

SAFEGUARDING POLICY AND PROCEDURES

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SECTION ONE - SCIAF'S VALUES, PRINCIPLES AND COMMITMENTS

1. THE IMPORTANCE OF SAFEGUARDING CHILDREN AND VULNERABLE ADULTS

SCIAF's Vision, Mission and Values statement sets out our commitment to the rights and dignity of each person; this includes children and vulnerable adults. We are aware of the need to make explicit and visible our determination that SCIAF's work and activities must promote the safety and security of children and vulnerable adults.

The safeguarding policies and procedures of SCIAF are annually audited by the Scottish Catholic Safeguarding Service.

Our commitment to safeguard children and vulnerable adults:

Policy Statement agreed by the Bishops' Conference of Scotland safeguarding the welfare of children and vulnerable adults:

“The Catholic Church in Scotland is concerned with the lives, safety, wholeness and well-being of each individual person within God's purpose for everyone.

It seeks to safeguard the welfare of people of all ages who are involved in whatever capacity with the Church and its organisations.

As a Church community, we accept that it is the responsibility of all of us, ordained, professed, paid and voluntary members, to work together to prevent the physical, sexual, emotional abuse or neglect of children and vulnerable adults .”

SCIAF is concerned with the lives, safety, wholeness and well-being of each individual person within God's purpose for everyone.

We are committed to safeguarding the welfare of children and vulnerable adults who are involved in whatever capacity with SCIAF and its partners and associates.

We believe it is the responsibility of everyone associated with SCIAF and beyond to work together to prevent the physical, sexual, emotional abuse or neglect of children and vulnerable adults.¹

¹ Adapted from Awareness and Safety in Our Catholic Communities, SCSS (2007 and revised 2014)

1.1 Why does SCIAF need a Safeguarding Policy?

To protect children and vulnerable adults:

- Internationally, SCIAF works in partnership with a wide range of local and national organisations often working in very difficult situations, for example, in post conflict countries or in regions with high levels of HIV prevalence and large numbers of vulnerable children and adults
- In Scotland we work in schools and with children who need to be reassured about their safety and to know what they can expect from SCIAF.

To protect staff & volunteers and relevant others:

- All staff and volunteers and relevant others (such as paid consultants, journalists, overseas visitors etc. - hereby this group are referred to in this policy as 'relevant others') working for SCIAF potentially have contact with children and vulnerable adults , either directly or indirectly
- By implementing this policy, all staff, volunteers and relevant other representatives will have clear guidance on their own behaviour around children and vulnerable adults
- And what to do if they are told of, or notice, inappropriate behaviour on the part of others.

To protect the organisation

As a Catholic agency, SCIAF is aware of the particular need for the Church and all its agencies to demonstrate good practice in this area, including having a Safeguarding Policy and ensuring it is implemented.

To prevent harm or abuse

- Through safe recruitment and regular professional training.

Although no policy or guidelines alone can offer complete Safeguarding for children or vulnerable adults, following this policy will minimise the risk to children and vulnerable adults of abuse and exploitation and help keep staff, volunteers, relevant others and SCIAF itself safe.

1.2 Definitions

Child

In the context of work with Children in the Catholic Church a "child" is defined as anyone under eighteen years of age at the time when an offence or alleged offence took place. As per the Protection of Vulnerable Groups (Scotland) Act 2007 children with additional needs or children subject to supervision requirements, the upper age limit from protecting from abuse may be extended.

SCIAF's work is also guided by the UN Convention on the Rights of the Child which also defines a child as below the age of eighteen years unless under the law applicable to the child, majority is attained earlier².

Vulnerable adult

Within a UK context a **vulnerable adult is defined as a person aged 18 or over,**

*'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.'*³

All adults may be from time to time. An individual who may be:

- Elderly and frail
- Has a mental health disorder including dementia or a personality disorder
- Has a physical or a personal disorder
- Has a severe physical illness
- Is a substance misuser
- Is an unpaid carer
- Is homeless, displaced or exploited
- Has a learning disability

SCIAF's policy applies to all children and vulnerable adults with whom SCIAF has contact regardless of gender, religion or ethnicity. SCIAF has in place other employment and organisational policies that complement the Safeguarding Policy and help ensure the safety of everyone. These include the Equal Opportunities Policy and the Health and Safety Policy.

1.3 Safeguarding Children & Vulnerable Adults - what does it mean?

All children and vulnerable adults deserve the opportunity to achieve their full potential. The following outcomes are central to their wellbeing⁴ – children and vulnerable adults need to be:

- safe
- nurtured
- healthy
- active
- respected
- responsible
- achieving.

² Article 1, UN Convention on the Rights of the Child

³ (*'Who decides'*) Lord Chancellor's Department 1997 and Section 2 *'No secrets'*, Department of Health and the Home Office 2000)

⁴ Extracted/adapted from *'Vision for Children'*, The Scottish Executive 2004

To achieve this, children and vulnerable adults need to feel loved and valued, and be supported by a network of reliable and affectionate relationships, principally within their family groups. If they are denied the opportunity and support they need to achieve these outcomes, children are at increased risk not only of an impoverished childhood, but also of disadvantage and social exclusion in adulthood. Abuse and neglect pose particular problems.

Safeguarding and promoting the welfare of children and vulnerable adults is defined as:

- Protecting children and vulnerable adults from maltreatment
- Preventing impairment of children and vulnerable adults' health and development
- Ensuring that children are growing up with safe and effective care
- Ensuring that vulnerable adults receive safe and effective care
- Enabling children to have optimum life chances and enter adulthood successfully
- Enabling vulnerable adults to have optimum life chances.

Safeguarding is a part of safeguarding and refers to the activities undertaken to protect specific children and vulnerable adults who are suffering or are of suffering Significant Harm (ill-treatment, including physical, sexual and other forms of abuse, or the impairment of health or development).

Effective safeguarding is essential as part of wider work to safeguard and promote the welfare of children. However, all agencies and individuals should aim proactively to safeguard and promote the welfare of children and vulnerable adults so that the need for action to protect them from all risk of harm is reduced.

1.4 Who is this policy for?

The policy is for all SCIAF's Board of Directors, paid staff, volunteers, relevant others (such as paid consultants or journalist doing SCIAF work) and any staff or volunteers of a partner involved in the delivery of one of our projects or programme that SCIAF works with internationally. The policy also communicates to others outside SCIAF how we work in relation to the protection of children and vulnerable adults.

1.5 Who does the policy apply to?

The Policy applies to the Board of Directors, all staff as part of their contractual obligations to SCIAF, volunteer and relevant others. It also applies to all partners and their volunteers who work with SCIAF or in SCIAF's name.

1.6 Purpose of the policy

This document outlines:

- A Policy Statement, which represents a public declaration of SCIAF's intent to safeguard children and vulnerable adults
- A Code of Conduct which details the standards of behaviour SCIAF expects of its staff and others in their dealings to safeguarding
- A Framework for Action which provides a clear process by which concerns regarding actual or likely abuse may be raised.

The policy sets out a mandatory internal reporting requirement, which means all concerns must be raised through the line management chain as described in the policy. The policy makes very clear the responsibilities of staff and others under this policy, and also highlights the fact that failure to act in accordance with the provisions set out in the policy may result in disciplinary action or whatever action is appropriate given the circumstances. This should be done in close cooperation with the police and statutory authorities in Scotland and appropriate authorities and agencies overseas.

The policy will be reviewed annually after the compulsory training for all staff has taken place. Minor changes to the policy and procedure will be approved by the Director. If significant changes are required then the policy will be approved by the Board of Directors. Otherwise the policy will be approved every two years by the Board of Directors.

