



JULY 2025

# SAFEGUARDING RESOURCE PACK

A HANDBOOK FOR SAFEGUARDING CHILDREN & VULNERABLE ADULTS  
ACROSS THE EPARCHY

UKRAINIAN CATHOLIC EPARCHY OF THE HOLY FAMILY OF LONDON

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## SECTION ONE

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## FOREWORD

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The Ukrainian Catholic Eparchy of the Holy Family of London, as a member of the wider Catholic Church in England and Wales, is committed to safeguarding as an integral part of the life and ministry of the Church.

The Eparchy recognises the dignity and rights of all Vulnerable People towards whom it has a special responsibility. The Eparchy and individual members of it undertake to take all the appropriate steps to maintain a safe environment for all and to practice fully and positively Christ's Ministry towards children, young people, and vulnerable adults and to respond sensitively and compassionately to their needs to help keep them safe from harm.

The Eparchy will liaise closely with statutory agencies to ensure that any allegations of abuse are promptly and properly investigated and where appropriate, survivors supported, and perpetrators held to account.

The Eparchy wishes to ensure that its Parishes and Religious Congregations have the confidence to enable children, young people, and vulnerable adults to have peace of mind, knowing they will be cared for and loved by their Christian community.

This Handbook contains a summary of the National Procedures to be followed by all those involved when responding to concerns or allegations of abuse about a child, young person, or vulnerable adult within the Ukrainian Catholic Eparchy of the Holy Family of London.

It also includes summaries of other Eparchial policies on creating a safe environment, acceptable behaviour etc., designed to support the invaluable work of local Parish Safeguarding Representatives in parishes and congregations.

## MESSAGE FROM BISHOP KENNETH

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The safeguarding of others is part and parcel of the DNA of every Christian; an essential characteristic of our identity as Christ's followers, and so it must be reflected in the way we all seek to protect, respect, and treat each other with care:

'I give you a new commandment: love one another; just as I have loved you, you also must love one another. By this love you have for one another, everyone will know that you are my disciples.' (John 13: 34-35)

Safeguarding is everyone's responsibility – for me as the bishop, for our clergy, Eparchial employees, and for all our volunteers who work tirelessly in our parishes and church communities. This principle serves as the foundation for all safeguarding within the Eparchy. It requires all of us, regardless of position, to embrace and promote safeguarding and fulfil the duty to care for others and to protect them from abuse or harm, especially children and vulnerable adults. Only if each one of us is engaged in this way of thinking and acting can we nurture a culture of safeguarding across the Ukrainian Catholic Church in the UK because it is our shared responsibility to ensure that our parishes and chaplaincies are safe places for everyone, especially those who are most vulnerable in our society.

## INTRODUCTION FROM THE SAFEGUARDING OFFICE

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This Eparchial Safeguarding Resource Pack has been developed to support and help our parishes and church communities because when Church activities are organised well, with regard for the safety and wellbeing of all, we reduce the risk of avoidable harm and create safer more welcoming spaces for everyone.

This Handbook is designed to assist clergy, staff, volunteers, and others, understand their responsibilities towards safeguarding the welfare of any person who worships or is involved in activities organised in the name of the Church. By working together, we can achieve full compliance with the Eight National Safeguarding Standards.

### **The Eight Standards for Safeguarding:**

1. Embedding safeguarding in the Church body's leadership, governance, ministry, and culture.
2. Communicating the Church's safeguarding message.
3. Engaging with and caring for those who report having been harmed.
4. Effectively managing any allegations and concerns.
5. Managing and supporting subjects of allegations and concerns (respondents).
6. Implementing robust human resource management.
7. Providing and accessing safeguarding training and support.
8. Ensuring quality assurance compliance to continuously improve safeguarding practice.

## WHAT IS SAFEGUARDING?

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Every human being has a value and dignity which we as Catholics acknowledge as coming directly from God's creation of male and female in his own image and likeness. This implies a duty to value all people and therefore to support them and protect them from harm.

In the Catholic Church this is demonstrated by the provision of carefully planned activities for children, young people, and adults; supporting families, under stress; caring for those hurt by abuse in the past; ministering to and managing those who have caused harm.

It is because of these varied ministries that we need to provide a safe environment for all which promotes and supports their wellbeing. This will include carefully selecting and appointing those who work with children, young people or vulnerable adults and responding robustly where concerns arise. The main Government guidance setting out duties and responsibilities for all agencies and organisations who work with Children and Families is 'Working Together to Safeguard Children' (2018). The statutory framework sets out the legislation relevant to safeguarding and should be read alongside the statutory guidance; Children Acts 1989 and 2004, and the Children and Social Work Act 2017.

'Working Together to Safeguard Children' refers directly to Faith Communities and sets out the responsibilities and expectations of all churches and faith communities in safeguarding children and promoting their welfare.

It recognises that churches provide a wide range of services for children; and that religious leaders, staff and volunteers have an important role in safeguarding and supporting children and families.

Children may be in need of protection from abuse or maltreatment in their own home or in other environments including the church itself. Wherever a child is at risk or concerns are raised about a child, all adults have a duty to act to safeguard that child and promote his or her welfare.

The need to safeguard children is not confined to any particular age group or groups in the community and all concerns should be responded to equally, always bearing in mind that the welfare of the child is paramount.

The Eparchy, as a member of the wider Catholic Church in England and Wales, is expected to have in place arrangements which include:

- Procedures to respond to and report concerns and allegations
- Codes of practice
- Safer recruitment procedures
- Information sharing arrangements
- Support and supervision of staff and volunteers
- Training on safeguarding

In the same way arrangements must be in place to respond to concerns about any form of abuse or maltreatment of a vulnerable adult.

The principles contained in the Care Act 2014 must be followed with the acknowledgement that we must not act alone but in partnership with all other agencies to combat the abuse of vulnerable adults.

Child – The term "child" is used to include all children and young people up to the age of 18 - someone who has not yet had their 18th birthday.



**Safeguarding and promoting the welfare of children is defined as:**

- Protecting children from maltreatment;
- Preventing impairment of children's health and development;
- Ensuring that children grow up in circumstances consistent with the provision of safe and effective care;
- Taking action to enable all children to have the best outcomes.

**Child Protection** Is a part of safeguarding and promoting welfare. Child protection refers to the activity that is undertaken to protect specific children who are suffering, or are likely to suffer, significant harm.

**Significant Harm** 'Harm' means ill-treatment or the impairment of health or development, including for example, impairment suffered from seeing or hearing the ill-treatment of another; 'Development' means physical, intellectual, emotional, social or behavioural development; 'Health' means physical or mental health; and 'Ill-treatment' includes sexual abuse and forms of ill-treatment which are not physical.

**Child Abuse and Neglect** Are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by others. They may be abused by an adult or adults, or another child or children.

**Physical abuse** may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

**Emotional abuse** is the persistent emotional maltreatment of a child, such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to children that they are worthless or unloved, inadequate or valued only in so far as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them, or making fun of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. It may involve serious bullying (including cyber bullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

**Sexual abuse** involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts, such as masturbation, kissing, rubbing, and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

**Child sexual exploitation** is a form of sexual abuse. It occurs where an individual or group takes advantage of an imbalance of power to coerce, manipulate or deceive a child or young person under the age of 18 into sexual activity (a) in exchange for something the victim needs or wants, and/or (b) for the financial advantage or increased status of the perpetrator or facilitator. The victim may have been sexually exploited even if the sexual activity appears consensual. Child sexual exploitation does not always involve physical contact; it can also occur through the use of technology.

**Neglect** is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to; provide adequate food, clothing, and shelter (including exclusion from home or abandonment); protect a child from physical and emotional harm or danger; ensure adequate supervision (including the use of inadequate caregivers); ensure access to appropriate medical care or treatment; provide suitable education. It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

**Domestic abuse** is something all children can experience and be adversely affected by in the context of their home life where domestic abuse occurs between family members, including where those being abusive do not live with the child. Experiencing domestic abuse can have a significant impact on children. Section 3 of the Domestic Abuse Act 2021 recognises the impact of domestic abuse on children (0 to 18), as victims in their own right, if they see, hear or experience the effects of abuse. Furthermore, young people can also experience domestic abuse within their own intimate relationships. This form of child-on-child abuse is sometimes referred to as teenage relationship abuse.

The immediate and longer-term impact of child abuse can include anxiety, depression, substance abuse, eating disorders and self-harm, offending and anti-social behaviour. Maltreatment is likely to have a deep impact upon the child's self-image and self-esteem and difficulties may extend into adulthood—in forming or sustaining close relationships, establishing oneself in work or in developing the skills for effective parenthood. It is important to be aware that domestic abuse taking place within a child's home can also have a serious impact on children's safety and welfare and that any concerns should always be reported.

**All definitions come from Working Together to Safeguard Children (2023)**

**Vulnerable Adult** Prior to the introduction of the Care Act in 2014, the No Secrets statutory Guidance which covered adult safeguarding, used a broad definition of a 'vulnerable adult' as a person: *"who is or may be in need of community care services by reason of mental or other disability, age or illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation"*. The Care Act 2014 has superseded this, and s42 now identifies '**an adult at risk**.' An adult at risk of abuse or neglect is defined as someone who has needs for care and support, who is experiencing, or at risk of, abuse or neglect and as a result of their care needs - is unable to protect themselves.

The Safeguarding Vulnerable Groups Act 2006 defines a vulnerable adult as follows:

'A person is vulnerable in the context of the setting in which they are situated or the service they receive as follows;

- those in residential accommodation provided in connection with care or nursing or in receipt of domiciliary care services;
- those receiving health care;
- those in lawful custody or under the supervision of a probation officer;
- those receiving a welfare service of a prescribed description or direct payments from a social services authority;
- those receiving services, or taking part in activities aimed at people with disabilities or special needs because of their age or state of health;
- those who need assistance in the conduct of their affairs.
- A person's level of vulnerability may increase or decrease according to the circumstances they experience at any given time. Vulnerable adults could include people with:
  - learning or physical disabilities;
  - a sensory impairment;
  - mental health needs;
  - who are HIV positive;
  - substance misuse needs;
  - dementia.

This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern. The view of what constitutes abuse or neglect should not be limited, as they can take many forms and the circumstances of the individual case should always be considered, but the UK central government document 'Care and Support Statutory Guidance' categorises and defines adult abuse in terms of:

**Physical abuse** Including hitting, slapping, and pushing, kicking, misuse of medication, restraint, or inappropriate sanctions.

**Sexual abuse** Including rape and sexual assault or sexual acts to which the vulnerable adult has not consented or could not consent or was pressured into consenting such as indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts or indecent exposure.

**Psychological abuse (including emotional)** threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal from services or supportive networks.

**Financial or material abuse** Including theft, fraud, exploitation, internet scamming, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.

**Neglect and acts of omission** Including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

**Discriminatory abuse** Including racist, sexist, that based on a person's disability, and other forms of harassment, slurs or similar treatment.

**Domestic abuse** (previously known as **Domestic Violence**). The Domestic Abuse Act (2021) introduced the first ever statutory definition of domestic abuse (section 1 of the Act).

The statutory definition is clear that domestic abuse may be a single incident or a course of conduct which can encompass a wide range of abusive behaviours, including a) physical or sexual abuse; b) violent or threatening behaviour; c) controlling or coercive behaviour; d) economic abuse; and e) psychological, emotional, or other abuse.

Under the statutory definition, both the person who is carrying out the behaviour and the person to whom the behaviour is directed towards must be aged 16 or over and they must be "personally connected" (as defined in section 2 of the Domestic Abuse Act 2021). The definition ensures that different types of relationships are captured, including ex-partners and family members regardless of gender or sexuality.

Domestic abuse can take different forms, including:

- physical abuse
- sexual abuse
- financial abuse
- coercive or controlling behaviour, and gaslighting / emotional abuse
- digital / online abuse
- so-called 'honour-based' abuse
- forced marriage
- female genital mutilation (FGM)

**Organisational abuse (including neglect)** This may take the form of isolated incidents of poor or unsatisfactory professional practice, at one end of the spectrum, through to pervasive and ongoing ill treatment or gross misconduct at the other. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation. Repeated instances of poor care may be an indication of more serious problems and this is sometimes referred to as institutional abuse.

**Self-neglect** This covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. A decision on whether a response is required under safeguarding will depend on the adult's ability to protect themselves by controlling their own behaviour. There may come a point when they are no longer able to do this, without external support. Repeated instances of poor care may be an indication of more serious problems and of what is described as organisational abuse. In order to see these patterns.

**Modern slavery including human trafficking** Forced labour and domestic servitude; and traffickers and slave masters using whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Any or all of these types of abuse may be perpetrated as the result of deliberate intent, negligence or ignorance.

**Who may be the abuser?** Vulnerable adult(s) may be abused by a wide range of people, including relatives and family members, professional staff, paid care workers, volunteers, other service users, neighbours, friends and associates, people who deliberately exploit vulnerable people and strangers.

Applying these definitions to different circumstances may not always be easy. Many situations may involve combinations of these elements. If there is difficulty in defining a situation this should be discussed with the Eparchial Safeguarding Officer.

## EPARCHIAL SAFEGUARDING STATEMENT

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The Eparchial Safeguarding Policy applies to all staff, including the board of trustees, clergy, volunteers and seasonal workers, students, or anyone working on behalf of the Eparchy.

The purpose of the policy is to:

- Protect children, young people and vulnerable adults.
- Provide clergy and volunteers with the overarching principles that guide our approach.
- Maintain a safe environment for all.

The Eparchy acknowledges that children, young people, and adults can be the victims of physical, sexual, emotional abuse, and neglect. We accept the UN Universal Declaration of Human Rights and the International Covenant of Human Rights, which states that everyone is entitled to “all the rights and freedoms set forth therein, without distinction of any kind, such as race, colour, sex, language, religion, political or other opinion, national or social origin, property, birth or other status”. We also concur with the Convention on the Rights of the Child which states that children should be able to develop their full potential, free from hunger and want, neglect and abuse. They have a right to be protected from “all forms of physical or mental violence, injury or abuse, neglect or negligent treatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s), or any other person who has care of the child.”

Therefore, we have adopted the procedures set out in this Safeguarding Resource Pack in accordance with statutory guidance. We are committed to building constructive links with statutory and voluntary agencies involved in the safeguarding of child, young people, and vulnerable adults.

The Eparchy undertakes to:

- endorse and follow all national and local safeguarding legislation and procedures, in addition to the international conventions outlined above.
- provide ongoing safeguarding training for all its workers and will regularly review its guidelines.
- ensure that we meet the requirements of the Equality Act 2010 and all other relevant legislation, and that we are welcoming and inclusive.
- support the Eparchial Safeguarding Officer, the Eparchial Safeguarding Administrator and Parish Safeguarding Representatives in their work and in any action, they may need to take in order to protect children and adults with care and support needs.

The Eparchy recognises the importance of its ministry with children, young people, and adults in need of protection, and its responsibility to protect everyone entrusted to our care. As such, the Eparchy is committed to creating and enabling a healthy culture and safe environment. In particular, the Eparchy recognises and acknowledges its responsibility to prevent the physical, sexual, emotional abuse and neglect of children and young people, and to report any such abuse that we discover or suspect. We believe every child, young person and vulnerable adult should be valued, safe and happy. We want to make sure that the children and young people we have contact with know this and are empowered to tell us if they are suffering harm because everyone has the right to be treated with respect, to be listened to, and to be protected from all forms of abuse.

Furthermore, the Eparchy acknowledges its responsibility to help prevent the physical, sexual, psychological, financial, and discriminatory abuse and neglect of adults who have care and support needs and to report any such abuse that we discover or suspect. We recognise the personal dignity and rights of adults who find themselves victims of forced marriage or modern slavery and will ensure all

our policies and procedures reflect this. In addition, the Eparchy believes all adults should enjoy and have access to every aspect of the life of the place of worship and the Organisation unless they pose a risk to the safety of those we serve thus we undertake to exercise due care in the appointment and selection of all office holders and volunteers who will interact and work with vulnerable people for we believe in the necessity of creating a healthy culture within our Eparchy where the value of each person is recognised so that any challenges raised are responded to appropriately.

As an Eparchy we are therefore committed to:

- Following the requirements of all UK legislation in relation to safeguarding children, young people, and vulnerable adults.
- Adhering to all good practice recommendations.
- Implementing the requirements of legislation regarding people with disabilities.
- Ensuring that all staff, including the board of trustees, clergy, volunteers and seasonal workers, students, or anyone working on behalf of the Eparchy, adheres to the agreed procedures of our safeguarding policy.
- Keeping up to date with national and local developments relating to safeguarding.
- Supporting the Eparchial Safeguarding Officer in their work and in any action, they may need to take in order to protect vulnerable people.
- Ensuring that everyone agrees to abide and put into practice the recommendations and guidelines established by our Eparchial Safeguarding Officer.
- Supporting parents and families within our parishes.
- Nurturing, protecting and safeguarding children, young people, and vulnerable adults in our parishes.
- Supporting, resourcing, and training all those who undertake safeguarding roles in the Eparchy.
- Supporting all people in the Eparchy affected by abuse.

**We recognise that:**

- Children's Social Services (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child.
- Adult Social Care (or equivalent) has lead responsibility for investigating all allegations or suspicions of abuse where there are concerns about an adult with care and support needs.
- Where an allegation suggests that a criminal offence may have been committed then the police should be contacted as a matter of urgency.
- Where working outside of the UK, concerns will be reported to the appropriate agencies of that country, and their procedures followed. Furthermore, we will report concerns to the Eparchial Safeguarding Commission.
- Safeguarding is everyone's responsibility.

### **Key Principles and Values**

The following expressions of principles and values have been agreed by the Catholic Church nationally and underpin its response and actions under these procedures at all times.

Children:

- The Catholic Church in England and Wales embraces its role in supporting children to achieve their full potential in an environment where they are protected from exploitation, abuse and maltreatment;

- All adults within the Church have a responsibility to act and intervene when it appears that children need to be made safe from harm, whether the risk of harm is Neglect, Sexual Abuse, Physical Abuse or Emotional Abuse;
- The Church will act in an open, transparent and accountable way in working in partnership with Children's Social Care Services, the Police, Health Agencies, Probation Providers and other agencies to safeguard children and assist in bringing to justice anyone acting in the name of the Church who has committed an offence against a child;
- Anyone who brings concerns or allegations to the notice of the Church will be responded to sensitively, respectfully, and seriously. All concerns and allegations will be dealt with within the national procedures and in a timely manner;
- The Church is fully committed to acting within the guidance as set out in Working Together to Safeguard Children 2018, Keeping Children Safe in Education 2018, and acknowledges that the Church must work in partnership with other agencies and not act alone;
- Pastoral care will be made available to children and their families and to other relevant people where there have been concerns and allegations of some form of harm or maltreatment of a child; and
- Where services and support are provided to an adult, who has acted to harm a child, safeguards should be put in place to manage the risk that the adult may harm another child

#### Adults:

The Catholic Church in England and Wales is fully committed to work in relation to adults, who may be at risk of abuse or maltreatment. The Church will:

- Work actively and constructively within the framework set out in the Care Act 2014 and Social Services and Well-being Act (Wales) 2014, and with associated statutory and good practice guidance;
- Actively promote the empowerment and well-being of adults throughout the church;
- Recognise that everyone has the right to live their life free from violence, fear and abuse;
- Recognise that adults have the right to be protected from harm and exploitation;
- Recognise that adults have the right to independence that involves a degree of risk; and
- Act in an open, transparent and accountable way in working in partnership with Adult Social Care Services, the Police, Health Agencies, Probation Providers and other agencies to safeguard adults and assist in bringing to justice anyone acting in the name of the Church who has committed an offence against an adult.



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## SECTION TWO

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## NATIONAL SAFEGUARDING STRUCTURE

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Following the independent Elliot Review and in light of the Independent Inquiry into Child Sexual Abuse (IICSA), in November 2020, the Bishops' Plenary accepted the recommendations and established the Catholic Safeguarding Project to implement the report's recommendations. As a result, the Catholic Safeguarding Standards Agency (CSSA) was established to introduce wide-ranging reforms for safeguarding structures and processes in the Catholic Church in England and Wales.

CSSA was created as a central professional standards body to which all Catholic Dioceses, Eparchies, and Religious Life Groups in England and Wales will be accountable. It replaced the Catholic Safeguarding Advisory Service (CSAS)<sup>1</sup> and National Catholic Safeguarding Commission (NCSC)<sup>2</sup> which were established to take forward the work of safeguarding children and vulnerable adults following the recommendations of the Cumberlege Commission Report "Safeguarding with Confidence."

The CSSA is an agency of the Bishops' Conference but is separate from it and functions independently under the responsibility of a management board. It will hold a regulatory function. It monitors compliance by Church bodies with the National Safeguarding Standards adopted by the Church.

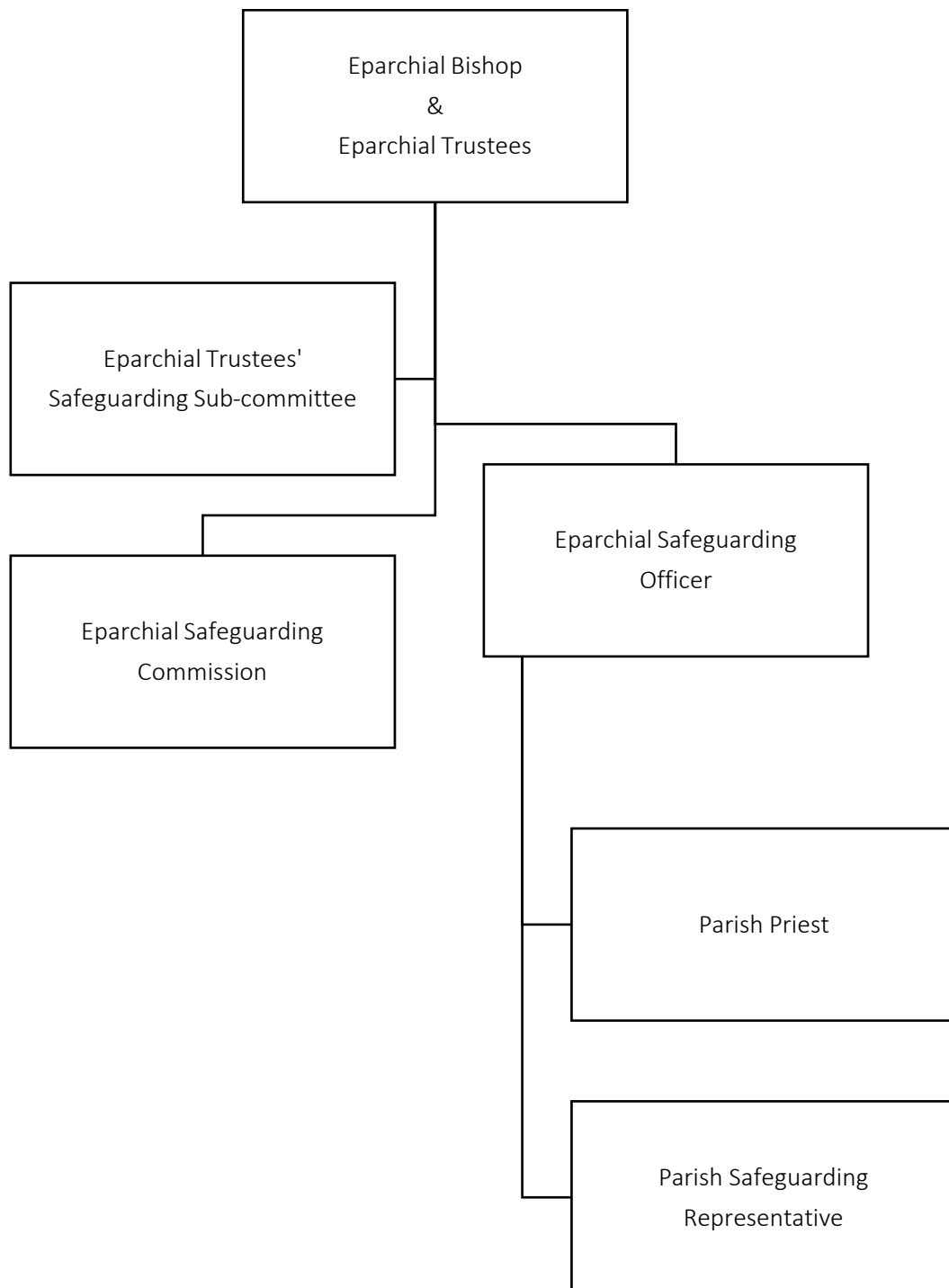
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<sup>1</sup> **The Catholic Safeguarding Advisory Service (CSAS)** reported to and provided expert advice to the NCSC on safeguarding matters. It oversaw and co-ordinated safeguarding training, ensuring that the Church's policies on safeguarding were kept up to date with good practice and were accessible to people at all levels within the Church. CSAS was responsible for driving and supporting improvements in safeguarding practice. Furthermore, is the registered body for DBS and Vetting & Barring.

<sup>2</sup> **The National Catholic Safeguarding Commission (NCSC)** was responsible for setting the strategic direction of the Church's safeguarding policy and monitoring compliance. Mandated by the Conference of Bishops and Conference of Religious, it sought to ensure that standards were met, and policies were implemented.

## EPARCHIAL SAFEGUARDING STRUCTURE

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### SECTION THREE

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## ROLES & RESPONSIBILITIES

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### EPARCHIAL BISHOP

The bishop has overall pastoral responsibility for the Eparchy and all the faithful within it. Through the Trustees he delegates the implementation of national safeguarding policies to the Eparchial Safeguarding Sub-committee which does this in his name. He seeks the advice of the Eparchial Safeguarding Commission on all safeguarding issues in particular when allegations have been made against a person who exercises a ministry within the jurisdiction of the Eparchy. Discharging his legal duties in safeguarding and canon law proceedings. This would include, where satisfied, directing a priest in the Eparchy to undergo a risk assessment, considering the suspension of any priest in the Eparchy, if, based on information provided by the local authority or police, the relevant individual presents a significant harm.

The Bishop provides leadership and direction in promoting the Eight Safeguarding Standards across the Eparchy.

The Bishop attends training as required by Eparchial policies.

Together with the Eparchial Trustees and the Eparchial Finance Office, the Bishop will ensure:

- There is adequate resourcing for safeguarding across the Eparchy,
- There is a structure to manage safeguarding with clear lines of accountability,
- That safeguarding is a standing item on the agenda for Board of Trustees meetings, and that the Eparchial Safeguarding Officer attends the meetings (as required),
- The Eparchy adopts, implements, and maintains safeguarding policies and practices that meet nationally agreed principles,
- The Eparchy adopts, implements, and maintains complaints and whistleblowing policies and procedures suitable for those who wish to complain about the handling of safeguarding issues,
- The Eparchy has Safeguarding Trustees Subcommittee with clear terms of reference,
- The Eparchy has a Safeguarding Commission with clear terms of reference, that has a both advisory and supportive functions,
- The appointment of a suitably qualified and experienced Eparchial Safeguarding Officer,
- That the Eparchial Safeguarding Office is provided with the appropriate financial, organisations, and management support,
- Annual reviews of safeguarding policies and procedures.

Furthermore, the Bishop will ensure that the Safeguarding Officer:

- Has full access to all records including clergy personal files,
- Receives supervision that is appropriate for the role,
- Is supported to undertake continuing professional development,
- Strives to make sure the Eparchy has in place arrangements to monitor and support safeguarding arrangements in parishes,
- Maintains an Eparchial record of all clergy, employees, and volunteers that have a role with children, young people, and vulnerable adults that will enable a prompt response to enquiries and enable tracking of DBS compliance, renewals, and safeguarding training. Furthermore, where there have been safeguarding concerns, these should be clearly indicated and cross referenced to clergy and/or personnel files.

- When requested or required, shares relevant information (after seeking advice from Eparchial legal advisers) about individuals with other eparchies or dioceses, other church bodies, other denominations, and organisations, or the CSSA/RLSS.
- Provides arrangements to support survivors of abuse.
- Ensures that adequate safeguarding training is available and that all who undertake a role that puts them in contact with children, young people, and vulnerable adults participate accordingly.

#### EPARCHIAL TRUSTEES

The Eparchy, as with other eparchies and dioceses within the Catholic Church in England and Wales, is an individual charity. As such, it is covered by a Public Liability Insurance Policy. Thus, the trustees have a duty of care and a duty to act. It is the responsibility of the Trustees of the Ukrainian Catholic Eparchy of the Holy Family to ensure that serious incidents which have a potentially detrimental effect to the reputation of the trust are referred to the Charity Commission and that all terms and conditions of the Public Liability Insurance Policy are complied with. In addition, the trustees, through its Subcommittee, must ensure that national procedures are fully implemented across the Eparchy; this includes being adequately informed about Safeguarding.

Undertake a risk management oversight of safeguarding arrangements to ensure the Eparchy is compliant.

The Eparchial Trustees must make certain that there are clear lines of accountability between the Eparchial Bishop and key personnel of the Eparchy including the Safeguarding Officer.

Additionally, the Eparchial Trustees are responsible for ensuring that safer recruitment policies and procedures are adhered to for all clergy, employees or volunteers undertaking a role that puts them in contact with children, young people, and vulnerable adults, and that those who are recruited receive adequate training.

