

The Redemptorists in Ireland

Safeguarding Handbook

**Policy and Procedures for Safeguarding and
Promoting the Welfare of Children**

Revised September 2013

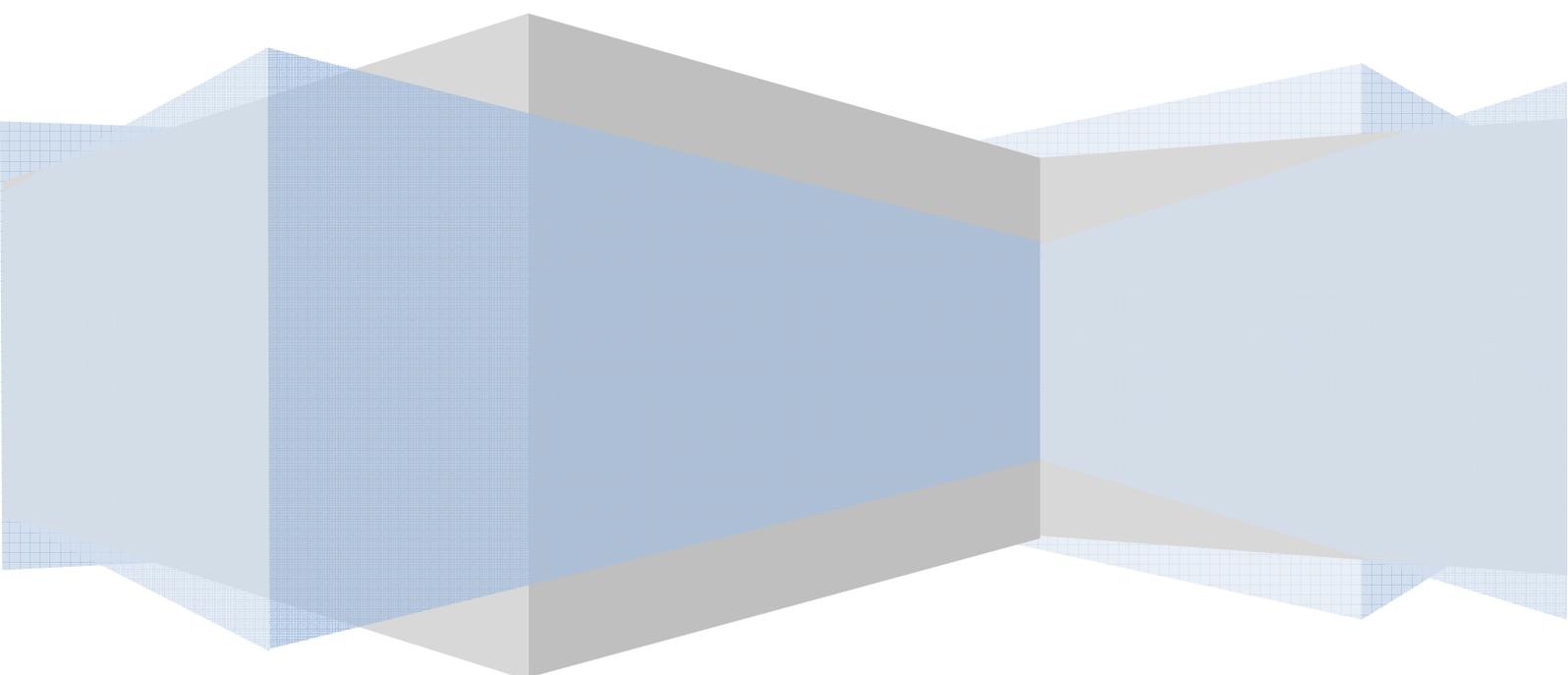


TABLE OF CONTENTS

	Page
Safeguarding Declaration	03
Memorandum of Understanding between CSSR and COIMIRCE	04
Redemptorist Safeguarding Policy Statement	05
Foreword	06
Redemptorist Integrated Safeguarding Structure	08
CHAPTER ONE: SAFEGUARDING ROLES	09
1. The Local Safeguarding Representative	10
2. The Rector/Coordinator or Parish Priest	11
3. The Designated Person	12
4. The Safeguarding Committee	13
5. The Advisory Panel	14
6. The (Complainant) Support Person	15
7. The Advisor (for the Respondent)	16
CHAPTER TWO: CREATING SAFE ENVIRONMENTS FOR CHILDREN	17
1. Introduction	18
2. Use of Redemptorist premises by others	18
3. Safe Recruitment and Vetting Practices	19
4. Code of Behaviour for Redemptorists, Co-Workers & Volunteers	21
5. Best Practice in Working with Children and Young People	22
6. Code of Behaviour / Group Rules for Children and Young People	27
CHAPTER THREE: THE THREE Rs	28
1. Recognising child abuse	29
2. Responding to a disclosure of alleged sexual abuse	34
3. Reporting child abuse	37
APPENDICES	39
1. Procedure for dealing with Allegations against Redemptorists	40
2. Complaints and Whistleblowing Policy and Procedures	47
3. Contact Information for DP and Local Safeguarding Reps	52
4. Emergency Contact Information for Social Services and Police	53
5. Acceptance of Safeguarding Handbook & Code of Practice: Declaration	54
6. Safeguarding Report to Designated Person Form	55
7. Volunteer Application Form	57
8. Declaration Form for Applicants or Volunteers	60
9. Confidential Reference Request for Employees/Volunteers	61
10. Parental Consent Form	62
11. User Group Safeguarding Checklist	63
12. Signs and symptoms of abuse	65

SAFEGUARDING DECLARATION

by the Provincial and the Provincial Council
on behalf of the Dublin Province of the Redemptorists

Through his signing of a *Memorandum of Understanding* with the National Board for Safeguarding Children in the Catholic Church in October 2009, the Provincial of the Dublin Province of the Redemptorists agreed “to adhere to *Safeguarding Children, Standards and Guidance Document for the Catholic Church in Ireland (2009)* and such other supplementary documents as may be issued by the [National Board] from time to time . . .”

The Redemptorists’ *Safeguarding Handbook: Policy and Procedures for Safeguarding and Promoting the Welfare of Children* was drawn up in 2011, as required by Standard 1 of *Safeguarding Children*, and has been revised and updated in 2013. It is intended to assist members of the Dublin Province, their lay associates and volunteers, in implementing *Safeguarding Children*.

The revised *Safeguarding Handbook* was formally adopted by the Ordinary/Extraordinary Provincial Council of the Dublin Province of the Redemptorists on 31 August 2013.

It will be reviewed in or before 2016 and/or in response to any review of *Safeguarding Children* and relevant legislation.

All Redemptorists, as well as their employees, lay associates and volunteers, are required to comply with the *Safeguarding Handbook*.

Signed on behalf of the Dublin Province of the Redemptorists by the Provincial and his Council:

Michael Kelleher CSsR, Provincial

Memorandum of Understanding
with Coimirce goes here (p. 4)

POLICY STATEMENT OF THE REDEMPTORISTS IN IRELAND (2011)

The participation of children and young people in our pastoral ministry, and in activities that enhance their spiritual, physical, emotional and social development, is valued and encouraged by Redemptorists, our co-workers, and volunteers.

As people ministering under the auspices of the Redemptorists of the Dublin Province, we undertake to do all in our power to create a safe environment for children and young people and to ensure their protection from neglect and from physical, sexual and emotional abuse.

We are committed to:

1. **Best practice** in ensuring the safeguarding of children and young people.
2. **Creating safe environments and minimising risks** in order to safeguard the interests of children and young people.
3. **Ensuring** that all Redemptorists, our co-workers, and volunteers are carefully recruited, selected, trained, supported and supervised.
4. **Ensuring** that all Redemptorists, our co-workers, and volunteers are aware of, trained in, and work to the Code of Behaviour for adults.
5. **Supporting** all victims of abuse.
6. **Working closely with statutory authorities** to ensure that all allegations of abuse are dealt with justly and promptly and that offenders are brought to account.

If you have any concerns about the welfare of children or young people, please contact one of the following:

Designated Person

Mr. Phil Mortell

Tel: 061-327184

Mobile: 087-2252415

Local Safeguarding Representative

(see Appendix 3: Contact Information, p. 52)

Tel:

Mobile:

FOREWORD

The Redemptorist *Constitutions and Statutes* establish a “Rule of Life” for Redemptorists. Constitution 20 describes **THE REDEMPTORIST MISSIONARY**:

Strong in faith, rejoicing in hope, burning with charity, on fire with zeal, in humility of heart and persevering in prayer, Redemptorists as apostolic men and genuine disciples of Saint Alphonsus follow Christ the Redeemer with hearts full of joy; denying themselves and always ready to undertake what is demanding, they share in the mystery of Christ and proclaim it in Gospel simplicity of life and language, that they may bring to people plentiful redemption.

To be effective as missionaries, Redemptorists need to engage in “missionary dialogue with the world.” Constitution 19 identifies that part of this dialogue involves trying “to understand people's anxious questionings” and that another part of this dialogue involves “a practical familiarity with conditions in the world” and “co-operation within the Church”:

In order that missionary work may develop and be really successful, adequate knowledge and practical familiarity with conditions in the world are essential as well as co-operation within the Church. For this reason the members of the Congregation confidently engage in missionary dialogue with the world.

In a spirit of brotherly concern they should try to understand people's anxious questionings and try to discover in these how God is truly revealing himself and making his plan known.

As Missionaries in the Redemptorist tradition, Redemptorists and their Co-workers strive to understand the anxious questionings of our time in relation to Child Safeguarding. In co-operation with others, in the Irish Church and beyond, we are committed to a “practical familiarity” with (which includes the implementation of) best practice in the area of safeguarding children.

It is deeply in accordance with our missionary identity that we commit to best practice in Child Safeguarding.

Beyond that, Constitution 1 identifies that the purpose of The Congregation of the Most Holy Redeemer, founded by Saint Alphonsus, is to “follow the example of Jesus Christ, the Redeemer, by preaching the word of God to the poor, as he declared of himself: ‘He sent me to preach the Good News to the poor’.” Constitution 1 also speaks of a “missionary thrust to the pressing pastoral needs of the most abandoned.”

Throughout the world, “the most abandoned” are often victims of all kinds of abuse. It is deeply in accordance with Redemptorist missionary identity to reach out in a missionary way to the pressing pastoral needs of victims of all kinds of abuse.

This Safeguarding Handbook is intended to direct and support the Redemptorists of the Dublin Province, as well as our co-workers and volunteers, in safeguarding all children with whom we come into contact.

The Policy and Procedures outlined are based on the principles and guidance set out in *Safeguarding Children: Standards and Guidance Document for the Catholic Church in Ireland* (2008). This guidance is, in turn, fully compliant with civil guidelines in both Northern Ireland and the Republic of Ireland.¹

All Redemptorists of the Dublin Province, their co-workers and volunteers, as well as visiting Redemptorists involved in ministry in Ireland, are required to comply with the policy and procedures outlined in this handbook.

Redemptorists recognise the right of all children and young people to be respected, nurtured, cared for, and protected. This right is embedded in Gospel values, in international law, and in domestic legislation.

The over-riding concern of the policies and procedures outlined in the Handbook is to ensure the safety and welfare of all children who are involved in any way in Redemptorist ministries and activities. The procedures include best practice guidelines for the prevention of child abuse and for an appropriate response, in full cooperation with the civil authorities, where child abuse is alleged or suspected.

These procedures are also concerned to ensure a secure and supportive atmosphere in which those who have suffered abuse in the past can be assured of a sensitive, caring and compassionate response and be offered appropriate pastoral care.

Finally, these procedures seek to ensure that the rights of any person who is accused of abuse are respected and that appropriate pastoral care and legal advice is provided to them. Where there is a conflict of rights, appropriate regard will be given to due process, but the welfare of children will be paramount.

I would like to thank all those engaged in promoting best practice in safeguarding children in every aspect of Redemptorist ministry, and in particular the Designated Person, the local Safeguarding Representatives, the members of the Advisory Panel and Safeguarding Committee, and those involved directly in Youth Ministry.

This Safeguarding Handbook will be revised in light of ongoing developments in best practice and any additional advice/standards provided by the National Board for Safeguarding Children. It will at the latest be formally reviewed and revised in 2016.

Michael Kelleher, Provincial
1 September 2013

¹ In the Republic of Ireland: *Children First: National Guidance for the Protection and Welfare of Children* (2011). In Northern Ireland: *Cooperating to Safeguard Children* (2003).

THE REDEMPTORIST INTEGRATED SAFEGUARDING STRUCTURE



This diagram illustrates the overall Safeguarding structure in the Redemptorists and how it links with the civil authorities.

