

# Diocese of Dromore



## Adult Safeguarding

**Diocesan Policy & Procedure 2017**

May 2017

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## Section 1: Background, Aim and Scope of the Policy.

The diocese of Dromore recognises that everyone has a fundamental right to be safe, and that there are many people with whom church personnel have contact who require special care and attention. We believe that all church personnel, including priests, religious, staff and volunteers must carry out their ministry respecting the rights of the individual in line with gospel values and civil or criminal law, including Human Rights legislation. The diocese values and encourages the participation of adults in all parish liturgies and activities that enhance their spiritual, physical, emotional, intellectual and social development.

### Aim of the Policy

- To outline the commitment to adult safeguarding of the diocese.
- To ensure that safeguarding arrangements for adults who are at risk of harm or in need of protection are in place.
- To ensure that all church personnel working within the diocese understand and commit to the policy, as appropriate to their ministries.

These guidelines replace those issued in October 2014. The changes contained in this document reflect the policy changes in Northern Ireland since the last policy. It reflects the requirements of:

Safeguarding: Prevention and Protection in Partnership, DHSSPSNI, 2016.

### Scope of the Policy

Within this policy the term “safeguarding” is used in its widest sense, that is to encompass both activity which **prevents** harm from occurring in the first place and activity which **protects** adults at risk where harm has occurred or is likely to occur without intervention. The language of adult safeguarding previously focused on protection and used the term “vulnerable adult”. This was widely misinterpreted and often used out of context and, for some, the term implied weakness on the part of the adult, which many found unacceptable. The policy now moves away from the concept of “vulnerability” and towards establishing the concept of ‘risk of harm’ in adulthood. The policy introduces the concept of an ‘**adult at risk of harm**’ and an ‘**adult in need of protection**’.

### Legal Framework - Northern Ireland

- An adult **at risk of harm** is a person aged 18 or over, whose exposure to harm through abuse, exploitation or neglect may be increased by their:
  - (A) personal circumstances     **AND/OR**
  - (B) life circumstances
- An adult **in need of protection** is a person aged 18 or over, whose exposure to harm through abuse, exploitation or neglect may be increased by their:
  - (A) personal circumstances     **AND/OR**
  - (B) life circumstances             **AND**
  - (C) who is unable to protect their well-being     **AND**

(D) where the action or inaction of another person or persons is or is likely to cause him or her to be harmed.

Northern Ireland legislation relating to adult safeguarding can be accessed through [www.opsi.gov.uk](http://www.opsi.gov.uk)

Some key relevant legislation within Northern Ireland is as follows:

- The Criminal Law Act 1967, Section 5
- The Mental Health (Northern Ireland) Order 1986
- The Police and Criminal Evidence (Northern Ireland) Order 1989
- The Disability Discrimination Act 1995
- The Race Relations (Northern Ireland) Order 1997
- The Public Interest Disclosure (Northern Ireland) Order 1998
- The Family Homes and Domestic Violence (Northern Ireland) Order 1998
- The Northern Ireland Act 1998, Section 75
- The Criminal Evidence (Northern Ireland) Order 1999
- The Human Rights Act 1998 - enacted 2000
- Carers and Direct Payments Act 2002
- The Safeguarding Vulnerable Groups (Northern Ireland) Order 2007
- The Sexual Offences (Northern Ireland) Order 2008
- The Protection of Freedoms Act 2012

## Section 2: Recognising and Reporting

### Definition of Abuse

In 'Safeguarding Vulnerable Adults Guidance 2006 (NI)' abuse is defined as 'the physical, psychological, emotional, financial or sexual maltreatment or neglect of a vulnerable adult by another person. The abuse may be a single act or repeated over a period of time. It may take one form or a multiple of forms. The lack of appropriate action can also be a form of abuse. Abuse can occur in a relationship where there is an expectation of trust and can be perpetrated by a person / persons, in breach of that trust, who have influence over the life of a dependant, whether they be formal or informal carers, staff or family members or others. It can also occur outside such a relationship'.

Abuse can take many forms including the following:

#### Physical Abuse

- Including – hitting, slapping, pushing, burning, giving a person medicine that may harm him/her, restraining or disciplining a person in an inappropriate way.
- Possible signs – fractures, bruising, burns, pain, marks, not wanting to be touched.

#### Psychological Abuse

- Including – emotional abuse, verbal abuse, humiliation, bullying, threats of harm or abandonment, deprivation of contact, controlling, isolation or withdrawal from services or support networks.

- Possible signs – being withdrawn, depression, feeling hopeless/helpless, tearfulness, excessive fears, disrupted appetite/sleeping patterns, too eager to do everything they are asked, showing compulsive behaviour, not being able to do things they used to, lack of concentration or focus.

### **Financial or Material Abuse**

- Including – misusing or stealing the person's property, possessions or benefits, cheating, using a person for financial gain, pressuring a person to make or change his/her will, advising on property, inheritance or financial transactions.
- Possible signs – having unusual difficulty with finances, not having enough money, being too protective of money and things they own, not paying bills, not having normal home comforts, disparity between living conditions and assets.

### **Sexual Abuse**

- Including – direct or indirect sexual activity where the adult cannot or does not consent to it.
- Possible signs – physical symptoms including genital itching or soreness or having a sexually transmitted disease, using bad language, not wanting to be touched, behaving in a sexually inappropriate way, changes in appearance.

### **Neglect or Acts of Omission**

- Including – withdrawing or not giving the help that an adult needs, so causing them to suffer. Including failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life such as medication, adequate nutrition and heating.
- Possible signs – having pain or discomfort, being very hungry, thirsty or untidy, failing health, pressure sores, under/over medicated, absence of required aids to include wheelchairs, glasses, dentures, inappropriate clothing, changes in behaviour.

### **Discriminatory Abuse**

- Including – the abuse of a person because of their ethnic origin, religion, language, age, sexuality, gender or disability.
- Possible signs – the person not receiving the care services they require, carer being overly critical or making insulting remarks about the person, going against a person's wishes in dressing.

### **Institutional Abuse**

This can happen when an organisation, where the person is living or receiving care, fails to ensure that the necessary processes and systems are in place to safeguard adults and maintain good standards of care and service.

- Examples – lack of training of staff and volunteers, poor quality supervision and management, inadequate record keeping and liaison with other agencies, low staff morale and high staff turnover.
- Possible signs –adult has no personal clothing or possessions, there is no care plan, the person is often admitted to hospital, or there are instances of staff/ volunteers treating the person badly or unsatisfactorily or acting in a way that causes harm, lack of clear lines of accountability and consistency of management.

If there are concerns about an adult's wellbeing which are not dealt with under adult safeguarding procedures they should be reported to the local HSC Trust. A record of this referral should be retained.

### **Where might abuse take place?**

Abuse can happen anywhere:

- In someone's own home.
- In a carer's home.
- Within day care, residential care, nursing care or other institutional settings.
- At work or in educational settings.
- In rented accommodation or commercial premises.
- In public places.

### **Who might abuse?**

This could be anyone who has contact with the person – it could be a partner, spouse, child, relative, friend, advocate, informal carer, a member of the clergy/ religious order, a healthcare, social care or other worker, a peer or, less commonly, a stranger.

### **Domestic/Familial Abuse**

This is the abuse of an adult by a family member such as partner, son, daughter or sibling.

### **Professional Abuse**

The misuse of power and abuse of trust by professionals, the failure of professionals to act on suspected abuse/crimes, poor care practice or neglect in services, resource shortfalls or service pressures that lead to service failure and culpability as a result of poor management systems.

