

# Safeguarding

## Policy and Procedures

<b>Owner</b>	SCIAF Safeguarding Advisory Group
<b>Procedure Approved by Management Group</b>	June 2025
<b>Policy Approved by Board</b>	September 2025
<b>Review date:</b>	September 2027

Signed by the Bishop President of SCIAF's Board of Directors:

Signature + Brian Mc Gee

Date September 2025

CONTENTS	PAGE
<b>1. POLICY STATEMENT</b>	3
1.1 <i>Commitments</i>	3
1.2 <i>Key Safeguarding Principles</i>	4
1.3 <i>Policy Scope</i>	4
1.4 <i>Guiding Documents and Principles</i>	5
1.5 <i>Risk Statement</i>	5
1.6 <i>Definitions and Terminology</i>	6
<b>2. PREVENTION OF EXPLOITATION AND ABUSE</b>	8
2.1 <i>Safe Recruitment</i>	8
2.2 <i>Code of Conduct</i>	9
2.3 <i>Awareness and Training</i>	10
<b>3. PROMOTING GOOD PRACTICE IN THE UK AND INTERNATIONALLY</b>	11
3.1 <i>Good Practice in our Schools' Programme in Scotland</i>	11
3.2 <i>Good Practice in our Other Work in Scotland</i>	11
3.3 <i>Good Practice in our International Partnerships and Programmes</i>	12
3.4 <i>Testimonials for our Overseas Visitors</i>	13
3.5 <i>Considerations for Stories and Images and Sharing Information/Data</i>	13
<b>4. REPORTING, RESPONDING AND MONITORING</b>	15
4.1 <i>Safeguarding Roles and Responsibilities</i>	15
4.2 <i>Recognising Exploitation and Abuse</i>	16
4.3 <i>Duty to Report</i>	16
4.4 <i>How to Report</i>	16
4.5 <i>Guidance on Responding to a Direct Disclosure</i>	17
4.6 <i>Responding to Allegations and Concerns</i>	18
4.7 <i>Care of Survivors</i>	19
4.8 <i>Care of Respondents</i>	20
4.9 <i>Policy Implementation and Compliance</i>	20
<b>ANNEX 1:</b> Acknowledgement Form	22
<b>ANNEX 2:</b> Safeguarding Self-Declaration Form	23
<b>ANNEX 3:</b> Testimonial Letter	26
<b>ANNEX 4:</b> Allegation/Concern Report Form	27
<b>ANNEX 5:</b> Incident Report Form (Scotland)	29
<b>ANNEX 6:</b> Incident Report Form (International)	30
<b>ANNEX 7:</b> Complaint Handling Flow Chart	33
<b>ANNEX 8:</b> Safeguarding Log	34
<b>ANNEX 9:</b> SCIAF Support to Survivors of Sexual Exploitation and Abuse: Safeguarding Referral System	35

## 1. POLICY STATEMENT

SCIAF recognises the right of children and vulnerable adults to protection, regardless of gender, sexual orientation, age, race, ability or beliefs. SCIAF also recognises the power dynamics inherent in working with children and vulnerable adults and the potential for abuse and exploitation by Our Representatives (all SCIAF employees, Board members, consultants, volunteers and any other person who is authorised to carry out work, or represent SCIAF) of the people we serve.

Accordingly, all SCIAF representatives are expected to uphold the dignity of the people we work with and any other children or vulnerable adults they may come into contact with in their daily work, by ensuring that their personal and professional conduct is of the highest standard at all times. SCIAF will not tolerate exploitative or abusive behaviour by anyone associated with the implementation of its work. Allegations of abuse will result in mandatory reporting of all incidents to the relevant authorities which, if substantiated, will lead to disciplinary procedures up to and including dismissal. All SCIAF representatives must read, sign and comply with this policy. Ultimately, our Board of Directors is responsible for safeguarding. **See Annex 1: Acknowledgement Form.**

### 1.1 Commitments

SCIAF commits to promoting the security and well-being of the communities we serve, volunteers and staff, and ensuring children and vulnerable adults are protected from all harm and abuse, and able to live a life of dignity, respect and security. SCIAF will encourage a culture of 'Zero tolerance' towards all forms of abuse and exploitation and commits itself to an ethos of 'do no harm' by ensuring our safeguarding policies, practices and procedures seek to avoid, minimise, or mitigate adverse impacts that may result from our humanitarian and development interventions. 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. We are committed to taking a survivor centred approach.

SCIAF commits to best working practice and works with the Office of the Scottish Charity Regulator (OSCR), the Scottish Catholic Safeguarding Standards Agency (SCSSA), the Scottish Council for Voluntary Organisations (SCVO), Disclosure Scotland, Police Scotland and Scotland's Alliance for International Development, the Caritas Internationalis (CI) Safeguarding Task Force (of which we are members) and our sister agencies Catholic Aid for Overseas Development (CAFOD) and Trocaire Ireland to ensure we follow best working practice for the Scottish and international aid sectors.

The policy will be reviewed and approved by SCIAF's Board of Directors at least every two years and whenever appropriate to ensure it is in line with all current national guidance and legislation, international standards and best practice. The safeguarding policies and procedures of SCIAF are annually audited by the Scottish Catholic Safeguarding Standards Agency (SCSSA) also known as the Independent Catholic Safeguarding Community Interest Company SC728538.

## 1.2 Key Safeguarding Principles as Defined by the Care Act 2014

- **Prevention:** SCIAF will work to stop abuse before it happens by raising awareness, conducting training and making information easily accessible in all the ways it can to encourage individuals to ask for help. Anyone who brings concerns or allegations to the notice of SCIAF will be responded to sensitively, respectfully and seriously. SCIAF is the official aid agency of the Catholic Church in Scotland. Our work is guided by Catholic social teaching, one of the core principles of which is the intrinsic dignity of each person. The right to freedom from all forms of exploitation and abuse is embedded in this principle. Our Values statement sets out our commitment to the rights and dignity of each person; this includes children and vulnerable adults.
- **Accountability:** Safeguarding is everyone's responsibility, with all parts of the organisation and all levels of our representatives involved in ensuring an inclusive, dignified and safe environment for those who come into contact with us. SCIAF's representatives have a responsibility to act when there is a perceived or actual breach of our Safeguarding Policy and Procedures or Code of Conduct and/or a risk of harm to children or vulnerable adults. Any reported concerns or allegations about breaches of SCIAF's Safeguarding Policy and Procedures or Code of Conduct will be investigated in accordance with the relevant policy and procedure(s). Sexual exploitation and abuse constitute acts of serious misconduct and are therefore grounds for disciplinary action for staff, including dismissal.
- **Partnership:** SCIAF's overseas partners must share our commitment to safeguarding and we have a responsibility to support them to meet safeguarding minimum standards. Partners must form partnerships with local communities to work together to create solutions, so as they can assist in preventing exploitation and abuse of project participants (especially children and vulnerable adults).
- **Empowerment:** SCIAF will ensure people are supported in making their own decisions and giving informed consent. Support will be made available to survivors where there have been concerns or allegations of some form of harm or maltreatment by a SCIAF representative. The principle of the best interest of the survivor is the primary consideration in all safeguarding matters.
- **Protection:** SCIAF will put measures in place to help stop abuse from occurring and offer help and support to those at risk. Confidentiality is paramount and information relating to safeguarding concerns or allegations will only be shared on a need-to-know basis.
- **Proportionality:** SCIAF will ensure that services take each person into account when dealing with abuse, respecting each individual and assessing any risks presented, taking a proportionate and least intrusive response to the issue presented.

## 1.3 Policy Scope

This policy applies globally to all representatives of SCIAF. The policy sets out the preventive measures we take to minimise the risks of our representatives' abusing power and causing harm to children and vulnerable adults who take part in our organisational activities. The policy covers our activities in Scotland and internationally. The policy also sets out how we identify and respond to safeguarding concerns or allegations.

This policy does not apply directly to SCIAF's partner or organisations that undertake activities for SCIAF. We do however require all overseas partners to share our commitments to implement safeguarding standards and implement their own policies and procedures to prevent and respond to risks of exploitation and abuse of children and vulnerable adults in all their activities, including but not limited to projects in receipt of funding from SCIAF. SCIAF provides on-going support to ensure our partners have safeguarding policies, practices and procedures in place to protect project participants.