2. SCIAF'S SAFEGUARDING POLICY STATEMENT⁵

2.1 SCIAF recognises the personal dignity and rights of children and vulnerable adults towards whom it has a special responsibility and a duty of care and respect. SCIAF, its Board of Director and all its staff and volunteers and relevant others, undertake to do all in our power to create a safe environment for everyone and to prevent all physical, sexual or emotional abuse. SCIAF is committed to acting at all times in the best interests of everyone, seeing these interests as paramount. We will do this by:

2.1.1 Awareness:

- Ensuring that all staff, volunteers and relevant others are aware of the problem of child abuse and the risks to children
- Setting in place, implementing and regularly monitoring and reviewing procedures to protect children and vulnerable adults. These procedures cover as a minimum SCIAF's recruitment practice, staff induction and training, and management responsibilities
- Ensuring safeguarding awareness and locally appropriate policies and procedures are developed and implemented in international programmes by our offices overseas and with our partners.

2.1.2 Prevention:

- Ensuring, through awareness and good practice, that staff, volunteers and relevant others minimise the risks to children and vulnerable adults
- Adopting a code of conduct for all staff, volunteers and relevant others and ensuring they are aware of it and the consequences of failing to adhere to it.

⁵ Modelled on the policy statement recommended by Caritas Internationalis in their Child Safeguarding Policy Framework, 2004 and is consistent with the Policy Statement in Awareness and Safety in Our Catholic Communities, SCSS (2007 revised 2014).

2.1.3 Reporting:

- Ensuring that staff, volunteers and relevant others are clear what steps to take where concerns arise regarding the safety of everyone
- Ensuring that any allegations of abuse are promptly and properly dealt with, victims supported and perpetrators held to account.

2.1.4 Responding:

- Ensuring that action is taken to support and protect children and vulnerable adults where concerns arise regarding possible abuse or harm
- Ensuring that any allegations of abuse are promptly and properly dealt with, victims supported and perpetrators held to account
- Ensuring that SCIAF works closely with Catholic Church's safeguarding structures at all levels and with the police and other statutory agencies when necessary.

3. THE CHILD AND VULNERABLE ADULTS SAFEGUARDING CODE OF CONDUCT⁶

SCIAF is committed to creating and maintaining an environment which promotes its core values and prevents abuse and sexual exploitation. SCIAF's Board of Directors, employees, volunteers, partners and relevant others are expected to uphold the dignity of project participants served by us, and any other children or vulnerable adults we may come into contact with in our daily work, by ensuring that their personal and professional conduct is of the highest standard at all times.

SCIAF condemns all forms of abuse and sexual exploitation. Abuse occurs when adults or other children hurt children or vulnerable adults either physically or in some other way. Definitions of abuse and sexual exploitation are included in Annex A.

All staff, volunteers and relevant others will be asked to sign the Safeguarding Code of Conduct which can be found in Annex B. There are also some simple rules and procedures that will ensure we do as much as we can to keep children and vulnerable adults safe and will minimise the risk of an incident being alleged. It is important that staff and volunteers specifically check that they are being implemented in any event which involves children or vulnerable adults.

It is important for all staff, volunteers and relevant others in contact with children and vulnerable adults to:

- be aware of situations which may present risks and manage these

⁶ Adapted from the Caritas Internationalis Code of Conduct to Safeguarding Children and Young People from Abuse and Sexual Exploitation and Awareness and Safety in Our Catholic Communities: A Summary of Good Practice for Paid and Voluntary Workers SCSS (2007 and revised 2014)

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- plan and organise the work and the workplace so as to minimise risks
 - as far as possible, be visible in working with children and vulnerable adults
 - ensure that a culture of openness exists to enable any issues or concerns to be discussed
 - ensure that a sense of accountability exists between staff so that poor practice or potentially abusive behaviour does not go unchallenged
 - talk to children and vulnerable adults about their contact with staff or others and encourage them to raise any concerns
 - empower children and vulnerable adults - discuss with them their rights, what is acceptable and unacceptable, and what they can do if there is a problem.

Staff, volunteers and relevant others must never:

- hit or otherwise physically assault or physically abuse anyone
- develop physical/sexual relationships with children or vulnerable adults
- develop relationships with children or vulnerable adults which could in any way be deemed exploitative or abusive
- act in ways that may be abusive or may place anyone at risk of abuse or harm.

Staff, volunteers and relevant others *must* avoid actions or behaviour that could be construed as poor practice or potentially abusive. For example, they should never:

- use language, make suggestions or offer advice which is inappropriate, offensive or abusive
- behave physically in a manner which is inappropriate or sexually provocative
- spend excessive time alone with children or vulnerable adults away from others
- take children or vulnerable adult to your home, especially where they will be alone with you.
- have a child/children or adult(s) with whom they are working to stay overnight at their home unsupervised
- sleep in the same room or bed as a child or vulnerable adult with whom they are working
- do things for children or vulnerable adult of a personal nature that they can do for themselves
- condone, or participate in, behaviour of children or vulnerable adults which is illegal, unsafe or abusive
- act in ways intended to shame, humiliate, belittle or degrade children or vulnerable adults, or otherwise perpetrate any form of emotional abuse

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- discriminate against, show differential treatment, or favour particular children or vulnerable adults to the exclusion of others.

3.1 Do no harm statement in relation to safeguarding:

SCIAF commits to ensure our safeguarding policies and procedures seek to avoid, minimise, or mitigate adverse impacts that may result from our humanitarian and development interventions – the “Do no Harm” principle. Thus we will strive to ensure that the contact we have with children and vulnerable adults does not add to the burden of suffering they already endure. In the context of safeguarding, the “Do No Harm” principle refers to every aspect of our work to safeguard children and vulnerable adults and the communities they live in. It refers to our actions across the different departments and functions of the organisation. Therefore we will strive to mitigate risks that could result from all our operations such as our overseas programming, media and communications, fundraising, outreach work in schools and parishes etc. Risks associated with our operations are picked up via processes and procedures associated with the different functions of the organisation. For example the guidance on misuse of images developed by our Communications department.

SECTION TWO - VALUES INTO ACTION: GOOD PRACTICE PROCEDURES FOR PREVENTION AND SAFEGUARDING

4. PROMOTING GOOD PRACTICE IN THE UK AND INTERNATIONALLY

4.1 Child and vulnerable adults safeguarding and our work in Scotland

4.1.1 The Schools' Programme

SCIAF has a Schools' Programme in Scotland which, through around 200 schools visits per annum, directly involves staff and volunteers coming into contact with large numbers of children. This work takes place within the good practice guidance provided by the Scottish government⁷

- SCIAF's expectation is that contact with children in schools by staff and volunteers, will be supervised by school staff
- SCIAF expects staff and volunteers to minimise the likelihood of situations occurring in which they are the lone adult with one or more children, for example by having another adult present when giving children a lift in a car. If such situations are unavoidable, precautionary measures should be taken, for example leaving the door to the room open or moving to an area where you will be in plain view of others. For further guidance see Section 4 of Awareness and Safety in Our Catholic Communities, NOPCVA (2007)
- In any activity or event involving children which SCIAF has directly organised, a member of staff will be designated as the DSL (Designated Safeguarding Lead) or at the minimum be attended by a member of staff who has received Safeguarding training
- SCIAF undertakes to ensure that all staff, volunteers and relevant others, whose work might involve contact with children, will have completed additional recruitment procedures and have obtained a satisfactory Enhanced PVG Check from Disclosure Scotland
- SCIAF staff, volunteers and relevant others involved in Schools Programme, or who may have contact with children as part of their work, will receive Safeguarding training and annual refresher training
- SCIAF also welcomes overseas partners to work with SCIAF supporters in Scotland. Any SCIAF partners or other international visitors will be briefed on SCIAF's child and vulnerable adults safeguarding policies and procedures if their visit might involve contact with children or vulnerable adults. A

⁷ Safe and well: Good practice in schools and education authorities for keeping children safe and well 2005

member of SCIAF staff or a volunteer will be present with the partner in any work involving children or vulnerable adults

4.1.2 Other contact with children and vulnerable adults in our work in Scotland

SCIAF staff, volunteers and relevant others may also come into contact with children and vulnerable adults through our fundraising, campaigning and general work. For the avoidance of doubt, this policy applies to all staff, volunteers and relevant others who should be recruited according to the guidance in this policy and should be asked to sign and abide by the Code of Conduct.