Possible signs of professional abuse include:

- Entering into inappropriate relationships with an adult.
- Failure to refer disclosure of abuse.
- Poor, ill- informed or outmoded care practice.
- Failure to help an adult to access health care / treatment.
- Denying an adult access to professional support and services such as advocacy.
- Inappropriate response to challenging behaviours.
- Failure to whistleblow on issues when internal procedures to highlight them are exhausted.

### **Peer Abuse**

This is the abuse of one adult by another adult within a care setting. It can occur in group or communal settings, such as day care centres, clubs, residential care homes, nursing homes or other institutional settings.

### **Stranger Abuse**

An adult may be abused by a stranger, a member of the public or a person who deliberately targets people.

Every organisation should have procedures in place for dealing with concerns raised by staff and volunteers and for reporting those concerns.

In Northern Ireland reports should be made to the local HSC Trust or PSNI where appropriate.

### **What would cause concern or suspicion about abuse?**

There are a number of ways in which concern /suspicion that an adult is suffering /has suffered harm may arise:

- The adult may say it.
- Someone else may tell or some incident may arouse concern.
- An adult may show some signs of physical injury for which there appears to be no credible or satisfactory explanation.

- An adult's demeanour/behaviour may cause a suspicion that something is not right, or possible abuse has taken place.
- The behaviour of another individual close to the adult engenders discomfort (this may be another staff member, volunteer, or leader of an activity or family member).
- Through general good neighbourliness and social guardianship.

Being alert to possible abuse plays a significant role in ensuring that adults are safeguarded and it is important that **all** concerns about possible abuse are reported.

### **What if an adult discloses abuse?**

Where this happens, it is important that clergy, staff and volunteers know how to respond and do so in accordance with the following guidelines:

#### **DO**

- Stay calm.
- Listen.
- Reassure the person - tell him/her they did the right thing in telling you.
- Let them know that the information will be taken seriously and give them information about what will happen next.
- If urgent medical/Gardaí assistance is needed, call the emergency services.
- Ensure the safety of the person.
- Be aware that forensic evidence might be needed.
- Let the person know that they will be kept informed at every stage.
- Record in writing (date and sign the record) and report to the DLP for the diocese.
- Act without delay.

#### **DO NOT**

- Stop someone disclosing.
- Promise to keep a secret.
- Press the person for more details or make them repeat the story.
- Gossip about the disclosure or pass any information about this to anyone who does not have a legitimate need to know.
- Under any circumstances, contact the alleged abuser.
- Attempt to initiate an investigation yourself.
- Leave details of any concern on a voicemail or e-mail.
- Delay in responding.

### **Checking Out**

There may need to be some initial “checking out” with the adult who has disclosed information in order to ensure his/her safety. For example, if clergy, staff or a volunteer notices a bruise on an adult's arm, it would be appropriate to ask “I see you have a bruise on your arm. How did that happen?” Then listen. However, be careful not to start investigating. It is important that clergy, staff and volunteers understand the clear distinction between “checking out” and an investigation. ***Do not start investigating by asking questions that relate to the detail, or circumstances of the alleged abuse, beyond initial checking out, listening and expressing your concern.***

Within Northern Ireland, there is a statutory requirement to refer those individuals to the Disclosure and Barring Service (DBS) who have been engaged in regulated activity and have harmed an adult or placed an adult at risk of harm or where the harm test has been satisfied. If, following an internal investigation, an individual is permanently removed from regulated activity or would have been had they not left the organisation, there is a legal requirement to refer that information to the DBS for possible inclusion in the Adults' Barred List.

**Recording and Reporting**

When there are concerns or where a disclosure or allegation is made, people often feel anxious about passing on the information to someone else. Concerned individuals may ask themselves, “What if I am wrong?” and this may hold them back from taking action. It is important for clergy, staff and volunteers to know that they are *not responsible for deciding whether or not abuse has occurred* and neither are they *responsible for conducting an investigation*. This is the role of the appropriate authorities. However, clergy, staff and volunteers do need to pass on any concerns they have. See “*Reporting Procedure Flowchart*” below which applies to all diocesan clergy, staff and volunteers.

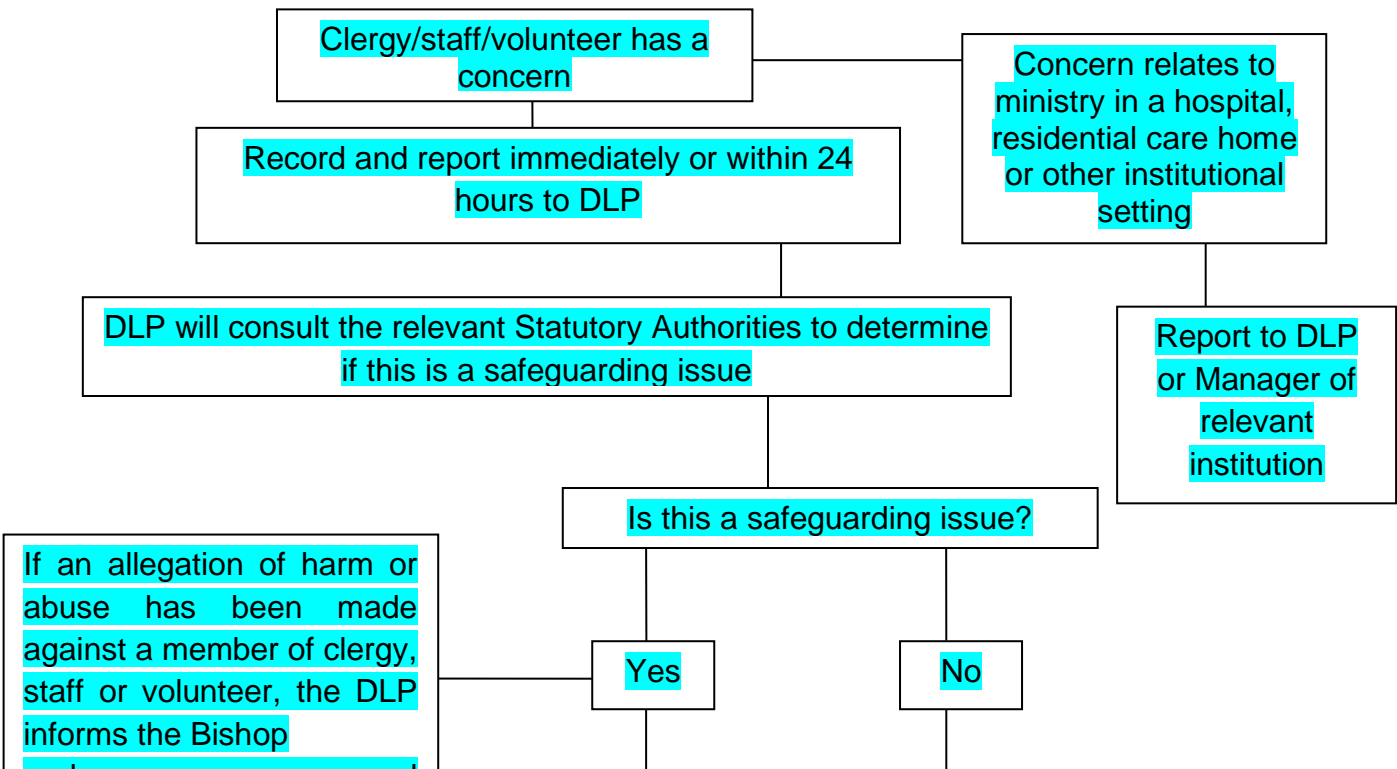
However, in NI if your ministry involves visiting adults in hospitals, residential care homes or other institutional settings, the reporting procedure is through the Designated Liaison Person (DLP) / Manager of the relevant institution.