## 1.4 Guiding Documents and Principles

SCIAF's Safeguarding Policy and Procedures has been drawn up on the basis of key national and international principles and standards that seek to protect children and vulnerable adults. The key ones are listed below:

### Scottish law, policy and guidance

- National Guidance for Child Protection in Scotland (2021)
- Safeguarding and Child Protection Policy Scotland (2018)
- Protection of Children Act 2003
- Protecting Children: A Code of Good Practice 1995
- Adult Support and Protection (Scotland) Act 2007
- Care Act 2014
- Safer Recruitment -Through Better Recruitment (2016)
- A Summary of Good Practice for Paid and Voluntary Workers SCSS (2014)
- Protecting Vulnerable Groups (PVG) Disclosure Scheme Scotland
- As an agency of the Catholic Church in Scotland, SCIAF's Safeguarding Policies and Procedures are guided by In God's Image, version 2: Instruction on Safeguarding in the Catholic Church in Scotland 2021.
- CAFOD, Trocaire and Save the Children UK's Safeguarding Policies.
- Disclosure (Scotland) Act 2020

### International law, policy and guidance

- United Nations (UN) Convention on the Rights of the Child (1989) and other relevant Human Rights Conventions.
- UN Secretary General's Bulletin for special measures for protection from sexual exploitation and sexual abuse.
- Interagency Standing Committee (IASC) Minimum Operating Standards for Protection from Sexual Exploitation and Abuse
- Core Humanitarian Standards on Quality and Accountability (CHS)
- Caritas Internationalis Children and Vulnerable Adults Safeguarding Framework (2019).

Each international country that SCIAF works in has its own safeguarding legislative requirements such as criminal law, recruitment processes, data protection and reporting procedures. Local legislation must be followed where this policy contradicts local legislation with guidance from the Safeguarding Advisory Group.

## 1.5 Risk Statement

Owing to the nature of our work, there is a medium risk that our representatives present a safeguarding risk to the communities we serve, particularly children and vulnerable adults. 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 them safe. Risks associated with our operations are identified via processes and procedures associated with the different functions of the organisation and listed and monitored in our organisational risk register which is approved by our Board of Directors annually, reviewed by our Finance, Audit, Risk and Compliance Committee six monthly, and monitored by our Senior Management team quarterly. In addition, safeguarding considerations are included in all project risk assessments to ensure that all activities are conducted in a safe and dignified manner.

## 1.6 Definitions and Terminology

The following is a list of definitions and terms used in this policy and annexes.

**Safeguarding** is the responsibility that SCIAF has to make sure our representatives and programmes promote the welfare of children and vulnerable adults and do not expose them to risk or harm and abuse. This includes ensuring appropriate policies, practices and procedures are put in place.

**Safeguarding risk assessment** are procedures to assess potential safeguarding risk in certain environments and activities and to identify actions to mitigate such risk.

**Our Representatives** refers to all SCIAF employees, trustees, consultants, volunteers and any other person who is asked or authorised to carry out work, or represent SCIAF.

**A Child** is a person under the age of 18. National law or local custom may use different definitions; however, SCIAF's position is all persons under the age of 18 should receive equal protection regardless of local age limits. This corresponds to the universal law of the Church that understands a child to be: "any person under the age of 18, or who is considered by law to be equivalent".

**Vulnerable Adults:** The universal law of the Church defines a 'vulnerable adult' as any person over 18 years of age in a state of infirmity, physical or mental deficiency, or deprivation of personal liberty which, in fact, even occasionally limits their ability to understand or to want or otherwise resist the offence. SCIAF will use this definition for cases directly linked to SCIAF's staff, trustees, volunteers, consultants etc in Scotland. Note that our overseas partners often use the wider Caritas Internationalis definition of a vulnerable adults which says are individuals aged 18 years and over who are at greater risk of significant harm due to factors such as gender, age, mental or physical health, or as a result of poverty, inequality or experience of displacement or crisis. SCIAF will use this definition for cases involving our partners overseas and who use this wider definition in relation to their project participants.

**Project Participant:** In an international development project, a project participant is an individual or group, or community that participates directly in one of SCIAF's funded project's activities and receives direct benefits from its outcomes and results.

**Protection:** the responsibility and measures taken to prevent and respond to abuse and exploitation of a child or vulnerable adult. This includes building awareness, promoting training, identifying and responding to all complaints, monitoring and evaluating protection structures, and taking personal responsibility.

**Protection from Sexual Exploitation and Abuse (PSEA)** is all measures that protect people from crisis affected communities from sexual exploitation and abuse by staff (e.g. of NGOs, the UN and other actors).

**Abuse** is any action or inaction that causes harm to a child or a vulnerable adult. It can include physical, emotional, sexual abuse and neglect. It also includes abuse online and/or through mobile technology. People may be abused in a family or in an institutional setting, by those that know them or, more rarely, by a stranger.

**Sexual abuse** is any actual or threatened sexual act of violence perpetrated against a child or adult, whether by force or under unequal or coercive conditions. Examples of sexual abuse include rape, abusive sexual contact like unwanted touching and non-sexual contact such as sexting and verbal or behavioural sexual harassment.

**Physical abuse** is the causing of physical harm to a child or vulnerable adult. Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating. Female Genital Mutilation is considered a form of physical abuse. 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.

**Emotional abuse** is harm done by persistent or severe emotional ill-treatment or rejection, such as degrading punishments, threats, bullying and not giving care and affection.

**Neglect** is the persistent failure to meet the basic needs such as food, warmth, medical and psychological needs, or when there is failure to prevent exposure to any kind of danger.

**Harm** is any detrimental effect of a significant nature on a person's physical, psychological or emotional wellbeing. "Risk of harm" refers to the likelihood that a person may suffer harm as a result of what is done (physical, sexual or psychological abuse) or not done to them (neglect) by another person.

**Exploitation** is any actual or attempted abuse of a position of vulnerability, differential power or trust to profit monetarily, socially or politically. There are various types of exploitation including **sexual exploitation** which is the actual or attempted abuse of a position of vulnerability, differential power or trust for sexual purposes, including but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another. **Child labour** generally refers to any economic activity performed by a person under the age of 15. **Trafficking** is the recruitment, transportation, transfer, harbouring or receipt of children or vulnerable adults for the purpose of exploitation such as for labour, prostitution or sexual exploitation.

**Sexual harassment** is a term covering verbal, non-verbal, written or physical conduct, which is sexual in nature, is unwelcome, is unsolicited, is unreciprocated and offends, humiliates/intimidates the person at whom it is aimed. Note that SCIAF has a separate sexual harassment policy.

**Child Pornography** is any representation of a minor, regardless of the means used, involved in explicit sexual activities, whether real or simulated, and any representation of sexual organs of minors for primarily sexual purposes.

**Survivor/victim:** the term survivor refers to the person it is alleged has been the subject of abuse or exploitation. The term survivor implies strength and resilience. However, it is recognised that not everyone who has experienced abuse will identify themselves with this term. Victim is used to mean the victim of an alleged perpetrator's actions. However, this is not intended to negate the dignity of an individual.

**Safeguarding allegation** is any suggestion that a breach of this Safeguarding Policy and Procedures document has occurred or may be at risk of occurring. This includes disclosures of abuse by children or vulnerable adults, either recently or in the past by a representative of SCIAF. An allegation may be made initially without the knowledge of the victim.

**Reporter** is an individual who identifies and reports suspected incidents of abuse or exploitation of a child or vulnerable adult. All SCIAF staff are required to report whenever a suspicion of abuse involving SCIAF representatives or other humanitarian workers is raised, even when they may not have all the facts at hand.

**Respondent** is a person against whom the safeguarding allegations have been made.

**Whistleblowing** is a disclosure by a person about serious malpractice carried out by SCIAF or our representatives, for example concerns or complaints about criminal acts, abuse or exploitation – making a disclosure in the public interest.

**Disclosure Scotland** is an executive agency of the Scottish Government, providing criminal records disclosure services for employers and voluntary sector organisations.

**Protection of Vulnerable Groups (PVG):** managed by Disclosure Scotland, the PVG Scheme is intended to ensure that all who work with children and vulnerable adults have been vetted to ensure the suitability for such work.

**Concern:** a safeguarding concern relating to SCIAF activities or to SCIAF personnel may arise from the observation of the conduct of SCIAF personnel/volunteers, or from worrying signs in the behaviour or appearance of a child or vulnerable adult.

## 2. PREVENTION OF EXPLOITATION AND ABUSE

### 2.1 Safe Recruitment

Like any responsible body, SCIAF must exercise a proper “duty of care” in its recruitment of our paid staff, volunteers and consultants, particularly those who are being appointed to positions giving access to children and vulnerable adults. Accordingly, SCIAF applies recruitment procedures that, to the best of our ability ensure appointed representatives are suitable to work with children and vulnerable adults.

SCIAF’s normal recruitment and employment policies and procedures already provide the framework for good practice as 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 2016 ‘Safer Recruitment Through Better Recruitment’ produced by the Scottish Executive. In addition, SCIAF is a member of the Protecting Vulnerable Groups (PVG) Scheme managed by Disclosure Scotland which helps ensure people who are unsuitable to work with children and vulnerable adults cannot do so. Disclosure Scotland keeps a list of people who are barred from working with children and vulnerable adults. SCIAF is also committed to the Steering Committee for Humanitarian Response (SCHR) Inter-Agency Misconduct Scheme which is designed to address the specific problem of known abusers moving within and between different relief and development agencies. The Scheme consists of a commitment to systematically check with previous employers about any safeguarding issues relating to potential new hires, and a commitment to respond systematically to such checks from others.

