

Safeguarding Children and Vulnerable Adults in the Catholic Church



Policy and Procedures for the Missionaries of the Sacred Heart in the United Kingdom

MSC Irish Province

**Approved 30th August 2011
To be reviewed annually in September**

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Foreword

A Message from the Provincial

Our Constitutions proclaim that our mission as Missionaries of the Sacred Heart [MSC] is to be sent, like Christ, into the world, “to proclaim the Good News that God is a father who shows his concern for the poor and suffering, and who gives meaning to life by giving us his love” (CS 20).

A central image for our founder, Fr Jules Chevalier MSC, was that of Jesus the Good Shepherd. “In Jesus we see the Good Shepherd who goes in search of those who are lost, who knows his own and gives his life to save them. He shows us the Father’s deep concern for those who are considered unimportant and whose rights are disregarded. We learn from him who is gentle and humble of heart, who eases our burdens and gives us rest” (CS 9).

Speaking particularly of those who suffer, our Constitutions tell us: “In the poor and the little ones, in all the victims of injustice and violence, we will discover the face of Christ. He asks us to bring his love into their lives. In answer to his call, we will show our compassion towards them by working courageously to guarantee their human rights and to change the hearts of their oppressors” (CS 22).

It is in this context that I offer you this document on safeguarding for all members of the Missionaries of the Sacred Heart in the United Kingdom.

The procedures which follow have been drawn up by the Irish Province of the Missionaries of the Sacred Heart [MSC] which is responsible for members of the Congregation living, ministering and visiting in the UK. It draws on the good practice of other Religious Congregations and the Conference of Religious in England and Wales. It has been reviewed by the Safeguarding Office of the Conference of Religious and was approved by the Provincial in Council at a Provincial Council meeting on 30th August 2011.

This policy is for use by all Missionaries of the Sacred Heart resident in the UK and for those visiting the UK on holiday, on sabbatical or to work. It also outlines the steps to be taken by the Provincial and his delegates in the event of allegations of child sexual abuse against a member of the Missionaries of the Sacred Heart in the United Kingdom. The procedures in this document will be in addition to any policies and

guidelines of the dioceses and/or institutions where MSCs reside and work. It complements the document produced by the Catholic Safeguarding Advisory Service, ***Safeguarding Children & Vulnerable Adults***. The latest version of the web-based procedures manual of the CSAS document can be found at <http://www.csasprocedures.uk.net/>

Further amendments and additions to this policy and its procedures shall be made as necessary in the light of pastoral, canonical and civil developments.

This document will be reviewed annually by the Provincial Leadership Team at their September meeting.

All members are obliged to familiarise themselves with these procedures and to implement them, without exception, in their personal lives, their community life and in the places where they work.

This document supersedes all previous documents and policies of the Irish Province of the Missionaries of the Sacred Heart pertaining to the UK.

Our Province Guidelines have been revised on many occasions over recent years in the light of changing legislation and the documents of the Church. Each of us must now study carefully these latest guidelines, be aware of their practical implications and embrace the thinking and values which underpin them. This is one very important way in which we live and witness our commitment to the MSC mission today.

Fr Joseph McGee MSC
Provincial Leader
30th August 2011

Introduction

This document sets out the pastoral and procedural guidelines that should be used if allegations of abuse of children or vulnerable adults are made against any member of the Society of the Missionaries of the Sacred Heart in the United Kingdom or anyone employed by, or volunteering with, the Missionaries of the Sacred Heart.

These guidelines are in accordance with the procedures developed in the following documents:

- ❖ The Children Act (1989)
- ❖ The Protection of Children Act (2001)
- ❖ The Nolan Report – A programme for Action (2001)
- ❖ The National Policy for Responding to Allegations (COPCA) (2004)
- ❖ The Cumberlege Commission Report (2007)

The Nolan Report set out a series of 83 recommendations regarding child protection procedures within the Catholic Church in England and Wales. This was accepted and approved by the Conference of Bishops of England and Wales (CBEW) in April 2001.

