



SOCIETAS DOCTRINÆ CHRISTIANÆ

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SAFEGUARDING POLICY

1. Introduction

The SDC Safeguarding Policy aims to do everything possible to provide a safe environment for all children, young people and adults where they are cherished and encouraged to become involved in the life of the SDC Society itself and the Church in general.

2. The SDC Safeguarding Statement

SDC is committed to the Safeguarding policies of the Catholic Church in England and Wales, to take all reasonable steps to protect children, young people and vulnerable adults from any form of abuse or maltreatment and to promote a safe environment for them. This commitment flows from the fact that we are all made in the image of God and the Church's common belief in the dignity and uniqueness of every human life. We start from the principle that each person has a right to expect the highest level of care and protection, love, encouragement and respect that we can give. We will liaise closely and openly with statutory agencies to ensure that any concerns or allegations of abuse that are raised are promptly reported and properly responded to, victims supported and perpetrators held to account.

3. SDC SAFEGUARDING POLICIES

SDC follows the **NATIONAL SAFEGUARDING POLICIES AND PROCEDURES OF THE CATHOLIC CHURCH OF ENGLAND & WALES** and those of the **RC DIOCESE OF SOUTHWARK** where we operate. Such policies and procedures are published online and available in electronic form on the relevant websites. (See Links below)

All safeguarding policies and procedures are always based on principles outlined in the document 'KEEPING CHILDREN SAFE IN EDUCATION (KCSIE) and similar documents relating to Safeguarding legislation.

The SDC Designated Safeguarding Lead (DSL) is **John Camilleri** (email: camillerijohn@hotmail.com) but there are also Designated Safeguarding Leads in every parish we operate in, as well as for the RC Diocese of Southwark as shown in the details below.

USEFUL CONTACTS

SAFEGUARDING POLICIES, PROCEDURES AND ADVICE:

The following is a list of useful contacts including Parish and Diocesan Safeguarding officers and other agencies that may be contacted for advice or reporting purposes:

SAFEGUARDING OFFICE – SOUTHWARK RC DIOCESE

St Gabriel's House, Westminster Bridge Road. London SE1 7FQ

Tel: 020 7261 1606 / Fax: 020 7803 4936

Email: safeguardingoffice@rcaos.org.uk

Head of Safeguarding: Mrs Mary-Jane Crowley; email: maryjanecrowley@rcaos.org.uk

Safeguarding Officer: Ms Cristine Acons; email: christineacons@rcaos.org.uk

HOLY ROSARY PARISH, BRIXTON:

Safeguarding Officer: Mrs *Earline Hilda Castillo-Binger*: 07845261540

ST ANDREW'S PARISH, THORNTON HEATH:

Safeguarding Officers: Ms Josephone Duvwiama; Tel: 02087771039

Safeguarding Officer: Ms Lesley Brennan; Tel: 02086657947

OTHER AGENCIES

NSPCC

Website: www.nspcc.org.uk or phone 0800 800 500

42 Curtain Road, London EC2A 3NH or Textphone service (for deaf people) – 0800 056 0566

also see: www.nspcc.org.uk/what-is-child-abuse/

CHILD LINE

Website: www.childline.org.uk or phone 0800 11 11

HELP THE AGED

website: www.ageuk.org.uk or phone 0800 678 1602

CATHOLIC SAFEGUARDING STANDARDS AGENCY

Website: catholicsafeguarding.org.uk or phone 0207 901 1920

To access and view the national Safeguarding policies and procedures of the Catholic Church of England & Wales please go to <https://catholicsafeguarding.org.uk/resources/national-safeguarding-policy/>

Also see the latest Government document on Safeguarding in schools and colleges:

KEEPING CHILDREN SAFE IN EDUCATION:

See: <https://www.gov.uk/government/publications/keeping-children-safe-in-education--2>