4.2 Child and vulnerable adults in our international work

SCIAF aims to promote good safeguarding practice, in order to create a positive culture and practice in relation to the safety of children in development and humanitarian programmes. We will do this in the following ways:

4.2.1 With SCIAF staff, volunteers and relevant others:

- SCIAF will use the good practice procedures, nationally agreed in Scotland and in line with international good practice, to support SCIAF staff in dialogue with partners
- SCIAF will ensure procedures/guidelines are in place for its staff who observe or are alerted to actual or potential safeguarding concerns overseas. These will cover actions to be taken and will identify appropriate SCIAF staff to contact.

4.2.2 With partners:

- SCIAF will work to ensure there is a process of engagement with partners on safeguarding issues to ensure mutual learning and development of good practice, especially in those partners where there may be particular risks or issues in relation to safeguarding children
- SCIAF will strive to assist partners in the development of their policy and in strengthening their response to safeguarding concerns
- SCIAF will consider capacity building work for the purpose of developing child and vulnerable adults safeguarding policies and procedures in partner organisations. This could include supporting SCIAF staff to work as facilitators in the development of this process
- SCIAF will explore and develop shared understanding with partners in relation to the UN CRC and customary law and practices
- SCIAF will share tools and standards with partners.

SCIAF encourages partners to:

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- Share their views and experiences with SCIAF staff and understand SCIAF's standpoint on safeguarding
 - Express a commitment to safeguarding issues by ensuring child and vulnerable adults safeguarding policies are based on the UN CRC, as a minimum standard
 - Commit themselves to examine safeguarding issues within their context, particularly those directly linked to their work
 - Implement a Safeguarding policy through their employment practices, programme/project planning and general awareness raising of staff and beneficiaries.

4.2.3 Testimonials

- All overseas visitors to SCIAF must have a letter of recommendation from their local Bishop (in the case of clergy) and/or their Board of Directors (if NGO) stating that person is trustworthy and has no known criminal record/complaint against them in relation to safeguarding or other issues i.e. corruption and that they are basically recommending them to visit SCIAF and have no concerns around the behaviour of the person. In relation to clergy, this letter should be sent directly to the Archbishop of Glasgow. Please see Appendix 6: Testimonial Letter
- All overseas visitors should receive our Safeguarding Policy and asked to sign the code of conduct stating they have read and understood it before undertaking SCIAF work
- On arrival at SCIAF, a member of the Safeguarding Advisory Group would review the Safeguarding Policy as well as give advice to make sure they understand fully its implications
- All overseas visitors will be accompanied at all times on visits to schools and parishes and at no time will be left alone with children or adults during SCIAF business
- If visitors want to stay longer in the country it should be pointed out to them and their superiors that SCIAF is not accountable for their behaviour and conduct out with the scheduled official visit.

5. RECRUITMENT OF STAFF AND VOLUNTEERS

Like any responsible body, SCIAF must exercise a proper “duty of care” in its recruitment of paid staff and volunteers, particularly those who are being appointed to positions giving access to children and vulnerable adults. Moreover, the Safeguarding of Children (Scotland) Act 2003 makes it an offence for an organisation to appoint someone in a child care position who is on

the “Disqualified from Working with Children List”. The Safeguarding Vulnerable Groups (Scotland) Act 2007 and the new Safeguarding of Vulnerable Groups Scheme mean that a similar offence has been created in relation to the appointment to positions giving access to protected adults.

Failure to take advantage of these disclosures to check relevant information about suitability is likely to be seen as a failure in the “duty of care” and could also put those making appointments in a position of having committed an offence. Therefore, the whole selection and recruitment process for paid staff and volunteers who work with children, in a child care position (as defined in Schedule 2 of POCSA) and protected adults (as defined in Part V of the Police Act 1997) must include a PVG Check.⁸

The need for a PVG Check should be based on the extent and nature of the contact with children and vulnerable adults. Positions that should be subject to a PVG Check include those involving a direct role in relation to children and vulnerable adults, either in groups or one to one situations, on a regular basis or for a period of time.

SCIAF’s normal recruitment and employment policies and procedures already provide the framework for good practice set out in ‘Protecting Children: A Code of Good Practice 1995, for voluntary organisations. SCIAF has reviewed and strengthened its policies in the light of the principles and outcomes described in the 2007 ‘Safer Recruitment Through Better Recruitment’ produced by the Scottish Executive.

SCIAF will ensure that our employment and recruitment procedures and practices for overseas posts refer to both the Caritas Internationalis Code of Conduct and the international agencies’ Keeping Children Safe.

SCIAF will identify posts in which direct or unsupervised contact with children is possible or likely and ensure that extra care is taken in dealing with applications for such posts: candidates will be asked to describe their previous experience of working with children and vulnerable adults, to provide two referees who can comment on their work with children and vulnerable adults. In addition to this, prospective job applicants or volunteers who apply to work with SCIAF and who will work directly with children and vulnerable adults whilst employed or volunteering with SCIAF, will be required to complete an Enhanced PVG Check. This will happen with both internal and external candidates.

1. Adverts and job descriptions for identified posts will include a reference to SCIAF’s commitment to child and vulnerable adults safeguarding and our Safeguarding Policy.
2. Job offers made in relation to identified posts will be subject to a self-disclosure, satisfactory clearance from checking of statutory records, including an Enhanced PVG Check from Disclosure Scotland where relevant, and satisfactory verification of qualifications and work history.
3. A parallel practice will operate with regard to volunteers. Any volunteers who are recruited or designated for work with schools or with children, will be asked to complete an

⁸ Adapted from Awareness and Safety in Our Catholic Communities SCSS (2007 and revised 2014)

application form, a Self Declaration, an Enhanced PVG Check from Disclosure Scotland and to provide two referees.

4. SCIAF has an arrangement with the National Safeguarding Coordinator (NSC) for the Scottish Catholic Safeguarding Service (SCSS) and with Diocesan Safeguarding Advisers (DSAs) to act on SCIAF's behalf in obtaining PVG Checks from Disclosure Scotland.