The Cumberlege Report sets out a further series of 93 recommendations for *Safeguarding With Confidence Children and Vulnerable Adults in the Catholic Church*. This was accepted and approved by the Conference of Bishops and the Conference of Religious for England and Wales in April 2007.

See the organisational chart in Appendix 5.

Structure of Safeguarding within the Catholic Church in the United Kingdom

The Cumberlege Commission Report recommended that the COPCA Management Board be replaced by the National Catholic Safeguarding Commission (NCSC). This Commission is accountable to the Conference of Bishops and the Conference of Religious. Religious Orders are supported by the Conference of Religious (COR), which has three representatives on the new National Catholic Safeguarding Commission, one of whom is the vice-chair.

A further recommendation was that the Catholic Office for the Protection of Children and Vulnerable Adults (COPCA) should be replaced by the Catholic Safeguarding

Advisory Service (CSAS). This is both a change of name and a change of role within the Church. These two recommendations were implemented in July 2008. The country is divided into four Regional Safeguarding Commissions for Religious Orders and Congregations. The Missionaries of the Sacred Heart are represented in the London/Midlands Commission. The Provincial's delegate (Fr Alan Whelan MSC) is the named Religious Safeguarding Representative for the Missionaries of the Sacred Heart in the United Kingdom.

Our MSC Commitment to Safeguarding

The Irish Province of the Missionaries of the Sacred Heart undertakes to do all in its power to create a safe environment for children, young people and vulnerable adults. The Missionaries of the Sacred Heart will liaise closely with the statutory agencies to ensure that any allegations of abuse are promptly and properly dealt with, victims supported, and perpetrators held to account.

We express our collective shame and sorrow that incidents of abuse have occurred. On behalf of the Missionaries of the Sacred Heart we apologise to all who have suffered because of abuse. We recognise the hurt and sense of isolation which those who have been victims of child abuse by priests and religious have experienced. We declare that those who have suffered abuse and their families have first call on the pastoral concern of the Missionaries of the Sacred Heart.

The procedures which follow recognise the paramount need to safeguard the welfare of children and vulnerable adults.

All child abuse is a betrayal of trust given to those who have responsibility to safeguard the well-being of children with whom they are in contact, however temporary that contact may be. It is most abhorrent when the position of trust is that of a member of the clergy or religious congregation. Child abuse by priests and religious is a betrayal of their calling to serve others. It is a betrayal too of the Christian community which has entrusted them with particular authority and responsibility. Instead of their special position in the Church being a means through which God's care for his people is revealed, priests and religious who abuse children take advantage of that position to gratify their own desires and sense of power.

The response of the Irish Province of the Missionaries of the Sacred Heart to allegations of child abuse against an MSC must include respect for the rights of the

person who has been accused. In particular, with due regard to the paramount need to protect children, care should be taken that the good name and reputation of the MSC who is accused is not unjustly tarnished. The fundamental presumption of innocence must be upheld and respected, unless the contrary has been established. Careful attention must be given to the spiritual and emotional well-being of the accused person. This must extend throughout the period of investigation of an allegation and beyond, whatever the outcome of the investigation may be.

In the Constitutions of the Missionaries of the Sacred Heart we read: “We are sent into the world to proclaim the Good News of the love and kindness of God our Saviour and to bear witness to it in the whole of our lives.” (No. 4) We pray that in following the procedures outlined in this document we may remain ever faithful to the noble calling which we have all received.

May the Sacred Heart of Jesus be everywhere loved.

- ❖ **The MSC Safeguarding Representative for the UK is Fr Alan Whelan MSC**

- ❖ **The Religious Safeguarding Commission to which the Missionaries of the Sacred Heart belong is the London/Midlands Regional Commission**

Policy Statement

The abuse of children and vulnerable adults is both immoral and a crime.

The Missionaries of the Sacred Heart in the United Kingdom, endeavouring to live according to the Gospel where Jesus said *“Let the children come to me; do not stop them”* [Matthew 19:14] and who warned anyone who would offend against them, that it would be better for such a person *“to have a great millstone hung around his neck and to be drowned in the depths of the sea”* [Matthew 18:6], recognises the dignity and rights of children, especially their right to develop their relationship with God without interference.