On the left are the **preventative safeguarding roles** that are focused on creating safe environments for children involved in Church activities.

On the right are the **case management roles** that follow through on allegations and work with alleged perpetrators and their victims.

In the overlapping segment are the key state agencies / civil authorities and the National Board for Safeguarding Children in the Catholic Church.

CHAPTER ONE: SAFEGUARDING ROLES

	Page
1. ROLE OF THE LOCAL SAFEGUARDING REPRESENTATIVE	10
2. ROLE OF THE RECTOR / COORDINATOR OR PARISH PRIEST	11
3. ROLE OF THE DESIGNATED PERSON	12
4. ROLE OF THE SAFEGUARDING COMMITTEE	13
5. ROLE OF THE ADVISORY PANEL	14
6. ROLE OF THE (COMPLAINANT) SUPPORT PERSON	15
7. ROLE OF THE ADVISOR (FOR THE RESPONDENT)	16

1. ROLE OF THE LOCAL SAFEGUARDING REPRESENTATIVE

Each Redemptorist Community will appoint a Local Safeguarding Representative to promote the safeguarding of children within that community, to act as a point of contact for the lay faithful and to liaise with the Designated Person as necessary.

THE ROLE OF THE SAFEGUARDING REPRESENTATIVE IS TO PROMOTE SAFEGUARDING BY:

1. Raising awareness of what is safeguarding by, for example:

- Updating church and community notice boards
- Putting bulletins in parish/church newsletters
- Alerting parish/church/community members re training available
- Attending Parish/Church Pastoral Council meetings periodically

2. Disseminating information on Safeguarding Children and circulating information widely to the public, especially among local Church counselling agencies and parish/Church organisations. Such information will include:

- The Standards and Guidance document
- Redemptorist Safeguarding Policy Statement
- Redemptorist Safeguarding Handbook
- Safeguarding Forms
- Training Information
- Garda / Access NI vetting forms

3. Ensuring Church/community activities are provided in a way that ensures the safety and well being of the children involved. This will include ensuring that:

- Appropriate levels of supervision are in place for all ministries of the community – not only those that take place in the Church
- Insurance cover is in place
- Adequate and professional record keeping processes are in place

4. Ensuring contact details of the Designated Person are widely publicised

2. ROLE OF THE RECTOR / COORDINATOR / PARISH PRIEST

“The overall responsibility for safeguarding children in any Church Organisation remains with the relevant Church authority, such as the Parish Priest.” (*Safeguarding Children*, p.54)

The Rector/Coordinator/Parish Priest should be familiar with the following publications:

- ***Safeguarding Children: Standards and Guidance for the Catholic Church in Ireland*** (Veritas 2008). This represents the independent and considered view of the National Board for Safeguarding Children in the Catholic Church (NBSCCC) on a unified approach to child protection in Ireland and how it can be best achieved.
- The Redemptorist ***Safeguarding Handbook*** (2013). This sets out, in line with *Safeguarding Children*, the safeguarding policies and procedures which must be implemented by all Redemptorists, their co-workers and volunteers.
- Any relevant local Diocesan safeguarding policies, procedures and protocols.

The Rector/Coordinator/Parish Priest is responsible for reporting to the Designated Person any complaints and concerns that are brought to his attention and, in consultation with the House/Parish Council:

- for ensuring that the Redemptorist Safeguarding Policy is adopted and implemented by the House / Parish
- for selecting and appointing a local (Parish) Safeguarding Committee
- for selecting and appointing a (Parish) Safeguarding Representative
- for ensuring that the Safeguarding Representative avails of training and support provided (by the Diocese, for instance)
- for keeping in regular communication with the Safeguarding Committee and Representative
- for ensuring that the Safeguarding Committee and Representative have the means to carry out their roles
- for ensuring that standards of best practice are maintained in all activities involving children and young people

3. ROLE OF THE DESIGNATED PERSON

The Designated Person is the person appointed by the Redemptorists in Ireland to receive allegations of child abuse. He/she will usually be assisted by a Deputy Designated Person.

1. The Designated Person provides advice, guidance and assistance.

Redemptorists, their employees, co-workers and volunteers, or children and young people, can contact the Designated Person for advice and guidance regarding a safeguarding issue or to report a concern or allegation of abuse.

While not all concerns may be of a child protection nature, those which are will be shared with the statutory authorities.

2. The Designated Person acts as a link person between the Redemptorists and the statutory authorities when there is a child protection concern.

The Designated Person will:

- Gather information regarding concerns or suspicions or allegations
- Seek advice and guidance from social services and/or the National Board as necessary
- Make a referral to the statutory authorities as appropriate
- Inform the Provincial
- Record relevant factual information
- Report back to the referring person the basic details of what has happened

3. Authorised Signatory: In the Dublin Province, the Designated Person (DP) also functions as the Authorised Signatory for applications to the National Vetting Bureau of the Garda Síochána. (NVB). Completed application forms should be sent to the DP at Liguori House for authorisation and forwarding to the NVB.

REMEMBER

All Redemptorists, their employees, co-workers and volunteers should know who to contact if they have a child protection concern. The name and contact telephone number of the Designated Person should be clearly displayed in public areas of Redemptorist residences and churches, as well as areas frequented by children or young people (e.g. the sacristy or the Children's Liturgy room).

It is also open to anyone with a child protection concern to contact the police or social services directly.

4. ROLE OF THE PROVINCE SAFEGUARDING COMMITTEE

The role of the Safeguarding Committee is primarily focused on creating, maintaining and monitoring a safe environment for children in all aspects of Church life and activity and for advising on the human resources required for implementing best safeguarding practice across services. (Safeguarding Children, p. 55)

Safeguarding Committees are located at diocesan or congregational level. A number of dioceses or religious congregations may have joint committees.

Their role is supportive and developmental. It is not related in any way to the management of individual cases of suspected or alleged abuse.

The Safeguarding Committee has responsibility for:

- Ensuring the provision of an ongoing programme of training for all Redemptorists, their co-workers, employees and volunteers
- Ensuring the safe recruitment of volunteers and staff

In the Dublin Province of the Redemptorists, the Safeguarding Committee will be composed of Local Safeguarding Representatives, representing each Community. It will be convened at regular intervals by its Chairperson, who will be appointed by the Ordinary Provincial Council.

“The challenge of ending child abuse is the challenge of breaking the link between adults’ problems and children’s pain.”

[UNICEF, September 2003]

5. ROLE OF THE ADVISORY PANEL

As distinct from the Safeguarding Committee, the Advisory Panel is concerned with the management of cases.

The Provincial appoints the members of the Redemptorist Advisory Panel. The Panel, which is consultative, should consist of not less than five members who collectively provide the expertise, experience and impartiality necessary in the safeguarding area. Its role is to advise and assist the Provincial at all stages of the investigative and management processes involved when an allegation of abuse is made against a Redemptorist or an employee or volunteer with the Redemptorists.

The Advisory Panel may provide advice on:

- The complaint itself
- Ensuring the safety and welfare of the child(ren) remains paramount
- The appropriateness of providing help to a child/adult making an allegation and to the family of the child
- The appropriateness of the respondent (the accused person) continuing in his or her present pastoral assignment, having regard to the paramount need to protect children
- How the right of the respondent to a fair trial on any criminal charge may be preserved, and his or her good name and reputation may be appropriately safeguarded
- Whether a specialist risk assessment of the respondent should be sought
- The needs of a parish or other community in which a respondent has served
- The needs of the wider community, including the appropriateness and timing of any public statement

The Panel will create a record of its recommendations and should note the matters upon which it has been asked to advise and the documents which it has considered. These documents should include information on any previous allegations that have been made against the individual concerned.

The advice that is provided by an Advisory Panel shall be included in any inspection of an incident/allegation report file conducted by the National Office for Safeguarding Children.

No member of an Advisory Panel shall act in a professional capacity to either the person making the allegation or the respondent.

6. ROLE OF THE (COMPLAINANT) SUPPORT PERSON

The Provincial will appoint one or more Support Persons to be available to those who make an allegation or who disclose abuse under these procedures. The person (who may be a child or adult) making the allegation will be offered a choice between a male or female Support Person.

The role of the Support Person is to assist, where appropriate, with communication between the child or adult making an allegation/disclosure and the Designated Person, to facilitate the child or adult in gaining access to information and help, and to represent their concerns during the inquiry process.

The Support Person will be appointed on a case-by-case basis.

The Support Person needs to be clear about his/her role and should receive appropriate training.

The Support Person is not a counsellor to the child or adult, and must not be, or act, as their therapist.

Support Persons must be particularly attentive to the expressed needs and objectives of the child or adult, and the fact that some may be reluctant to seek help. Support Persons should, therefore, consider how any therapeutic or spiritual needs of a child or adult who has made an allegation or disclosed abuse may be met and will be mindful of his/her ongoing vulnerability during this process.

In addition, the Support Person should:

- Consider any wishes of the child or adult disclosing abuse, in regard to a pastoral response by the Church to his or her family
- Be available to the child or adult throughout the course of the inquiry process, and thereafter as required
- Ensure the child or adult is kept informed of developments in relation to them
- Represent the wishes and any spiritual or therapeutic needs of the child or adult to the Designated Person, as required
- Arrange, if considered helpful, a meeting between the child or adult and the Provincial Superior

Under no circumstances should the Support Person provided for the child (and parent/guardian) or adult making the allegation / disclosure of abuse be appointed as Advisor for the respondent.

7. ROLE OF THE ADVISOR (FOR THE RESPONDENT)

The Provincial will appoint an Advisor to be available to the respondent (the accused person), to represent the needs of the respondent to the Provincial and assist, where appropriate, with the care of the respondent and with communication between the respondent, the Designated Person and the Provincial.

The respondent's Advisor shall not be the respondent's therapist or spiritual director.

Advisors should be particularly alert to the sense of isolation and vulnerability which a respondent may experience following an allegation of this nature. He or she will:

- Accompany the respondent, if so requested, and be available afterwards, at any meeting with the Provincial and/or the Designated Person
- Inform the respondent of his or her right to obtain advice in both civil and Canon Law ²
- Identify any therapeutic or other needs of the respondent and suggest how these may be met
- Consider the wishes of the respondent in regard to a pastoral response by the Redemptorists to his or her family
- Be available to the respondent throughout the inquiry process, and thereafter as required
- Ensure that the respondent is kept informed of developments in regard to the inquiry
- Represent the needs and wishes of the respondent to the Designated Person, as required

Advisors should receive appropriate training.

Under no circumstances should the Advisor appointed for the Respondent be appointed as Support Person for the child or adult making the allegation/disclosure of abuse.

² For information on the relevant Canon Law procedures, see *Safeguarding Children*, p. 87f.

**CHAPTER TWO: CREATING SAFE ENVIRONMENTS FOR CHILDREN
AND THOSE WHO WORK WITH THEM**

	Page
1. INTRODUCTION	18
2. USE OF REDEMPTORIST PREMISES BY OTHERS	18
3. SAFE RECRUITMENT AND VETTING PRACTICES	19
• Safe Recruitment and Selection Checklist	18
4. CODE OF BEHAVIOUR FOR REDEMPTORISTS & CO-WORKERS	21
5. BEST PRACTICE IN WORKING WITH CHILDREN AND YOUNG PEOPLE	22
• General Conduct	22
• Respect for Physical Integrity	23
• Respect for Privacy	23
• Meetings with Children and Young People	23
• Children with Special Needs or Disability	24
• Vulnerable Children	24
• Recommended Supervision Ratios	24
• Disruptive Behaviour	25
• Health and Safety	25
• Use of Computers	25
• Pilgrimages and Other Trips Away from Home	26
6. CODE OF BEHAVIOUR FOR CHILDREN / GROUP RULES	27

1. INTRODUCTION

This Chapter includes safeguarding standards and practices which are in place to empower concerned people to anticipate problems, recognise unsafe practice, and take action to prevent abuse happening.

The function of a Code of Behaviour, for instance, is to provide clear guidance on how to behave while working with children and young people. When a Code of Behaviour is in place, and actively promoted, people know what good practice is and what is not. And they can draw the attention of a colleague or employee to the existence of the Code without raising major implications.

This means that the environments in which our young people are involved become SAFER environments for them, and UNSAFE for potential predators.

Redemptorists encourage environments that minimise the risk of children and young people being abused by:

- Adopting safe recruitment and vetting practices
- Implementing Codes of Behaviour for adults and children
- Operating age-appropriate safe activities for young people in a safe environment
- Ensuring adequate supervision ratios of adults to young people
- Obtaining Parental Consent for children and young people participating in activities
- Ensuring safe access to IT equipment

2. USE OF REDEMPTORIST PREMISES BY OTHERS

In November 2010 the Finance and General Purposes Council of the Irish Hierarchy issued the following advice “in relation to the leasing/hiring of Parish Halls by independent groups.”

