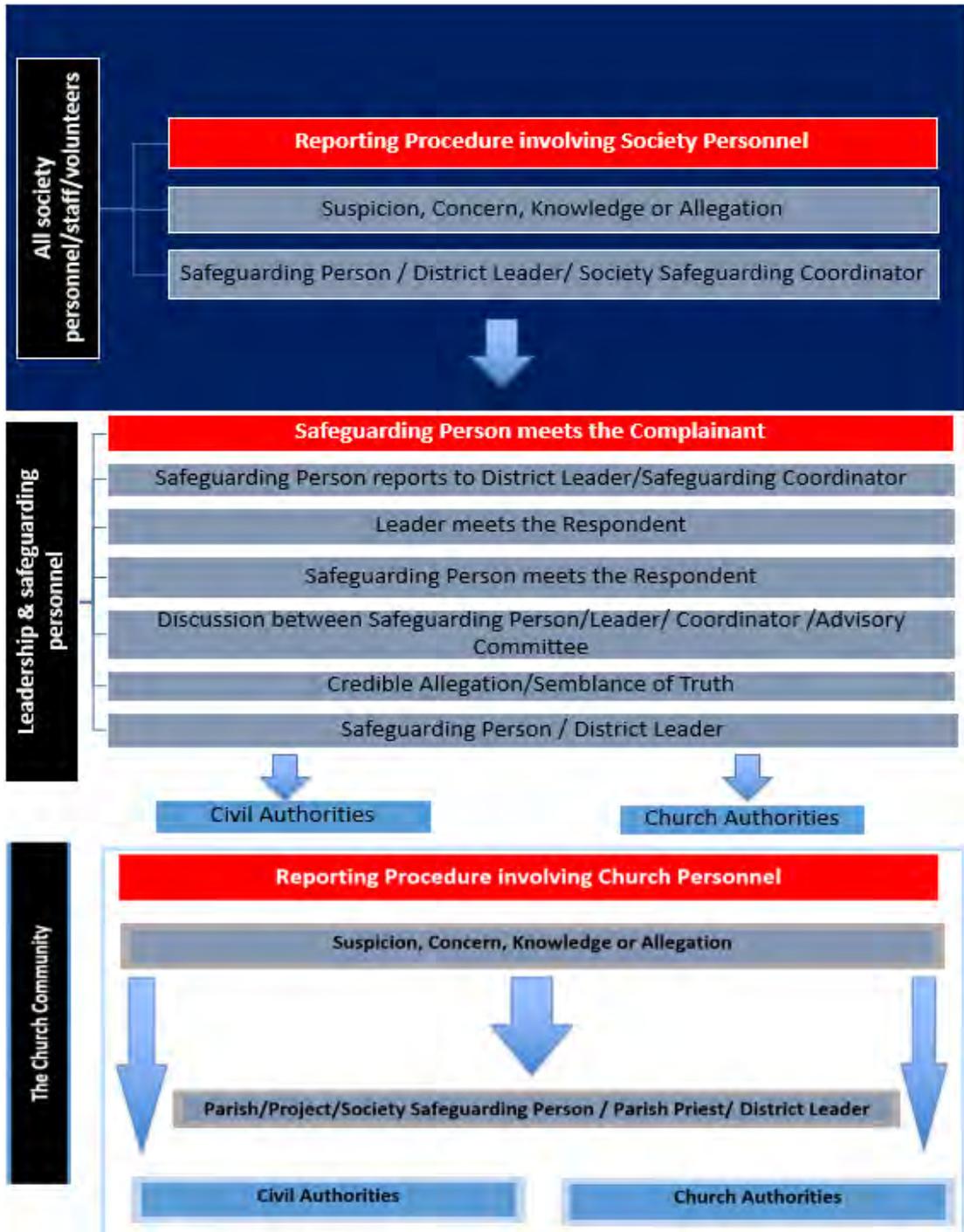
In dealing with a complaint against a Society Person, in addition

- ❖ Ensure that the person understands the procedures that the Society has in place for dealing with complaints, including the Society's policy of complying with all civil requirements;
- ❖ Offer to accompany the person to the Safeguarding Person;
- ❖ Do not express any opinions about the alleged abuser;
- ❖ Treat the information confidentially;
- ❖ Record the conversation as soon as possible, in as much detail as possible. Sign and date the record;
- ❖ Pass this record of information to the Safeguarding Person;
- ❖ Do not attempt to deal with the problem alone.

Interviews will be conducted in a manner that demonstrates both compassion and concern for justice. A minor will not be interviewed except in the presence of a parent/guardian and with their consent. If the complaint relates to the parents/guardian a responsible adult will be present.



Reporting Procedures



Responsible persons

3.0 CARE AND SUPPORT FOR THE COMPLAINANT

- The ultimate goal is healing for all. It is important and consistent with our Gospel values that the members of the Society show in word and action respect, compassion and openness to every person harmed by child abuse.
- Child abuse, especially when committed by a minister of the Gospel, can cause deep psychological harm. The Society has a duty to provide appropriate support, counselling and pastoral care to survivors of abuse.
- The on-going necessity of such professional help will be subject to periodic review.
- The damage done by child abuse can also be spiritual, sometimes damaging the survivor's relationship with God. The Society will help the victim find spiritual help if required, after the psychological issues have been addressed.
- Child abuse by a minister can also have strong repercussions in the family, the parish, or other entities. The Society recognises that the resulting grieving process is complex and that the process of healing can be a long one. The Society will collaborate with the appropriate authorities in the advancement of those processes.
- Where required, measures will be in place to protect the complainant from contact with the respondent to prevent any danger of further victimization.
- The Society will support the complainant and keep him/her and the family informed of the progress /outcome of the process.
- Information will only be shared with those who need to know, to protect the rights of the complainant and the safety of children and in line with data protection legislation.
- Financial support to a survivor, whether required by court or otherwise, will only be given through the Central Leadership Team (CLT).