**Adult Safeguarding Policy Statement**

The diocese is committed to safeguarding as an integral component of the life and ministry of the church and recognises that we have a special responsibility towards adults at risk of harm or in need of protection who are members of our faith community.

We want to reassure them, their carers and their advocates, that we are committed to zero-tolerance of harm to adults at risk of harm or in need of protection by creating a safe, caring and compassionate environment for all. This commitment is based on gospel values and teachings and compliance with “best practice.”

**Reporting Procedure Flowchart NI**





## **Role of the Designated Liaison Person (DLP)**

The diocese of Dromore has a DLP who is responsible for managing all concerns, allegations and complaints regarding actual or potential harm or abuse which come to the attention of the diocese. Contact details are:

Patricia Carville

Tel. 07789917741

The DLP is responsible for acting as a source of advice on safeguarding matters regarding adults at risk of harm or in need of protection, for co-ordinating action within the diocese and for liaising with the relevant statutory authorities and other agencies, as appropriate, about suspected or actual cases of adult harm or abuse. When you contact the DLP, she will undertake the following steps:

- Contact the relevant HSC Trust and the PSNI.
- Ensure that appropriate information is available at the time of the referral to the statutory agencies and that the referral is confirmed in writing, under confidential cover.
- Liaise with relevant PSNI service, social services and other agencies as appropriate during the investigation.
- Keep relevant people within the diocese informed about any action taken and any further action required.
- Ensure that an individual case record is maintained about the concerns, allegations and complaints of abuse and the action taken by the diocese, the liaison with other agencies and the resulting outcome.

## ***Rationale***

This role and its requirement's is set out in 'Adult Safeguarding: Prevention and Protection in Partnership' (2015), the policy for Adult Safeguarding in Northern Ireland.

## ***What is an Adult Safeguarding Champion ?***

The Adult Safeguarding Champion (ASC) provides strategic and operational leadership and oversight in relation to adult safeguarding for an organisation and is responsible for implementing its adult safeguarding policy statement.

## ***Does the diocese need to have an ASC ?***

The guidance states that an organisation must have a nominated ASC if they have staff and volunteers who are subject to vetting. As a diocese, we have staff and volunteers who require vetting so we must have an ASC.

## **The role of the ASC**

1. To provide information and support for staff on adult safeguarding within the organisation.
2. To ensure that the organisation's adult safeguarding policy is disseminated and support its implementation throughout the organisation.
3. To provide advice to staff and volunteers who have concerns about the signs of harm, and ensure reporting to the HSC Trusts where there is a safeguarding concern.
4. To support staff to ensure that any actions take account of what the adult wishes to achieve. This should not prevent information about any risk of serious harm being passed to the relevant HSC Trust Adult Protection Gateway Service for assessment and decision-making.
5. To advise within the organisation regarding adult safeguarding training needs.

6. To establish contact with the HSC Trust Designated Adult Protection Officer (DAPO), the PSNI and other agencies as appropriate.
7. To compile and analyse records of reported concerns to determine whether a number of low level concerns are accumulating to become significant and make records available for inspection.
8. To ensure accurate and up to date records are maintained detailing all decisions that have been made, the reasons for those decisions and any other actions taken.

**Adult Safeguarding Champion:**

Patricia Carville

Tel. 07789917741

## **Record Keeping**

All written records relating to concerns or allegations of suspected or actual adult abuse must be maintained by the DLP, in the diocesan office. Safeguarding case management records must be kept for 100 years. Other records such as recruitment must be kept for 20 years.

The diocese is responsible for ensuring that the gathering, storage, usage and sharing of personal information is in line with the requirements of the Data Protection Act, 1998 in Northern Ireland.

## **Confidentiality**

It is important that clergy, staff and volunteers understand the importance of confidentiality. All information relating to concerns /suspicions /allegations about safeguarding should be treated as confidential and should only be communicated on a “need to know” basis. This information should NOT be shared with anyone, inside or outside the diocese, unless they are involved in the case. Only the relevant personnel need to be involved. The DLP will advise on “who needs to know” and who should have access to records.

Whilst this information is confidential, it may be disclosed to external agencies to ensure the care and safety of an individual or others or where a crime is suspected. This includes the disclosure of information to the relevant HSC Trust or PSNI.

## **Sharing of Information**

All adults at risk of harm or in need of protection and, where appropriate, their carers or advocates, need to be made aware that the operation of multi-disciplinary and inter-agency procedures will, on occasion, require the sharing of information in order to protect, or to investigate an alleged suspected criminal offence.

## **Values and Principles**

The diocese’s practice in conjunction with these safeguarding guidelines should be underpinned and guided by a number of values and principles as outlined below:

*Access to information and knowledge* - adults will be given information that they can understand in order to make an informed choice, including access to expert knowledge and advocacy, as required.

*Choice* – adults will have the opportunity to select independently from a range of options based on clear and accurate information. Examples of choice are – if an adult does or does not want to participate in a church based activity such as a parish Christmas party, a parish outing or pilgrimage.

*Confidentiality* – adults will know that information about them is managed appropriately and that there is a clear understanding of confidentiality and its limits among staff / volunteers.

*Consent* – adults have the right to be supported in making their own decisions and to give or withhold their consent to an activity or service.

*Dignity and Respect* – adults will be accorded respect and dignity by recognising their uniqueness and personal needs.

*Equality and Cultural Diversity* – adults will be treated equally and their background and culture will be valued and respected.

*Independence* - adults will have as much control as possible over their lives while at the same time they are being safeguarded against unreasonable risks.

*Privacy* - adults will be free from unnecessary intrusion into their affairs and there will be a balance between the individual's own safety and the safety of others.

*Safety* - adults need to feel safe, and live without fear of violence, neglect or abuse in any form.

## **Consent and Capacity**

The diocese seek to work in the best interest of an adult and with his/her consent. Clergy, staff and volunteers should always be mindful of the need for adults to consent to, and to be comfortable with, any proposed activity. Consent is a clear indication of a willingness to participate in an activity. The adult may signal consent verbally, by gesture, by willing participation or in writing. Decisions with more serious consequences will require more formal or professional consideration of consent and appropriate steps should always be taken to ensure that consent is valid.

Clergy, staff and volunteers should remember that no one can give, or withhold consent on behalf of another adult, unless special provision has been made for this, usually in law. In certain situations the need for consent may be overridden e.g. to meet a legal responsibility to report or prevent immediate or significant harm either to the adult or the general public. As far as possible, adults should be supported to communicate their concerns to relevant agencies.

## **Gaining Consent from an Adult**

Consent is a process - it results from understanding through dialogue and the provision of information. It may be expressly given or, alternatively, it may be signalled by a person's conduct e.g. an individual may signal his/her consent to participate in informal situations such as staff party or party in residential home or the weekly parish luncheon club, or by willingly asking a volunteer to assist him/her in accessing toilet facilities.

(For further information in relation to the delivery of personal and intimate care to adults please refer to Appendix 5)

For those adults who may have difficulty in vocalising their preference and consent there are some simple steps as outlined in the UK's Mental Capacity Act Code of Practice (2005) which may be helpful. These include:

1. Using simple language and/or illustrations or photographs to help the person understand the options.
2. Asking him/her about a decision at a time and location where the person feels most relaxed and at ease.
3. Using specialist interpreters or signers to communicate with the person.

This may mean that other people are required to communicate with the person to establish his/her view e.g. a trusted relative or friend, or full time carer who may be able to help the adult express themselves and indicate a preference.