The following steps are in place to ensure safe recruitment of staff, volunteers and consultants:

- Identify the safeguarding risks(s) of each role.
- Job adverts, role descriptions and terms of references will include a reference to SCIAF’s commitment to protect children and vulnerable adults against exploitation and abuse through the implementation of a Safeguarding Policy and its membership of the SCHR Inter-Agency Misconduct Scheme to support this.
- Ask appropriate safeguarding screening questions in all interviews to ensure all candidates are aware of SCIAF’s commitment to safeguarding children and vulnerable adults and the expectation that all employees recognise, report and respond to incidents of child and vulnerable adult exploitation and abuse.
- Initiate a PVG check with Disclosure Scotland when required. Applicants for employment and volunteering in SCIAF will be expected to satisfy the statutory PVG vetting requirements if their duties involve working with vulnerable groups. 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. All staff who travel to project sites overseas will also be subject to PVG checks. SCIAF will also conduct PVG checks on board members (including clergy), advisory committee members, consultants, journalists, photographers and journalists etc. who travel overseas on behalf of SCIAF.

- Self-Declaration. A process through which candidates are asked to declare any prosecutions pending against them, convictions of criminal offences, official cautions or other legally binding order. This must be completed and returned before employment contracts are signed. **See Annex 2: Self Declaration Form.**
- Job offers made in relation to identified posts will be subject to the receipt of satisfactory references, self-disclosure, satisfactory clearance from checking of statutory records, including a PVG Check from Disclosure Scotland where relevant, safeguarding declarations from past employers or others and satisfactory verification of qualifications and work history.

## 2.2 Code of Conduct

SCIAF's Safeguarding Code of Conduct expresses the expectations for all of SCIAF's representatives regarding the conduct and manner in which activities are carried out. It also applies to online activity, including the use of social media. It is an integral component of Safeguarding which forms part of the contractual terms and conditions of all of SCIAF's representatives. All SCIAF representatives must read, sign and abide by the Safeguarding Code of Conduct which prohibits the abuse of child or vulnerable adults. Disciplinary action, up to and including termination of contract will be taken against anyone who does not follow the Safeguarding Policy and Procedures and Code of Conduct.

The table below provides behavioural expectations of all SCIAF representatives when interacting with children and vulnerable adults.

### Representatives of SCIAF:

Must	Must Never
<ul style="list-style-type: none"> <li>• Treat all people with dignity and respect, without discrimination, harassment, abuse or neglect.</li> <li>• Take reasonable action to protect others from harm and to challenge infringements into the rights of others.</li> <li>• Respect and protect emotional and physical boundaries.</li> <li>• Respect the right of others to personal privacy.</li> <li>• Respect cultural differences that do no harm to children or vulnerable adults.</li> <li>• Remember that physical contact can be misunderstood.</li> <li>• Remember that words and actions might be misinterpreted.</li> <li>• Be aware of situations which may present risks and plan and organise the work and the workplace so as to minimise risks.</li> <li>• Meet with a child or vulnerable adult in an open and observable environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Hit or otherwise physically assault or physically abuse anyone (even if culturally acceptable).</li> <li>• Emotionally or verbally abuse a child or vulnerable adult.</li> <li>• Have sex or engage in sexual activity with a child or vulnerable adult including inappropriate touching. This applies to all SCIAF representatives regardless of the age of consent locally and mistaken belief in the age of the child is not a defense.</li> <li>• Have sex or engage in sexual activity with any overseas project participant.</li> <li>• Send degrading or harmful written or verbal messages to a child or vulnerable adult, such as sex texting, pornography.</li> <li>• Use any computers, mobiles, video cameras or social media to exploit or harass children or vulnerable adults, or access, download or share child exploitation material.</li> <li>• Hire a child.</li> </ul>

<ul style="list-style-type: none"> <li>• Empower children and vulnerable adults - discuss with them their rights, what is acceptable and unacceptable, and what they can do if they have a safeguarding concern.</li> <li>• Ensure that a sense of accountability exists between all staff so that poor practice or potentially abusive behaviour does not go unchallenged.</li> <li>• Report any concerns of child or vulnerable adult abuse or exploitation.</li> <li>• Disclose all charges or convictions if they relate to child abuse and/or exploitation.</li> </ul>	<ul style="list-style-type: none"> <li>• Be intoxicated or under the influence of drugs when with children or vulnerable adults.</li> <li>• Use language, make suggestions or offer advice which is inappropriate, offensive or abusive.</li> <li>• Spend time alone with children or vulnerable adults away from others.</li> <li>• Take children or vulnerable adults to your homes.</li> <li>• Do things for children or vulnerable adults of a personal nature that they can do for themselves.</li> <li>• Shame, humiliate, belittle or degrade children or vulnerable adults, or otherwise perpetrate any form of emotional abuse.</li> <li>• Discriminate against, show differential treatment, or favour particular children or vulnerable adults to the exclusion of others.</li> </ul>
---	--

### 2.3 Awareness and Training

SCIAF knows that raising awareness and providing suitable training is fundamental for maintaining and enhancing safeguarding practices to prevent exploitation and abuse. The following initiatives are in place to ensure our staff, volunteers and consultants are equipped with the necessary knowledge and skills to implement the Safeguarding Policy and Procedures.

- 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 SCIAF representatives must be aware of, read and sign the Safeguarding Code of Conduct and undertake a Code of Conduct and Safeguarding induction.
- All staff and school volunteers must participate in mandatory annual safeguarding training and other safeguarding training as instructed by SCIAF i.e. the Caritas Internationalis online safeguarding module.
- Additional training needs of staff in specialised safeguarding roles will be assessed and relevant training provided as required.
- Staff contracting other representatives such as consultants, photographers etc. must ensure contracts state that they abide by SCIAF's Safeguarding Policy and Procedures and Code of Conduct, share a copy of both policies with the relevant individuals and provide a briefing on both policies before the contracted or representative commences work.
- Staff arranging visits to Scotland and international programmes must ensure the visitor reads and signs the Safeguarding Policy and Code of Conduct, and receive an appropriate briefing before the visit commences (i.e. expectations on behaviour, culture, and how to raise concerns)
- A Safeguarding Coordinator has been identified with clearly defined roles and responsibilities to design, plan and implement induction and training programmes according to training needs and to ensure safeguarding communication materials and relevant safeguarding contact details are available to staff either in hard or soft copy as appropriate.
- Any SCIAF staff planning events should ensure that safeguarding issues are considered as part of the risk analysis and/or health and safety arrangements and documented prior to event.
- All safeguarding policies and procedures and related guides and forms will be accessible on SCIAF's

SharePoint.

- SCIAF will always fundraise with the best interests of all supporters at heart and thus will consider the needs of any potential individual donor who may be in a vulnerable circumstance or require additional care and support to make informed decisions as such we commit to following the Code of Fundraising Practice which can be found here:  
<https://www.fundraisingregulator.org.uk/1-0-key-principles-behaviours/>

### 3. PROMOTING GOOD PRACTICE IN THE UK AND INTERNATIONALLY

#### 3.1 Good Practice in Our Schools' Programme in Scotland

SCIAF has a Schools' Programme in Scotland which 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 Government (Safeguarding and Child Protection Policy Scotland 2018) and under the authority of the school who has requested a SCIAF input which can be found at  
<https://education.gov.scot/Documents/ESsafeguardingandchildprotectionpolicyApr18.pdf>

- SCIAF stipulates that, prior to school visits, schools are aware that contact with children in schools by staff and volunteers will be supervised by school staff.
- SCIAF expects all its representatives to minimise the likelihood of situations occurring in which they are the lone adult with one or more children. 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 Two (Standards of Conduct 2.5) of In God's Image V2: Instruction on Safeguarding in the Catholic Church in Scotland (2021).
- 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. For example, the SCIAF Mass.
- 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 PVG Check from Disclosure Scotland. New members of staff and school volunteers cannot take part in activities in schools until they are PVG Scheme members in relation to their SCIAF work. They are able to attend schools prior to being such PVG Scheme members only if they are accompanied at all times by a SCIAF staff member who is in possession of a relevant PVG Scheme membership.
- SCIAF representatives involved in the Schools' Programme, or who may have contact with children as part of their work, will receive annual safeguarding 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 Safeguarding Policy and Procedures if their visit might involve contact with children or vulnerable adults. A member of SCIAF staff or a volunteer will be present at all times with the partner when they are in schools.

#### 3.2 Good Practice in Our Other Work in Scotland

SCIAF representatives 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 must sign and abide by the Code of Conduct.

### 3.3 Good Practice in our International Partnerships and Programming 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. The majority of SCIAF's international work is undertaken alongside and through our local partner organisations. Thus, good safeguarding practices requires that our partners adopt safeguarding policies, practices and procedures and take measures to prevent and respond to exploitation and abuse of children and vulnerable adults.

