



CHILD SAFEGUARDING IN THE DIOCESE OF DOWN AND CONNOR BEST PRACTICE GUIDELINES



CATHOLIC DIOCESE OF DOWN AND CONNOR

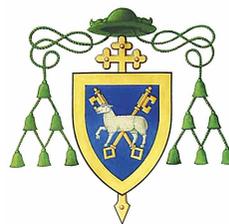
CHILD SAFEGUARDING POLICY STATEMENT OF THE DIOCESE OF DOWN AND CONNOR

The Diocese of Down and Connor, as part of the Catholic Church in Ireland, recognises and upholds the dignity and rights of all children and is committed to ensuring their safety and well-being, and will work in partnership with parents / guardians to do this.

The Diocese recognises each child as a gift from God, and we value and encourage the participation of children in all activities which 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 that supports their best interests and prevents abuse.

FOREWORD



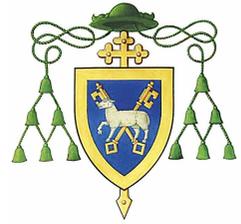
It is an honour to write a foreword for this Down and Connor Best Practice Guidelines for Child Safeguarding. This document is the fruit of almost two years work carried out by the staff of the diocesan Safeguarding Office, whilst simultaneously pursuing their regular and ongoing service to the life of the diocese.

The Guidelines presented here are based on the well-known materials produced in 2016 by the National Board for Safeguarding Children in the Catholic Church in Ireland (NBSCCCI) entitled, Safeguarding Children Policy and Standards for the Catholic Church in Ireland.

Stimulated by their contacts and exchanges with practitioners working in the statutory sector, with others working in allied fields in academia, with our experienced diocesan volunteers – many of whom enjoy wide professional experience in safeguarding – the staff of the Down and Connor Safeguarding Office have sought to ensure that these diocesan Guidelines also incorporate and reflect domestic and international law and statutory policy and procedures.

Promoting a culture of safeguarding remains a priority for the Church, for this diocese and for every Christian community and parish. Awareness building for safeguarding, developing and grounding awareness, attitudes and behaviour which enhance and strengthen the safety of children is a vital service for the life of the Church itself. It is also a service on the part of the Church to local community life and to society at large. Safeguarding is also a vital service for the wellbeing of families and family life. In this year in which the World Meeting of Families took place in Dublin, we are keenly aware of the place of families and children in society. They are the living cells of society. Indeed Christian families play a key role in creating and nurturing safe environments for children as they grow in faith and socialise with others in the numerous settings of parish life.

The diocese of Down and Connor is committed to promoting the welfare of all its children and young people and to encouraging their full participation in the life of



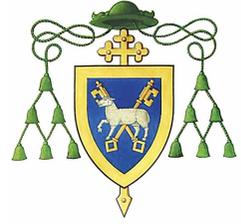
the Church. This commitment is realised in concrete terms by numerous parishioners and individuals. I salute the commitment, competence, dedication and voluntary service of the Parish Safeguarding Committees and their members, namely, the leaders, the volunteers and the priests whose work on these committees ensures a core ethos of safeguarding in the parishes of the diocese. Their work is supported by the Diocesan Safeguarding Committee which oversees safeguarding throughout the diocese. I renew my gratitude to its members also for their unstinting service to the life of our local Church.

Evidently these Diocesan Best Practice Guidelines are a guidebook for action and implementation. They are not intended as decoration for bookshelf or display counter.

And so in order to action these Guidelines, from February until October 2017 nine persons from our diocese undertook training with the National Board for the Safeguarding of Children in the Catholic Church in Ireland (NBSCCCI). These women and men are trained, endorsed and registered by the NBSCCCI. They have been commissioned to provide training to staff and volunteers in our parishes and diocesan institutions and this process is ongoing. They will assist us all in ensuring that safeguarding across our diocese is quality assured and meets the highest possible standards as set out by the NBSCCCI and indeed by the statutory authorities.

In compliance therefore with the NBSCCCI Policy and Standards, with international and domestic law and with statutory policies and procedures, the diocese of Down and Connor through the elaboration of these Guidelines further consolidates its efforts to:

- Proactively safeguard and promote the welfare of children
- Take whatever action is necessary to protect children from harm
- Have effective working structures in place in the diocese and in parishes to respond to concerns about children's welfare.



With these few lines I wish to convey my personal thanks to all our volunteers, to the clergy and all those who work in the arena of diocesan Safeguarding for their dedication and commitment as they continue to provide a safe environment within the Church for our youngest members. With them I am grateful to all in the statutory sector who assist our work and to the Safeguarding Board of Northern Ireland its members and staff for the support which they provide readily and professionally when requested.

Together with parents, families, guardians and friends of our children and on behalf of the people of the diocese I assure all who have contributed in any way to the elaboration of these Best Practice Guidelines of my gratitude for your work and for the contribution you make to the life of the diocese.

A handwritten signature in black ink that reads "+ Noel Keenan". The signature is written in a cursive style with a large initial 'N' and a long horizontal stroke above the name.

Bishop of Down and Connor

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1 Introduction

1.1 Guiding principles



1. Introduction

The Diocese of Down and Connor is committed to promoting the welfare of all its children and young people and to encouraging their full participation in the life of the church. These Guidelines and the associated procedures are based on the National Board for Safeguarding Children in the Catholic Church in Ireland Policy and Standards 2016 and are in accordance with the Data Protection Act 2018 (and any other applicable data protection laws). There is a separate document that provides the Diocese of Down and Connor Privacy Policy which should be looked at in reference to these best practice guidelines. These Guidelines and the associated procedures are guided by the foundations of the message of the gospel; core to that message is to recognise that to protect children is to give witness to God's love.

Safeguarding is central to the ministry of Christ and is an integral part of the life and mission of the church. This mission recognises and acknowledges the value of the physical, emotional, social and spiritual well-being of children and young people.

Safeguarding children in the Diocese of Down and Connor is guided by religious teaching and both domestic and international law.

The Church's Vision

Our church's vision is that "along with the family, the parish has a key role to play in promoting and protecting the rights of children. This means that within the parish families, schools and parish organisations/groups work together in creating a safe and caring community in which children can develop and mature". (Pontifical Council for the Family)

Values and Rights of Young People

These Guidelines and their commitment to the values and rights of young people are based on the words of Pope Francis, when he called on the bishops of the church to "let us find the courage needed to take all necessary measures and to protect in every way the lives of our children, so that such crimes may never be repeated. In this area, let us adhere clearly and faithfully to zero tolerance."

