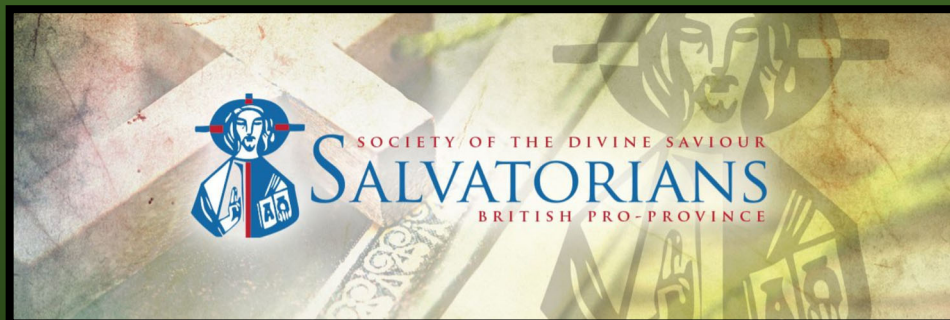


Safeguarding Policy

Information Leaflet

2024

Safeguarding is
everyone's
responsibility



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Introduction

The 2024 Salvatorian Safeguarding Policy outlines the commitment of the British Pro-Province to:

- Put the welfare of the child and vulnerable person first at all times— each one has a right to be protected, treated with respect, listened to and have their views taken into consideration.
- Provide the highest level of protection for all who are involved in any way with the Salvatorians of the British Pro-Province.
- Create a secure and supportive atmosphere in which those who have suffered abuse in the past can be assured of a sensitive, caring and compassionate response, and be offered appropriate pastoral care for themselves and their families.
- Ensure that the rights, in natural justice, of a person against whom an accusation of abuse is made, are respected and that appropriate pastoral care is provided for them and their families.

Salvatorian Safeguarding Policy

The aims of the policy are:

- To provide optimum protection for children and vulnerable persons with whom Salvatorians and their Co-workers interact
- To offer guidance to Salvatorians and their Co-workers to enable them to minister and interact with children and vulnerable persons in a way that does not leave them unduly exposed to the possibility of an allegation of abuse being made against them
- To outline the process of receiving and reporting allegations of abuse.
- To ensure that all are treated with respect and dignity

Abuse falls into five main categories:

Physical Abuse

A deliberate action which results in a physical injury to a VP or a child

Neglect

The persistent failure to meet the physical, emotional and/or psychological needs of a child or VP

Emotional Abuse

A pattern of behaviour in which the perpetrator insults, humiliates, and generally instils fear in an individual in order to control them.

Sexual Abuse

Occurs when a child or VP is used by another person for his or her own sexual gratification / arousal, or for that of others.

Financial Abuse

Involves an individual taking or misusing someone else's money/belongings for their own gain. Controlling someone's purchases or access to money

Key Elements of the Salvatorian Safeguarding

Welfare of the Child and Vulnerable Person

The welfare of the child and vulnerable person is paramount at all times

Recruitment process

This process ensures that people who are selected to work with the Salvatorians on a voluntary or paid basis are appointed in an open and transparent way

Vetting

All Salvatorians in ministry and Co-workers are subject to a police vetting process .

Mandatory Reporting

Salvatorians and their co-workers are obliged to report allegations, suspicions/concerns or disclosures of any form of abuse

Conscientious Disclosure

Salvatorians and their Co-workers have a right to raise a concern about perceived unacceptable practice or behaviour without fear of reprisal

Training for Salvatorians

All Salvatorians in ministry are obliged to attend training sessions run by the diocese in which they minister. The Safeguarding Office will also organise an annual training session based on Salvatorian needs. All Salvatorians are encouraged to undertake EDU-CARE on-line training

Training for Co-workers

The Safeguarding Office will organise training for different groups of Co-workers appropriate to their work and needs.

Salvatorians from other provinces

Salvatorians who wish to minister in England, Ireland or Wales must have a testimonial letter from their Major Superior, and if ordained, have a valid celebret.

Support for the complainant

The Congregation will make a compassionate response to all allegations and offer counselling and support as needed.

Support for the respondent

The Provincial, in consultation with the respondent, will assign an Adviser to the respondent and will offer the services of a civil and canon lawyer as well as counselling and spiritual support.

Canonical Investigation

A canonical investigation begins when an allegation of abuse is received. It is suspended if a criminal investigation is taking place. The first step in the canonical process is to establish if there is a semblance of truth in the allegation. If there is, in the case of a priest, a report is sent to the CDF and it will advise the Provincial on how to proceed. Even though some restrictions of ministry may be agreed or imposed, the respondent retains the presumption of innocence.

Photographs

Photographs of children will not be taken, kept or used, without the written consent of the child and/or their guardian.

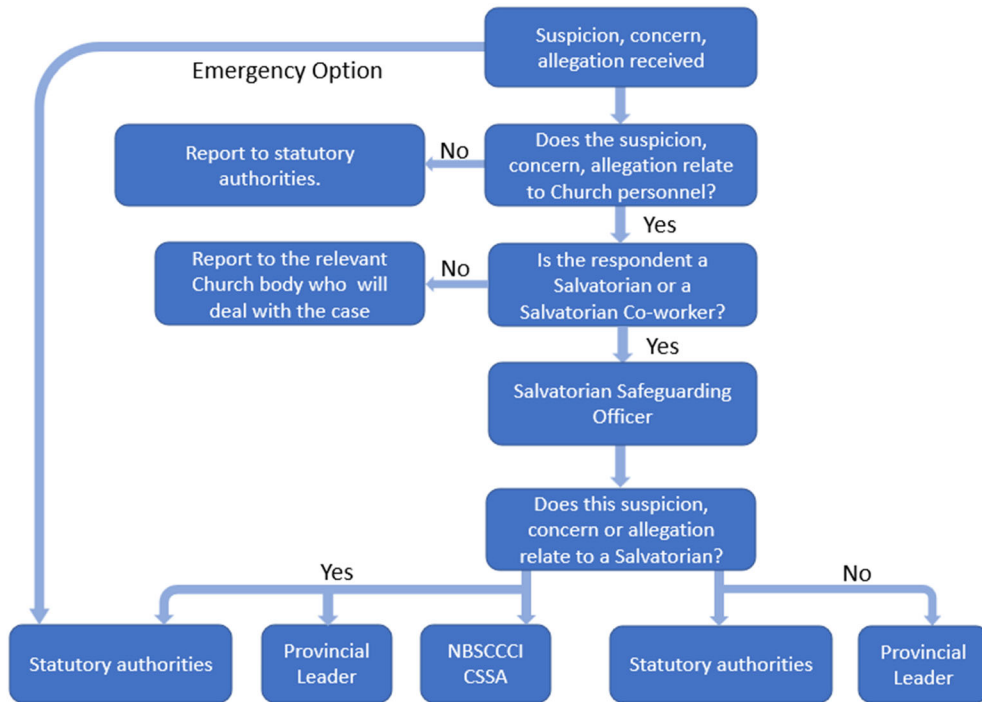
Roles and Responsibilities

Trustees	Provincial Leader	All Salvatorians and Co-workers	Safeguarding Officer/DLP
<p>The Trustees ensure that</p> <ul style="list-style-type: none"> a. Safeguarding is a key governance and ministerial priority. b. There is a safeguarding policy, procedures and code of conduct which are annually reviewed. c. Identify possible risks and have a risk assessment in place for those who work with children or adults at risk. d. There is a culture of safeguarding. e. Everyone knows how to recognise, respond to, report and record a safeguarding concern. f. Safeguarding training is provided and evaluated to ensure it is current and relevant. g. Review which posts within the charity can and must have a DBS check h. That checks and due diligence are carried out in different geographical areas of operation. 	<p>The Provincial Leader is ultimately responsible for all areas of Safeguarding. He ensures that:</p> <ul style="list-style-type: none"> a. The Congregation’s safeguarding policies and procedures comply with civil laws and church regulations b. The policies and procedures are implemented c. The Safeguarding Office fulfils its mandate d. Adequate resources are provided for the implementation of agreed safeguarding policies and procedures e. All Salvatorians in ministry undergo a vetting/DBS process 	<ul style="list-style-type: none"> a. Familiarise themselves with the Salvatorian Safeguarding Policy and Procedures (2024) b. Provide good examples of safe conduct c. Avoid situations where children and vulnerable persons are put at increased risk d. Prevent abuse by adhering to agreed safeguarding policies and procedures e. Report any concerns regarding the safety of vulnerable persons or children to the appropriate designated person 	<ul style="list-style-type: none"> a. Receives safeguarding allegations or concerns b. Ensures that relevant information is given to the complainant and organises support if needed. c. Records and reports allegations to the relevant civil and Church authorities d. Ensures the complainant is kept informed of developments in relation to his/her case e. Case management and filing f. Maintains a dialogue with the Investigating Officer or Social Worker to monitor the progress of the case

Roles and Responsibilities

Salvatorian /Safeguarding Panel	Advisors	Monitoring Panel	Salvatorian Safeguarding Office
<p>Offers advice and support on:</p> <ul style="list-style-type: none"> a. The development, communication and implementation of policies b. The safe recruitment of employees and volunteers involved with children and vulnerable persons c. Identifying emerging needs and priorities d. Care and support of a complainant e. How to progress a particular complaint f. What restriction might be placed on the ministry of a respondent g. How to protect the good name of the respondent while the case is being processed h. What risk assessment measures need to be taken i. Development of safeguarding plans for the Society j. Seeks the advice of RLSS/NBSCCCI 	<ul style="list-style-type: none"> a. Are available to the respondent after an allegation of abuse has been made against him b. Inform the respondent of his rights under civil and canon law c. Help the respondent to identify his needs and how these can be met d. Ensure the respondent is kept informed of developments in his case e. Represent respondent's needs and wishes to the Safeguarding Officer/DLP and the PLT 	<p>If the situation arises a monitoring panel will be convened in consultation with RLSS.</p> <ul style="list-style-type: none"> a. Monitors the adherence of respondents to agreements and precepts regarding restriction to ministry b. In consultation with relevant personnel, draws up a Health Care and Safety Plan for each respondent c. Reviews the agreements / precepts annually or earlier if needed d. Considers any requests from respondents for a lessening of the restrictions placed on them and reports to the Safeguarding Panel / Provincial/Trustees 	<ul style="list-style-type: none"> a. Co-ordinates safeguarding for the British Pro-Province b. Drafts and revises policies and procedures as necessary c. Identifies and provides training for Salvatorians and their co-workers as needed, d. Ensures that civil law and church regulations regarding safeguarding are widely disseminated and understood e. Liaises with the civil and Church authorities/organisations f. Completes the annual safeguarding audit g. Monitors DBS/Garda Vetting and training