As a general rule, the method of gaining consent is likely to be influenced by the seriousness of what is being proposed. The type of activities offered by parishes in the diocese to adults would be unlikely to require written consent. There may, however, be occasions when written consent is required and if clergy have concerns about consent, e.g. as to its validity, they should always seek advice from the bishop and /or the diocesan director of safeguarding. In such circumstances, members of staff or volunteers should always seek advice from their line manager/leader and/or the diocesan director of safeguarding. In such cases the diocesan director of safeguarding will, in turn, seek professional advice on the matter from the relevant statutory authorities.

Currently the following legal definition is used by courts in NI and as a general rule in relation to consent. The important issue is to ensure that the consent given is valid. The consent of an adult is considered valid ONLY if:

1. He/she has the capacity to consent, i.e. he/she can understand and weigh up the information needed to make the decision.
2. Sufficient information has been given to him/her, in an appropriate way, on which to base the decision.
3. Consent has been given on a voluntary basis, that is free from coercion or negative influence.

**If any of these three factors is absent, consent given is not valid.**

Legal protections need to be put in place if someone such as a family member, an advocate or health professional has to make decisions for an adult who has been deemed to lack capacity.

## **Section 3: Recruitment and Selection**

The diocese applies a thorough and clearly defined method of recruiting staff and volunteers in line with legislative requirements and best practice. It is important to have safe recruitment and selection procedures in place to minimise the opportunity for unsuitable people to work or volunteer with adults. Within the diocese, adult safeguarding is a primary consideration in the recruitment, selection and management of personnel.

The recruitment procedure requires that:

- There is a job description outlining the key skills and abilities required for the role.
- There is an open recruitment process.
- There is an application form that covers past experience /work /volunteering.

- There is a declaration form requesting information on previous convictions and investigations.
- There is an interview process appropriate to the role and task.
- There are written references sought from two people (not relatives, which are followed up when necessary).
- There is an identification check.
- There is a code of conduct.
- Access NI Vetting.

## **Effective Management**

The diocese recognises that a thorough induction process is integral to good organisational practice. Induction should take place when personnel take up a new role and should include:

- Information on the policies, procedures, guidelines, activities and ethos of the diocese.
- Expectations and boundaries within which they should operate.
- Awareness-raising and training on the recognition, recording and reporting of abuse.

A timeframe should be set within which induction should be completed. New personnel should be provided with the opportunity to read the adult safeguarding policy of the diocese, and know where to access the document for reference purposes.

## **A Probationary Period**

Appointments should be conditional on the completion of a satisfactory period of probation established at the time of taking up the role. A record should be kept of any matters arising and /or any training needs identified. During the probationary period, progress in the role should be reviewed at regular intervals and any concerns addressed appropriately.

## **Structure for Line Management and Support appropriate to the Role**

Good practice indicates that support and supervision are beneficial in enabling personnel to feel supported in the work, which they do, and to ensure that they are carrying out their duties to the required standard. Regular meetings between personnel and management provide the opportunity to give and receive feedback on performance and other relevant issues and to assist in the identification of areas for attention /development. Written records of line management, support and training should be retained.

## **Relevant Training appropriate to the Role**

Personnel should receive training appropriate to the nature of their role and the profile of the adults concerned. The training should be reviewed and updated in line with changing legislation and practice. It is recommended that updated training be delivered at least every three years. A good understanding of the nature of abuse is essential to ensure that personnel remain alert to signs that an adult may have been abused. Adult safeguarding training should include a basic awareness and understanding of the factors, which contribute to an adult at risk

or in need of protection, the possible signs of abuse, responding when abuse is disclosed or suspected, the meaning of confidentiality in the context of adult safeguarding, recording and reporting procedures.

Personnel must -

- take concerns around abuse seriously.
- deal with information about alleged abuse sensitively.
- know not to make promises to keep secrets.
- understand that their role is not to investigate.
- know how to report concerns.
- know the procedure to follow in relation to reporting to the DLP.

Appendix 1:

Recruitment Forms and Code of Conduct

Confidential Application Form

Staff and Volunteers

Diocese: .....

Parish: .....

Surname: .....

Maiden Name (if applicable): .....

Christian Names: .....

Address: .....

.....

Date of Birth: ..... Tel No: .....

Mobile No: ..... Email: .....

Are you (please tick)

☐ Employed

☐ Unemployed

☐ Student

☐ Homemaker

☐ Retired

☐ Other

Which parish ministry are you volunteering for ?

.....

Have you previously been involved in voluntary work ?

☐ Yes

☐ No

If yes, please give details .....

.....

Why do you want to get involved in this parish ministry ?

.....  
.....

Have you previously received any training for working with adults ?

☐ Yes ☐ No

If yes, please give details .....  
.....

Any other relevant information ?

.....

Is there any medical or other reason why you may be deemed unsuitable to work with adults ?

☐ Yes ☐ No

If yes, please give details .....  
.....

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

Name:	.....	Name:	.....
Address:	.....	Address:	.....
	.....		.....
	.....		.....

Tel No:	.....	Tel No:	.....
Email:	.....	Email:	.....

I declare that the above information is true and that I am fit to serve as a volunteer with this parish ministry. I have received and read the parish adult safeguarding policy and agree to abide by it. I understand that if I fail to do this my participation may be withdrawn.

Are you prepared to complete and submit an Access NI Vetting form at the start of your employment and/or as often as deemed necessary or appropriate thereafter ?

☐ Yes ☐ No



In accordance with the Data Protection Act 1988 & 2003, I give my consent for the information contained in this form to be processed and stored in accordance with policy for the purposes of recruitment and employment.

Signed: .....  
Date: .....

**Confidential Declaration Form**  
**Staff and Volunteers**

Declaration form for all staff and volunteers working with adults.

Surname: .....  
Maiden Name (if applicable): .....  
Christian Names: .....  
Address: .....  
.....

Date of Birth: ..... Tel No: .....  
Mobile No: ..... Email: .....  
Place 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 and the approximate date of the court hearing.

Nature of Offence: .....	Date of Offence: .....
.....	.....
.....	.....

In accordance with the Data Protection Act 1988 & 2003, I give my consent for the information contained in this form to be processed and stored in accordance with policy for the purposes of recruitment and employment.

Signed: .....  
Date: .....

NI Declaration Form

We are very aware of the potentially sensitive and confidential nature of the information contained in this document, and wish to assure you that it will be treated in the utmost confidence, and handled strictly according to our Policy on Secure Storage, Handling, Retention and Disposal of Disclosures Information.

It will be seen **only by** the Diocesan Registered Person who applies for the Access N.I. Disclosure.

You have applied for a role which is a Regulated Activity as defined by the Safeguarding Vulnerable Groups (N.I.) Order 2007 and also falls within the definition of an “excepted” position as provided by the Rehabilitation of Offenders (Exceptions) Order (N.I.) 1979, therefore ALL convictions including SPENT convictions MUST be disclosed.

Having a criminal record will not necessarily bar you from working within the Catholic community. This will depend on the nature of the position and the circumstances and background of your offences. This information will be verified through an Access N.I. Disclosure.

Please complete below:

1. Surname: \_\_\_\_\_  
(Block Capitals)

2. All Forenames: \_\_\_\_\_  
(Block Capitals)

3. Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

4. Male/Female: \_\_\_\_\_

5. Place of Birth (Town/County and Country) \_\_\_\_\_

6. Present Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Post Code: \_\_\_\_\_

7. Contact Details: Tel. No. \_\_\_\_\_  
Email: \_\_\_\_\_

Ensure that you put this form into a sealed envelope and forward to:

**The Registered Person  
Catholic Church Northern Dioceses Vetting Office,  
Good Shepherd Centre,  
511 Ormeau Road,  
Belfast BT7 3GS**

The purpose of the following questions is solely to assess whether you pose a risk to children or adults. If, for any reason, you answer Yes to this question, it will not automatically rule you out of the selection process. You will have the opportunity of fully discussing the circumstances with us at a face to face meeting in a confidential manner.