Hence, we abhor all instances of abuse and affirm that the Gospel value of respect for all persons is foundational to our way of life. We pledge ourselves to treat with compassion all those afflicted by abuse, especially the primary victims and their families. We also pledge to assist those members of our community who have abused, to lead offence-free lives thus preventing the further abuse of children. Our aim is to restore and enhance the dignity of all persons wounded by this evil and bring them healing, a cessation of abuse and, where feasible, reconciliation. To achieve this aim, the leadership of the Irish Province of the Missionaries of the Sacred Heart and all the members of the Province, rededicate themselves to Our Lord Jesus Christ and the way of life inspired by his Gospel and pledge to observe carefully the child safeguarding guidelines set forth in this protocol.

The Missionaries of the Sacred Heart [MSC] hereby commit to observe the Safeguarding Policies of the Catholic Church in England and Wales. In other words we are committed to protect children, young people and vulnerable adults from neglect, physical, emotional and sexual abuse and to promote a safe environment for them. This commitment is based upon the Church’s belief in the dignity and uniqueness of every human person and that we all carry the image of God. Each young person and adult has the right to expect the highest level of protection, love, encouragement and respect.

Consequently, our Safeguarding Representative will remain in close contact with the statutory agencies to ensure that any allegations of abuse are promptly reported. We will ensure that the statutory authorities, which may become involved, are given the fullest co-operation.

It will only be with very great caution, and with the consent of the Provincial, that individual MSCs in the United Kingdom will take upon themselves the very difficult

task of trying to counsel victims of abuse. Specialist training and the agreement of professional networks already engaged with the victim will be prerequisites for such action.

Mindful of the charity of Christ we also recognise the obligation of care for any member of our Congregation accused or convicted of abusing children or vulnerable adults. To the best of our ability we will ensure that the treatment plan recommended by the relevant authorities is undertaken.

Public Statement

[What follows below is to be contained in a permanent framed notice and exhibited in a prominent place in the porch/entrance of MSC Churches, chapels, communities, etc.]

We, in the Society of the Missionaries of the Sacred Heart, value and encourage the participation of children and young people in our liturgies and in activities that enhance their spiritual, physical, emotional and social development. We recognize the dignity and rights of all children and are committed to their protection and support.

In keeping with this we will endeavour to do all in our power to create safe environments for children and young people in order to secure their protection and facilitate their full participation in the life of the Church.

(To be followed by contact details for the Police, Social Services, local Child Protection Representative and the MSC Safeguarding Representative.)

Definitions

Definition of Child Abuse

Child abuse occurs when the behaviour of someone in a position of greater power than a child or young person abuses that power and causes harm to that child or young person. Child abuse, for our purposes, is categorised under four types:

1. Emotional abuse
2. Physical Abuse
3. Sexual Abuse
4. Neglect

Emotional Abuse

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. Emotional abuse is normally found in the relationship between a care-giver and child.

Physical Abuse

Physical abuse is any form of non-accidental injury or injury which results from wilful or neglectful failure to protect a child; e.g. shaking a child, excessive force.

Sexual Abuse

Sexual abuse occurs where a child is used by another person for his or her sexual arousal and gratification, or for that of others.

Another form of sexual abuse of children occurs where children have been photographed, videotaped or filmed for pornographic purposes or subjected to gross and obscene language or indecent images.

Neglect

Neglect can be defined in terms of an omission where the child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, and medical care.

Neglect generally becomes apparent in different ways over a period of time rather than at one specific point. It is the persistent failure to meet a child's physical, emotional and/or psychological needs that is likely to result in significant harm.

Examples of neglect include:

- Where a child suffers a series of minor injuries as a result of not being properly supervised or protected.
- The consistent failure of a child to gain weight or height may indicate that they are being deprived of adequate nutrition.
- Where a child consistently misses school, this may be due to bullying or deprivation of intellectual stimulation and support.