In terms of safeguarding, the Eparchial Trustees will:

- Ensure that there is adequate safeguarding resourcing across the Eparchy.
- Ensure that effective arrangements, including information sharing is in place with statutory partners.
- Agree and implement a safeguarding policy and practice for the Eparchy.
- Authorise the publication of the Eparchial Safeguarding Resource Pack.
- Annually review safeguarding policies and procedures through the subcommittee.

#### EPARCHIAL SAFEGUARDING COMMISSION

Acting upon the Eparchial Bishop's his trustees' behalf, the Eparchial Safeguarding Commission has advisory and supportive functions. It offers external expertise and challenge to the Eparchy on safeguarding matters. It can advise and make recommendations on the development and effectiveness of safeguarding arrangements. Having particular regard to the rigour of the Church's arrangements to manage risks and support victims/survivors, will act upon new reports of allegations/concerns of abuse of children, young people and vulnerable adults that have occurred within a Church environment (by assisting the Eparchial Safeguarding Officer in establishing a Response Group) and work with the statutory agencies accordingly.

The Eparchial Safeguarding Commission will:

- Advise on arrangements to support and monitor the implementation of good safeguarding practice in parishes.
- Consider information and themes from quality assurance processes e.g. self-assessments, reviews, audits etc., to make recommendations to improve safeguarding arrangements across the Eparchy.
- Offer recommendation on resourcing, training etc.
- Contribute to the annual review of safeguarding policies and procedures.

#### VICAR GENERAL

The Vicar General is also the clergy wellbeing coordinator within the Eparchy. The role of the Vicar General is to support the Eparchial Safeguarding Officer by:

- Promoting safeguarding policy, practice, and guidance amongst the clergy including supporting clergy to attend safeguarding training and be familiar with Eparchial safeguarding requirements.
- Working with the Eparchial Safeguarding Office to assist in monitoring good safeguarding practice in parishes and during annual clergy appraisals to evidence their adherence to good practice.
- Supporting and advising parishes in relation to safeguarding policy and practice.
- Assisting in arrangements of pastoral support to clergy who are subject to investigations.
- Attending safeguarding training.
- Attending Eparchial Safeguarding Network meetings.
- Responding to any safeguarding referral made concerning a member of clergy subject to a safeguarding investigation.
- Attending Response Group meetings when requested.
- Offering advice and support for any health or wellbeing concerns referred, concerning clergy, where the safeguarding office has been alerted.

#### SAFEGUARDING OFFICER

The Eparchial Safeguarding Officer is appointed by the Eparchial Bishop on the advice of the Eparchial Trustees with input from the Eparchial Safeguarding Commission. The Eparchial Safeguarding Officer develops and launches the policies across the Eparchy bringing the Trustees Subcommittee and the Commission up to date at the same time. On behalf of the Trustees the Eparchial Safeguarding Officer ensures that the Bishop is kept up to date with all safeguarding matters. The Eparchial Safeguarding Officer coordinates plans and monitors all safeguarding work within the Eparchy to standards monitored by the Commission and that are in line with the Eight Standards. They also have responsibility for the paperwork that is linked with DBS applications, maintaining databases and systems. The Eparchial Safeguarding Officer offers advice on clerical matters and also provides support and information to parishes and the Parish Safeguarding Representative.

Furthermore, the Eparchial Safeguarding Officer will:

- Establish an Eparchial Safeguarding Network.
- Where an allegation of abuse is made against a member of clergy, Eparchial employee, or volunteer, advise on whether the allegation should be referred to the police for investigation, and, if deemed necessary for referral, make the required referral.

- Cooperate with, and support the work of the police, local authorities, and other bodies in cases in which it is suspected that a child, young person, or vulnerable adult has suffered abuse or is at risk of suffering abuse.
- Ensure the Eparchial Safeguarding Office provides advice, information, and support for those who have suffered abuse.
- Provide or coordinate the provision of safeguarding training and to ensure training is delivered by suitably experienced and qualified trainers.
- If they think safeguarding matters are not being dealt with properly, and they are proving not possible to resolve, will inform CSSA.

#### PARISH PRIEST

The Parish Priest has a pivotal role to play in promoting a culture of safeguarding and in helping to create a safe environment and with the support of the Parish Council, will ensure there is a plan in place to raise awareness of safeguarding, promote training, and ensure safeguarding is taken seriously by everyone in the church community thus embedding Eparchial safeguarding policies, practice, and guidance within the parish.

The Parish Priest, along with the Eparchial Safeguarding Officer, has a key role in recruiting the Parish Safeguarding Representative and ensuring those appointed have the ability, skills, and aptitude for the role. Once the Parish Safeguarding Representative is appointed the Parish Priest has a key role in supporting and encouraging the Parish Safeguarding Representative in their role.

The Parish Priest or Parish Administrator, will:

- Actively communicate the safeguarding message, following the Eparchial Safeguarding Communications Plan.
- Ensure all volunteers are recruited following the Eparchial Safer Recruitment practices.
- Ensure all volunteers who undertake a role that puts them in contact with children, young people, and vulnerable adult are DBS checked and receive adequate training as stipulated in the Eparchial Safeguarding Training Plan.
- Display safeguarding information in the parish that includes the contact details of the Parish Safeguarding Representative and the Eparchial Safeguarding Officer as well as information about where to get help with child and adult safeguarding issues e.g., local services, national charity numbers etc.
- Keep easily accessible in the parish office the Eparchial Safeguarding Resource Pack.
- Create an environment which is welcoming and respectful thus enabling safeguarding concerns to be raised and responded to openly, promptly, and consistently.
- Have a procedure in place to deal promptly with safeguarding allegations or suspicions of abuse in accordance with Eparchial policy and practice guidance.
- Report all safeguarding concerns or allegations against clergy, employees, or volunteers to the Eparchial Safeguarding Officer.
- Ensure that any known offenders, or others who may pose a risk to children and/or vulnerable adults, are effectively managed and monitored in consultation with the Eparchial Safeguarding Office.
- Follow the Eparchial policies on Data Protection and Privacy. Ensuring compliance with all data protection legislation regarding the storing of information about any paid and unpaid workers as well as safeguarding records.
- Ensure that a Risk Assessment for Events is completed and reviewed regularly for each activity associated with either children, young people, or vulnerable adults that is run in the name of



the church e.g., holiday day camps, children's choir, pensioners club, mother and toddler group etc.

- Ensure that safeguarding is a standing item on the agenda at each Parish Council meeting.

Furthermore, when hiring out church premises, the parish priest will make sure:

- That any hire agreement with any person or body wishing to hire church premises contains a provision whereby the person/body hiring the premises agrees to comply with the relevant safeguarding guidance issued by the Eparchy if they are not able to provide their own policy.
- That said hire agreement also contains a provision whereby all those hiring church premises are required to ensure that children and vulnerable adults are protected at all times, relevant staff have had appropriate DBS checks, and that all reasonable steps have been taken to prevent injury, illness, loss or damage occurring.
- That all those hiring church premises carry full public liability insurance for this or be covered through church insurance (e.g., hall hire for children's party).

#### PARISH SAFEGUARDING REPRESENTATIVE

The Parish Safeguarding Representative has special responsibility for promoting good and safe practices in all activities involving children, young people, and vulnerable adults within the parish. The Parish Safeguarding Representative is the link between the parish and the Eparchy and as such will be in contact with the Eparchial Safeguarding Officer. The Parish Safeguarding Representative attends training sessions and has a sound knowledge of the policies and procedures and also who to contact. The Parish Safeguarding Representative has the responsibility for facilitating the DBS procedure at Parish level.

The Parish Safeguarding Representative will:

- Receive, with the Parish Priest, any safeguarding concerns relating to children or adults within the parish and make sure that proper advice is sought, and proper referrals are made.
- Report all matters relating to concerns and allegations of abuse against a member of the clergy, an Eparchial employee, or any volunteer firstly to the Parish Priest and then together to the Eparchial Safeguarding Officer who will liaise with the statutory agencies as required. Concerns about the Parish Priest should be raised directly with the Eparchial Safeguarding Officer.
- Ensure that any known offenders, or others who may pose a risk to children and/or vulnerable adults, are notified to the Eparchial Safeguarding Officer. Contribute to managing Safeguarding Agreements.
- Promote safer practices in all activities and make any recommendations required to the Parish Priest and Parish Council.
- With the support of the Eparchy, seek to ensure that Safer Recruitment practice is followed (i.e., volunteers complete the Volunteer Registration Form, volunteers involved in regulated activity complete DBS checks etc.)
- Complete the necessary safeguarding training mandated by the Eparchy.
- Maintain parish safeguarding records.
- Complete self-assessment forms as required.
- Contribute to safeguarding reviews on a parish level, and when asked, on an Eparchial level too.
- Ensure safeguarding is a standing item on the agenda at each Parish Council meeting.

## PARISH ROLES

(in alphabetical order & not an exhaustive list)

|                                     |  |
|-------------------------------------|--|
| <b>Alter Server</b>                 | The alter server(s) perform a specific liturgical function as specified by the rubrics of the Ukrainian Catholic Church.   |
| <b>Brotherhoods<br/>(Bratstvo)</b>  | Fraternities affiliated with individual churches that perform a number of religious and secular functions  |
| <b>Caretaker</b>                    | The caretaker is responsible for the general maintenance and upkeep of parish premises. He/she may also be responsible for the opening up and shutting of premises for functions.  |
| <b>Catechist</b>                    | Prepares both adults and children for the reception of the sacraments as well as providing religious education for those who have not had access to Ukrainian Catholic teaching.   |
| <b>Choir Leader</b>                 | Working with parish clergy the choir leader selects the appropriate music and has a responsibility for selecting and training choir members of all ages.   |
| <b>Cleaner</b>                      | The cleaner is responsible for the general cleanliness of the Church premises.   |
| <b>Driver</b>                       | Usually as part of a team, a driver will take people to and from Church functions.   |
| <b>Fundraising</b>                  | This all-encompassing title covers people who have the responsibility for organizing and running fundraising events. Volunteers work under the guidance of the fundraising leader within the parish.   |
| <b>Hospital Visitor</b>             | Usually as part of a team (under the direction of the parish priest) the parish hospital visitor calls on patients who have notified the parish of their hospitalization. Visits are also made to members of the parish who often live alone with little or no contact with the outside world such as elderly members in care homes. |
| <b>Parish Council</b>               | Members of the Parish Council are appointed to assist the parish priest with the administration of the parish. A council usually takes an oath and is confirmed to their post by the Eparchial Bishop. Roles within a parish council include a secretary, a financial officer etc.   |
| <b>Sacristan</b>                    | A person in charge of the sacristy and its contents.   |
| <b>Sisterhood<br/>(Sestrytstvo)</b> | Ladies' auxiliaries affiliated with individual churches that perform a number of functions within a parish.  |

## TRAINING STRATEGY

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The Eparchy insists on consistent safeguarding training for clergy, employees, and volunteers. This requirement exists because there is an expectation in Government guidance that all Eparchial employees, officeholders, and volunteers know what to do should a safeguarding situation arise. Furthermore, there may also be issues of insurance and vicarious liability should safeguarding training opportunities not have been made available to parishes and mission points across the Eparchy, together with robust encouragement to access it. A blended approach to training is encouraged (combination of online and in-person sessions).

It is the Eparchy's principle that safeguarding must be embedded in all aspects of the life and ministry of the Church because a healthy church community is one which ensures and nurtures the wellbeing for all. It is within this context that safeguarding training and development is considered and developed. Safeguarding training will be focused on building healthy communities with a culture of safety.

The Eparchy's aim is for all clergy, officeholders, employees, and volunteers to understand not only the basic commitments to giving equal worth to all, practising reciprocal pastoral care, and treating those who are most vulnerable with respect and dignity, but to also understand safeguarding as a theological imperative rooted in the nature and love of God.

The safeguarding training offered by the Eparchy reflects the national requirements across all eparchies and dioceses for developing healthy safeguarding practices and how to respond to allegations of abuse as well as how to support victims and survivors. During training the need to cooperate with one another as well as with external or statutory agencies is emphasised.

### TRAINING ARRANGEMENTS

Current child protection and vulnerable adult policies and procedures stress the importance of training and development in supporting safe practice in the Church with respect to preventing and responding to safeguarding concerns. The Eparchy seeks to ensure that training needs are matched by training opportunities so far as resources allow. All safeguarding role holders will have access to training and development opportunities commensurate with their role and responsibilities and existing level of knowledge and experience. This means access to online and in-person training.

The vast majority of training will be provided "in house" by officeholders within the Eparchy or through other dioceses within the Catholic Church. However, some training may be provided by external organisations. All in-person training must be delivered by experienced and skilled trainers who understand the statutory requirements of safeguarding children, young people, and vulnerable adults.

The training needs identified below will not be met by a host of different training events; several areas are more likely to be addressed in a single event (induction).

| Training Needs  | To be delivered by            |
|---|-------------------------------|
| Basic Child Protection and Vulnerable Adult awareness | Eparchial Safeguarding Office |
| Definitions of child abuse and vulnerable adult abuse | Eparchial Safeguarding Office |
| Signs and symptoms of abuse                           | Eparchial Safeguarding Office |
| Prevention and protection                             | Eparchial Safeguarding Office |
| Creating a safe environment in Church contexts        | Eparchial Safeguarding Office |

|   |                               |
|---|-------------------------------|
| Statutory framework for safeguarding children and vulnerable adults | Eparchial Safeguarding Office |
|---|-------------------------------|

Additional leadership training will be provided by CSSA.

Online training tailored to meet the needs of the Catholic Church is available on the CSSA Learning Management System (CSSA LMS): <https://training.catholicsafeguarding.org.uk/>

The CSSA LMS has courses specifically for Church Leaders, other courses for seminarians, and three levels of training for church volunteers (dependent on role and level of DBS check) as well as additional courses to help support safeguarding offices/teams.

Furthermore, we encourage clergy in active ministry to compliment core training with other opportunities as part of continuous professional development. This can include attending training sessions from providers such as the NSPCC, completing the Prevent duty training, or attending tailored workshops on themes related to safeguarding such as domestic abuse awareness etc. Clergy will be made aware of such opportunities throughout the year by the Eparchial Safeguarding Office.

#### MINIMUM REQUIREMENTS

The Bishop and the Board of Trustees of the Ukrainian Catholic Eparchy of the Holy Family of London have set minimum requirements for safeguarding training for clergy, employees, and volunteers. These requirements cover anyone appointed by or on behalf of the Eparchy to a post or role whether they are clergy or lay, paid or unpaid.

Those who require core training include:

- All clergy in active ministry.
- Parish Safeguarding Representatives.
- All volunteers who have significant contact through their role in the Church with children, young people or vulnerable adults who are at risk or may be susceptible to abuse or exploitation.
- Anyone who requires a DBS check in order to carry out their role for the Eparchy or a parish.

A celebret card will not be issued by the Eparchial Chancery Office unless the Bishop is satisfied that the member of clergy holds a valid DBS and has undergone the mandatory training relating to the safeguarding of children and vulnerable adults. Mandatory training for clergy consists of:

- Attendance at an in person (face-to-face) training session once a year.
- Complete the assigned CSSA LMS to be updated every two years.

It is of utmost importance for the Eparchy that all employees and volunteers are trained in safeguarding and understand their role in contributing to creating a safe environment.

For that reason, we require all volunteers who have significant contact through their role in the Church with children, young people or vulnerable adults to:

- Attend an induction session
- Complete the assigned CSSA LMS

A record will be kept by the Eparchial Safeguarding Office and reminders sent to those who have not met minimum requirements.

#### TRAINING & INDUCTION FOR PSR

Induction is the process which orientates a Parish Safeguarding Representative to their role and provides them with essential information and support. It helps the Parish Safeguarding Representative to understand the context within which they perform their role, and what is expected of them in relation to their conduct and how they perform their role.

All Parish Safeguarding Representatives will complete an induction programme. The people responsible for ensuring that Parish Safeguarding Representatives complete an induction programme are the Eparchial Safeguarding Officer and the Parish Safeguarding Representatives themselves.

It is our policy to ensure that training needs in our Eparchy are matched by training opportunities including outsourcing if necessary. All safeguarding role holders will have access to training and development opportunities commensurate with their role and responsibilities and existing level of knowledge and experience thus additional training after induction may be organised through external bodies or with nearby diocese.

The standards below describe the basic level of induction that Parish Safeguarding Representatives should receive.

| <b>Parish Safeguarding Representatives should</b>  | <b>This knowledge will be gained by</b>  |
|--|--|
| Be familiar with the values and principles that underpin work with children and vulnerable adults in the Catholic Church.  | Reading the Eparchial Safeguarding Resource Pack.<br>Discussion with Eparchial Safeguarding Officer.                                   |
| Understand the role of the Parish Safeguarding Representative in the context of Eparchial and parish safeguarding structures.  | Reading a copy of their role description.<br>Attending an introductory meeting.  |
| Have a working knowledge of relevant safeguarding policy and procedures regarding vulnerable people and how to respond to concerns/allegations received in the parish. | Reading the Eparchial Safeguarding Resource Pack.<br>Discussion with Eparchial Safeguarding Officer.                                   |
| Receive written information on who is who and what is what in the parish.  | Parish Priest  |
| Have a basic understanding of the signs and symptoms of child and vulnerable adult abuse.  | Reading the Eparchial Safeguarding Resource Pack.<br>Discussion with Eparchial Safeguarding Officer.                                   |
| Have a clear understanding of confidentiality and how it is maintained in a parish.  | Reading the Eparchial Safeguarding Resource Pack.<br>Discussion with Eparchial Safeguarding Officer & Parish Priest                    |
| Receive clear information about the nature and level of support available from the Safeguarding Officer and Parish Priest.   | Reading the Eparchial Safeguarding Resource Pack.<br>Discussion with Eparchial Safeguarding Officer.<br>Discussion with Parish Priest. |
| Be given clear information about meetings and training events that they are expected to attend   | Eparchial Safeguarding Officer providing necessary information.  |

|  |  |
|--|--|
| Understand the process for appointing people in the parish to positions that bring them into contact with vulnerable people. | Reading the Eparchial Safeguarding Resource Pack.<br>Discussion with Eparchial Safeguarding Officer.<br>Observing other Parish Safeguarding Representatives. |
| Be instructed on how to keep records.  | Attending an introductory meeting.   |

#### SUPPORT FOR PSRs

It is important that the Eparchy has support processes in place to help our Parish Priests and Parish Safeguarding Representatives fulfil the responsibilities of their role. By “support” we mean the provision of information, advice and guidance, and guaranteed access to a named person responsible for this.

Furthermore, it is important that people carrying out safeguarding roles in the Eparchy have access to regular support to help them perform their roles well and to reduce the risk of any undue stress. It is also necessary for the Eparchy to be proactive in making support available this means that Parish Safeguarding Representatives should firstly, know when they can expect to see or hear from people who are responsible for supporting them, and secondly, feel that they are able to ask for help when they need it.

Support for Parish Safeguarding Representatives will be provided by the Eparchial Safeguarding Office, Parish Priests, other Parish Safeguarding Representatives, and possibly Commission members too. Support will take the form of group sessions, meetings, training events, or by telephone or email contact etc. What is important is that PSRs can rely on support and know what to expect. Given the wide geographical distribution of the Eparchy, this provides a challenge so we will endeavour to establish regional support arrangements. Clear local support arrangements will be launched so that they are appropriate for the individuals concerned, sensitive to local conditions and approved by the relevant bodies.

If a Parish Safeguarding Representative is struggling to perform the responsibilities of their role, they will be able to discuss any problems with the Eparchial Safeguarding Officer. Difficulties must be addressed to enable all involved in safeguarding to carry out their responsibilities to a good standard. If concerns persist and performance cannot be improved, it will be necessary to remove an individual from their role so that the safety of children and vulnerable adults is not compromised.

Refer to Appendix 1 for Standards of Support.

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## SECTION FOUR

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## POLICY DEVELOPMENT & REVIEW

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### DEVELOPMENT

The report of the Nolan Committee “A Programme for Action” (2001) recommended that “the whole Church in England & Wales and the individual bishops and religious superiors should commit themselves to a single set of policies, principles and practices based on the Paramountcy Principle, the 13 principles in “Safe From Harm” and the revised “Working Together” guidelines.” (Recommendation 3)

In 2007, “Safeguarding with Confidence”, the report of the Cumberlege Commission endorsed the need for a single set of policies and recommended that the Catholic Safeguarding Advisory Service (CSAS):

1. “Complete the development of policies that Lord Nolan recommended including policies on vulnerable adults, whistleblowing and information sharing.
2. Ensure the policies on safeguarding children and vulnerable adults are kept up to date with sound secular practice and are accessible to people at all levels in the church, with an emphasis on people in parishes.” (Recommendation 16)

In October 2019, an independent review of the safeguarding structures and arrangements within the Catholic Church in England and Wales was set in motion. Given the significant changes in the social and political environment since the work done by Lord Nolan in 2001 and by the Cumberlege Commission in 2007, along with the greater numbers involved in safeguarding in the Church, it was felt that a review was overdue.

The review, led by Ian Elliott, sought to listen to and learn from those who had experienced abuse, ultimately making a series of proposals and recommendations to address these failings and to reshape the safeguarding provision in the Catholic Church going forward. The recommendations of this report, along with those made by the separate Independent Inquiry into Child Sexual Abuse (IICSA) were wholly accepted by the Catholic Bishops’ Conference of England and Wales in November of 2020.

Central to these recommendations was the replacement of the then-existent national safeguarding bodies: the National Catholic Safeguarding Commission (NCSC) and Catholic Safeguarding Advisory Service (CSAS) with three newly constituted entities:

1. The Catholic Safeguarding Standards Agency: a new professional standards body with regulatory powers.
2. A dedicated entity regarding safeguarding for Religious Life Groups, which are more formally defined as Institutes of Consecrated Life and Societies of Apostolic Life (ICLSAL) covering religious orders and congregations.
3. A National Tribunal to address the canonical matters connected to clergy discipline and canonical offences, exercising jurisdiction exclusively in the canonical forum but extending to preliminary case evaluation and beyond.

This new model is built on a ‘One Church’ strategy to safeguarding – a commitment across all the Dioceses, Eparchies, and Religious Life Groups to be “One Church” when it comes to safeguarding, with all organisations working to a common standards-based approach and transparency and accountability in the fulfilment and upholding of these standards.



This Resource Pack is part of the Eparchy's response to highlight our commitment to the changes that will ensure that safeguarding in the Catholic Church in England and Wales will be transformed.

#### REVIEW

To ensure that the policies are up to date, effective and easy to follow, a review process has been introduced. Each policy area will be reviewed by the Eparchial Trustees Safeguarding subcommittee on an annual or biennial basis.

The review will take account of any changes in legislation or new guidance.

## SUMMARY OF POLICIES & PROCEDURES

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Should the policy/procedure you require not be found in this section please do contact the Chancery Office for further assistance/information.

## ACCEPTABLE BEHAVIOUR

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Most of us take for granted our right to safety and security and sacredness of our own personal space. When someone ignores that and uses it for their own ends, we feel that infringement and usually feel it deeply. When someone takes advantage of another in an abusive way, their personal privacy has been seriously invaded. If a child, young person or vulnerable adult is the victim, it is so much worse.

The Eparchy adopted the following policy statement recommended in A Programme for Action by Lord Nolan:

“The Church recognises the personal dignity and rights of children towards whom it has a special responsibility. The Church, and individual members of it, undertake to take all appropriate steps to maintain a safe environment for all and to practice fully and positively Christ's Ministry towards children, young people, and vulnerable adults. The Church authorities will liaise closely with statutory agencies to ensure that any allegations of abuse are promptly and properly investigated and where appropriate, survivors supported, and perpetrators held to account.”

There are some basic principles of acceptable behaviour which will help us to achieve a safe environment and minimise situations where children, young people or vulnerable adults could be at risk.

Properly appointed adults must supervise children.

When caring for vulnerable adults, there are many government documents such as the Care Act (England) 2014, the Safeguarding Vulnerable Groups Act 2006 and the Social Services and Well-being (Wales) Act 2014 etc. that provide guidance in relation to the main categories of abuse that are suffered, which will help in making decisions and determining our behaviour. The types of abuse are:

- Physical (ill treatment, failure to provide care)
- Psychological (humiliation, intimidation, indifference)
- Sexual
- Financial or material abuse (exploitation/ theft)
- Neglect (deliberate withholding of care/ support)
- Discriminatory (race, gender, age religion)

Abuse can either be deliberate, or the result of ignorance, lack of training, knowledge or understanding, and by omission.

Acceptable behaviour is based upon respect of:

- Dignity (individual's)
- Integrity (right to choose)
- Privacy (awareness of boundaries)

You must:

- Operate within the Church's principles and procedures of the Eparchy.
- Treat everyone equally and with respect – show no favouritism. Avoid being drawn into inappropriate attention-seeking behaviour e.g., tantrums.

- Engage and interact appropriately with children, young people and vulnerable adults and allow them to talk about any concerns they may have. Physical contact must be both age appropriate and touch related to the person's needs, not the worker's, and with consent.
- Challenge unacceptable behaviour and provide an example of good conduct you wish others to follow – an environment which allows bullying, inappropriate shouting or any form of discrimination is unacceptable.
- Respect the sacred dignity of every individual and their right to personal privacy.
- Recognise that particular care is required in moments when you are discussing sensitive issues or involved in caring for children, young people or vulnerable adults i.e. maintain appropriate boundaries.
- Avoid situations that compromise your relationship with children, young people or the vulnerable and are unacceptable within a relationship of trust. This rule should apply to all such behaviours, including those which would not constitute an illegal act. (Keep everything in public.)
- Ensure that a minimum of two leaders is always present, maintaining the gender balance of the group. In larger groups / clubs the following supervision ratios should be adhered to:

|         |                        |      |
|---------|------------------------|------|
| Under 2 | 1 adult to 3 children  | 1:3  |
| 2 – 3   | 1 adult to 4 children  | 1:4  |
| 4 – 8   | 1 adult to 6 children  | 1:6  |
| 9 – 12  | 1 adult to 8 children  | 1:8  |
| 13 – 18 | 1 adult to 10 children | 1:10 |

You must not:

- Engage in inappropriate behaviour or contact with children, young people or vulnerable adults – physical, verbal or sexual. (Avoid any physical activity which is, or can be construed as, sexual, aggressive, or threatening.)
- Discuss topics or use vocabulary with children and young people which could not be used comfortably in the presence of parents or another adult, whether writing, phoning, email or internet.
- Arrange an overnight trip with a child or young person without ensuring that another approved person will be present, and that appropriate consent is in place.
- Take a chance when common sense suggests another more prudent approach.
- Physically, emotionally, or sexually abuse or exploit (including financially) anyone.

## RESPONDING TO DISCLOSURES

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The term 'allegation' refers specifically to an allegation that somebody has acted in such a way that fits one of the following criteria:

- Has behaved in a way that has harmed a child or adult at risk/person who is vulnerable;
- Has possibly committed a criminal offence against or related to a child or adult at risk/person who is vulnerable;
- Has behaved towards a child or adult at risk/person who is vulnerable in a way that indicates they would pose a risk of harm to children or adults at risk/people who are vulnerable.

Where information about an allegation or a concern becomes known to a person within the Eparchy, then prompt - in keeping with specified time frames - action must be taken to inform the appropriate authorities (Police or Social Services) so that children, young people, and vulnerable adults are not put at continued risk and a proper investigation may take place.

### 1. Key Principles:

- If any person reasonably suspects that a child, young person, or vulnerable adult is being, has been or is likely to be abused, they must take action. To do nothing is not an option.
- The actions of those who first handle allegations and concerns are most important. They could dictate the effectiveness of a subsequent enquiry and the care of the victim.
- Under no circumstances should the alleged abuser be alerted at this stage, either directly or indirectly. Important evidence may be lost, and this may also cause additional risk to the victim, to the person alerting them, and to the community.
- The aim of the process which follows is to reach a point where the fullest possible information has been gathered, but referrals should not be delayed due to a lack of information. Formal investigations will be carried out by the Police or Social Services. It is only with the benefit of complete information that vulnerable people may be protected through careful assessment of risk, based on fact and professional judgement.
- The guiding principles for any person in receipt of information about a concern or an allegation should be: **Listen, Record, Refer.**
- Sometimes information will be in the form of observations made by the person recording the allegation or concern.

### Listen

- Where information is given in person, listen and accept what is said seriously. Do not pre-judge, rationalise, dismiss, or minimise. Do not make judgemental statements about any person involved.
- Be aware that a person's ability to recount his or her concern or allegation will depend on age, culture, nationality and upon any disability which may affect use of language and range of vocabulary. Do not suggest words but use theirs.
- Adopt a listening style which is compassionate, calm and reassuring. If the information given to you shocks, disgusts or distresses you, do not allow these feelings to show. If you do, you may inadvertently dissuade the person from giving any further information or cause secondary victimisation.
- Do not promise total confidentiality. It needs to be made clear that full confidentiality can never be promised. Instead, explain our policy on Confidentiality & Information Sharing.
- Do not make promises about future events.