8. Have you ever been convicted or received an official caution for a criminal offence, other than minor road traffic offences?

**If Yes, please give details:**

Date of Conviction	Offence	Sentence

9. Have you ever been or are you the subject of a criminal investigation involving sexual offences or child abuse other than as the victim?

10. Are you the subject of any possible pending prosecution, other than minor road traffic offences?

**If Yes, please give details:**

### **Declaration**

I am committed to protecting and safeguarding children, young people and adults from abuse. I understand that to knowingly give false information or to omit information will be considered as a breach of trust. I declare that the information I have given on this form is correct. It has been explained to me that this form will not be kept on record and will be destroyed when the recruitment process is completed.

Position applied for: \_\_\_\_\_

Location of Post: PARISH/ORGANISATION: \_\_\_\_\_

DIOCESE: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## NI ID Verification Form

PLEASE DO NOT STAPLE, STAMP OR FOLD THE ACCESSNI APPLICATION FORM (To assist scanning of form by AccessNI)

### NOTES FOR APPLICANTS

- Complete **part 1** of this form.
- You must complete parts B, D, E, F and G of the ACCESS NI Form in **black ink**.
- Make arrangements with your Safeguarding Representative to check your photographic ID from Group 1 and also your two chosen documents from Group 2 **as listed on the Valid Identification Documents**.

### NOTES FOR SAFEGUARDING REPRESENTATIVE

- Complete **part 2** of this form to confirm that you have verified the identity of the applicant having checked the valid identification documents as listed on the "Valid Identification Documents" overleaf. Please detail type of document and related reference number eg driving licence number.
- You must complete this form in the presence of the applicant and all their documents. Copies of documents must not be taken and stored.
- Further guidance is available from the Catholic Church Northern Dioceses Office: 028 90 492783 / [cponorthernvetting@gmail.com](mailto:cponorthernvetting@gmail.com)

### **PART 1 – Details of Applicant**

Full Name: \_\_\_\_\_ D.O.B: \_\_\_\_/\_\_\_\_/\_\_\_\_

(Block Capitals)

Address: \_\_\_\_\_ Post Code: \_\_\_\_\_

(Block Capitals)

Contact Tel: \_\_\_\_\_ Male: ☐ Female: ☐

Diocese: \_\_\_\_\_ Parish/Organisation: \_\_\_\_\_

(Block Capitals)

(Block Capitals)

Role: \_\_\_\_\_ Is the role: Paid ☐ or Voluntary ☐

Will you be working with:

Children (under 18) ☐ Adults ☐

(Please tick as appropriate)

### **PART 2 – Declaration**

I attach a Disclosure Certificate Application Form for the above named person and I confirm that I have verified the applicant's identity by checking the photographic identity (i) and 2 valid identification documents (ii) and (iii) as listed below:

(i) \_\_\_\_\_ (Driving Licence Ref No. \_\_\_\_\_)

(ii) \_\_\_\_\_  
(iii) \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*Safeguarding Representative I.D Verifier)*

## **Confidential Reference Form Staff and Volunteers**

..... of ..... has  
applied for the position of ..... in the parish of ..... and has given  
your name as a referee.

This post may involve access to adults. We are anxious to know if you have any reason at all to be concerned  
about this applicant being in contact with adults.

☐ Yes

☐ No

If you have answered yes, we will contact you in confidence.

If you are happy to complete this reference, all information contained on the form will remain confidential  
and will only be shared with the parish recruitment committee.

How long do you know this person ? .....

In what capacity ? .....

What qualities and skills does this person have which you consider suitable for this post ?

.....  
.....  
.....

Signed: .....  
Address: .....  
.....  
.....

Phone: Day: ..... Evening: .....

Date: .....

Parish Use Only

Date Received: .....  
Received By: .....  
Signed: .....  
Date: .....

## VALID ID DOCUMENTS NI

Three documents must be produced in the name of the Applicant: **one from Group 1 and two from Group 2**, if not possible, then **five documents from Group 2** must be produced. It is preferred that at **least** one of these documents includes photographic identification.

### Group 1

- Valid passport (any nationality)
- N.I. Driving Licence Full or Provisional – England / Wales / Scotland / Northern Ireland / Isle of Man; either photocard or paper (a photocard is only valid if accompanied with the paper counterpart)
- Original UK birth certificate (issued within 12 months of date of birth, full or short form acceptable)
- Valid photo identity card (EU countries only)
- N.I Firearms licence
- HM Forces ID card (UK)
- Adoption Certificate (UK)

### Group 2

- Marriage certificate / Civil Partnership Certificate
- Non-original UK birth certificate (issued after 12 months of date of birth, full or short form acceptable)
- P45/P60 statement
- Utility bill (electricity, gas, water, telephone- including mobile phone contract / bill)
- Valid TV licence
- Credit card statement
- Store card statement
- Mortgage statement
- Valid Insurance certificate
- Certificate of British Nationality
- British Work permit / visa \*\*
- Asylum Registration Card
- Access NI Disclosure Certificate
- Personal correspondence or a document from a Government Department \*
- Bank or Building Society Document \*\*
- Financial Statement e.g. Pension, endowment, ISA \*\*
- Valid vehicle registration document
- Mail order catalogue statement \*
- Court summons
- Valid NHS card
- Court Claim Form
- Addressed payslip \*
- National Insurance number card
- Examination certificate (e.g. GCSE, NVQ)
- Letter from a Head Teacher \*

- Child benefit book
- Smartpass

- *documentation must be less than 3 months old*

*\*\* documentation must be issued within the last 12 months*







## PART D Applicant's current and delivery address

Please give details of your current address. This is the address to which all correspondence will normally be sent.

D1	Current address	<input type="text"/>
		<input type="text"/>
D2	Town / City	<input type="text"/>
D3	County	<input type="text"/>
D4	Country	<input type="text"/>
D5	Postcode	<input type="text"/>
D6	Lived at this address since	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

Please give details of a preferred Delivery Address for the Applicant's Correspondence (if different from above).

D7	Delivery address	<input type="text"/>
		<input type="text"/>
D8	Town / City	<input type="text"/>
D9	County	<input type="text"/>
D10	Country	<input type="text"/>
D11	Postcode	<input type="text"/>

## PART E Address history

If you have lived at the address at D1-D5 for less than 5 years please provide details of all your previous address(es), including student accommodation, and dates of residence for the last 5 years. There must be no gaps in the dates; overlapping dates are acceptable. Please start with the most recent address and work backwards. If necessary, please use the approved Address Continuation Sheet – this is downloadable at [www.nidirect.gov.uk/accessni](http://www.nidirect.gov.uk/accessni).

E1	Address	<input type="text"/>
		<input type="text"/>
E2	Town / City	<input type="text"/>
E3	County	<input type="text"/>
E4	Country	<input type="text"/>
E5	Postcode	<input type="text"/>
E6	Lived at this address from	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> to <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
E7	Address	<input type="text"/>
		<input type="text"/>
E8	Town / City	<input type="text"/>
E9	County	<input type="text"/>
E10	Country	<input type="text"/>
E11	Postcode	<input type="text"/>
E12	Lived at this address from	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> to <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>

## PART F Names history

*This Section should only be completed if you have answered Yes to questions B6 or B7. You must provide details of your previous name(s), along with dates these names were used. There must be no gaps in the dates; overlapping dates are acceptable. Please use an additional page if necessary, clearly writing your current name at the top of the page.*

F1	Previous surname	<input type="text"/>																										
F2	date used from	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	to	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
F3	Previous surname	<input type="text"/>																										
F4	date used from	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	to	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
F5	Previous forename	<input type="text"/>																										
F6	date used from	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	to	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
F7	Previous forename	<input type="text"/>																										
F8	date used from	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	to	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Once you have completed Part F, please return to B8 to continue with this Form.**

## PART G Declaration by Applicant

I understand the following:

- AccessNI may use the information I have supplied on this form to verify my identity and to check this application.
- AccessNI may use the information I have supplied on this form for the purposes of the prevention or detection of crime in accordance with section 29 of the Data Protection Act 1998.
- AccessNI may pass the information I have supplied on this form, and any other information I have supplied in support of this application to other Government organisations and law enforcement agencies in accordance with section 29 of the Data Protection Act 1998.
- By signing the applicant declaration box I confirm that the information that I have provided in support of this application is complete and true. I will supply AccessNI with any additional information required to verify the information provided in this application. I understand that knowingly to make a false statement in this application is a criminal offence.