6. ENSURING AWARENESS AND PREVENTION

- SCIAF's commitment to safeguarding will be stated in appropriate corporate documents and on our website. SCIAF will make its policy and procedures available to anyone who requests them
- All staff and volunteers will be required to sign the Code of Conduct
- SCIAF will ensure that all staff attend a detailed briefing session on Safeguarding Policy and have access to a copy. This is also included in the induction programme for all new staff and for volunteers who may have contact with children and vulnerable adults
- All managers have the responsibility for ensuring that the staff they manage are aware of the policy, and for reminding them of its provisions when the need arises. Managers of identified posts must take part in safeguarding training
- The training needs of staff in identified posts will be assessed and relevant training provided using national agreed resources for our work in Scotland
- Staff in sections or teams whose work involves frequent face to face contact with supporters, or presence at local or national events, should ensure they are familiar with the detail of this policy. They should also know the identity and contact details of the relevant DSA and SCIAF Safeguarding Officer and have contact details for statutory authorities including Social Services and the Police
- The Volunteer & HR Co-ordinator is designated as SCIAF's Safeguarding Officer
- Any SCIAF staff planning events should ensure that safeguarding issues are considered as part of the risk analysis and/or health and safety arrangements
- In planning or co-ordinating multi-agency or coalition or network organised events and activities, SCIAF will ensure that all safeguarding considerations have been taken into account if relevant
- SCIAF will always fundraise with the best interests of all supporters at heart and will commit to following the Code of Fundraising Practice which can be found here:

<https://www.fundraisingregulator.org.uk/1-0-key-principles-behaviours/>

“Fundraisers MUST take all reasonable steps to treat a donor fairly, enabling them to make an informed decision about any donation. This MUST include taking into account the needs of any potential donor who may be in a vulnerable circumstance or require additional care and support to make an informed decision.”

7. DEALING WITH ALLEGATIONS AND CONCERNS⁹

SCIAF recognises that **allegations** (i.e. when a specific allegation of abuse is made against a named individual) and **concerns** (i.e. when concern is expressed about abuse that may have taken place or be in prospect) should always be taken seriously and acted upon swiftly, making the welfare of children the paramount consideration.

The principle of 'best interests of the child' and the desire to secure the best outcomes for the child should always govern decisions regarding what action to take in response to concerns.

Any information offered in confidence should be received on the basis that it will be shared with relevant people in authority: this might include a SCIAF Safeguarding Officer, DSA and/or, if appropriate, safeguarding personnel in statutory agencies. Parents or carers will also be informed if appropriate and in cooperation with statutory authorities or relevant agencies. Apart from this, confidentiality will be observed.

If a child or vulnerable adult tells you they are being, or have been, abused:

- Listen to and accept what the child or vulnerable adult says
- Immediate action must be taken to ensure the child or vulnerable adult's safety
- Do not investigate and do not inform, question or confront the alleged abuser
- Take the alleged abuse seriously
- Reassure the child or vulnerable adult that they have done the right thing by telling you
- Let them know you need to tell someone else. Do not promise total confidentiality
- Let the child speak or vulnerable adults freely but do not press for information
- Let the child or vulnerable adult know what you are going to do next and that you will let them know what happens
- Record carefully what you have heard whilst it is still fresh in your mind. Include the date and time of your conversation and any incident disclosed. For incidents in Scotland the form in Section 5 of Awareness and Safety in Our Catholic Communities, SCSS (2007 and revised 2014). For incidents overseas please use the form in Annex C

If any member of staff or volunteer suspects abuse, or if a child or vulnerable adult makes a disclosure, or if a person external to SCIAF reports a suspicion or allegation relating to SCIAF staff, volunteers or activities, the following steps should be taken:

- Avoid any delay

⁹ For more information refer to Section 5 of Awareness and Safety in Our Catholic Communities, SCSS (2007 and revised 2014).

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- Report to the Safeguarding Officer for SCIAF or in their absence another member of the SCIAF Safeguarding Advisory Group
 - If the suspicion or allegation relates to activities or persons working in a school, parish or diocesan setting, ensure that the relevant representative from the school or the DSA is also informed
 - The Safeguarding Advisory Group will ensure appropriate follow up. If urgent action is required to protect children this should be done immediately.

No staff member or volunteer will prejudice their own standing or position within SCIAF by responsibly reporting potential or suspected child abuse

8. SCIAF'S MANAGEMENT RESPONSIBILITIES AND HOW WE WILL ACT

See Appendix 5: Flow Chart: Procedure for Complaint Handling for full process.

SCIAF's Safeguarding Advisory Group comprised of the Head of the Integral Human Development Department, the Head of Central Services, an HR Advisor and a Schools Officer is responsible for managing safeguarding within the organisation, regularly reviewing and improving systems, policies and procedures and overseeing the handling of safeguarding cases. The group meets quarterly and is overseen by the Director who regularly participates in meeting. (Appendix 10 – Terms of Reference for SCIAF's Safeguarding Advisory Group).

If a member of staff is the subject of an allegation of child abuse or abuse of a vulnerable adult, that staff member will be asked to take leave from their duties on full pay until an investigation has been completed. If a SCIAF volunteer or relevant other (i.e. paid consultant or journalist working on behalf of SCIAF) is the subject of an allegation of child abuse, that volunteer or relevant other will be asked to withdraw from their work until an investigation has been completed. In both cases, it should be made clear that suspension does not imply guilt but rather protects all parties whilst an investigation is undertaken.

Sexual violence and child abuse are first and foremost a personal tragedy for the people who have been harmed. In the event of any allegations, our first concern will always be to care for their emotional, physical, psychological and social well-being. SCIAF undertakes to provide support for the alleged victims, witnesses and the alleged abuser whilst an investigation is carried out. SCIAF will also seek to ensure that any continuing support needed after a situation has been resolved is made available.

If a disclosure of abuse takes place in which the alleged abuser is a member of SCIAF staff, a volunteer or relevant other, or the incident has taken place on SCIAF premises or in connection with SCIAF activities, SCIAF will inform the police and statutory authorities. If a suspicion is expressed, SCIAF will undertake a risk assessment and then take appropriate action, which may involve contacting statutory authorities.

We will then conduct a thorough internal investigation to establish what happened and determine how the case should be handled in accordance with our policies and procedures. The aim of this investigation is to determine whether there was a breach of code of conduct or

of the policy and procedures. It is not a criminal investigation into the allegations of abuse in order not to prejudice the policy investigation and subsequent prosecution.

If an allegation of abuse is made involving a member of SCIAF staff, this allegation, together with a record of the investigation undertaken and the outcome, will be recorded in a separate personal file. Confidentiality regarding these records will be scrupulously maintained and information will only be released to the line management of the staff member concerned or to those in positions of authority externally who have reason to need it for the safeguarding of children or vulnerable adults. Records will be kept for 100 years.

After the case has been investigated internally, SCIAF will conduct a learning reflection of its management of the case. Key learning points will be incorporated in appropriate policy and practice.

8.1 Complaint Handling

If you suspect a child or vulnerable adult is being physically, sexually or emotionally abused you should report your suspicions on SCIAF's Allegation/Concern Report Form and pass it immediately to SCIAF's Safeguarding Co-ordinator or in their absence another member of the SCIAF Safeguarding Advisory Group.

If a child or vulnerable adult discloses to you abuse by someone else you should listen, offer support, understanding and reassurance whilst explaining you have to tell appropriate people. As soon as possible you should report your suspicions on SCIAF Allegation/Concern report form and pass it immediately SCIAF's Safeguarding Co-ordinator or in their absence another member of the SCIAF Safeguarding Advisory Group. In all cases:

- Take emergency action if required – contact police/social services/medical services immediately as required if it is an emergency situation
- Record everything that was said, including dates, times of conversation and any incidents disclosed
- You must refer
- You must not investigate.

8.2 Partners Reporting

If a complaint is from someone overseas about one of SCIAF's partners, it should be referred to SCIAF's Safeguarding Advisory Group who will note this issue on a log. The Safeguarding Advisory Group will follow up with the partner to ensure that the case has been reported to the relevant bodies and is being managed appropriately. All such issues will be escalated to the Director and Board. The Safeguarding Advisory Group will inform the appropriate regulatory bodies and the donor as required.

SCIAF undertakes to provide support for the alleged victims, witnesses and the alleged abuser whilst an investigation is carried out. SCIAF will also seek to ensure that any continuing support needed after a situation has been resolved is made available.