To accomplish this, we will do the following:

- SCIAF programme staff are required to engage with partners (and communities as appropriate) on safeguarding issues to ensure mutual learning and development of good practice, especially in respect to those partners and projects where there may be particular risks or issues in relation to safeguarding children and vulnerable adults.
- SCIAF programme staff will work with partners to conduct a systematic safeguarding partner and project assessment and risk analysis (using our due diligence safeguarding framework) for relevant policies and procedures and activities and, where needed, create an action plan to minimise risk of harm to programme participants (particularly children and vulnerable adults) to ensure all downstream partners meet our safeguarding minimum standards which are in line with international standards.
- SCIAF commits to work with partners (and communities as appropriate), where a need to develop and strengthen safeguarding practices are identified. We will consider funding and supporting capacity strengthening for safeguarding gaps or weaknesses identified in order to ensure partners meet minimum standards.
- SCIAF will share safeguarding policy documents, procedures, tools and resources with partners.
- SCIAF strongly encourages the engagement of all programme participants (especially children and vulnerable adults) in the design, implementation and monitoring of the projects in order that safeguarding risks can be better identified and appropriately mitigated against.
- SCIAF is committed to working with the Caritas Internationalis (CI) network to strengthen practices across the CI Confederation.

Our **Grant Funding Agreement** states that partners must:

- Have a zero-tolerance approach towards exploitation, abuse and harassment of children or vulnerable adults, and ensure that interventions 'do no harm'. All sexual activity with children (persons under the age of 18) is prohibited, regardless of the age of majority, or age of consent locally. The Partner must take all reasonable steps to prevent exploitation, abuse and harassment of any person linked to the delivery of the project.
- Have in place a robust Safeguarding Policy and Code of conduct, approved by its governing body. All staff and volunteers must be inducted in the Safeguarding Policy and the Code of Conduct on recruitment, and must sign a copy that will be kept on the individual's HR file. All staff and volunteers must be trained at least annually in the Safeguarding Policy and Procedures.
- Ensure all projects have a risk assessment/mitigation plan completed before approval of the project.
- Ensure recruitment for all staff and volunteers include background checks. Where the Partner cannot carry out a background check, two references that specifically ask about safeguarding must be collected.
- Have a complaint handling mechanism which is open to and known by participants, community members and stakeholders. The Partner must report at least annually to SCIAF on the number of complaints received, their nature and how they were resolved.
- Make efforts to inform the community about the commitment to safeguarding, the staff and

volunteer Code of Conduct and the complaints handling mechanism. Ideally the complaints handling system should be developed in consultation with community members with the aim of ensuring that all members of the community have access to, and knowledge of the complaints system.

- Ensure, if any funds from this project are sub-granted to other organisations, that they are responsible for ensuring that these organisations meet the minimum standards identified above.
- Contact SCIAF to report any suspicions of, or actual incidents of sexual exploitation, abuse or harassment related to this project within 5 working days and SCIAF will report to donors within 2 working days of hearing of it. This includes occasions when these relate to downstream partners.
- Fully co-operate with investigations into such events, whether led by SCIAF or the institutional donor or any of its duly authorised representatives or agents. Investigations should be led by the Partner in the first instance, and SCIAF may provide support to the Partner to conduct the investigation as appropriate.

### 3.4 Testimonials for Overseas Visitors

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 or non-clergy) stating that the person is trustworthy and has no known criminal record/complaint against them in relation to safeguarding or any other issues i.e. corruption and that they are recommending them to visit SCIAF and have no concerns around the behaviour of the person. If the overseas visitor is a Bishop, then they should request the testimonial from the Nuncio or to the senior Suffragan Bishop in his province. In relation to clergy, this letter should be sent directly to the Archbishop of Glasgow. **See Annex 3: Testimonial Letter.**

All overseas visitors be asked to read, sign and agree to adhere to our Safeguarding Policy and Procedures and the Code of Conduct which will be complemented by an online briefing by a member of the Safeguarding Advisory Group prior to travelling. Clergy and Religious visitors should also be referred to In God's Image version 2, Standard 2: Paragraph 2.3. (We require all visiting/supply clergy and religious to observe the highest standards of conduct in their pastoral ministry and to comply with our safeguarding standards).

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 vulnerable adults during SCIAF business. If visitors want to stay longer in the country it will be pointed out to them by the staff member organising the visit and their superiors that SCIAF is not accountable for their behaviour and conduct out with the scheduled official visit.

### 3.5 Special Considerations for Stories and Images and Sharing Data and Information

SCIAF knows it's important to be aware of protection and safeguarding issues when recording stories, taking photos of, or filming, children and vulnerable adults and that the potential for misuse of images can be reduced if we are aware of the potential dangers and put appropriate measures in place. SCIAF representatives must also protect the personal data of children and vulnerable adults by processing and storing it in accordance with the General Data Protection Regulation (GDPR) in the European Union Act (2018) and SCIAF's policies including SCIAF's Data Protection Policy, Content Policy, Programme Data Policy and Private Notice.

SCIAF's representatives will adhere to the following guidelines when recording stories, taking pictures and videos of children/vulnerable adults and protecting and sharing data and information:

- Protect confidentiality by ensuring personal information is accessible only to authorised individuals.

- Obtain informed verbal or written consent for recorded interviews, before taking pictures/videos of anyone, including from a child's parent/guardian if under 18 years of age, the child's school or the NGO/Partner responsible for the child, and from individuals themselves to use the images and stories for SCIAF publications for five years in print media, internal communications, SCIAF promotional resources, social media, televisions, radio or any other platform appropriate, for SCIAF communications and marketing in Scotland or overseas. With vulnerable adults, their consent or depending on the nature of the vulnerability, their guardians' consent must be sought. However, it is not necessary to gain specific individual consent for those in crowd shots. Stories and images of children should be based on the child's best interest.
- Personal information about a child and vulnerable adult that could be used to identify his/her specific location within a country should not be used to accompany images.
- 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 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. Decisions about the appropriateness of the use of images of children and vulnerable adults by SCIAF should be made by the Director of Public Engagement or the Marketing and Communications Manager.
- In many cases it might be appropriate to withhold or change names and in any case the location of images taken are withheld
- Always explain what images will be used for, how they will be stored safely.
- Make clear that if a child or their family withdraw consent for an image to be shared, it may not be possible to delete images that have already been shared or published.
- 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.
- Ensure that photographers and filmmakers are not allowed to spend time with or have access to children without supervision.
- Apply a safeguarding lens to all promotional communications and fundraising activities and prioritise the protection of community members who share stories for communication or advocacy purposes.
- Share information with relevant stakeholders about how we expect our representatives to behave, including commitments on protection from sexual exploitation and abuse.
- Share relevant information in languages, formats and media that are easily understood and culturally appropriate for diverse groups.
- Ensure stakeholders are aware how to feedback and/or raise a complaint with SCIAF and partners.

## 4. REPORTING, RESPONDING AND MONITORING

### 4.1 Safeguarding Roles and Responsibilities

Although safeguarding is a shared responsibility, with all our representatives responsible for creating and maintaining an inclusive, dignified and safe environment for those who come into contact with us, as well as recognising, reporting and responding to exploitation and abuse, there are specific responsibilities within key roles that are outlined in the table below.

<b>Role</b>	<b>Responsibility</b>
SCIAF's Board of Directors	SCIAF's Board of Directors are ultimately responsible for reviewing and approving the Safeguarding Policy and Procedures. They are responsible for ensuring that SCIAF complies with best practice in safeguarding, in particular of children and vulnerable adults and take all reasonable steps to ensure there is transparency and accountability. They are also responsible for ensuring all safeguarding complaints/cases are followed and concluded correctly.
SCIAF's CEO	Responsible for all operational aspects of SCIAF's work, including Safeguarding.
SCIAF's Safeguarding Advisory Group	SCIAF's Safeguarding Advisory Group comprised of the SCIAF CEO, the Director of the Integral Human Development Department, the Director of Finance and Operations, the Safeguarding Coordinator, the Senior Development Education Officer and the Safeguarding Overseas Programming Technical lead. The group is responsible for managing safeguarding within the organisation, regularly reviewing and improving systems, policies, practices and procedures and overseeing the handling of safeguarding cases. The group meets quarterly and is overseen by the CEO who is a member of the group and regularly participates in meetings.
Senior Management Team	To keep oversight and monitor the implementation of this policy while supporting the development of systems and procedures to meet safeguarding standards.
Directors of Departments	Ensure that the department has systems and procedures in place which are in line with the Policy and Procedures to prevent and respond to issues or complaints as they arise, including those which need to be escalated to the Senior Management Team and Safeguarding Advisory Group.
Human Resources	Ensures that the recruitment of all SCIAF representatives follows the current safe recruitment procedures and that all new recruits understand and sign up to the Policy and Procedures as part of their induction.
Safeguarding Coordinator	Ensures the Safeguarding Advisory Group meets quarterly and to provide administration support for these meetings (agenda and minutes). Responsible for ensuring all PVG memberships for relevant staff and all school volunteers are in place and updated as necessary. Completes and submits the Annual Safeguarding Audit on time in conjunction with appropriate Safeguarding Advisory Group members. Organises the annual mandatory training for all staff as well as ensuring safeguarding materials and relevant safeguarding contact details are available to staff either in hard or soft copy as appropriate.
Senior Development Education and Community Engagement Officer	A link person between schools safeguarding policy and SCIAF. Keeps the Safeguarding Advisory Group up to date on any latest changes in school safeguarding policies. Inducts all SCIAF school volunteers and visitors on our Safeguarding Policy and

	Procedures and Code of Conduct. Provides safeguarding training for all school volunteers. Ensures all SCIAF representatives who enter schools are accompanied at all times.
All Managers	Ensure staff are supported and systems and procedures exist to implement and monitor safeguarding standards. Ensure testimonial letters have been received for all overseas visitors to SCIAF as well as PVG checks carried out for all consultants, photographers, journalists and visitors who travel overseas on behalf of SCIAF.
Safeguarding Thematic Lead	Provides safeguarding technical advice/support to SCIAF's International Programming team and our overseas partners to ensure our partners/projects meet minimum safeguarding standards to ensure the dignity and safety of our international programme participants.
All SCIAF	Ensure that the Safeguarding Policy is implemented and that safeguarding best practice in terms of prevention and response is incorporated into their work through risk analysis for relevant activities and create an action plan to minimise risk.