- Explain what will happen next. Indicate who will be made aware of the information which has been given by them. Leave contact details of yourself and any other appropriate person in case the referrer needs to ask questions later.
- All allegations must be reported to the statutory authorities. It is the policy of the Catholic Church in England and Wales to report all allegations of abuse regardless of whether the abuse occurred recently or in the past, or whether the accused person is living or deceased.

### **Record**

- Whenever possible and practical, take notes during the conversation. You do not need to seek permission to take notes, but you must always explain the importance of recording information and why you are doing it. If it is not appropriate, make a written record as soon as possible afterwards, ideally by the end of the day and make sure all notes are signed, dated and time.
- Use the Safeguarding Incident/Concern Report Form – it will help you obtain the relevant information. The record should be signed and dated by the author. Wherever possible the speaker's own words should be used. It is important to include full details of referrals to Police or Social Services.
- All original records, including rough notes, should be passed to the Safeguarding Coordinator by noon the next working day.

### **Refer**

- The overriding principle of referral is as follows: 'If somebody believes that a child, young person or vulnerable adult may be suffering, or may be at risk of suffering significant harm, then s/he should always refer his or her concerns to the local authority social services department. In addition to the social services department, the Police have powers to intervene in these circumstances.'
- Use flowchart for guidance on how to respond to allegations of abuse or concerns about children and adults at risk. The matter should be referred ASAP and within one day.

### **2. Concern or Allegation:**

- Where a concern exists that a child, young person or vulnerable adult may be being abused, may have been abused or be at risk of abuse, such a concern must initially be treated in the same way as an allegation.
- Refer the concern/allegation to the Safeguarding Coordinator/Safeguarding Officer promptly so that further action may be considered. If a child, young person or vulnerable adult is at immediate risk, a referral must be made to the Statutory Authorities immediately and then the Safeguarding Coordinator/Officer must be informed.
- Do not alert the alleged abuser, either directly or indirectly.
- Where a referral is made to the Statutory Authorities by a person other than the Safeguarding Coordinator or Safeguarding Officer, all information must be passed to the Safeguarding Coordinator/Safeguarding Officer by noon the next working day and followed up in writing.

### **3. Confidentiality and Information Sharing:**

- All information connected with a child, young person or vulnerable adult enquiry is confidential within the multi-agency network. No information should be shared with any person who does not need to know for the purposes of protecting children, young people or vulnerable adults and facilitating the conducting of an effective investigation.

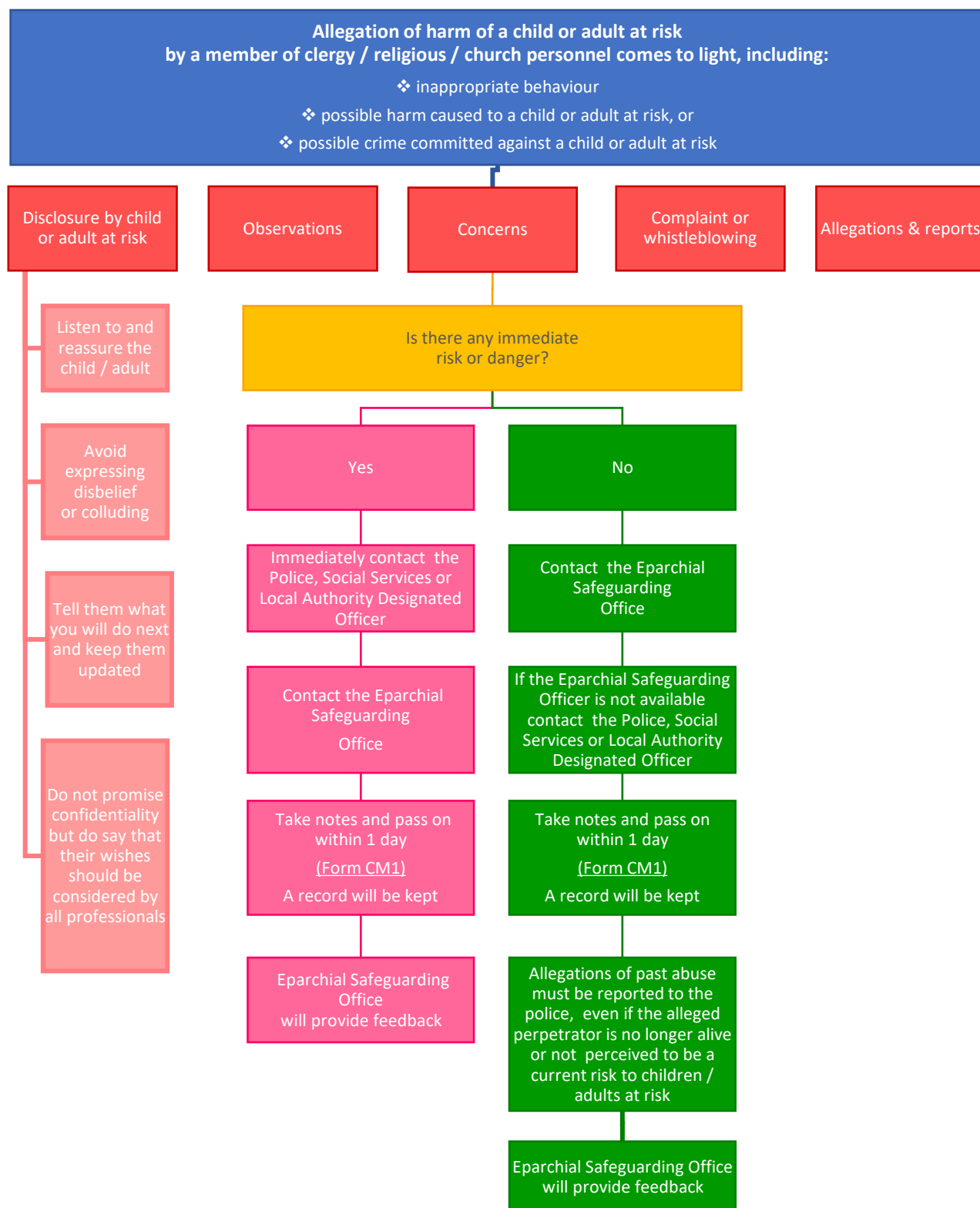
- Consider:
  - Does the person **need** to know the information?
  - Does the person need to know **all** the information?
  - Does the person need to know the information **now**?Record what information has been provided and to whom, with reasons.

**Role of the Parish Safeguarding Representative (PSR) where a concern of allegation has been made:**

- The PSR will follow the procedures above whenever they receive information about a concern or allegation.
- Some PSRs may be child protection professionals and may be tempted to initiate investigative action because of their knowledge and expertise. Such blurring of boundaries between roles should be carefully avoided. The PSR does not have an investigative role and should follow the above procedure.
- The PSR may be requested to assist the Eparchial Safeguarding Officer with any practical matters.
- The PSR must not take on the role of support person to a victim or survivor of abuse, to his or her family or to an alleged abuser. The role of support person is independent of the Safeguarding structure.

## FLOWCHART

Remember, all concerns must be brought to the Safeguarding Representative, who in turn will contact the Eparchial Safeguarding Office. **Never delay taking action.**





## INFORMATION SHARING & DATA SHARING

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To deliver on the goal of promoting a culture of safeguarding, and to ensure best practice in safeguarding matters responsible and effective information sharing is necessary.

Sharing information enables organisations to cooperate thus helping to ensure the young, those at risk and the vulnerable are given the protection they need. However, one must be mindful that sharing information presents risks if done insensitively and/or unlawfully. In addition to the legal risks, one risk of insensitively sharing information is that if those who disclosed the information find that it is shared in ways they did not expect, they may be less inclined to disclose such information in future.

The Catholic Church's National Safeguarding Structure comprises organisations and groups between which information, when appropriate, is shared. Partner organisations include: Dioceses (and Eparchies), Religious Congregations, Catholic Voluntary Groups/Organisations, the Congregation of Religious, the Catholic Safeguarding Advisory Service and the National Catholic Safeguarding Commission. As the various organisations are in and of themselves separate legal entities. Information cannot be freely shared between organisations unless there is a clear and legitimate reason to do so.

For that reason, this section is intended to provide guidance to help all involved in safeguarding to make good decisions in relation to information sharing. It sets out the legal issues you must consider before sharing information, the governance arrangements which you must put in place, and provides a practical guide to making decisions about sharing information.

### **What is “information sharing”?**

There are two main types of information sharing. The first involves information that is shared within an organisation. The second is information that is shared with another organisation. This section is primarily aimed at information that is shared between organisations and groups within the National Safeguarding Structure. However, the principles in this section also apply to sharing information with organisations outside the National Safeguarding Structure, such as statutory agencies.

### **Who are you likely to share information with?**

For safeguarding children and adults, where appropriate information may be shared with the following people, all of whom are required to keep information confidential within the boundaries of inter-agency professional confidentiality:

- The Safeguarding Representative
- The Safeguarding Coordinator (Eparchial Safeguarding Office)
- The Safeguarding Lead in a Religious Congregation
- A member of the Safeguarding Commission
- The Bishop, Congregation Leader or their delegate
- CSSA
- Children's Social Care Services professional staff
- Adult Social Care Services professional staff
- The Police
- The Probation Service(s)
- The National Society for the Prevention of Cruelty to Children

Information may also legitimately be shared with the Eparchial Insurers where appropriate, with the Charity Commission to comply with the Serious Incident Reporting requirements and with legal advisors to obtain legal advice or handle legal proceedings. However, this is not an exhaustive list.

Any queries about information sharing must be directed to the relevant Data Protection Officer. It is recommended that the Safeguarding Officer and Data Protection Officer agree processes for dealing with data requests, for example, which decisions can be made by the Safeguarding Office, and which must be referred to the Data Protection Officer (e.g. disclosure of data outside the EEA).

The Eparchial Safeguarding Officer must record in the relevant case file full details of all decisions regarding information sharing, including the rationale.

### **Legal Issues**

Information can only be shared between organisations in compliance with the law. The main considerations will be the law of confidence and data protection law. There are also specific rules around information obtained from the Disclosure and Barring Service.

### **Confidentiality**

The law of confidence applies where information that is not widely known is given by one person to another in circumstances where both parties understand that the information is not to be passed on to anyone else.

When speaking to a child or an adult in circumstances where there are concerns about significant harm to a child or an adult, **full confidentiality cannot be promised**. Although an obligation of confidentiality can limit the circumstances in which information may be shared, it is possible to override the duty of confidentiality. For instance, it may become necessary to share the information in order to protect others as well as the person subject to the concerns. Information may need to be shared for a Child Protection Enquiry by Children's Social Care Services, and/or for a criminal investigation by the Police or for an adult investigation by Adult Social Care Services and/or in some circumstances it may be needed for action in the Courts or other legal proceedings or for insurance reasons.

It is important that it is explained to children, families and other adults, openly and honestly, what and how information will, or could be shared and why, and seek their understanding and, if necessary or appropriate, their consent.

Confidentiality is often confused with secrecy and remaining anonymous in reporting and referring. Anonymity can be agreed but not guaranteed, where the report is coming from a parishioner or member of the public and is being passed to the public agencies through the Safeguarding Representative or Safeguarding Officer, but only with their agreement and in agreement with the public agency e.g. the Police or Children's Social Care Services / Adult Social Care Services. Total anonymity cannot be guaranteed as the circumstances may develop into a criminal process.

If there are concerns about the safety of the person reporting, this must be clearly recorded and taken into full account when reaching an agreement with the Social Care Services and the Police.

**Where a person in a formal role within the Church raises a concern or reports an allegation, they cannot do so anonymously.**

### **Data Protection Law**

The General Data Protection Regulation (GDPR) and the Data Protection Act 2018 set out the legal framework for how **'personal data'** must be managed. Personal data is defined as information relating to a living individual who is identified or identifiable. Data protection laws do not therefore apply to anonymised information where it is no longer possible to identify individuals. It is always worth considering whether information can be shared in an anonymous format, as this avoids the need to consider data protection issues.

Data protection laws regulate but do not prohibit the sharing of personal information. Instead, they set out a framework to ensure that such information is only shared where it is appropriate and lawful to do so.

Under data protection laws, the organisation responsible for the personal information (known as the '**controller**') must always comply with the data protection principles and must always have a lawful basis for processing personal data. 'Processing' is defined widely and includes the sharing of personal data with another organisation.

Accordingly, whenever one organisation is considering sharing personal data with another organisation for safeguarding purposes, it must comply with the data protection principles and have a lawful basis for the sharing.

The data protection principles, set out in Article 5 of the GDPR, state that personal data must be:

- processed lawfully, fairly and in a transparent manner in relation to the data subject;
- collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes;
- adequate, relevant and limited to what is necessary in relation to those purposes;
- accurate and, where necessary, kept up to date;
- not kept in a form that permits identification of individuals for longer than necessary;
- kept secure using appropriate technical and organisational measures

#### The lawful conditions for processing

Data protection law requires that controllers must have a lawful condition for processing personal data. The lawful conditions are set out in Article 6 of the GDPR. At least one of the following must be met whenever personal data is processed:

- (a) **Consent:** the individual has given clear consent for you to process their personal data for a specific purpose;
- (b) **Contract:** the processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract;
- (c) **Legal obligation:** the processing is necessary for you to comply with the law (not including contractual obligations);
- (d) **Vital interests:** the processing is necessary to protect someone's life;
- (e) **Public task:** the processing is necessary for you to perform a task in the public interest or for your official functions, and the task or function has a clear basis in law;
- (f) **Legitimate interests:** the processing is necessary for your legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests

For safeguarding issues, the most likely conditions to rely on will be **legal obligation**, **legitimate interests** and **consent**. Where there is an immediate concern for the health and safety of a specific individual, it may also be possible to rely on the vital interests' condition.

If the personal data being shared includes one or more of the special categories of personal data, an additional condition is required. Information falls into a special category of personal data where it reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health, sex life or sexual orientation, or the processing of genetic or biometric data for the purposes of uniquely identifying an individual.

The additional conditions for processing special categories of personal data are set out in Article 9 of the GDPR (and supplemented in Schedule 1 of the Data Protection Act 2018). The most likely conditions for sharing special categories of personal data for safeguarding purposes are:

- the data subject has given their explicit consent to the processing;
- processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law;
- processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent;
- processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity; or
- processing is necessary for reasons of substantial public interest in certain defined circumstances (see part 2 of Schedule 1 of the Data Protection Act 2018).

In some cases, you must also have an 'appropriate policy document' in place to rely on these conditions.

The GDPR prohibits the processing of personal data relating to criminal convictions and offences unless Member States' or EU law permits its processing (subject to appropriate safeguards being in place). In the UK, organisations need to review the Data Protection Act 2018 to determine if there is a lawful condition set out within that legislation that will permit the necessary processing.

It is recommended to consult the Eparchial Data Protection Officer and/or the detailed guidance published by the Information Commissioner's Office (ICO) to determine which of these conditions you may be able to rely on before sharing any personal data. The ICO is the UK's statutory regulator for data protection law. The guidance can be found at: <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/>

#### Individual rights requests:

Under data protection law, individuals have a right to request copies of their own personal data. All such right of access requests should be referred to the Eparchial Data Protection Officer. They will advise on the relevant procedures to follow.

The right of access, commonly referred to as subject access, gives individuals the right to obtain a copy of their personal data as well as other supplementary information.

An individual is only entitled to their own personal data, and not to information relating to other people (unless the information is also about them or they are acting on behalf of someone). For this reason, it is important to establish whether the information requested falls within the definition of personal data.

For further information about the definition of personal data refer to the ICO guidance: <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/key-definitions/what-is-personal-data/>

In addition to a copy of their personal data, individuals are also entitled to be provided with the following:

- the purposes of your processing;
- the categories of personal data concerned;
- the recipients or categories of recipient you disclose the personal data to;

- your retention period for storing the personal data or, where this is not possible, your criteria for determining how long you will store it;
- the existence of their right to request rectification, erasure or restriction or to object to such processing;
- the right to lodge a complaint with the ICO or another supervisory authority;
- information about the source of the data, where it was not obtained directly from the individual;
- the existence of automated decision-making (including profiling); and
- the safeguards you provide if you transfer personal data to a third country or international organisation.

For detailed guidance on processing right of access requests refer to the ICO guidance: <https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/individual-rights/>

#### Disclosure of Eparchial 'Child and Adult Protection Records' in Court Proceedings:

Requests for the disclosure of any Catholic Church 'Child and Adult Protection records', i.e. case files and related material, may come from parties involved in either civil or criminal proceedings and may be made before any proceedings have started. Any party making such a request by telephone must be asked for written confirmation.

No voluntary disclosure should be given to anyone other than the individual (i.e. the data subject) and then only those personal records that he/she is entitled to under data protection law. Before disclosure is given, the Eparchial Safeguarding Office should liaise with the Eparchial Data Protection Officer and, where necessary, legal advice should be sought as to the principles of disclosure and the extent of the same. Any legal advice should be obtained either through the Vicar General's Office who will either contact the Eparchial legal team or the Eparchial Insurers and their in-house solicitor.

In **Civil** cases, any claim for damages, or intimation of such a claim, should have been reported to the relevant insurers. The Insurers will have appointed solicitors who will manage any disclosure issue which arises in the course of such civil actions.

Where the Eparchy receives a disclosure request where a civil claim has been intimated or is ongoing, the Eparchial Safeguarding Office should not respond (except out of politeness to inform the person as to what is happening) but should pass the request forthwith to the insurance intermediary or direct to the appointed solicitors, who will consider it in the first instance.

In **Criminal** proceedings the police / prosecuting authorities have a legitimate interest in obtaining evidence, including documents, and may request voluntary disclosure from the Eparchy even though they also have rights to obtain disclosure by means of a court order. Where disclosure is requested, it should only be acceded to without a court order with authorisation from the Data Protection Officer.

Where the Eparchy receives a disclosure request in the course of criminal proceedings, the Eparchial Safeguarding Office should immediately refer it to the Eparchial Data Protection Officer, who may wish to seek legal advice. This legal advice should be obtained through the Vicar General's Office who will either contact the Eparchial legal team or the Eparchial Insurers and their in-house solicitor.

#### **Disclosure and Barring Service (DBS Check) information**

The Eparchy as a member of the wider Catholic Church in England and Wales uses DBS Disclosures as part of its Safer Recruitment process. The Catholic Safeguarding Advisory Service (CSAS), its authorised Counter-Signatories and those deemed to be "employers" are obligated to adhere to the DBS Code of Practice. This dictates that Disclosure information is only shared "with relevant persons in the course

of their specific duties relevant to recruitment and vetting processes". In practical terms, this means that Disclosure information is only provided to those who have an entitlement in order to make an appointment or selection decision.

**What is the process should a person move parish, Diocese/Eparchy, or take up a DBS eligible role with another Catholic partner organisation?**

If an individual requests confirmation of their Disclosure number and date of issue (where they have misplaced their Certificate copy), you can supply this information either in writing or verbally once you are satisfied that the individual is who they say they are. This can be established by asking the individual to confirm some basic personal details i.e. date of birth, Parish or Order relevant to the role and Disclosure, 1st line of home address and postcode.

**What can you do if you have any queries concerning the circumstances in which DBS Disclosure information can or cannot be shared?**

Please consult the DBS Code of Practice to assess whether your intended disclosure is lawful (if you are required to comply with the code of practice):

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/474742/Code\\_of\\_Practice\\_for\\_Disclosure\\_and\\_Barring\\_Service\\_Nov\\_15.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/474742/Code_of_Practice_for_Disclosure_and_Barring_Service_Nov_15.pdf)

**Making decisions about information sharing**

Before you share any personal information, you must always consider whether it is appropriate to do so. These decisions are not always straightforward.

Initial considerations:

The safety and welfare of a child or an adult must be the primary consideration when making decisions on whether to share information about the child or adult. Where there is concern that the child has suffered, or is likely to suffer significant harm, the child's safety and welfare must be the overriding consideration. Similarly, where there are concerns about the safety of an adult, their welfare takes precedence and information must be shared where a crime is suspected.

Where information is shared, those doing so must ensure it is accurate and up-to-date, necessary for the purpose for which they are sharing it, minimised, shared only with those people who need to see it, and shared securely.

HM Government provides guidance about information sharing:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/721581/Information\\_sharing\\_advice\\_practitioners\\_safeguarding\\_services.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf)

In order to assist you in making and reaching a decision in relation to information sharing, you should work through the following questions:

**1. Why do you need to share the information?**

If you are asked, or wish, to share information about a person you need to have a clear and legitimate reason to do so if it is to be lawful. You must comply with the law relating to confidentiality, data protection and human rights. Establishing a legitimate purpose for sharing information is an essential part of meeting those requirements.

Although you need to ensure that you have a legitimate purpose for sharing data, please note that there can be equally significant consequences to not sharing information as there can be for sharing information inappropriately.

## **2. Do you need to share information which identifies a living person?**

If information is fully anonymised it can be shared without reference to data protection principles. However, true anonymisation of information is difficult to achieve and, if the information to be shared, when considered alongside other information, enables a living person to be identified it is subject to data protection laws.

## **3. What information do you need to share?**

If you have a clear reason to share information about an identifiable individual, you will need to consider what information should be shared.

You should only share information that is necessary and proportionate to achieve the purpose of supporting the safeguarding and protection of a child or young person or vulnerable adult.

Only information that is relevant to the purposes of supporting the safeguarding and protection of a child or young person or vulnerable adult should be shared with those who need it.

Information shared should be adequate for its purpose and of the right quality to ensure that it can be understood and relied upon.

Information shared should be accurate and up to date and should clearly distinguish between fact and opinion.

## **4. Is the information to be shared subject to a duty of confidence?**

Information may be subject to a duty of confidence if it is:

- Information of a private or sensitive nature;
- Information that is not already lawfully in the public domain; and
- Information that has been obtained in circumstances where the person giving the information could reasonably expect that it would not be shared with others.

There is a significant overlap between the duty of confidence and data protection law. However, the duty of confidence can also apply to information which is not 'personal' and so can apply to information not subject to data protection law.

The duty of confidence is not absolute and may be overridden where the sharing of confidential information is in the best interests of the individual or in the wider public interest, or if the individual consents to the sharing. This must be considered on a case-by-case basis and, if in doubt, legal advice should be sought.

## **5. Do you have consent to share the information?**

Under data protection law, consent is one of the six lawful bases for processing personal information.

Where possible you **should**:

- Be open and honest about what personal information you might need to share and why;
- Seek permission to share personal or sensitive information; and
- Respect the wishes of those who do not give consent to share confidential information.

You **should not** seek consent if doing so would:

- Place a child or an adult at increased risk of significant harm;
- Prejudice the prevention, detection or prosecution of a serious crime;
- Lead to an unjustifiable delay in making enquiries about allegations of significant or serious harm; or

- Prevent your organisation or an individual from seeking legal advice on how to handle a situation or set of circumstances.

**6. Does another lawful basis apply that allows you to share information without consent?**

It is not always necessary to obtain consent in order to share personal information. You may share information without consent if, in your judgement, there is another lawful basis allowing you to share or disclose information without an individual's consent e.g. where the child or young person's safety or wellbeing may be at risk. In deciding, you must weigh up what might happen if the information is shared against what might happen if it is not.

**7. Is the information being shared appropriately and securely?**

You should take into account the following factors:

- Information should be shared in a timely fashion to reduce the risk of missed opportunities to offer support and protection;
- Ensure that you are giving the right information to the right individual - only share information with those who need to know and check out the identity of the person you are talking to;
- Make sure the conversation cannot be overheard;
- Use secure email;
- If using fax, make sure the intended person is on hand to receive the fax;
- Check who will see the information and whether they intend to pass on this information; and
- Comply with all other relevant information security policies and procedures in your organisation and, if applicable, the provisions on DBS Check information.

**8. Has the information sharing decision been recorded properly?**

It is important to record your information sharing decision. This should include:

- The reason for sharing or reason for not sharing (e.g. there was/was not a clear reason and a legitimate reason to share information). If there was not a clear reason and a legitimate reason, information should not be shared, and that decision recorded;
- Whether you had consent to share the information or not – if you do not have consent, whether the information enabled any individual(s) to be identified;
- What information was shared, how, when and with whom; and
- Whether information was retained in line with the applicable records retention policy.

If, at any stage, you are unsure about how or when to share information you should seek advice. You should also ensure that the outcome of the discussion is recorded.

Below are links to guidance which may help you in deciding whether or not to share information:

- General Data Protection Regulation 2016  
<https://eur-lex.europa.eu/legal-content/EN/TXT/HTML/?uri=CELEX:32016R0679&from=EN>
- Data Protection Act 2018  
<https://www.legislation.gov.uk/ukpga/2018/12/contents>
- Data Sharing Code of Practice (Information Commissioner's Office – to be updated by the ICO in due course)  
<https://ico.org.uk/for-organisations/guide-to-data-protection/data-sharing/>
- Data Sharing Checklists  
[https://ico.org.uk/media/for-organisations/documents/1067/data\\_sharing\\_checklists.pdf](https://ico.org.uk/media/for-organisations/documents/1067/data_sharing_checklists.pdf)



- HM Government - Advice for Practitioners Providing Safeguarding Services to Children, Young People, Parents and Carers (July 2018)

<https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>

- Human Rights Act 1998

<https://www.legislation.gov.uk/ukpga/1998/42/contents>

- Care and Support Statutory Guidance issued under the Care Act 2014 and the Social Services and Wellbeing (Wales) Act 2014

<https://www.gov.uk/government/publications/care-act-statutory-guidance/care-and-support-statutory-guidance>

### **Governance Issues**

As well as compliance with the legal issues, organisations must ensure that they have appropriate governance measures in place. This will ensure that decisions are made and recorded appropriately, and that information is handled and retained securely.

### **The Information Sharing Agreement**

Even if one has signed the Information Sharing Agreement, it does not mean personal data can be freely shared. Each time that personal data needs to be shared, the Information Sharing Request Form must be completed to demonstrate that the data can legitimately be shared and on what ground.

The Information Sharing Agreement is required:

- To support individuals in the decisions they take to share information, which reduces the risk of harm to children and young people and promotes their well-being;
- To ensure the Catholic Church in England and Wales responds to safeguarding matters in a timely and appropriate manner; and
- To enable the Catholic Church in England and Wales to have confidence knowing that the 'Church' will respond to safeguarding matters appropriately, putting the best interest of the young, those at risk and the vulnerable before the interest of the institution.

There are risks associated with both sharing and not sharing information, but the risks can be mitigated by informed and considered information sharing decisions. Adhering to key principles can help to make good information sharing decisions.

### **Transparency**

Data protection law generally requires that we provide information to individuals about how their data will be processed. This is often achieved by means of a privacy notice.

A privacy notice should be issued to any person making contact with safeguarding offices across England and Wales, explaining what they can expect to be done with their personal information when they raise a concern or use safeguarding services.

Reassurance that the information will be shared only with people who need to know in order to take action to intervene and protect the child or adult should be given. Reassurance about the security of records and the security of the information sharing process and record keeping should be given with a clear explanation that the General Data Protection Regulation and the Data Protection Act 2018 will be observed.

Giving reassurance about the timing of interventions and feedback to the person raising a concern will assist in managing the process.

### Appropriate Policy Document

Under the Data Protection Act 2018, we are required to put in place an appropriate policy document in order to process special categories of personal data or data relating to criminal convictions or offences in some circumstances.

### Retention and destruction of information

Under data protection law, personal data should be kept for no longer than is necessary for the purpose for which it is held. However, data protection law does not contain any prescriptive time limits for holding personal data.