If a member of SCIAF staff, volunteer or anyone else associated with SCIAF work in some recognisable capacity is found to have committed acts in relation to children or

vulnerable adults which are criminal or which contravene in a serious way the principles and standards set out in this policy, SCIAF will refer these to the appropriate authorities and will also take disciplinary and/or any other action which may be appropriate to the circumstances, such as termination of contracts and the ending of volunteering relationships. SCIAF has a legal obligation to refer the person being removed from contact with children to the Disqualified from Working with Children and/or Working with Adults List and to any relevant professional bodies.

9. SCIAF COMMUNICATIONS ABOUT CHILDREN AND VULNERABLE ADULTS ¹⁰

Staff should try and make sure that those who may wish to use images/stories of children or vulnerable adults cannot misuse or exploit them. Producing communications *about* children would count as *indirect* contact.

We should always acquire informed consent from the child's parent/guardian, the child's school or the NGO/Partner responsible for the child, and from the children themselves to use the images and stories for SCIAF publications. However, it is not necessary to gain specific individual consent for those in crowd shots. With vulnerable adults their consent, or depending on the nature of their vulnerability their guardian's consent must be sought.

Personal information about a child that could be used to identify his/her specific location within a country should not be used to accompany images.

In addition, our communications about children and vulnerable adults should respect their dignity and identity and not degrade them. Therefore, when communicating about children and vulnerable adults we should also:

- Portray them as realistically as possible and communications about children and vulnerable adults should not be sensational, or overtly sentimental
- Take care to represent the ethnic diversity of the children and vulnerable adults in areas where we work
- Try to represent children and vulnerable adults as individual human beings, with their own opinions and history
- Images of nude or partially clothed children should not normally be used, although in portraying the lives of children in developing countries in a realistic way this may be appropriate and indeed unavoidable. However, images of children in states of undress should not present them in poses that could be interpreted as sexually suggestive or in ways that impact negatively on their dignity or privacy. Should staff wish to use this type of imagery, they should consult the Child and Vulnerable Adults Safeguarding Advisory Group to discuss whether it is appropriate

¹⁰ Additional information for our work in Scotland is available in Section 4 of Awareness and Safety in Our Catholic Communities, SCSS (2007 and revised 2014).

-
- Be aware that certain children and vulnerable adults may need extra safeguarding. For example, former child soldiers, those suffering from HIV and AIDS and victims of violence, abuse and exploitation. For example, children and vulnerable adults that have experienced violence or are in some way particularly vulnerable or if identified, should not have their faces displayed or be represented in a way that may lead to their identification
 - In many cases it might be appropriate to withhold or change names.

Decisions about the appropriateness of the use of images of children and vulnerable adults by SCIAF should be made by the Head of Communications and Education or the Communications Manager.

Journalists and photographers working with, or on behalf of SCIAF, will be asked to sign the Code of Conduct and to abide by the above guidelines.

ANNEX A: DEFINITIONS OF ABUSE

Adapted from National Guidance for Child and Vulnerable Adults Safeguarding in Scotland, The Scottish Government 2010, Save the Children UK Child and Vulnerable Adults Safeguarding Policy and the Caritas Internationalis Child and Vulnerable Adults Safeguarding Policy Framework.

Child abuse is a general term used about situations where the child may experience harm, usually as the result of failure on the part of the parent or carer to ensure a reasonable standard of care and Safeguarding. Somebody may abuse or neglect a child by inflicting, or by failing to act to prevent, significant harm to the child. It is normally categorised into four main forms - physical, sexual and emotional abuse, and neglect. It is often the case that a child discovered to be suffering one form of abuse will also be experiencing others.

Children may be abused in a family or in an institutional setting, by those known to them or, more rarely, by a stranger. Child abuse takes place within the context of the family, or outside the family - for example, in institutions, at work (child labour), on the streets (street children), in war zones and emergencies. Recent cases also highlight the abuse of children by professionals or other adults who are employed in positions of trust where they care for or work with children.

The definitions below are based on those employed in Scotland and those employed in an international context. They are offered here as a starting point and guide for those implementing the child and vulnerable adults safeguarding policy and as a guide for those developing local child and vulnerable adults safeguarding procedures in the countries in which we work.

Categories of Abuse

The circumstances of any one child will not always fit neatly within set categories. Nonetheless the categories form the basis of child and vulnerable adults safeguarding registration and are reflected in inter-agency guidance in relation to child and vulnerable adults safeguarding. The categories are as follows:

- **Physical Abuse**

This is the causing of physical harm to a child. Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating. Physical harm may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill health to a child they are looking after.

- **Sexual Abuse**

Sexual abuse is any act that involves the child in any activity for the sexual gratification of another person, whether or not it is claimed that the child either consented or assented. Sexual abuse involves forcing or enticing a child to take part in sexual activities, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or in watching sexual activities, using sexual language towards a child or encouraging children to behave in sexually inappropriate ways. Sexual abuse may involve siblings or other family members, or persons outside the family.

- **Emotional Abuse**

Emotional abuse is persistent emotional neglect or ill treatment that has severe and persistent adverse effects on a child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person. It may involve the imposition of age - or developmentally -inappropriate expectations on a child. It may involve causing children to feel frightened or in danger, or exploiting or corrupting children. Some level of emotional abuse is present in all types of ill treatment of a child; it can also occur independently of other forms of abuse.

- **Physical Neglect**

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. It may involve a parent or carer failing to provide adequate food, shelter and clothing, to protect a child from physical harm or danger, or to ensure access to appropriate medical care or treatment. It may also include neglect of, or failure to respond to, a child's basic emotional needs. Neglect may also result in the child being diagnosed as suffering from 'non-organic failure to thrive', where they have significantly failed to reach normal weight and growth or development milestones and where physical and genetic reasons have been medically eliminated. In its extreme form children can be at serious risk from the effects of malnutrition, lack of nurturing and stimulation. This can lead to serious long-term effects such as greater susceptibility to serious childhood illnesses and reduction in potential stature. With young children in particular, the consequences may be life-threatening within a relatively short period of time.

Child and vulnerable adults safeguarding is the term used to describe the responsibilities and activities undertaken to prevent or to stop children and vulnerable adults being abused or ill-treated.

Vulnerable children: There are some groups of children who are particularly vulnerable. These include:

- Children with disabilities
- Children from ethnic minority communities who suffer from discrimination
- Children who are refugees or asylum seeking
- Children living in residential care
- Children in families where there is alcohol or drug abuse, domestic violence or mental health problems
- Children who have been orphaned by HIV and AIDS.

Protected adults: It should be noted that new legislation in Scotland also provides for vulnerable adults through disability or other factors. For more information refer to Section 6 of Awareness and Safety in Our Catholic Communities, SCSS (2007 and revised 2014).

ANNEX B: SCIAF CODE OF CONDUCT ¹¹

As an employee or representative of SCIAF, **I will** promote its values and principles and protect its reputation by:

- respecting the basic rights of others by acting fairly, honestly and tactfully, and by treating people with dignity and respect, and respecting the national law and local culture, traditions, customs and practices that are in line with Catholic Social Teaching, moral teaching and UN conventions
- working actively to protect children and vulnerable adults by complying with SCIAF's Child and Vulnerable adults Safeguarding Policy and Procedures
- maintaining high standards of personal and professional conduct
- protecting the safety and well-being of myself and others
- protecting the organisation's assets and resources
- reporting any matter that breaks the standards contained in this Code of Conduct.

Maintaining high standards of personal and professional conduct means I will not behave in a way that breaches the code of conduct, undermines my ability to do my job or is likely to bring SCIAF into disrepute.