G2 Signature of applicant (please sign in box)

G3 Date of signature

G4 Name (in CAPITALS)

**You must now return this form to the person who asked you to complete it**

## PART H Registered Body information

**H1** Is the applicant applying for an AccessNI disclosure? No ☐ If No, go to H7. Yes ☒ If Yes, continue from H2.

H2 Position applied for

H3 Organisation Name

H4 Will the work be carried out at the home of the applicant? No ☐ Yes ☐

H5 Is the disclosure required for the purposes of asking an exempted question? No ☐ Yes ☐

H6 Is the disclosure required for a prescribed purpose? No ☐ Yes ☐

H7 Does this position require a check of the Children's Barred List? (Regulated Activity) No ☐ Yes ☐

H8 Does this position require a check of the Vulnerable Adults' Barred List? (Regulated Activity) No ☐ Yes ☐

H9 Have you established the true identity of the applicant by examining a range of documents as set out in AccessNI Guidance, and verified the information provided in Parts B, D, E & F? No ☐ Yes ☐

H10 Application type:    New post holder ☐    Existing post holder ☐    Re-check of existing post holder ☐

H11 Your reference Number 

--	--	--	--	--	--	--	--	--	--	--

 (Do not use Counter Signatory number)

**PART I**    Payment

11 Method of Payment Account ☐ No Payment (Volunteer) ☐

## PART J Declaration by Countersignatory

I confirm that the requisite documentation and information has been supplied and checked in accordance with AccessNI Guidance. I declare that the information I have provided in support of the application is complete and true and understand that knowingly to make false statement for this purpose may be a criminal offence.

J1 Signature of registered person (*please sign in box*)

J2 Date of signature

--

		/			/				
--	--	---	--	--	---	--	--	--	--

J3 Name in CAPITALS

## Data Protection

Information on this form will be treated in confidence.

AccessNI is registered with the Information Commissioner. Data supplied by you on this form will be processed in accordance with the provisions of the Data Protection Act 1998.

Parish: .....

Date: .....

## Letter of Appointment

for

..... (name)

..... (address)

..... (volunteering role)

Dear

Thank you most sincerely for applying for the above position. It is with the greatest of pleasure that I can confirm that you have been successful in your application and I am delighted that you have decided to work as a volunteer in the parish. Please complete the enclosed letter of agreement and return it to me.

If you have any further questions about the parish policy statement, code of behaviour or procedures, which you have already received, please do not hesitate to contact the parish recruitment committee.

May I take this opportunity to welcome you and thank you for your commitment to the parish.

Sincerely Yours,

.....

Chair of Parish Recruitment Committee.

Date: .....

Parish: .....

Date: .....

## Letter of Agreement

for

..... (name)

..... (address)

..... (volunteering role)

Dear

Thank you for your letter of appointment. I am happy to accept the above volunteering role. I agree to attend a parish information session on adult safeguarding and agree to adhere to diocesan adult safeguarding policy.

I understand and accept that it is my duty to promote the welfare of adults.

Sincerely Yours,

.....

## Application Verification Form

Name of Applicant: .....

Maiden Name: .....

Address of Applicant: .....

.....

Phone No/s: .....

**Verification of Application Form:**

Name of Job applied for: .....

Application Checked By: .....

Date of Check: .....

**Verification of Declaration Form:**

Declaration Checked By: .....

Date of Check: .....

**Verification of Identity:**

Type of ID Supplied - List A: .....

Type of ID supplied - List B: .....

ID Checked By: .....

Date of Check: .....

**Checking of References:**

Name of 1<sup>st</sup> Referee: .....

Reference Checked By: .....

Date of Check: .....

Name of 2<sup>nd</sup> Referee: .....

Reference Checked By: .....

Date of Check: .....

**ACCESS NI Vetting:**

Name of Applicant: .....

Maiden Name: .....

Address of Applicant: .....

.....

Phone No/s: .....

Name of Job applied for: .....

Type of Check: .....

Date of Check: .....

Decision to Employ: Yes ☐ No ☐

Received By: .....  
(employer)

Date Received: .....

## **Role Description of Eucharistic Minister to the Housebound**

Job Title: Parish Eucharistic minister to the housebound.

Responsible to: Parish Priest.

Job Purpose: To bring the Eucharist into the residences of housebound people.

The main role of the Eucharistic Minister to the housebound is to bring the Eucharist to the people who are housebound. Parish representatives undertaking this very important role are responsible to the parish priest. Their main responsibilities include:

- Bringing the Eucharist from the parish church to people in the community who are housebound due to health problems, age or disability.
- Following the instructions given by the diocese for the reverent conveying of the Eucharist in line with the appropriate format for the administration of the Eucharist.
- When visiting people either in hospital or in a residential home, to respect the boundaries and regulations of the organisation, particularly by notifying someone in a supervisory position, of your presence in the home.
- Being respectful of peoples' homes in the community.
- Being willing to administer the Eucharist prayerfully.
- Being aware of difficulties for some people with swallowing the Eucharist and therefore accommodating the size of the portion of the Host to enable comfortable reception of the Sacrament. It is essential to adhere to guidance from medical staff in relation to health issues e.g. people who are peg-fed cannot receive the Eucharist.
- Being sensitive to the fact that doctors, nurses or social services may call just before or whilst the Sacrament is being administered and that medical care should take precedence.
- Being willing to talk with people to whom the Sacrament is being brought, recognising them as part of the Body of Christ.
- Ensuring that the Eucharistic minister has an awareness of and adheres to diocesan adult safeguarding policy and procedures.

### **Person Specification:**

- To be a person of integrity and good character.
- To have reverence for the Eucharist.



- To have a clear understanding of the Eucharist as a Sacrament of unity, reconciliation and healing.
- To accept the church's teaching on the Eucharist and the Mass.
- To be available to bring the Eucharist on a regular basis to those in need.
- To recognise that Jesus is present in the Eucharist and in the people who will receive it.
- To be able to maintain confidentiality in relation to people's personal details and information.

**Note:** We recognise in the case of close relatives who live at the same address as the housebound or close family members e.g. children/niece/nephew/grandchildren or siblings, there is an exception from the normal vetting requirements as no additional access is created in such cases.

### **Code of Conduct for those who Minister to Adults**

Ministry with adults is a gift from God. It is critical that boundaries are respected and that thoughtful relationships are established which always place the needs and well-being of the adult as the primary concern. Those carrying out ministries should have clearly defined codes of conduct. A balance needs to be struck between the right to protection and the need to allow appropriate spiritual relationships between an individual and his/her priest, lay minister or volunteer. It is important for all clergy, staff and volunteers to:

- Adhere to the protocols and guidelines of any organisation in whose premises they are ministering.
- Treat everyone with equal respect.
- Engage and interact appropriately with adults.
- Be aware of the difficulties posed by language barriers and other communication difficulties.
- Respect the dignity of each individual and their right to personal privacy.
- Recognise that particular care is required in moments when you may be discussing sensitive issues with adults.
- Avoid situations that might compromise your relationship with adults, and which are unacceptable within a relationship of trust. This rule should apply to all such behaviours including those which would constitute an illegal act.
- Respect the religious, cultural, racial and sexual orientation of the adult and be open to and aware of diversity in their beliefs and practices and those of their families.
- Provide an example of good conduct you wish others to follow.
- Operate within diocesan guidelines.