When developing structures to safeguard children in our communities and parishes, sensitive cognisance will be taken of children with special vulnerabilities who may need additional support.

Child

Where reference is made to *child*, it refers to anyone whose age is less than sixteen years at the time when an offence or alleged offence took place. In certain circumstances, such as children with additional needs or children subject to supervision requirements, the upper age limit for protecting from abuse may be extended to eighteen years.

Students aged sixteen to eighteen and young adults who are in schools and other places of education/training are considered as being in a position where care is required and expected. Such a group comes within the meaning of **child** in the legislation. However the definition of a child according to the Children Act 1989 is **anyone under the age of eighteen**.

Vulnerable Adult

The following definition is adapted from that contained in *No Secrets* (DoH and Home Office Report 2000). A vulnerable adult is a person aged 18 or over, who, by reason of mental or other disability, age or illness, is or may be unable to take care of him/herself, or unable to protect him/herself against **significant harm** or **exploitation**.

The Vulnerable Adult may also be the subject of neglect, physical, sexual and emotional abuse. Other types and forms of abuse may be identified:

- **Neglect and acts of omission** may be deliberate or by default where the abuser is not able to provide the care needed and may not recognise the need for that care to be given.

- **Financial or material abuse** is the misappropriation of the funds, theft or misuse of property of a vulnerable adult. We need to be aware that a symptom of a person's increasing confusion or dementia may be an allegation of misuse of property or finances and may not be financial abuse. Such allegations should not be dismissed, but should be investigated having regard to the possibility that it may not be proven.
- **Discriminatory abuse** can be motivated by a prejudice and discrimination against the individual because he or she is perceived to belong to a specific group or groups. These may be age, race, gender, sexual orientation, religion, cultural background or disability.
- **Institutional abuse and abusive regimes**
Institutions may develop practices that may intentionally or unintentionally cause the abuse of vulnerable people. It is abuse that has become commonplace in a setting and that restricts the freedom of vulnerable adults, harms them or denies them human rights.
- **Spiritual abuse**
Spiritual needs are real needs. Opportunities should be made available to encourage individuals where they are able to access spiritual fulfilment. Vulnerable adults may be more susceptible to suggestions made to them. We should not deny or fail to facilitate access to spiritual development or to force people to accept particular religious beliefs or values. We need to take care when interpreting their wishes on spiritual matters.

The Limits of Confidentiality

Do not promise absolute confidentiality. We can never commit ourselves to keep a secret. Withholding information about alleged abuse may place young people or vulnerable adults in danger. Such information must be shared with the competent authorities: Social Services, Police, Diocesan Safeguarding Commission, or the MSC Safeguarding Co-ordinator who will advise. Anyone wanting to share information 'in confidence' should be advised on the limits of confidentiality. An informant needs to know that the abuse will stop. This can only be ensured if the information is correctly passed on to appropriate authorities.

Knowledge obtained through the Sacrament of Reconciliation remains subject to the seal of confession. Efforts should be made to persuade the person to bring the matter outside the forum of the confessional.

Catholic Safeguarding Advisory Service National Policy for Responding to Allegations

In the event of an allegation against one who is currently a novice or professed MSC, the Provincial will ensure that appropriate legal support is available. If an accused person is not a member of the Province the person will be advised to obtain legal guidance which will not normally be at the expense of the province.

Subject to consultation with the statutory authorities, it may prove necessary to withdraw the person who has been accused from any contact with children. There will, of course be no contact between the alleged accused and the alleged victim. This removes any risk to children, allows the investigation to proceed and also safeguards the rights of the person accused.

Where an MSC priest or brother is the subject of any allegation the canonical process will begin immediately and the Provincial will consult with his Council as to where the person is to reside pending the outcome of the investigations. He should appoint an appropriate support person to offer pastoral care. The Provincial may consider it appropriate to delegate another MSC to deal with the allegations on the part of the alleged perpetrator. This would help to ensure that the Provincial is not overly involved in any particular aspect of the case.