For example, **I will not**:

- engage in sexual relations with a child or a vulnerable adult or abuse or exploit a child or a vulnerable adult in any way regardless of the age of majority or age of consent locally. Mistaken belief in the age of a child is not an excuse
- exchange money, employment, goods, assistance or services for sexual favours or other forms of humiliating, degrading or exploitative behaviour
- engage in any form of harassment, discrimination, physical or verbal abuse, intimidation, favouritism or exploitative sexual relations
- drink alcohol or use any other substances in a way that adversely affects my ability to do my job or affects the reputation of the organisation
- be in possession of, nor profit from the sale of, illegal goods or substances
- accept bribes or significant gifts (except small tokens of appreciation) from governments, beneficiaries, donors, suppliers or others, which have been offered as a result of my employment
- undertake business for the supply of goods or services to SCIAF with family, friends or personal contacts or use SCIAF assets for personal benefit

¹¹ Adapted from and consistent with Section 4 of Awareness and Safety in Our Catholic Communities, SCSS (2007 and revised 2014) and international good practice.

-
- behave in a way which threatens the security of myself or others
 - use the organisation's computer or other equipment to view, download, create or distribute inappropriate material, such as pornography.

In relation to child and vulnerable adults safeguarding,

It is important for all staff and others in direct contact with children to:

- be aware of situations which may present risks and manage these
- plan and organise the work and the workplace so as to minimise risks
- as far as possible, be visible in working with children or vulnerable adults
- ensure that a culture of openness exists to enable any issues or concerns to be discussed
- ensure that a sense of accountability exists between staff so that poor practice or potentially abusive behaviour does not go unchallenged
- talk to children or vulnerable adults about their contact with staff or others and encourage them to raise any concerns
- empower children or vulnerable adults - discuss with them their rights, what is acceptable and unacceptable, and what they can do if there is a problem.

Staff, volunteers and relevant others must never:

- hit or otherwise physically assault or physically abuse children or vulnerable adults
- develop physical/sexual relationships with children or vulnerable adults
- develop relationships with children or vulnerable adults which could in any way be deemed exploitative or abusive
- act in ways that may be abusive or may place a child or a vulnerable adult at risk of abuse.

Staff and others *must* avoid actions or behaviour that could be construed as poor practice or potentially abusive. For example, they should never:

- use language, make suggestions or offer advice which is inappropriate, offensive or abusive
- behave physically in a manner which is inappropriate or sexually provocative
- spend excessive time alone with children away from others
- take children or vulnerable adults to your home, especially where they will be alone with you.
- have a child/children or vulnerable adult(s) with whom they are working to stay overnight at their home unsupervised

-
- sleep in the same room or bed as a child or vulnerable adult with whom they are working
 - do things for children or a vulnerable adult of a personal nature that they can do for themselves
 - condone, or participate in, behaviour of children or vulnerable adults which is illegal, unsafe or abusive
 - act in ways intended to shame, humiliate, belittle or degrade children or vulnerable adults , or otherwise perpetrate any form of emotional abuse
 - discriminate against, show differential treatment, or favour particular children or vulnerable adults to the exclusion of others.

I..... **do hereby confirm that I have read, understood and commit myself to comply and to be held accountable for any non-compliance and non-reporting.**

(Signature)

Date:

Please note: you should keep this copy of the policy for your records. An additional acknowledgement form will also be issued for your signature and which will be kept internally.

ANNEX C: Pro-formas/templates

APPENDIX 1: REFERENCE FORM FOR VOLUNTEERS

REQUEST FOR A PRIVATE AND CONFIDENTIAL REFERENCE (*Volunteer*)

Dear

Re:

The above-named person has offered to be a volunteer worker, which may involve contact with the children and/or vulnerable adults.

As I am sure you are aware, before we can accept anyone to work with a person falling into this category, whether on a voluntary or paid basis, we must be sure that they are suitable. In order to do this we have requested references, and your name has been given in this respect.

I would be grateful if you could give your opinion of the person's suitability for the post by completing the enclosed form, which will be treated in the strictest confidence and used only for the purpose for which it was provided. Please return it in the pre-paid envelope as soon as possible.

Should you require any further information please do not hesitate to contact **(Insert Contact Name, Address and Telephone Number)**.

May I take this opportunity to thank you for your help in this matter.

Yours sincerely,

EXAMPLE OF A REFERENCE FORM



PRIVATE AND CONFIDENTIAL

REFERENCE FOR: _____

Your Name:		
Your Address:		
Your Telephone No.:		
How long have you known this person?		
In what capacity?		
Does she/he have any previous experience of looking after or working with children and/or vulnerable adults?	Yes / No *	Comments:
Does she/he have an ability to provide warm, consistent care?	Yes / No *	Comments:
Does she/he have a willingness to respect the background and culture of those in their care?	Yes / No *	Comments:
Does she/he have a commitment to treat all people as individuals and with equal concern?	Yes / No *	Comments:
Do you have any concerns about her/his physical and/or mental health?	Yes / No *	Comments:

*** Please circle the appropriate response**

The position for which this person is being considered gives substantial access to children and/or vulnerable adults. Is there any reason, to the best of your personal knowledge and belief, why this person should not be appointed to this position of trust?

Yes

No

If 'yes' please give details overleaf or, in confidence, contact on

Under the Data Protection Act (UK) the person named above would normally have access to the information provided here if requesting it from the receiving organisation. The organisation providing the reference is exempt under the Data Protection Act - but the organisation receiving the reference is not. If there are strong reasons for protecting confidentiality (risk to referee, etc) please state them here. For your information the law relating to data protection and references is explained at www.ico.gov.uk.

Please return in the enclosed stamped addressed envelope. Thank you for your co-operation

APPENDIX 2: GENERAL INFORMATION AND CONSENT FORM



EXAMPLE OF A GENERAL INFORMATION AND CONSENT FORM

(Data Safeguarding Act 1998 – the information given below will be used solely for the purpose for which it was given. It will be held confidentially, updated when appropriate, and destroyed when no longer required.)

In order to ensure the child’s safety, we would be grateful if you would complete and return this form. Please let us know if there are any significant changes. A copy will be retained confidentially by the Group Leader.

Name of Parish:	Name of Group (e.g. Liturgy):
Name of child or vulnerable adult:	Address of Child or vulnerable adult:
Date of Birth:	
Name of responsible adult:	Name of additional responsible adult (in case of emergency):
<i>Telephone No:</i>	<i>Telephone No:</i>
Day Evening Mobile	Day Evening Mobile
Details of any regular medication, medical condition (e.g. asthma, epilepsy, diabetes, allergies, dietary needs) or disability that may affect normal activity.	
<p>RESPONSIBLE ADULT CONSENT</p> <ul style="list-style-type: none"> • I give permission for the child or vulnerable adults, as named above, to take part in the normal activities of this group. • I understand that separate permission will be sought for certain activities and outings lasting longer than the normal meeting times of the group. • I understand that while involved in the activities of this group he/she will be under the control and care of the group leader and/or other adults approved by the Church leadership and that, although the adults in charge of the group will take reasonable care of the children or vulnerable adults, they cannot necessarily be held responsible for any loss, damage or injury suffered by the child during, or as a result of, the activity. 	

-
- In an emergency and/or if I cannot be contacted, I am willing for the child to receive necessary hospital or dental treatment, including an anaesthetic.

Yes / No (delete as appropriate)

Signature:

.....

(parent or responsible adult)

Name in full:

.....

Date:

.....

APPENDIX 3: EXAMPLE OF A CONSENT FORM FOR THE USE OF PHOTOGRAPHS OR VIDEO

(Data Safeguarding Act 1998 – the information given below will be used solely for the purpose for which it was given. It will be held confidentially, updated when appropriate, and destroyed when no longer required.)