“Where the activities of any proposed lessee include an involvement with children in any way, they should be asked if their procedures incorporate appropriate safeguarding measures which are in accordance with current best practice methods.

If the proposed lessees do not have such measures in place, then you should give serious consideration to declining the application for leasing of the Parish Hall.

Where the existence of such policy and procedures are (*sic*) confirmed, you should neither request, nor seek to obtain or accept, a copy of any of the policy and procedures, as this could be construed as constituting approval of the adequacy or otherwise of the said procedures.”

3. SAFE RECRUITMENT AND VETTING PRACTICES

It is important that all possible steps are taken to prevent unsuitable people working, or volunteering to work, with children and young people in the Redemptorists. While the vast majority of people who want to work with children are well-motivated, good recruitment and selection procedures will help screen out those who are not suitable and enhance the prospects of identifying the best person for the post.

SAFE RECRUITMENT AND SELECTION CHECKLIST

All Redemptorists who are employing staff or volunteers need to follow in detail all stages as outlined in this Checklist.

Contact with children

- What contact with children will the job involve?
- Will the employee have unsupervised contact with children or hold a position of trust?
- What other forms of contact will the person have with children e.g. email, telephone, letter, Internet?

Defining the role

- Have the tasks and skills necessary for the job been considered?
- Does the job description make reference to working with and having responsibility for children?

Key selection criteria

- Has a list of essential and desirable qualifications, skills and experience been developed?

Written application

- Have all applicants been asked to supply information in writing, including personal details, past and current work / volunteering experience?
- Have you developed application forms?

Interview

- Have at least two representatives from the organisation been identified to meet with an applicant to explore information contained in their application?
- Have the applicant and the application forms been carefully considered, highlighting points to raise in interview including:
 - the applicant's attitudes towards working with children
 - areas you want to explore in more detail
 - gaps in employment history
 - vague statements or unsubstantiated qualifications
 - frequent changes of employment.

Declaration

- Have applicants been asked to sign a declaration stating that there is no reason why they would be considered unsuitable to work with children? (See Appendix 8, p. 60)
- Have applicants been asked to declare any past criminal convictions and cases pending against them? (See Appendix 8, p. 60)

Identification

- Have applicants been asked for photographic documentation to confirm their identity, e.g. birth certificate, passport?
- Is documentation relating to the applicant's identity and relevant qualifications checked at interview?

Qualifications

- Are applicants asked for documentation to confirm qualifications?

References

- Are applicants asked to supply the names of two referees who are not family members and, ideally, who have first-hand knowledge of the applicant's experience of work / contact with children? (See Appendix 9, p. 61)
 - Are referees asked specifically to comment on the applicant's suitability to work with children? (See Appendix 9, p. 61)
 - Are all references provided in writing and followed up with a telephone call if appropriate?
 - Is the identity of referees verified?

Records

- Are details kept of the selection and induction process on the personnel file of the person appointed?
- Are references kept on file as part of the record of the recruitment process?

Confidentiality

- Is information about the applicant only seen by those directly involved in the recruitment process?
- Are applicants reassured that information about them, including information about convictions, will be treated in confidence and not used against them unfairly?

Vetting procedure

- Has the vetting procedure that you will need for your selected applicant been considered? (In the Republic of Ireland, the National Vetting Bureau, if applicable. In Northern Ireland, ACCESS NI vetting.)
- Has the applicant been informed that you will need to conduct essential background checks before they take up any appointment?

4. CODE OF BEHAVIOUR FOR REDEMPTORISTS, CO-WORKERS & VOLUNTEERS

This CODE OF BEHAVIOUR must be formally agreed to and signed by all Redemptorists, their employees, co-workers and volunteers on joining or participating in activities involving children and young people, using the Acceptance of Safeguarding Handbook Declaration Form in **Appendix 5**, page 54.

It is important for all those in contact with children to:

- Treat all children in a way that fully respects their dignity and rights
- Behave in a way that sets an example of the good conduct you wish others to follow
- Operate within Redemptorist principles, guidance and any specific local procedures
- Be visible to others when working with children
- Respect each child or young person's boundaries
- Help children to develop an awareness/understanding of their own rights and the rights of others
- Provide children with information on how/from whom, they can seek help if they have a problem
- Challenge and report behaviour that is potentially abusive or in conflict with this Code
- Develop a culture where children can talk openly about their contacts with staff and others

In general, it is inappropriate to:

- Spend excessive time alone with children away from others
- Take children to your own home, especially where they will be alone with you
- Use alcohol, tobacco or non-prescription drugs in the company of children or to attend a youth event under the influence of any mood altering substance
- Give personal contact information (e.g., mobile number or email address) to a young person
- Befriend a child or young person on Facebook or other social networking site

You must never:

- Hit or otherwise physically assault or abuse a child
- Develop a sexual relationship with a child
- Develop a relationship with a child which could be deemed exploitative or abusive
- Act in ways that may be abusive or may place a child at risk of abuse

You must avoid actions or behaviour that could be construed as poor practice or potentially abusive. For example, you must never:

- Use language, make suggestions or offer advice which is inappropriate, offensive or abusive
- Behave physically in a manner which is inappropriate or sexually provocative
- Have a child with whom you are working to stay overnight at your home
- Sleep in the same room or bed as a child with whom you are working
- Do things for children of a personal nature that they can do for themselves
- Condone, or participate in, behaviour of children which is illegal, unsafe or abusive
- Act in ways intended to shame, humiliate, belittle or degrade anyone, adult or child
- Discriminate against, show different treatment towards, or favour particular children to the exclusion of others

5. BEST PRACTICE IN WORKING WITH CHILDREN AND YOUNG PEOPLE

The following pages, based on Chapter 3 of *Our Children, Our Church* (Veritas 2005), develop some aspects of the Code of Behaviour for Adults.

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. Redemptorists and their co-workers 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 a Redemptorist church**, residence, retreat house, parish property or school unless there are at least two adults present.

Redemptorists and their co-workers 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. All children and young people must be treated with equal respect; **favouritism is not acceptable.**

Under no circumstances should Redemptorists or their co-workers give **alcohol, tobacco or drugs** to children or young people. In addition, alcohol, tobacco or drugs must not be used by Redemptorists or their co-workers who are supervising or working with children and 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. Redemptorists and their co-workers must not engage in **inappropriate physical contact** of any kind – including rough physical play, physical reprimand and horseplay (tickling, wrestling, etc.). Any sexual contact is, of course, completely ruled out. 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 or videos of children or young people can only be taken with their parents' permission and the consent of the young people (see Appendix 7: Sample Parental Consent Form, p. 47). Photos or videos must never be taken while the young people are in changing areas (for example, in a locker room or bathing facility)

Tasks of a personal nature (for example, helping with toileting, washing or changing clothing) should not be done 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 alone** with them, 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, 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 (for example, if a child discloses abuse by a parent).

Visits to the home or private living quarters of Redemptorists and their co-workers should not be encouraged, nor should meetings be conducted in such locations. However, this does not include visits to, or meetings in, communal areas of Redemptorist monasteries/centres such as the refectory (dining room) or common room.

When the need for a visit to the home of a child or young person arises, professional boundaries must be observed at all times. A record of the visit should be kept and the Superior informed that it has taken place.

CHILDREN WITH SPECIAL NEEDS OR DISABILITY

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 (see p. 32 for more detail)

Since especially vulnerable children may depend on adults more than other children for their care and safety, sensitivity and clear communication are of utmost importance.

Redemptorists and their co-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.

RECOMMENDED SUPERVISION RATIOS

For all activities involving children, *Safeguarding Children* (p. 44) proposes the following recommended ratios of staff to children:

AGE	STAFF : CHILD RATIO
0 -2 years	1 member of staff to 3 children
2 – 3 years	1 member of staff to 4 children
3 – 7 years	1 member of staff to 8 children (6 children for outdoor activity)
8 years and over	2 members of staff (preferably 1 of each gender) for up to 20 children (15 children for outdoor activity)
	There should be one additional staff member for every 10 extra children.
Children with disabilities	The ratio of staff and volunteers to children with disabilities is dependent on the needs of the individual children.

DISRUPTIVE BEHAVIOUR

Should a child or young person display challenging or disruptive behaviour, it should be dealt with by more than one worker.

A record should be made describing what happened, the circumstances of the incident, who was involved, whether any injury was sustained, or property damaged, and how the situation was resolved.

In particular situations, further measures may need to be taken and parents or guardians may need to be involved.

HEALTH AND SAFETY

Adequate and appropriate supervision must be provided for all events and activities organised for children and young people (see above for recommended ratios of adults to young people).

Arrangements and procedures for leaving activities or centres should be explicit, so that group leaders are aware at all times of the whereabouts of each young person.

In places such as changing areas, toilets and showers, separate provision should be made for boys and girls.

There should be adequate and gender-appropriate supervision of boys and girls in such areas.

A clear policy should be agreed with parents and guardians on the **taking of photographs** and the **making of video recordings** of children or young people involved in Church-related activities or events. This should also cover the **generation of computer images**. In addition, the policy should address the question of where and for what purpose photographs and images may be displayed.

There should be regular health and safety reviews of facilities, procedures and practices.

USE OF COMPUTERS

Where a computer is used by more than one person, each person should be obliged to have a unique username and password, or where this is not possible, to maintain a signed record of the date, time and duration of their use of the computer.

Where a computer in a Redemptorist community can be accessed by children or young people, it should be accessible only through the use of a username and password unique to each child. Where this is not possible, the children or young people should be obliged to provide a signed record of the date, time and duration of their use of the computer.

Computers which can be accessed by children or young people should always have appropriate filtering software (e.g. Cybersitter, N2H2, Netnanny, Surfwatch, Wisechoice, etc.). Up to date information about internet filtering software can be found at <http://internet-filter-review.toptenreviews.com/> In addition, at the UK Safer Internet Centre you can find the latest esafety tips, advice and resources to help children and young people stay safe online: <http://www.saferinternet.org.uk/>

All publicly available computers in Redemptorist communities are monitored regularly to ensure that they are being used in accordance with the stated policy. Where there is any suspicion or doubt, a person with specialist knowledge of computer hardware and software should be asked to assess the purposes for which the computer has been used.

PILGRIMAGES AND OTHER 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 adult supervision, 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.

It is inappropriate for group leaders to consume alcohol or take any other mood altering substance while on pilgrimage or other trips away with young people.

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.

Where young people are sleeping in communal dormitories or large rooms, the supervising adults should sleep in an adjacent room. 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.

6. CODE OF BEHAVIOUR/GROUP RULES FOR CHILDREN & YOUNG PEOPLE

Children and young people feel more secure when they know the limits of and boundaries appropriate to their own behaviour and that of others. In recognition of this, and in order to create an environment in which children will feel valued, encouraged and affirmed, it is important to develop an appropriate Code of Behaviour for each group or activity.

To maximise the sense of ownership of a Code of Behaviour, it is recommended that children and young people be consulted and included in the development of the Code for their particular group. They are then more likely to take ownership of it. Age appropriate language should be used, as it is essential that children and young people can understand what is and what is not acceptable with regard to their behaviour and that of others.

Sample Group Rules

- I will treat everybody with respect.
- I will listen when others are speaking.
- I will not leave anyone out.
- I will have respect for the building and help tidy up afterwards.
- I will not use bad language.
- I will take part in all activities to the best of my ability.
- I will not bully or join in bullying of anyone.
- I will not use drugs or alcohol.

The above is a non-exhaustive list of Group Rules that can be used as a starting point to enable a Group to discuss and develop its own Code of Behaviour or Group Rules. Such discussion will draw out, for instance, what members of the Group consider is entailed in bullying and how the Group will deal with it if it arises.

The issue of appropriate response to breaches of discipline and to disruptive behaviour, including bullying, should be covered in the Code.

It is good practice to ask all members of the Group to sign the Code. They might also want to write out the Group Rules, decorate them, and post them in the Group's meeting place.

IMPLEMENTING THE CODE

A copy of the Code should be given to all children and young people participating in activities, and to their parents or guardians.

The Code should be clearly explained to each child or young person and should be signed by them (where appropriate).

All Redemptorists and their co-workers should be fully conversant with the Code of Behaviour for Children and its application.