Pope Francis: Letter of His Holiness Pope Francis to Bishops on the Feast of the Holy Innocents, December 2016.

International/Domestic Law and Policy and Guidance

Safeguarding is also underpinned by the requirements of international law, domestic law (outlined on next page), statutory policy and procedures, and the development of safeguarding best practice within the Catholic Church in Ireland over the past 20 years. Embedded in these requirements is the recognition that all children and young people have a

fundamental right to be respected, nurtured, cared for and protected from harm.

Northern Ireland Law, Policy and Guidance

- Children (NI) Order 1995
- Criminal Law Act (NI) 1967
- Children Services Co-operation Act (NI) 2015
- Safeguarding Board Act (NI) 2011
- Our Children and Young People: Our Pledge 2006
- Co-operating to Safeguard Children and Young People in Northern Ireland, Department of Health, August 2017
- Regional Core Child Protection Policy and Procedures, November 2017
- Keeping Children Safe: Our Duty to Care, Standards and Guidance for Safeguarding Children and Young People, (Volunteer Now, July 2017)
- Data Protection Act 2018

Where there is a conflict between the best interests of the child and the interests of other parties, the best interests of the child are considered to have paramourcy. The National Board for Safeguarding Children in the Catholic Church in Ireland Policy and Standards 2016 refers to both Republic of Ireland and Northern Ireland law; for the purposes of the Diocese of Down and Connor the applicable law will be that of Northern Ireland only.

The Diocese of Down and Connor through its commitment to and compliance with “Safeguarding Children Policy and Standards for the Catholic Church In Ireland 2016” aims to:

1. Proactively safeguard and promote the welfare of children
2. Take whatever action is necessary to protect children from harm
3. Have effective working structures in place in the diocese and in parishes to respond to concerns about children’s welfare.

1.1 Guiding principles

In line with domestic and international legislation and to achieve the diocesan aims in relation to safeguarding children it is important that the respective roles and responsibilities relating to safeguarding within the diocese are underpinned by a comprehensive set of guiding principles, detailed as follows:

- Ensuring our practice is based on and informed by the best available evidence and implemented in a way that upholds the rights of children and young people and their families.
- Fully embracing the church’s role in supporting children to achieve their full potential in an environment where they are protected from exploitation, abuse and maltreatment.

- Ensuring that those with responsibility within the church clergy, paid staff and volunteers are recruited in line with best safeguarding practice, and that they are aware of and accept their responsibility to prevent harm to children and take action when it appears that children need to be made safe from harm.
- Ensuring that those with responsibility within the church – clergy, paid staff and volunteers are properly trained, especially in regards to collecting, handling and sharing personal information.
- Training and supporting all those engaging with children and young people in church activities in recognised best practice in safeguarding.
- Adopting a partnership and collaborative approach in safeguarding children, based on openness and transparency in working with statutory bodies – the Health and Social Care Trusts and the Police Service of Northern Ireland.
- Ensuring that anyone who brings concerns or allegations to the notice of the Church will be taken seriously and responded to sensitively and respectfully.
- Challenging any abuse of power, especially by anyone in a position of trust.
- Ensuring pastoral care, counselling and other supports, including referrals to statutory services (if required), are available and provided to those who have suffered abuse at the hands of the church.
- Ensuring adherence to the mandatory reporting of all suspicions, concerns, knowledge or allegations to statutory authorities and the supervision of any member of our church community known to have offended against a child.
- Proactively monitoring our practice and including external review as part of good governance and accountability.

2 Safeguarding Structure Within the Diocese of Down and Connor

2.1 Diocesan safeguarding structure

2.2 Understanding safeguarding, child protection and child abuse

2.3 What do we mean by child abuse?

2.4 Safe recruitment



2. Safeguarding Structure Within the Diocese of Down and Connor

The diocese has committed to the One Church approach adopted by the Catholic Church in Ireland and to implementation of the seven safeguarding standards developed by the National Board for Safeguarding Children in the Catholic Church in Ireland (NBSCCCI):

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 Management of the Respondent
5. Training and Support for Keeping Children Safe
6. Communicating The Church's Safeguarding Message
7. Quality Assuring Compliance with the Standards

The diocese has identified a range of key functions necessary to meet the standards. The implementation of our

safeguarding arrangements in line with functions set out in the standards and the above principles is reflected in the structure we have developed.

2.1 Diocesan safeguarding structure

The structure developed in the diocese of Down and Connor has been put in place:

- to support safeguarding practice at all levels across the diocese through identifying what we need to do, being clear about why we need to do it, and detailing how we are going to do it
- to monitor and review what has been done and achieved
- to learn from what we have done to inform future developments and plans.

The structure we have developed is illustrated in the following diagram.

INTERCONNECTED ROLES TO DELIVER THE SAFEGUARDING STANDARDS



The structure is underpinned by an integrated approach necessary to deliver the seven safeguarding standards. The structure incorporates a series of interconnected roles that places children and families at the core of the structure. The safeguarding structure within Down and Connor is overseen by the Diocesan Safeguarding Committee, which is responsible and accountable for all aspects of the safeguarding arrangements.

The structure represents:

- how our safeguarding practice can be implemented and monitored
- the support we provide to those who work with children and young people in parishes

- the provision of support to those who voice concerns and those who have been harmed in the past
- the management of those church personnel who have harmed in the past and/or who present a risk to children and young people
- our relationship with external statutory agencies
- the management of personal information and how to share it where appropriate.

Each role in the structure has a specific remit and function but collectively they are in place to ensure appropriate and responsive processes and to support

best practice in the safeguarding and protection of children and young people.

Specific Roles and Responsibilities

1.

The Bishop, as the Church authority for the diocese, carries overarching responsibility for all arrangements. In respect of safeguarding this responsibility involves:

1. Ensuring that the appropriate safeguarding structures are in place
2. Liaising with the Holy See as appropriate
3. Ensuring compliance with canon and civil law.