The code outlines unacceptable behaviours. Clergy, staff and volunteers must **never**:

- Physically or emotionally abuse or exploit an adult.
- Become involved in either using the adult's money on his/her behalf or in giving the adult advice in the use of his/her money.
- Use language, make suggestions or offer advice which is inappropriate, offensive or abusive.
- Do things of a personal nature for an adult that he/she is capable of doing for him /herself or are the responsibility of their family or carer.
- Act in ways intended to shame, humiliate, belittle or degrade.
- Discriminate against the person on the basis of religion, race, culture, gender or sexual orientation.

- Form inappropriate relationships with adults.
- Gossip about personal details of adults and their families.
- Inappropriately photograph or video an adult.
- Audio or visual recordings may not be taken of adults without their permission. The use of such recordings on any website (social networking sites etc.), or any other medium, either as recorded or digitally altered, are expressly forbidden.

Clergy, staff and volunteers are made aware of the code of conduct in the expectation that they will act in accordance with it when exercising ministry to adults.

## Appendix 2:

## Adult Abuse Report Form



APP1 FORM

### REGIONAL ADULT PROTECTION PROCEDURES

### APP1(a) REFERRAL / SCREENING INFORMATION

For completion by HSC staff and contracted providers

*PLEASE ENSURE SECTIONS 1 & 2 ARE FULLY COMPLETED BEFORE REFERRAL TO TRUST DAPO*

Name: <input type="text"/>	Date of Birth: <input type="text"/> (if not known, please give approximate age)	Date of Referral: <input type="text"/>
Address: <input type="text"/> <input type="text"/> <input type="text"/>	Gender: M <input type="checkbox"/> F <input type="checkbox"/>	Service/Client Group: <input type="text"/> <input type="text"/> <input type="text"/>
Postcode: <input type="text"/>	Is the person known to the Trust? Yes <input type="checkbox"/> No <input type="checkbox"/>	Reference No: <input type="text"/>
Telephone No: <input type="text"/>		

### SECTION ONE

*Section 1 – completed by Referrer*

Source Of Referral			
<input type="checkbox"/> Carer	<input type="checkbox"/> Other Trust	<input type="checkbox"/> RQIA	<input type="checkbox"/> Regulated Care Home
<input type="checkbox"/> GP	<input type="checkbox"/> Other Health Professional	<input type="checkbox"/> Adult Mental Health Unit	<input type="checkbox"/> Other Regulated Facility <i>Specify</i>
<input type="checkbox"/> Hospital Staff	<input type="checkbox"/> Anonymous	<input type="checkbox"/> Self	<input type="checkbox"/> Learning Disability Hospital
<input type="checkbox"/> PSNI	<input type="checkbox"/> Social Worker	<input type="checkbox"/> MARAC	<input type="checkbox"/> Other <i>Specify</i>
<input type="checkbox"/> DHSS	<input type="checkbox"/> Care Manager/Care or Homecare Worker	<input type="checkbox"/> Adult Safeguarding Champion	<input type="text"/> <input type="text"/> <input type="text"/>
<input type="checkbox"/> Vol. Organisation	<input type="checkbox"/> Housing Association	<input type="checkbox"/> Acute General Hospital	

Details Of Referrer (the person who brings the concerns to the attention of your agency)		
Name: <input type="text"/>	Relationship to adult at risk of harm: <input type="text"/>	
Job title and agency: <input type="text"/>	Contact number: <input type="text"/>	
<b>Who Was The First Person To Note Concern</b>		
Name: <input type="text"/>	Relationship to adult at risk of harm: <input type="text"/>	Contact number: <input type="text"/>

APP1 FORM

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## APP1 FORM

Key Contacts			
	Name	Address	Contact number:
Key Worker			
Care Manager			
G.P			
Family/Carer			
Significant other			
Other			

What Is The Main Form Of Suspected, Admitted Or Known Abuse?			
<input type="checkbox"/> Physical	<input type="checkbox"/> Sexual	<input type="checkbox"/> Institutional Abuse	<input type="checkbox"/> Human Trafficking
<input type="checkbox"/> Financial	<input type="checkbox"/> Neglect	<input type="checkbox"/> Psychological	<input type="checkbox"/> Domestic Violence
<input type="checkbox"/> Discrimination	<input type="checkbox"/> Exploitation		

Incident Report	
<b>Background Information:</b> <i>(To include factors precipitating referral, home circumstances, support available, including issues of capacity)</i>	
<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	
<b>Incident Report – Location / Date / Time of Incident</b> <i>(Please give exact details of what has been reported and if appropriate include names of any witnesses and note injuries on the attached body chart)</i>	
<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	
<b>Details Of Any Witnesses</b>	
Name: <div></div>	Name: <div></div>
Address: <div></div>	Address: <div></div>
Contact No: <div></div>	Contact No: <div></div>

APP1 FORM

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## APP1 FORM

<b>Describe The Impact Of The Incident On the Adult At Risk of Harm</b>	
<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	
<b>The Adult At Risk of Harm Usual Living Arrangements</b>	
Does the adult at risk of harm live alone?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does the person who is suspected to have caused harm live with the adult at risk of harm?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the adult at risk of harm present location different from home address? <i>give present location</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <i>If Yes</i>
<div></div> <div></div> <div></div> <div></div>	
<b>Have You Taken Any Action Due To Emergency Situation To Avoid Immediate Serious Risk?</b>	
Was immediate protection needed for adult at risk of harm?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If Yes give details:</i> <div></div> <div></div>	
Are there any children or other adults at risk?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If Yes give details:</i> <div></div> <div></div>	
Was immediate protection required?	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If Yes give details:</i> <div></div> <div></div>	
<b>Adult At Risk of Harm's Knowledge Of Referral</b>	
Does the adult at risk of harm know that a referral may be made?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is the adult at risk of harm able to give informed consent? N/K	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
Has the adult at risk of harm consented to a referral?	<input type="checkbox"/> Yes <input type="checkbox"/> No

**APP1 FORM**

Details of Person/Persons Suspected of Causing Harm		
Name:		Date of Birth: <input type="checkbox"/> M <input type="checkbox"/> F
Address:		
Does the person/persons suspected of causing harm know that an allegation has been made against them? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/K		
Is the person/persons suspected of causing harm known to the adult at risk of harm? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/K		
If yes please specify below:		
<input type="checkbox"/> Family member <input type="checkbox"/> Another service user <input type="checkbox"/> Paid carer <input type="checkbox"/> Trust employee		
<input type="checkbox"/> Other (specify)		

Any Additional Information Relevant To The Referral (Please note the views of others you have consulted and note any difference of opinion)	

Signature:		Date:	
------------	--	-------	--

## Appendix 3:

## Access to Advice and Support

### Northern Ireland

#### **PSNI:**

Tel: 0845 600 8000

This is a centralised number. Ask to be put through to the police station which serves the area where the incident/alleged incident took place.