CHAPTER THREE: THE THREE Rs

1. RECOGNISING CHILD ABUSE	Page
a) Introduction	29
Some Facts about Abuse	29
Definition of a Child	30
b) Definitions of Abuse	31
c) Children who are more vulnerable	32
Effects of abuse / Post-traumatic growth	32
d) Surviving abuse	33
2. RESPONDING TO A DISCLOSURE OF ALLEGED SEXUAL ABUSE	
a) Sexual abuse is difficult to disclose	34
b) Circumstances in which sexual abuse might be disclosed	35
Confidentiality and Disclosure of Allegations of Abuse	
The Seal of the Confessional	
c) Dos and Don'ts [in responding to a disclosure]	36
3. REPORTING CHILD ABUSE	
a) What to do about a concern regarding abuse?	37
b) Reporting Child Abuse: Flowchart	38

1. (a) RECOGNISING CHILD ABUSE

Introduction

“The ability to recognise child abuse can depend as much on a person’s willingness to accept the possibility of its existence as it does on their knowledge and information.”
(*Children First* 2011, p.10)

We need to take time **to raise our awareness** of what child abuse involves, so that we can see it objectively and respond to it calmly and helpfully.

The first step in helping abused or neglected children is learning to **recognise** the indicators of child abuse and neglect, because actual disclosure of abuse by a child can be quite rare.

Some signs [of abuse] are more indicative than others. These include:

- Disclosure of abuse by a child or young person
- Age-inappropriate or abnormal sexual play or knowledge
- Specific injuries or patterns of injuries
- Absconding from home or a care situation
- Attempted suicide
- Under-age pregnancy or sexually transmitted disease
- Signs in one or more categories at the same time. For example, signs of developmental delay, physical injury and behavioural signs may together indicate a pattern of abuse. (*Children First* 2011, pp. 10-11)

However, there are rarely any obvious signs that a child has been sexually abused. Child abuse is very hard to ‘diagnose’, even for professionals.

Some Facts about Abuse

(Adapted from *Our Duty to Care*, Volunteer Development Agency, Belfast 2007)

The increased awareness of abuse in all its forms has prompted research, addressing questions such as: How many children suffer abuse? Who abuses children? What are the long-term effects of abuse? The facts listed below are based on research findings and challenge some widely-received myths.

- A child is never to blame for sexual abuse.
- Most abused children are abused by adults they know and trust.
- Reported cases of child abuse are just the tip of the iceberg of the cruelty, exploitation and neglect to which children in our society are subjected.
- Children with disabilities are more vulnerable to abuse; they are more dependent on intimate care and sometimes less able to tell anyone or run away from abusive situations.

1. (a) RECOGNISING CHILD ABUSE (contd.)

- Children very seldom make false accusations that they have been abused, and in fact frequently deny the abuse or take back the accusation after they have made it.
- Children who talk about the abuse fear the consequences of telling . . . if things are bad, perhaps they may get worse.
- Children and young people who are abused can be very good at hiding their unhappiness and distress.
- Abuse has serious long-term harmful effects on children and young people; if untreated, the effects of abuse can be devastating and continue into adulthood.
- Between 75% and 80% of children whose names were placed on child protection registers in Northern Ireland in the period from 2001 – 2006 were between 0 and 11 years of age; around half of these were aged 0 – 4.
- According to the SAVI Report (2002), one in five Irish women and one in six Irish men reported experiencing contact sexual abuse during childhood.
- There were 2,164 confirmed incidents of child abuse reported to the HSE during 2008. This increased from 1,978 in 2007 and 1,797 in 2006.
- Neglect has persistently been the highest category in child protection figures, followed by physical abuse.
- Child sexual abuse is equally common among all social classes, professions, cultures and ethnic groups.
- Child sexual abuse is an abuse of power – it is an abuse of the power adults have over children.
- It is not only men who sexually abuse children – women also abuse; the most commonly quoted figure is that around 10% of all child sexual abuse is by women.
- The process of investigation of alleged or suspected sexual abuse can be a positive therapeutic experience for the child concerned.

DEFINITION OF A CHILD

Note that for the purposes of Child Safeguarding Guidelines in both jurisdictions in Ireland, a child means **a person under the age of 18 years**. *Children First* additionally excludes “a person who is or has been married.”

Children First (DOC&YA 2011), p.8; *Cooperating to Safeguard Children* (DHSSPS 2003), par 2.1

1. (b) RECOGNISING CHILD ABUSE

Definitions of Abuse³

Child abuse has generally been categorized into four broad groups: **neglect**, **emotional abuse**, **physical abuse**, and **sexual abuse**. To these is now generally added **bullying**, which in its more extreme forms is increasingly regarded as a form of abuse.

- **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 can also be an act of **commission**: some people intentionally neglect a child's needs. Hence the charge of 'willful neglect' (often combined with a child cruelty charge).

- **EMOTIONAL ABUSE** is normally to be found in the **relationship** between a parent/carer and a child rather than in a specific event or pattern of events. It occurs when a child's developmental need for affection, approval, consistency and security are not met. Unless other forms of abuse are present, it is rarely manifested in terms of physical signs or symptoms.

Emotional abuse occurs when adults responsible for taking care of children are unable / unwilling to be aware of and meet their children's emotional and developmental needs.

- **PHYSICAL ABUSE** of a child is that which results in actual or potential physical harm from an interaction, or lack of interaction, which is reasonably within the control of a parent or person in a position of responsibility, power or trust. There may be single or repeated incidents.
- **SEXUAL ABUSE** occurs when a child or young person is used by another person for his or her gratification or sexual arousal or for that of others.
- **BULLYING** can be defined as repeated aggression – whether it be verbal, psychological or physical – that is conducted by an individual or group against others. It is behaviour that is intentionally aggravating and intimidating, and occurs mainly among children in social environments such as schools.

³ Cf. *Children First* 2011. More detail on the different forms of abuse, including examples and indicators for recognizing them, can be found in **Appendix 12** of this Handbook, pp. 65-69.

1. (c) RECOGNISING CHILD ABUSE

Children who are more vulnerable

Some children are regarded as particularly vulnerable to all forms of abuse. These include:

- Children with communication difficulties
- Children with disabilities
- Children who are homeless
- Children who are separated from their families, e.g. children in care, refugees
- Children in the criminal justice system
- Children who are carers
- Children living with domestic violence
- Children from ethnic minority groups

The effects of abuse

Children have different levels of resiliency or hardiness and different personality attributes, so different children respond differently to similarly abusive situations. That's why the lists of signs and symptoms seem so general. None of the signs and symptoms is in itself diagnostic of child abuse – i.e., the presence of any of the signs above does not prove that abuse has occurred.

“The long-term effects of abuse in childhood can be very damaging and pervasive. Maltreated children perform less well on standardised tests, achieve poorer school marks and are at a higher risk of being bullied. In later life, children who have been physically abused have higher rates of psychiatric problems and violent/anti-social behaviour and abuse may impact on psychological and physical health for many years. In one study 50% of children who subsequently sexually abused had been abused themselves.” (*Safeguarding Children*, N.I. Government, 2008)

Post-traumatic growth

“The idea of post-traumatic growth has become one of the most exciting topics in modern psychology because it changes how we think about psychological trauma. Psychologists are beginning to realise that post-traumatic stress following trauma is not always a sign of disorder. Instead, post-traumatic stress can signal that the person is going through a normal and natural emotional struggle to rebuild their lives and make sense of what has befallen them. Sadly it often takes a tragic event in our lives before we make such changes. Survivors have much to teach those of us who haven't experienced such traumas about how to live.” [Stephen Joseph: *What Doesn't Kill Us*, Basic Books 2012]

1. (d) RECOGNISING CHILD ABUSE

Surviving Abuse

Diane Knight is the Chair of the National Review Board established by the U.S. Catholic Bishops to assist them with preventing the sexual abuse of minors by clergy and other church workers. She has written about the sacramental moments, the moments of great grace, she has experienced while listening to the stories of survivors. And she notes that it is the courage of victims and survivors to come forward and publicly tell their stories that has made us a different church today than we were before.

In an article first published in *US Catholic*, and reprinted in *Reality* (February 2011), Diane Knight names the lessons she and others have learned from these courageous brothers and sisters.

- It takes great courage for a victim or survivor to come forward with his or her story after years, sometimes decades, of silence and feelings of shame. And it is crucial to them simply to be believed.
- Because of the violation of trust involved in abuse, some survivors trust absolutely no one to this day. Others have been able to work through this pain with the help and support of loved ones.
- Many survivors have lived for years with the belief that they were “the only one” to have been abused by a particular priest.
- In spite of their own suffering, many survivors are just as concerned that the church prevents this abuse from happening to more children as they are about themselves and their own needs for healing.
- Today there are methods of therapy that work particularly well for survivors of childhood sexual abuse, and individuals can be helped even after many years of unsuccessfully trying to simply forget about it.
- The abuse has robbed some victims of their faith. For some this has meant the loss of their Catholic faith; for others, it has meant the loss of any faith in God at all.
- While some victims have been unable to succeed in areas of their lives as a consequence of the great emotional harm, others have gone on to lead very healthy and productive lives.

2. (a) RESPONDING TO A DISCLOSURE OF ALLEGED SEXUAL ABUSE

Sexual abuse is difficult to disclose

It appears that:

- Children seldom tell of abuse at the time it is occurring, and often do not tell at all
- If they do disclose, they are less likely to do so in a Church setting
- Most disclosures concerning Church personnel are now made retrospectively by adults⁴

Why is it so difficult to disclose sexual abuse?

- Guilt, shame, embarrassment
- No family permission to talk about sex
- Confusion about what happened – not having the words/vocabulary to tell
- Confusion about why it happened
- Confusion about why the abusive behaviour has impacted him/her so strongly
- It's too painful to talk about – easier to forget it
- Wanting to protect others – parent or close relative
- Fear of family upset, if not disbelief, particularly if perpetrator is highly regarded
- Fear of what people will think or do (retribution, abandonment)
- Fear of negative consequences (for themselves/family)
- Having no one to tell – especially if they have tried before and not been believed
- Believing people already know and don't care
- Threats (physical/verbal) from the perpetrator

Why boys/men may be particularly slow to disclose sexual abuse:

- Dominant stereotypes of masculinity: He should be strong and able to defend himself – “stand on his own two feet”
- Homophobia and confusion re sexuality: If assaulted by a man, he may worry about his sexual orientation
- Concerns he will become a perpetrator
- Lack of visible support for men

⁴ Allegations notified to the National Board for Safeguarding Children in the Catholic Church
1 April 2009 – 31 March 2010 [NBSCCC Annual Report 2009, p. 12]

- 197 new reports were made to the National Office in the 12 months to April 2010.
- None of these came from children or young people.
- 83 of the alleged perpetrators were dead.
- 114 allegations related to individuals who were still alive.

2. (b) RESPONDING TO A DISCLOSURE OF ALLEGED SEXUAL ABUSE

Circumstances in which Sexual Abuse might be disclosed

- Accidental disclosure (e.g. by a pre-school child)
- Wanting the abuse to end
- Sex Education in school – understanding that what has been happening is wrong and not the child or young person's fault
- A relationship develops with a trusted adult/counsellor
- Pregnancy, or fear of pregnancy
- Wanting to protect siblings or other potential victims
- Media publicity – publication of Reports, programmes on T.V., etc.
- Others have begun to disclose abuse by same offender
- A change in circumstances (e.g. abuser leaves or dies)

Confidentiality and Disclosure of Allegations of Abuse

The effective protection of children often depends on the willingness to share and exchange relevant information. But this must be done on a 'need to know basis,' in the interests of the child/ren and with due consideration for the confidentiality of all concerned.

No undertakings regarding secrecy can be given. Nevertheless, all information will be dealt with taking into account the requirements of Data Protection legislation. Note that the provision of information to the statutory agencies for the protection of children is not a breach of confidentiality or data protection.

The Seal of Confession

The above, however, does not apply to disclosures made in the context of the sacrament of Penance. Outside of confession, a priest may not even speak to a penitent about confessed sins or anything heard on the occasion of confession (unless the penitent brings them up of his own volition) or even indicate that he has heard a particular person's confession. As the *Catechism of the Catholic Church* notes, the sacramental seal "admits of no exceptions" (see CCC 1467) — even if what has been confessed concerns a criminal act (or the intention to commit a criminal act). The *Code of Canon Law* (canon 983) states that the sacramental seal is inviolable, whether the person has been absolved of the sin or not. If the priest "breaks the seal" by disclosing a penitent's name and sin, whether through words or other means (direct violation), canon 983 calls this *nefas*, the Latin word for "criminal." Talking about something heard in confession in such a way that the penitent might be identified, would amount to indirect violation. Both forms of violation are now canonical crimes that have to be referred to the Congregation for the Doctrine of the Faith.