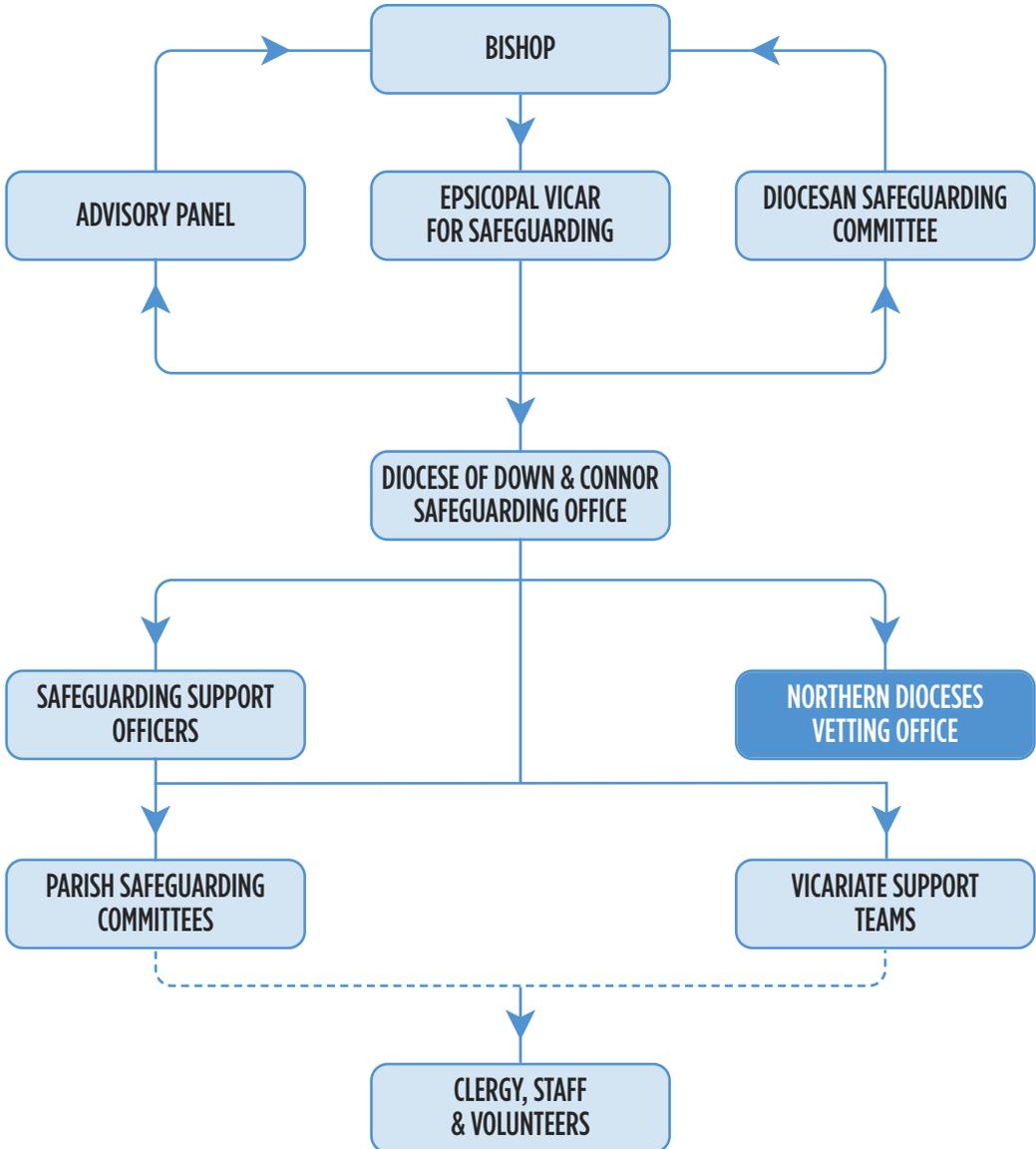
The Bishop has appointed an Episcopal Vicar for Safeguarding whose role is to represent the Bishop in the operational arrangements for safeguarding. The Episcopal Vicar works within both the Diocesan Safeguarding Office and as a member of the Advisory Panel.

2.

The Diocesan Safeguarding Committee is established by the Bishop and comprises members of the laity and clergy with relevant backgrounds and knowledge and experience of the safeguarding of children. The committee is responsible for:

1. Developing a comprehensive three-year Safeguarding Strategic Plan and communicating and overseeing its implementation
2. Ensuring local safeguarding policy and procedures are in place and are adhered to
3. Ensuring Parish Safeguarding Committees are established, and coordinating and supporting their local responsibilities
4. Developing a training needs analysis and training programme for all clergy, paid staff and volunteers within the diocese
5. Ensuring the completion of the annual parish safeguarding audit
6. Ensuring the maintenance of appropriate records in accordance with data protection laws in respect of all safeguarding activity including records on recruitment, vetting and training
7. Ensuring with the Bishop that the appropriate child safeguarding personnel are in place.

3.

The Diocesan Safeguarding Office**THE DIOCESAN STRUCTURAL ARRANGEMENTS FOR SAFEGUARDING IN DOWN AND CONNOR**

The Diocesan Safeguarding Office is responsible for the operation and functioning of the safeguarding system

and the appointment of the Designated Liaison Person. The office is responsible for all safeguarding arrangements that

operate in parishes across the diocese and provides support in the implementation of best practice. The Safeguarding Support Officers (SSOs) are employed as part-time trainers and parish support workers. SSOs chair the Pastoral Community Safeguarding Support Meetings previously known as Joint Vicariate Meetings, deliver training to Parish Safeguarding Committees and coordinate safeguarding training for volunteers.

4.

Advisory Panel

The Panel members have specific experience, expertise and responsibilities in the management of risk. The Panel advises the Bishop at all stages of the investigative process into specific cases where allegations of abuse, current or historical, have been made and the associated risk management process. The Panel is responsible for maintaining records of all its recommendations to the Bishop and providing advice and support to other church personnel involved in case management.

5.

Education and Training Sub-Group

The Education and Training Sub-Group is responsible for the delivery of training which is consistent with the NBSCCCI training strategy and responsive to locally identified needs. The Sub-Group also identifies gaps in training and

addresses specific training requirements that are considered necessary. The group liaises with other relevant training initiatives with external bodies to ensure a 'working together' approach.

6.

External Partnerships

The diocese, through the Diocesan Safeguarding Office primarily, is proactive in developing and engaging with other agencies and sectors. This is to recognise that effective safeguarding requires organisations to work together, and that best practice will be reflected in adopting a multi-agency approach to promote the best interests of children, young people and their families.

7.

Parish Safeguarding Committee

Each Parish Safeguarding Committee (PSC) is responsible for maintaining an overview of the parish voluntary groups engaging with children and young people, ensuring that safeguarding procedures are part of practice; that safe recruitment, including vetting, takes place; that codes of behaviour are in place; records are appropriately maintained; and cooperation and liaison with the Diocesan Safeguarding Office.

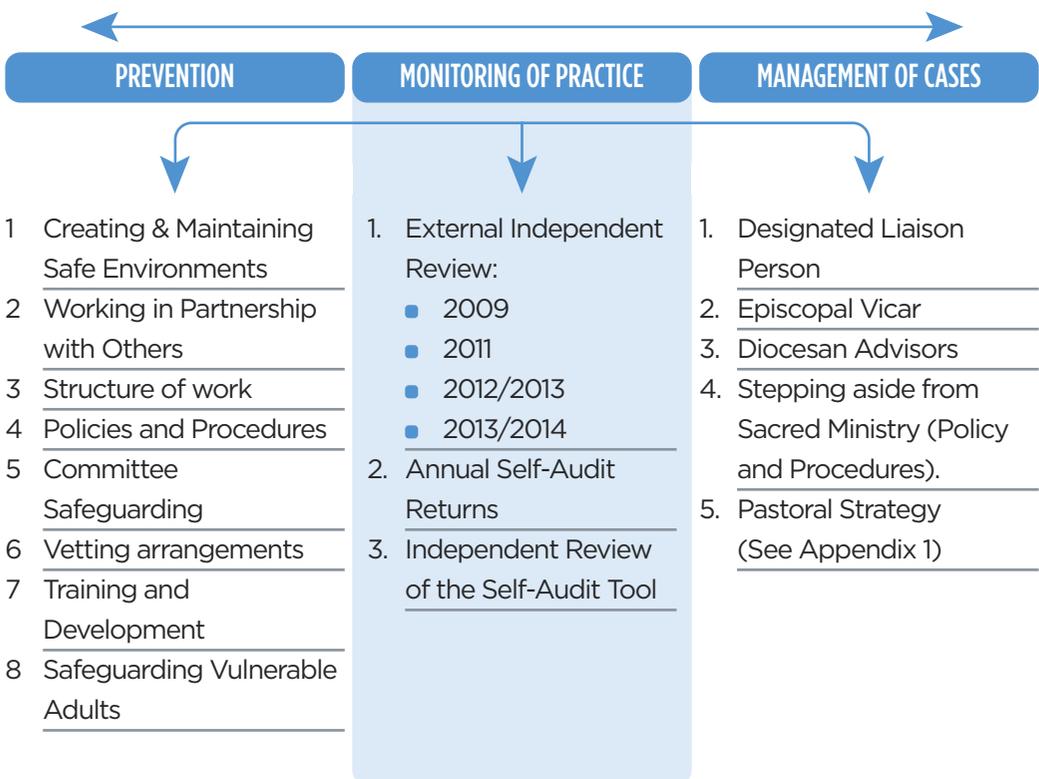
By strengthening this integrated approach, the diocese can develop effective working arrangements, create

better linkages between the respective roles and functions for safeguarding, and also create proactive working relationships with other parts of the diocese such as Living Church and Living Youth. In this way the diocese can ensure the well-being of children and young people remains at the centre of safeguarding and that the best interests of children and young people and their families are reflected in the life

of the diocese.

The Diocesan Safeguarding Committee comprises of professional staff from a range of statutory and voluntary sectors as well as Church Personnel. Their main responsibility as a committee is to have oversight of the work of the Safeguarding Office and to ensure the implementation of best safeguarding practice throughout the diocese.

CONTINUUM OF SAFEGUARDING ACTIVITIES IN DOWN AND CONNOR (2006-2016)



Note: This table is an extract of the safeguarding element of a comprehensive report outlining the life of the Diocese of Down and Connor presented by Bishop Treanor to Pope Francis in January 2017 as part of his Ad Limina visit to the Holy See. The Ad Limina visits are meetings bishops from each ecclesiastical region in the world have with the Pope every five years.

2.2 Understanding safeguarding, child protection and child abuse

What is meant by safeguarding and child protection?

2.2.1 Safeguarding

Safeguarding seeks to take preventative action and is not limited to responding to existing harm.

Safeguarding emphasises an active concern for the safety and welfare of ALL children and young people, not just those deemed to be at risk; it looks to ensure that all children and young people are kept safe from all potential harm.

e.g. having in place safe recruitment policies, codes of behaviour, guidelines on managing bullying, a comprehensive list of relevant resources can be found in Standard 1 Creating and Maintaining Safe Environments and associated Guidance.

2.2.2 Child protection focuses on three key messages:

- **Recognising Abuse** - Ability and openness to identify abuse
- **Responding to Abuse** - What to do
- **Reporting Abuse** - Who to contact

When it comes to child protection the Diocesan Safeguarding Office engages

with those children and young people who are most at risk. The context for the work in the Safeguarding Office in this area is the NBSCCCI Standards and Policy document, Standard 2, Procedures for Responding to Child Protection Suspicions, Concerns, Knowledge or Allegations and Associated Guidance.

The Diocesan Safeguarding Office engages directly with those children and young people where safeguarding concerns, suspicions or allegations have arisen and those alleging historical abuse.

2.3 What do we mean by child abuse?

The area of child abuse is complex and challenging work. It is not always straightforward to identify, and a child or young person may experience more than one type of harm or significant harm. Harm can be caused in the following ways:

1. **Physical abuse** is deliberately physically hurting a child. It might take a variety of different forms, including hitting, biting, pinching, shaking, throwing, poisoning, burning or scalding, drowning or suffocating a child.
2. **Sexual abuse** occurs when others use and exploit children sexually for their own gratification or gain or the gratification of others.

3. **Emotional abuse** is the persistent emotional maltreatment of a child. It is also sometimes called psychological abuse and it can have severe and persistent adverse effects on a child's emotional development.
4. **Neglect** is the failure to provide for a child's basic needs, whether it be adequate food, clothing, hygiene, supervision or shelter that is likely to result in the serious impairment of a child's health or development. Often, children who are neglected also suffer from other types of abuse.
5. **Exploitation** is the intentional ill-treatment or manipulation of a child or young person; or the abuse of power and control over a child or young person; or to take selfish or unfair advantage of a child or young person or situation, for personal gain. It may manifest itself in many forms, such as child labour, slavery, or servitude.