## 4.2 Recognising Exploitation and Abuse

It is essential that all SCIAF representatives recognise that exploitation and abuse of children and vulnerable adults in any form whether physical, sexual, emotional or neglect is unacceptable and will be responded to immediately we become aware of it. All SCIAF representatives are expected to know how to respond appropriately should an allegation or concern be raised with them.

## 4.3 Duty to Report

Our representatives have a mandatory duty to report all concerns or allegations about breaches of this Safeguarding Policy and Procedures and Code of Conduct. Anyone can raise a concern or make a complaint to SCIAF about something they have experienced or witnessed. Regarding safeguarding concerns and complaints:

- Our representatives have a mandatory duty to report all safeguarding concerns or allegations immediately. This is regardless of whether it is internal to SCIAF or not. It is not the responsibility of staff to decide whether or not exploitation or abuse has occurred, but they must pass their concerns on. Note that abuse may be current, recent or historical. There are no time constraints for reporting and acting within the remit of this procedure, although SCIAF encourages that reports be made as soon as possible.
- The need to report safeguarding concerns may arise when you witness or suspect abuse or exploitation, or grooming type behaviour, you receive a concern, allegation, or complaint that indicates abuse or exploitation, and when a survivor discloses abuse or exploitation.
- Staff who fail to report a concern may be subject to disciplinary action in accordance with SCIAF's Disciplinary Policy.
- SCIAF seeks to protect all individuals in reporting, provided the allegations are made reasonably and in good faith, in line with SCIAF's Complaints and Whistleblowing policies. Deliberately false allegations made against any individual, if these are proven, are a serious disciplinary offence and will be investigated in accordance with SCIAF's Disciplinary Policy.
- We manage safeguarding reports (and other complaints) in a manner that prioritises the safety of the complainant and those affected at all stages.

## 4.4 How to Report

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:

- The person to whom it is disclosed to must listen, respond, record and refer.
- Avoid any delay. Report to the SCIAF Safeguarding Coordinator (msherry@sciaf.org.uk or telephone number 0141 354 5555) or in their absence another member of the SCIAF Safeguarding Advisory Group via the SCIAF general telephone number 0141 354 5555 and ask for a member of the Safeguarding Advisory Group.
- As soon as possible, you should write up the report on the SCIAF Allegation/Concern report form and pass it immediately to SCIAF's Safeguarding Coordinator or in their absence another member of the SCIAF Safeguarding Advisory Group. **See Annex 4: Allegation/Concern Report Form.**
- 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 Diocesan Safeguarding Advisor is also informed. Please visit <https://www.scssa.org.uk/Contact-us> for contact details of all Diocesan Safeguarding Advisors.
- The Safeguarding Advisory Group will ensure appropriate follow-up. If urgent action is required to protect children and vulnerable adults this should be taken immediately.

No staff member or volunteer will prejudice their own standing or position within SCIAF by responsibly reporting potential or suspected abuse of children or vulnerable adults. SCIAF will deal sensitively and fairly with those who have reported an allegation of abuse. The person who reports the allegation must:

- Be treated with respect and compassion.
- Be assured that the allegation will be dealt with appropriately and confidentially.
- Be listened to carefully.
- Be offered information and support.
- Be offered the opportunity to be accompanied by a friend or advocate.
- Be briefed on the process as it unfolds and supported throughout, while respecting any named person's right to confidentiality.

#### 4.5 Guidance on Responding to a Direct Disclosure

If a child or vulnerable adult disclosed exploitation or abuse directly to you:

- Immediate action must be taken to ensure the child or vulnerable adult's safety and welfare. In an emergency where someone is at immediate risk of harm, contact Police, Social Work and Medical Services immediately.
- Contact the Safeguarding Coordinator or a member of the Safeguarding Advisory Group as soon as possible to inform them of the disclosure.
- Remain calm, listen to and accept what the child or vulnerable adult says and take it seriously.
- Reassure the child or vulnerable adult that they have done the right thing by telling you.
- Let the child or vulnerable adult speak freely but do not press for information.
- Do not investigate and do not inform, question or confront the alleged abuser, other staff, parents, teachers or carers.
- Do not promise total confidentiality. Any information offered in confidence should be received on the basis that it will be shared with relevant people in authority: this might include the SCIAF Safeguarding Coordinator, the Safeguarding Advisory Group, the DSA and/or, if appropriate, safeguarding personnel in statutory agencies. The mandatory reporting policy of the Catholic Church in Scotland means that, when a disclosure of abuse is made, it is always reported to Police Scotland, whether the accused is alive or deceased. If the accused is alive, then Police Scotland will

instigate an investigation. They will also ask for the accused to be removed from any direct contact with children or vulnerable adults. This is intended both for the protection of these groups and for the protection of the accused. Parents or carers will also be informed if appropriate and in co-operation with statutory authorities or relevant agencies. Apart from this, confidentiality will be observed. See also Standard 3 Responding to safeguarding concerns and allegations In God's Image version 2 for further information on this matter.

- 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 using the SCIAF incidents forms ensuring you note the key points of the allegation: Who? What? When? Where?  
**See Annex 5: Incident Report Form (Scotland) and Annex 6: Incident Report Form (Overseas).**
- Pass all information to the Safeguarding Coordinator or a member of the Safeguarding Advisory Group who will follow up on the case as a matter of urgency.
- Maintain professional confidentiality at all times.

#### **4.6 Responding to Allegations and Concerns**

##### **See Annex 7: Complaints Flow Chart**

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 vulnerable groups the paramount consideration. The principle of 'best interests of the child' and the desire to secure the best outcomes for the child will govern our decisions regarding what action to take in response to concerns.

SCIAF will manage allegations and concerns in accordance with this policy and related safeguarding procedures and guidelines. Upon receipt of the person raising the concern or allegation, SCIAF will:

- Hold a Safeguarding Advisory Group meeting within 24 hours to assess the concern and consider if further information is required based on the indication there may have been a breach of our Code of Conduct. In the event of an investigation, decide whether the investigating team is internal or external. (Investigations will be guided by the CI Safeguarding Task Force Member Investigation Guidelines). Note that in most cases where a criminal allegation is made the investigation will lie with the police. The allegation or concern will be recorded in the Safeguarding Log which will be kept up to date by relevant staff. **See Annex 8: Safeguarding Log.**
- 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 the emotional, physical, psychological and social well-being needs of the survivor. SCIAF will also provide support to any 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 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.
- We will refer any reports involving criminal activity to the relevant authorities responsible for investigation. As a rule, internal investigations should happen only when criminal investigations have taken place. If a suspicion is expressed, SCIAF will undertake a risk assessment and then take

appropriate action, which may involve contacting statutory authorities.

- If a child or vulnerable adult is believed to be in imminent risk of significant harm, SCIAF will contact the police by phoning 999.
- We will then investigate 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 the code of conduct or of the policy and procedures. It is not a criminal investigation into the allegations of abuse, and great care must be taken not to prejudice the police 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 personnel file. Confidentiality regarding these records will be scrupulously maintained and information will only be released to the senior manager 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.
- Staff must comply with safeguarding related investigations (internal and external) and make available any information necessary to complete the investigation.
- When appropriate, keep the person who has raised the concern or allegation updated on progress.
- Maintain confidentiality (if children have been involved, we will inform parents and carers appropriately).
- If the concern or allegation relates to an individual within a parish in Scotland, we will contact the relevant Diocesan Safeguarding Advisor, who, if appropriate, will notify the Scottish Catholic Safeguarding Standards Agency (SCSSA).
- We will report the concern or allegation when required to OSCR, the Scottish Charity Regulator. Note that OSCR abolished its notifiable events regime on April 1, 20024, replacing it with a new “raise a concern” process for charities to report serious issues only. Concerns would only be raised with OSCR if it is not possible to address any serious issues, or if issues have not been resolved in a satisfactory way.
- 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 log this issue. The Safeguarding Advisory Group will follow-up with the Programme Manager, Programme Officer and the partner to ensure that the case has been reported to the relevant bodies in-country by the partner and is being managed appropriately. All such issues will be escalated to the Board of Directors. The Safeguarding Advisory Group will ensure that the appropriate regulatory bodies in Scotland and the donor are informed as required.
- 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.

