

Diocese of Dromore



Safeguarding Information Session Booklet

Foreword

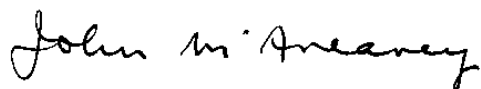
The Church, as part of the wider society, shares responsibility for ensuring that children and young people are kept safe and are protected from abuse in all its forms. When an allegation of abuse is made to Church authorities we have an obligation to do all in our power to protect other children and young people who may be at risk and to ensure that the risk of further abuse is minimised.

Abuse is a betrayal of trust given to those who have responsibility to safeguard the well being of children and young people with whom they are in contact.

We need to continually affirm our conviction that at all times the welfare of children and young people is our paramount concern. I personally wish to make a strong commitment to safeguarding through a range of measures that will reduce the risk of abuse in the future.

The booklet has been developed in line with the Standards and Guidance of the National Board for Safeguarding Children in Catholic Church in Ireland.

I commend the policies and procedures outlined in this publication and wish to express my gratitude for all who prepared them. I believe that their adoption and implementation will help to ensure a safe environment for children and young people. They will also provide a secure environment for all who work with children and young people in a Church setting.



Most Reverend John McAreevey
Bishop of Dromore

Diocesan Prayer for Safeguarding

Different Gifts – One Spirit

Almighty God, we thank you for having blessed us with spiritual gifts.

We thank you for bringing us together in this place,

each with his or her unique set of gifts,

to serve each other.

None of us can do it without the others.

But together, with your help, we can do anything.

Help each of us to do our part.

Amen.

What is the National Board for Safeguarding Children in the Catholic Church in Ireland?

The NBSCCCI is a company limited by guarantee funded by the following two bodies:

- Irish Catholic Bishops' Conference
- Association of Missionaries and Religious in Ireland (AMRI)

The logo on the slides is that of the NBSCCCI. The board is funded by the two organisations above and has three main aims.

What does the NBSCCCI do?

- It offers advice and support on all aspects of child safeguarding and case management within the Catholic Church in Ireland
- It assists with the development of policy, procedures and practice on all aspects of child safeguarding within the Catholic Church in Ireland
- It monitors child safeguarding practice of constituent members within the Catholic Church in Ireland

What does 'safeguarding' mean?

Creating safe environments for children and those who work with them.

Good safeguarding means that the environments in which our children are involved are safe for them and the adults that work with them, because they minimize situations in which children are vulnerable.

A child or young person is defined as anyone under the age of eighteen years excluding a person who is or has been married.

Why do we safeguard?

The Gospel

Safeguarding children is a practical living out of the baptismal vocation of every member of the Church to ensure the safety and well-being of those 'little ones' whom the Lord sets before us as those to whom the 'Kingdom of God belongs'.

We should value the unique contributions of children and strive to create safe environments for them in the Church.

The Law

- The United Nations Convention on the Rights of the Child (1989) recognises children as people with holders of forty-two rights which must be respected by the laws of individual countries including the Holy See, Ireland and the United Kingdom.

These rights underpin many of our national laws for the protection of children. Some of which are outlined here:

Key Legislation

- Criminal Law Act 1967
- United Nations Convention on the Rights of the Child (ratified 1991)
- Children (Northern Ireland) Order 1995
- Disability Discrimination Act 1995
- Human Rights Act 1998
- Protection of Children and Vulnerable Adults (Northern Ireland) Order 2003

Key Messages from the past

- Today the welfare of children is of paramount importance, in the past this wasn't always the case
- Church bodies must be responsible for safeguarding in its widest sense (to ensure safe environments and safe practices for young people) as well as ensuring adequate responses to any apparent or reported concerns

Safeguarding Children Policy for the Catholic Church in Ireland

As a constituent member of the Catholic Church in Ireland we recognise and uphold the dignity and rights of all children and are committed to ensuring their safety and wellbeing, and will work in partnership with parents/guardians to do this. We recognise each child as a gift from God, and we value and encourage the participation of children in all activities that enhance their spiritual, physical, emotional, intellectual and social development.

All Church personnel (including clergy, religious, staff and volunteers) have a responsibility to safeguard children through promoting their welfare, health and development in a safe and caring environment which supports their best interests and prevents abuse.

How we implement this in our Church body is through the seven safeguarding standards.