The table (non-exhaustive) below sets out the suggested retention periods for information which may be held relating to safeguarding issues:

| Item   | Retention Period  |
|--|---|
| Cases/situations that although reported to the Catholic Church, do not involve case management by the Church.  | 1 year or for as long as necessary to respond to any ongoing queries  |
| All records relating to information about an individual referred to the safeguarding office that does not constitute a safeguarding matter or require any ongoing action.  | A summary record is to be retained indefinitely where the person concerned is a member of clergy and for 12 months for all others   |
| Case files in the name of alleged perpetrator that are likely to include, but not restricted to: <ul style="list-style-type: none"><li>• CM1 – referral form</li><li>• Case recording log</li><li>• Chronology of significant events</li><li>• Case summaries</li><li>• Letters/emails/texts/other electronic messaging sent and received</li><li>• Minutes of meetings</li><li>• Safeguarding Plans Risk Information Framework</li><li>• Reports e.g. risk assessment, psychological, psychiatric, investigative,</li><li>• National review template forms</li><li>• Legal and restricted information which must be kept in a separate section of the file.</li></ul> | <p>For clergy and religious, 85 years from date of birth, or date of death if later. At the end of the relevant period, a summary record of the case file will be retained indefinitely.</p> <p>For all other church roles e.g., volunteers, office holders, 25 years from the date their role ceases or at least 6 years after the date of death of the accused person if this is sooner. At the end of these retention periods, a summary record of the case file will be retained until the 85th birthday of the accused person.</p> |
| Parish or other event/activity related records. Records are likely to include but are not restricted to: <ul style="list-style-type: none"><li>• PHOTO 1 – Parental consent to use of images</li><li>• Case 2 – Approval of events form</li><li>• Case 4 – Parental consent for an activity</li><li>• Case 5 – Session recording sheet</li><li>• Case 6 – Incident report form*</li></ul>  | <p>3 years after event/activity ceases.</p> <p>*Case 6</p> <ul style="list-style-type: none"><li>• Incident involving an adult – 3 years from date of incident</li><li>• Incident involving a child – 21 years from date of incident</li></ul>  |
| Personnel related files and records. Records are likely to include, but are not restricted to:   | 10 years and 1 day after person leaves their role.  |

|   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Electronic entries on the CSAS DBS Database*</li> <li>• DBS 1 – Volunteer registration form</li> <li>• DBS 2 – Volunteer reference form</li> <li>• DBS 3 – ID verification form**</li> <li>• DBS 4 – Safeguarding self-declaration form***</li> <li>• DBS 5 – Withdrawal of consent to undertake DBS online Update Service checks</li> <li>• DBS 9 – Confidentiality Agreement for individuals handling DBS Disclosure information and accessing the national database</li> <li>• CASE 1 – Written Agreement for volunteers which indicates that they have read and understood their job description and agree to adhere to national safeguarding procedures</li> <li>• Case 9 – Declaration that the volunteer has understood the safeguarding procedures</li> <li>• Testimonials of suitability</li> </ul> | <p>*Where a case file is opened, the entries on the DBS Database e.g. date of check and existence of a risk assessment, should be recorded on the case file before the electronic record is destroyed</p> <p>**Existing DBS 3 forms can be destroyed when a new form is completed.</p> <p>***Existing DBS4 forms can be destroyed when a new Disclosure application has been completed and any queries about Disclosure content and prior self-disclosure have been resolved.</p> <p>Once a recruitment (or other relevant) decision has been made, do not keep certificate information for any longer than is necessary e.g. to allow for the consideration and resolution of any disputes or complaints. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access must prevail</p> |
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## SAFER RECRUITMENT

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Over the years we have been blessed by the huge number of dedicated and talented volunteers and post holders – parents and single people, priests and religious – who have given a tremendous amount to the children, young people and the vulnerable in our parishes. Our Eparchy is helping people every day.

Except for the Parish Administrator (priest), our parishes have no professionally qualified paid (stipend) workers. We rely on willing and conscientious volunteers to nurture and lead our young and care for our vulnerable people. We know from hard experience that it's not always easy to find volunteers. When we have people, who will readily volunteer and can find the time to do so, we tend to assume they are trustworthy – and the vast majority are. Regrettably, we know that child sex offenders and individuals who wish to have access to children, young people or vulnerable adults for their own purposes will attempt to operate in organisations, where they believe their behaviour will not be identified.

Sadly, it is simplistic to assume that everyone shares the same high values or has appropriate respect for individuals. We must recognise, that safeguards we naturally assume and take for granted, need to be deliberately put in place and checked – otherwise we may not be protecting the most easily influenced in our communities as effectively as we think we are. Unfortunately, even in the best run organisations, it has been known for children, young people or vulnerable adults to be physically, emotionally, sexually or financially abused. Therefore, conscious of the need for safe recruitment, supervision and support of volunteers and for developing best practice for direct work with children, young people and vulnerable adults, the following principles are in place.

Any person seeking an appointment to a post that involves contact with children, young people or vulnerable adults, must comply fully with the appointment procedures, these are: **treat all potential volunteers and postholders as job applicants.**

Anyone who is asked or wishes to volunteer with children, young people or vulnerable adults must as a first step complete a "Standard Application Form", a copy of which is in the parish pack. The application must include:

- A statement of personal details, full name, date of birth and address together with the applicant's signature.
- An original of a formal document that confirms the personal details. For example, a passport or driving licence.
- A resumé of previous experience of relevant work, if any.
- Permission to contact in writing or in person, two named referees.
- Details of any convictions, including those "spent" under the Rehabilitation of Offenders Act 1974, in the form of a Confidential Declaration (CDF). The CDF will only be seen by the Eparchial Safeguarding Officer or a person who has a legitimate entitlement.
- A signed agreement to undertake a disclosure enquiry (DBS) with the Criminal Records Bureau should the person is to be offered the appointment.

### **Obtain references from people who have knowledge of the person's experience.**

In normal practice two written references should be taken up from two adults who know the applicant well. At least one of these references should be from an adult who has experienced the applicant working with children/ young people/ vulnerable adults. The Parish Priest, the Parish Safeguarding Representative or any other person involved in the interviewing and appointing process cannot be a referee.

When requesting references, it is important to state explicitly that the role is with children, young people or vulnerable adults and the referee must be asked to comment specifically on the applicant's suitability for such work. If anything in the references gives rise to doubts about the applicant's suitability, albeit in vague or ambiguous terms, the referee should be contacted to discuss the matter further.

If the role is to be a paid position, then a reference must be obtained from a current employer.

**Explore the applicant's experience of working with or contact with children, young people or vulnerable adults in an interview.**

All applicants for voluntary work with children, young people and/or vulnerable adults must be interviewed before being appointed. The interview should normally be conducted by the Parish Priest, Group Leader and the Parish Safeguarding Representative. As to the degree of formality of the interview, the interviewers should bear in mind the nature of the role, the level of responsibility it carries, as well as the maturity and experience of the applicant.

The interviewers should explore and discuss the applicant's previous work experience, if any, with children, young people, and/or vulnerable adults, the applicant's understanding of their role in safeguarding practice and their commitment to it. Any responses that give cause for concern must be explored further until there is no doubt as to the applicant's suitability.

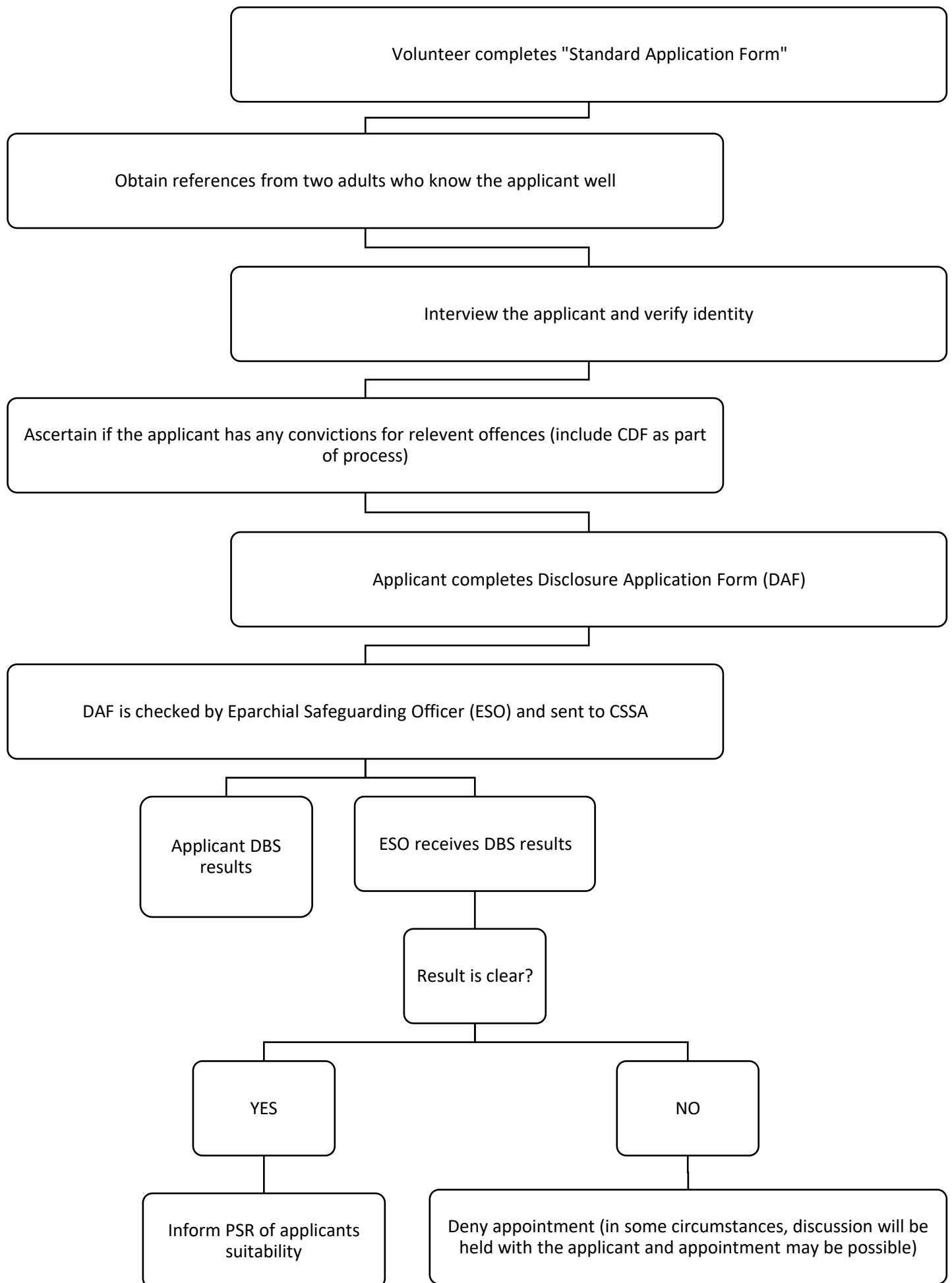
**Ascertain whether the applicant has any previous convictions for relevant offences.**

Applicants should be told clearly and informed by application form that the position whether paid or voluntary is an exception to the normal workings of the Rehabilitation of Offenders Act 1974. Normally offences are "spent", after a period of time; therefore, the ex-offender can state lawfully that they have no criminal record. There are many exceptions to this, including those who seek to work and have contact with people who are under 18 years old. In this situation ALL previous convictions must be disclosed voluntarily whether the post is a paid one or a voluntary one via a confidential declaration (CDF). Therefore, to work with children, all convictions, bind over orders and cautions must be informed by a DBS check.

When the Parish Priest and the Parish Safeguarding Representative wish to appoint a person to work with children, young people or vulnerable adults, there must be a DBS check. The following procedure must be followed in all cases (use flowchart for guidance):

- The applicant for the job/ role must fill in the Disclosure Application Form. The Parish Priest or Parish Safeguarding Representative should assist the applicant if that is necessary.
- Relevant and acceptable forms of identity must be produced.
- After the Eparchial Safeguarding Officer has signed the Disclosure Application Form it will be sent to CSSA.
- The results of the DBS check will be sent direct to both the applicant for the job/ role and the Eparchial Safeguarding Officer.
- The applicant keeps their copy of the DBS results.
- The Eparchial Safeguarding Officer will examine the DBS results and will give the Parish Safeguarding Representative confirmation that the applicant has been cleared for appointment. Similarly, if there are any concerns these will be expressed to the Parish Safeguarding Representative and clearance will be denied.
- A copy of the DBS result will be recorded and then destroyed in accordance with DBS guidelines.

Refer to flowchart for assistance on how to progress/process an application.



**Post Appointment**

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

**Ensure all clergy/volunteers receive training in the risk of abuse.**

All those working with children and vulnerable adults must receive appropriate training in awareness and best practice. The Eparchy undertakes to facilitate appropriate training. The level of training required will vary depending upon the level of responsibility of the role undertaken.

**Ensure all clergy/ volunteers are aware of the guidelines regarding allegations of abuse.**

A summary of the procedures on how to respond to a specific allegation or suspicion of abuse are found in this document. It is essential that all who work with children and vulnerable adults have a sound knowledge of these procedures. This must form part of the ongoing awareness training and supervision of those who are appointed to work with children and vulnerable adults.

## CREATING A SAFE ENVIRONMENT

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Many of these will be followed in our parishes anyway but this checklist should help to define the tasks which will lead to sound safeguarding in our communities. In these ways we can firm up our practice and ensure that it becomes uniform across the entire Eparchy.

We must make sure that:

- All volunteers in the Eparchy must have a signed and completed Written Agreement for Volunteers (**See Form CASE 1**).
- All new and existing volunteers in roles which have been defined nationally as requiring a DBS check must complete the three-stage process consisting of: Personal Details, Confidential Declaration Form and DBS Disclosure Application Form.
- All new volunteers must have a three-month trial period, at the end of which both parties review the situation. Inexperienced parish workers and/or inexperienced volunteers will benefit from clear guidance and support
- All volunteers should have ready access to the Eparchial guidelines and know what to do in the case of suspected or alleged abuse (**Listen – Record – Refer**). Always take any allegations or concerns of abuse seriously and refer immediately to the necessary bodies.
- Everyone aware of the Eparchy's safeguarding policies and procedures. This includes young people, parents/carers, volunteers, and visitors. Each Church and Church Hall should display information on the notice board giving contact information to anyone who has a concern.
- Premises used for parish groups and events are safe and well maintained.
- All know where the emergency exits, fire extinguishers and alarms are and be fully aware of the evacuation plan in the event of any emergency.
- We encourage all parish workers and volunteers to be involved in regular training (including First Aid) and ensure that there is a first aid kit and that it is checked frequently for stock.
- There is adequate insurance cover, especially for activities away from the normal meeting places. This applies also to any mini buses and/or private cars which are used – insurance and any necessary permits must be obtained.
- Up to date register of group contact information is maintained and that there is always access to a phone/mobile in case of emergency.
- A **minimum** of two leaders is always present, maintaining the gender balance of the group. In larger groups the following supervision ratios should be adhered to:

|         |                        |      |
|---------|------------------------|------|
| Under 2 | 1 adult to 3 children  | 1:3  |
| 2 – 3   | 1 adult to 4 children  | 1:4  |
| 4 – 8   | 1 adult to 6 children  | 1:6  |
| 9 – 12  | 1 adult to 8 children  | 1:8  |
| 13 – 18 | 1 adult to 10 children | 1:10 |

- During any activities away from the normal meeting place, a risk assessment is undertaken, and the supervision ratios increased accordingly.
- For any activities away from the normal meeting place, parents/guardians have signed a consent form. Parish Group Leaders must ensure that someone knows where the group is working when away from the normal meeting place.
- We always think and act carefully to avoid situations which could lead to difficulties or embarrassment, accusations or temptations. An example of 'danger' is one leader/volunteer and one young person being together 'in private' – whether that be in counselling, or on a residential weekend, or driving someone home in a car. Remember that someone else may



misinterpret your actions, no matter how well-intentioned. Do not just rely on your good name to protect you.

- We do not permit any photographs or videos to be taken or displayed of parish events without parental consent. One should never show a photograph of a child or young person with personal details (including their name) accompanying it.
- Everyone must treat each other with dignity and respect at all times, set an example you would wish others to follow and always behave appropriately, in accordance with the Eparchy approved Parish Code of Conduct.

#### **Aim of the Policy:**

To prevent situations where the abuse of vulnerable people may occur by proper planning of activities and events. To do so, events/activities have been categorised as follows:

#### **Category A – Parish Events/Activities**

This category includes one-off events and regular meetings specifically for children, young people or vulnerable adults in the parish and which are usually indoors. Examples include: Catechism, Children's Liturgy, Prayer Groups, Charity Fundraising Events.

#### **Category B - Miscellaneous**

This category refers to unplanned/informal contact with children, young people and vulnerable adults, and includes the Sacrament of Reconciliation.

#### **Category C - Day Trips and Outings**

This category refers to groups belonging to the parish undertaking a day trip or outing. These events are non-residential.

The Health and Safety procedures contained in this policy are to be viewed as an extension of the existing Health and Safety Policy of the Eparchy.

## CATEGORY A

### Parish Events

#### A1. Preparing for an Event

One person, the event leader, should have overall responsibility for the planning, supervision and conduct of the event. In particular he/she should:

- a. Ensure that appropriate approval is obtained and as necessary complete the Approval for Events and Activities Form (**See Form CASE...**) with the Parish Priest or the Leader of the Organisation. This form should be completed prior to the event.
- b. Ensure an initial risk assessment appropriate to the planned event/ activity is carried out prior to the event taking place. First Aid provision should be part of the risk assessment.
- c. Ensure that the existing insurance arrangements are adequate for the intended activity.
- d. Ensure that the leaders are appointed in accordance with the recruitment procedures and are properly prepared for this event.
- e. Keep a register of meetings, the children/young people and adults present as well as a brief record of the activities undertaken. (**See Form CASE...**).
- f. Keep a record with up-to-date relevant information on the children and young people attending the event, e.g. health needs.
- g. Ensure that those with parental responsibility understand any arrangements for collecting children/young people at the end of the event.
- h. Evaluate the event as appropriate to aid learning and development and refer any issues to the appropriate individual or body.

#### A2. Consent

For activities where parents and carers are in the vicinity, e.g. Children's Liturgy, no written consent form is required. The parent or carer exercises parental responsibility by virtue of their close proximity to the event.

For activities where parents or carers are not in the vicinity, e.g. youth groups, the person with parental responsibility for each child/young person under 18 will be required to complete and sign forms containing the following:

- a. A general consent form which details the planned event.
- b. Consent to group/activity photographs.
- c. Any relevant medical information.
- d. An emergency contact telephone number.
- e. Acknowledgement of the co-responsibility of those with parental responsibility to ensure reasonable behaviour during the event.

#### A3. Health & Safety

The event leader must ensure that:

- a. The premises are appropriate for the intended activity and monitor risk throughout the activity and take appropriate action as necessary.
- b. A First Aid kit is available.

- c. The children/young people/vulnerable adults are briefed at the start of the event/activity and wherever possible involve them in setting any general behavioural guidelines or establishing a Code of Conduct for their behaviour.
- d. Fire evacuation procedures need to be explained.
- e. An incident report form is completed within 24 hours of an accident\* or incident\*\* (See Form CASE ...).

\* An **accident** is defined as “An unplanned, unforeseen, unexpected and unintended event, which results in injury to people or damage to property,”

\*\* An **incident** is more general and is an event that has an undesirable consequence be it involving physical impact or a “near miss.”

During an event, the leader should:

- a. Ensure that no unauthorised person can gain access to the event.
- b. Introduce themselves to the children, young people and vulnerable adults present.
- c. Ensure that transport arrangements as agreed with parents and detailed on the consent form are adhered to.
- d. Allow no child/young person/vulnerable adult to leave with someone unknown to the leaders.

#### A4. Supervision

It is important to have an appropriate ratio of adult supervisors to children/ young people/ vulnerable adults. The factors to consider are:

- a. Age and gender of group members.
- b. Individual(s) with special needs.
- c. First Aid cover.
- d. Nature of the activity.

There must always be a minimum of two adults linked to every group for all activities and events. A general guide for minimum supervision ratios is:

|         |                        |      |
|---------|------------------------|------|
| Under 2 | 1 adult to 3 children  | 1:3  |
| 2 – 3   | 1 adult to 4 children  | 1:4  |
| 4 – 8   | 1 adult to 6 children  | 1:6  |
| 9 – 12  | 1 adult to 8 children  | 1:8  |
| 13 – 18 | 1 adult to 10 children | 1:10 |

Consideration must be given to increase supervision ratios as appropriate to the needs of the children, young people and vulnerable adults or the nature of the activity.

Where the group activity involves planned separation into smaller groups, the sub-groups should remain in close proximity to each other to allow for an adult leader to summon the help of another adult. This also enables the leaders in the sub-group to monitor each other so as to safeguard the interests of both children and adults involved.

Young people under 18 are welcome and encouraged to assist with events/ activities. Their involvement must be monitored so that they do not have the responsibilities of a group leader or are used to meet the supervision criteria above.

#### A5. Location

Any meeting with children and young people must always be held in a public place\* and with a minimum of two adults present.

It is accepted that unforeseen circumstances (e.g. an accident) may arise whereby it is not possible to maintain the presence of two adults. For this reason, care needs to be taken in the planning stage when selecting an adequate number of leaders and the venue for the event/activity.

If this does occur, the situation must be reported to another leader (where applicable the group leader) and be recorded to safeguard the interests of both children and adults concerned.

\* A **public place** for the purpose of this policy is defined as an area which is:

- Visually accessible (e.g. through a window) and not behind a closed door  
OR
- frequented by other people (e.g. staff room/kitchen etc)

#### A6. Code of Conduct

A Code of Conduct is given to all volunteers it is not exhaustive and cannot cover every eventuality. It is intended to provide a minimum framework for good practice when providing activities and events specifically for children, young people and vulnerable adults. The code of conduct must be displayed in all Church premises where activities involving children, young people and vulnerable adults take place.

#### A7. Discipline

Discipline should be viewed as a way of helping children achieve self-control and not as a punishment. Group leaders should agree consistent approaches to discipline.

**Under no circumstances is physical chastisement acceptable. (See Appendix 4)**

#### A8. Physical Contact

Physical contact between an adult and a child, young person or vulnerable adult should reflect the child, young person or vulnerable adult's needs and not that of the adult. Guidance on appropriate physical contact can be found below.

Although generally speaking physical contact between adults and the children or young people with whom they are working will not be appropriate, there are occasions when it may be entirely appropriate and proper. It is crucial, however, that they only do so in ways appropriate to their role.

**A 'no touch' approach is both inappropriate and impractical.  
There should therefore be a culture of 'limited touch'.**

This means that when physical contact is made with children or young people this should be in response to:

- a. Their needs at the time
- b. Of limited duration
- c. Appropriate given their age, stage of development, gender, ethnicity, and their cultural and religious background.

Appropriate physical contact will occur most often with younger children and with children or young people who have additional needs.

Those working with children and young people must always be prepared to explain actions and accept that all physical contact be open to scrutiny.

All groups should have a system for recording any physical contact with a child that may be different in some way from the normal or may be considered to be open to criticism, and adults involved will ensure that they record any such physical contact.

### **Guidance on Physical Contact between Children and Adults**

- a. Any physical contact should take place in public except in a situation where this would be undignified or insensitive, e.g. a young child attending a Children's Liturgy Group who urgently needs the toilet and there may not be enough time to seek the assistance of the parent. It will be necessary in that situation to act immediately and in as dignified a manner as possible.
- b. Children have the right to decide how much physical contact they have with others (except in exceptional circumstances when they need urgent medical attention).
- c. Physical contact should never be secretive, nor for the gratification of the adult. It should always reflect the child's needs and not the adults.
- d. Even well-intentioned physical contact may be misconstrued by the child, an observer or by one to whom this action is described. This is especially so where a child has experienced previous abuse or neglect. The child may associate physical contact with these past experiences and may wrongly interpret otherwise appropriate physical contact.
- e. Never touch a child in a way that may be considered indecent.
- f. Avoid any physical contact that is, or may be thought to be, sexually stimulating to the adult or child.
- g. Never indulge in horseplay, tickling or fun fights.
- h. If it is necessary for physical contact to occur regularly with an individual child or young person, for instance a very young child or a child with additional needs, this should be agreed with the parent or group leader. Otherwise there is a danger that this regular contact may be misinterpreted.
- i. When physical contact is considered appropriate, seek the child's permission, where feasible, before initiating contact. Listen, observe and take note of the child's reaction or feelings and – so far as is possible – use a level of contact that is appropriate to the situation and acceptable to the child, for the minimum time necessary.
- j. If you are helping, comforting or reassuring a child who is in distress and this requires physical contact, remain self-aware at all times and ensure that the contact is not threatening, intrusive or subject to misinterpretation. Discreetly inform your co-worker or group leader and do not isolate yourself from your co-worker or group leader. Record any situation that may give rise to concern.

- k. A child may sometimes seek physical contact from an adult inappropriately. The adult must deal with the situation gently and sensitively, reinforcing the importance of personal boundaries, and inform the group or activity leader.
- l. Some children who have learning difficulties or learning disabilities are very affectionate, even to strangers. The adult must deal with the situation gently and sensitively and inform the event leaders.
- m. In a group, team members, as part of good practice, should monitor one another in relation to physical contact. They should feel able to help each other by pointing out anything that could be misunderstood or uncomfortable for a child/young person.
- n. If an adult engages in inappropriate touch with a child/young person this must be challenged. If there are concerns about an adult's contact with a child or young person, advice must be sought through the Parish Safeguarding Representative (PSR) or from the Eparchial Safeguarding Officer/Administrator.

#### A9. Use of Photographs/Images of Children

Full guidance on the use and display of images of children and young people can be found in **Appendix 5**.

When photographs/images of children and young people are taken/recorded during an activity or event, care is required to ensure that the images appropriately represent the Eparchy and the Catholic Church and do not put children at risk.

The most important factor to consider is the improper/illegal use of images of children and young people. It is necessary to obtain the consent of the person with parental responsibility and that of the child or young person (where he/she is of an age to give 'informed consent'):

- a. This will be done prior to making or displaying images of children and young people.
- b. Parents should be advised that images of their children may be made, and their consent sought before they can be displayed.

The written consent of the parent/carer is included in the general parental consent form (**Photo 1**).

#### A10. Anti-Bullying

With a view to the prevention of bullying, each parish must adopt an anti-bullying policy and ensure that it is adhered to and made available. The Eparchial Anti-Bullying Policy can be found in **Appendix 3**.

#### A11. Computers

Where children and young people have access to computers as part of Church activities, the event leader has a duty to ensure that:

- a. Measures are in place to ensure that the likelihood of children and young people accessing inappropriate materials is reduced e.g. parental controls and software to filter out internet material.

- b. Children and young people are aware that their personal details e.g. last name, address, school, passwords, e-mail address and telephone numbers are private and should not be disclosed unless approval is given by the event leader and/or parent or guardian.
- c. Children and young people know that they should never send photographs and should be wary of chat rooms.
- d. Children and young people are aware that they should advise a leader about any e-mails or anything online that makes them feel uncomfortable or bothers them.
- e. Children and young people are aware that they should advise a leader and their parent/carer of a request to meet up with someone they have met online and not to make plans to do so without alerting an adult and never go alone to such planned meetings.
- f. Children and young people are advised of a **code of conduct for using chat rooms** such as CHAT:

C = Careful      of people online might not always be who they say they are.  
H = Hang        on to your personal information. Never give out your home address or other information.  
A = Arranging   to meet can be dangerous. Never arrange to meet someone unless you can be sure who they are.  
T = Tell         your friends or an adult if you find something that makes you feel uncomfortable.

Additional guidance can be found at <https://www.childnet.com/>

Where use of a computer uncovers unsuitable and/or illegal information, the event leader must contact the Eparchial Safeguarding Officer/Administrator as soon as possible. He will assess whether the matter should be reported to the Internet Watch Foundation at [www.iwf.org.uk](http://www.iwf.org.uk). The Internet Watch Foundation has been set up to combat illegal use of the internet.

## A12. Drugs Related Incidents

Prior to the event, one must devise guidelines to manage situations where it is discovered that children or young people are involved in drugs-related incidents. Guidance on managing drugs-related incidents can be found at **Appendix 6**.

## A13. Accident & Emergency

### Missing Children & Young People

When there is a concern that a child or young person may be missing, the event leader must arrange an initial search to establish if the child is in the vicinity – this should only be conducted if it is safe to do so and be dependent upon the circumstances. If an initial search is not the appropriate action or the concern remains the event leader must:

- a. Ensure the wellbeing of the remaining children; make sure that all are accounted for and properly/adequately supervised.
- b. Be mindful of the circumstances – the time of year; location; weather conditions; time of day (dusk etc.); age and vulnerability of the child. It is important to take prompt action to avoid panic.
- c. Contact the Police without delay.

- d. The responsibility for conducting enquiries and a proper search rests with the Police – they have the experience, knowledge and resources. Their involvement should be considered at the earliest opportunity as the first hour can be vitally important and a rapid response essential.
- e. When the Police are contacted ensure that the parent/carers contact details are readily available as it is their responsibility to make contact with the parent/carer. Be prepared to assist with information that will help with the enquiries:
  - Name, age, description of the child/children.
  - When and where last seen and by whom.
  - Any known reason for their absence? Is the absence out of character?
  - Any known places to be searched, people to be contacted?
  - Any known medical conditions or medication required?
- f. Further assistance should only be offered to the Police after the remaining children's welfare has been secured.

## Accident & Illness

In order to respond to accident or illness the designated leader responsible for overseeing medical issues must ensure:

- a. All relevant emergency telephone numbers are clearly displayed around the event venue.
- b. Prompt assessment of the illness/injury and appropriate action is taken. First Aid should be given, by qualified personnel if available.
- c. Relevant staff at the event venue should be informed as soon as possible.
- d. The relevant medical form(s) must be taken with the child/young person to the GP or hospital.
- e. Parents/carers must be contacted as soon as possible following the incident unless the circumstances require the intervention of the Police, in which case see 'Procedures for Major Incidents'.
- f. Any Health and Safety issues must be recorded, and any remedial action taken as appropriate.

An incident report form can be found at **Form CASE ...** and a copy of this must be forwarded to the Eparchial Safeguarding Office.