#### 4.7 Care of Survivors

SCIAF commits to supporting survivors of sexual exploitation and abuse perpetrated by a SCIAF representative. The needs, well-being and safety of the survivor should be led by them as they are best placed to know their needs. SCIAF commits to supporting survivors by ensuring any process is non-directive and non-judgemental. SCIAF will:

- Provide a safe and caring environment for the survivor and respect their wishes and the principle of confidentiality.
- Inform the survivor they have the right to be accompanied by a friend or family member.
- Make an offer, and if agreed, arrange for the survivor to meet with personnel who can respond

compassionately to an allegation.

- Listen and give credence to survivors.
- Ask survivors “What do you need us to do for you?” Every survivor’s experience is unique, thus SCIAF’s response will be customised to meet the survivor’s needs uniquely. However, the broad principles of the response set out in this standard should be observed consistently.
- Inform the survivor that SCIAF is obliged to report the allegation to the Police, whether the accused is alive or deceased, and even if the survivor has previously reported it.
- Inform the survivor how to contact the Police directly to make an allegation, if they wish to do so.
- Provide clear and honest information about available services.
- Refer survivors to medical and psychosocial service providers or specialists, provide practical support during an investigation (i.e. providing them with regular updates, help them prepare to return to work etc); access to coach or mentor to build their confidence; access to training i.e. psychosocial first aid to increase resilience.

SCIAF has a documented system to refer survivors of safeguarding violations to available and safe services, based on their needs and consent. It includes the identification of service providers of health care, psychosocial support, and legal assistance. **See Annex 9: SCIAF Support to Survivors of Sexual Exploitation and Abuse: Safeguarding Referral System.**

#### 4.8 Care of Respondents

SCIAF will deal sensitively and fairly with those who have an allegation of abuse made against them. The respondent must be accorded natural justice in terms of both civil and canon law, and must at all times:

- Be treated with respect and compassion.
- Unless the police advise otherwise the respondent will be informed that an allegation has been made against them.
- Be informed, if the Police agree that its appropriate and have shared the relevant information, of the allegation itself.
- Be advised of the need to seek civil and canonical legal representation.
- Be listened to carefully.
- Be offered information and support.
- Be briefed on the process as it unfolds and supported throughout, while respecting any named person’s right to confidentiality.

#### 4.9 Policy Implementation and Compliance

SCIAF’s Safeguarding Advisory Group will be responsible for monitoring the implementation and compliance of this policy. This will be achieved through the following procedures:

- The policy will be reviewed and approved by SCIAF’s Board of Directors at least every two years and whenever appropriate to ensure it is in line with all current national guidance and legislation, international standards and best practice and ongoing conversations with stakeholders. Minor changes to the policy and procedure will be approved by the SCIAF Director. If significant changes are required, then the policy will be approved by our Board of Directors.
- The safeguarding policies and procedures of SCIAF are annually audited by the Scottish Catholic Safeguarding Standards Agency (SCSSA) also known as the Independent Catholic Safeguarding Community Interest Company SC728538.
- Organisational risk in relation to safeguarding is monitored as part of the organisational risk register.
- An annual report, highlighting key issues will be presented to SCIAF’s Board of Directors.

- SCIAF will monitor complaints and concerns received regarding safeguarding on a quarterly basis and report back to the Board of Directors.

---

## ANNEX 1: ACKNOWLEDGEMENT FORM

**TO BE SIGNED BY ALL REPRESENTATIVES OF SCIAF (ALL SCIAF EMPLOYEES, BOARD MEMBERS, ADVISORY GROUP MEMBERS, CONSULTANTS, VOLUNTEERS AND ANY OTHER PERSON WHO IS ASKED OR AUTHORISED TO CARRY OUT WORK, OR REPRESENT SCIAF).**

<b>SCIAF'S CODE OF CONDUCT AND SAFEGUARDING POLICY AND PROCEDURES</b>	
Name	Click or tap here to enter text.
Position	Click or tap here to enter text.
<p>I hereby acknowledge I have read, understood and agree to adhere to SCIAF's Safeguarding Policy and Procedures and Code of Conduct which prohibits abuse and exploitation of a child or vulnerable adult.</p>	
Signature:	
Date:	Click or tap here to enter text.

**Please return completed form by email to SCIAF's Safeguarding Coordinator at the following email address: [msherry@sciaf.org.uk](mailto:msherry@sciaf.org.uk)**

**ANNEX 2: SAFEGUARDING SELF-DECLARATION FORM**

<b>Surname:</b>		
<b>NIC or Passport Number:</b>		
<b>Date of Birth:</b>		
<b>Place of Birth:</b>		
<b>Citizenship:</b>		
<b>Place of Residence:</b>		
<b>Phone number:</b>		
<b>E-mail address:</b>		

Have you ever been known by any government department or judicial or other competent authorities in this country or abroad as being a risk or potential risk to children or vulnerable adults?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If yes, please provide further information below</i>		

Have you ever been the subject of a police investigation or legal proceedings, in this country or abroad, for alleged abuse or misconduct against minors or vulnerable adults which do not appear on your criminal record?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If yes, please provide further information below</i>		

Have you been the subject of any disciplinary investigation and/or sanction by any organisation due to concerns about your behaviour towards children or vulnerable adults?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<i>If yes, please provide further information below</i>		

## CONFIRMATION OF DECLARATION

<input type="checkbox"/>	I agree that the information provided here may be processed in connection with recruitment purposes and with due confidentiality. I understand that an offer of employment may be withdrawn or dismissal may result if information is not disclosed by me and subsequently comes to the organisation's attention.
<input type="checkbox"/>	I agree to inform the organisation within 24 hours if I am subsequently investigated by any agency or organisation in relation to concerns about my behaviour towards children, young people or vulnerable adults.
<input type="checkbox"/>	<p>I hereby authorise any person, organisation or educational/training institution that I have listed as a reference in my application to disclose in good faith and with due confidentiality any information they may have about my qualifications or suitability for employment.</p> <p>I release from any liability any employer, person or education/training institution from giving information about me that is necessary and inherent to the employment process.</p>
<input type="checkbox"/>	I understand that the information contained on this form and information supplied by third parties may be supplied by the organisation to other persons or organisations in circumstances where this is considered necessary to safeguard other children or vulnerable adults.

<b>Signature:</b>	
<b>Print name:</b>	
<b>Date:</b>	

Please provide contact details below from any person, organisation or educational/training institutions that can provide a conduct statement in relation to safeguarding, covering the previous five years.

<b>Period covered</b>	
<b>Name:</b>	
<b>Organisation</b>	
<b>Address:</b>	
<b>Postcode</b>	
<b>Email:</b>	

<b>Period covered</b>	
<b>Name:</b>	
<b>Organisation</b>	
<b>Address:</b>	
<b>Postcode</b>	
<b>Email:</b>	

<b>Period covered</b>	
<b>Name:</b>	
<b>Organisation</b>	
<b>Address:</b>	
<b>Postcode</b>	
<b>Email:</b>	

<b>Period covered</b>	
<b>Name:</b>	
<b>Organisation</b>	
<b>Address:</b>	
<b>Postcode</b>	
<b>Email:</b>	

<b>Period covered</b>	
<b>Name:</b>	
<b>Organisation</b>	
<b>Address:</b>	
<b>Postcode</b>	
<b>Email:</b>	

## ANNEX 3: TESTIMONIAL LETTER

### TESTIMONIAL LETTER

Required for Ministry in the Diocese of ...[INSERT NAME OF DIOCESE]...,

...[INSERT NAME OF BISHOP/SUPERIOR]...(Bishop/Superior)

hereby state that I consider...[INSERT APPLICANT'S NAME]...(Applicant)

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

...[INSERT DIOCESE/RELIGIOUS CONGREGATION NAME]... (Diocese/Religious Congregation)

and qualified to undertake pastoral work in the Diocese of ...[INSERT NAME OF DIOCESE]....

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 ...[INSERT NAME OF APPLICANT]...

for ministry in the Diocese of ...[INSERT NAME OF DIOCESE]....

Date .....[INSERT DATE]..... Signed .....[INSERT SIGNATURE].....

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 ...[INSERT NAME OF APPLICANT]...has submitted a suitable testimonial letter for this priest/deacon/member of religious congregation to work in this Diocese.

Signed: ...[INSERT SIGNATURE]..... (Bishop/Religious Superior)

Date: ...[INSERT DATE]...