Remember recognising child abuse is often not easy or straightforward; it may be complex and will require professional intervention in order to investigate and to decide what action needs to be taken. **It is not the responsibility of any staff member or volunteer in a parish on their own to decide if abuse has occurred or not.**

It is your responsibility to pass on your

suspicion, concern, knowledge or allegation to either the Designated Liaison Person or the statutory authorities. The DLP will refer on to the statutory authorities (Social Services or PSNI); it is their role to investigate and to decide if abuse has occurred or not. It is the responsibility of us all to pass on any concerns we may have about a child or about the conduct of an adult towards a child. It is also important to be aware that children can also be involved in peer abuse. Where we become aware of an alleged offence we are under a legal obligation to report this to the statutory authorities whether we have the individuals consent or not. (Please see The Diocese of Down and Connor – Safeguarding Office – Privacy Policy for more information.)

DIOCESAN PROCEDURES

The following sections identify the actions necessary to implement the requirements of the standards.

2.4 Safe recruitment

(Reference Section 1 Revised Parish Resource Pack, Vetting and Safe Recruitment and the link on the Diocesan Safeguarding Website)

The Diocese of Down and Connor acknowledges that safe care starts with

the appointment of suitably qualified, skilled and vetted volunteers and staff who volunteer and work in regulated positions and who have the desired competencies and skills to carry out their function in an effective, efficient and safe manner. Whomever the church employs, either in a pastoral or voluntary role, must be recruited safely and deemed suitable for the role that they are being asked to undertake.

Key Elements of Safe Recruitment

(All templates relating to safe recruitment can be accessed in the Parish Resource Pack on the diocesan Safeguarding website.)

- Be subject to the same safe selection and recruitment process regardless of their position or status as an employee or volunteer, including clergy
- Complete an application form
- Receive a job description and a code of behaviour
- Attend for interview (if appropriate)
- Have two references taken up

- Have confirmation of identification
- Have a criminal records check taken up through the Access NI system
- Attend the appropriate mandatory training depending on role in order to raise awareness of safeguarding and child protection

The vetting of staff and volunteers is completed centrally through the Vetting Office, 028 9049 2783, who will also provide advice and guidance.

Note: Regulated Activity is defined by the Safeguarding Vulnerable Groups(Northern Ireland) Order 2007 egs teaching and training, care and supervision, advice or guidance, personal care, where you work or volunteer in nurseries, playgroups or other children's settings.

3 Reporting Procedures

3.1 What you should do if you have a concern, suspicion or an allegation comes to your attention

3.2 Role of Diocesan Designated Liaison Persons (DLPs)



3. Reporting Procedures

Children occupy a central place in the heart of the Christian community. They have a right to be listened to and heard. The paramount consideration in all matters relating to children is their safety and protection from all forms of abuse. To create and maintain a safe environment, church organisations must respond effectively to all allegations and suspicions of abuse and ensure they are reported, both within the church and to statutory authorities. This responsibility to report to the statutory authorities is mandatory. The Diocese of Down and Connor has a privacy policy in place which can provide more information on reporting abuse and handling personal information.

It is essential that clergy, staff and volunteers are clear about what to do if they have a concern about the safety of a child or young person or about the conduct of an adult associated with the church (staff, clergy or volunteer) towards a child or young person.

3.1 What you should do if you have a suspicion, concern, knowledge or allegation

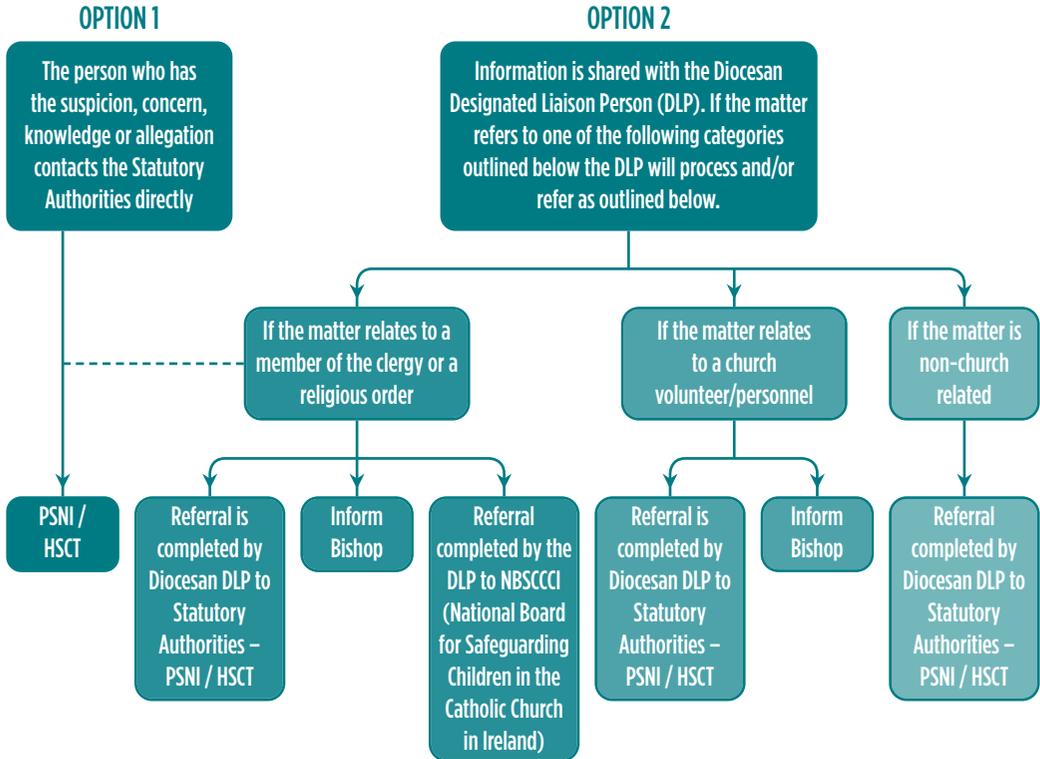
Always pass on your concerns. Do not feel that you have to decide if it is abuse, or what type of abuse. Your role is clear – pass it on. It is essential that information

is shared as this allows those with responsibility for child protection to take action. Let the appropriate statutory agencies decide what should happen next.

The following chart details what you should do.