SEVEN STANDARDS

- 1. Creating and Maintaining Safe Environments**
- 2. Procedures for Responding to Child Protection Suspicions, Concerns, Knowledge or Allegations**
- 3. Care and Support for the Complainant**
- 4. Care and Support for the Respondent**
- 5. Training and Support for Keeping Children Safe**
- 6. Communicating the Church's Safeguarding Message**
- 7. Quality Assuring Compliance with the Standards**

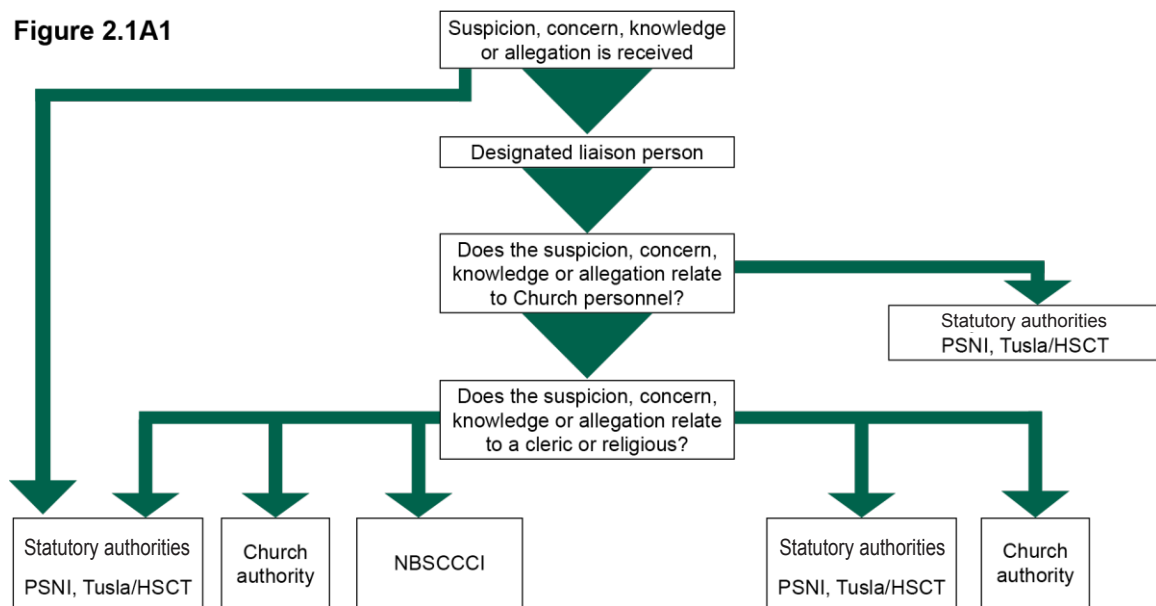
Some of the standards focus on safeguarding and some focus on child protection. This is a one – Church policy and approach within Ireland. Being quality assured is dependent upon us being proactive and coordinated, monitoring, reporting and reviewing our practices each year.

How to Safeguard?

What are the practical things that we can do in the Church to create and maintain a safe environment?

Recognising, Responding and Reporting

Figure 2.1A1



All allegations, suspicions, concerns or knowledge should be passed on to the designated liaison person (DLP)

- If the allegation is about non-Church personnel, the DLP will; pass it on to the statutory authorities.
- If the allegation is about Church personnel who are not a cleric or religious, then the DLP will pass it on to the statutory authorities and the Church authority.
- If the allegation is about a cleric or religious then the DLP will pass it on to the statutory authorities, the Church authority and the NBSCCCI.

Designated Liaison Person for the Diocese of Dromore

Patricia Carville 07789917741

patcarville51@gmail.com

Role of the Designated Liaison Person

The DLP has a number of roles in relation to child safeguarding which include the following:

- Hearing child safeguarding concerns;
- Passing on child safeguarding concerns to the statutory authorities;
- Where applicable passing on child safeguarding concerns to the Church authority
- Where applicable passing on child safeguarding concerns to the NBSCCCI;
- Managing cases and all associated documents;
- After the investigation by the statutory authorities has concluded and if the allegation relates to a cleric or religious the DLP is responsible for managing the Church inquiry process with the Church authority.

If someone tells you that they have been abused, as soon as possible direct them to the DLP, and inform the DLP of the action you have taken and any information you have.

The person making the allegation may tell you directly before you have been able to direct them to the DLP and if this happens there are a few things you should do.