## Major Incidents

Procedures for Major Incidents:

- a. The designated leader's responsibilities are primarily to supervise and manage the children and young people. If safe to do so move the children and adults from the scene to a place of safety.
- b. As soon as it is safe to do so, contact the appropriate emergency service i.e. Police, Fire or Ambulance by **calling 999**. Follow the directions of any emergency service personnel.
- c. Be prepared to give as much detail as possible of the location; nature of the incident; an estimate of the number of casualties (if known); any potential hazards. Be prepared to remain on the phone – you may be a useful link until the emergency service crews arrive.
- d. Ensure emergency first aid treatment is given by qualified personnel present.
- e. Take a roll call of all children/young people and leaders present at the time of the incident. Try to locate them only if it is safe to do so. If not, inform the emergency services, when they arrive, of how many people are missing, their descriptions and likely locations.
- f. Depending on the nature and scale of the incident the Police may set up a Casualty Bureau to handle information on casualties and to filter/ manage calls from concerned relatives and friends. Be ready to provide any necessary details to the Casualty Bureau.



- g. It is the responsibility of the Police to inform the parents/carers of any victims. Initially, they will not contact parents/carers of those uninjured or safe. If it is safe to do so and there is access to a telephone, contact parents via the system of liaison between the event and the parents established in the planning of the event. It will be important to take the advice of the emergency services regarding arrangements for collection. Parents may not be able to get to the scene.
- h. If it is safe and practicable to do so the designated leader or another leader should make efforts to monitor the location of children and young people if they are moved from the scene.
- i. Notify the relevant Church Authorities who will notify the relevant Communication Officer at an appropriate time.

## **Fire Safety**

Procedures for fire safety:

- a. All leaders must be familiar with the fire regulations and fire-fighting equipment for the event venue.
- b. Leaders will ensure that all children/young people know where the appropriate fire exits, alarms and assembly points are and are given instructions on what to do if the alarm sounds.
- c. All leaders must know the whereabouts of the nearest telephone.
- d. Children/young people must not use fire-fighting equipment.
- e. In the event of a fire alarm being raised, evacuate the building(s), move to the appropriate assembly points and take a roll call of those present.
- f. Contact the Fire Brigade or activate any automatic fire alarms if available. Be prepared to give details of the location; the nature of the incident; number of buildings/people involved and potential hazards.
- g. Consider undertaking regular fire drills to ensure that leaders and children become familiar with the procedures, the location of the assembly points and any action to be taken.

## CATEGORY B

Miscellaneous (unplanned/informal contact with children, young people and vulnerable adults in Church settings)

### B1. Definition of Church Setting

Church settings include buildings or properties such as church, parish halls, presbyteries, religious houses, convents, monasteries, pastoral centres, retreat houses and the like. The very nature of church buildings, religious houses and those who work in them should give a sense of safety and security. For this reason, even when church premises are being used by individuals and groups not normally associated with them, the church authorities have a responsibility for ensuring a safe and secure environment. When this is unavoidable, any significant contact should be reported as soon as possible.

### B2. Visiting Clergy

This policy applies to all who live/work whether temporarily or permanently in church settings. Temporary roles include visiting clergy and religious. The **Supply Priest Policy** must be followed where appropriate in this case. This requires that a **Testimonial of Suitability** is taken up by the Eparchial Bishop. A copy of this policy is available from the Eparchial Safeguarding Office or the Vicar General's Office. Visiting Clergy and Religious and all other temporary visitors must adhere to the safeguarding policies and the Code of Conduct for contact with children, young people and vulnerable adults.

Temporary or permanent roles may also include part-time housekeepers, lodgers/tenants, house-minders (when the priest is on holiday), volunteers who for whatever reason spend a good deal of time on church premises.

Those in charge of individuals or groups and clubs who are not part of the organisational structure of the church but who use the premises on a regular basis or one-off basis e.g. disc jockey, cleaners, gardeners, handy-men.

### B3. Visitors to the Presbytery

- a. The Presbytery has a dual function, as a private residence and for public functions e.g. pastoral work. These functions should be kept separate.
- b. Those whose roles involve them in work within the presbytery, such as housekeepers, secretarial/parish staff & volunteers etc. and with whom parishioners may come in contact, should have job descriptions and be recruited in accordance with Church policies.
- c. Lodgers/Tenants, house-minders and visitors staying for a substantial period of time must have suitable references. The Diocesan Safeguarding Office should be consulted as to whether a DBS check is required in some circumstances. A written agreement should be drawn up as to the expectations of their conduct.
- d. This does not apply to short or occasional visits by friends or family members where there would be no question of them being regarded as having any role of responsibility for the presbytery or parish.
- e. Visitors to the presbytery must adhere to the Code of Conduct with children.

### B4. Visitor to the Parish Centre

- a. The Local Safeguarding Representative (LSR) usually the PSR will either be a member of the parish team that runs the Parish Centre and grounds or have an agreement with them that

whenever there are non-parish activities involving children and young people, the team will inform the LSR so that he/she can act accordingly.

- b. Where a non-parish-based group uses Church premises on a regular basis, the LSRs must ascertain that they have a child protection policy in place for their organisation, including proper recruitment procedures for their leaders/helpers, and that references and DBS checks have been obtained. Evidence of this must be provided and continued use of the premises must be subject to this condition. Any group that does not have its own procedures will be required to follow those of the Church.
- c. A written agreement should be devised with non-parish-based groups using church premises detailing that they have Safeguarding measures in place and their agreement to adhere to these measures.
- d. Where an adult has contact with children/young people during a single event organised by the parish (e.g., children's entertainer), the LSR will ensure that the individual responsible for the event manages the situation so that the individual in question does not have unsupervised contact with children/young people or vulnerable adults. The individual must also adhere to the Code of Conduct.
- e. Occasionally, church premises are used by non-parish-based groups that include children and young people who use the hall on a casual basis e.g., children's parties. In these circumstances, written agreement is required pointing out that this is a private booking, and that the adults organising the event or those with parental responsibility for the children or young people present will exercise a supervisory function and are responsible for ensuring that the children and young people are safeguarded.

#### B5. Known or Alleged Abusers in the Local Community

When information is received that an individual is worshipping or wishes to worship in a particular parish or religious house the matter must be referred immediately to the LSR who will refer to the Eparchial Safeguarding Office. Contact with children and young people must be avoided until directed by the Eparchial Safeguarding Office.

#### B6. Sacrament of Reconciliation

Children, young people and vulnerable adults should be able to celebrate the Sacrament of Reconciliation in a way that is both in accordance with the nature of sacramental confession and offers protection to both themselves and the confessor. There are two ways this can be achieved:

- a. In a place that is clearly visible to others, but others are not able to hear what is being said.
- b. Use of a traditional confessional box with complete separation between the penitent and the confessor.

When deciding which approach is adopted, consideration should be given to the individual's needs, wishes and feelings; e.g. older children may wish to use the confessional box as opposed to celebrating the sacrament face to face. The confessor is free to exercise his personal choice. Whatever the choice, it must be in accordance with the principle of creating a safe environment.

The Code of Conduct applies to priests celebrating the Sacrament of Reconciliation with children young people and vulnerable adults. A priest hearing a confession must take care that he does not confirm a mistaken sense of responsibility in an individual whom has experienced abuse. He should also be aware that the disclosure of child abuse during the Sacrament of Reconciliation raises child protection issues.

## Category C

Day trip and outings for children and young people

See Category A for main policy.

**Additional guidelines when organising an outing.**

### C1. Transport

#### Supervision

The following procedures apply whenever children, young people or vulnerable adults are on minibuses, coaches or other forms of transport:

- a. Whatever vehicle is being used, the driver must not be responsible for the supervision of the children, young people and vulnerable adults in the vehicle.
- b. The group leader is responsible for ensuring his or her group is properly supervised while they are traveling on the vehicle.
- c. Any other leaders should distribute themselves to ensure all individuals can be supervised.
- d. Drivers should ensure that all passengers are wearing seat belts before setting off.
- e. After the driver has set off, all the leaders must ensure that all seat belts are worn throughout the journey.
- f. If the driver considers the behaviour of any passenger dangerous, he or she should stop as soon as possible.

#### Hiring Vehicles

The event leader is responsible for ensuring that coaches and buses are hired from a reputable company. Professional operators of buses and coaches are legally required to be licensed. The event leaders must ensure that the operators have the appropriate passenger carrying vehicle (PCV) operators' licence.

When booking, the group leader should ensure that seat belts are available on the vehicle. All minibuses and coaches which carry groups of three or more children aged between three and sixteen years inclusive must be fitted with a seat belt for each child. The seats must face forward, and seat restraints must comply with legal requirements.

Seat belts are not legally required on buses. Buses, where seat belts are not fitted, are not normally appropriate for visits involving long journeys.

#### Accessibility

If any of the group uses a wheelchair, the event leader must ensure that transport used has appropriate access and securing facilities. It may be appropriate to use portable ramps.

#### Licences & Permits

The event leaders must ensure that the driver of any vehicle has the correct entitlement on their licence. For drivers of minibuses, entitlement can be checked by referring to the DVLA website at: [www.dvla.gov.uk](http://www.dvla.gov.uk).

The event leader should also ensure that appropriate motor insurance is in force for any vehicle being used, and that the drivers conform to the motor insurers' requirements.

#### Use of Own Minibus

Some organisations use their own minibuses for short frequent journeys and sometimes for longer trips. Minibuses have a maximum capacity of 16 seated passengers plus driver. They must comply with the various regulations about construction and fittings. A forward-facing seat belt must be provided for each child. The relevant regulations are Road Vehicle (Construction and Use) Regulations 1996.

#### Private Cars

- a. Event leaders and other leaders who drive children, young people and vulnerable adults in their own car must ensure their passengers' safety, that the vehicle is roadworthy and that they have the appropriate licence and insurance cover for carrying children, young people and vulnerable adults.
- b. The driver is responsible for making sure that children, young people and vulnerable adults have a seat belt and use it at all times. Vehicles without seat belts should not be used.
- c. Event leaders who wish to use parents/volunteers to help transport children, young people and vulnerable adults in their own cars, must ensure that they are aware of their legal responsibility for the safety of children and young people in their cars.
- d. Parents' agreement should be sought (on the consent form) for their children to be carried in other parents'/volunteers' cars. This is to ensure the welfare of children and young people and also in recognition of the potential vulnerability of an adult being alone with a child.
- e. It is advisable that parents/volunteers driving children, young people and vulnerable adults are not put in a position where they are alone with a child or young person. The event leader should arrange a central dropping point for all children and young people rather than individual home drops.
- f. If a situation arises in which an adult is unavoidably transporting a single child, young person or vulnerable adult (e.g. in a medical emergency), the child, young person or vulnerable adult should be seated in the back seat and the event should be reported to the Leader and recorded.

#### Transport Abroad

Department of Transport can provide information on the legal requirements for travel abroad.

#### Recording

A register of those present at each activity should be kept and stored. A record of the event to include those present, the activities undertaken, evaluation and any other significant happenings during the event should be kept on file. A sample recording sheet can be found in Section Six.

## COMPLAINTS PROCEDURE – GENERAL

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It is the hope and intention of the Trustees of the Ukrainian Catholic Eparchy of the Holy Family of London that they will fulfil their duties under the Trust Deed, serve the people of the Eparchy and thereby advance the Ukrainian Catholic faith. If, nevertheless, anybody has any complaints about how the objects of the Eparchial Trust Deed are being achieved or how our faith is being advanced in the Eparchy and if such complaints are not dealt with satisfactorily by the Parish Priest or other relevant Eparchial Officer, such complaints should be put in writing and sent to:

Name: Rt Rev Kenneth Nowakowski (Eparchial Bishop)

Address: Bishop's House, 22 Binney Street, London W1K 5BQ

Upon receipt of such written complaint, it will be acknowledged in writing by the Eparchial Bishop who will then refer it to the appropriate person whose identity and job title shall be notified to the complainant by \_\_\_\_\_. That person will then investigate the complaint and provide a full report to the Bishop who will then notify his observations to the complainant. If the complainant is still not satisfied, he or she may ask for the complaint to be formally considered at a meeting of the Eparchial Trustees following which, the decision of the Trustees will be communicated in writing to the complainant. Details of all complaints dealt with under this procedure shall be notified to the Eparchial Trustees at their next available meeting.

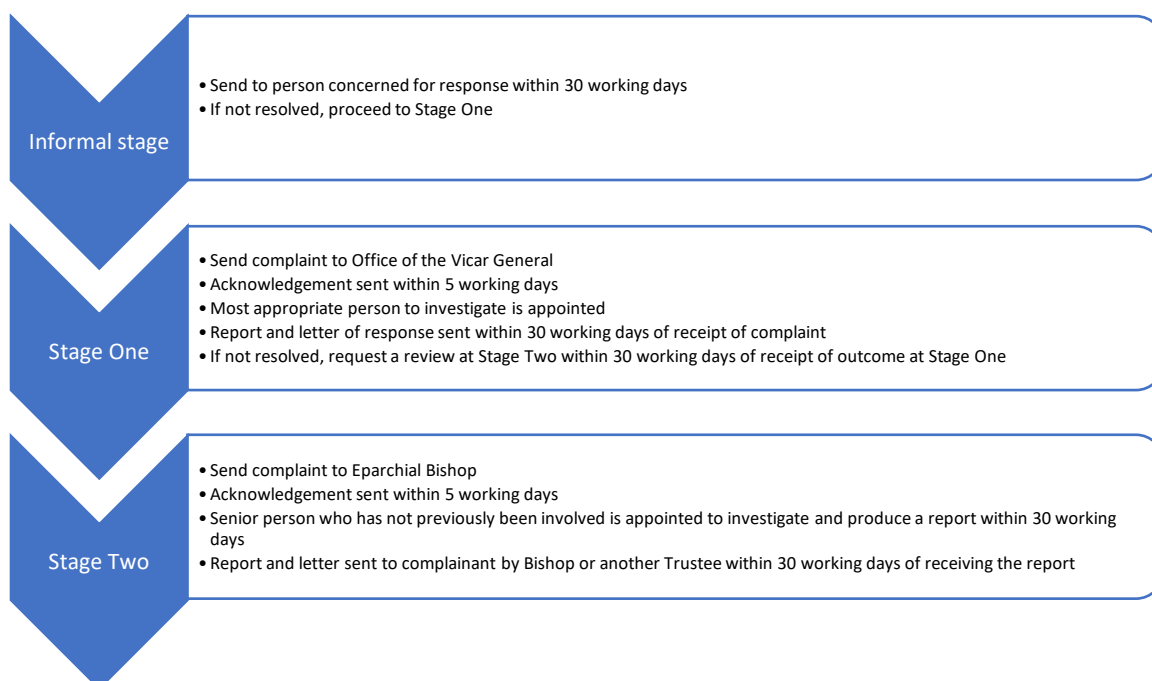
For more detailed guidance please refer to the Eparchial Complaints Procedure can be found on the Eparchial website: <https://www.ucc-gb.com/resources>

## COMPLAINTS PROCEDURE – SAFEGUARDING

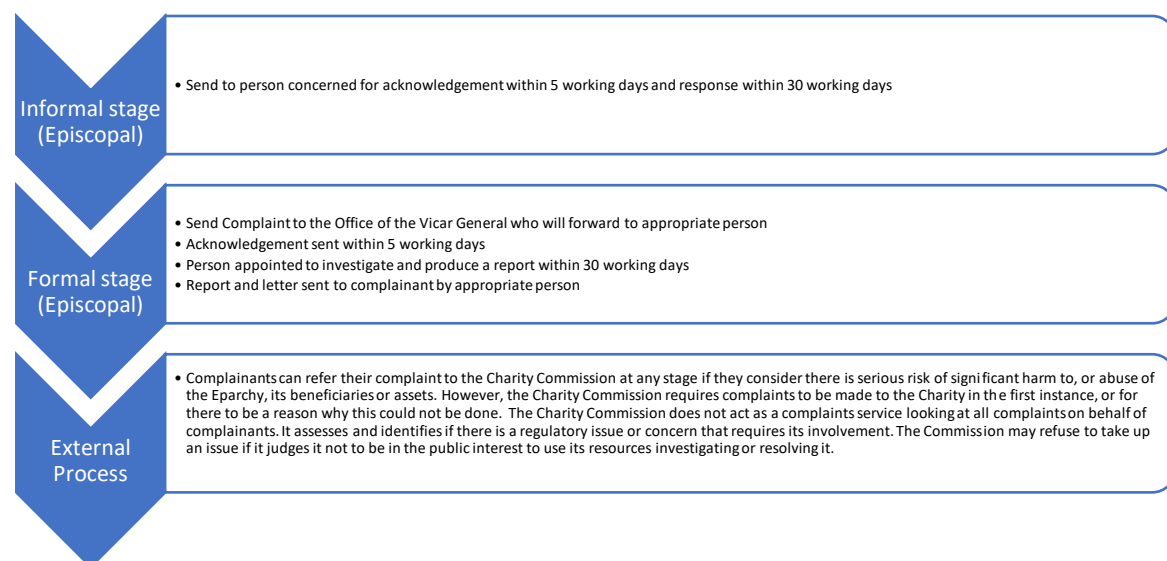
Complainants can refer their complaint to the Charity Commission at any stage if they consider there is serious risk of significant harm to, or abuse of the Diocese, its beneficiaries, or assets. However, the Charity Commission requires complaints to be made to the Charity in the first instance, or for there to be a reason why this could not be done.

Information about the kind of complaints that the Commission can involve itself in can be found on their website at: <https://www.gov.uk/government/publications/complaints-about-charities>

For more detailed guidance please refer to the Eparchial Complaints Procedure can be found on the Eparchial website: <https://www.ucc-gb.com/resources>



### Complaints against the Bishop



## **ACCESS TO AN INDEPENDENT PERSON FOR CHILDREN AND YOUNG PEOPLE**

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The development and promotion of an ethos where children and young people are listened to and valued, and adults are encouraged and supported to respond to allegations or concerns of child abuse is imperative in safeguarding children's welfare.

All children and young people should be encouraged to talk to parents or leaders if there is anything worrying them. Leaders need to make clear that this is not disloyal, but helpful, and should respond positively when this happens.

Parish Groups must have in place procedures for dealing with complaints from children and young people who are involved in church activities.

A sample Compliments, Comments and Complaints procedure form can be found in Section Six.

Written information should be displayed encouraging children to share any worries or concerns they may have. This includes details of appropriate independent contacts who listen to children and young people.

This important message to children and young people will be communicated to them based upon their specific needs i.e., language, culture, physical impairment and/or learning disability.

All adults working with children and young people should know the name of an individual or organisation with whom they could put a child/young person in contact to discuss important matters.



## SAFEGUARDING MESSAGE

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Every child, young person and vulnerable adult who comes to a Church or Parish Activity is important. All the responsible adults must make sure that:

- You are treated well and with respect.
- You are listened to.
- All reasonable action is taken to ensure you are safe.

If you are unhappy, confused, worried, hurt or frightened about anything that happens at a Church or Parish Activity, where you live or anywhere else you go, we want to help. The people you can tell are:

- Somebody in your family or where you live.
- A leader who you feel listens to you in the Church/Parish Activity.
- Your Parish Safeguarding Representative (see below).
- The Eparchial Safeguarding Officer/Administrator (see below).
- Somebody at School.
- Child Line/NSPCC.

You will not get into trouble at Church for telling about something that is making you unhappy, confused, worried, hurt or frightened. It sometimes takes a lot of courage to tell.

PARISH SAFEGUARDING REPRESENTATIVE:

EPARCHIAL SAFEGUARDING OFFICER:

EPARCHIAL SAFEGUARDING ADMINISTRATOR:

**NSPCC:** 0800 800 500 or [www.nspcc.org.uk](http://www.nspcc.org.uk)

NSPCC Welsh language helpline: 0808 1002524

NSPCC Textphone service (for deaf people): 0800 056 0566

[www.There4me.com](http://www.There4me.com) (computer-based service run by NSPCC by which young people can 'speak' to a counsellor on-line)

**Child Line:** Free phone 0800 11 11 or [www.childline.org.uk](http://www.childline.org.uk)

**Action on Elder Abuse:** 0808 808 8141 or [www.elderabuse.org.uk/](http://www.elderabuse.org.uk/)

**Help the Aged:** 0207 278 1114 or [www.helptheaged.org.uk](http://www.helptheaged.org.uk)

Other Local and specialist resources i.e. Local help line or Church Action on Disability

## CODE OF CONDUCT FOR CHILDREN AND YOUNG PEOPLE

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All those involved within the parish, whether priests, lay workers, children, parents, volunteers or parish members, have their part to play in developing this whole parish ethos so that we may all grow in our understanding of and commitment to the Christian way of life.

### Parish Children's Code of Conduct:

- I will respect and take care of others and not hurt or frighten anyone.
- I will be polite to all I meet.
- I will respect and take care of things that belong to the parish and others.
- I will listen to and try to understand others' opinions.
- I will behave in a way that allows all to enjoy the group/activity.
- I will be quiet when asked to by the activity leaders.

This Code of Conduct has been written so as to provide a happy, safe and nurturing environment for your child when attending a parish children's activity.

We hope that you will discuss this Code of Conduct with your child to help them understand the importance of following it.

This Code of Conduct is issued to all parents/guardians who give their consent to their children taking part in a Parish or Eparchial activities.

## CODE OF CONDUCT FOR ADULTS

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### YOU MUST:

- Operate within the Church's principles and guidance and any particular procedures of the Eparchy, Parish or Club.
- Treat all children and young people equally and with respect.
- Engage and interact appropriately with children and young people.
- Challenge unacceptable behaviour and provide an example for good conduct you wish others to follow – an environment which allows bullying, inappropriate shouting or any form of discrimination is unacceptable.
- Respect a child or young person's right to personal privacy.
- Recognise that particular care is required in moments when you are discussing sensitive issues with children and young people i.e. maintain appropriate boundaries.
- Avoid situations that compromise your relationship with children and young people and are unacceptable within a relationship of trust. This rule should apply to all such behaviours including those which would constitute an illegal act.

### YOU MUST NOT:

- Discuss topics or use vocabulary with children and young people which could not be used comfortably in the presence of parents or another adult.
- Arrange an overnight trip with a child or young person without ensuring that another approved person will be present.
- Take a chance when common sense suggests another more prudent approach.
- Physically, emotionally or sexually abuse or exploit any child.

This Code of Conduct is issued to all those who work (volunteer) in our Parishes with Children and Young People.

## CODE OF CONDUCT FOR ALL VOLUNTEERS

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The Eparchy expects that all volunteers will be exemplary models of moral behaviour and spiritual faith, committed to being positive role models and building the confidence of children, young people and all who they come into contact with.

Volunteers are expected to:

### **Promote Wellbeing**

- Ensure the safety of all children and young people by ensuring group sessions are safely planned and effectively supervised;
- Foster teamwork and co-operation between everybody, promoting trust and mutual respect;
- Discourage and stop rough or dangerous play, bullying, inappropriate language or other inappropriate behaviour;
- Treat all children and young people fairly and not show favouritism;
- Be positive, approachable and offer praise to promote the objectives of the group always;
- Listen sensitively and encourage communication between adults and children or young people;
- Respond to concerns and allegations promptly and appropriately in line with national procedures;

### **Promote Autonomy & Dignity**

- Ensure the rights and responsibilities of children and young people are enforced;
- Promote the full participation and involvement of all children and young people, recognizing and addressing the additional needs of some children and young people e.g. disability;
- Constructively challenge all discrimination and encourage children and young people to not discriminate on the grounds of age, gender, ability, social class, race, cultural background, religious beliefs or sexual identity;
- Respect, promote and support the right of children and young people to make their own choices and decisions, provided this does not threaten the rights, safety and legitimate interests of others;
- Respect the right of children and young people to personal privacy;
- Encourage children and young people to take responsibility for their own self-care as far as possible e.g. assistance with toileting and dressing;
- Respect and listen to the opinions of children and young people
- Encourage children and young people to point out behaviours or attitudes that they do not like;
- Encourage children and young people to take responsibility for their own conduct;
- Ensure that sanctions do not humiliate or harm a child or young person
- Administer first aid in the presence of others and without removing the clothing of a child or young person unless necessary;

### **Boundaries and Power**

- Establish appropriate boundaries between pastoral care and personal lives in relationships with other leaders, helpers, children and young people;
- Not abuse the position of trust for personal benefit e.g. financial gain, sexual gratification;
- Be conscious of explicit and implicit power vested in the role of group leader, supervisor of adult helper;
- Acknowledge the limitations of time, experience, skill and competence – know where and how to ask for support when needed;
- Deal with differences in opinion with respect;
- Work to people's strengths, and never bully, abuse, manipulate or denigrate.

## **Personal Conduct**

- Act always in accordance with the core values of the Catholic faith and ensure that their behaviour does not bring the church into disrepute;
- Provide an example you wish others to follow;
- Work in a way that is honest, reliable and transparent, never seeking to deceive or manipulate;
- Refrain from using blasphemous, violent, discriminatory, or offensive language and behaviour;
- Refrain from smoking, vaping, consuming alcohol or using drugs;
- Seek help to address issues such as addictions to alcohol, prescribed medicine, other substances, gambling, and so on where these matters affect the adult's role;
- Not engage in any form of sexual relations (including verbal banter, flirtation, using one's gaze to signal attraction, etc.) with children, young people, young helpers or adults for whom you have a supervisory or supportive role.

**Any breaches of the Code of Conduct will be addressed by the parish priest. It may also be reported to the Eparchial Safeguarding Office for advice and guidance. More serious or persistent breaches may result in formal action being taken to address the concerns.**

**All concerns or allegations in relation to the abuse of a child or adult at risk will be dealt with using the national safeguarding policy and procedures in relation to the management of allegations and concerns.**

## PARISH DOMESTIC ABUSE STATEMENT

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\_\_\_\_\_ (Insert Name of parish)

### **All forms of domestic abuse are wrong and must stop.**

We are committed to promoting and supporting environments which:

- ensure that all people feel welcomed, respected and safe from abuse;
- protect those vulnerable to domestic abuse from actual or potential harm;
- recognise equality amongst people and within relationships;
- enable and encourage concerns to be raised and responded to appropriately and consistently.

We recognise that:

- all forms of domestic abuse cause damage to the survivor and express an imbalance of power in the relationship;
- all survivors (regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity) have the right to equal protection from all types of harm or abuse;
- domestic abuse can occur in all communities;
- domestic abuse may be a single incident, but is usually a systematic, repeated pattern which escalates in severity and frequency;
- domestic abuse, if witnessed or overheard by a child, is a form of abuse by the perpetrator of the abusive behaviour;
- working in partnership with children, adults and other agencies is essential in promoting the welfare of any child or adult suffering abuse.

We will endeavour to respond to domestic abuse by:

In all our activities –

- valuing, listening to and respecting both survivors and alleged or known perpetrators of domestic abuse.

In our publicity –

- raising awareness about other agencies, support services, resources and expertise, through providing information of relevance to survivors, children and alleged or known perpetrators of domestic abuse.

When concerns are raised –

- ensuring that those who have experienced abuse can find safety and informed help;
- working with the appropriate statutory bodies during an investigation into domestic abuse, including when allegations are made against a member of the church community.

In our care –

- ensuring that informed and appropriate pastoral care is offered to any child, young person or adult who has suffered abuse;
- identifying and outlining the appropriate relationship of those with pastoral care responsibilities with both survivors and alleged or known perpetrators of domestic abuse.

## PARISH SAFEGUARDING STATEMENT

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\_\_\_\_\_ (Insert Name of parish)

is committed to the Safeguarding Policies of the Ukrainian Catholic Eparchy of the Holy Family of London and of the Catholic Church in England and Wales, to protect children, young people, and vulnerable adults from any form of abuse or maltreatment and to promote a safe environment for them.

This commitment flows from the fact that we are all made in the image of God and the Church's common belief in the dignity and uniqueness of every human life. We start from the principle that each person has a right to expect the highest level of care and protection, love, encouragement, and respect that we can give.

We will liaise closely and openly with statutory agencies to ensure that any concerns or allegations of abuse that are raised are promptly reported and properly investigated, victims supported, and perpetrators held to account.



**Catholic  
Safeguarding  
Standards  
Agency**

**Your safeguarding  
Representative is:**

**NAME HERE**

.....

.....

.....

.....

.....

**Your Safeguarding  
Representative**

*The Safeguarding representative have special responsibility for promoting good and safe practices in all activities involving children, young people and adults at risk.*

**The Eparchial  
Safeguarding Office  
can be contacted on**

**Tel 020 7629 1534**

.....