REPORTING FLOWCHART FOR DIOCESE OF DOWN AND CONNOR

A PERSON WHO HAS A SUSPICION, CONCERN, KNOWLEDGE OR ALLEGATION RELATING TO A CHILD OR YOUNG PERSON HAS TWO OPTIONS WITH REGARDS TO REPORTING THIS MATTER



If you have any query about the referral process, please contact the Diocesan DLP who is a qualified social worker and will explain the process in full

QUESTIONS	ANSWERS
What should be reported?	The facts. What is causing concern about a child. Is it something seen, heard or passed on by someone else, or the conduct of an adult towards a child or young person?
Who should it be reported to?	The diocese has appointed two Designated Liaison Persons (details in Appendix 2) whom you can contact for advice and guidance. This is one option available to you. You may if you wish contact Social Services or the Police directly (details in Appendix 2).
When should it be reported?	As soon as possible. There should be no delay. If an allegation is made it may require an immediate response; otherwise, it should take place no later than within 24 hours.

Sometimes it is difficult to decide what to do when something is bothering you about a child or about the conduct of an adult towards a child. Perhaps all you want to do is to talk to someone about it. In all cases, contact the Designated Liaison Person and they will provide advice and guidance.

You also always have the right to contact the statutory authorities directly if you prefer.

**The key message to everyone is:
PASS IT ON**

3.2 Role of Diocesan Designated Liaison Persons (DLPs)

The DLP provides advice and guidance to all diocesan staff and volunteers in relation to concerns, suspicions and allegations concerning children and young people.

Whilst not all concerns will be of a child protection nature, those which are will be shared with the statutory authorities. The Designated Liaison Person acts as the link between the diocese and the statutory authorities when there is a child protection or safeguarding concern.

The DLP will then:

- gather information regarding the concerns/suspicions/allegations
- seek advice and guidance from Social Services if necessary prior to referral, if necessary
- make a referral to Social Services/Police if necessary
- record relevant factual information
- report back to the referrer the basic details of outcome of the referral
- inform the NBSCCCI if the concern/allegation relates to a priest or member of a religious order

4 Training



4. Training

Diocesan objectives and responsibilities in relation to training and education will be outlined in the three-year Safeguarding Strategic Plan for the Diocese of Down and Connor and a specific training strategy in response to the annual completion of a detailed training needs analysis. The training strategy is built on the following principles and objectives.

- Safeguarding children is a shared responsibility.
- The promotion of children's rights.
- The promotion of children's safety and well-being.
- Training should respond to the needs of those who work with or volunteer with children.

The Diocese of Down and Connor will ensure that all clergy, staff and volunteers have the appropriate level of skills and knowledge to fully deliver their roles and responsibilities when working and engaging with children in any diocesan context. They will all be effectively trained in the management of personal data and compliance with data protection laws.

Training within the diocese is structured into four levels of training. These levels

are commensurate with the level of contact, which staff, volunteers and clergy have with children. The diocese has nine trainers registered with the NBSCCCI who will deliver the mandatory level 2 training. All other training is delivered by other volunteer trainers and external trainers as specifically required.

CHILD SAFEGUARDING LEARNING AND DEVELOPMENT FRAMEWORK

Level One

90 Mins

Knowledge and skills	Learning outcomes	Target audience	Development requirements	Organisational responsibility
<p>Basic awareness training.</p> <p>Knowledge of:</p> <ul style="list-style-type: none"> ● what safeguarding is ● diocesan safeguarding policy and procedure ● role of Designated Liaison Person (to whom concerns should be reported). 	<p>Ability to understand:</p> <ul style="list-style-type: none"> ● own role and responsibility to report concern ● the role of the Safeguarding Office ● the role of others in the diocese who may be involved in safeguarding ● the diocesan structure in relation to safeguarding. 	<ul style="list-style-type: none"> ● All staff in the diocese ● All volunteers in the diocese who partake in voluntary work (other than those who have direct contact with children) ● Those involved in non-regulated activities. <p>Note: Non-Regulated Activity, Regulated Activity is defined by the Safeguarding Vulnerable Groups (Northern Ireland) Order 2007, examples of Non-Regulated Activity would be ; family or personal arrangements such as looking after a friend's children for the day, work with children or young people by chance eg if an adult brings their child to a class or working in a shop or leisure facility where children or young people might be customers eg coffee shop. If in doubt consult with the Diocesan Vetting Office.</p>	<ul style="list-style-type: none"> ● Access to training every three years 	<ul style="list-style-type: none"> ● A basic diocesan information leaflet ● An e-learning programme (in time) ● Possible face-to-face training session ● Training provided as part of the diocese induction programme for all staff ● Agenda item on Vicar Forane meetings <p>The Diocesan Safeguarding Committee will determine the implementation of the above</p> <p>Note: Vicar Forane is an experienced priest appointed by the Bishop to exercise limited jurisdiction over a specific area of the Diocese.</p>

CHILD SAFEGUARDING LEARNING AND DEVELOPMENT FRAMEWORK

Level Two

1 Full Day of Training

Knowledge and skills	Learning outcomes	Target audience	Development requirements	Organisational responsibility
<p>Includes:</p> <ul style="list-style-type: none"> ● Values and principles of safeguarding ● Relevant legislation ● Signs and indicators (contributory factors of abuse) ● Church policies and procedures ● Reporting procedures ● Code of behaviour ● Understanding and maintaining confidentiality ● The importance of early intervention in safeguarding ● National Board's 7 standards ● Safe practice with children ● Whistleblowing 	<p>Ability to:</p> <ul style="list-style-type: none"> ● Recognise and respond to children's needs ● Understand own role and the role of others ● Contribute to the management of risk ● Assist and partner in safeguarding and protecting the welfare of children ● Understand the importance of own and others' behaviours and boundaries 	<ul style="list-style-type: none"> ● All staff, volunteers and clergy and group leaders involved in: <ul style="list-style-type: none"> Regulated activities (i.e. those involved in supervision, instruction, teaching, training, advice, guidance and care of children or adults in need of safeguarding and other key safeguarding volunteers and personnel within the parish or diocese.) 	<ul style="list-style-type: none"> ● Minimum 1 full day of training (2 x 1/2 day session) ● Repeated every 3 years 	<ul style="list-style-type: none"> ● Safeguarding Office, on behalf of the Diocesan Safeguarding Committee, will ensure that accredited National Board trainers, in compliance with standard 5 of the NBSCCC Policy and Standards Document 2016, will deliver level 2 training ● In addition to the 1 full day training course, target audiences should, whenever possible, avail of: <ol style="list-style-type: none"> 1) Additional relevant safeguarding conferences 2) E-learning 3) Relevant child protection events offered by statutory or voluntary sectors 4) National Board training.