2. (c) RESPONDING TO A DISCLOSURE OF ALLEGED SEXUAL ABUSE

Dos and Don'ts

DO:

- If at all possible, provide a safe, private place to talk
- Ensure you get the full name, address and contact information of the person disclosing.
- Stay calm, listen carefully and patiently
- Just let the person disclosing talk freely, with minimal interruption
- Try to manage, and not show, any anger, shock, disgust or disbelief
- Explain that you will have to inform the Designated Person and that he/she will inform the police and social services

At the end of the disclosure:

- Reassure the person disclosing that it was right to tell you
- Acknowledge how difficult it must have been for him/her and the courage it must have taken to name what happened
- Let the person disclosing know what you are going to do next
- Record what was said immediately after the meeting, using the discloser's own words as far as possible
- Maintain appropriate confidentiality

DON'T:

- Press for details, except for clarification
- Fill in words or finish sentences
- Offer an opinion
- Offer inappropriate confidentiality or promise to keep secrets
- Tell the discloser stories about other people
- Tell him or her that everything will be fixed straight away
- Ask leading questions (i.e. questions that suggest the answer or contain the information the questioner is looking for)
- Express any judgements about the allegation or complainant
- Attempt to investigate
- Tell anyone except the Designated Person or Provincial

3. (a) REPORTING CHILD ABUSE

What to do about a concern regarding abuse?

It is essential that all Redemptorists, their employees, co-workers and volunteers are clear about what to do if they have a concern about the safety of a child or young person, or about the conduct of an adult towards a child or young person (currently or historically).

○ REPORT YOUR CONCERN

Do not feel that **you** have to decide if it is abuse, or what type of abuse. **Your role is clear – pass on the allegation, suspicion or concern: report it.**

○ WHAT SHOULD BE REPORTED?

The facts. Be clear that you are not **making** an allegation. You are **reporting** an allegation, suspicion or concern about the abuse of a child or young person.

○ TO WHOM SHOULD THE REPORT BE MADE?

You are at liberty to refer the matter directly to the civil authorities. Alternatively, the **Designated Person (D.P.)** is the person appointed by the Redemptorists to receive concerns/allegations of child abuse (see contact details in **Appendix 3**, p. 52).

However, if you are concerned that **a child is at immediate risk of harm**, you should contact **the civil authorities** without delay. These are the HSE or the Gardai in the ROI and the PSNI or the HSC Gateway Teams in NI. (See **Appendix 4**, p. 53 for contact details].

○ THE DESIGNATED PERSON WILL REPORT TO THE CIVIL AUTHORITIES

Where there are **reasonable grounds for concern**⁵ that a child may have been or is being abused, or is at risk of abuse, the D.P. will formally report the matter to the civil authorities (and the NBSCCCI). If uncertain as to whether or not there are reasonable grounds for reporting to the civil authorities, the D.P. will discuss the matter with the social services and/or the NBSCCCI. If a report is not made, you must be informed of this decision and the grounds for it. You are then free to report the matter to the civil authorities yourself.

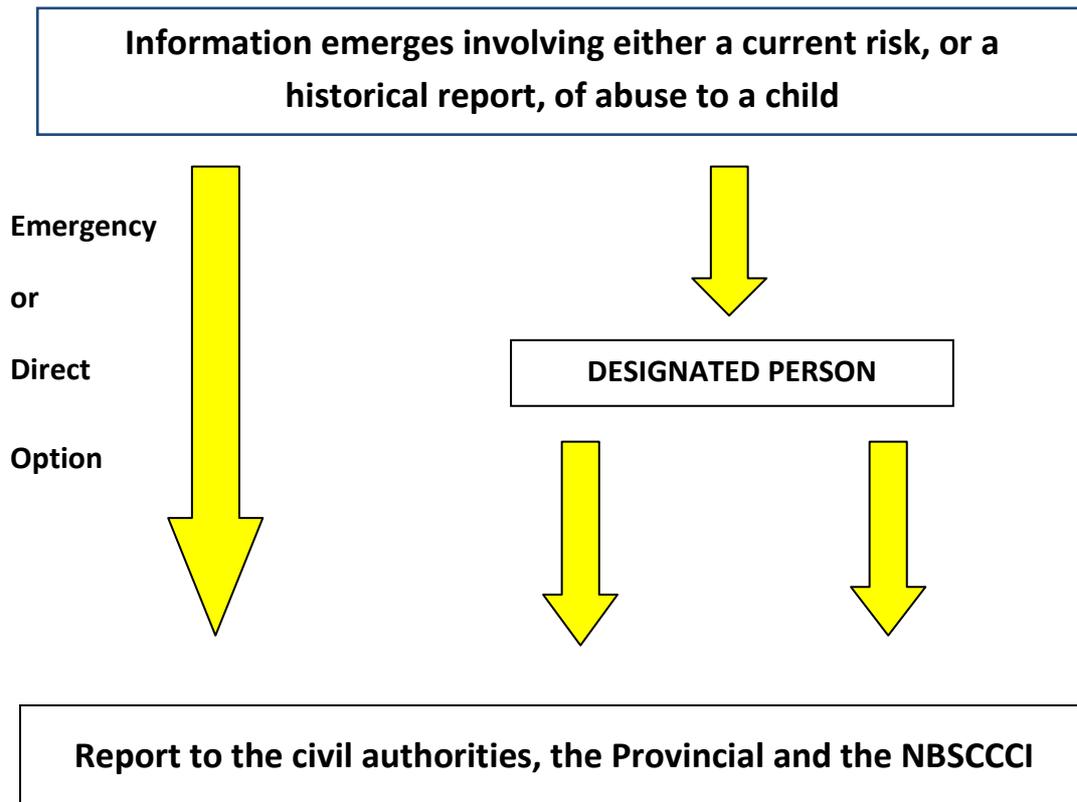
○ REMEMBER

The safety and wellbeing of any child/ren should be the paramount consideration and at no times should children be put at further risk of harm by delay or inaction. If in any doubt about what action to take, please feel free to consult the Designated Person for advice.

⁵ **“What constitutes reasonable grounds for a child protection or welfare concern?**

- An injury or behaviour that is consistent both with abuse and an innocent explanation, but where there are corroborative indicators supporting the concern that it may be a case of abuse.
- Consistent indication over a period of time that a child is suffering from emotional or physical neglect.
- Admission or indication by someone of an alleged abuse.
- A specific indication from a child that he or she was abused.
- An account from a person who saw the child being abused.
- Evidence (e.g. injury or behaviour) that is consistent with abuse and unlikely to have been caused in any other way.” (*Child Protection and Welfare Handbook*, HSE 2011, p.30)

3. (b) REPORTING CHILD ABUSE: FLOWCHART



1. You become aware or are informed of a recent or historical concern, suspicion or allegation of child abuse by a Redemptorist or a Redemptorist employee, co-worker or volunteer.
2. Where a child appears to be **at immediate and serious risk**, you should report immediately to the Social Services (see **Appendix 4**, p. 53 for contact details). Should the appropriate social services staff not be available, the Gardai/PSNI should be contacted to ensure that under no circumstances is a child left in a dangerous situation. You should subsequently update the Designated Person, using the **Safeguarding Report Form (Appendix 6, p. 55)**.
3. **Where there is no immediate risk to a child or young person**, you may choose to refer the matter directly to the police or social services. Alternatively, you should report as soon as possible to the Designated Person (D.P.), using the **Safeguarding Report Form (Appendix 6, p. 55)**. The D.P. will report as appropriate to the Social Services and the Gardai/PSNI, as well as to the Provincial and the National Board for Safeguarding Children in the Catholic Church in Ireland (NBSCCCI).
4. Where the informant is an adult, you should advise him/her of their right to report the matter directly to the Gardai/PSNI. The D.P., when informed, will also do this.

APPENDICES

	Page
1. Procedure for dealing with allegations against Redemptorists	40
2. Complaints and Whistleblowing Policy and Procedures	47
3. Contact Information for the Designated Person and Safeguarding Reps	52
4. Emergency Contact Information for Social Services	53
5. Acceptance of Safeguarding Handbook & Code of Practice: Declaration	54
6. Safeguarding Report to Designated Person Form	55
7. Volunteer Application Form	57
8. Confidential Declaration Form by prospective Co-Workers & Volunteers	60
9. Reference Request Form	61
10. Parental Consent Form (for involvement of children/young persons)	62
11. User Group Safeguarding Checklist	63
12. Signs and Symptoms of Abuse	65
a. Neglect	66
b. Emotional Abuse	66
c. Physical Abuse	67
d. Sexual Abuse	68
e. Bullying	69

Appendix 1: PROCEDURE FOR DEALING WITH ALLEGATIONS OF CHILD ABUSE AGAINST REDEMPTORISTS

Introduction

The Redemptorists in Ireland treat as paramount the safety and protection of children when dealing with any situation where there is a real or apparent conflict of interest between the interests of children and other considerations. These other considerations, such as the rights of those who are accused of abusing children, are important and are given due weight once the safety and protection of children has been assured. This procedural guide sets out the steps to be taken when there is an allegation of abuse made against a Redemptorist.

The objectives of this Procedure are:

- that children are protected from all forms of abuse
- that those who wish to allege or complain of abuse ('the complainants') are heard in a spirit of acceptance and trust
- that appropriate assistance is provided to complainants and, as required, to their families
- that the rights of those against whom allegations of abuse are made ('the respondents') are recognised and respected
- that, as far as possible, the truth of the allegations is discovered in order to ensure a just outcome for all concerned.

This is not a policy document; it is about implementation rather than policy. It sets out how the Redemptorists implement national guidelines⁶ and Church policy⁷, when dealing with allegations of abuse against Redemptorists. Specifically, it describes aspects of the Redemptorists' implementation of Standard 2 of *Safeguarding Children: Standards and Guidance Document for the Catholic Church in Ireland*.

This document is intended to provide guidance to those charged with the management of child protection concerns within the Redemptorists. It is also available to those who wish to have an understanding of how the Redemptorists deal with these matters. It will be updated and amended to take account of any changes in national and Church policy and guidelines.

Child Safeguarding and Protection in the Redemptorists in Ireland

The **Safeguarding Handbook** of the Redemptorists in Ireland: *Policy and Procedures for Safeguarding and Promoting the Welfare of Children* was launched in October 2011 and revised in 2013. It sets out the Redemptorists' commitment to ensuring the safety of children involved in their activities and the structures that have been put in place to give effect to this commitment.

⁶ In the Republic of Ireland: *Children First: National Guidelines for the Protection and Welfare of Children* (2011). In Northern Ireland: *Cooperating to Safeguard Children* (2003)

⁷ *Safeguarding Children: Standards and Guidance Document for the Catholic Church in Ireland* (NBSCCCI 2008)

For the purposes of this procedure, the following are of particular significance:

- **The Redemptorist Advisory Panel on Child Protection:** The Panel was first established in the mid-1990s to provide independent, expert advice to the Provincial and the Ordinary Provincial Council (OPC) on all aspects of the management of cases of alleged or confirmed child abuse. It is composed of religious and lay people with a range of expertise in areas relevant to the management of child protection concerns. It meets as required and is independently chaired.
- **The National Case Management Review Group (NCMRG)** was established by the National Board for Safeguarding Children in the Catholic Church in 2011. It provides a national level of oversight, advice and guidance which affiliated Dioceses and Religious Orders / Congregations can avail of by appointment. The Redemptorists have been affiliated to the NCMRG from its beginning.
- **The Redemptorist Safeguarding Committee:** The role of the Safeguarding Committee, established in 2011, is primarily focused on creating, maintaining and monitoring a safe environment for children in all aspects of Redemptorist life and activities. The Safeguarding Committee is composed of a Safeguarding Representative from each of the Redemptorist communities in Ireland and a Chair appointed by the Provincial.
- **The Designated Person:** Originally known as the Delegate, this post was occupied by a Redemptorist until 2008 when a lay person, a professionally qualified social worker, was appointed. The Designated Person receives concerns and allegations of child abuse and acts as a link between the Redemptorists and the statutory authorities.

The Procedure

Each child protection concern arises within a particular and unique set of circumstances. Professional judgement and discretion are required to determine the most appropriate course of action. The duty to care for, and to protect, children overrides any requirement to operate in strict accordance with this or any other procedure. Thus while the Designated Person (DP) and the Provincial/Ordinary Provincial Council (OPC) will endeavour to operate in accordance with this procedure, when circumstances require it the sequence of steps set out below may be varied but not omitted.

The procedure consists of eight stages:

1. Receipt of information
2. Appropriate Information sharing.
3. Meeting with the respondent.
4. Interim protective measures.
5. Formal notification to the civil authorities (Garda/PSNI and HSE/Social Services) and the National Board.
6. Ongoing prevention of further abuse (where it has been established that abuse has occurred) or return to ministry.
7. Review.
8. Appropriate record keeping

1. Receipt of Information

Any person wishing to make an allegation of child abuse by a Redemptorist is invited to meet with the Designated Person at the earliest possible opportunity. While we recognise their freedom of choice, complainants are advised of our strong preference that they make a statement of complaint to the Gardai or the PSNI. In the Republic of Ireland complainants are given the contact details of the Sexual Crime Management Unit of An Garda Siochana.⁸

The complainant is also advised of the availability of counselling provided free of charge by the Catholic Church through *Towards Healing*.⁹

Where information about alleged abuse is received through a solicitor's letter, the solicitor is contacted so that the client is advised of the availability of counselling (as above). The Gardai/PSNI are similarly advised when the allegation comes to notice through them.

If he has not received it in the first place, the Provincial is informed that a complaint has been received.

When a person chooses to meet with the Designated Person, the procedures to be followed are explained, in particular the requirement to inform the civil authorities and to put the complaint to the respondent. This is done before the complainant shares any information and is reiterated at the end of the conversation. Those who allege abuse can be in a distressed and emotional state and this may impair their capacity to hear and process information. Therefore, a careful explanation is required.

Disclosing an allegation of abuse is rarely easy but it can be a significant milestone on the road to healing for the person who has been hurt by abuse, especially when disclosed to the institution of which the respondent was a part and when heard by a representative of that institution in an atmosphere of acceptance and trust.

People who disclose an allegation of abuse are facilitated to tell their story in a number of ways by:

- ensuring that the environment in which the account is given is as comfortable as possible
- travelling to meet the complainant when he or she is unable or unwilling to come to a Redemptorist location
- facilitating those who live abroad to travel home to Ireland to meet with the DP (or other Redemptorist representative) and make a statement to the Gardai/PSNI
- allowing sufficient time to give a complete account: this can take a number of meetings
- a record of what the complainant has said is written up, sent to him or her for amendment and correction and he or she is asked to sign the final version.

The complainant's permission is sought, in line with data protection legislation, to share the information he or she provides with those who need to know it in order to protect children. The

⁸ Sexual Crime Management Unit, National Bureau of Criminal Investigation, Harcourt Square, Harcourt Street, Dublin 2. Tel: 01-6663474

⁹ *Towards Healing* (Counselling and Support Service for Survivors of Clerical and Religious abuse): Freephone 1800 303416 (Rep. of Ireland); Freephone 0800 0963315 (Northern Ireland and UK)

person is asked to sign a data protection consent form. He or she is advised that, in any case, the matter may have to be reported to the civil authorities.

Any information received that relates to the safety and protection of children is taken seriously. It sometimes happens that people make anonymous complaints. Where personal contact can be established, it is explained that such anonymity limits the action that can be taken to put protective measures in place and the complainant is given time and encouragement to reconsider the position. Where such complaints are made in writing and there is no opportunity to discuss them with the complainant, they may contain too little information to act upon. However, the information is retained, checks made to ascertain whether other similar reports have been received, and it is shared, when appropriate, with the civil authorities.

2. Information Sharing

The Designated Person, in conjunction with the Provincial and the OPC, conducts enquiries to begin the process of establishing whether there are “reasonable grounds for concern that a child may have been, is being or is at risk of abuse.”¹⁰ Such enquiries involve a range of activities, such as checking Provincial records. Reasonable grounds are deemed established when:

- there is a first-hand complaint
- the allegation has a semblance of truth
- the alleged incident/s come within the definition of child abuse
- the identity of the respondent can be established

Upon the establishment of reasonable grounds, the Designated Person shares the information obtained with the Gardai/PSNI, if the person raising the concern has not already made a formal statement to them. If such a statement has been made, the DP informs the Gardai/PSNI that the complainant has been in contact. In either case, where the respondent is still alive, the DP will discuss with the Gardai/PSNI the advisability of putting the information to the respondent. This is done to ensure that information is not shared with the respondent in a manner that would prejudice a police investigation.

The local HSE/Northern Ireland social services are also informed.

A pro-forma Report is completed and sent to the National Board for Safeguarding Children in the Catholic Church in Ireland.

If appropriate, the advice of the Redemptorist Advisory Panel, or of the National Board, may be sought at this point, or later, when the allegation has been put to the respondent.

3. Meeting with the Respondent

The information is shared with the respondent at an appropriate time, taking account of any advice from the police or social services (as above). This is done as part of the process of establishing whether there are reasonable grounds for concern that a child may have been abused, is being abused or is at risk of abuse.

¹⁰ *Children First* 2011, p.13

The respondent is:

- informed of the allegation made against him, but not initially of its details, at a meeting with the Provincial, convened at the first available opportunity
- encouraged to have an Advisor whom he may bring to this or any other meeting with the Provincial or Designated Person
- offered the possibility of therapy/counselling
- informed that he is not obliged to make a response to the allegation, but that his response, or decision not to make one, will be recorded and shared with the civil authorities
- advised of his right to obtain civil and canon law advice and encouraged to do so
- advised that he must not, under any circumstances attempt to make contact, directly or through a third party, with the complainant

The Designated Person may be present at this meeting or may meet separately with the respondent. The DP explains accurately and substantially the nature of the concern, including the name of the person who has provided the information. An account of the respondent's response is written up and sent to him for amendment, if necessary, and signature. He is asked to sign a data protection consent form.

4. Interim Protective Measures

If, following the meeting with the respondent and taking account of all of the other information available at this point, it is established by the DP that a child may have been abused, is being abused or is at risk of abuse, the respondent will be asked by the Provincial to step aside from ministry pending a full investigation. Asking a Redemptorist to step aside from ministry at this point is a precautionary measure that carries no imputation of guilt. It facilitates the progress of the enquiry and reduces possible risk to children while these are being conducted. The respondent is entitled to the presumption of innocence and to his good name and this must be reflected in any arrangements made for stepping aside. Every effort will be made to bring the matter to an early conclusion.

If the respondent is asked to step aside, he is entitled to:

- be informed of the reasons for being asked to step aside
- be informed of the enquiries undertaken to date, and their outcome
- be advised of his entitlement to canonical and legal representation
- be advised of any details that will be made available within his local community or the wider Redemptorist community
- be assured that temporary withdrawal from ministry does not constitute removal from any appointment
- be given information about his residence during the period of temporary withdrawal from ministry.

If the respondent denies the allegation, and there are doubts as to whether the threshold of 'reasonable grounds' has been reached, appropriate protective measures, proportionate to the level of risk to children, will be put in place, pending further investigation. Such a situation could arise, for example, where there is reason to believe that the complainant is mistaken about the identity of the alleged perpetrator. A proportionate response could involve the respondent refraining from contact

with children while further enquiries are being carried out. The information will be shared appropriately and in confidence with key people by the Provincial.

The Provincial will/may seek the advice of the Advisory Panel and/or the National Board in the matter and the Designated Person will/may consult with the local social services.

5. Formal Notification to the Civil Authorities

Once the complaint has been put to the respondent and his response has been obtained, this information is formally notified to the civil authorities. The information shared at this point includes:

- the respondent's response to the complaint
- the measures put in place to manage any risk to children

Once the matter has been formally notified, the role of the Designated Person is to:

- ensure that support is provided to complainants and, as appropriate, members of their families, including offering counselling to complainants and, as appropriate, members of their families
- keep complainants informed of the progress of steps being taken to address their concerns and prevent further abuse
- if the complainant is willing, and it is judged to be pastorally helpful, arrange a pastoral meeting with the Provincial. This is often a key event on the road to healing for those affected by abuse. The purpose of this meeting needs to be clear, and the timing carefully judged, so that pastoral integrity is preserved.
- liaise with, and support the work of, the social services and the police
- monitor the activities of, and provide support to, the respondent
- report back to the Provincial and the Advisory Panel on the outcome of the social services assessment or criminal investigation.

6. Next Steps: Ongoing Prevention and/or Return to Ministry

The steps taken at this point depend on:

- advice from the Redemptorist Advisory Panel and/or the National Board
- outcome of any Risk Assessment
- outcome of the social services assessment
- outcome of any police investigation
- outcome of any criminal prosecution or civil case
- referral to the CDF and any decision handed down by the CDF

The CDF will make a determination on the respondent's status based on the facts presented. A priest who has received a conviction for an offence against a child may be requested to seek laicisation. If he refuses, a process of dismissal may be initiated in accordance with the norms of canon law.

Those who remain as priests are made subject to an Agreement (Safety Plan, Covenant of Care or Precept). This Agreement typically requires, among other things, that the respondent refrains from having any unsupervised contact with children, does not wear clerical garb and does not exercise priestly ministry. Specific measures are determined by the Ordinary Provincial Council, with advice

from the Advisory Panel and, as appropriate, from the National Case Management Review Group of the National Board.

Those out of ministry are provided with support and encouraged to rebuild their lives. Any new concerns are reported to the civil authorities, in accordance with this procedure. In certain circumstances, such concerns are also notified to the CDF.

Where it can be established that an allegation of abuse by a priest is without foundation, he will be returned to full ministry. Every effort will be made to undo whatever damage has been done to his reputation, including communication with relevant parties. He will be offered counselling and other appropriate support to help him deal with the trauma of false or mistaken accusation.

7. Review

Reviews of individual cases may be undertaken by the OPC in conjunction with the Designated Person, the Advisory Panel and, as appropriate, the National Case Management Review Group of the National Board.

Appendix 2: COMPLAINTS AND WHISTLE BLOWING POLICY AND PROCEDURES

For all Redemptorists, their co-workers, employees and volunteers and for all adults and young people with whom they work

INTRODUCTION

This policy and guidance is written for all Redemptorists, their co-workers and volunteers working with children and young people, and for the children and young people themselves and their parents and guardians.

Safeguarding children and young people requires staff working with children and families to be committed to the highest possible standards of openness, integrity and transparency. Staff and volunteers must acknowledge their individual responsibility to bring matters of concern to the attention of senior management and/or relevant agencies. Although this can be difficult, this is particularly important where the welfare of children may be at risk.

You may be the first to recognise that something is wrong but may not feel able to express your concerns out of a feeling that this would be disloyal to colleagues or you may fear harassment or victimisation. These feelings, however natural, must never result in a child or young person continuing to be unnecessarily at risk. Remember it is often the most vulnerable children or young persons who are targeted. These children need someone like you to safeguard their welfare.

1. AIMS AND SCOPE OF THIS POLICY

This policy aims to:

- encourage all staff and volunteers to feel confident in raising serious concerns and to question and act upon concerns about practice;
- provide avenues for you to raise those concerns and receive feedback on any action taken;
- ensure that you receive a response to your concerns and that you are aware of how to pursue them if you are not satisfied;
- reassure you that you will be protected from possible reprisals or victimisation if you have a reasonable belief that you have made any disclosure in good faith.

2. WHISTLEBLOWING

Whistleblowing in general is the term used when someone who works for or in an organisation (in a paid or voluntary capacity) wishes to raise concerns about malpractice in the organisation, for example crimes, civil offences, dangers to health and safety, and the cover up of these.

In the case of safeguarding these concerns are likely to be about an activity that presents a risk to children, or systemic failure in relation to children and/or the services they receive. It applies when you have no vested interest and are acting as a witness to misconduct or malpractice that you have observed.

3. REASONS FOR WHISTLEBLOWING

There are good reasons for speaking out about concerns that come to your attention:

- Each individual has a responsibility for raising concerns about unacceptable practice or behaviour;
- To prevent the problem worsening or widening;
- To protect or reduce risks to others;
- To prevent becoming implicated yourself.

4. WHAT STOPS PEOPLE FROM WHISTLEBLOWING?

It is recognised that people can have genuine fears and misgivings about raising any concerns. These can include:

- Fear of starting a chain of events which spirals out of control;
- Disrupting the work;
- Fear of getting it wrong;
- Fear of repercussions or damaging careers;
- Fear of not being believed.

It is important, however, not to ignore the concerns you have. If it helps, you are encouraged to seek help and support from a colleague.

5. SAFEGUARDS

Harassment or Victimisation

The Redemptorists are committed to good practice and high standards and want to be supportive of employees and all others who contribute to their work.

The Redemptorists recognise that the decision to report a concern can be a difficult one to make. If what you are saying is true, you should have nothing to fear because you will be doing your duty and protecting those for whom you are providing a service.

The Redemptorists will not tolerate any harassment or victimisation (including informal pressures) and will take appropriate action to protect you when you raise a concern in good faith.