PROCEDURES AND GOOD PRACTICE SPECIFIC TO SDC GROUPS

A. Procedures SDC undertakes to ensure all groups are safeguarded:

- ✓ All children and young people attending any catechism group in parishes must have completed registration forms submitted to the relevant parish. This should include signed parental consent, contact information for parents and guardians and relevant GDPR declarations.
- ✓ SDC Junior members must also have completed registration forms when joining. Such application form should include signed parental consent and contact information for parents and guardians.
- ✓ Appropriate supervision ratios of adults to young people while maintaining the practice of ensuring that no young person is left alone with an adult.
- ✓ A code of conduct for all adult leaders and young people.
- ✓ Adequate record keeping processes including:
- ✓ Access to Participant forms.
 - Incident/Accident Report forms.
 - Programme /attendance records.
- ✓ Recruitment and selection procedures for workers and volunteers, including:
 - Application form.
 - Declaration form.
 - References.
 - Training and supervision.
- ✓ A clearly communicated Accident/Emergency plan.
- ✓ Risk assessments for all different activities and gatherings organised by SDC at different venues.
- ✓ Risk assessments for all trips.
- ✓ Parents or guardians should be asked to indicate if their children have any specific dietary requirements, medical needs or special needs.

B. Good Practice – All groups

- All children and young people taking part in catechism sessions and other activities must have signed parental consent to take part in activities.
- Attendance records must be kept for each programme. at every meeting of juniors and signed and dated by one of the adults leading the group.
- Children and young people are to be regularly reminded by adults that they have no permission to leave the room after the meeting until all are ready to depart together. This will help to ensure that a single child and adult are not alone in the meeting room at any given time.
- At least two adults should be present for catechism and other sessions. When possible, gender appropriate balance should be kept for mixed groups.
- Catechists and other adults must have a second adult present when there is the need to talk to a child or young person outside of the main group or activity.

C. Record keeping

- An accurate record should be kept for each child and young person participating in activities, including, but not limited to, attendance, programme details and medical information. This record should include a copy of the consent form or letter signed by the parent or guardian. It should also contain details of emergency contact numbers.
- A written record of organisers, supervisors, employees and volunteers in attendance at events, such as meetings, social gatherings and sports activities, should be kept.
- An Incident Report Form should be completed in the event of an accident or incident relating to a child or young person.

D. Good Practice for adults leading SDC groups

- ✓ All adults including volunteers are to be given a copy of this policy and be made aware of their responsibilities.
- ✓ There should be at least two adults present at least 15 minutes in advance of each catechism session, youth group or any other gathering to make sure the children are safe in the meeting

room and at least two adults should remain behind with the children in the Meeting Room until they have been collected by their parents/guardians afterwards. The person who opens the meeting room should not allow any child in until at least a second adult/child has arrived.

- ✓ Assisting adults are expected to be extra vigilant regarding safety where young children are waiting to be collected by parents.
- ✓ They should try to ensure that they do not find themselves alone in a room with a child.
- ✓ Children are not to be left alone at any activity; there must be at least two adults in the room with the children at all times.
- ✓ At all times Children should be properly supervised.
- ✓ In the case of any accident or injury an incident report will be completed recording all relevant details.

E. Transporting Young People to and from SDC Activities

- ✓ When transporting a child there should be two adults in the Minibus/car. In the event of an emergency the parent/guardian of the child in question should be contacted.
- ✓ Safety regulations should be adhered to (e.g. speed limits, roadworthiness of vehicles, safety belts, no overcrowding).
- ✓ Adults/Driver should ensure that they have contact numbers for all parents/guardians of children in their care.
- ✓ Young people/minors should all be returned to a single safe collection point agreed by prior arrangement with parents/guardians.
- ✓ The child's home should only be visited when there are parents/guardians at home. In such instances professional and pastoral boundaries should be observed.

F. SDC centres must also have other clear policies on the following:

- a. Behaviour Policy with accompanying guidelines
- b. Anti-Bullying Policy
- c. Transporting children Policy, with guidelines on adult/junior ratios.
- d. Trips and excursions Policy.