It is the responsibility of the Provincial to consider the extent of a temporary removal from pastoral ministry, on the recommendation of the Religious Safeguarding Commission and in consultation with the statutory authorities. This action does not imply guilt or innocence; it is a recommended procedure. The point at which it is taken will depend on a number of factors, including the seriousness of the alleged abuse, the source of the allegation, the reality of continuing danger to children or vulnerable adults and the recommendation of the statutory authorities. The Provincial will see that appropriate legal support is available throughout.

If lay persons, who are employed by the MSCs, are the subject of any allegations they will be required to take paid leave until the investigations are complete. In the case of volunteers they will be required to withdraw from work with children pending the outcome of the investigation. During and after the investigation, pastoral care must be readily available to the person against whom allegations have been made.

Receiving information about a concern or allegation

When someone discusses with you his or her suspicions or experiences remember that he or she may experience fear and confusion. Both the persons telling their story and those receiving it will experience some of these feelings.

Do not dismiss your concern. Contact the MSC Safeguarding Co-ordinator for advice and support. If your concern is related to a parish you will be advised to contact the Diocesan Safeguarding Co-ordinator. If your concern relates to a school, you will be advised to follow the local authority procedure or the School Governors' protocol.

If a child or young person or vulnerable adult discloses abuse to you, or a colleague appears to be behaving suspiciously, the guidelines for dealing with abuse must be followed.

You must contact the appropriate Safeguarding Co-ordinator within 24 hours of becoming aware of any concern.

You must **never** confront or question the person against whom an allegation is made. Only Social Service Departments, Police, or NSPCC staff may do this, because of the rules of evidence. Failure to comply with this instruction could lead to a potential legal case being thwarted.

If a child, young person or vulnerable adult wishes to disclose that he/she has been abused, you should adopt the following procedure:

- Listen with care to give the person time to talk to you.
- Take and treat what is said by the person seriously.
- Re-assure the person that he/she has a right to disclose.
- Affirm the feelings as expressed by the child, young person or vulnerable adult.
- Do not give a guarantee of confidentiality or secrecy.
- Do not ask any leading questions and/or push for information.
- Ask only open ended questions that will seek to clarify the information given.

- Do not prejudge, dismiss, minimise or express an opinion.
- Remain neutral.
- Avoid displaying emotions as this may hinder the person from giving further information.
- Do not introduce any personal or third party experiences of abuse.
- Let the child, young person or vulnerable adult know what you are going to do next and that you need to tell someone else.
- Explain to the person that you will only share this information with those who have responsibility for ensuring that children, young people and vulnerable adults are kept safe from harm.

It is important to write down what has been said to you as soon as possible (within 24 hours). You should include the date, time and place of the disclosure. This must be signed. These notes should be kept and you should refer the matter to the relevant person as outlined above.

Do not under any circumstances investigate or get involved in any concerns about the alleged abuse. Only the statutory authorities have a legal duty to investigate.

Your duty is to listen, report and to refer.

If another adult informs you that a child or vulnerable person has disclosed that they have been abused, advise that adult to write it down immediately, including date, time and place. Advise him or her to sign this and refer the person to the relevant Safeguarding Co-ordinator or official. It is important that you follow up this advice with the person concerned in case the referral is not made. The MSC Safeguarding Co-ordinator should be contacted and kept informed of the process and outcome.

If you suspect that another adult is abusing someone, or if you have been informed by another that they have suspicions of an adult abusing someone, share these suspicions with the MSC Safeguarding Co-ordinator who will advise and support you.

If you are contacted by the media, do not discuss the matter, but refer the caller to the designated Media Officer at the Provincial Administration Office in Dublin.

Action of the Safeguarding Co-ordinator and Commission

The Safeguarding Co-ordinator for the UK part of the Province will contact the Chair of the London/Midlands Commission for an initial sounding and advice. The opinion of the Chair of the Commission may be to take matters further or to wait for more information. If the decision is taken to proceed then a plan of action will be agreed.