RESPONDING TO A DISCLOSURE:

DO

- **Stay calm, listen carefully and patiently.**
- **Reassure them that it was right to tell you.**
- **Explain that you will have to inform the appropriate authorities.**
- **Record what they've said as soon as possible after the meeting, using their own words as far as possible.**

If a child or adult discloses to you, it is probably the hardest thing they have ever had to tell anyone. They have placed an enormous amount of trust in you that you will help them and, whilst you may feel shocked, hurt or even disgusted by what you have been told, it is important that you stay calm and don't let your shocked feelings show.

Reassure the person that they have done the right thing in telling you and that you will help them by passing it on to the DLP who will inform the appropriate authorities.

As soon as you can, record exactly what has been said and contact the DLP.

RESPONDING TO A DISCLOSURE

DON'T

- **Make judgments about the alleged abuser.**
- **Promise to keep secrets.**
- **Tell them stories about other people.**
- **Tell them that everything will be fixed straight away.**
- **Don't press for details, except to clarify.**
- **Don't fill in words or finish sentences.**
- **Don't convey your anger, shock or embarrassment, or give your opinion.**

There are things it is important that you do, there are also things it is important that you don't do. Only the statutory authorities have the responsibility, powers and expertise to investigate safeguarding concerns.

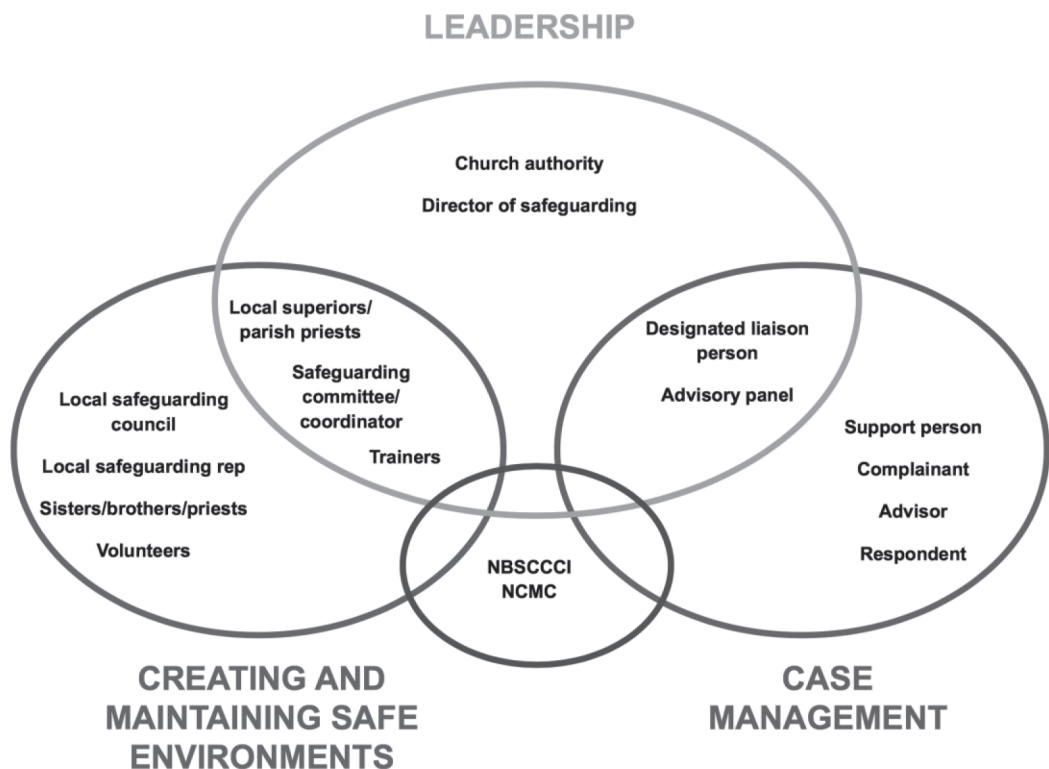
You cannot promise to keep what has been said a secret because you are obliged to report to the appropriate authorities any concern that a child has been or is being abused.

IN CASES of EMERGENCY

- If a child is at immediate risk contact the DLP for advice on what to do.
- If the DLP is unavailable the HSC Trust Gateway Team should be contacted immediately.
- Outside of office hours, where a child is at immediate risk, contact the PSNI and/or HSC Trust Gateway Team out-of-hours service.
- The DLP should be informed as soon as possible that you have passed on your safeguarding concerns directly to the statutory authorities.

CHILD ABUSE CATEGORIES

- **Neglect**
- **Emotional Abuse**
- **Physical Abuse**
- **Sexual Abuse**



This diagram shows you all the people involved in Child Safeguarding

Remember you are not on your own with regards to safeguarding, there are lots of people to support you.

- Once you have passed on the allegation to the DLP, you do not have to do anything further.
- You are an essential part of creating and maintaining safe environments, but you don't have to feel scared or worried about your responsibilities to pass on allegations.
- If you are feeling worried about anything, please contact the DLP.

PRACTICALITIES

- **Recruitment and Training.**
- **Information sharing.**
- **Supervision ratios.**
- **Codes of Behaviour.**
- **Trips away from home.**

Recruitment and Training Processes:

- The first step is to ensure that anyone employed or volunteering to work with children in the Church is suitable.
- Checklist for selection and recruitment.
- Declaration form.
- Vetting if required.
- Ongoing training in safeguarding.

Information sharing, record keeping:

- Child's consent.
- Parental/guardian consent.
- Medical information.
- Contact information for parents/guardians
- Attendance records.

Appropriate supervision ratios

- Think about how many adults are needed to supervise the activity, this will be dependent on the age and ability of the children as well as the nature of the activity.

Supervision of children

Having clearly defined supervision arrangements minimises accidents occurring and also protects children from intentional harm. When planning activities for children and young people, the Diocese of Dromore advises the following supervision ratios in line with NBSCCCI recommendations.

As a minimum, two adults are required for each activity.

In addition, the following **minimum** ratios should be applied, depending on the number of children.

- 0 to 1 years = one member of staff for every 3 children
- 1 to 2 years = one member of staff for every 5 children
- 2 to 3 years = one member of staff for every 6 children (6 children for outdoor activity, 4 for pilgrimages / residential)
- 3 to 6 years = one adult supervisor for every 8 children
- 7 to 12 years = one adult supervisor for every 8 children
- 13 to 18 years = one member of staff for every 10 children

If it is an overnight activity, additional staff will be required. If the group is mixed then a gender balance must be maintained.

CODES OF BEHAVIOUR

Code of Behaviour for Altar Servers

Congratulations

You have been chosen to be an Altar Server in your parish and you now have a very important role to play. You will help the priest in the celebration of the Mass and other events, such as weddings, funerals, baptisms, Christmas, Lenten and Easter ceremonies.

To make sure you do your job as well as you can, you should:

- ✓ Always remember that you are in God's house.
- ✓ Show respect and behave well at all times.
- ✓ Be a good example to others and show reverence in the way you stand, sit or kneel.
- ✓ Join in on the prayers.
- ✓ Speak quietly and move gently on the altar and in the sacristy.
- ✓ Attend any training sessions and learn what you have to do.
- ✓ Treat other children and adults with kindness and patience.
- ✓ Get to know when you are serving Mass. Let your parents know and make sure you can attend when needed.
- ✓ Send apologies in good time if you cannot attend.
- ✓ Sign in each time you serve Mass.
- ✓ Be on time (at least 10 minutes before Mass begins).
- ✓ Leave promptly after Mass.
- ✓ Make your own arrangements to get to and from Church safely.

If you have any worries about your role as an Altar Server, please speak to your parents who will contact the leader in charge to discuss the matter.

CODE OF BEHAVIOUR FOR CHILDREN AND YOUNG PEOPLE IN OTHER CHURCH MINISTRIES

- Respect yourself. Be mannerly. Take care of your own safety.
- Always do your best in any activity and always choose to do “the right thing”.
- Respect others. Never bully, exclude or engage in name calling against others.
- Do not use foul or abusive language. Remember that other people have feelings too so do not hurt them.
- Never use violence against another.
- Respect the property of others. Do not take things without asking.
- Take care of equipment and the building. Put litter in the bins.
- If anyone is harming or trying to harm you, tell an adult immediately.
- Do not use cigarettes, alcohol or drugs.

CODE OF BEHAVIOUR FOR STAFF AND VOLUNTEERS

It is important for all personnel to:

- Treat all children with respect and dignity;
- Treat all children equally;
- Model positive, appropriate behaviour to all children we come into contact with;
- Be aware of the Church’s child protection and child safeguarding policy;
- Challenge and report abusive and potentially abusive behaviour;
- Develop a culture of openness, honesty and safety;

- Develop a culture where children have permission to tell and to talk about any concerns or worries that they may have;
- Respect each child's boundaries and support them to develop their own understanding and sense of their rights;
- Be aware of their responsibility for the safety of all children in their care;
- Work in open environments;
- Help children to know what they can do if they have a problem.

Adults must never:

- Hit or otherwise physically assault or abuse children;
- Develop sexual relationships with children;
- Develop relationships with children that could in any way be deemed exploitative or abusive;
- Act in any way that may be abusive or may place a child at risk of abuse;
- Use language, make suggestions or offer advice that is inappropriate, offensive or abusive;
- Do things for a child of a personal nature that they can do themselves;
- Condone or participate in behaviour that is illegal, unsafe or abusive;
- Act in any way that is intended to intimidate, shame, humiliate, belittle or degrade;
- Engage in discriminatory behaviour or language in relation to race, culture, age, gender, disability, religion, sexual orientation or political views;
- Consume alcohol, tobacco or illegal drugs while having responsibility for or in the presence of children/young people.

In general, it is inappropriate to:

- Take children away or to your own home, especially where they will be alone with you;
- Involve children in one-to-one contact; activities should usually be supervised by at least two adults. However, there may be two circumstances where this may occur:

- I. In a reactive situation, for example when a young person requests a one-to-one meeting with you without warning, or where a young person has had to be removed from a group as part of a code of behaviour;
- II. As part of a planned structured piece of work (for example one-to-one music tuition)

USEFUL TELEPHONE NUMBERS

Diocesan Designated Liaison person:

Patricia Carville – Tel: 07789917741

PSNI - 101

Gateway teams:

**Southern Trust: 0800 783 7745
 028 37415285**

**South Eastern Trust: 0300 1000 300 – 9-5pm
 028 90565444 after 5pm w/ends/Bank
 Hols**

HELPLINES FOR YOUNG PEOPLE

Northern Ireland Childline

Tel: 0800 1111

www.childline.org.uk

NSPCC

Tel: 0808 800 5000

www.nspcc.org.uk

Bullying Policy

Childline Freephone 0800 1111

What is bullying?

Bullying is any form of aggressive behaviour, hurtful behaviour, which is persistent and unprovoked. It involves the abuse of power. It may take various forms including physical, verbal, non-verbal, emotional and/or cyber bullying.

Examples of Physical Bullying

- Hitting
- Punching
- Kicking
- Pushing
- Attacking
- Nipping

Examples of Verbal Bullying

- Name calling
- Shouting abuse
- Mocking
- Taunting
- Teasing

Examples of Non-Verbal Bullying

- Finger signs
- Writing nasty things
- Harassing phone/text messages

Examples of Emotional Bullying

- Ignoring
- Excluding
- Not picking someone for a team game
- Talking behind someone's back

Examples of Cyber Bullying

- Unwelcome social media comments
- Picture/video clip bullying via cameras/computers
- Phone call/text bullying via mobile phones/ computers

Bullying – What to look for

There is no fool proof way of knowing that a child is being bullied. Physical injuries are rare.

Trust your instincts, as you will know when a child is happy or unhappy. A child may indicate by the following signs or behaviour that he/she is being bullied.

Children may

- Be unwilling to attend Church activities
- Become withdrawn
- Have unexplained bruising, scratches or marks
- Refuse to say what is wrong
- Appear frightened to speak
- Be frightened of going to school
- Under achieve in school
- Become distressed/ stop eating
- Give improbable excuses to explain any of the above

However it should be noted that the above may be symptoms of other issues and may not necessarily indicate bullying.

What should parents do if they are worried about their child?

- Discuss the situation with your child
- Listen carefully
- Stay calm
- Show concern

- Reassure the child that they have done the right thing by telling you
- Encourage the child to tell the leader of the church group

Note what your child has said and write down

- What happened
- What was said and done
- Who else saw it
- When it happened and where
- How it affected your child at the time or later.

Parents and volunteers should make contact with the leader and the matter should be investigated and resolved.

The key message to our children is that they are all special and that no one is allowed to hurt them. Emphasise that each child has feelings and has a right to feel safe and to stay safe while involved in Church activities.

This booklet is based on the National Board Safeguarding Children in the Catholic Church (NBSCCC) policy and procedures 2016. For further details please go to the website

www.safeguarding.ie