G. Trips Away from Home (including recreational trips, pilgrimages or retreats)

- All trips, including day trips, overnight stays and holidays, need careful advance planning, including adequate provision for safety in regard to transport, facilities, activities and emergencies. Adequate insurance should be in place.
- Written consent by a parent or guardian specifically for each trip and related activities must be obtained well in advance.
- Adequate information about each trip and contact telephone numbers should be made available to parents and guardians.
- When possible, there should be adequate, gender-appropriate, supervision for boys and girls.
- Arrangements and procedures must be put in place to ensure that rules and appropriate boundaries are maintained in the relaxed environment of trips away.
- Particular attention should be given to ensuring that the privacy of young people is respected when they are away on trips.
- In the case of residential trips, the provision of appropriate and adequate sleeping arrangements should be ensured in advance of the trip.
- Sleeping areas for boys and girls should be separate and supervised by two adults of the same sex as the group being supervised.
- At least two adults should be supervising in dormitories in which children or young people are sleeping.
- Under no circumstances should an adult share a bedroom with a young person.
- If, in an emergency situation, an adult considers it necessary to be in a children's dormitory or bedroom without another adult being present they should:
 - Immediately inform another adult in a position of responsibility and
 - Make a diary note of the circumstances.

Code of Behaviour for SDC Members and other volunteers



- a. You should never find yourself alone with a minor during any SDC activity. Should this inadvertently or unavoidably happen, bring the young person to a public/well populated place where you are visible. Inform another adult by phone if necessary. Make a written record in your diary of this happening and the details of the place and reasons for it.
- b. Do not undertake any car/minibus journey alone with a child/minor. If only one adult is available, it is advisable that a minimum of two young people be in the vehicle for the entire journey. If this is not possible, parent/guardian should be contacted and a record kept.
- c. Children should not be permitted to enter or remain in meeting rooms etc. unless there are at least two adults present.
- d. Favouritism is unacceptable; do not show signs of favouritism. Do not spend a disproportionate amount of time with any particular child or group of children.
- e. Always be aware of the imbalance of power in an adult/child relationship. Do not engage in or tolerate any kind of behaviour, verbal, psychological or physical, which could be construed as bullying.
- f. Under no circumstances should you use, provide or permit the use of alcohol, tobacco or drugs when supervising or working with young people. Nor should you be under the influence of same in the company of young people.
- g. Only use age appropriate language, media products, and activities. Where physical games/sports are concerned, be particularly conscious of age and safety. Sexually explicit/pornographic materials are never appropriate.
- h. Respect the physical integrity of a child; do not engage in inappropriate contact such as horseplay, tickling, wrestling, etc. Never use any kind of physical reprimand. This should not preclude appropriate contact to comfort a distressed child.
- i. Respect children's privacy; especially in swimming pools, changing areas, showers and toilets. Do not use or allow the children to use cameras/camera phones in such areas.
- j. Never do things of a personal nature such as toileting, washing, changing children who are capable of doing so unaided.
- k. Never encourage young people to visit your private home. Should you visit the home of a child while on a parish visit, do not enter if there are no adults home and observe professional boundaries at all times.

Code of Behaviour for SDC Junior Members



All SDC Junior members should:

- ✓ Listen to and respect each other.
- ✓ Respect the opinion of the other members.
- ✓ Be tolerant, understanding and fair to all the members.
- ✓ Ensure that their actions do not put the safety or well-being of any member at risk.

Be aware that:

- The use of alcohol, drugs or tobacco is not permitted during SDC activities,
- Bullying of any kind is never permitted.
- Be mindful of Christ's words : "Now I give you a new Commandment: Love one another. Just as I have loved you, you also must love one another. By this everyone will know you are my disciples, if you have love for one another."
(John 13:34-35)

Definition of Abuse and Neglect

Knowing what to look for is vital to the early identification of abuse and neglect.

All staff should be aware of indicators of abuse and neglect so that they are able to identify cases of children who may be in need of help or protection.