**Find Out More**

[www.catholicsafeguarding.org.uk](http://www.catholicsafeguarding.org.uk)

[www.ucc-gb.com/safeguarding](http://www.ucc-gb.com/safeguarding)



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## SECTION FIVE

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## CONTACTS

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### Key Eparchial Personnel

| Name                            | Position                       | Address   | Tel/Email  |
|---------------------------------|--------------------------------|---|--|
| Bishop Kenneth Nowakowski       | Eparch                         | Bishop's House<br>22 Binney Street<br>London<br>W1K 5BQ     | <a href="mailto:bishop.kenneth@ucc-gb.com">bishop.kenneth@ucc-gb.com</a> |
| Very Rev Fr Mykola Matwijiwskyj | Vicar General                  | Clergy House<br>21 Binney Street<br>London<br>W1K 5BQ       | <a href="mailto:vicargeneral@ucc-gb.com">vicargeneral@ucc-gb.com</a>     |
| Rev Fr Andrii Malysh            | Chancellor                     | Chancery Office<br>21-22 Binney St<br>London<br>W1K 5BQ     | <a href="mailto:chancellor@ucc-gb.com">chancellor@ucc-gb.com</a>         |
| Myroslava Matwijiwskyj          | Eparchial Safeguarding Officer | Safeguarding Office<br>21-22 Binney St<br>London<br>W1K 5BQ | <a href="mailto:safeguarding@ucc-gb.com">safeguarding@ucc-gb.com</a>     |
| Very Rev Dr Vitaliy Fedun       | Tribunal Judge                 | Tribunal<br>21-22 Binney St<br>London<br>W1K 5BQ            | <a href="mailto:tribunal@ucc-gb.com">tribunal@ucc-gb.com</a>             |
| Very Rev Fr David Senyk         | Finance Officer                | Finance Office<br>21-22 Binney St<br>London<br>W1K 5BQ      | <a href="mailto:finance@ucc-gb.com">finance@ucc-gb.com</a>               |
|                                 |                                |   |  |

## RESOURCES

|   |   |
|---|---|
| Catholic Safeguarding Standards Agency (CSSA)   | Website: <a href="https://catholicsafeguarding.org.uk/">https://catholicsafeguarding.org.uk/</a>  |
| Safe Spaces<br>(a free and independent support service that provides a confidential, personal & safe soace for anyone who has been abused through their relationship with either the Church of England, Church of Wales, or the Catholic Church in England & Wales) | Telephone: 0300 303 1056<br>Website: <a href="http://www.safespacesenglandandwales.org.uk">www.safespacesenglandandwales.org.uk</a>                       |
| The Survivors Trust   | Website: <a href="https://thesurvivorstrust.org/">https://thesurvivorstrust.org/</a>  |
| NAPAC<br>(offers support and advice to adult survivors of childhood abuse)  | Telephone: 0808 801 0331<br>Website: <a href="https://napac.org.uk/">https://napac.org.uk/</a>  |
| Victim Support<br>(independent, free, and confidential advice to help anyone affected by crime)   | Telephone: 0808 168 9111<br>Website: <a href="https://www.victimsupport.org.uk/">https://www.victimsupport.org.uk/</a>                                    |
| NSPCC   | Telephone: 0808 800 5000<br>Website: <a href="http://www.nspcc.org.uk">www.nspcc.org.uk</a>   |
| Child Line  | Telephone: 0800 1111<br>Website: <a href="http://www.childline.org.uk">www.childline.org.uk</a>   |
| Stop It Now<br>(charity for the prevention of child sexual abuse)   | Telephone: 0808 1000 900<br>Website: <a href="http://www.stopitnow.org.uk">www.stopitnow.org.uk</a>   |
| Safeline  | Telephone: 01926 402 498<br>Telephone: 0808 800 5005 (Male Survivor Helpline)<br>Website: <a href="https://safeline.org.uk/">https://safeline.org.uk/</a> |
| Action on Elder Abuse   | Telephone: 0808 808 8141<br>Website: <a href="http://www.elderabuse.org.uk">www.elderabuse.org.uk</a>   |
| Age UK  | Telephone: 0800 169 6565<br>Website: <a href="http://www.ageuk.org.uk">www.ageuk.org.uk</a>   |
| National Domestic Violence  | Telephone: 0808 2000 247<br>Website: <a href="http://www.womensaid.org.uk">www.womensaid.org.uk</a>   |

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|--|---|
| (partnership between Refuge and Women's Aid)   |   |
| Mind<br>(mental health charity)  | Telephone: 0300 123 3393<br>Website: <a href="http://www.mind.org.uk">www.mind.org.uk</a>                                 |
| The Samaritans   | Telephone: 116 123<br>Website: <a href="http://www.samaritans.org">www.samaritans.org</a>                                 |
| Cruse Bereavement Support  | Telephone: 0808 808 1677<br>Website: <a href="https://www.cruse.org.uk/">https://www.cruse.org.uk/</a>                    |
| Grief to Grace<br>(a specialised 5-day programme of spiritual and psychological healing for anyone who has suffered sexual, physical, emotional or spiritual abuse in childhood, adolescence or adulthood) | Telephone: 020 8154 2719<br>Website: <a href="https://www.griegtograceuk.org/">https://www.griegtograceuk.org/</a>        |
| Men's Advice Line  | Telephone: 0808 801 0327<br>Website: <a href="http://www.mensadvice.org.uk">www.mensadvice.org.uk</a>                     |
| Alcoholics Anonymous   | Telephone: 0800 917 7650<br>Website: <a href="http://www.alcoholics-anonymous.org.uk">www.alcoholics-anonymous.org.uk</a> |
| National Gambling Helpline   | Telephone: 0808 8020 133<br>Website: <a href="http://www.gamcare.org.uk">www.gamcare.org.uk</a>                           |
| BEAT<br>(eating disorder charity)  | Telephone: 0808 801 0677<br>Website: <a href="http://www.b-eat.co.uk">www.b-eat.co.uk</a>                                 |

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## SECTION FIVE

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## FORMS

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All forms can be downloaded from the following website:

<https://catholicsafeguarding.org.uk/resources/parish-resources/>

If you cannot find the form(s) you require, please contact the Eparchial Safeguarding Office.

## VOLUNTEER REGISTRATION FORM (DBS 1)

---

### VOLUNTEER ROLE

|                                   |  |
|-----------------------------------|--|
| Name of Parish:                   |  |
| Role(s) you are volunteering for: |  |

### PERSONAL INFORMATION

|                            |  |
|----------------------------|--|
| Title                      |  |
| First and additional names |  |
| Surname                    |  |
| Address                    |  |
| Postcode                   |  |
| Preferred telephone number |  |
| Email address              |  |

### VOLUNTEERS FROM OUTSIDE OF THE UK

If you are from the European Union, you can volunteer in the UK. If you are from outside the EU, you will need to check that your visa allows you to volunteer.

Individuals who are asylum seekers, with refugee status or who have exceptional leave to remain can volunteer.

The UK Borders and Immigration Agency should be contacted if there is any uncertainty about permission to volunteer in the UK.

Are you permitted to volunteer in England and Wales? Please tick

|     |  |
|-----|--|
| Yes |  |
| No  |  |

### SKILLS, EXPERIENCE AND PERSONAL QUALITIES

Please describe your skills, experience, and personal qualities and how you think they will help you in the roles you are seeking to volunteer in.

### REFEREES

Please provide the names and addresses of two people who would be willing to provide a reference for you. Ideally, these will be people that have known you for at least 2 years e.g., current or previous employer, somebody from another volunteering role, friend, neighbour or tutor.

Your Parish Priest, Deacon, or family members cannot be used as referees. We will be contacting the people you detail below for the purpose of obtaining a reference for you, in respect of this specific role.

You must seek permission from your referees, in advance of providing their contact details for the purpose of providing a reference. Please confirm below for each referee, that you have obtained their consent.

|   |  |
|---|--|
| <b>Referee 1</b>                                |  |
| Name and capacity in which the person knows you |  |



|  |  |
|--|--|
| Full address (including postcode)  |  |
| Telephone number   |  |
| Email address  |  |
| I confirm that consent has been obtained from the referee, to provide their name and contact details, for the purpose of providing a reference for this specific role. |  |
| <b>Referee 2</b>   |  |
| Name and capacity in which the person knows you  |  |
| Full address (including postcode)  |  |
| Telephone number   |  |
| Email address  |  |
| I confirm that consent has been obtained from the referee, to provide their name and contact details, for the purpose of providing a reference for this specific role. |  |

#### REHABILITATION OF OFFENDERS ACT 1974

If the role that you are seeking to volunteer for involves working with or has access to children or adults at risk, you may require a Disclosure and Barring Service check. If this is the case, the role description will state that the role is exempt from the Rehabilitation of Offenders Act. If you are seeking to volunteer for such a role, you are not entitled to withhold information even if you have convictions which would ordinarily be considered to be “spent”.

Before you take up a voluntary position with children or adults at risk you will be asked to disclose any previous, existing or pending convictions or cautions. This will be in addition to completing a Disclosure and Barring Service check.

Possession of a conviction or caution will not necessarily mean that you will not be able to volunteer. Each case will be considered individually.

If you fail to disclose any criminal convictions or cautions, including those “spent”, it could result in you not being able to volunteer.

#### PRIVACY STATEMENT

The information that you provide on this form will be processed in accordance with the General Data Protection Regulation 2018, the Data Protection Act 2018 and our Privacy Notice which is attached. This form will be held securely, confidentially, will not be shared with third parties and will be retained in accordance with our record retention schedule.

#### DECLARATION

I understand that providing misleading or false information may disqualify me from volunteering.

Signature:

Date:

## VOLUNTEER REFERENCE PROFORMA (DBS 2)

---

REFERENCE REQUEST:

[Address]

DD/MM/YYYY

Dear [Name of referee],

**RE: Reference request for [Name of Applicant]**

[Name of Applicant] has nominated you to provide a reference for them.

I am enclosing a role description for the post and look forward to receiving your views on [Name of Applicant]'s suitability for this position.

Please complete the attached form as honestly and accurately as you can to the best of your knowledge. On receipt of the enclosed form from you, I will contact you by telephone to discuss the reference.

Yours sincerely

**Recruiter's Name**

Organisation

Address

Phone

Email

### Privacy Statement

*The information that you provide on this form will be processed in accordance with the General Data Protection Regulation 2018, the Data Protection Act 2018 and our Privacy Notice which is attached. This form will be held securely, confidentially, will not be shared with third parties and will be retained in accordance with our record retention schedule.*

The role that this candidate has applied for involves contact with and responsibilities towards children and / or adults at risk.

**Please answer all questions honestly and accurately to the best of your knowledge.**

To be completed by recruiters

|                      |  |
|----------------------|--|
| Applicant name       |  |
| Applicant Job Title: |  |

To be completed by referees

|   |  |
|---|--|
| Name  |  |
| Telephone number  |  |
| Email   |  |
| Address   |  |
| How long have you known the applicant and how well do you know the applicant? |  |
| What is your relationship to the applicant?                                   |  |

Information about the applicant – please comment on your experience of the applicant:

|  |  |
|--|--|
| Reliability  |  |
| Integrity  |  |
| Ability to assume responsibility                       |  |
| Ability to get on well with others and manage conflict |  |
| Ability to learn quickly                               |  |

|  |  |
|--|--|
| Enthusiasm and commitment  |  |
| Ability to work on their own and as part of a team   |  |
| Ability to follow instructions   |  |
| Is there anything else you would like to add about this applicant / do you have any other information you feel would be relevant to us in relation to suitability for this role? |  |

Statement of truth and signature

|                                |   |
|--------------------------------|---|
| Statement of truth & Signature | <p>I certify that the information that I provide in this reference is true, to the best of my knowledge:</p> <p>[ sign here ]</p> |
| Date Reference Completed       |   |

## **Confirmation of Identity Form DBS 3a**

*If you have a disability that may make the completion of this form difficult, it can be completed by someone on your behalf however you are required to sign and date the form.*

**To be completed by the Applicant in BLOCK CAPITALS using black ink:**

**Name of Applicant:**

---

**Care Home / Parish / Religious Order / Organisation:**

---

**Church (if applicable):**

---

**Declaration (please read, sign and date)**

- In the spirit of the Church's commitment to protect and safeguard the vulnerable in our communities, I understand that to knowingly provide inaccurate information or omit information will be considered a breach of trust and may result in me being asked to step down from post.
- I am supplying sufficient documents to confirm my identity for a DBS application and safer recruitment practice. I agree to these documents being photocopied to confirm my identity for a DBS verification purposes and understand that they will be securely disposed of on receipt of a completed disclosure\*, (\*excepting as per Care Quality Commission (CQC) and Care Inspectorate Wales (CIW) requirements). Please see the following link for more information on the requirements: <https://www.gov.uk/government/publications/handling-of-dbs-certificate-information/handling-of-dbs-certificate-information>
- I consent to the Catholic Safeguarding Standards Agency (CSSA) and its counter-signatories using external ID verification service for identification purposes where I cannot provide sufficient documents for a Route 1 check.
- I understand (in accordance with the Data Protection Act 2018) that this form will be held securely in accordance with the Catholic Church's safeguarding record retention schedule.
- I declare that the information I have given on this form is correct.

**Signed:**

**Dated:**

**To be completed by the ID Verifier in BLOCK CAPITALS using black ink:**

**Applicant's Name:**

---

**Applicant's Date of Birth:**

---

**Applicant's Current Address:**

---

*This form will be retained for 10 years and 1 day after the person leaves role or will be superseded by a new DBS 3a when a new application is processed, refer to document retention policy for further details.*

**(To be completed by the ID Verifier)**

**Documents provided for verification:**

**(Please state the documents you are verifying)**

**Document 1:**

---

**Document 2:**

---

**Document 3:**

---

**Document 4:**

---

**Document 5:**

---

*I confirm that the applicant has provided sufficient evidence/ explanation to prove ALL their name changes*

**(Please tick to confirm)**

**At least one document provided contains a date of birth**

☐

**At least one document provided contains a current address**

☐

**At least one document provided confirms the applicant's current full name**

☐

**I confirm that I have seen the original identity documents as indicated above and have obtained photocopies**

☐

**ID Verifier's Full Name:**

---

**Name of Care Home /Parish (include town)/Religious Order or Organisation:**

---

**Position:**

---

**Signed:**

**Date:**

*This form will be retained for 10 years and 1 day after the person leaves role or will be superseded by a new DBS 3a when a new application is processed, refer to document retention policy for further details.*

# Confidential Safeguarding Self Declaration Form DBS 4

*If you have a disability that may make the completion of this form difficult, it can be completed by someone on your behalf however you are required to sign and date the form.  
**This form can be returned in a sealed envelope.***

**Please state your CARE HOME, PARISH, RELIGIOUS ORDER or ORGANISATION:**

**Please state the CHURCH you belong to within your PARISH if applying for a parish role:**

**Please state ALL ROLES you undertake at CARE HOME/ALL PARISHES / RELIGIOUS ORDERS / ORGANISATIONS:**

|                        |                 |
|------------------------|-----------------|
| <b>Status of Role:</b> | <b>Employed</b> |
|------------------------|-----------------|

11

Voluntary

7

Post Holder

7

**Title:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Place of Birth:

**Current Full Name:** \_\_\_\_\_

State any PREVIOUS NAMES including any BIRTH NAMES if you have been MARRIED or if THE NAME YOU ARE USING IS DIFFERENT TO YOUR BIRTH NAME and provide ALL DATES YOU USED THOSE NAMES e.g. *from (dd/mm/year) to (dd/mm/year)*

**You must provide proof of all name changes, if you are unable to do so you must provide the ID Verifier with a satisfactory explanation**

*This form will be retained for 10 years and 1 day after the person leaves role or will be superseded by a new DBS 4 when a new application is processed, refer to document retention policy for further details*



**Full Address including Postcode and the date you moved into your current address (dd/mm/year):**

(Please provide details of previous addresses if you have lived at your current address less than 5 years, additional addresses may be supplied on another sheet of paper if necessary)

**Full Address including Postcode:**

**Full Address including Postcode:**

**Dates from & to (dd/mm/year):**

**Dates from & to (dd/mm/year):**

**Home Telephone Number:**

**Mobile Telephone number:**

**Email:**

**National Insurance Number:**

**Please state your CURRENT NATIONALITY:**

**Please state your BIRTH NATIONALITY:**

**Are you registered with the ONLINE UPDATE SUBSCRIPTION SERVICE?**

Yes ☐ No ☐ Don't Know ☐

**Please state your preferred method of contact:**

Post: ☐ Email ☐ Telephone ☐

*This form will be retained for 10 years and 1 day after the person leaves role or will be superseded by a new DBS 4 when a new application is processed, refer to document retention policy for further details*

**The amendments to the Rehabilitation of Offenders Act 1974, (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account.**

**Question 1 of 3:**

**Do you have any convictions or cautions (excluding youth cautions, reprimands, or warnings) that are not 'protected'<sup>1</sup> as defined by the Ministry of Justice?**

**YES                      NO                      If YES please provide summary details below:**

**Question 2 of 3:**

**Have you ever been accused of inappropriate conduct within an employed or voluntary capacity?**

**YES   ☐                      NO   ☐                      If YES please provide summary details below:**

**Question 3 of 3:**

**Are you or have you ever been the subject of an investigation into a concern about a child in your care or investigated under adult protection safeguarding procedures, or are you currently subject of a police investigation?**

**YES   ☐                      NO   ☐**

**If YES please provide summary details below, use additional sheets of paper if necessary.**

.....

.....

.....

.....

.....

.....

**Declaration (please read, sign & date)**

- In the spirit of the Church's commitment to protect and safeguard the vulnerable in our communities, I understand that to knowingly provide inaccurate information or omit information will be considered a breach of trust and may result in me being asked to step down from post.
- If I am subsequently convicted of any relevant criminal offence or become subject to investigation regarding safeguarding concerns or conduct issues, I will immediately declare this to my employer or Safeguarding Office.
- I understand (in accordance with the Data Protection Act 2018) that this document, and any enquiries made in response to the contents of this document, will be retained in accordance with the record retention schedule (*or until such time that a new Disclosure is required including completion of a Self-Declaration*), and in the event that I am not appointed/selected due to the contents of this document a record of the non-appointment will be retained on the National Database.
- By signing this Declaration, I provide consent to the Catholic Church of England & Wales checking the status of my Disclosure in the future should I subscribe to the online DBS Update Service. These checks will be carried out every 3 years and should this timeframe need to be adjusted for any reason, further consent will be sought. Should I step down from post I will notify the Safeguarding Office and advise of my request to withdraw my consent.
- I declare that the information I have given on this form is correct and true to my knowledge.

**Signed:**

**Dated:**

<sup>1</sup>Protected refers to convictions and cautions that will not be included on a DBS Disclosure Certificate. All guidance and criterion the filtering of these cautions and convictions can be found at <https://www.gov.uk/government/collections/dbs-filtering-guidance>



## DBS17 - Applicant Consent for DBS Processing Form

For all roles requiring a DBS Check to be processed via the CSSA Registered Body  
(To be completed by the applicant in BLOCK CAPITALS)

*If you have a disability that may make the completion of this form difficult, the form can be completed by someone on your behalf. However, your signature will continue to be required.*

|                               |  |
|-------------------------------|--|
| Name of Parish/ Organisation: |  |
| Current Full Name:            |  |

The **Catholic Safeguarding Standards Agency (CSSA)** is registered with the **Disclosure & Barring Service (DBS)**, for processing criminal record checks. Individuals working in diocesan offices, parishes, religious congregations and catholic organisations (where agreed with CSSA), who carry out criminal record check processes via the DBS, are 'agents' of the CSSA Registered Body and are bound by the policies of the DBS and the Catholic Church national safeguarding procedures for DBS application processing, and the DBS Code of Practice which can be accessed here [DBS Code of Practice](#).

**Before we process your application, please confirm the following:**

- I have been provided with a link to the [CSSA DBS privacy policy](#) and I understand that the Registered Body and its Agents will process my personal data.
- I consent to my application being processed online via a secure third-party data processor.

**You are required by the DBS, to confirm the following:**

Privacy Policy standard/enhanced checks declaration:

- I have read the Standard/Enhanced Check Privacy Policy for applicants <https://www.gov.uk/government/publications/dbs-privacy-policies> and I understand how DBS will process my personal data and the options available to me for submitting an application.
- I consent to the DBS providing an electronic result directly to the registered body that has submitted my application. I understand that an electronic result contains a message that indicates either the certificate is "Clear" or "See Paper Disclosure" which may indicate that my certificate contains criminal record information. In some cases, the registered body may provide information directly to my employer prior to me receiving my certificate.
- I understand if I do not consent to an electronic result being issued to the registered body submitting my application that I must not proceed with this application.
- I understand that to withdraw my consent whilst my application is in progress, I must contact the DBS helpline on 03000 200 190. My application will then be withdrawn.

|                              |        |
|------------------------------|--------|
| Signed (wet signature only): | Dated: |
|------------------------------|--------|

## WRITTEN AGREEMENT FOR VOLUNTEERS (CASE 1)

---

Name of Worker: \_\_\_\_\_

We welcome you at: \_\_\_\_\_

Name of Group: \_\_\_\_\_

Meeting Details: \_\_\_\_\_

Age Ranges: \_\_\_\_\_

We put a very high value on all our work with children, young people and vulnerable adults. We want to make sure that you know the resources and support available to you. We intend that you should not work unsupported or unsupervised.

Designated support person: \_\_\_\_\_

The particular responsibilities of your job have been given to you in a job description and discussed with you in detail. Any further questions that arise from time to time can be discussed with:

\_\_\_\_\_

We want to help you give the best possible service to your group, so we will meet with you to talk about your work with children, young people or vulnerable adults. If you feel that you have any particular training or development needs in respect of this role, please speak to your group leader or your parish safeguarding representative.

Signed: \_\_\_\_\_  
(Parish Priest/Designated Person)

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

### TO BE COMPLETED BY THE APPLICANT

I understand that it is my duty to safeguard the children, young people and adults at risk with whom I have contact. I am able to recognise the signs and symptoms of abuse and understand what action to take if there are concerns about a child or adult at risk or in the event of receiving an allegation. I have been made aware that the national safeguarding policies and procedures for the Catholic Church in England and Wales can be found on the CSSA website.

I agree to adhere to the Code of Conduct.

If my role is exempt from the Rehabilitation of Offenders Act 1974, I undertake to notify the Safeguarding Coordinator of new convictions and cautions that are not protected (i.e. eligible for filtering) under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).

Signed: \_\_\_\_\_

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

**NB** - Two copies of this form should be made. One copy should be given to the individual and the other retained by the person responsible for the appointment.

## APPLICATION FOR APPROVAL OF EVENTS (CASE 2)

---

To be completed by the Event Leader and submitted to the Parish Priest / Parish Council for approval.

Form to be retained for 3 years after event/activity ceases.

### (i) General Event Details

|  |      |      |
|--|------|------|
| Parish / Organisation                      |      |      |
| Name and contact details of liaison person |      |      |
| Event Leader                               |      |      |
| Venue(s)&Location(s)                       |      |      |
| Start Date / Date of Departure & Timing    | Date | Time |
| End Date / Date of Return & Timing         | Date | Time |

### (ii) Transportation& Accommodation

|   |  |
|---|--|
| Transport Arrangements  |  |
| Transportation Provider<br>(Please include the name of the transport company if known where applicable incl. key contact details) |  |
| Travel Insurance Details<br>(where applicable)  |  |
| Name & Address of Accommodation to be Used<br>(where applicable) incl. key contact details  |  |
| Fire and Health & Safety Policies reviewed  |  |

**(iii) Activity Details**

|   |  |
|---|--|
| Activity /Event   |  |
| Aims and Objectives of Activity /Event  |  |
| Details of any planned, hazardous activity<br>(or associated planning, organisation and staffing) |  |
| Insurance<br>is it covered by existing arrangements?<br>If not, what arrangements will be made?   |  |

**(iv) Event Leaders (please include more rows as required)**

| Adult Leader<br>Full name | Gender<br>Manner<br>address | /<br>of | Responsibilities | Experience<br>Training | / | Date of last DBS<br>Disclosure |
|---------------------------|-----------------------------|---------|------------------|------------------------|---|--------------------------------|
|                           | Male                        |         |                  |                        |   |                                |
|                           | Female                      |         |                  |                        |   |                                |
|                           |                             |         |                  |                        |   |                                |
|                           | Male                        |         |                  |                        |   |                                |
|                           | Female                      |         |                  |                        |   |                                |
|                           |                             |         |                  |                        |   |                                |
|                           | Male                        |         |                  |                        |   |                                |
|                           | Female                      |         |                  |                        |   |                                |
|                           |                             |         |                  |                        |   |                                |
|                           | Male                        |         |                  |                        |   |                                |
|                           | Female                      |         |                  |                        |   |                                |
|                           |                             |         |                  |                        |   |                                |

**(v) Event Participants**

|  |                        |                    |
|--|------------------------|--------------------|
| Age Range                                | Between<br>(Lower age) | And<br>(Upper age) |
| Adult – Child ratio                      |                        |                    |
| Number children                          | Boys                   | Girls              |
| Any known specific needs of participants |                        |                    |

**(vi) Risk Assessment**

|   |  |      |
|---|--|------|
| Name of person carrying out risk assessment |  |      |
| Role  |  |      |
| Contact details                             |  |      |
| Key comments & concerns                     |  |      |
| Signature                                   |  | Date |

**(vii) Approval by Parish Priest / Parish Council**

|                               |   |      |
|-------------------------------|---|------|
| Documents attached for review | Information sheet (or sample sheet) sent to parents / guardians |      |
|                               | Parent / Guardian consent form                                  |      |
|                               | Risk assessment form  |      |
| Name                          |   |      |
| Position                      |   |      |
| Required amendments           |   |      |
| Event Approved                | Yes   |      |
|                               | No  |      |
| Signature                     |   | Date |

UKRAINIAN CATHOLIC EPARCHY OF THE HOLY FAMILY OF LONDON

**Risk Assessment for** \_\_\_\_\_

Carried out by: - \_\_\_\_\_

Date \_\_\_\_\_ Review Due? \_\_\_\_\_

| What are the hazards? | Who might be harmed? | What are you doing to minimise the risks? | What further action needs to be taken? | Who is to do it? | Done by?<br>on? |
|-----------------------|----------------------|---|--|------------------|-----------------|
|                       |                      |   |  |                  |                 |
|                       |                      |   |  |                  |                 |
|                       |                      |   |  |                  |                 |
|                       |                      |   |  |                  |                 |
|                       |                      |   |  |                  |                 |
|                       |                      |   |  |                  |                 |



## PARENTAL CONSENT FOR ACTIVITIES (CASE 4)

---

Form to be retained for 3 years after event/activity ceases.

### (i) Child / Young person's details

|                   |  |
|-------------------|--|
| Child's full name |  |
| Date of Birth     |  |

### (ii) Nature of Event / Activity

|             |  |
|-------------|--|
| Description |  |
| Date        |  |
| Time        |  |

### (iii) Emergency Contact Details

|   |         |  |
|---|---------|--|
| Full Name   |         |  |
| Relationship to child / young person                                      |         |  |
| Contact number  | Daytime |  |
|   | Evening |  |
|   | Mobile  |  |
| Do you have parental responsibility?                                      | YES     |  |
|   | NO      |  |
| If not, name and contact details for person with Parental Responsibility: |         |  |

|                                      |         |  |
|--------------------------------------|---------|--|
| Full Name                            |         |  |
| Relationship to child / young person |         |  |
| Contact number                       | Daytime |  |
|                                      | Evening |  |

|   |        |  |
|---|--------|--|
|   | Mobile |  |
| Do you have parental responsibility?                                      | YES    |  |
|   | NO     |  |
| If not, name and contact details for person with Parental Responsibility: |        |  |

**(iv) Child / Young person's doctor**

|                         |                  |
|-------------------------|------------------|
| Name of surgery         |                  |
| Name of doctor          |                  |
| Surgery contact details | Address          |
|                         | Telephone Number |
| Child's NHS Number      |                  |

**(v) Code of Conduct**

*(please tick)*

|  |  |
|--|--|
| I understand that all leaders and helpers will be expected to adhere to the Code of Conduct.   |  |
| I acknowledge the need for my child also to behave responsibly and will ensure that this expectation to behave in accordance with the Code of Conduct for Children & Young People is fully understood by my child. |  |

**(vi) Medical Information**

*Medications*

Does your child have any condition/s requiring the administration of medications or other treatment?

|     |  |
|-----|--|
| Yes |  |
| No  |  |

If yes:

|   |  |
|---|--|
| My child requires the following medications and treatment:  |  |
| I confirm that I have discussed management/administration/storage of medications with the event leader. |  |

*Immunisations*

Please confirm whether your child has had the governmentally recommended immunisations for their age?

|     |  |
|-----|--|
| Yes |  |
| No  |  |

|  |  |
|--|--|
| Please state the date of their most recent Tetanus immunisation: |  |
|--|--|

### *Allergies*

Please detail your child's known allergies:

|   |     |  |
|---|-----|--|
| Allergies:  |     |  |
| My child has an EpiPen  | YES |  |
|   | NO  |  |
| If yes,<br>1. What type of EpiPen is it?<br>2. Have you discussed its management, administration and storage with the event leader? |     |  |

### *Dietary Requirements*

Please list any dietary requirements, both due to intolerance and personal choice

|  |
|--|
|  |
|--|

### *Pain Relief*

In the event that your child has a fever or is injured, and we need to administer pain relief, are there specific indications about the type of pain relief used and dosage?

|  |
|--|
|  |
|--|

### *Additional Emotional Needs*

Does your child have any additional emotional needs, other than the usual needs of a child their age? For example, have they suffered trauma, have any fears or phobias, or any medical conditions that affect their behaviour? (We will use this information to help responsible adults to support your child should any difficulties arise)

|  |
|--|
|  |
|--|

### *Additional Requirements*

Is there any other relevant information and/or specific requirements that needs to be known? (e.g., travel sickness or mobility needs etc)

|  |
|--|
|  |
|--|

### *Contagious Diseases*

To the best of your knowledge, has your child been in contact with any contagious or infectious diseases or suffered from anything in the last few weeks that may be contagious?

|     |  |
|-----|--|
| Yes |  |
| No  |  |

### **(vii) Transportation**

Please complete full details as to how your child will travel, including name and contact details of person(s) responsible for transportation / drop-off / collection:

|  |  |
|--|--|
| To and from the activity or pick-up point: |  |
| If relevant, during the activity or trip:  |  |

### **(viii) Communication with child/young person (over 13 years only)**

Please tick each method of communication with your child that you consent to.