4.0 CARE AND MANAGEMENT OF THE RESPONDENT

- ❖ The Society will have access to appropriately trained personnel – lay, religious or clergy whose clearly defined roles are to listen to and represent the pastoral needs of the respondent. This is done in consultation with the respondent.
 - ❖ The Society will make arrangements to inform the respondent that an allegation has been received about them and that a process is in place to decide whether an interim management plan needs to be put in place for the respondent.
 - ❖ The respondent may be requested to undertake a risk assessment to enable the Society to devise a management plan. The respondent will be asked to provide Leadership with the authorization for the release of necessary diagnostic information. The information released is limited to that which might be helpful for his healing and management. The authorization is not a waiver of any statutory privilege of confidentiality.
 - ❖ Upon completion of primary or in-house therapy any appointment of the Society member involved will be such as to ensure that he will have no unsupervised contact with children.
 - ❖ Wherever the member is assigned in the future he must accept that the Society will have to provide a proper level of disclosure of his history to those with whom he will be living and working.
- Restoring the reputation of a person wrongly accused
- ❖ If the Respondent is found not guilty, natural justice, civil law and canon law demand that a person should not be punished based on mere allegation.
 - ❖ If the civil authorities decide not to prosecute, and following the canonical investigation, the Leadership is satisfied after consideration of the facts and circumstances of the complaint that the Respondent has been wrongly accused, appropriate steps will be taken to restore the good name of the Respondent, with those among whom it has been called into question, and to repair such harm and scandal as has been caused.



5.0 TRAINING AND SUPPORT

The Safeguarding Person in consultation with Leadership will ensure that:

- ❖ Personnel are trained and supported in all aspects of safeguarding relevant to their role, in order to develop and maintain the necessary knowledge, attitudes and skills to safeguard and protect all.
- ❖ Every District annually reviews training needs and develops a training plan based on this.
- ❖ Children and their parents/guardians are provided with information on safeguarding where applicable.
- ❖ All involved with a specific responsibility in safeguarding have an appropriate level of support.



6.0 COMMUNICATING THE SAFEGUARDING MESSAGE

The Safeguarding Person, in consultation with Leadership, will ensure that all Society personnel are aware of the Society policy and procedures. The main target group includes:

- All members and students of St. Patrick's,
- All volunteers, employees and supporters,
- Children, parents and caregivers involved in activities with Society personnel,
- Parishioners, members and staff of institutions, voluntary groups and youth clubs with whom society personnel work or are involved.

Everyone should know who the Safeguarding Persons and their Assistants are, and how to contact them. All personnel will work to ensure that the message is communicated to those whose first language is not English, as well as to people who have specific needs. This Child Protection Policy will be openly displayed and available to everyone. Children will be made aware of their right to be safe from abuse, and who to speak to if they have concerns. The Society will establish links with other local/national organisations in order to promote a safe and caring community and to share best safeguarding practices.

Methods of Communication

❖ Website:

www.spms.org is the Society's international website. It contains three policy documents on safeguarding children: Policy and Procedures for Safeguarding Children (General International Policy) and Policy and Procedures for Safeguarding Children in the District of Ireland (2012 revised edition), Safeguarding Children Policy East Africa (2013)

❖ Internal:

The Central Leadership Team (CLT) will include a section on safeguarding children in communications to Leadership Teams, Formation staff and in circular letters to all members.

Our newsletter (Ad Invicem) will cover general information about safeguarding and any new developments in safeguarding policy and procedures.

All Society personnel will receive a copy of this Policy and Procedures and all church personnel will be given the necessary information.

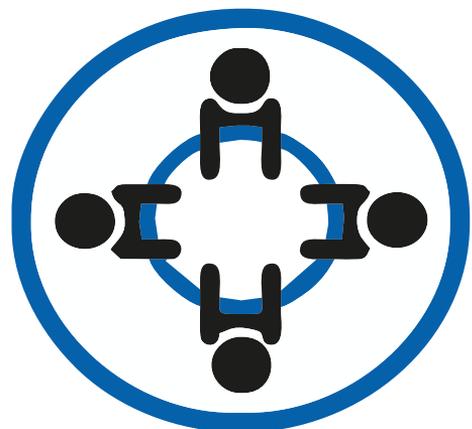
The following fora will be used to communicate information on safeguarding:

- Chapters. District assemblies. District Council meetings.
- The Society Leader's annual report to members. Extended Leadership Meetings.
- The curriculum of our Formation Houses.
- Regular training meetings in the District.
- A poster displaying the Society safeguarding policy statement and contact details for reporting child protection concerns will be clearly visible at the entrance to all Society houses and all SPS Parishes/Projects (see Appendix 16).

❖ Public Media:

The Society Communications Office, in consultation with CLT and District Leaders, will issue statements when warranted by major events like court cases, the launch of reports and other matters of public interest. Requests from the public media for information will be responded to positively by the Director of the Communications Office.

Only those persons delegated by the Society Leader will speak on behalf of the Society. Any observations or opinions offered by another are to be understood as personal or private remarks, not necessarily reflecting an official communication of the Society.



7.0 COMPLIANCE WITH STANDARDS

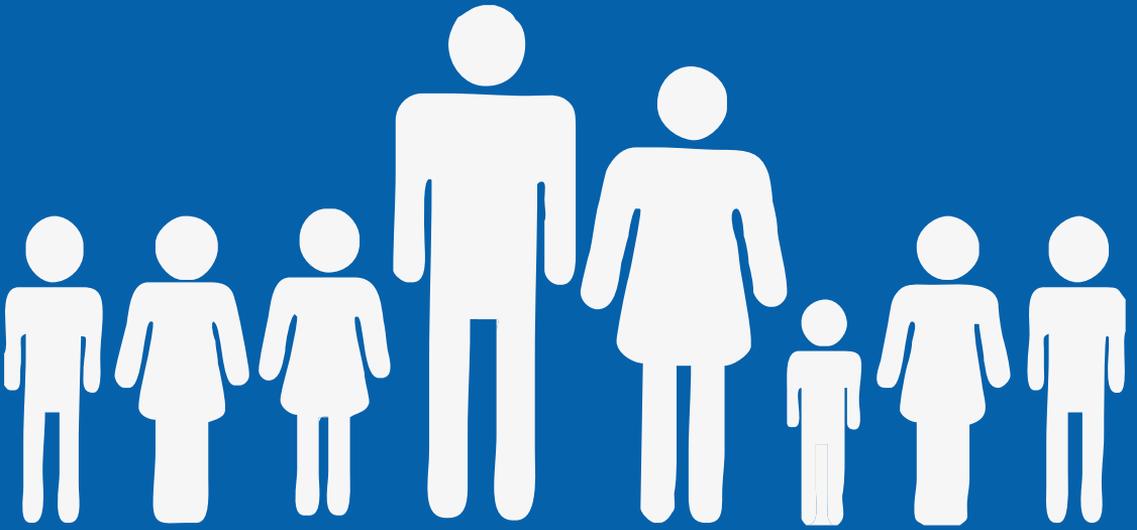
The District Leader in consultation with the Safeguarding Person will ensure that there are structures in place to evaluate our compliance with safeguarding standards, to review the standards set out here and to detail safeguarding activities in the District during the past year, including trainings, challenges and the annual audit.