It may be necessary to contact the appropriate Diocesan Safeguarding Commission and/or the statutory authorities. The Provincial will be made aware of any concerns, allegations or action taken. The person who provided the information will be kept informed by the Safeguarding Co-ordinator.

If a case is referred to the Statutory Services the Chair of the Midlands Commission will liaise with them to ensure that any relevant information is shared within the limits of confidentiality.

Any case that is referred to the Diocesan or Religious Commission will be subject to the same limits of confidentiality.

Following discussions with appointed and elected Lay and Religious Commission members about any case that is referred to them, the Chair of the Commission will make recommendation to the Bishop or Congregational Leader. This may be about an appropriate course of action or to give advice and support to manage a particular situation or individual.

Appendix 1

A Code of Good Practice

General Conduct

- Physical punishment of children is not permissible under any circumstances.
- Verbal abuse of children or telling jokes of a sexual nature in the presence of children can never be acceptable. Great care should be taken if it is necessary to have a conversation regarding sexual matters with a child or young person.
- Being alone with a child or young person may not always be wise or appropriate practice. If a situation arises where it is necessary to be alone with a child, another responsible adult should be informed immediately, by telephone if necessary. A diary note that the meeting with the young person took place, including the reasons for it, should be made.
- Best practice in relation to travel with children and young people should be observed. Personnel should not undertake any car or minibus journey alone with a child or young person. If, in certain circumstances, only one adult is available, there should be a minimum of two children or young people present for the entire journey. In the event of an emergency, where it is necessary to make a journey alone with a child, a record of this should be made and the child's parent or guardian should be informed as soon as possible.
- Children and young people should not be permitted to work or remain in churches, parish property or schools unless there are at least two adults present.
- All children and young people must be treated with equal respect; favouritism is not acceptable.
- Personnel should not engage in or tolerate any behaviour – verbal, psychological or physical – that could be construed as bullying or abusive.
- A disproportionate amount of time should not be spent with any particular child or group of children.
- Under no circumstances should Church personnel give alcohol, tobacco or drugs to children or young people.
- Alcohol, tobacco or drugs must not be used by personnel who are supervising or working with children or young people.
- Only age-appropriate language, material on media products (such as camera phones, internet, video) and activities should be used when working with

children and young people. Sexually explicit or pornographic material is never acceptable.

Respect for Physical Integrity

- The physical integrity of children and young people must be respected at all times.
- Personnel must not engage in inappropriate physical contact of any kind – including rough physical play, physical reprimand and horseplay (tickling, wrestling). This should not prevent appropriate contact in situations where it is necessary to ensure the safety and well-being of a child (for example, where a child is distressed).

Respect for Privacy

- The right to privacy of children and young people must be respected at all times.
- Particular care regarding privacy must be taken when young people are in locations such as changing areas, swimming pools, showers and toilets.
- Photographs of children or young people must never be taken while they are in changing areas (for example, in a locker room or bathing facility).
- Written consent from parents or guardians should always be sought before taking photographs.
- Tasks of a personal nature (for example, helping with toileting, washing or changing clothing) should not be carried out for children or young people if they can undertake these tasks themselves.

Meetings with Children and Young People

- If the pastoral care of a child or young person necessitates meeting them alone, such meetings should not be held in an isolated environment. The times and designated locations for meetings should allow for transparency and accountability (for example, to be held in rooms with a clear glass panel or window, in buildings where other people are present, and with the door of the room left open).
- Both the length and number of meetings should be limited.
- Parents or guardians should be informed that the meeting(s) took place, except in circumstances where to do so might place the child in danger.
- Visits to the home or private living quarters of Church personnel should not be encouraged, nor should meetings be conducted in such locations.

- When the need for a visit to the home of a child or young person arises, professional boundaries must be observed at all times.

Children with Special Needs or Disabilities

- Children with special needs or disability may depend on adults more than other children for their care and safety, and so sensitivity and clear communication are particularly important.
- Where it is necessary to carry out tasks of a personal nature for a child with special needs, this should be done with the full understanding and consent of parents or guardians.
- In carrying out such personal care tasks, sensitivity must be shown to the child and the tasks should be undertaken with the utmost discretion.
- Any care task of a personal nature which a child or young person can do for themselves should not be undertaken by a worker.
- In an emergency situation where this type of help is required, parents should be fully informed as soon as is reasonably possible.

Vulnerable Children and Adults

- Since especially vulnerable children may depend on adults more than other children for their care and safety, sensitivity and clear communication are of the utmost importance.
- Workers should be aware that vulnerable children may be more likely than other children to be bullied or subjected to other forms of abuse, and may also be less clear about physical and emotional boundaries.
- It is particularly important that vulnerable children should be carefully listened to, in recognition of the fact that they may have difficulty in expressing their concerns and in order that the importance of what they say is not underestimated.

Trips Away from Home

- All trips, including day trips, overnight stays and holidays, need careful advance planning, including adequate provision for safety in regard to transport, facilities, activities and emergencies. Adequate insurance should be in place.
- Written consent by a parent or guardian specifically for each trip and related activities must be obtained well in advance.

- A copy of the itinerary and contact telephone numbers should be made available to parents and guardians.
- There must be adequate, gender-appropriate, supervision for boys and girls.
- Arrangements and procedures must be put in place to ensure that rules and appropriate boundaries are maintained in the relaxed environment of trips away.
- Particular attention should be given to ensuring that the privacy of young people is respected when they are away on trips.
- The provision of appropriate and adequate sleeping arrangements should be ensured in advance of the trip.
- Sleeping areas for boys and girls should be separate and supervised by two adults of the same sex as the group being supervised.
- At least two adults should be present in dormitories in which children or young people are sleeping. Under no circumstances should an adult share a bedroom with a young person.
- If, in an emergency situation, an adult considers it necessary to be in a children's dormitory or bedroom without another adult being present they should (a) immediately inform another adult in a position of responsibility and (b) make a diary note of the circumstances.

Appendix 2

A Checklist for Good Practice

- For events away from the place of ministry ensure that parents/guardians have signed a consent form giving permission for the MSC, youth leaders and/or workers to be in loco parentis.
- Keep a register of up-to-date information for each child and young person including any information about special dietary requirements and medication.
- Where minibuses and/or private cars are used ensure that there is adequate insurance and that necessary permits have been obtained.
- Ensure that any premises used are safe and well maintained. Know the location of first aid kit, fire extinguishers, emergency exits and emergency telephone numbers.
- If at any time a worker is working with children away from the normal meeting place he/she should ensure that someone knows where they are.
- Ensure all workers are involved in regular training for safeguarding of children and, where appropriate, vulnerable adults.
- You must not take a chance when common sense, policy or practice suggests another more prudent approach.
- You must not accompany a child or vulnerable adult on one's own but ensure that another adult is with you.
- You must not have inappropriate physical or verbal contact with children or vulnerable adults.
- You must not show favouritism to any individual.

Appendix 3

Use of Information and Communications Technologies

Guidelines for use of Photographs and Video Recordings

Online abuse is becoming more prevalent. The increased number of home computers make child abuse images a specific concern within the definition of sexual abuse. Possession of child abusive images is a criminal offence.

Parental consent in writing is required for the taking of, distribution and publishing of any still images or video recordings of children or young persons under the age of 18 years. This constitutes *personal data* and is therefore subject to the 1998 Data Protection Act. Names should not be displayed with individual images, but a list placed beside the display or preferably, a simple label or heading with general, not specific, information on it.

Modern Technologies and Safe Communication

The Internet and mobile phones are now significant tools in the distribution of child pornography. They also allow instant access to predators, worldwide, to enter teen chat rooms and *groom* many young and impressionable children and young people. *Grooming is a process whereby an adult uses opportunities to build up the trust and friendship of a child or young person to establish a sexual relationship with him/her.*

We recognise the necessity to keep up to date our knowledge of the Internet services. We should also be aware of the Department of Health's guidelines concerning the use and inappropriate use of the Internet and mobile phones. Any concern about inappropriate use should be referred to the Safeguarding Co-ordinator who will advise on the course of action to take.