CHILD SAFEGUARDING LEARNING AND DEVELOPMENT FRAMEWORK

Level Three

Knowledge and skills	Learning outcomes	Target audience	Development requirements	Organisational responsibility
<p>Knowledge of:</p> <ul style="list-style-type: none"> ● Key tasks to safeguard children ● Threshold of significant harm ● National, regional and local policies, standards and guidance ● The Protocol for Joint Investigation by Police Officers and Social Workers of Alleged and Suspected Cases of Child Abuse – Northern Ireland (April 2013) ● Models of risk assessment ● Relevant research ● Child sexual exploitation ● Suicide awareness 	<p>Ability to:</p> <ul style="list-style-type: none"> ● Develop working relationships with other professionals and agencies ● Understand their own role and the role of others ● Work together to meet the needs of children where there are safeguarding concerns ● Contribute to interagency safeguarding assessments and risk analysis ● Contribute to interagency safeguarding plans ● Understand the importance of escalation regarding concerns about a child ● Ability to challenge decision-making ● Understand the impact of child abuse and neglect on a child 	<ul style="list-style-type: none"> ● Designated Liaison Officer Role and those with specific/specialist roles in safeguarding ● Manager/ supervisory role ● Youth leaders ● Diocesan staff and clergy who interface with safeguarding given their specialist role, e.g. Episcopal Vicar ● Bishop ● Clergy and safeguarding Staff, Chancellor ● Policy, and Parish Training and Development Officer ● Advisory Panel Chair and members 	<ul style="list-style-type: none"> ● On-going training and development relevant to specific staff, role and function. 	<ul style="list-style-type: none"> ● This will be determined by the professional needs of staff and clergy. ● It is recommended it takes the form of: <ol style="list-style-type: none"> 1) Face-to-face training 2) Other learning and development activities 3) National Board relevant events

CHILD SAFEGUARDING LEARNING AND DEVELOPMENT FRAMEWORK

Level Four

Knowledge and skills	Learning outcomes	Target audience	Development requirements	Organisational responsibility
<ul style="list-style-type: none"> ● Provide expertise and develop policy guidelines and protocols ● Contribute to international, national, regional and local governance, strategic and operational processes ● The specific knowledge and skills required to fulfil the specialist role ● Incorporate learning from relevant research, enquiry and review reports ● Systems for collation of data and analysis 	<p>Ability to:</p> <ul style="list-style-type: none"> ● Develop effective professional judgement and decision-making skills ● Use data and information to analyse safeguarding issues and trends ● Investigate safeguarding issues ● Provide verbal and written reports and evidence ● Ensure effective interagency working ● Contribute to effective governance arrangements ● Contribute to the development of policy and procedure ● Meet ongoing professional development standards and any other requirements 	<ul style="list-style-type: none"> ● Those staff with specialist safeguarding roles and responsibilities within the diocese, e.g. <ul style="list-style-type: none"> ● Designated Liaison Person ● Director of safeguarding ● Policy and training coordinator ● Chair of Safeguarding Committee and members ● Advisory Panel members ● Episcopal Vicar for Safeguarding ● Chancellor ● Bishop 	<ul style="list-style-type: none"> ● Access to learning and development that enables staff and clergy to develop their knowledge and skills. 	<ul style="list-style-type: none"> ● Determined by the Church Body and professional and clergy requirements.

5 Appendices

- 1 Parish Resources**
- 2 Useful Contact Details**



Appendix 1

Parish Resources

Below is a resume of the materials contained in the Parish Resource Pack. As relevant and necessary the Parish Resource Pack should be used to guide and inform more detailed safeguarding practice by staff and volunteers responsible for and working with or engaging with children and young people.

1. Vetting and Safe Recruitment

All staff and volunteers who work with children and adults in a regulated activity should be vetted. Whilst vetting is a statutory requirement the recruitment of volunteers and staff should follow standardised guidelines.

2. Visiting Clergy Protocols

This protocol outlines the procedures to be followed to ensure that clergy from outside Down and Connor who wish to engage in any type of ministry within Down and Connor, be it one-off ministry occasions or engaging in ministry for a period of time, are “in good standing” and are fit for sacred ministry.

These procedures would confirm that the clergy provide a “celebret” and provide appropriate documentation in order to minister in the Diocese.

3. Codes of Behaviour

A code of behaviour is a clear guide to what is and is not acceptable behaviour and practice when working with children. The Resource Pack contains a generic code of behaviour for adults. This code is based on commonly agreed principles and requirements. For specific adult ministries or parish voluntary work which engages with children and young people this code can be used as a template.

4. Codes of Behaviour Children

Best practice would indicate that children should be involved in drawing up a code of behaviour for themselves and relevant to the particular activity they would be

involved in. This work should be facilitated by an adult with relevant skills who would work with the children to develop the code of behaviour.

This resource provides guidance on creating a code of behaviour with children.

5. Managing Breaches of Codes of Behaviour

If a child/young person or adult breaches the code of behaviour efforts should be made to resolve the issue. This resource provides guidance on how these situations can be managed and includes examples of sanctions that may be considered.

6. Anti-Bullying Guidance

The Diocese recognises the devastating effects and potential damage that bullying can have on children and young people.

This guidance provides a definition of bullying and highlights different types of bullying. It supports groups in developing strategies to counter bullying and guidance on groups developing an Anti-Bullying Code.

7. Safe Care of Children General Guidelines

7.1 Guidance on Reporting Allegations of Abuse

It is critical that the Diocese has in place an effective process which ensures that all allegations and suspicions of abuse of children are reported both within the church and to the statutory authorities. In Northern Ireland under the law this responsibility to report is mandatory.

This guidance outlines the process for reporting any child protection concern that you may come across and is accompanied with a flow chart which represents the process from suspicion, concern, knowledge or allegation through to reporting. The Diocesan Liaison Person (DLP) is a key resource in the management of the referral process and providing advice and guidance to any person who would have the knowledge, allegation, suspicion or concern.

7.2 Guidance on Maintaining Adequate Supervision Ratios

When providing any activity involving children it is crucial that there are appropriate levels of supervision in order that safe care is provided taking into consideration the needs of the children and young people. This guidance outlines appropriate adult supervision ratios. At a minimum two adults are required for any activity.

7.3 Guidance on One-to-One Contact with Children and Young People

Any Church activity should not involve one to one contact with children or young people. This guidance provides advice on managing those situations where this takes place either through a specific request by the young person to speak to you personally or where the planned activity involves situations such as personal tuition.