Where you consent to electronic methods of communication, please provide your own account address so that you can be copied into the correspondence.

| Method of communication | Consent | Child / young person's account | Parent / guardian's account |
|-------------------------|---------|--------------------------------|-----------------------------|
| Telephone               | YES     |                                |                             |
|                         | NO      |                                |                             |
| Email                   | YES     |                                |                             |
|                         | NO      |                                |                             |
| Facebook                | YES     |                                |                             |
|                         | NO      |                                |                             |

### **(ix) Statement of Consent**

I give my express consent to my child, as named above, participating in the activities detailed in this form:

|                                |  |
|--------------------------------|--|
| Signature                      |  |
| Full name of parent / guardian |  |
| Date                           |  |

## CONSENT FOR USE OF VIDEO / PHOTOGRAPHIC MATERIAL

---

The Eparchy is committed to ensuring that information we hold about individuals is properly and securely managed in accordance with legal requirements on data protection and direct marketing. Please complete this form if you would like to give your consent to the Eparchy holding and processing your personal data for the purposes listed below.

My name is: ..... (the person filling out the form, “you”)

If you are filling out this form for a child or another individual unable to provide informed consent, then please complete Sections 1 and 2. If you are filling out this form on your own behalf, please complete Section 2 only.

### Section 1

Name of individual who you are providing consent for: .....  
(named individual)

Reason for filling out the form on behalf of the named individual:

- ☐ The named individual is a child who would not understand what providing consent means.  
☐ The named individual does not have sufficient understanding of consent to provide it themselves.

Relationship to named individual you are providing consent for:

- ☐ Parent/carer/guardian  
☐ Other (please specify) .....

### Section 2

When filling in this consent form, please understand the following:

If you are filling this form on your own behalf the (you, your, I, me) relates to the person filling out the form. Where it is being filled out on behalf of named individual the (you, your, I, me) relates to that named individual.

- You, do not have to consent to any of the purposes listed.
- Where consent is not given, we will not be able to use your personal data (for example, to let you know about forthcoming services and events) except in certain limited situations, such as where we are required to do so by law.
- I understand and agree that images on websites can be viewed throughout the world and not just in the United Kingdom and that some overseas countries may not provide the same level of protection to the rights of individuals as UK legislation provides.
- I understand and agree that once a photograph or video is published it is then in the public domain and whilst it may be subject to copyright law, it cannot in effect be unpublished and may remain in use for an indeterminate period, and that any subsequent withdrawal of consent will not result in the unavailability of any image/video which is already in the public domain, only the use of that image/video by the Eparchy & Parish of \_\_\_\_\_.

- I consent to the Eparchy & Parish of \_\_\_\_\_ using photographs and/or video recordings of me or (named individual) taken by the Eparchy or by persons or organisations authorised on behalf of the Eparchy for the purposes of internally or externally promoting the work of the Eparchy. These images could be used in any media (existing or later created or made available) including print and digital media formats such as print publications, websites, posters or social media.

Name:

Signed:

Date:

*You can withdraw or change your consent at any time by contacting [\_\_\_\_\_] in the parish/Eparchy] at [parish address: \_\_\_\_\_] or by email [eparchy@ucc-gb.com]. Please note that all processing of your personal data will cease once you have withdrawn consent, other than where this is required or permitted by law. This will not affect any personal data that has already been processed prior to that point.*

*Unless consent is withdrawn, this consent form will be valid for 2 years in the case of a self-declaration.*

*Forms filled out on behalf of a named individual will need to be renewed every 12 months and an assessment made as to whether the named individual can provide their own consent.*

*You, can find out more about how we use your data from our Privacy Notice, which is available on the eparchial website at:*

<https://www.ucc-gb.com/eparchydocuments>

## SESSION RECORDING SHEET

---

*Form to be retained for 3 years after event/activity ceases*

### Context

|  |  |
|--|--|
| Activity Type  |  |
| Date of Activity   |  |
| Location   |  |
| Staff / Volunteers present<br><i>(Please include full names and roles)</i> |  |
| Children / young people present<br><i>(Please include full names)</i>      |  |

### Session Recording

|   |  |
|---|--|
| Recording                                       |  |
| Incidents of significance<br>including concerns |  |

|                         |  |
|-------------------------|--|
| Response / action taken |  |
|-------------------------|--|

**Recording Author**

|                     |  |
|---------------------|--|
| Completed by        |  |
| Role                |  |
| Signature           |  |
| Date form completed |  |



## INCIDENT REPORT FORM (CASE 6)

---

### Key Information

|                         |              |  |
|-------------------------|--------------|--|
| Event Leader            |              |  |
| Contact Details         | Phone Number |  |
|                         | Email        |  |
| Name of person involved |              |  |
| Date of birth           |              |  |

### Circumstances of Incident

*(Continue on separate sheet if necessary)*

|   |  |
|---|--|
| Event where incident occurred   |  |
| Date of incident  |  |
| Location of incident  |  |
| Details of incident   |  |
| Nature of harm  |  |
| Treatment given   |  |
| Reported to<br><i>(Please provide full name &amp; contact details, including reasons for sharing information)</i> |  |
| Other action taken  |  |

|   |  |
|---|--|
|   |  |
| Clergy / religious / volunteers present<br><i>(Full names and role)</i> |  |
| Names of other adults present   |  |
| Children / young people present   |  |

**Recording Author**

|                     |  |
|---------------------|--|
| Completed by        |  |
| Role                |  |
| Signature           |  |
| Date form completed |  |

**This must be forwarded to the Eparchial Safeguarding Office**

## CHILD PROTECTION – HIRING ARRANGEMENTS

---

Organisations that work with children and hire or use church property should be advised of their responsibility for the welfare and safety of the children in their care. We require that such groups have adequate Safeguarding policy and procedures in place, and that these are seen by the local Parish Safeguarding Representative in consultation with the Eparchial Safeguarding Office if necessary.

The organisation \_\_\_\_\_ [INSERT NAME]  
recruits staff in accordance with best practice. i.e., Safer Recruitment.

Further, the organisation \_\_\_\_\_ [INSERT NAME] has its own safeguarding policies and procedures and undertakes to follow these policies in relation to working with children and young people, preventing child abuse and responding to child protection concerns.

**OR**

The organisation \_\_\_\_\_ [INSERT NAME] has been given a copy of the Eparchial Safeguarding policies and undertakes to follow these policies and guidelines in relation to working with children and young people, preventing child abuse and responding to child protection concerns.

The organisation \_\_\_\_\_ [INSERT NAME] has its own public liability insurance to cover any claims arising as a result of the group activity.

|              |  |
|--------------|--|
| Completed by |  |
| Role         |  |
| Signature    |  |
| Date         |  |

This must be retained by the local PSR and a copy forwarded to the Eparchial Safeguarding Office.

## DECLARATION ON SAFEGUARDING PROCEDURES

---

*Form to be retained for 10 years and 1 day after volunteer leaves role.*

|             |  |
|-------------|--|
| Parish Name |  |
| Name        |  |
| Role        |  |

I, \_\_\_\_\_ *[Insert Full Name]*, hereby declare that I have received and understood the procedures on how to deal with allegations or concerns of abuse and will comply with the Church's Safeguarding Policies and Procedures.

|                     |  |
|---------------------|--|
| Signature           |  |
| Date form completed |  |

## CASE REFERRAL FORM

|                       |   |   |   |   |   |   |   |   |   |                 |
|-----------------------|---|---|---|---|---|---|---|---|---|-----------------|
| <b>Case Reference</b> | - | - | - | - | - | - | - | - | - | <b>Form CM1</b> |
|-----------------------|---|---|---|---|---|---|---|---|---|-----------------|

This form collects data from a declared victim or someone concerned that a child or adult may be at risk. This recording will be the first entry in a file of information about the case which will be retained in a confidential manner by the Safeguarding Coordinator for the Diocese or Religious Congregation.

|  |               |
|--|---------------|
| <b>1. Context of Concerns / Allegation</b>           |               |
| <b>Diocese</b>                                       | Name          |
| <b>Religious Order</b>                               | Name          |
| <b>Parish</b>  | Name          |
| <b>2. Source and Nature of Concerns / Allegation</b> |               |
| <b>(i) Referral Details</b>                          |               |
| <b>Received from</b>                                 | Referrer      |
| <b>Role</b>  | Role          |
| <b>Date</b>  | Date Received |
| <b>Phone</b>   | Phone         |
| <b>Email</b>   | Email         |
| <b>(ii) Summary of Concerns / Allegation</b>         |               |
| Summary of Concerns                                  |               |

**(iii) Has the person alleged to have perpetrated harm / abuse behaved in any of the following ways:**

- ☐ Behaved in a way that has or may have harmed a child or adult at risk?
- ☐ Possibly committed a criminal offence against or related to a child or adult at risk?
- ☐ Behaved towards a child or adult at risk in a way that indicates they may pose a risk of harm to children or adults at risk?
- ☐ Behaved in a way that affects the Church's ability, more broadly, to safeguard the young and the vulnerable? e.g., not responding appropriately to concerns meaning that others will be unwilling to come forward; causing the faithful to depart from the church out of a sense of betrayal, etc.

**(iv) Is the Concern / Allegation Historical?** ☐ Yes ☐ No

If known, record the month/year.

**(v) Does the alleged perpetrator (if known) pose a possible ongoing risk?** ☐ Yes ☐ No

N.B.: If the alleged perpetrator is alive and may have access to children / adults at risk, they pose a possible current risk.

**(vi) Nature of Concerns / Allegation (Children)**

NB: There are four categories of abuse for children and young people (birth up to 18<sup>th</sup> birthday) as outlined in [Working Together to Safeguard Children \(2015\)](#). All types of abuse can be included within those categories; e.g., a child who witnesses domestic abuse falls under emotional abuse; female genital mutilation falls under physical/sexual abuse.

- ☐ Physical Abuse ☐ Sexual Abuse ☐ Neglect ☐ Emotional Abuse

Does the concern / allegation relate to a possible abuse of power / position / trust? ☐ Yes ☐ No

**(vii) Nature of Concerns / Allegation (Adults)**

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Physical Abuse      | <input type="checkbox"/> Emotional & Psychological Abuse | <input type="checkbox"/> Neglect & Acts of Omission           |
| <input type="checkbox"/> Sexual Abuse        | <input type="checkbox"/> Financial & Material Abuse      | <input type="checkbox"/> Organisational & Institutional Abuse |
| <input type="checkbox"/> Psychological Abuse | <input type="checkbox"/> Domestic Abuse                  | <input type="checkbox"/> Emotional Abuse                      |
| <input type="checkbox"/> Modern Slavery      | <input type="checkbox"/> Discriminatory Abuse            |   |
| <input type="checkbox"/> Self-Neglect        |  |   |

Does the concern / allegation relate to a possible abuse of power / position / trust? ☐ Yes ☐ No

## 2. Subject of concern / allegation (if known)

### (i) Personal Details

|                                     |                                    |                                    |
|-------------------------------------|------------------------------------|------------------------------------|
| Full Name                           | Full Name                          |                                    |
| Also known as                       |                                    |                                    |
| Position / Role                     | Role                               |                                    |
| D.O.B.                              | Date                               |                                    |
| D.O.D. (if deceased)                | Date                               |                                    |
| Diocese / Aligned Diocese           | Name                               |                                    |
| Religious Order                     | Name                               |                                    |
| Phone                               | Phone                              |                                    |
| Email                               | Email                              |                                    |
| Address                             | Address                            |                                    |
| Please tick all that apply          |                                    |                                    |
| <input type="checkbox"/> Clergy     | <input type="checkbox"/> Lay       | <input type="checkbox"/> Religious |
| <input type="checkbox"/> Paid staff | <input type="checkbox"/> Volunteer | <input type="checkbox"/> Other     |

### (ii) Further Details

Please note any other relevant details about the subject of the allegation

Further information

Have there been previous concerns?

Previous concerns

### 3. Alleged Victim(s) / Survivor(s) – please complete this page for each victim

#### (i) Personal Details

|           |           |
|-----------|-----------|
| Full Name | Full Name |
| D.O.B.    | Date      |
| Phone     | Phone     |
| Email     | Phone     |
| Address   | Address   |
| Gender    | Gender    |
| Ethnicity | Ethnicity |

#### (ii) Name of Parent / Carer / Guardian (where appropriate)

##### Parent / Carer / Guardian (1)

|                        |  |
|------------------------|--|
| Full Name              |  |
| D.O.B.                 |  |
| Phone                  |  |
| Email                  |  |
| Address (if different) |  |
| Gender                 |  |
| Ethnicity              |  |

##### Parent / Carer / Guardian (2)

|                        |  |
|------------------------|--|
| Full Name              |  |
| D.O.B.                 |  |
| Phone                  |  |
| Email                  |  |
| Address (if different) |  |



|           |  |
|-----------|--|
| Gender    |  |
| Ethnicity |  |

#### 4. Notification Details

|                           | Contact Name | Job Title<br>Phone & Email | Date/ Time  | Response          |
|---------------------------|--------------|----------------------------|-------------|-------------------|
| <b>POLICE</b>             | Full Name    | Role                       | Full Name   | Full Name         |
| <b>LADO</b>               | Full Name    | Role                       | Date & Time | Action & Response |
| <b>SOCIAL SERVICES</b>    | Full Name    | Role                       | Date & Time | Action & Response |
| <b>Health</b>             | Full Name    | Role                       | Date & Time | Action & Response |
| <b>Probation</b>          | Full Name    | Role                       | Date & Time | Action & Response |
| <b>Education</b>          | Full Name    | Role                       | Date & Time | Action & Response |
| <b>CSSA</b>               | Full Name    | Role                       | Date & Time | Action & Response |
| <b>Bishop</b>             | Full Name    | Role                       | Date & Time | Action & Response |
| <b>Insurers</b>           | Full Name    | Role                       | Date & Time | Action & Response |
| <b>Legal</b>              | Full Name    | Role                       | Date & Time | Action & Response |
| <b>Diocesan Finance</b>   | Full Name    | Role                       | Date & Time | Action & Response |
| <b>Media</b>              | Full Name    | Role                       | Date & Time | Action & Response |
| <b>Charity Commission</b> | Full Name    | Role                       | Date & Time | Action & Response |
| <b>I.S.A.</b>             | Full Name    | Role                       | Date & Time | Action & Response |
| <b>Other</b>              | Full Name    | Role                       | Date & Time | Action & Response |
| <b>Other (state who)</b>  | Full Name    | Role                       | Date & Time | Action & Response |

## 5. Other Relevant Information

Further information

## 6. Response Processes

Inter-Agency Meeting Convened

☐ Yes  
☐ No

Date

Details

Diocesan Response Steering Meeting Convened or equivalent

☐ Yes  
☐ No

Date

Details

Other

☐ Yes  
☐ No

Date

Details

|                |   |   |   |   |   |   |   |   |   |          |
|----------------|---|---|---|---|---|---|---|---|---|----------|
| Case Reference | - | - | - | - | - | - | - | - | - | Form CM1 |
|----------------|---|---|---|---|---|---|---|---|---|----------|

Source and Nature of Concern / Allegation (continuation sheet)

Recording (continuation sheet)

## GLOSSARY

(in alphabetical order & not an exhaustive list)

| Term   | Definition   |
|--|--|
| <b>Active Ministry</b>   | Those Clergy and Religious (both men and women) who are currently working with the general public in any capacity whatever, whether paid or voluntary.   |
| <b>Administer the Sacraments</b>   | To deliver the sacraments which are the seven ceremonies instituted by Christ and used in the Church to bring people into contact with God in different ways i.e., Baptism; Confirmation or Penance for example.   |
| <b>Apostolate</b>  | The ministry or work of an apostle. A term covering all kinds/areas of work and endeavour for the service of God; the Church and the good of people. Aims to spread the Gospel and promote the work and mission of the Church.   |
| <b>Apostolic</b>   | Referring to the 12 apostles chosen by Jesus.  |
| <b>Apostolic work</b>  | See Apostolate   |
| <b>Blemished (Disclosure)</b>  | A Disclosure Certificate which lists criminal conviction information for the applicant.  |
| <b>Canon law</b>   | The juridical system of the Catholic Church.   |
| <b>Code of Canons of Oriental Churches</b><br>(Latin: Codex Canonum Ecclesiarum Orientalium, abbreviated CCEO) | The Code of Canons of the Eastern Churches is the title of the common portions of the Canon Law for the 22 of the 23 sui iuris Churches in the Catholic Church. Pope John Paul II promulgated CCEO on the 18th October 1990, by the document Sacri Canones. The Code came into force of law on the 1st October 1991. |
| <b>Catechesis</b>  | Fundamental form of religious education.   |
| <b>Catechist</b>   | One who engages in religious instruction.  |
| <b>Children's Liturgy</b>  | The teaching of ritual prayer of the Church in a separate service specifically for children.   |
| <b>Clergy</b>  | Those chosen by God to serve Him and His people, set aside by ordination and with various duties and responsibilities.   |
| <b>Cleric</b>  | See Clergy.  |
| <b>Clerical attire</b>   | The official robes and dress for members of Clergy.  |
| <b>Communion (Holy)</b>  | The act of receiving and consuming the Body and Blood of Christ under the form of the consecrated host and wine, usually at Divine Liturgy.  |
| <b>Competent Religious Superior</b>  | The name given to the person responsible for a particular group of religious members living together. Has some authority in terms of the day-to-day life of the religious group.   |
| <b>Confession</b>  | The admission of guilt and asking forgiveness for sins, the necessary precondition for receiving Absolution in the Sacrament of Penance.   |
| <b>Confirmation</b>  | The anointing on the forehead of Christians to ratify their baptism.   |
| <b>Counter-signatory</b>   | A person within a Registered Body who is registered with the DBS to countersign applications and receive the Disclosure.   |
| <b>CSSA</b>  | Catholic Safeguarding Standards Agency   |
| <b>DBS</b>   | Disclosure and Barring Service   |

|                                    |  |
|------------------------------------|--|
| <b>DBS Code of Practice</b>        | Organisations that wish to use DBS checks must comply with the DBS Code of Practice, developed after a lengthy public consultation exercise with input from a range of organisations. The Code of Practice is intended to ensure - and to provide assurance to those applying for Standard and Enhanced Disclosures - that the information released will be used fairly. The code also seeks to ensure that sensitive personal information is handled and stored appropriately and is kept for only as long as necessary.<br>See also:<br><a href="https://www.gov.uk/government/publications/db-s-code-of-practice">https://www.gov.uk/government/publications/db-s-code-of-practice</a>  |
| <b>Deacon</b>                      | A man ordained to serve and assist the Church however not with the same status or authority as a priest.   |
| <b>Disclosure</b>                  | The term that is used to describe the service provided by the DBS and the document issued to the applicant and Registered Body when a DBS check has been completed.  |
| <b>Divine Liturgy</b>              | The central act of Catholic worship, in which, after the reading of Scripture and prayers, the priest consecrates the bread and wine to become the Eucharist.  |
| <b>Ecumenically</b>                | Based on "ecumenism" – the movement which began after the Second Vatican Council promoting or tending toward worldwide Christian unity or cooperation.   |
| <b>Employer</b>                    | For DBS purposes, the term "employer" is applicable to any organisation that employs workers whether they are paid or voluntary.   |
| <b>Enhanced (Disclosure level)</b> | These are for posts that involve a far greater degree of contact with children or vulnerable adults. In general, the type of work will involve regularly caring for, supervising, training or being in sole charge of such people.<br>This level of check involves an additional level of check to those carried out for the Standard CRB check - a check on local police records. Where local police records contain additional information that may be relevant to the post the applicant is being considered for, the Chief Officer of police may release information for inclusion in an Enhanced check.<br>Exceptionally, and in a very small number of circumstances (typically to protect the integrity of current police investigations), additional information may be sent under separate cover to the Counter-signatory and should not be revealed to the applicant |
| <b>Eucharist</b>                   | The sacrament of the Body and Bloody of Jesus Christ under the form of bread and wine, consecrated at the Divine Liturgy by the Priest   |
| <b>Ex officio</b>                  | By virtue of office or position; "by right of office". Often used when someone holds one position by virtue of holding another.  |
| <b>Gospel values</b>               | The fundamental teachings of Christ and therefore the values of the Church, as expressed in the Gospels.   |
| <b>Habit</b>                       | The distinctive garb of a member of a Religious order.   |
| <b>Holy Communion</b>              | The act of receiving and consuming the Body and Blood of Christ under the form of the consecrated host and the consecrated wine, usually during Divine Liturgy.  |

|   |  |
|---|--|
| <b>Holy See</b>                             | The Pope, as Bishop of Rome, occupies the See of Rome, which has primacy over all other Christian Churches; it is traditionally called the Holy See to mark this. This term can also refer to the various administrative offices which assist the Pope in different ways.  |
| <b>ID Verifier</b>                          | The appointed person who is approved to check original identity documentation for DBS application purposes. This has to be a person nominated and approved by the Diocese, Eparchy or Religious Order. For example, in a parish, the ID verifier is usually a Safeguarding Representative.   |
| <b>Judicial Process</b>                     | The rules which determine the role of the judge, jury etc in the court room as well as the jurisdiction of individual courts over specific areas of law.   |
| <b>Laicisation</b>                          | The process of dismissal from the clerical state (laicisation), or from a Religious Congregation, in accordance with the norms of Canon Law.   |
| <b>Laity<br/>(or Lay People)</b>            | The majority of members of the Church who are not set aside as clergy.   |
| <b>Mass</b>                                 | See Divine Liturgy   |
| <b>Novice</b>                               | A novice is one who has been accepted by a Religious Order, who is given the opportunity to discern his or her vocation and experiences the spirituality and work of that Order or Congregation.   |
| <b>Ordinary</b>                             | Diocesan bishops, religious superiors and certain other diocesan authorities with jurisdiction over the clergy in a specific geographical area, or the members of a religious.   |
| <b>Paramountcy Principle</b>                | Parents, Local Authorities and the courts have a duty to safeguard the welfare of children and in legal proceedings it is the best interests of the child that are the primary consideration when determining what action should be taken.   |
| <b>Pastoral Care /<br/>Pastoral Support</b> | Support offered by the Church including counselling or emotional support.  |
| <b>Patriarch</b>                            | Head and Father of   |
| <b>Penance</b>                              | The acceptance that one has sinned, and the firm resolve to make a fresh start, best expressed in the Sacrament of Penance or Reconciliation, Confession.  |
| <b>Penitent</b>                             | A repentant sinner (also known as a confessant) accuses himself of his sins to an ordained priest (known as confessor). The priest may then offer advice and imposes a particular penance to be performed. The priest administers absolution, thus formally forgiving the penitent of his sins. The penitent prays an Act of Contrition. |
| <b>Pilgrimage</b>                           | A long journey or search of great moral significance. Sometimes, it is a journey to a sacred place or shrine of importance to a person's beliefs and faith.  |
| <b>Postulant</b>                            | One asking for admission into a religious order, both before actual admission and for the length of time proceeding their admission and for the length of time proceeding their admission into the novitiate   |
| <b>Presbytery</b>                           | The house where the parish priest lives, often adjacent to the parish church.  |

|                                    |  |
|------------------------------------|--|
| <b>Reconciliation</b>              | Process of making up differences, forgiving and being forgiven. Refers also to the Sacrament of Reconciliation or of Penance, also known as Confession.  |
| <b>Registered Body</b>             | Organisations that have registered directly with the DBS in order to use DBS services. CSAS is the Registered Body for the Catholic Church of England and Wales.   |
| <b>Religious Superior</b>          | Name given to the person responsible for a particular group of religious members living together. Has some authority but only in terms of the day to day life of the group.  |
| <b>Retreat</b>                     | A retreat can either be a time of solitude or a community experience. Some retreats are held in silence, and on others there may be a great deal of conversation, depending on the understanding and accepted practices of the host facility and/or the participant(s).  |
| <b>Sacramental Practice</b>        | The way sacraments are celebrated.   |
| <b>Sacramental Seal</b>            | The seal by which a confessor is bound to keep secret all that is said to him. The priest cannot insist that such secrecy binds the penitent, who has the right to speak outside the confessional, especially if the penitent considers what was said has gone beyond the requirement of sacramental practice.   |
| <b>Safeguarding Commission</b>     | The Safeguarding Commission , advisory and supportive function. It exists to discharge these functions at a strategic level in all matters relating to Safeguarding in Dioceses/ Religious Congregations and Seminaries  |
| <b>Safeguarding Office</b>         | <p>The Eparchial Safeguarding Office is accountable to the Bishop and Trustees for</p> <ul style="list-style-type: none"> <li>• Leading on implementation and management of safeguarding and child and adult protection policy and practice within the Eparchy;</li> <li>• Developing and implementing best practice in national and local initiatives to minimise the opportunity for abuse to occur;</li> <li>• Informing and advising the Bishop on best practice in managing all concerns and allegations relating to children and adult at risk;</li> <li>• The provision of national safeguarding training modules.</li> </ul> |
| <b>Safeguarding Plan</b>           | An agreement between those (Clergy/Religious or Parishioners who wish to remain in the Parish) alleged to have committed abuse and the Safeguarding Commission and the Bishop/Congregation Leader. The Safeguarding Plan details out restrictions on ministry intended to protect the public. Safeguarding Plans are reviewed to take account of changes in the circumstances of individuals.  |
| <b>Safeguarding Representative</b> | Appointed to ensure that child protection policies and procedures are known and followed; that awareness is raised and that safeguarding principles are worked through into everyday practice. "A Programme for Action" 2001). The Safeguarding Representative is also the DBS ID Verifier for the parish.   |

|                                      |   |
|--------------------------------------|---|
| <b>Safeguarding Self-Declaration</b> | The Safeguarding Self Declaration is a form that is completed and signed by the DBS disclosure applicant and passed under separate and confidential cover to the person responsible for the recruitment process/decision. This forms provides the opportunity for the individual to voluntarily disclose criminal conviction information.   |
| <b>Seal of Confession</b>            | The absolute confidentiality for Catholic priests of anything that they learn from penitents during the course of confession.   |
| <b>Seminarian</b>                    | A student for the priesthood, attending a Seminary.   |
| <b>Seminary</b>                      | A training place for students to the priesthood.  |
| <b>Testimonial of Suitability</b>    | Clergy who will be engaging in public active ministry in another Diocese within the territory of the Bishops' Conference of England and Wales, will require the prior permission of the local Diocesan Bishop to undertake that ministry. Permission will only be granted if the Bishop obtains satisfactory written confirmation from the individuals own Bishop that he is a cleric in good standing and that there are no concerns, allegations or criminal convictions relating to any sexual misconduct with children or adults. |
| <b>Vicar General</b>                 | The Bishops deputy for all matters or deputy to the General Superior for the Religious.   |
| <b>Volunteer</b>                     | A person who is engaged in any activity which involves spending time, unpaid (except for travelling and other approved out-of-pocket expenses), doing something which aims to benefit someone (individuals or groups) other than or in addition to close relatives.   |



## **SPECIFIC GUIDANCE & ADDITIONAL STATEMENTS**

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Should the guidance/statement you require not be found in this section please do contact the Chancery Office for further assistance/information.

## APPENDIX 1 – STANDARDS OF SUPPORT

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1. Parish Safeguarding Representatives will participate in an induction programme which commences as close as possible to the date of their appointment; this will be supported by access to information in the Eparchial Safeguarding Resource Pack.
2. Parish Safeguarding Representatives will have a contact telephone number and email address of the Eparchial Safeguarding Officer.
3. Parish Safeguarding Representatives will attend a minimum of one Eparchial meeting a year for training and support purposes.
4. Parish Safeguarding Representatives will be invited to attend a yearly meeting for informal networking with other Parish Safeguarding Representatives.
5. Parish Safeguarding Representatives will be informed of important changes in practice, policy and procedure that affect their role through email, meetings, or the Eparchial website.

This Appendix is additional information to that provided in Category A (Parish Events), section A11. Computers.

For more detailed information, refer to:

1. Policy & Guidelines on social media
2. Guidelines of Videoconferencing

**E-Safety** is something that we all need to think about these days. Children, young people and vulnerable adults are exposed to all manner of things whilst online and just like in the real world, we need to be aware of and consider carefully, our interactions in the digital world.

Technology can provide great rewards to those that learn to use it well. It's up to us to make sure that these benefits are received whilst, at the same time the risks are limited.