The Society Safeguarding Coordinator, together with the CLT, will monitor the implementation of this policy during their visitation to the Districts. Consideration will be given to developing consultation and feedback processes with the target groups in order to ensure that their needs in this area are met and to improve practice.

All Society personnel will evaluate these standards in all pastoral activities. They will carry out this function mainly through the Safeguarding Children Committee of the Parish Pastoral Council. Guidelines for audit by members and leaders will be attached to this document. (Appendix 15).



APPENDICES



Appendix 1. Operating Safe Activities

It is important to bear in mind that the participation of children in the life and activities of the Church must be encouraged. We must listen to children and value and respect them as individuals. We must observe transparent and best practice in all of our activities, particularly in the organisation of pilgrimages, receiving children in our homes, retreats and trips away from home. Other adults must be involved in such events, including parents/guardians. We must respect the privacy and physical integrity of children at all times.

When Society personnel organize activities, they will ensure that they are in line with the safeguarding policy and procedures, which will include the following:

- Necessary consent
- Adequate supervision*
- Agreed code of practice

In planning an activity or a trip, it is critically important to consider how many adults are needed to supervise children in a safe manner. It is recommended that a certain number of adults be available to supervise a certain number of children; however, this is also dependent on whether the children have specific needs or requirements, and on the duration of the activity.

At a minimum, two adults are required for each activity.

All outings are to be approved in advance by the Safeguarding Children Committee of the specific Parish/Project.

Guidance on Trips Away

Trips away that involve children can be an extremely rewarding and fulfilling experience for adults and children involved in them. However, to do this safely and in a way that safeguards all concerned requires careful planning and consideration in line with safeguarding policy and procedures.

Listed below are a number of areas that should be considered in planning a trip away;

- Carrying out a hazard/risk assessment.
- Recruiting and selecting staff/volunteers using safe practice procedures.
- Selecting a key staff member who has overall responsibility for the trip.
- Ensuring that you have adequate and gender-based supervision.
- Checking that the transport has appropriate insurance and qualified drivers.
- Ensuring that there is a contingency plan, including provisions for returning home early, allocating a budget and contingency fund.
- Checking out the locations and accommodation of the trip away and confirming that the facilities are adequate.

If staying overnight, checking that there:

- Are appropriate sleeping arrangements for children, i.e. separate provision for boys and girls, and separate provision for leaders (within ear shot of the children),
- Will be appropriate supervision and security.

The children/participants/guardians:

- Agree a code of behaviour
- Agree boundaries around unstructured time
- Give necessary consents to the trip away.
- Give contact details and emergency contact,
- Give medical details, including allergies, illnesses, medications and dietary requirements.

Staff:

- Have been made aware of the code of behaviour and child safeguarding policy and how to deal with a disclosure.
- Abuse between minors will be reported to church and civil authorities.

Appendix 2. Recruitment and Training

The Society will not knowingly engage, directly or indirectly, anyone who poses a risk to children and will take all reasonable steps to eliminate from the recruitment process applicants who might pose a risk to children.

The Society is committed to safe recruitment and vetting practices which seek to prevent those who pose a known risk to children from gaining employment or being taken on as volunteers. It will follow best practice during recruitment interviews and follow up on all letters of recommendation. It will require of employees and volunteers to complete and sign a form declaring any previous disciplinary procedures regarding inappropriate behavior. Anyone who lies or fails to make disclosure during the recruitment process will be summarily dismissed. They will sign a commitment to comply with and implement the policy. The Safeguarding policy will be explained to employees and volunteers and each will be given a copy of the relevant document or where more appropriate a summary of the policy.

Employees and volunteers who do office work or who work in proximity to computers belonging to the Society will be made aware that the viewing of pornographic images of children is a crime against children and will be reported to the relevant manager and to the civil authorities.

If a Society member is aware or reasonably suspects that a computer has been used by another Society person to view or send pornographic images of children, this will be regarded as a child protection issue requiring immediate action and the member will inform the Safeguarding Person or the District Leader. Where they are in doubt about the significance of the images concerned they will seek expert advice.

Failure to report allegations of child abuse is a crime in some jurisdictions and the person is complicit in a crime. Failure by Society members or personnel to report incidences that they have received will mean disciplinary procedures and may be part of a criminal investigation.



Recruitment Checklist

Definition of role	Tasks and skills necessary for this position. Work with or contact with children Responsibilities with children. Any unsupervised contact with children or other forms of contact e.g. email, telephone.	
Application	Applicant's forms, references.	
Interview Panel	Selection of Interview Panel.	
Interview Preparation	Panel will examine applicant's qualifications and personal information, carefully considering application forms and highlighting points to raise at interview, including: the applicant's attitudes towards working with children, gaps in employment history, other areas to be explored in more detail, any vagueness in statements or unsubstantiated qualifications, frequent changes of employment.	
References	Two referees who are not family members or involved in the recruitment process and who will comment on the applicant's suitability to work with children. References provided in writing and verified by a follow-up telephone call.	
Verification	Verification of information supplied by applicants, including qualifications and their identification and place of residence.	
Interview	Interview and post interview record.	
Vetting Procedure	Background checks, including police vetting where required by law or worthwhile.	
Declaration	Successful applicant signs consent form, stating that there is no reason that would make them unsuitable to work with children and a declaration of any past criminal convictions or allegations or cases pending against them.	
Record	All documentation retained on file of successful applicant.	
Confidentiality	Information about the applicant only seen by those directly involved in the recruitment process and applicants reassured that information will be treated in confidence.	
Probationary Period	Probationary period is fixed.	
Training	Induction and ongoing training on the Safeguarding Policy and Procedures of the Society.	

Appendix 3. Code of Behaviour

It is important for all personnel working with St Patrick's to; -

- be aware of the Safeguarding Policy
- treat all children with respect and dignity
- treat all children equally
- model positive and appropriate behaviour to all children with whom they come into contact
- challenge and report potentially abusive behaviour
- develop a culture of openness, honesty and safety
- be visible to others when working with children. If the pastoral care of a child necessitates the arrangement of a meeting alone with them, care should be taken that this does not take place in an isolated environment.
- develop a culture where children have permission to tell and talk about any concerns or worries that they may have
- respect each child's boundaries and support them to develop their own sense of rights

You must never:

- hit or otherwise physically assault or physically abuse children
- develop relationships with children that could in any way be deemed exploitative or abusive
- act in any way that may be abusive or may place a child at risk of abuse
- use language, make suggestions or offer advice which is inappropriate, offensive or abusive
- do things for a child of a personal nature that they can do themselves
- condone or participate in behaviour that is illegal, unsafe or abusive
- act in any way that is intended to shame, humiliate, belittle or degrade
- discriminate against, show different treatment or favour particular children to the exclusion of others
- develop sexual relationships with children

In general, it is inappropriate to:

- spend excessive time alone with a child away from others
- take children away to your own home, especially where they will be alone with you

- give frontal hugs
- touch bottoms, chests or genital areas
- lie down or sleep beside children
- massage or pat children on the thigh, knee or leg
- tickle, wrestle, touch
- hug from behind
- play games involving inappropriate touching
- kiss on the mouth
- make inappropriate comments that relate to physique or body development.

Processes for dealing with children's unacceptable behaviour.

Employees and volunteers will be made aware that there are processes for dealing with children's unacceptable behaviour that do not involve physical punishment or any other form of degrading or humiliating treatment. The following are suitable processes for dealing with such behaviour:

- Personal counselling.
- Meeting with the child and his/her parents/guardians.
- Giving extra homework.
- Requiring the child to do extra jobs in the classroom, e.g. collect and empty the dustbins.

Discriminatory behaviour or language.

Discriminatory behaviour or language in relation to any of the following is not acceptable: race, culture, age, gender, disability, religion, sexuality or political views, whether it is perpetrated by adults towards children, or by children towards other children. In particular, all forms of bullying are rejected.

Care of children with special needs.

Children with special needs are highly vulnerable, precisely because they may not be able to defend themselves or make a complaint and may be totally dependent for their physical care on an adult.

Appendix 4. Vulnerable Adult

A **vulnerable adult** means a person, other than a child, who despite having reached the age of 18, may be unable to stand up for themselves against harm or exploitation. This could be due to mental or other disability, age, illness or extreme poverty that makes them unable to make informed decisions on important matters and therefore cannot be seen as fully responsible for their choices and actions. They include those:

- a) suffering from a disorder of the mind, whether as a result of mental illness or dementia,
- b) having an intellectual disability, which is of such a nature or degree as to severely restrict the capacity of the person to guard himself or herself against serious exploitation or abuse, whether physical or sexual, by another person,
- c) suffering from a physical impairment, whether as a result of injury, illness or age and

d) having a physical disability, which is of such a nature or degree as to restrict the capacity of the person to guard himself or herself against harm by another person, or that results in the person requiring assistance with the activities of daily living including dressing, eating, walking, washing and bathing. cf (Irish National Vetting Bureau Act 2012 - Children and Vulnerable Persons)

Church norms state that, “a person who habitually lacks the use of reason is to be considered equivalent to a minor” with regard to allegations of clerical sexual abuse (norms on delicta graviora - 2010).

The definition of a vulnerable adult is not limited to this and includes anyone under the control/authority/influence/power of another person e.g. an employee in relation to employer, a parishioner in relation to parish priest, a student in relation to a professor. Procedures for dealing with allegations of such abuse may pertain more closely to the SPS Code of Conduct.



Appendix 5. Risk Assessment

RISK ASSESSMENT: CREATING AND MAINTAINING SAFE ENVIRONMENTS

NAME OF PARISH/PROJECT.....

AREA OF RISK	RISK DESCRIPTION	MITIGATING ACTIONS	RESPONSIBILITY (Name of Person)	DATE (to be completed)	LIST PRIORITY
1. Physical Environment within which Children & Staff are safe	Identify risks such as a) Dark corners b) Closed rooms c) Open sewers/manholes/wells d) Damaged electrical connections/appliances	a) All areas are well-lit b) Glass panes on doors for rooms with no accessible windows; low windows in rooms used by children c) Proper covers for holes/wells d) Electrical connections in a state of good repair			
2. Harm to Children/Abuse of Children	Children are vulnerable and at risk of harm.	a) Safeguarding Policy/Poster b) Named Child Protection Person/Safeguarding Person c) Reporting Procedures d) Support services e) Awareness raising for Staff/Children/Parents/Guardians/Community			
3. Staff & Volunteers - Recruitment - Training - Behaviour	What background knowledge do you have on these persons?	a) Screening and recruitment processes b) Staff have briefing and are aware of Child Safeguarding Policy and signed up to it c) Adequate supervision Ratios			

AREA OF RISK	RISK DESCRIPTION	MITIGATING ACTIONS	RESPONSIBILITY (Name of Person)	DATE (to be completed)	LIST PRIORITY
4. Service & Programmes - Supervision - Consent - Organised activities; trips away	a) Harm to children because of lack of adult supervision b) Parents/Guardians unaware of whereabouts of children. c) Children unaware of their rights and their right to protection d) Harm to Children as a result of traveling away from home	a) Adequate supervision of children during all activities (2 adults present) b) Consent from Parents/Guardians for child to attend services & activities. c) Information communicated d) Trips away: safe transport, insurance appropriate sleeping arrangements			
5. Partners	Safety of Children	a) Understanding of Safeguarding Policy and Communication with Partners			
6. Personal information/ Information technology/Communication - Images of children - Social Media	a) Confidentiality Breaches b) Inappropriate images of children c) Misuse of images of children d) Misuse of Social Media	a) Adequate, protected storage of all personal data. b) Use of images with consent for the purpose specified c) Information for staff/volunteers on the use of images/information for personal social media			

Review: _____

Signed: _____

When next review will take place _____

Date: _____

Priority Level:

Priority 1. High - This needs to be in place/actioned within a week.

Priority 2. Medium - This needs to be in place/actioned within two weeks.

Priority 3. Low - This needs to be actioned within one month.

Appendix 6. Use of Images

The use of photos on websites and in other online/hard copy publications can pose direct and indirect risks to children. Society members, volunteers and staff wishing to use images of the children they work with or when photographing or filming a child will;

- Assess and endeavour to comply with local traditions or restrictions for reproducing personal images before photographing or filming a child,
- Keep confidential the identity of the child,
- Never supply the full name(s) of the child or children along with the image(s),
- Obtain informed consent from the child and parent/guardian of the child before photographing or filming a child and explain how the photograph or film will be used,
- Ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately dressed and not in poses that could be seen as sexually suggestive,

- Ensure images are honest representations of the context and facts,
- Ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form,
- Use common sense and avoid actions or behaviours that could be construed as child exploitation and abuse,
- Provide a clear brief for photographers about what is considered appropriate in terms of content and behaviour.

Responding to concerns

Children and parents/guardians should be informed that if they have any concerns regarding inappropriate or intrusive photography, these should be reported to St Patrick's to ensure that any reported concerns are dealt with in the same way as any other child safeguarding issue.



Appendix 7. Digital World/Information Technology/Social Media

Children can be put in danger and exposed to abuse and exploitation by some of the modern means of information technology.

“The internet has changed our world, mostly for the better. But there is also a dark side which is harming the most vulnerable members of society. Children as young as infants and toddlers are now the targets of abuse from sophisticated online communities. As children grow and inevitably encounter the digital world themselves, they confront challenges like cyber-bullying, harassment and sextortion. Child sexual abuse images, whose production has exploded with the advent of digital cameras in every mobile phone or tablet in the world, proliferate online. Internet pornography, unrestricted and pervasive in the digital world, bombards the developing brains of children and young people”

This statement is from the World Congress on ‘Child Dignity in the Digital World’ which was held in Rome in Oct 2017. The Congress brought together leaders from religion, technological companies, civil society and government. Pope Francis spoke of the Congress as “...*raising awareness of the gravity of the problems... assisting educators and families, and finding creative ways of training young people in the proper use of the internet in ways healthy for themselves and for other minors.*”

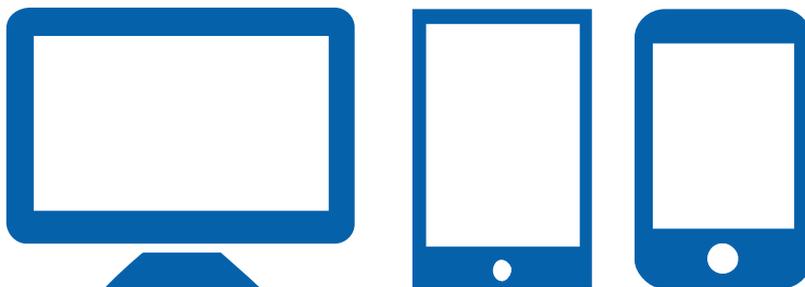
Some of the goals included;

- To raise awareness of digital risks,
- To improve identification and interventions for children and young people at risk,
- To set safety standards, agree to a code of conduct,
- To improve education of children and young people,
- To ensure all citizens are alert to the risks of abuse and know how to report it,
- To develop guidelines for best practices and educational programmes,
- To make prevention the top priority,

Speaking about the call of the congress to religious leaders Pope Francis said: “*Very appropriately, you have expressed the hope that religious leaders and communities of believers can also share in this common effort, drawing on their experience, their authority and their resources for education and for moral and spiritual formation*”. The Congress called on religious leaders “*to create a cross-platform Code of Conduct for the internet, including legal, ethical and moral guidelines as well as enforcement actions for those who violate the Code*”

Guideline:

Society personnel will not ask for or retain the mobile phone number or email address of any child, unless with the consent of the parent/guardian and they will not contact children through any of the social media networks.



Appendix 8. Role and Responsibilities of the Safeguarding Person

The Safeguarding Person will:

- Ensure, on receiving any complaint, that the first priority is always the safety and welfare of the child and that no child is ever left in a situation that could place them in immediate danger.
- Report the suspicion, concern, knowledge or allegation of abuse to the District Leader.
- Ensure that the wellbeing and safety of children is promoted and supported.
- Ensure that clear and effective policies, procedures and systems are in place in the District to uphold the highest standards with regard to child safeguarding.
- Provide advice, support, direction and act as a resource to District Leadership and CLT on all aspects regarding Child Safeguarding.
- Manage any suspicions, concerns, knowledge or allegation.
- Liaise with the appropriate authorities.
- Request follow up reports on child safeguarding.
- Ensure confidentiality, so that only those people who need to know will receive information about the complaint. However, no guarantee of absolute confidentiality can be given.
- Immediately offer a Support Person and counselling to the Complainant.
- Inform the Complainant that the specific rights and duties of priests are such that, where there is a complaint of child sexual abuse against a priest or religious; an enquiry into the complaint is required under canon law. The future co-operation of the Complainant will be sought in so far as it may be necessary. Care will be taken that such an enquiry will not interfere with, or be prejudicial to, the administration of justice in a state criminal investigation or civil suit.
- Ask the Complainant to provide a detailed account of the wrongful acts alleged, and their background and circumstances and carefully record this.

The Safeguarding Person, when there is an allegation against a Society Person, will:

- Inform the District Leader and Society Safeguarding Coordinator of the complaint.
- Meet the complainant. He/she will be accompanied by another person and the complainant will be invited to bring someone to the meeting.
- If the complainant is a minor he/she will only be interviewed, with the consent of the parents/guardian and in their presence. To conduct such an interview without this consent can amount to an offense.
- Assure the Complainant that the Society has a policy on child protection and reporting, and that the policy is being implemented.
- Listen carefully to the Complainant, and inform him/her of the seriousness with which the Society views any allegation of child abuse by one of its people.
- He/she will inform the Complainant of the Society's reporting policy.

The Safeguarding Person, after this meeting, will:

- Inform the District Leader and Society Child Protection Coordinator of the details of the complaint.
- Identify the present and previous appointments of the Respondent.
- Liaise with the Support Person.
- Alert the Adviser to be on standby.
- Ensure that the Society complies with all civil reporting requirements.
- Ensure that the Society follow canonical process for investigation.

The Safeguarding Person, as soon as possible, meets the respondent, after he has been informed by the District Leader of the complaint.

The Adviser should normally be present.

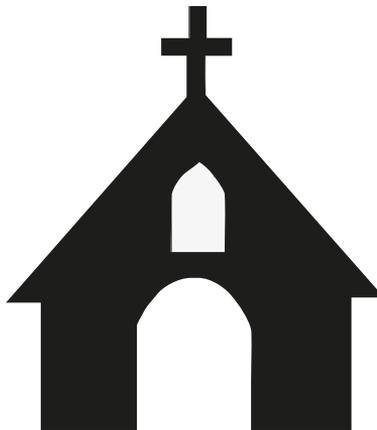
The Respondent will be informed

- Of the nature and detail of the complaint, and the name of the Complainant.
- That the matter is being enquired into in accordance with canon law.
- That the Respondent is not obliged, in law, to respond or to furnish evidence.
- That any information given may be subject to the scrutiny of the civil authorities.
- That the Respondent is entitled to the assistance of civil and canonical legal advisers.

- That, should the Respondent wish to speak freely, a careful note will be taken and checked for accuracy.
- That should he wish to consult with civil and canonical advisers before responding, arrangements will be made for a further meeting at which such advisers will be welcome to attend.

The Safeguarding person will;

- Discuss with the Respondent and his Adviser the question of obtaining spiritual and therapeutic support.
- Make a report of the meeting as soon as possible to the District Leader.