Enniskillen: Tel: 028 5600800 / 028 66322823

#### **Social Services:**

The Health and Social Care Trusts in Northern Ireland have Adult Safeguarding services in all Trusts. Anyone reporting a concern or making an allegation of abuse should contact this service in the Trust which serves the area where the incident/alleged incident took place. Contact information for the service in each Trust is outlined below:

Western Trust: Tel: 028 7134 5171

South West Acute Hospital: Tel: 028 66382000

#### **Northern Ireland Regional Emergency Social Work Service:** Tel: 028 950 49999

This service is available outside normal office hours including weekend and public holidays i.e. 5pm to 9am Monday to Thursday and 5pm Friday to 9am Monday. There is 24 hour cover over public holidays.

#### **Towards Healing Freephone:** Tel: 0800 0963315

*“Towards Healing”* is a completely private and confidential counselling and support service for survivors of institutional, clerical and religious abuse, funded by the Catholic Church in Ireland. The operational hours of the helpline are: Monday and Wednesday (11.00a.m.–8.00p.m.) and Friday (11.00a.m.–4.00p.m.). An answering machine service is available at all other times.

#### **Towards Peace:** Tel: 00353 1 5053028 Mobile: 00353 86 7701533

*“Towards Peace”* offers spiritual support to victims/survivors of clerical abuse whose faith in God may have been affected by their experience. Following initial telephone contact, *“Towards Peace”* offers an opportunity to talk to a trained spiritual companion in a one-to-one setting and to explore questions and concerns about God, and to get in touch with God's presence in their lives.

#### **Age NI Advice Line:** Tel: 0808 808 7575

## Appendix 4: Roles and Responsibilities

### Roles and Responsibilities

A summary of the roles and responsibilities within the diocesan safeguarding structure is listed below.

<b>Bishop of the Diocese:</b>	Overall responsibility for ensuring that the safeguarding systems for protecting all people and groups are firmly established and working across the diocese and that appropriate roles are filled.
<b>Diocesan Safeguarding Committee:</b>	Established to oversee the implementation of a safeguarding strategy with accountability to the bishop.
<b>Safeguarding Office:</b>	The office employs a director of safeguarding, two designated liaison persons, and a diocesan training coordinator.
<b>Designated Liaison Persons:</b>	The designated liaison persons are responsible for managing and coordinating all allegations, suspicions and concerns of child and adult abuse within the diocese. This involves referral to the statutory services, setting up multi-disciplinary strategy meetings and the internal management of cases, including preparing information for the bishop and the diocesan advisory panel.
<b>Adult Safeguarding Champion:</b>	The adult safeguarding champion provides strategic and operational leadership and oversight in relation to adult safeguarding for an organisation and is responsible for implementing its adult safeguarding policy statement.
<b>Diocesan Advisory Panel:</b>	The advisory panel is appointed by the bishop. Its role is to provide the bishop with recommendations about the management of individuals (following investigation by the Gardaí) against whom allegations of abuse of adults have been made. The panel comprises representatives from the medical, canon law, statutory and legal backgrounds.



## Appendix 5:

## Guidelines on Intimate Care of Adults

### Guidelines on Intimate Care of Adults:

Disability is defined as a substantial restriction in the capacity of a person to participate in economic, social or cultural life on account of an enduring physical, sensory learning or emotional impairment. The types of disability include: physical disability, mental ill-health, autism, intellectual or learning disability and sensory impairment such as hearing or visual impairment. (Duty to Care: Department of Health & Children April 2002)

Assumptions should not be made about the effects of impairment on a person. These should be elicited as much as possible directly from the person even though communications may be difficult. Where there are communication difficulties, the care giver must become proficient in understanding the person.

To ensure equality of treatment and opportunity for disabled persons, reasonable adjustments should be made to the physical environment such as access to accommodate their needs, membership and activities. Prejudice or disabling attitudes of others need to be addressed through education and information.

Disabled people must be treated fairly avoiding direct discrimination on the basis of disability, victimisation and harassment. Adults at risk of harm or in need of protection have the same rights, hopes, fears and aspirations as other adults. They have additional needs that place additional responsibility on those who care and work for them.

### Code of Practice for the Intimate Care of Adults.

- Adults may depend on others for their care and safety.
- Appropriate care is to be given by carers / workers / staff / volunteers always respecting a adult's dignity, privacy and choice.
- Planning and agreements with an adult in relation to supporting their inclusion in activities should be discussed when they are joining an activity, particularly around areas such as personal care and establishing communication.
- Where it is necessary to carry out tasks of a personal nature for an adult, this should be done with the full understanding and consent of the adult/ family member/ carer. In carrying out such personal care tasks, sensitivity must be shown to the adult and the tasks should be undertaken with the utmost discretion.
- Any care task of a personal nature, which an adult can do for himself/herself, should not be undertaken by the carer /worker /volunteer. In an emergency situation where this type of help is required, family /carer should be fully informed as soon as reasonably possible.
- Carers /workers /staff should be aware that adults at risk or in need of protection may be more likely than other adults to be bullied or subjected to other forms of abuse, and may also be less clear about physical and emotional boundaries.

### Whistle Blowing Policy

#### **What is whistle blowing:**

Whistleblowing is a term used to describe the action of someone who reveals/discloses wrongdoing within an organisation to the public or to those in positions of authority. It enables the reporting of concerns in a way that will not be seen as disloyal to their colleagues.

#### **Principles:**

- The diocese of Dromore is committed to the highest possible standards of openness and accountability.
- Employees and volunteers are expected and encouraged to voice any concerns about activities involving adults at risk of harm or in need of protection to the appropriate person i.e. activity leader, parish priest, parish safeguarding representative or to the diocesan designated person.
- All people have the right to raise concerns about perceived unacceptable practice or behaviour.
- All concerns will be treated as far as possible in the strictest confidence and every effort will be made not to reveal the identity of the complainant, if requested. However if the concerns require further action, the complainant may at some future date have to act as a witness and/or provide evidence.
- It is recognised that whistle blowing can be difficult and stressful. Advice and support will be made available in the first instance by the parish safeguarding representative, or by the designated liaison person.
- No action will be taken against the complainant if the concern proves to be unfounded and was raised in good faith.
- Malicious allegations may be considered as a disciplinary offence and/or a criminal offence.

#### **What stops people from whistle blowing:**

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

#### **How to raise a concern:**

If the issue appears to be of a relatively minor and straightforward nature and clearly does not involve a formal vulnerable adult protection investigation, it may be dealt with at local level. Concerns, suspicions or uneasiness should be reported without delay. 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. Request a copy of the General Complaints Form from the activity leader, parish safeguarding representative, parish priest or diocesan designated liaison

person as appropriate. Make sure you get a satisfactory response – don't let matters rest. Put concerns in writing, using the 'General Complaints Form', which outlines the concerns and issues, dates etc.

**What happens next:**

You should be given information on the nature and progress of any enquiries within ten days of submitting the 'General Complaints Form'. You are not expected to prove the truth of an allegation but will need to demonstrate sufficient grounds for the concern. You are entitled to be protected from harassment or victimization following a complaint.

**Self-reporting:**

There may be occasions where a member of staff, paid or voluntary has a personal difficulty, perhaps a physical or mental health problem, which they know to be impinging on their professional competence. That person has a responsibility to discuss such a situation with his/her group leader or parish priest so that professional and personal support can be offered. Whilst such reporting will remain confidential in most instances, this cannot be guaranteed where personal difficulties raise concerns about the welfare or safety of adults.

**Northern Ireland:**

Within Northern Ireland the Public Interest Disclosure (NI) Order 1998 protects most workers who whistle blow about wrongdoing in their workplace (such as a criminal offence or where there is a danger to the health and safety of individuals) from being treated unfavourably by their employer as a result, e.g. by not being allowed access to training or promotion.

**Dromore Designated Liaison Person:**

Patricia Carville

Tel. 07789917741

**Adult Safeguarding Champion:**

Patricia Carville (Tel as above)