We need to ensure that all computers and wireless networks have proper password protection to ensure that people do not have access to the computer or Internet without proper authorisation.

Internet accountability software packages are now available and could be used. Originally designed for those tempted to access pornographic sites, the software scores sites visited according to objectionable content.

Those working with young people often communicate with them using email or text. It is therefore important to adopt alongside our Safeguarding Policy good practice in these areas to ensure these modern technologies are used safely and responsibly by all, thereby protecting children and young people and safeguarding the integrity of the workers. Expectations in this regard should be included in the Staff Job Descriptions and Contracts of Employment.

Our Communication with Young People

All children and young people need to be aware of the protocols that we follow in relation to email, messenger services and mobile phones, including texting. It is important to remember that as well as the parents/carers, children and young people have a right to decide whether they want us to have their email addresses or mobile telephone numbers and shouldn't be pressurised into divulging information they would rather keep to themselves.

No-one should show any favouritism to children and young people in relation to communication technologies, for example by communicating less with those who don't have a computer or mobile phone or by offering to pay a child's top-up card.

Appendix 4

Signs and Symptoms of Abuse

Signs and Symptoms of Emotional Child Abuse

- Rejection
- Lack of praise or encouragement
- Lack of comfort and love
- Lack of attachment
- Lack of proper stimulation
- Lack of continuity of care
- Serious over-protectiveness
- Inappropriate non-physical punishment
- Family conflicts and/or violence
- Inappropriate expectations of a child's behaviour – relative to his or her age and stage of development
- Every child who is abused sexually or physically is also emotionally abused

Signs and Symptoms of Physical Abuse

- Bruises
- Fractures
- Swollen joints
- Burns or scalds
- Abrasions or lacerations
- Haemorrhages
- Damage to body organs
- Poisonings – repeated
- Failure to thrive
- Coma or unconsciousness
- Death

Signs & Symptoms of Child Sexual Abuse

- Bleeding from vagina or anus
- Difficulty or pain in passing urine or faeces
- An infection may occur subsequent to sexual abuse, which may or may not be a definitive sexually transmitted disease. Professionals should be informed if a child has a persistent vaginal discharge or has warts or a rash in the genital area.

- Noticeable and uncharacteristic change or behaviour
- Hints about sexual activity
- Age-inappropriate understanding of sexual behaviour
- Inappropriate seductive behaviour
- Sexually aggressive behaviour with others, uncharacteristic sexual play with peers or with toys
- Unusual reluctance to join in normal activities which involve undressing, for example, games or swimming

Particular behavioural signs and emotional problems suggestive of child abuse in young children (0-10)

- Mood change; for example, the child acting out or becoming fearful or withdrawn
- Lack of concentration (change in school performance)
- Bed wetting, soiling
- Psychosomatic complaints: pains, headaches
- Skin disorders
- Nightmares, change in sleep patterns
- School refusal
- Separation anxiety
- Loss of appetite
- Isolation

Particular behavioural signs and emotional problems suggestive of child abuse in older children (over 10)

- Mood change; for example, depression, failure to communicate
- Running away
- Drug, alcohol, or solvent abuse
- Self-mutilation
- Suicide attempts
- Delinquency
- Truancy
- Eating disorders
- Isolation

Signs and Symptoms of Child Neglect

- Abandonment or desertion
- Children persistently left alone without adequate care and supervision

- Malnourishment, lacking food, inappropriate food or erratic feeding
- Lack of warmth
- Lack of adequate clothing
- Lack of protection and exposure to danger, including moral danger, or lack of supervision appropriate to the child's age
- Persistent failure to attend school
- Non-organic failure to thrive, that is, a child not gaining weight, not solely due to malnutrition but also due to emotional deprivation
- Failure to provide adequate care for a child's medical problems
- Exploited, overworked

Appendix 5

National Catholic Safeguarding Structure for England and Wales