Appendix 9. Role of District Leader

The District Leader, on receiving a complaint against a Society member, will:

- Inform the Safeguarding Person and Society Safeguarding Coordinator.
- Meet the Respondent. He will do this after consultation with the civil authorities where applicable.
- Inform him of the nature and detail of the complaint, and the name of the Complainant.
- Inform him that the matter is being enquired into in accordance with canon law.
- Inform him that he is not obliged, in law, to respond or to furnish evidence.
- Inform him that any information given may be subject to the scrutiny of the civil authorities.
- Inform him that he is entitled to the assistance of civil and canonical legal advisers.
- Discuss with the Respondent and his Adviser the question of obtaining spiritual and therapeutic support.
- Consult the Support Person and the Adviser in order to afford any representation on behalf of either the Complainant or the Respondent to be made.
- Follow the canonical process for investigation.

If the Respondent wishes

- to speak freely, a careful note should be taken and checked for accuracy.
- to consult with civil and canonical advisers before responding, arrangements should be made for a further meeting at which such advisers will be welcome to attend.

The District Leader in consultation with the Safeguarding Person and the Society Safeguarding Coordinator will consider carefully the following:

- The complaint itself.
- The report of the meeting of the Safeguarding person and the respondent.
- The appropriateness of providing help, if needed, to a Complainant and to the family of the Complainant.

- The appropriateness of the Respondent continuing in his present pastoral assignment, having regard to the paramount need to protect children. Care should be taken that a decision by the Respondent to take leave of absence will not be construed as denoting guilt on his part.
- How the right of the Respondent to a fair trial on any criminal charge is preserved, and his good name and reputation may be appropriately safeguarded.
- Whether a specialist professional evaluation of the Respondent should be sought.
- The needs of a parish or other community where the Respondent has served.
- The needs of the wider community, including the appropriateness and timing of any public statement.

He may contact the Victim (if not the Complainant), the Respondent, and any relevant witnesses, to request as much information as possible of the alleged perpetrator and witnesses, including names, addresses, dates, location, time, and the nature of the alleged offence.

If there are grounds to believe that the allegation is credible or has a semblance of truth to indicate that abuse has taken place the District Leader will immediately notify the Society Leader, detailing all information and his recommendation for healing the damage done and preventing any recurrence.

In consultation with the Society Leader he will make his decisions and inform the Complainant, the alleged Victim (if other than the Complainant) and the Respondent.

He will notify the religious authorities concerned, the Bishop of the diocese where the abuse is alleged to have taken place and the Bishop of the diocese where the Respondent resides and/ or works.

He will immediately report the allegation of child sexual abuse to civil authorities/relevant agencies and comply with all civil reporting requirements.

He will seek Legal Counsel.

The Complainant (or her/his representatives) and the Respondent each may request, within fifteen days of learning of the determination, that the District Leader reconsider the determination that the allegation has or has not been substantiated. The party requesting reconsideration shall specify in detail the basis on which the request for reconsideration is made.

If the allegation is credible or there is a semblance of truth to indicate that child sexual abuse has occurred, the District Leader will ensure that the Respondent does not remain in any appointment which affords any unsupervised access to children.

The Respondent found guilty of misconduct with a minor will be permanently removed from all ecclesiastical ministries involving children. The District Leader, in consultation with the Central Leadership Team, will employ procedures to restrict his contact with children.

Should these means prove ineffective, canon law provides the Society Leader with a range of options, which may ultimately result in the penalty of dismissal from the clerical state and from the Society.

Review: Where a Respondent has been accused of child abuse, but it has not been established that the accusation is false, the District Leader in consultation with the Society Leader will review this case on a regular basis, to ensure that all necessary action is being taken by the Society.

Appendix 10. Confidentiality

The effective protection of a child often depends on the willingness of those involved with children to share and exchange relevant information. It is therefore critical that there is a clear understanding of professional and legal responsibilities with regard to confidentiality and the exchange of information. It is important that:

- All information regarding concerns about child abuse should be shared on a 'need to know' basis in the best interests of children.
- No undertakings regarding secrecy can be given. This should be made clear to all parties involved. Giving information to others for the protection of a child is not a breach of confidentiality.
- Information obtained for one purpose must not be used for another without consulting the person who provided that information.

The relationship of Church personnel with children in their care is based on trust and confidentiality. There may be times, however, when a child, young person or adult confides in a person who works for the Church information which indicates that child abuse may have occurred or that the safety of children is at risk, and they may ask that the matter be treated as completely confidential. In this situation, the person working for the Church should carefully explain that although they respect the sensitive nature of the information, they are unable to give an assurance of complete confidentiality. They will need to inform the relevant authorities so that action may be taken to protect children from potential harm.

Confession: The Seal of Confession guarantees that anything a person reveals in the reception of the Sacrament of Penance is guaranteed absolute confidentiality. The maintenance of trust in the Sacrament of Penance requires the guarantee of absolute confidentiality, allowing for no exceptions. The confessor should encourage a penitent who admits committing abuse to disclose it.

Pastoral wisdom would advise that in the event of a child disclosing in Confession that they have been abused, the confessor should sensitively reassure the child that they are not at fault. The confessor should encourage the child to disclose the abuse to an adult they trust (for example, a relative, teacher, friend) and to have that person report the abuse. The confessor must at no time act in any manner that might violate the seal or compromise the Sacrament of Penance in the eyes of the faithful.

When a penitent confesses to a priest previously undisclosed child abuse, the priest will advise the penitent to seek the professional help they require immediately, for their own well-being and in order to prevent any recurrence of abuse.



Appendix 11. Definitions of Child Abuse

1. Child abuse is any form of maltreatment of a child caused by abuse or neglect of a child by inflicting harm or by failing to act to prevent harm, commercial or labour exploitation of a child.

2. Physical abuse may involve hitting, shaking, kicking, suffocating, misusing of medication, giving addictive drugs, applying inappropriate sanctions or otherwise causing physical harm to a child. It can also apply to one's failure to act to protect the child.

3. Emotional abuse is the persistent emotional ill-treatment or rejection of a child by conveying that he/she is unloved, inadequate or even worthless; or by overprotection and limiting exploration, learning and normal social interaction.

4. Sexual abuse involves forcing or enticing a child to take part in sexual activities - whether the child is aware of what is happening or not. The activities may involve physical contact, including penetrative sex (e.g. rape) or non-penetrative sex (oral sex).

Other forms may include non-contact activities, such as involving children in looking at, or participating in, the production of pornographic material, in watching sexual acts or behaving in sexually inappropriate ways.

Boys and girls can be sexually abused by males or females, adults or young people, family members or people from all different walks of life.

5. Neglect can be defined as an omission or the failure to protect a child. This is often evidenced in the child being deprived of food, clothing, warmth, hygiene, intellectual stimulation, safety, affection from adults, and failure to access appropriate medical care and failure to listen to a child.