7.4 Needs of Children with Special Needs

Children and Young People whom we engage with in our parishes may have specific and special needs and present with a disability. These children have the same rights as any child, in line with the UN Convention on the Rights of the Child. This guidance outlines areas for consideration for leaders and volunteers which includes, the importance of engaging with parents, the ethos of inclusion, the consideration of making reasonable adjustments and the consideration that children and young people with special needs can also be subject and victim of abuse and require to have the support of the full range of safeguarding resources and practices.

7.4.1 Intimate/Personal Care Needs

This subsection relates to the guidance referenced above and also relates to the other guidance around parental and child consent. Children and young people who are unable to meet their own intimate / personal care needs (i.e. perhaps because of age or disability) may need help from an adult volunteer. Intimate / personal care most commonly involves meeting toileting and medication needs. The intimate / personal care needs of a child should always be discussed with his / her parents / carers where these needs require to be met during parish-related activities. Most parents / carers prefer to look after the needs of their own child whilst others may be more than happy to nominate another responsible adult to do this.

7.5 Arranging Activities for Children and Young People Outside the Parish

This guidance outlines advice on what should be considered when activities and events have been organised outside the Parish. This guidance also relates to guidance around parental and child/young person consent.

7.6 Guidance on Overnight Stays and Residential Activities

This guidance relates to what needs to be considered and planned for in those situations where children and young people are involved in a parish or diocesan event which may involve an overnight stay away from home. It is important that this particular guidance is considered along with other relevant guidance in the Resource Pack.

7.7 Guidance on Transporting Children and Young People

This guidance provides indicators of what should be considered if a planned parish activity necessitates the need to transport children or young people. It covers the use of private cars, the necessity to ensure the person who is providing the transport has appropriate insurance, consent and the use of mini-buses.

7.8 Guidance on Hazard/Risk Assessment of Activities with Children and Young People

This guidance outlines the definition of risk/hazard assessment as it relates to parish activities involving children and young people and provides advice on the construction and completion of a basic hazard and risk assessment. It should be viewed alongside the designated Hazard/Risk Assessment template in the Resource Pack.

7.9 Templates and Recording Forms**7.9.1 Child Protection Referral****7.9.2 Child and Guardian General Information and Consent****7.9.3 Adult Consent for Transporting Children and Young People****7.9.4 Accident/Incident Report****7.9.5 Consent for Activity or Event****7.9.6 Attendance Register for Groups****7.9.7 Risk Assessment Template****7.9.8 Attendance Register for Sacristy****7.9.9 Media Permission Form**

8. Guidance on Use of Church Property by External Groups

This resource provides guidance to parishes in relation to the use and hire of parish premises by external groups. It covers the ethos of external organisations and whether in the opinion of the parish priest, this would be contrary to the purposes, teachings and beliefs of the Roman Catholic Church.

For those external groups who would be using Parish Premises this guidance also includes a booking template which must be used, which ensures appropriate safeguarding arrangements are in place and that the external group has appropriate insurance cover.

9. Guidance on Whistle-Blowing

All staff and volunteers within the diocese must acknowledge their individual responsibility to bring 'matters of concern' to the attention of their supervisor/superior/manager.

This resource provides guidance on why the diocese should promote whistle-blowing, what are the barriers to whistle-blowing and practical advice on how to raise a concern.

10. Complaints Procedure

A complaint is defined as a grievance and/or raising a concern about breaches of codes of behaviour. Allegations or suspicions of child abuse DO NOT fall under this guidance. The diocese strives to promote a culture of openness, transparency and fairness. This resource promotes creating an ethos within parish groups that is open to hearing feedback from children, vulnerable adults, carers, clergy, staff, volunteers and parishioners about the services the parish offers and how they may be improved.

It also provides guidance on how situations are managed when a complaint or dissatisfaction is expressed.

11. Guidance on Use of Technology

This resource provides advice and guidance on the use of technology which includes digital and online systems such as photography, internet, texting and CCTV/Webcams. The diocese recognises the benefits of these systems. This resource provides guidance to parish groups on how they can be used safely and how they can be used in line with legislation that respect the privacy, dignity and the rights of all users, particularly children.

12. Data Protection and Privacy Guidelines

This resource provides advice and guidance to parish groups in relation to the legal requirements and best practice around data protection and information sharing. It provides groups with guidance around written information provided for and sought from parents, principles of confidentiality, record keeping and the sharing of information.

The guidelines provide a legal framework which all parish and diocesan groups must adhere to.

Parishes may contact the Safeguarding Office with regards the operation implications on the data and records which are collected by parishes.

Appendix 2

Useful Contact Details

The supporting documents in these Appendices are separately available to download from the diocesan Safeguarding website.

Safeguarding Office (Down and Connor)

Tel: 028 9049 2798

Email: office.soddc.org

Vetting Office

Tel: 028 9049 2783

Designated Liaison Person: Philip O'Hara

Tel: 028 9049 2798

Mobile: 07534 992 124

Email: philip.ohara@soddc.org

Director of Safeguarding: Barbara McDermott

Training/Parish Development: Susan Gordon

PSNI: 101

NSPCC Child Protection Helpline: 0808 800 5000

NSPCC Childline: 0800 1111

Health and Social Care Trusts (Social Services) telephone numbers for local offices can be obtained from:

Belfast Trust Gateway Team: 028 9050 7000

South Eastern Trust Gateway Team: 0300 100 0300

Southern Trust Gateway Team: free phone from landline 0800 783 7745
or 028 3741 5285

Northern Trust Gateway Team: 0300 1234 333

Western Trust Gateway Team (no parishes in Western Trust Area): 028 7131 4090

Social Services (Out of Hours Regional Services): 028 9504 9999

Towards Healing: Freephone UK 0800 0963315 Freephone Ireland 1800 303416

National Board for Safeguarding in the Catholic Church in Ireland: 00353 1 505 3124

Remember... each and every child matters.

All children have a right to be protected from harm.

Recognise: when you should be concerned about a child's welfare.

Respond: by doing something.

Know: who to share your concerns with... speak to the police, social services or the DLP.

*Put yourself in a child's shoes...
doing nothing is not an option...
silence is no excuse.*



**Safeguarding
Office**

CATHOLIC DIOCESE OF DOWN AND CONNOR

Safeguarding Office

tel: 028 9049 2798

email: office@soddc.org

web: www.downandconnorsafeguarding.com

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