Thus, any serious concerns that you have about any aspects relating to the Redemptorists, or the conduct of their staff or co-workers or others acting on behalf of the Redemptorists, can be reported under the Complaints and Whistleblowing Policy. This may be about something that:

- makes you feel uncomfortable in terms of known standards, your experience or the standards you believe the Redemptorists subscribe to; or
- is against the teaching of the Church; or
- falls below established standards of practice; or
- amounts to improper conduct.

6. CONFIDENTIALITY

All concerns will be treated in confidence and every effort will be made not to reveal your identity if you so wish. At the appropriate time, however, you may need to come forward as a witness.

7. ANONYMOUS ALLEGATIONS

This policy encourages you to put your name to your allegation whenever possible. Concerns expressed anonymously will be considered and addressed but will be treated with extra caution and at the discretion of the Redemptorists. It should be remembered that wherever possible confidentiality will be preserved.

In exercising this discretion the factors to be taken into account will include:

- the seriousness of the issues raised;
- the credibility of the concern; and
- the likelihood of confirming the allegation from attributable sources.

8. UNTRUE/UNFOUNDED ALLEGATIONS

If you make an allegation in good faith, but it is not confirmed by the investigation, no action will be taken against you. If, however, you make an allegation frivolously, maliciously or for personal gain, disciplinary action may be taken against you.

Don't think, 'What if I'm wrong?' – think, 'What if I'm right?'

9. HOW TO RAISE A CONCERN

You should voice your concerns, suspicions or uneasiness as soon as you feel you can – the earlier a concern is expressed, the easier and sooner action can be taken.

Try to pinpoint exactly what practice is concerning you and why.

Approach your immediate manager/ group leader or Designated Person for the Redemptorists.

If your concern is about your immediate manager / group leader, speak to the local Superior/Coordinator or the Designated Person. If the complaint concerns the Superior/Coordinator, you will need to speak with the Designated Person or the Provincial.

Concerns may be raised verbally or in writing. If you wish to make a written report, you are invited to use the following format:

- the background and history of the concern (giving relevant dates);
- the reason why you are particularly concerned about the situation.

If your concern is raised verbally, a written note will be taken in line with the format above.

Although you are not expected to prove beyond doubt the truth of an allegation, you will need to demonstrate to the person contacted that there are reasonable grounds for your concern.

Advice or guidance on how to pursue matters of concern may be obtained from your line manager or the Designated Person.

You may wish to consider discussing your concern with a colleague first and you may find it easier to raise the matter if there are two (or more) of you who have had the same experience or have the same concerns. You may invite a colleague to be present during any meetings or interviews in connection with the concerns you have raised.

10. HOW THE REDEMPTORISTS WILL RESPOND

The person to whom you report your concerns under this policy must, in turn, report them to the Designated Person within five working days. If the concern raised indicates immediate risk it should be brought to the attention of the Designated Person immediately and no later than within 24 hours.

The Redemptorists will respond to your concerns. Do not forget that testing out your concerns is not the same as either accepting or rejecting them.

Where appropriate, the matters raised may:

- be investigated by management, internal audit, or through the disciplinary process;
- be referred to the police;
- be referred to the external auditor (i.e. National Board for Safeguarding Children in the Catholic Church in Ireland - NSBCCCI);
- form the subject of an independent inquiry.

In order to protect individuals and those accused of misdeeds or possible malpractice, initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take. The overriding principle which the Redemptorists will have in mind is the public interest. Concerns or allegations which fall within the scope of specific procedures (for example, child protection, vulnerable adults, and discrimination or harassment issues) will normally be referred for consideration under those procedures.

Some concerns may be resolved by agreed action without the need for investigation. If urgent action is required this will be taken before any investigation is conducted. Within ten working days of a concern being raised, the Redemptorists will write to you:

- acknowledging that the concern has been received;
- indicating how the Redemptorists propose to deal with the matter;
- giving an estimate of how long it will take to provide a final response;
- telling you whether any initial enquiries have been made;
- supplying you with information on support available from the Redemptorists; and
- telling you whether further investigations will take place and if not, why not.

The amount of contact between the people considering the issues and you will depend on the nature of the matters raised, the potential difficulties involved and the clarity of the information provided. If necessary, the Redemptorists will seek further information from you. Where any meeting is arranged, off-site if you so wish, you can be accompanied by a union representative or a work colleague.

The Redemptorists will take steps to minimise any difficulties which you may experience as a result of raising a concern. For instance, if you are required to give evidence in criminal or disciplinary proceedings, the Redemptorists will arrange for you to receive advice about the procedure.

The Redemptorists accept that you need to be assured that the matter has been properly addressed. Thus, subject to legal constraints, we will inform you of the outcome of any investigation, but you will understand that some information may need to be kept confidential.

A member of staff / volunteer is not expected to prove the truth of an allegation but will need to demonstrate that sufficient grounds for the concern exist.

11. WHAT HAPPENS NEXT?

You should be given information on the nature and progress of any enquiries. The Redemptorists have a responsibility to protect you from harassment or victimisation. No action will be taken against you if the concern proves to be unfounded and was raised in good faith. Malicious allegations may be considered as a disciplinary offence.

12. SELF REPORTING

There may be occasions where a member of staff/ volunteer has a personal difficulty, perhaps a physical or mental health problem, which they know to be impinging on their competence. Staff and volunteers have a responsibility to discuss such a situation with their manager / group leader, so professional and personal support can be offered to the member of staff / volunteer concerned. Whilst such reporting will remain confidential in most instances, this cannot be guaranteed where personal difficulties raise concerns about the welfare or safety of children.

13. FURTHER ADVICE AND SUPPORT

It is recognised that whistle blowing can be difficult and stressful. Advice and support is available from the Designated Person.

"Absolutely without fail, challenge poor practice or performance. If you ignore or collude with poor practice, it makes it harder to sound the alarm when things go wrong."
(reproduced from 'Sounding the Alarm' – Barnardos)

**Appendix 3: CONTACT INFORMATION FOR DESIGNATED PERSON
AND LOCAL SAFEGUARDING REPS**

Designated Person	Mr Phil Mortell	087-2252415
Alternate D.P.	Fr Peter Burns CSsR	083-3129827
LOCAL SAFEGUARDING REPRESENTATIVES		
Cherry Orchard, Dublin	Ms Jane Mellet	086-3721841
Ballyfermot, Dublin	Ms Jane Mellet	086-3721841
Marianella, Dublin	Fr Ciarán O’Callaghan	01-4067253
Clonard, Belfast	Mr Brendan Dineen	028-90445960*
Esker, Athenry	Fr Patrick O’Keeffe Mr John Oakley Mr Gearóid Mulrooney	091-844007 086-8440619
Scala , Cork	Ms Natalia Hyde	021-4358800
St Gerard’s, Belfast	Ms Olivia Marley	028-90287310*
St Joseph’s, Dundalk	Mr Tom Mulpeter	042-9334042
Mt St Alphonsus, Limerick	Fr Kevin Browne	086-8400043
* From the Republic of Ireland, dial 048 instead of 028 for Belfast telephone numbers.		

Appendix 4: EMERGENCY SOCIAL SERVICES CONTACT INFORMATION

Cherry Orchard, Dublin	Social Work Department, Bridge House, Cherry Orchard Hospital, Ballyfermot, Dublin 10	01-6206387
Ballyfermot, Dublin		
Marianella, Dublin	Duty Social Worker, Carnegie Centre, 21-25 Lord Edward Street, Dublin 2	01-6486555
Clonard and St Gerard's, Belfast	Duty Social Worker, Gateway Services, 110 Saintfield Road, Belfast BT8 6HD	028-90507000 (Office Hours)
		028-95049999 (Out of Hours)
Esker, Athenry	Loughrea Social Work Department, Health Centre, Loughrea, Co. Galway	091-847820
Scala , Cork	South Lee Social Work Department, St. Finbarr's Hospital, Douglas Road, Cork	021-4923001
St Joseph's, Dundalk	Social Work Department, Local Health Care Unit, Wilton House, Stapleton Place, Dundalk, Co. Louth	042- 939 2200
Mt St Alphonsus, Limerick	Social Work Department, Southill Health Centre, O'Malley Park, Southill, Limerick.	061-209985
Out of Hours in the ROI: In an emergency, ring the local Garda Station		

Appendix 5: ACCEPTANCE OF THE SAFEGUARDING HANDBOOK, CODE OF BEHAVIOUR and BEST PRACTICE guidance

Declaration Form for all Redemptorists, their employees, co-workers and volunteers

The Redemptorists' *Safeguarding Handbook: Policy and Procedures for Safeguarding and Promoting the Welfare of Children* was drawn up in 2011, as required by Standard 1 of *Safeguarding Children, Standards and Guidance Document for the Catholic Church in Ireland (2009)*. The *Safeguarding Handbook* has been revised and updated in 2013. It is intended to assist members of the Dublin Province, their employees, co-workers and volunteers, in implementing the provisions of *Safeguarding Children*.

The *Safeguarding Handbook* includes, on page 21, a CODE OF BEHAVIOUR for Redemptorists, their employees, co-workers and volunteers involved with children and young people. This Code is a general guide and should be read in conjunction with the section following it: BEST PRACTICE IN WORKING WITH CHILDREN AND YOUNG PEOPLE (pages 22 – 26).

Although the CODE may need to be adapted for particular situations and activities, its key principles should be adhered to at all times.

The SAFEGUARDING HANDBOOK and, in particular, the CODE OF BEHAVIOUR and BEST PRACTICE guidance, should be read, understood and agreed to by all personnel, including Redemptorists, their employees, co-workers and volunteers, on joining or participating in activities involving children and young people involved in Redemptorist ministry.

DECLARATION

I have read, understood and accept the Redemptorist SAFEGUARDING HANDBOOK, including the CODE OF BEHAVIOUR FOR ADULTS and BEST PRACTICE guidance.

Signed: _____ Date _____

Name (in block capitals) _____

Witnessed by _____

Name (in block capitals) _____

Appendix 6: SAFEGUARDING REPORT FORM

To be used when reporting concerns/allegations of abuse to the Designated Person

1. Details of person making an allegation or raising concern

Name _____ Tel _____

Address _____

Relationship to alleged victim _____

2. Details of alleged victim

Name _____ Tel _____

Address _____

Language (is interpreter/signer needed?) _____

Disability/Special needs _____

Parish/Order (*if applicable*) _____

3. About the allegation /concern

When was the allegation made or concern expressed?

Date _____ Time _____

How was information received? (*tick one*)

Telephone

Letter

Email

In person

Attach any letter or email to this Form.

4. Parent or Guardian details (*where appropriate*)

Name _____ Tel _____

Address (*if different from above*) _____

_____ Tel _____

Are they aware of the allegation / suspicion? Yes No (*tick one*)

5. Details of alleged perpetrator

Name _____ Tel _____

Current Address _____

Relationship to alleged victim _____

Address at time of alleged incident(s) _____

6. Brief Details of allegation or complaint

Date(s)/Times/Locations/Nature of complaint _____

Witnesses (if any) _____

Does the alleged victim know this referral is being made? Yes No (*tick one*)

7. Action taken

Has the matter been referred to Designated Person? Yes No (*tick one*)

If yes, please state:

Date referred _____ Time _____

8. Details of person completing the form

Name _____ Tel _____

Address _____

Current Position _____

Any other relevant information

Appendix 7: VOLUNTEER APPLICATION FORM
CONFIDENTIAL

PERSONAL / CONTACT DETAILS:	
Date of Application	
Name	
Address	
Phone 1	
Phone 2	
Email address	
Preferred method of contact	
Current occupation / study	<input type="checkbox"/> Work <input type="checkbox"/> Study <input type="checkbox"/> Full time <input type="checkbox"/> Part time <u>Details:</u>
Emergency Contact Details	
Name:	
Relationship to you:	
Phone 1:	Phone 2:

REFEREES: *Please provide the name and contact details of two referees*

Name:

Address:

Phone1:

Phone2:

Relationship to you:

Name:

Address:

Phone1:

Phone2:

Relationship to you:

EXPERIENCE AND QUALIFICATIONS: *Please provide details of experience relevant to this role*

Please tick any of these skill areas if they relate to you:

Training or education in working with young people

Experience of working with young people

Other relevant training or experience

Please elaborate on these experiences in the space below:

Other voluntary work

Hobbies / Interests

Why are you interested in becoming a volunteer with the Redemptorists?