### Basic Rules

By engaging with Eparchial social media accounts, you agree to:

- ✓ **Be safe.** The safety of children, young people and vulnerable adults must be maintained. If you have any concerns
- ✓ **Be respectful.** Do not post or share content that is sexually explicit, inflammatory, hateful, abusive, threatening or otherwise disrespectful.
- ✓ **Be kind.** Treat others how you would wish to be treated and assume the best in people. If you have a criticism or critique to make, consider not just *whether* you would say it in person, but the tone you would use.
- ✓ **Be honest.** Don't mislead people about who you are.
- ✓ **Take responsibility.** You are accountable for the things you do, say and write. Text and images shared can be public and permanent, even with privacy settings in place. If you're not sure, don't post it.
- ✓ **Be a good ambassador.** Personal and professional life can easily become blurred online so think before you post.
- ✓ **Disagree well.** Some conversations can be places of robust disagreement and it's important we apply our values in the way we express them.
- ✓ **Credit others.** Acknowledge the work of others. Respect copyright and always credit where it is due. Be careful not to release sensitive or confidential information and always question the source of any content you are considering amplifying.
- ✓ **Follow the rules.** Abide by the terms and conditions of the various social media platforms themselves. If you see a comment that you believe breaks their policies, then please report it to the respective company.

Resources:

|   |  |
|---|--|
| Catholic Safeguarding Advisory Service (CSAS)       | <p>CSAS has a category in the procedures manual on creating a safer environment including information about safer electronic communication.</p> <p>Website: <a href="https://www.csas.uk.net/procedures-manual/#cat-4">https://www.csas.uk.net/procedures-manual/#cat-4</a></p>  |
| NSPCC   | <p>The NSPCC has useful resources for keeping children safe online including sections on Cyberbullying and Sexting, Reporting and Monitoring.</p> <p>Website: <a href="https://www.nspcc.org.uk/keeping-children-safe/online-safety/">https://www.nspcc.org.uk/keeping-children-safe/online-safety/</a></p>  |
| Net-Aware   | <p>Produced by O2 and NSPCC, Net Aware is a guide for parents to 39 of the most popular sites, apps, and games that young people use.</p> <p>Using reviews from adults and children, it helps parents decide if a site is right for their child, if it's age appropriate and explores what risks they might encounter, enabling parents or professionals to help keep their children safe online</p> <p>Website: <a href="https://www.net-aware.org.uk/">https://www.net-aware.org.uk/</a></p> |
| Childnet International                              | <p>Childnet International provide toolkits that offer practical tips and advice on different aspects of keeping children safe online as well as activity zones to teach children or primary and secondary age about the online safety SMART rules.</p> <p>Website: <a href="https://www.childnet.com/">https://www.childnet.com/</a></p>   |
| Internet Matters                                    | <p>Internet Matters gives advice on parental controls and is a great way of preventing children accessing unsuitable content online.</p> <p>Website: <a href="https://www.internetmatters.org/">https://www.internetmatters.org/</a></p>   |
| Lucy Faithful Foundation                            | <p>The Lucy Faithful Foundation (LFF) is a registered child protection charity which works to prevent child sexual abuse. The LFF run the Parents Protect and Stop It Now websites.</p> <p>Website: <a href="https://www.lucyfaithfull.org.uk/">https://www.lucyfaithfull.org.uk/</a></p>  |
| Parents Protect                                     | <p>Parents Protect is a site to help parents, carers and other protective adults with information and advice to help them prevent child sexual abuse. The website has an entire section on internet safety.</p> <p>Website: <a href="https://www.parentsprotect.co.uk/internet-safety.htm">https://www.parentsprotect.co.uk/internet-safety.htm</a></p>  |
| The Child Exploitation and Online Protection Centre | <p>The Child Exploitation and Online Protection Centre (CEOP) has numerous resources for parents and carers and children using the</p>   |

|  |   |
|--|---|
|  | <p>internet; there are several video tutorials on the ThinkUKnow site (part of CEOP).</p> <p>Website: <a href="https://www.ceop.police.uk/safety-centre/">https://www.ceop.police.uk/safety-centre/</a></p>   |
| ThinkUKnow   | <p>Thinkuknow is an education programme which aims protects children both online and offline.</p> <p>Website: <a href="https://www.thinkuknow.co.uk/">https://www.thinkuknow.co.uk/</a></p>   |
| <p>The UK Council for Internet Safety (UKCIS)</p> <p>(formerly the UK Council for Child Internet Safety)</p> | <p>The UK Council for Child Internet Safety (UKCCIS) was a group of more than 200 organisations drawn from across government, industry, law, academia and charity sectors that work in partnership to help keep children safe online.</p> <p>Now the UK Council for Internet Safety (UKCIS), it is a collaborative forum through which government, the tech community and the third sector work together to ensure the UK is the safest place in the world to be online.</p> <p>UKCIS has produced a framework to equip children and young people for digital life</p> <p>Guidance: <a href="https://www.gov.uk/government/publications/education-for-a-connected-world">https://www.gov.uk/government/publications/education-for-a-connected-world</a></p> <p>Website: <a href="https://www.gov.uk/government/organisations/uk-council-for-internet-safety">https://www.gov.uk/government/organisations/uk-council-for-internet-safety</a></p> |

## APPENDIX 3 – ANTI-BULLYING

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For more detailed information refer to the Eparchial Anti-bullying Policy.

Our approach to bullying is informed by our faith: *“every human being is created in God’s image and likeness and therefore is valuable and worthy of respect.”* Therefore, the Ukrainian Catholic Eparchy of the Holy Family of London takes a zero-tolerance approach to bullying. Bullying within the Church must always be reported (regardless of whomever the alleged bully and the person being bullied is).

### Statement of intent:

*“We are committed to providing a caring, friendly, and safe environment for all our children and young people so they can develop in a relaxed and secure atmosphere. Bullying of any kind is unacceptable in our parish \_\_\_\_\_ [insert name]. If bullying does occur, all children and young people should be able to tell and be confident that incidents will be dealt with promptly and effectively. This means that anyone who knows that bullying is happening is expected to inform group leaders.*

### Responding to bullying:

When responding to bullying, we aim to make the person who has been bullied feel safe and to encourage better behaviour from the person who has displayed bullying behaviours:

- intervene immediately to stop the bullying taking place;
- report bullying to staff, event or activity leaders or organisers as appropriate and where appropriate notify the safeguarding representative;
- make a record of the behaviours and actions taken;
- determine who will investigate the bullying and act (this might include referring to the Police for investigation if a crime is thought to have been committed);
- consider the need to involve the parents and carers or person(s) responsible for those accused of bullying;
- attempt to help the instigators of bullying to understand the impact of their behaviour and effect change.

### Managing behaviour and conflict:

Children, young people, and adults need to feel safe and be prevented from harming themselves and/or others, or of getting into situations where this might happen. In any activity, situations may arise where it will be necessary to manage behaviours that are unacceptable and/or potentially emotionally, materially, or physically harmful. Creating an environment where people feel safe and cared for and establishing clear expectations and boundaries are key steps in the organisation and running of Church activities.

Good planning and adequate support for any activities within church life can help to prevent behaviours that lead to conflict. Planning may include:

- setting and maintaining safe, consistent and understandable boundaries or overt agreement to abiding by a Code of Conduct;
- considering individual circumstances in managing behaviour and conflict (not all responses will be appropriate for all individuals);
- avoidance of triggers for disruptive behaviours;
- building in methods and opportunities for rewarding and praising good behaviour;

- agreeing preferred management of disruptive behaviour (e.g. reactive strategies to de-escalate a conflict);
- agreeing in advance the purpose and types of sanctions that will be enforced if necessary (e.g. short, specific to the incident, giving the message that it is the behaviour and not the person that is not welcome);
- using the process to help the person understand how they should be behaving and the potential consequences of their actions;
- ensuring participants are aware and understand how conflict will be managed;
- provision of specific training in conflict management;
- identification of additional support that can be summoned if appropriate.
- The management of behaviour that is challenging requires honesty, humanity, and respect for the rights of the individual for privacy and dignity.
- It is always best to prevent escalation of behaviour that is challenging and to prevent conflict from arising.

Key techniques to de-escalate behaviour and conflict:

- remain calm and keep a low voice;
- let the person know that you are listening to them;
- physically de-escalate tensions – e.g., demonstrate positive body language, giving individuals the space they need and not taking a physically threatening stance;
- verbally acknowledge the behaviour;
- empathise with the feelings behind the behaviour;
- verbally state the boundary – e.g., what needs to happen such as stopping the behaviour and what will happen if the individual doesn't comply of their own accord;
- use the 'broken record' in which an instruction is repeated until the individual complies;
- use a distraction, such as a loud whistle, to interrupt the behaviour (such as a fight) long enough for other methods of verbal control to be effective;
- withdraw attention (audience) e.g. if an action such as damage to property is threatened;
- soothe and reassure the person.
- If any individual requires medical attention, this must be sought without delay and with parental involvement in the case of children under 18 years of age.

Inappropriate interventions:

- it is never acceptable to name-call or label individuals;
- it is never acceptable (and is in fact an offence) to use physical reprimand or punishment of any kind;
- physical restraint should be avoided and Police support should be sought at the earliest possible opportunity, where warranted.

Recording of incidents:

- Always keep a record of any need to intervene due to behaviour and conflict and the intervention used.
- if the incident involves a child or young person under 18 years old, their parents must be informed;
- if other children are affected by the incident, their parents must also be informed but the identity of the child causing the incident must not be shared;
- inform the Group Leader or responsible adult immediately;

- inform the Safeguarding Representative if appropriate;
- inform the Safeguarding Coordinator if physical restraint is used;
- inform the Safeguarding Coordinator when the incident raises any ongoing concerns.



## APPENDIX 4 – GUIDANCE ON MANAGING CHILDREN'S BEHAVIOUR (ADDITIONAL NOTES)

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What is discipline?

It can be difficult to differentiate between discipline and punishment. It is important to understand these terms to appreciate that when a child is disciplined, this is in fact a positive measure. It is imposed to give guidance and to help them remain safe.

Discipline is not the same as punishment. Instead of using punishment to correct behaviour, children and young people need to learn what behaviour is allowed and why. Group leaders should stress DO's rather than DON'Ts. An example of positive discipline would be saying to a child *"please hang your coat up as someone might trip over it"* rather than *"don't throw your coat on the floor"*.

Why children need discipline?

Discipline is important so as to:

1. Protect children.  
E.g., removing a child from a broken window while providing an explanation.
2. Support children to get along with others.  
E.g., a child reminds another child of a group rule that helps both avoid conflict.
3. Enable a child to understand limits.  
E.g., a child learns to take their turn during an activity as the group has set rules for how to behave.

Sanctions:

The key principle to remember is that sanctions must be the final resort – after instruction and problem solving. It must be clear and the reason for it explained without recrimination. **Under no circumstances is physical chastisement acceptable.**

1. Natural Consequences.  
Many times, children learn as a result of natural consequences, e.g., arriving late may mean that they have limited choice about their role in any planned activity within the event.
2. Redirection.  
Suggest an alternative activity or setting when a situation is about to get out of hand.
3. Logical Consequences.  
The consequences of behaviour should relate somehow to the behaviour, e.g., tidying up from one activity before commencing another.
4. Time-out.  
The child is removed from the activity. NB When time-out is used, do so because the child needs it and not because you are angry. Also be sure the length of time is appropriate and is made clear to the child.

**Remember:**

- The sanctions to be utilised by group leaders within the event/activity should be explored and agreed prior to the event/activity taking place.

- The sanction must be proportionate to the misbehaviour and only be about the issue in hand. Do not bring previous incidents to confuse the issue.
- The sanction must be for a short period of time rather than for several hours or weeks.
- The sanction needs to be backed up by learning, so they are helped to abide by group rules in the future. No sanction is an end in itself.

## APPENDIX 5 – GUIDANCE ON THE USE OF IMAGES

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As an Eparchy we are committed to providing a safe environment for all parishioners, guests and visitors. Implicit in this is the commitment to ensure that all published images represent participants appropriately, and with due respect, and are taken and displayed in accordance with the General Data Protection Regulation (GDPR) 2016 and Data Protection Act 2018.

Informed consent:

The person giving consent must understand why their image is being used, who may see it and any implications that may result from using or disclosing the image. Consent must be clearly given. Consent is good practice and can be expressed either verbally or in writing but consent in writing is recommended. Written consent is preferable because it reduces the scope for subsequent dispute.

**Individuals have the right to withdraw or limit consent at any time.**

Consent for images of groups:

**General images taken of groups, where individuals cannot clearly be identified, do not require organisations to obtain consent** from every person featured in the image. However, the fact that such images may or will be taken at any particular event should be made clear to people attending the event.

Consent for images of children and young people:

Consent for children and young people under the age of 16 must be sought from parents (this includes those with legal responsibility for the child). Young people over 16 years of age are usually considered to be competent to give consent and so consent must be sought from them directly, and if felt to be necessary, also from parents/carers.

Photography and filming at activities:

The Data Protection Act 2018 (DPA) and the GDPR do not prevent parents or other family members from photographing their children at activities. Settings are entitled to decide whether or not they allow photography to take place on their premises, however, it should not be banned for fear of breaching the DPA. The DPA and GDPR do not apply to parents or other family members taking pictures of their children for their own personal use, for example to go in a family photograph album. **When taking photographs, parents do not need to obtain the permission of the other parents in case their child appears in the picture.**

Inappropriate photography and filming:

When taking photographs or filming children and young people, the photographer must make sure that the children and young people are appropriately dressed. Attention should also be paid to using appropriate camera angles and the use of zoom etc. and cropping for all types of photography or filming.

If someone is suspected of taking inappropriate or unauthorised images, they should be asked to stop and leave the site. The incident should be recorded and, if appropriate, reported to the Police.

Basic Rules:

- The consent of parents/carers and young adults (who are of an age to give informed consent) will always be sought in writing for the use of images.
- Recording of images will take place within the context of the group/activity/event and those employed to record images of children and young people will not have unsupervised contact with children or young people.

- The photograph/recording should focus on the activity.
- All children and young people featured must be appropriately dressed.
- Children, young adults, and parents/carers will be informed that if they have concerns about inappropriate or intrusive photography/videography, these should be reported to the event leader and recorded and managed in the same manner as other child protection concerns.
- All concerns regarding inappropriate or intrusive photography should be reported to the appropriate individual within the Church and any relevant external agency e.g. Internet Watch Foundation, the Police etc.
- If a child/young person is named, avoid using their photograph.
- If a photograph is used, avoid naming the person. Personal details should never be revealed.
- The event leader must ensure that delayed streaming of images onto a website takes place. This provides an opportunity for the editing of inappropriate clips

### Template Notice (Filming & Photography at an Event)

The \_\_\_\_\_ [INSERT NAME OF PARISH],  
belongs to the Ukrainian Catholic Eparchy of the Holy Family, our registered address is:

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Please be aware that during private functions, there may be occasions when filming and photography occurs. All members, guests, staff, visitors and contractors are asked to act responsibly when filming or photography is taking place.

Please ensure that:

- You do not film or photograph children without parental consent.
- You inform people (generally at the start of an event) that filming and photography may occur
- You identify the areas where filming and photography is most likely to take place, or alternatively advise individuals of where they can sit and relax if they don't want to be filmed or photographed.
- If an individual does not want to be filmed or photographed and has made this clear, then please respect their rights.
- Following the event, please ensure that you obtain permission from individuals if you want to use their images on web sites, or other promotional or marketing material.

The \_\_\_\_\_ [INSERT NAME OF PARISH],  
does not accept liability for any loss or damage caused by the inappropriate use of images in any format following an event.

Please note that if you continue to film or photograph an individual against their will, then this may be regarded as harassment, and you will be asked to leave.

### Template Notice (Live-Streaming)

WE ARE USING A WEBCAM TO RECORD AND LIVE STREAM TODAY'S SERVICE TO HELP US SHARE OUR FAITH WITH OTHERS WHO ARE UNABLE TO ATTEND IN PERSON.

LIVE STREAMS AND PAST RECORDINGS ARE PLACED ON: \_\_\_\_\_  
[INSERT URL E.G. FACEBOOK PAGE] FOR THE GENERAL PUBLIC TO SEE. IF YOU HAVE ANY CONCERNS ABOUT THE USE OF LIVE STREAMING DURING A SERVICE OR DIVINE LITURGY, THEN PLEASE SPEAK TO \_\_\_\_\_ [INSERT NAME] WHO WILL PROVIDE YOU WITH ADVICE ABOUT THE BEST PLACE TO SIT AND/OR WHAT YOU SHOULD DO.

THE LIVE STREAMING OF DIVINE LITURGY AND SERVICES IN THIS BUILDING IS BEING CARRIED OUT IN PURSUIT OF OUR LEGITIMATE INTERESTS WHICH IS TO PROMOTE AND SHARE OUR FAITH.

## APPENDIX 6 – GUIDANCE ON MANAGING DRUGS-RELATED INCIDENTS

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It is vital that we send a clear message to children and young people that the possession or use of illegal/unauthorised drugs during Church activities is unacceptable and will be dealt with firmly, promptly, and fairly. Furthermore, that legal drugs such as medicines need to be managed appropriately and unauthorised possession of a legal drug is not permitted.

### Definitions:

Drugs refers to **ALL** drugs including medicines, volatile substances, alcohol, and tobacco. Drugs incidents in Church activities are far more likely to involve tobacco, alcohol, or volatile substances than illegal drugs.

### Behavioural Guidelines:

Information about acceptable behaviour regarding drugs should be provided to children and young people when behavioural guidelines are being drawn up for an event/activity. Children and young people should be given information about possible responses to drug related incidents. Parents/carers will be informed of any such incident.

Parents/carers should also be aware of this information and a written agreement entered into with them prior to the event that if their child is involved in a drugs incident and it is deemed necessary to send the child or young person home then the associated costs will need to be met by the parent/carer.

### Authorised Drugs:

Medicines or legal drugs such as tobacco are only legitimate in Church activities when they have been authorised by the event leader. Medicines should be managed systematically and be carefully stored/managed.

### Defining Incidents:

An incident is likely to involve suspicions, observations, disclosures, or discoveries of situations involving unauthorised drugs.

It could fit into the following categories:

- Drugs or associated paraphernalia is found on Church premises/during Church activities.
- A child or young person is found in possession of drugs or associated paraphernalia.
- A child or young person is found to be a recognised source of supply of drugs on Church premises/during Church activities.
- A child or young person is thought to be under the influence of drugs.
- A leader has information that the illegitimate sale or supply of drugs is taking place in the local area.
- A child or young person discloses that they are misusing drugs.

### Dealing with Medical Emergencies:

In every case of an incident involving drugs, the Church must place the utmost priority on safety, meeting any medical emergencies with first aid and summoning medical help before addressing further issues. If the event leader is in doubt, they should seek medical assistance immediately.

Unless they are unconscious, a child or young person may be intoxicated but no medical emergency may exist. Children and young people should be continually observed in case of changes in their condition.

It is recommended that arrangements are made with a parent/carer for the child or young person to be collected or escorted home.

#### Confiscation and Disposal of Illegal Drugs:

It is an offence under Section 8 of the Misuse of Drugs Act 1971 for the management of establishments to knowingly permit the supply and production of any illegal drugs on their premises.

The event leader should take temporary possession of any substance suspected of being an illegal drug for the purposes of protecting a child or young person from harm and to prevent an offence being committed in relation to that drug. The substance should be stored securely, and arrangements made for its disposal without delay. An adult witness should be present when confiscations occur, and a record should be kept of their details.

The event leader should not attempt to analyse or taste unknown or confiscated substances. If requested the police can advise on analysis, formal identification, and disposal of illegal drugs.

#### Confiscation of other Unauthorised Drugs:

Parents/carers should always be informed of any incident where unauthorised drugs such as alcohol, tobacco, volatile substances, and medicines have been confiscated. They may be given the opportunity to collect any alcohol, tobacco or medicines that have been confiscated. However, because of the level of danger posed by volatile substances, such as lighter fuel, glue or aerosols, the event leader may arrange for their safe disposal.

The police will not normally need to be involved in incidents involving legal drugs, but the event leader may wish to inform Trading Standards or the police about the inappropriate sale or supply of alcohol, tobacco or volatile substances to children and young people in the locality.

#### Establishing the Nature of an Incident:

The event leader should conduct a careful evaluation to judge the nature and seriousness of each incident. This may involve informing and consulting others as necessary e.g., the Police.

A range of factors may be relevant and need exploration to determine the seriousness and needs of those involved and an appropriate response. For example:

- Is the Drug legal or illegal?
- Is this a first or subsequent incident?
- What quantity of the drug was involved?
- Does the child or young person admit or deny allegations?

#### Responses:

A range of options is available to the event leader when responding to the needs of those involved in a drug related incident. Although not an exhaustive list possible responses include:

- Re-emphasis on behavioural guidelines.
- Drug education.
- Closer supervision.
- Referral to an external agency (in conjunction with parent/carer).
- Removal from a part of the event/activity.
- Permanent exclusion.



Responses should always aim to provide children and young people with the opportunity to learn from their mistakes and to develop as individuals. Any sanctions should always be justified in terms of:

- The seriousness of the incident.
- The identified need of the child or young person, other children and young people and the Church community.
- Consulting with agreed codes of behaviour and disciplinary action for breaches of other rules.

Confidentiality:

The event leader and other leaders cannot and should not promise total confidentiality to a child or young person who discloses drug use. They should seek advice from the Eparchial Safeguarding Office in such cases. The child or young person might be directed to sources of confidential information and advice external to the event/activity.

Recording an Incident:

The event leader should make a full record of every drug related incident using the Incident Report Form (Form CASE 6).

Informing Parents/Carers:

In any incident involving drugs, the event leader must involve the child or young person's parent/carer and explain how the incident was managed and agree a way forward.

## POSTERS

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Posters in this resource pack are English language only. Please contact the Safeguarding Office for Ukrainian versions.

THERE IS NO EXCUSE FOR HARM OR ABUSE.

# IS SOMETHING BOTHERING YOU?

SPEAK OUT. REACH OUT.  
WE'RE HERE TO HELP!



 SCAN ME



CONTACT THE **EPARCHIAL SAFEGUARDING OFFICE**  
IF YOU ARE WORRIED ABOUT SOMETHING OR  
SOMEONE WITHIN YOUR CHURCH.

E: [SAFEGUARDING@UCC-GB.COM](mailto:SAFEGUARDING@UCC-GB.COM)  
T: 020 7629 1534

# SAFEGUARDING



## NOTICE BOARD

**You can talk  
to us about  
anything that's  
troubling you**

 **We're here to listen 24/7**

**SAMARITANS**

**Call free on 116 123 or  
email [jo@samaritans.org](mailto:jo@samaritans.org)**

**Talk  
to us**

**we'll listen**

A registered charity

# TALK TOUS

If things are getting to you

FREE

116 123

This number is FREE to call round the clock



jo@samaritans.org



samaritans.org



SAMARITANS

A registered charity

WORRIED?  
YOU CAN TALK TO US



**Call Childline on 0800 1111  
or visit [childline.org.uk/kids](https://childline.org.uk/kids)**

Whatever your worry,  
you can talk to us. It's free,  
you don't have to tell us  
your name, and you can  
chat about anything.

**childline**

ONLINE, ON THE PHONE, ANYTIME

Childline is a service provided by the NSPCC, © National Society for the Prevention of Cruelty to Children (NSPCC) 2023. Registered charity (England and Wales 239405, Scotland 50037717 and Jersey 394). Illustration by Shutterstock / J20211120 NG2811



NEED A PLACE TO  
**GET AWAY**  
FROM IT ALL



### FEEL SAFE WITH CHILDLINE

Whatever's going on in your life, our counsellors are here to listen. Chat with one of our counsellors online, on the phone or, if you're D/ deaf, through a British Sign Language interpreter. It's free, confidential and we'll make you feel at ease.

# childline

ONLINE, ON THE PHONE, ANYTIME  
childline.org.uk | 0800 1111

Childline is a service provided by the NSPCC. ©National Society for the Prevention of Cruelty to Children (NSPCC) 2021. Registered charity England and Wales 216401. Scotland SC037717 and Jersey 384. Illustration by Toby Triumph. J20211120. NS2913



He  
makes  
me  
feel  
used  
wanted  
pressured

**Feeling conflicted?  
We're here to listen.**

Sometimes, they tell you how much they love you. Other times, they ask you to do things you don't want to do.

No matter your situation, we're here when you're ready. We're non-judgemental and confidential, 24/7.

Scan to find  
out more



**childline**



**Childline full story**

Childline is a service provided by the NSPCC. ©NSPCC 2022. Registered charity England and Wales 226405. Scotland SC037737 and Jersey 284. Photography by Jake Woodman. The young person pictured is a model. J2021096

She  
makes  
me  
feel  
pressured  
loved  
threatened

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**childline**



**Childline full story**

Childline is a service provided by the NSPCC. ©NSPCC 2022. Registered charity England and Wales 216401, Scotland SC037717 and Jersey 384. Photography by Jude Watkinson. The young person pictured is a model. J20221099



# If you're experiencing abuse, we're here to **help**

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**chat to us**

Connect to a support worker with our **Live Chat** service.



**email**

Send an email to one of our **support workers**. We will reply within 5 working days.



**forum**

Speak to other women in our **supportive community** of survivors.



**survivor's handbook**

Get help on **housing, safety planning**, dealing with police and more.

For more information visit  
**[www.womensaid.org.uk](http://www.womensaid.org.uk)**

Women's Aid is a registered charity in England No. 1054154

**women's aid**  
until women & children are safe



# Come Together To End Domestic Abuse

**Coming together** across society and  
communities to **end domestic abuse**

## Does your partner:

- isolate you from friends and family?
- deprive you of food or heating?
- monitor your time?
- check up on what you do online?
- take control over aspects of your everyday life, telling you where you can go, who you can see, what you can wear and when you can sleep?
- stop you from getting medical help or support?
- repeatedly put you down, such as saying you're worthless?
- humiliate or degrade you?
- control your money and access to your home?
- make threats or intimidate you?

“

It can be easy to miss the signs of a coercive, abusive relationship. I didn't know the signs, but I want to make sure that other women do. Please know there is help if you need it.

**Mel B, patron of  
Women's Aid**

Support is available at:  
**[www.womensaid.org.uk](http://www.womensaid.org.uk)**

**You are not alone.**

**#EndAbuseTogether**

**women's aid**  
until women & children are safe

# Scared of your partner or ex?

**Talk to us any time, day or night.**

Freephone 24 hour National  
Domestic Abuse Helpline

**0808 2000 247**

Confidential,  
non-judgmental support


Or reach us online:  
[www.nationalDAhelpline.org.uk](http://www.nationalDAhelpline.org.uk)

**Refuge**



For women and children.  
Against domestic violence.

Registered Charity Number 274281



**Are you a  
man  
suffering from  
domestic abuse?**



**You are not alone**

**One in every six men will be a victim  
of domestic abuse in their lifetime**

**Please call the ManKind Initiative's helpline and speak to our dedicated team  
who can provide support and information**

**National Helpline for Men 01823 334244  
Weekdays 10.00am – 4pm**

**[www.mankind.org.uk](http://www.mankind.org.uk)**

**ManKind**  
Initiative 

Charity Number 1089547



# Parenthood...

The most rewarding job in  
the world

And also the toughest

Need some advice about your  
child's behaviour or emotions?

Contact YoungMinds'  
Parents Helpline  
**0808 802 5544**  
[youngminds.org.uk/parents](http://youngminds.org.uk/parents)



# YOUNGmINDS

# Worried about how you're feeling?



Visit [youngminds.org.uk](https://youngminds.org.uk) for  
information on getting the support  
you need and practical tips from  
young people just like you.

**YOUNG**MINDS





## Are you concerned about child sexual abuse?

Call the confidential and anonymous Stop It Now! helpline if you're worried about your own thoughts or behaviour towards children, or worried about what another adult or young person is doing.

**Helpline 0808 1000 900**

Mon to Thurs: 9am-9pm Fri: 9am-5pm

**[stopitnow.org.uk/helpline](https://stopitnow.org.uk/helpline)**

Live chat and messaging service available

**Stop It Now!**

UK & IRELAND

Helping prevent  
child sexual abuse



## Need advice to help keep your child safe from sexual abuse?

Visit the Parents Protect website for support and advice to help protect your child offline and online. Learn how to make a family safety plan, how to spot the warning signs of abuse and how to respond.

[parentsprotect.co.uk](https://parentsprotect.co.uk)

This project is run by The Lucy Faithfull Foundation, the only UK charity dedicated solely to preventing child sexual abuse.

**Parents Protect**

**Together we can prevent  
child sexual abuse**



# Support for survivors of church-related abuse

**Safe Spaces** is a **free, independent support service**, providing a **confidential**, personal and safe space for **anyone who has been abused by someone in the Church** or as a result of their relationship with the Catholic Church of England and Wales, the Church of England, or the Church in Wales.

**Safe Spaces** is open to anyone over 18 who has suffered any type of abuse, regardless of whether the abuse was recent or in the past. You do not have to have reported to the Church or the Police and you don't need to be an active member of the Church to access support.

*Support is provided Nationally through our **FREE Helpline** and **Live Chat** for as long as it is needed.*

**email:** safespaces@victimsupport.org.uk



# 0300 303 1056

**OPENING TIMES:** Monday, Tuesday, Wednesday, Friday and Saturday: **10.00am - 6.00pm**  
Thursday: **12.00pm - 8.00pm** CLOSED on Sundays

[www.safespacesenglandandwales.org.uk](http://www.safespacesenglandandwales.org.uk)



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