Appendix 12. Recognising Child Abuse

Abuse of a child may take the form of Physical Abuse or Emotional Abuse or Sexual Abuse or Neglect.

It is not easy to recognize child abuse and it is not the responsibility of an individual to decide whether or not child abuse has taken place. However, one does have the responsibility to alert the appropriate agencies, so that they can take the necessary actions to protect a child.

The following information may be helpful in being more alert to the signs of possible abuse but they are only indicators and not definitive.

Physical Abuse	Changes in Behaviour
<ul style="list-style-type: none"> - Unexplained bruising or marks or injuries on any part of the body including hand or finger marks - Cigarette burns - Broken bones - Scalds 	<ul style="list-style-type: none"> - Flinching when approached or touched - Temper outbursts - Fear of parents being approached - Aggression - Reluctance to change into sports gear - Depression - Withdrawn - Running away
Sexual Abuse	Changes in Behaviour
<ul style="list-style-type: none"> - Pain, itching, bruising or bleeding in the genital area - Sexually transmitted disease - Vaginal discharge or infection - Discomfort when walking or sitting down - Stomach Pains - Pregnancy 	<ul style="list-style-type: none"> - Unexplained aggression, withdrawn - Fear of being left with a specific person/people - Nightmares - Running away - Sexual knowledge, drawings, language beyond age - Bed-wetting - Eating problems - Self-harm, sometimes leading to suicide attempts - Secrets they cannot share - Substance or drug abuse - Unexplained sources of money - Not allowed to have friends - Sexually explicit actions towards adults

Emotional Abuse	Changes in Behaviour
<ul style="list-style-type: none"> - Failure to thrive, particularly when a child puts on weight in other circumstances e.g. when away from home. - Sudden speech disorders - Developmental delay; emotional or physical 	<ul style="list-style-type: none"> - Sulking, hair twisting, rocking, unable to play - Fear of making mistakes - Self-harm - Fear of parents been approached regarding their behavior
Neglect	Changes in Behaviour
<ul style="list-style-type: none"> - Constant hunger sometimes stealing food from other children - Constantly “dirty” or smelly - Constantly underweight or loss of weight - Being left alone or unsupervised - Inappropriate dress for conditions 	<ul style="list-style-type: none"> - Tiredness - Not seeking medical assistance - Failing to keep appointments - Having few friends



Appendix 13. Record Keeping

All data in relation to safeguarding must be stored in a safe and confidential manner in a secure locked cabinet and accessed only by those authorised in line with the Data Protection Policy

Good record keeping improves accountability, shows how decisions relating to safeguarding are made, supports effective assessments, provides documentary evidence of actions taken, helps to identify risks, demonstrates how risks have been managed and helps to safeguard the rights of all concerned.

The Safeguarding Person and the District Leader will undertake to create a record which is accurate and fair, in respect of any Safeguarding incident, allegation or suspicion. This record will be stored securely, updated regularly and accessed only by those who need to view it to secure the safety of a child.

The subject of the file may correct inaccuracies and review the content upon request. Care will be taken to adhere to any data protection legislation in the country where the case file is held.

When an incident, allegation, suspicion or referral arises against any member of the Society, staff, or volunteer, a case record will be created. It will record the information that has come to light, the actions taken, by whom and when. It will be accurate, fair and kept up to date. Access to the content will be given on an agreed basis unless there is a clear requirement to share the information with others to prevent harm coming to a child.

While files may be retained in Districts, responsibility for them will be with CLT.



Appendix 14. Structures

The Society Safeguarding Coordinator is

Appointed by the Society Leader and most likely be a member of the Central Leadership Team. He will ensure the implementation of Society Policy and Procedures. He will be the liaison person for CLT in matters pertaining to safeguarding. The Society Safeguarding Coordinator will work closely with the District Leader and the Safeguarding Person in each District to ensure that the appropriate safeguarding structures and personnel are in place. He will coordinate the Society response to any safeguarding issues.

The Society Safeguarding Resource Person is:

Appointed by the Society Leader and is available as a support to members and leadership in all aspects of safeguarding, especially in relation to training and the development of implementation structures.

The Safeguarding Person is

Appointed by the District Leader and is responsible for overseeing and implementing the Policy and Procedures in the District and to have such additional responsibilities as may be required. They will be assisted by a deputy, appointed by the District Leader, who will have the same duties and functions and will act in their absence or incapacity, or for any other sufficient reason.

The District Society Safeguarding Committee is

Appointed by the District Leader. The members of the Panel will be available to offer advice on safeguarding issues in the District.

The Support Person is

Appointed by the District Leader. The Support Person is available to those who allege that they have suffered abuse and their families. The role of this person is to assist those wishing to make a complaint of child sexual abuse, to facilitate them in gaining access to information and help, and to represent their concerns on an ongoing basis.

The Adviser is

Appointed by the District Leader. The Adviser is available to the Respondent and will engage with all pastoral, legal and therapeutic issues arising for the Respondent.

CLT Advisory Panel is

Appointed by the Society Leader. The members of the Panel will be available to offer advice on a confidential basis, collectively and in their respective disciplines, when required.

The Society Communication Person is

Appointed by the Society Leader. He/she is the media relations person and will be the only person to respond on behalf of the Society to media enquiries. In his/her contact with the media he/she must take fully into account the protection of the right of victims to privacy and the protection of the rights of the accused.

Relations with the media will be based on the principles:

- the public has a right to information of a general nature;
- the accused has a right to a presumption of innocence;
- the alleged victim and his/her family have a right to maximum privacy;

The State may institute proceedings, which must not be jeopardised by prejudicial disclosure.



Appendix 15. Implementing and Monitoring - Audit Template

Appendix 15A

GUIDELINES FOR AUDIT BY INDIVIDUAL MEMBERS

(To be filled by Parish Priest or Project Coordinator)

Parish/Project _____ Self-Audit Year: _____

Name of Parish Priest or Project Coordinator _____

1) Safeguarding Persons *(Please tick in appropriate space)*

- a. Has your parish/area of ministry named/appointed a Safeguarding Person? Yes___ No___
- b. Has the Safeguarding Person been informed of Policy and Procedures? Yes___ No___
- c. Has the Safeguarding Person attended any trainings on Safeguarding? Yes___ No___

Comments/Remarks

2) Co-workers (Employees, Volunteers) *(Please fill in the appropriate box)*

Question	Employees	Volunteers	How many of these (employees & Volunteers), are working with children?
a) How many co-workers are there in the Parish/Project?			
b) How many co-workers received safeguarding information/ training as part of the induction process?			
c) How many co-workers attended trainings in the past year?			
d) How many co-workers require attending a safeguarding awareness-raising session?			
e) How many have signed commitment form?			