## ANNEX 4: ALLEGATION/CONCERN REPORT FORM

### SCIAF ALLEGATION/CONCERN REPORT FORM - CONFIDENTIAL

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

<b>Information received details</b>			
Information received at (time):	Click or tap here to enter text.		
On (date):	Click or tap here to enter text.		
By (your name)	Click or tap here to enter text.		
Position:	Click or tap here to enter text.		
Telephone no:	Click or tap here to enter text.		
Email address	Click or tap here to enter text.		
<b>Information received: (tick as necessary)</b>			
Telephone: <input type="checkbox"/>	Letter <input type="checkbox"/>	In person <input type="checkbox"/>	By email <input type="checkbox"/>

<b>Alleged victim/survivor, child or vulnerable adult</b>	
Name	Click or tap here to enter text.
Age:	Click or tap here to enter text.
Address	Click or tap here to enter text.
Telephone	Click or tap here to enter text.
Name of Parent/ Guardian/Carer	Click or tap here to enter text.
Telephone	Click or tap here to enter text.
Email:	Click or tap here to enter text.

<b>Information received from (complete all details where known)</b>	
Name	Click or tap here to enter text.
Position	Click or tap here to enter text.
Organisation	Click or tap here to enter text.
Contact address	Click or tap here to enter text.
Telephone	Click or tap here to enter text.
Email	Click or tap here to enter text.

<b>Person alleged responsible (complete all details where known)</b>	
Name	Click or tap here to enter text.
Age	Click or tap here to enter text.
Position	Click or tap here to enter text.
Organisation	Click or tap here to enter text.
Contact address	Click or tap here to enter text.
Telephone	Click or tap here to enter text.
Email	Click or tap here to enter text.

<b>Information</b>	
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. Include relevant information such as location of incident, what happened and how it happened, description of any injuries sustained, behavior witnessed and whether the information provided is recorded as fact, opinion, or hearsay. Also list details of any witnesses - consider anonymizing where this will not negatively impact the ability to take immediate response actions)

Click or tap here to enter text.

Name	Click or tap here to enter text.
------	----------------------------------

Signature	
-----------	--

Date	Click or tap here to enter text.
------	----------------------------------

#### **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
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	

Reporting to a member of the Safeguarding Advisory Committee (to be completed by a member of the SGA Committee)

Date and time SGA Committee notified of incident/concern:

Date and time this form passed to SGA Committee (if different from above):

SGA Comments (actions taken/impact on organisation/involvement of external agencies/initial lessons learned/further action required

## ANNEX 5: INCIDENT REPORT FORM (SCOTLAND)

<b>Details of event</b>	
Details of event	Click or tap here to enter text.
Event leader	Click or tap here to enter text.
Contact number	Click or tap here to enter text.
Name of child/vulnerable adult involved	Click or tap here to enter text.
Date of Birth of Child/Vulnerable adult involved (if known)	Click or tap here to enter text.
Date and time of incident	Click or tap here to enter text.
Place of incident	Click or tap here to enter text.
Circumstances of Incident	Click or tap here to enter text.
Names of those present at the incident	Click or tap here to enter text.
Nature of Injury/Harm	Click or tap here to enter text.
Treatment Given	Click or tap here to enter text.
Reported to Whom?	Click or tap here to enter text.
Other Action Taken	Click or tap here to enter text.

<b>Name</b>	Click or tap here to enter text.
<b>Position</b>	Click or tap here to enter text.
<b>Signed</b>	
<b>Date</b>	Click or tap here to enter text.

## ANNEX 6: INCIDENT REPORT FORM (OVERSEAS)

<b>Part 1 – About you</b>	
Your role in or relationship with SCIAF i.e. Partner Name	Click or tap here to enter text.
Details of any other organisation involved	Click or tap here to enter text.
Your relationship to the child or vulnerable adult concerned	Click or tap here to enter text.
<b>Part Two: About the Child/Vulnerable Adult(s)</b>	
Reference Number (no name)	Click or tap here to enter text.
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>
Age:	Click or tap here to enter text.
Who does the child/vulnerable live with? (no addresses)	Click or tap here to enter text.
Is the child/vulnerable adult in a place of safety? (no addresses)	Click or tap here to enter text.
Are there any immediate medical or safety issues?	Click or tap here to enter text.
Has support been provided to the victim/survivor?	
<b>Part Three: About the Subject of Complaint</b>	
Reference Number (no name)	
Grade of subject of the complaint a CEO, Director, Senior Manager, Middle Manager, Staff Member. Member of the Clergy	
Was the staff member suspended or transferred to another role while the allegation was being followed up?	
<b>Part Four: About Your Concern</b>	
How did you come to have a concern: was abuse observed or suspected? Was an allegation made? Did a	Click or tap here to enter text.

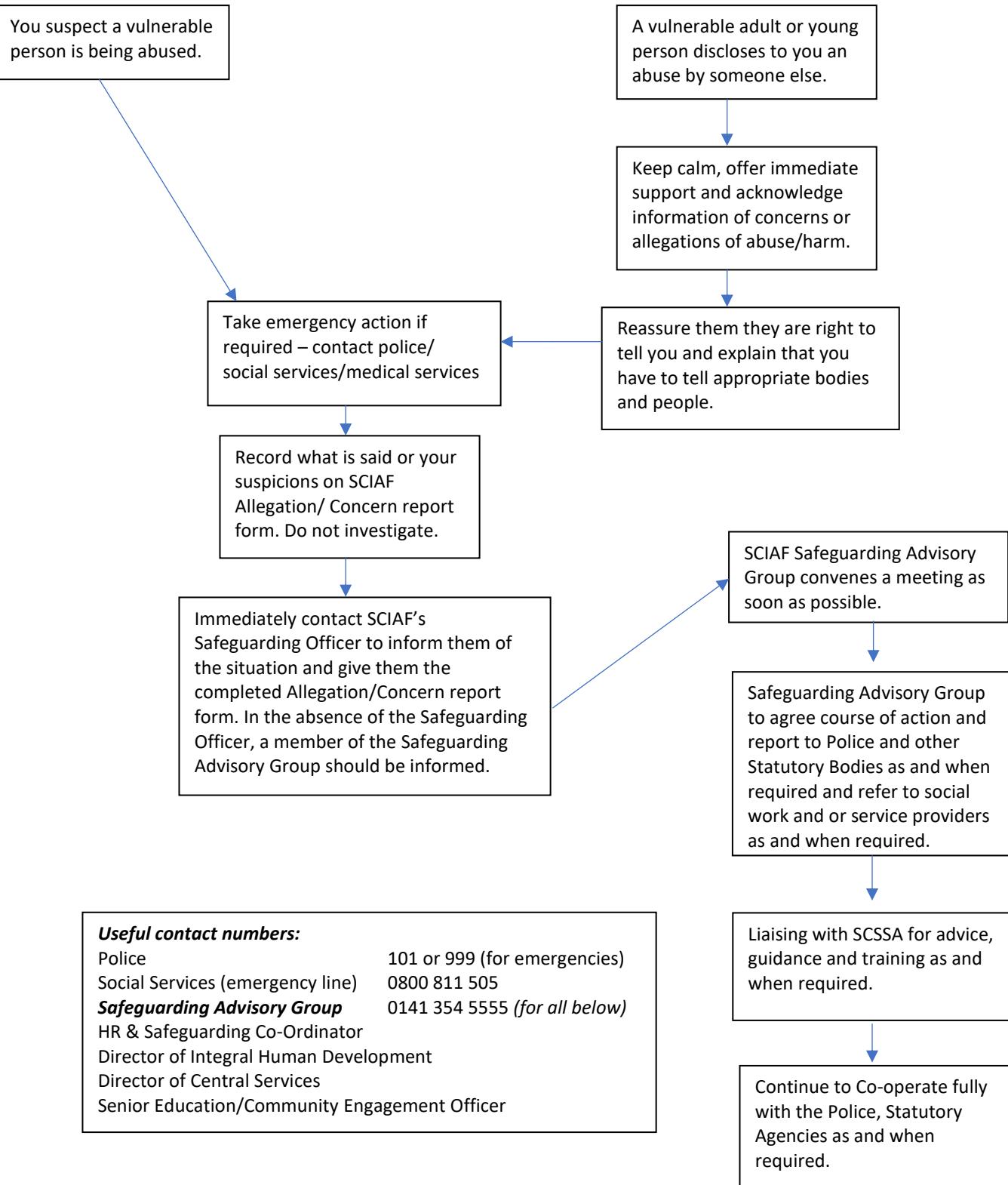
child or vulnerable adult disclose abuse?	Click or tap here to enter text.
Date, time and place of any incident(s) (no addresses)	Click or tap here to enter text.
Nature of concern/allegation What was alleged to have happened	Click or tap here to enter text.
Observations made by you (e.g. child's or vulnerable adults emotional state, any physical evidence)	Click or tap here to enter text.
Write down exactly what the child/vulnerable adult said in their own words and what you said: continue on a separate sheet if necessary.	Click or tap here to enter text.
Any other relevant information? (e.g. disability? Language?)	Click or tap here to enter text.
Were other children involved or aware?	Click or tap here to enter text.