Flow chart for reporting



Reporting Flow Chart

Please note: With the exception of the emergency option, in Ireland, if you are a **Mandated Person** you will be required to make a joint report with the Salvatorian Safeguarding Officer

Steps to take if you are aware of a safeguarding concern

If somebody begins to reveal to you a concern/suspicion or evidence of abuse:

- a. Stay calm
- b. Immediately tell the person that you are obliged to inform other relevant persons of any allegation/suspicion or concern of any form of abuse.
- c. As soon as it is possible, inform the appropriate person to receive this information .
- d. Record as soon as possible what you have been told, using the person’s own words. Pass those notes on to the person you report to. Keep a copy in a safe, secure, place.
- e. If your concern relates to a Salvatorian:
 - + Report to the Salvatorian Safeguarding Officer DLP,
 - + Ask for an acknowledgement of having received your report
 - + If he/she does not report it, and you are still concerned, you are free to report it yourself to the statutory bodies, or seek advice; inform the Safeguarding Officer that you have done so.
- f. If your concern is not in relation to a Salvatorian:
 - + Report the matter yourself to the relevant authorities.
 - + If the matter comes to you from another adult, encourage him/her to report directly himself/herself to the relevant authorities. Inform them that if they are unwilling to make the contact, you will respecting their wishes regarding confidentiality.

Please note:

1. If a child or vulnerable person is in danger do not hesitate: report the matter immediately.
2. The rights of the complainant and the respondent must be upheld.
3. Confidentiality is an essential element of the process—only discuss the matter with the relevant persons.

Frequently asked questions

If you are retired do you need to do a DBS check?

If you are fully retired and are not engaged in any ministry you do not need to be Garda Vetted or have a DBS check.

If you are engaged in full-time or part-time ministry e.g. occasional supply ministry, you need to be Garda Vetted and have a DBS check.

Which body organises the DBS check for Salvatorians?

If you are ministering in a Diocese in England, Ireland and Wales, the DBS check/Garda Vetting is undertaken by the Diocese.

For any other form of ministry in England and Wales, this can be processed by RLSS.

Who do I contact if I am unsure whether something is a safeguarding issues?

If it concerns a Salvatorian—contact the Safeguarding Officer for the Salvatorians for advice. Alternatively you can contact the civil authorities e.g. TUSLA (Ireland) or LADO or you can seek advice from the Diocesan Safeguarding Offices, CSSA, RLSS (England and Wales) or NBSCCCI (Ireland).

If I have completed safeguarding training in another country do I still have to do the training for England/Wales and Ireland?

Yes, if you are going to reside in England, Wales or Ireland. Whilst the whole Church is committed to safety of children and vulnerable persons, each country has its own safeguarding laws, structures, policies and procedures that need to be understood and agreed to.

What are the main principles in safeguarding vulnerable adults?

Empowerment: The support an adult receives should be personal to them and implemented with their consent.

Prevention: Action should be taken before harm occurs.

Proportionality: The least intrusive response to the risk presented should be taken.

Protection: Those with the greatest need should receive support and representation.

Partnership: Local community services should work together to protect vulnerable adults.

Accountability: Safeguarding should be delivered with accountability and transparency. (*The Care Act 2014 UK*)

Key to abbreviations

- **CSSA:** Catholic Safeguarding Standards Agency – national agency for regulating safeguarding in the Church and to sharing what they find. (England and Wales)
- **DBS:** Disclosure and Barring Service formerly known as the CRB (Criminal Records Bureau)
- **DLP:** Designated Liaison Person (Ireland)
- **DSL:** Designated Safeguarding Lead (England)
- **DSP:** Designated Senior Person (Wales)
- **LADO:** Local Authority Designated Officer, works within Children’s Services and gives advice and guidance to employers, organisations who have concerns about the behaviour of an adult who works with children and young people.
- **NBSCCCI:** National Board for Safeguarding Children in the Catholic Church in Ireland. National agency for regulating and monitoring safeguarding in the Catholic Church.
- **NTS:** National Tribunal Service – addresses and adjudicates on the canonical matters connected to clergy discipline and canonical offences.
- **RLG:** Religious Life Group (England/Wales)
- **RLSS;** Religious Life Safeguarding Service. Offers specialist safeguarding service to the Religious of the Catholic Church in England and Wales