3) Projects Run In Collaboration With SPS/or Funded by SPS in the Parish

Question	Y/N	Comment/Remarks
a) Is there a specific safeguarding policy for the project?	Yes___ No___	
b) Is there a specific named safeguarding person for the project?	Yes___ No___	
c) Are you satisfied that safeguarding procedures are being implemented?	Yes___ No___	

4. Communication *(Tick the appropriate space)*

- a) Is there a poster displayed in a prominent place in the Parish House with the name and contact numbers of safeguarding personnel? Yes_____ No_____
- b) Is there a poster displayed in a prominent place in Church/Hall/community Centres with contact details of safeguarding personnel? Yes_____ No_____

5. Concerns/Suspicious/Allegations

- a) Are there any concerns/suspicious/allegation that have been reported to the Safeguarding Person/District Leader? Yes_____ No_____

b) What action was taken? *(Tick the appropriate space below and comment if necessary)*

Suggested answers for (b)	Tick Y or N	Comment
• Reported to Church authorities:	Yes___ No___	
• Reported to civil authorities:	Yes___ No___	
• Reported to the Society:	Yes___ No___	
• Other <i>(specify what & where)</i> :		

6. Plans

a) List any training/meetings/seminars that you feel would be helpful in the coming year?

Training/meetings/seminars

- i. _____
- ii. _____
- iii. _____
- iv. _____

b) Are there any particular areas of concern or risk that need special attention in the coming year?

Concerns/Risks?

7. Any additional information/comments that would be helpful?

Additional Information/Comments:

Signed: _____

Date: _____

Appendix 15B

GUIDELINES FOR AUDIT BY DISTRICT LEADER

(District Leader to fill)

District of: _____ Self-Audit Year: _____

Name of District Leader _____

1. Members

Question	Members
a) How many Parishes/Projects are there in the District?	
b) How many Parishes/Projects have completed the self-audit?	
c) How many members are in the District?	
d) How many members have signed the commitment form?	
e) How many members have received The Society Safeguarding Policy and Procedures?	
f) How many members attended information periods/training programme on safeguarding in the past year?	
g) List trainings attended by members. • • • •	
h) How many members are yet to attend information periods/training programme on safeguarding?	

i) Do you feel members are sufficiently aware of, and follow procedures and actively work to promote a safe environment for children? Yes_____ No_____

Additional Comments/Remarks on safeguarding persons:

2) Safeguarding Persons

- a) What is the name of District Safeguarding Person? _____
(Please fill in appropriate space)

Question	Numbers
b) How many parishes/projects have appointed a Safeguarding Person in your district?	
c) How many of the Safeguarding Persons in your district have been informed of Policy and Procedures?	
d) How many of the Safeguarding Persons in your district have attended any trainings on Safeguarding?	

3) Co-workers (Employees, Volunteers) *(Please fill in the appropriate box)*

Question	Employees	Volunteers	How many of these (employees & Volunteers), are working with children?
a) How many co-workers are there in the Parish/Project in the District?			
b) How many co-workers received safeguarding information/ training as part of the induction process?			
c) How many co-workers attended trainings in the past year?			
d) How many co-workers require attending a safeguarding awareness -raising session?			
e) How many have signed commitment form?			

4) Projects Run In Collaboration With SPS/or Funded by SPS in the Parish

Question	Number	Comment/Remarks
a) How many projects run in collaboration with SPS/or funded by SPS do you have in the district?		
b) How many of these have a specific safeguarding policy for the project?		
c) How many of these have a specific named safeguarding person for the project?		
d) List Areas of concern. • •		

5) Communication (*Tick the appropriate space*)

- a) Is there a poster displayed in a prominent place in the District House with the name and contact numbers of safeguarding personnel? Yes_____ No_____
- b) Is there a poster displayed in a prominent place in SPS Offices/Houses, with contact details of safeguarding personnel? Yes_____ No_____
- c) Are posters displayed in Parish houses/Church Halls/Community centres where SPS members work?
Yes_____ No_____

6) Concerns/Suspicious/Allegations

- a) Are there any concerns/suspicious/allegation that have been reported to the District Leader?
Yes_____ No_____
- b) How many concerns/suspicious/allegation have been reported to the District Leader? _____
- c) What action was taken? (*Tick the appropriate space below and comment if necessary*)

Suggested answers for (c)	Tick Y or N	Comment
• Reported to Church authorities:	Yes___ No___	
• Reported to Civil authorities:	Yes___ No___	
• Reported to the Society:	Yes___ No___	
• Other (<i>specify what & where</i>):		

7) **Plans**

a) List any training/meetings/seminars that you feel would be helpful in your District in the coming year?

Training/meetings/seminars?

- i. _____
- ii. _____
- iii. _____
- iv. _____

b) Are there any policies and procedures that need particular attention in your District in the coming year?

Policies & procedures:

- i. _____
- ii. _____
- iii. _____
- iv. _____

c) Are there any particular areas of concern or risk that need special attention in the coming year?

Concerns/Risks?

Additional Information/Comments:

Signed: _____

Date: _____



Child Safeguarding Policy Statement of St. Patrick's Missionary Society

We recognise and uphold the dignity and rights of all children. We are committed to ensuring their safety and well-being. We will work in partnership with parents/guardians to do this. We recognise each child as a gift from God, and we value and encourage the participation of children in all activities that enhance their spiritual, physical, emotional, intellectual and social development.

All Church personnel (including clergy, religious, staff and volunteers) have a responsibility to safeguard children through promoting their welfare, health and development in a safe and caring environment that supports their best interests and prevents abuse.

If you have a safeguarding concern please contact:

Name: _____

Tel: _____ Email: _____

*Alternatively you can report your concern
directly to Civil Authority*

www.spms.org

REFERENCES

St. Patrick's Missionary Society Documents:

- Data Protection Policy (Revised 2017)
- Integrity in Ministry. (Revised 2019)
- Safeguarding Policy and Procedures, District of Ireland (Revised 2018)
- Safeguarding Children Policy East Africa (2013)
- Whistleblower Policy (2018)

Others:

- Code of Canon Law
- Interim Killaloe Diocesan Guidelines for Safeguarding Vulnerable Adults (2018)
- Irish National Vetting Bureau (Children and Vulnerable Persons Act 2012)
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- Safeguarding Children, Policy and Standards for the NBSCCI (Catholic Church in Ireland - 2016 Revised Edition)
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*“We need to see each child as a gift to be
welcomed, cherished and protected”*

Pope Francis



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