Name of Parish/Organisation:	Name of Group (e.g. Liturgy):
Name and Address of Child or Vulnerable Adult:	Address of responsible adult:
Date of Birth:	Telephone No.
<p>(1) _____ (<i>parish/organisation</i>) recognises the need to ensure the welfare and safety of all children and vulnerable adults.</p> <p>(2) In accordance with the Bishops’ Conference of Scotland Awareness and Safety Policy we will not permit photographs, video or other images of children and vulnerable adults to be taken without the consent of the parents/responsible adults.</p> <p>(3) The _____ (<i>parish/organisation</i>) will follow the guidance for the use of photographs, a copy of which is available from _____ (<i>insert name</i>).</p> <p>(4) The _____ (<i>parish/organisation</i>) will take all steps to ensure these images are used solely for the purposes they are intended. If you become aware that these images are being used inappropriately you should inform _____ (<i>insert name</i>) immediately.</p> <p>(5) The images will be displayed in the following circumstances (<i>give details, including dates</i>):</p> <p>_____</p> <p>_____</p> <p>_____</p>	

RESPONSIBLE ADULT'S CONSENT

- I give my consent to _____ *(parish/organisation)* photographing/videoing the child's involvement in the above-mentioned activity.
- I understand and agree to the images being displayed as outlined above.

Signature:
(responsible adult)

Name in full:

Date:

APPENDIX 4: ALLEGATION/ CONCERN REPORT FORM



SCIAF ALLEGATION/CONCERN REPORT FORM

CONFIDENTIAL

Information received at (time):		On (date):	
By (your name):			
Position:			
Telephone No:			

Information received: (tick as necessary)

Telephone Letter In person By e-mail

This form, along with all relevant documents, should be retained securely and forwarded to the SCIAF Safeguarding Officer as soon as possible.

Alleged victim/survivor, child, or vulnerable adult

Name:	
Age:	

Gender: Male Female

Address:			
		Tel. No. (if known)	

Name of Parent/Guardian/Carer:		Tel. No. (if known)	
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Information received from:

Name:		Position:	
Contact Address:			
		Tel. No.	

Person alleged as responsible

Name:		Position:	
Age:			
Contact Address:			
		Tel. No. (if known)	

Information

Record details of allegation(s) or concern(s). If information is given in person, record as precisely as possible what was actually said, the location of the conversation and the identities of persons present. If the space provided is not sufficient please continue on a separate sheet and attach herewith.

Completed by: (signature) _____

Print name: (in full) _____

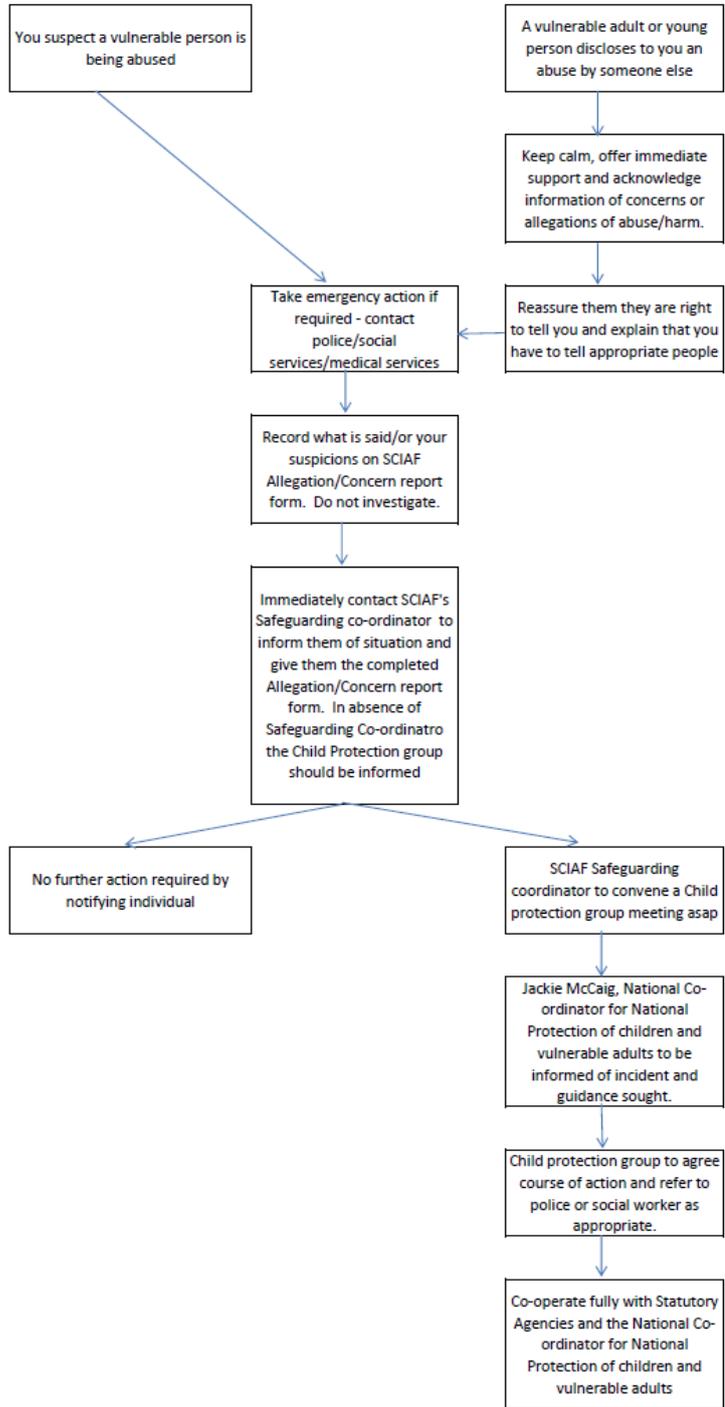
Date: _____

Actions and Further Information

Record all actions taken, agencies contacted and information/advice received with times and dates. Entries to be signed.

Time	Date	Action(s) Taken	Signature

Responding to concerns or allegations of Abuse/Harm



Useful contact numbers:

Police (Pitt street, Glasgow)

0141 532 2000

Social Services (emergency standby line)

0800 811 505

Child Protection Group

HR & Volunteer Co-ordinator (Safeguarding co-ordinator)

Head of IHD

Head of Central Services

Schools Officer

APPENDIX 6: TESTIMONIAL LETTER

TESTIMONIAL LETTER

Required for Ministry in the Diocese of

.....Bishop/Superior)

hereby state that I consider..... (Applicant)

to be a Priest/Deacon/Member of Religious Congregation of good character and standing in the

.....(Diocese/Religious Congregation)

and qualified to undertake pastoral work in the Diocese of

I confirm that, so far as I am aware, there is nothing in his/her background that might suggest that he/she would be unsuitable for working with children and vulnerable adults; nor has he/she any current problems with alcohol or substance abuse.

I confirm that, so far as I am aware, he/she is in good health and not in need of medical attention.

Finally, I give my approval to

for ministry in the Diocese of

Date Signed

Bishop / Religious Superior

SEAL

Postal address:

Telephone: Fax: E-mail:



.....

To be returned to and retained by the Archbishop of Glasgow (marked Private and Confidential).

The Bishop/Religious Superior of Father/Sister has submitted a suitable testimonial letter for this priest/deacon/member of religious congregation to work in this Diocese.

Signed: (Bishop/Religious Superior)

Date:

APPENDIX 7: EXAMPLE OF AN INCIDENT REPORT FORM

EXAMPLE OF AN INCIDENT REPORT FORM

Details of Event and Event Leader		Contact Number	
Name of Child/Vulnerable adult involved		Date of Birth of Child/Vulnerable adult involved (if known)	
Date and Time of Incident			
Place of Incident			
Circumstances of Incident (continue on separate sheet if necessary)			
Names of those present at the incident			

APPENDIX 8: ACKNOWLEDGEMENT FORM TO BE SIGNED BY ALL STAFF, VOLUNTEERS AND SCIAF TRAVELLERS



SCIAF'S CODE OF CONDUCT AND SAFEGUARDING POLICY

I,

HEARBY ACKNOWLEDGE I HAVE READ, UNDERSTOOD

AND AGREE TO ADHERE TO SCIAF'S CODE OF

CONDUCT AND SAFEGUARDING POLICY.

Signature:

Date:

Please complete and return this form to Human Resources.

APPENDIX 9: REPORTING PRO FORMA

Part One; About You
Name Your role in or relationship with SCIAF Details of any other organisation involved Your relationship to the child or vulnerable adult concerned
Part Two: About the Child/Vulnerable Adult(s)
Name(s) Male/female? Age Address Who does the child/vulnerable live with? Where is the child/vulnerable adult now? Is s/he in a place of safety? Are there any immediate medical or safety issues?
Part Three: About Your Concern
How did you come to have a concern: was abuse observed or suspected? Was an allegation made? Did a child disclose abuse? What is alleged to have happened?) Date, time and place of any incident(s) Nature of concern/allegation Observations made by you (e.g. child's or vulnerable adults emotional state, any physical evidence) Write down exactly what the child said in their own words and what you said: continue on a separate sheet if necessary. Any other relevant information? (e.g. disability? Language?) Were other children involved or aware? Have you reported to parents or carers or any other Safeguarding Personnel or Agencies? Time and date of reporting Person(s) to whom report was made Advice given Action taken

Safeguarding Advisory Group

Terms of Reference

1. Introduction:

SCIAF has an organisational office in Glasgow and a Joint office in Ethiopia with our sister agencies CAFOD and Trocaire. SCIAF implements the majority of its overseas work through local partners.

SCIAF works extensively in schools and through parishes and local communities in Scotland. It organises and participates in events and activities for fundraising and campaign purposes in which children are frequently involved alongside SCIAF staff and volunteers.

In recognition of the fact that SCIAF's work brings staff, volunteers and relevant others into contact with children and vulnerable adults, both in Scotland and internationally, a Safeguarding Policy and Procedure was developed by SCIAF with support from a child protection specialist and the National Office for the Protection of Children and Vulnerable Adults (A Commission of the Bishops' Conference of Scotland). The policy was guided by the following documents:

- "Awareness and Safety in our Catholic Communities" SCSS (2007 and revised 2014)) and other good practice guidelines for working with children in Scotland.
- Caritas Internationalis Child Protection Framework
- UN Convention on the Rights of the Child (1989). Article 19.
- CAFOD and Save the Children's Child Protection Policies and Procedures.

As the nature of SCIAF's work goes beyond Scotland and our international work falls out with the scope of the Catholic Church in Scotland's approach and guidelines, we were unable to rely solely on their good practice guidelines for working with children in Scotland. Consequently, SCIAF had to expand on the "Awareness and Safety in our Catholic Communities" to ensure the policy and guidelines met international standards, donor requirements and encompassed our overseas work. To guarantee the policy incorporated our international work and at the same time aligned with the Catholic Church in Scotland's approach and guidelines we liaised with the National Coordinator of the Office for the Protection of Children and Vulnerable Adults to develop and finalise the policy. SCIAF will continue to work with National Coordinator to ensure the national standards, policies and guidelines contained in the Awareness and Safety in our Catholic Communities" SCSS (2007 and revised 2014) and other good practice guidelines for working with children in Scotland are met

2. Purpose and membership

SCIAF's Board of Directors and the Director will be responsible for ensuring the Safeguarding Policy and guidelines within the policy are adhered to. In order to do this, the director established at Safeguarding Advisory Group made up of representatives of the SMT as well as relevant staff members with related expertise and experience in child protection/vulnerable adult issues from across the organisation. The group is overseen by the Director who regularly participates in meetings.

The Safeguarding Advisory Committee comprises of the Head of Integral Human Development, the Director, the Head of Central Services, an HR Adviser, and a Schools Officer from COMED and will be responsible for managing safeguarding within the organisation, regularly reviewing and improving systems, policies and procedures that meet recognised safeguarding standards and overseeing the handling of safeguarding cases.

3. Chair

The Head of the Integral Human Development Department will act as Chair.

4. Function of the group

The main responsibilities of the Advisory Group will be as follows:

- To review SCIAF's Safeguarding Policy and practices on a regular basis and updating then to ensure that it meets standards and reflects best practice.
- To be familiar and conversant with the information contained in SCIAF's Safeguarding Policy and other good practice guidelines for working with children in Scotland such as the "Awareness and Safety in our Catholic Communities" SCSS (2007 and revised 2014).
- To arrange information sessions and training for all staff and volunteers that review and explain the policy as well as share safeguarding and best safeguarding protection practices and learning.
- To display existing resources and develop further resources relating to safeguarding for SCIAF staff and partners.
- Ensuring that all personnel within SCIAF are fully aware of how to liaise, consult and working together regarding allegations of abuse.
- Overseeing the handling of safeguarding cases and ensuring they are reported appropriately.
- Ensuring that recruitment of those who will be working with vulnerable groups is conducted according to current procedures and that all necessary documents are completed prior to any decision to employ.
- Liaising with the National Coordinator of the Office for the Protection of Children and Vulnerable Adults for advice when a child protection/vulnerable adult issues arise.
- Completing the National Coordinator of the Office for the Protection of Children and Vulnerable Adults annual audit of the implementation of the policies and procedures, actions taken and progress in a timely manner and pass it to and the National Coordinator of the Office for the Protection of Children and Vulnerable Adults.

8 Procedures

8.14 Frequency of meeting

In order to achieve the above, the Advisory Group will meet on a quarterly basis. The committee will meet once a quarter and otherwise if and as necessary. Committee members can consent to a meeting being held at short notice.

8.15 Secretary and Minutes

The HR and Volunteer Co-ordinator will act as Secretary to the Advisory Group and will keep minutes and other records as required.

The HR and Volunteer Co-ordinator will be responsible for calling the meetings, preparing the agenda with input from the Advisory Group members, chairing the meetings and distributing the minutes.

8.16 Reporting

The Advisory Group will also produce and submit a quarterly written report to the SMT on the progress of their work and recommendations for the way forward. The Director will in turn report to the Board of Directors through the notifiable events record.

ANNEX D: REFERENCE DOCUMENTS

Guiding Documents

The development of SCIAF's Safeguarding Policy and Procedures is guided by key documents and is informed by the UN Convention on the Rights of the Child and CAFOD and Save the Children UK's Child and Vulnerable Adults Safeguarding Policies and Procedures:

The Caritas Internationalis Child and Vulnerable Adults Policy Framework: SCIAF is a member of the Caritas International Confederation of official Catholic aid agencies, a global network of 154 Catholic relief, development and social service organisations in 198 countries and territories. The Caritas International Confederation also has a Child and Vulnerable Adults Safeguarding Policy and Code of Conduct, which SCIAF supports;

"Awareness and Safety in our Catholic Communities" SCSS (2007 and revised 2014) and other good practice guidelines for working with children in Scotland;

UN Convention on the Rights of the Child (1989), Article 19: States Parties shall protect the child from all forms of physical or mental violence, injury or abuse, neglect, maltreatment or exploitation, including sexual abuse.