PERSONAL INFORMATION	
Age	<input type="checkbox"/> <18 <input type="checkbox"/> 18-25 <input type="checkbox"/> 26-35 <input type="checkbox"/> 36-45 <input type="checkbox"/> 46-55 <input type="checkbox"/> 55+
Gender	<input type="checkbox"/> Male <input type="checkbox"/> Female
Highest education qualification achieved?	
Details of any physical limitations?	
Details of any volunteer or work setting where you have been asked to leave because of inappropriate behaviour.	

<p>Privacy statement:</p> <p>The personal information on this form is being collected for the purposes of recruiting and selecting volunteers wishing to work with the Redemptorists. The information may also be required for evaluation purposes. Any evaluation reports developed will not identify individual volunteers by name.</p> <p>By signing this form I attest that the information supplied is true and accurate.</p> <p>I understand that submitting this application form does not automatically register me as a volunteer but that there is a selection process including completion receipt of satisfactory references and Garda /Police clearance as well as participation in training. I confirm that I am willing to volunteer for at least a six month period and for at least [] hours per week.</p> <p>Signature:</p> <p>Name: _____ Date: _____</p>

The Redemptorists are committed to the safety and wellbeing of all children and young people accessing our service. We support the rights of the child and will act without hesitation to ensure a child-safe environment is maintained at all times. We also support the rights and wellbeing of our staff and volunteers and encourage their active participation in building and maintaining a secure environment for all participants.

Appendix 8: CONFIDENTIAL DECLARATION FORM FOR APPLICANTS FOR VOLUNTARY/PAID EMPLOYMENT WITH CHILDREN AND YOUNG PEOPLE

Child care and safeguarding legislation in both jurisdictions in Ireland has at its core the principle that the welfare of children and young people must be the paramount consideration. The Redemptorists therefore ask that everyone applying to work or volunteer with them, and who will have contact with children or access to their personal details, to complete and sign this declaration.

Do you have any prosecutions pending or have you ever been convicted of a criminal offence or been the subject of a Caution or of a Bound Over Order?

YES NO (*please tick one*)

If YES, please state below the date(s) and nature of the offence(s):

Date(s) of offence(s): _____

Nature of offence(s): _____

Have you ever been the subject of disciplinary procedures or been asked to leave employment or voluntary activity because of inappropriate behaviour towards a child?

YES NO (*please tick one*)

If YES, please give details, including date(s): _____

Full name (print): _____

Any surname previously known by: _____

Address: _____

Date of birth: _____ Place of birth: _____

Declaration

I declare that there is no reason why I would be considered unsuitable to work with children or young people. I understand that if it is found that I have withheld information or included any false or misleading information above, I may be removed from my post, whether paid or voluntary, without notice. I understand that this information will be kept securely by the Redemptorists. I hereby declare the information I have provided is accurate.

Signed: _____ Date: _____

Appendix 9: REFERENCE REQUEST FORM

_____ [Name] has expressed an interest in working with the Redemptorists as _____ [Position/Role].

If you are happy to complete this reference, any information will be treated with due confidentiality and in accordance with relevant legislation and guidance. Information will only be shared with the persons conducting the assessment of the candidate's suitability for the post. We appreciate you being extremely candid, open and honest in your evaluation.

1. For how long have you known this person? _____.

2. In what capacity? _____.

3. What capacities does this person have that would make them suited to this work? _____

4. Please rate this person on the following (*tick v one box for each category*):

	Poor	Average	Good	Very Good	Excellent
Responsibility					
Maturity					
Self-motivation					
Can motivate others					
Energy					
Trustworthiness					
Reliability					

This post involves substantial access to young people. The Redemptorists are committed to the welfare and safeguarding of young people. Hence we are anxious to know: **Do you have any reason at all to be concerned about this applicant being in contact with children and young people?**

RESPONSE: YES [] NO [] Please tick v one.

If you have answered **YES** we will contact you in confidence.

Signed _____ Contact Tel No _____

Position in Organisation _____ Date _____

Appendix 10: PARENTAL CONSENT FORM

Parental permission for persons under 18 to engage in Redemptorist Youth Ministry activities

Name of Group/Activity / Event _____

Name of Young Person _____

Address _____

_____ Date of Birth _____

Give details of any **medical condition** the young person may have. Please include details of any medication which has to be taken or any dietary requirements. This information will be held in the strictest confidence. Continue over the page if necessary.

- I understand that in the event of a medical emergency, all efforts will be made to contact me. If I am not immediately contactable, I give permission for the Group Leaders to seek any medical help that they deem necessary.
- I acknowledge and consent that photographs may be taken (for record and promotional purposes) during activities which may include my child.
- I accept that Redemptorist Youth Ministry (RYM) organisers accept no responsibility for loss, damage or injury caused by or during attendance on any RYM organised activities except where such loss, damage or injury can be shown to result directly from the negligence of the RYM organisers.
- I have read all the information provided concerning the programme of the above activity. I hereby give permission for my son/daughter/ward to participate in it.

Signed _____ (Parent/Guardian)

Please PRINT name: _____ Date _____

Address _____

(if different from young person's address above)

Contact tel. no(s) of Parents/Guardians

Number: _____ Name _____

Number: _____ Name _____

Appendix 11: USER GROUP SAFEGUARDING CHECKLIST



EXTERNAL ORGANISATION / USER GROUP CHECKLIST

Where the Redemptorists provide the use of facilities and services to individuals and groups who work with children, young people and vulnerable adults (service users), it is our responsibility to ensure that all reasonable steps are taken to safeguard such service users.

The Redemptorists have clear policies and procedures in relation to child protection and safeguarding; any group/organisation operating under the name/auspices of the Redemptorists must comply with these requirements.

We welcome applications from other organisations/groups/individuals within the community to use our facilities. However, we require detailed information from such applicants to ensure that the safety and well-being of the service users are maintained.

Hence, we require you to complete the following questionnaire, legibly in block capitals, and as fully as possible. If any question is not applicable (N/A), please provide details of why it does not apply.

Name of Organisation/Group

User Group (e.g. children, young people, adults)

Purpose of group or proposed activities

Dates of commencement and completion of use

From:	To:
--------------	------------

Frequency and hours of group (e.g. every Monday, 7.00 – 9.00 p.m.)

Names and Contact Details of Persons who will be in charge during use of premises:

Do you have a policy statement on the protection of children and vulnerable adults? (Circle one)

YES NO N/A

Do you have appropriate insurance cover for the activity? (Circle one)

YES NO N/A

SIGNED ON BEHALF OF THE GROUP/ORGANISATION:

Signed: _____

Signed: _____

Print Name: _____

Print Name: _____

Position: _____

Position _____

COMPLETED FORM TO BE RETURNED TO THE LOCAL (PARISH) SAFEGUARDING REPRESENTATIVE.

Name: _____

Address: _____

Tel No: _____

Appendix 12: SIGNS AND SYMPTOMS OF ABUSE

Child abuse is generally categorized into four broad groups: neglect, emotional abuse, physical abuse, and sexual abuse. Bullying, although not traditionally defined as abuse, in its more extreme forms is now regarded as a form of abuse

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 can also be an act of **commission**: some people **intentionally** neglect a child's needs. Hence the charge of 'willful neglect' (often combined with a child cruelty charge).

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.

Child neglect should be suspected in cases of:

- Abandonment or desertion
- Children persistently being left alone without adequate care and supervision
- Malnourishment, lacking food, inappropriate food or erratic feeding
- Lack of warm or 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, i.e. a child not gaining weight due not only to malnutrition but also to emotional deprivation
- Failure to provide adequate care for the child's medical problems
- Exploited, overworked children

Appendix 11(b): SIGNS AND SYMPTOMS OF ABUSE

EMOTIONAL ABUSE

Emotional abuse is normally to be found in the **relationship** between a parent/carer and a child rather than in a specific event or pattern of events. It occurs when a child's need for affection, approval, consistency and security are not met. Unless other forms of abuse are present, it is rarely manifested in terms of physical signs or symptoms.

Emotional abuse occurs when adults responsible for taking care of children are unable/unwilling to be aware of and meet their children's emotional and developmental needs.

Examples of emotional abuse of children include:

- The imposition of negative attributes on children, expressed by persistent criticism, sarcasm, hostility or blaming
- Conditional parenting, in which the level of care shown to a child is made contingent on his or her behaviours or actions
- Emotional unavailability of the child's parent/carer
- Unresponsiveness of the parent/carer and/or inconsistent or inappropriate expectations of the child
- Premature imposition of responsibility on the child
- Unrealistic or inappropriate expectations, relative to a child's age and stage of development, of his/her capacity to understand something or to behave and control himself or herself in a certain way
- Failure to show interest in, or provide age-appropriate opportunities for, the child's cognitive and emotional development
- Use of unreasonable or over-harsh disciplinary measures
- Inappropriate non-physical punishment (e.g. locking in bedrooms)
- Serious over-protectiveness
- Exposure to domestic conflict and violence, adult mental health problems and parental substance abuse

Appendix 11(c): SIGNS AND SYMPTOMS OF ABUSE

PHYSICAL ABUSE

Physical abuse is any form of non-accidental injury or injury that results from wilful or neglectful failure to protect a child. Examples include:

- Shaking, hitting
- Use of excessive force in handling
- Deliberate poisoning
- Suffocation
- Fabricated/induced illness
- Allowing or creating a substantial risk of significant harm to a child
- Inappropriate administration of drugs to control a child's behavior

Unsatisfactory explanations or varying explanations for the following are highly suspicious:

- Bruises
- Fractures
- Swollen joints
- Burns/scalds
- Abrasions/lacerations
- Haemorrhages (retinal, subdural)
- Damage to body organs
- Poisonings – repeated (prescribed drugs, alcohol)
- Failure to thrive
- Coma/unconsciousness
- Death

Appendix 11(d): SIGNS AND SYMPTOMS OF ABUSE

SEXUAL ABUSE

Sexual Abuse occurs when a child or young person is used by another person for his or her gratification or sexual arousal or for that of others.

Examples of child sexual abuse include:

- Exposure of the sexual organs or any sexual act intentionally performed in the presence of the child
- Intentional touching or molesting of the body of a child whether by a person or object for the purpose of sexual arousal or gratification
- Masturbation in the presence of the child or the involvement of the child in an act of masturbation
- Sexual intercourse with the child, whether oral, vaginal or anal
- Sexual exploitation of a child, which includes inciting, encouraging, propositioning, requiring or permitting a child to solicit for, or to engage in, prostitution or other sexual acts
- Sexual exploitation also occurs when a child is involved in the exhibition, modeling or posing for the purpose of sexual arousal, gratification or sexual act
- It may also include showing sexually explicit material to children, which is often a feature of the 'grooming' process by perpetrators of abuse
- Accessing/downloading child pornography
- Consensual sexual activity involving an adult and an underage person

Indicators of sexual abuse

- Overly affectionate behaviours
- Pregnancy
- Injuries to anal/genital area; STDs
- Sexualised drawings or play
- Having unexplained sums of money
- Changes in usual demeanour, e.g. becoming insecure, clingy
- Depression, self-mutilation, running away
- Fear of changing clothes in public
- Regressed behaviour patterns, e.g. thumb-sucking, recourse to old teddybears, etc.

Appendix 11(e): SIGNS AND SYMPTOMS OF ABUSE

BULLYING

Bullying can be defined as repeated aggression – whether it be verbal, psychological or physical – that is conducted by an individual or group against others. It is behaviour that is intentionally aggravating and intimidating, and occurs mainly among children in social environments such as schools (*Children First 2011*, p. 61).

Although not usually defined as abuse, in its more extreme forms bullying is regarded as a form of abuse. The main types of bullying are:

- **emotional:** excluding, being unfriendly
- **physical:** hitting, kicking, theft
- **racist:** racial taunts, graffiti, gestures
- **disablist:** discriminatory, oppressive or abusive behaviour arising from the belief that disabled people are inferior to others
- **sexual:** unwanted physical contact or sexually abusive comments
- **homophobic:** focusing on the issue of sexual orientation
- **cyberbullying:** via mobile phones, email, websites

“The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to children to the extent that it affects their health and development or, at the extreme, causes them significant harm. In these circumstances bullying should be considered as child abuse and treated as such.” (*Our Duty to Care*, 2009, p.71)

- One of the highest category of calls to Childline from children in Northern Ireland has persistently related to bullying.
- If unchecked, bullying can be profoundly damaging to the victim in both the short and longer term, emotionally, physically or both.
- Bullying can leave children with feelings of worthlessness and self hatred; of isolation and loneliness.
- At its worst, bullying can result in a child attempting suicide.
- According to MENCAP, 82% of children with a learning disability report they are bullied. (“Don’t Stick It, Stop It” www.dontstickit.org.uk/)