Have you reported to parents or carers or any other Safeguarding Personnel or Agencies?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes, please state to whom without giving names.	Click or tap here to enter text.
Time and date of reporting	Click or tap here to enter text.
Was there an investigation? If not, why not?	Click or tap here to enter text.

Investigation team (indicate internal or external)	
Outline the process taken to investigate: Interviews conducted (no names), documents consulted?	
Findings of the investigations. Was the allegation upheld? – main supporting evidence	
Main Recommendations	
Actions taken with subject if the complaint is upheld e.g. dismissed, reported to authorities, referred to Bishop for Canon law.	Click or tap here to enter text.
Further actions based on recommendations.	

## ANNEX 7: COMPLAINT HANDLING FLOWCHART

### Responding to concerns or allegations of Abuse/Harm



## ANNEX 8: SAFEGUARDING LOG

### Safeguarding Log

The information contained within this form is highly confidential. Only authorised persons should have access to the form and the information recorded here. This form must be securely stored.

This form should be completed by a member of the Safeguarding Advisory Group, line manager, Senior Management Team member or Board member who has received a report about a safeguarding allegation.

Report form number	Click or tap here to enter text.
Date report made	Click or tap here to enter text.
Who reported (name and job title)	Click or tap here to enter text.
Date/s of incident/s triggering suspicion/allegation	Click or tap here to enter text.
Nature of allegation	Click or tap here to enter text.
Suspect (name and job title)	Click or tap here to enter text.
Evidence / witness	Click or tap here to enter text.
Other relevant information	Click or tap here to enter text.

Log of Actions Taken			
Date	Action Taken	Decision/Action Points	Name of Person filling in the log

## ANNEX 9: SCIAF Support to Survivors of Sexual Exploitation and Abuse: Safeguarding Referral System.

SCIAF has a documented system to refer survivors of safeguarding violations to available and safe services, based on their needs and consent. It includes the identification of service providers of health care, psychosocial support, and legal assistance – at minimum: contact details and the preferred referral process for each service provider (phone, email etc.). Below is SCIAF documented referral process for survivors of safeguarding violations:

- **First thing will be:** We will provide a **safe** and **caring** environment for the survivor and respect their wishes and the principle of confidentiality.
- **Second thing will be:** We will ask the survivor's **immediate needs**.
- **Third thing will be:** We will provide clear and honest information about **available services**.

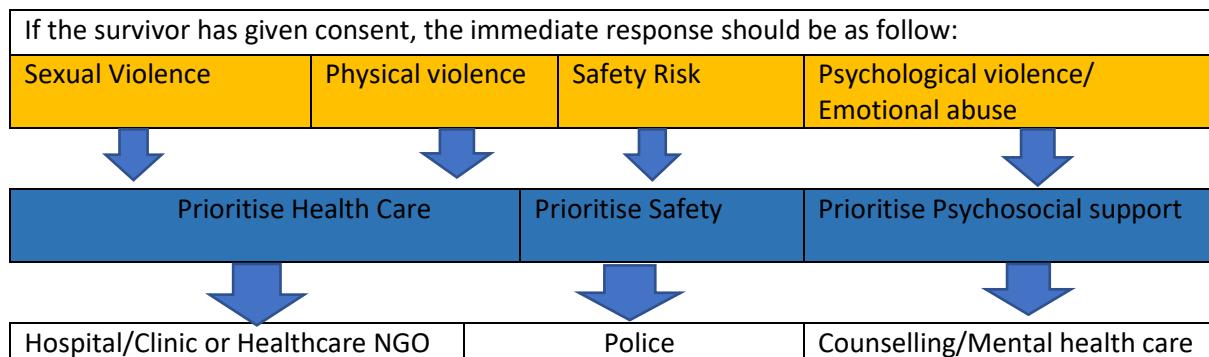
### WARNING!

#### NO REFERRAL WITHOUT Explicit Consent, except:

1. When there is a threat to the life of the survivor
2. When a survivor threatens to cause serious harm to another person
3. In case of suspicion of abuse or neglect towards a child and in child's best interest

In the event of rape, inform the victim of the importance of accessing medical care within 72 hours.

If the survivor agrees and requests, ask for her/his informed consent and carry out referrals and support for accessing services.



#### ORGANISATION: POLICE SCOTLAND

**Point focal:** 999 (for urgent response) 101 (less urgent calls) or attendance at any police station near you.

**Services provided:** Legal advice, criminal investigations and referrals to services to relevant service providers.

Note you can discuss your options with a trained police officer before deciding to make a formal complaint or not.

**Target group:** All survivor/victims

**Opening hours:** 999 calls can be 24 hours per day. 101

#### ORGANISATION: VICTIM SUPPORT SCOTLAND

**Point focal:** 03456039213 (8am to 8pm Monday to Friday)

**Services provided:** Provides support and information to anyone who has been affected by crime or who had to attend court.

**Target group:** Victims of crime and now have to attend court.

**Opening hours:** 8am to 8pm Monday to Friday

and in person at police stations the times are 9 am to 5pm

#### **ORGANISATION: RAPE CRISIS SCOTLAND**

**Point focal:** 0808801032 (open 6pm to midnight daily) or e-mail at [support@rapecrisisscotland.org.uk](mailto:support@rapecrisisscotland.org.uk)

**Services provided:** Provide advice on the law, health and medical issues. If report a crime of this nature to the Police Scotland, you can ask to be referred to RCS.

**Target group:** For anyone who has experienced sexual violence.

**Opening hours:** Office hours 9am to 5pm

#### **ORGANISATION: NHS INFORM SCOTLAND**

**Point focal:** National 24/7365 phone service hosted by NHS 24

**Services provided:** Provides information on how to access emergency health care and how to access referral services

**Target group:** To All

**Opening hours:** 24-hour service

#### **ORGANISATION: BREATHING SPACE**

**Point focal:** 0800838587 (6pm to 2am Monday to Thursday and 6pm Friday -6am Monday)

**Services provided:** Offers confidential phone line for anyone who feels low, anxious or depressed in Scotland.

**Target group:** Anyone feeling low and depressed in Scotland.

**Opening hours:** As above

#### **ORGANISATION: NHS SCOTLAND SEXUAL ASSAULT SELF- REFERRAL PHONE SERVICE**

**Point focal:** Name - 08001488888

**Services provided:** Referral to local trained health care professionals at a sexual assault response coordination service (SARCS)

**Target group:** Sexual assault survivors

**Opening hours:** 24-hr service/7 days

#### **ORGANISATION: NATIONAL SOCIETY for the PREVENTION of CRUELTY to CHILDREN (NSPCC)**

**Point focal:** 0141 420 3816

[Help@nspcc.org.uk](mailto:Help@nspcc.org.uk) or 08088005000

**Services provided:** A wide range of services to prevent and respond to child abuse.

**Target group:** Children

**Opening hours:** 10 to 4pm help line – 9am to 5pm offices

#### **ORGANISATION: BRIDGE TO SUPPORT**

**Point focal:** Tel: 0131 243 0136;

[bridgesupport@health-inmind.org.uk](mailto:bridgesupport@health-inmind.org.uk)

**Services provided:** Provides a free support service for survivors living in Scotland, of child abuse by a Jesuit or a member of staff. It is delivered by Scottish mental health charity Health in Mind. Services include counselling and psychosocial trauma support.

**Target group:** Survivors of childhood abuse.

**Opening hours:** Mon, Wed and Friday 9am to 5pm

### **Other Relevant Service Providers**

**Scottish Government** - This website contains links to survivor support services, via NHS Inform and ALISS, as well as links to more immediate support.

**Future Pathways** - Offers help and support to people who were abused or neglected as children while they were living in care in Scotland. Future Pathways work to help survivors get support. They can be contacted via Freephone **0808 164 2005** or email [registration@future-pathways.co.uk](mailto:registration@future-pathways.co.uk).

**Talk Now** - Provides one to one counselling and support to both male and female survivors of childhood abuse and trauma. They also provide counselling to family members who are affected by abuse. They can be contacted on 01355 458272 or e-mail [pat@talknow.org.uk](mailto:pat@talknow.org.uk) or [www.talknow.org.uk](http://www.talknow.org.uk)

**Speak Out Scotland** - Complex trauma therapy and emotional support for male survivors of childhood sexual abuse either by telephone or online video (zoom). They can be contacted on 07873258677 or e-mail [info@speakoutscotland.org.uk](mailto:info@speakoutscotland.org.uk) or [www.speakoutscotland.org](http://www.speakoutscotland.org)

**Scottish Government Redress Scheme** is for survivors who experienced child abuse whilst within care in Scotland. The scheme has been set up to recognise and acknowledge what happened and the harm it may have caused. For more information or to make an application please refer to [Financial redress for abuse survivors - gov.scot \(www.gov.scot\)](http://Financial redress for abuse survivors - gov.scot (www.gov.scot)).

The service mapping/referral pathway will be reviewed and updated annually.