All adults and volunteers should be aware that abuse, neglect and safeguarding issues are rarely stand-alone events that can be covered by one definition or label. In most cases, multiple issues will overlap with one another. Indicators of abuse and neglect

Abuse:

A form of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or, more rarely, by others. Abuse can take place wholly online, or technology may be used to facilitate offline abuse. Children may be abused by an adult or adults or by another child or children.

Physical abuse:

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

Emotional abuse:

The persistent emotional maltreatment of a child such as to cause severe and adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond a child's developmental capability as well as overprotection and limitation of exploration and learning, or preventing the child from participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, although it may occur alone.

Sexual abuse:

This involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, including assault by penetration (for example rape or oral sex) or nonpenetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse. Sexual abuse can take place online, and technology can be used to facilitate offline abuse. Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children. The sexual abuse of children by other children is a specific safeguarding issue in education (see paragraph 27).

Neglect:

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

Appendix 4

Confidential



SDC Junior Membership Application Form

Name:

Surname:

I wish to apply for membership of

Telephone Contact number/s:

Date of Birth:

I understand that becoming a member of the SDC Juniors group involves taking part with respect and responsibility in a range of activities and I accept that I must follow the rules as have been explained to me.

Signed: Date:

Parental Consent *

Name:

Address:

The parent / guardian of:
understand that the granting of membership is on condition that all the requirements of participating in the SDC Juniors group have been outlined to me and will be adhered to by her/him.

Signed: Date:

Medical note: If the young person in your care requires medical care, suffers specific allergies or requires certain dietary requirements please state so here:

(Activities conducted outside of normal venue will require separate consent forms).

Appendix 5

Confidential



SDC Application Form for Workers/Volunteers

(to be used when not already registered as a Parish Catechist/Volunteer)

Name:

Surname:

Address:

.....

Email:

Date of Birth: Tel:

Are you (Please tick): Employed Unemployed Student.....

 Homemaker Retired Other

Have you previously been involved in voluntary work? Yes No

If yes, give details:

.....

.....

How much time can you commit to voluntary work?

.....

Any other relevant information?

.....

.....

Please provide the names and addresses of two people whom we could contact for a reference (not relatives).

Name

Name

Address

Address

.....

.....

.....

.....

Tel.

Tel.

Email:

Email:

Signed: Date:

.



Declaration Form

To be completed by all staff and volunteers working with children and young people

Surname:

Forename:

Address:

.

.....

Tel: Date of Birth:

Any other name previously known as

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 bind over order? Yes No

If yes, please state below the nature and date(s) of the offence(s), the court responsible for dealing with the matter, the approximate date of the court hearing.

Nature of offence

Date of offence

.....

Signed: Date:

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SDC Parental/Guardian Consent

Special Activity*

• This form is to be used for activities outside the routine meetings/gatherings of members. Parent or Guardian must complete this form in order for their child to participate in the specified activity.

(Note: other versions of Consent forms are sometimes used to make them more relevant to specific activities)

Activity:

SDC Centre:

.....

Coordinators:

.....

Name of Child:

.....

Age:

Name of Parent/Guardian:

Address:

.....

.....

Daytime phone no: Home phone no.

Mobile phone no: Email.

Other relevant information (e.g. medical conditions, special needs, dietary requirements).

I have read and I understand, the activity outline accompanying this parental permission slip. I am satisfied that I have been sufficiently informed of the activity and I agree to allow the young person named above to take part in the outlined activity.

Signature of Parent/Guardian:

Date:

Relationship to young person:

Appendix 8

SDC Accident/Incident Report Form

(Other Report forms may be used for Parish specific incidents reported by catechists/volunteers and others)



Date of accident/incident:

Reported by:

Type of incident (eg: First Aid/Medical; Behaviour; Safeguarding Concern etc):

Names of parties involved:

Location of activity:

Type of activity:
 (I.e. meeting, outdoor activity, trip away, retreats...)

Time:

Details of incident:

Parents/Guardians informed: Yes/No *[please circle]*.

Form completed and signed by:

FOR OFFICE USE ONLY

REPONSE Date:

Action taken:

Signed:

Comments:

