



## FOREWORD

I am happy to present this updated version of the Province Safeguarding Policy as we continue our mission 'to be in the Church signs and bearers of the love of God for young people, especially those who are poor.' (Constitution No.2).

Over the last 20 or more years the Church has tried to act more pastorally, professionally and transparently as we, and indeed other institutions and groups, have come under greater scrutiny by the public and the media in this very sensitive area of our ministry. The 'One Church' approach has established national guidelines of policy and practice which the Bishops' Conference of England and Wales and the Conference of Religious have accepted. This has established a structure for this work.

We are part of the Safeguarding Commission for Orders in Education (SCOE), which has been set up in collaboration with other Religious Orders with a similar tradition and mission to ours. The need for such structures, policies and guidelines for good practice are more important than ever as we continue to respond to the needs of all people, especially the young and those who are vulnerable, with compassion and sensitivity.

Although these policy guidelines have been revised and updated and are specific to our current situation in the GBR Province, it is important to remind ourselves to be vigilant and to follow the best practice available to us in this document and in implementing the 'Preventive System', emanating from our Salesian traditions dating right back to Don Bosco, in this very important aspect of our work.

Following these guidelines will above all help us protect others from harm but will also help prevent accusations arising against members of the Province and our employees and volunteers.

I hope this document will help us to strengthen our understanding of our Salesian Charism and live it more authentically in response to the needs of the young in our Province today.

Fr J G Briody SDB

Provincial

June 2020

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## **Salesians of Don Bosco**

### **Policy Statement**

#### **Safeguarding Children, Young People and Adults at Risk**

*'God created mankind in the image of himself,  
male and female he created them' Gen 1; 27*

Every human being has a value and dignity which we in the Church and as Salesians acknowledge as coming from God's creation of male and female in his own image and likeness. This implies a duty to value all people and to support them and protect them from harm.

The Salesians of Don Bosco are committed to observe the Safeguarding Policies of the Catholic Church in England, Wales and Scotland in line with the policies enunciated by the National Catholic Safeguarding Commission in England and Wales and the Scottish Catholic Safeguarding Service, believing that every child, young person and adult at risk has a right to expect the highest level of care, protection, love, encouragement and respect.

Consequently our Safeguarding Lead will remain in close contact with statutory and voluntary agencies to ensure that any allegations of abuse are promptly reported ensuring that the various relevant authorities are given the fullest cooperation.

The Salesian Congregation is committed to promoting the safety, welfare and protection of children, young people and adults at risk in its charge and takes all concerns, allegations, suspicions, and disclosures of abuse very seriously.

Mindful of the charity of Christ we pledge ourselves to treat with compassion all those affected by abuse, survivors and their families and to the best of our ability ensure that the relevant treatment plan recommended by appropriate authorities is undertaken.

We pledge to assist those in our care who have been abused with the necessary professional and pastoral support.

We pledge to uphold the *"One Church Approach"* as enunciated by the Catholic Church, which is currently being reviewed, and the principles as set forth in this policy.

#### **National Safeguarding Structure**

The Catholic Church in England, Wales and the Catholic Church in Scotland have established structures to take forward the work of safeguarding children, young people and adults at risk following the recommendations of the Cumberlege Commission Report 'Safeguarding with Confidence' (2007) emanating from the Nolan Report 'A Programme for Action' (2000).

Cumberlege recommended the setting up of a National Catholic Safeguarding Commission (NCSC) that would be accountable to the Bishops' Conference and Conference of Religious (CoR) in England and Wales. A Catholic Safeguarding Advisory Service (CSAS) was also put in place. The NCSC sets and directs the work of CSAS which was established to drive forward improvement in practice. Its primary role is one of co-ordination, advice and support in respect of the wider job of safeguarding children, young people and adults at risk. These recommendations were implemented in 2008.

There are 22 dioceses in England and Wales each with its own Commission with a panel comprising of an Independent Chair with representatives from Police, Probation and Social Services. These Commissions meet on a regular basis, they advise on action to be taken on abuse cases and arrange training events for members attached to them.

The Salesians in the UK together with four other Orders with similar charism have set up their own Commission - Safeguarding Commission for Orders in Education (SCOE) - organised on the basis described with an Independent Chair and representation from Police, Probation, Social Services, Health Care, Law, Canon Law, Youth Officer and Media Officer. Its function is to provide advice and support to member Congregations/Religious Orders and organise training events. SCOE is accountable to the Congregational Leaders and the Trustees of the Religious Congregations/Orders which they serve in respect of individual cases. In addition, it is accountable to the National Catholic Safeguarding Commission and CSAS in relation to general implementation of national policies and procedures.

The Salesian Province is represented on the SCOE Commission by the **Salesian Safeguarding Lead** who is responsible for liaising with the Commission on all Safeguarding matters. In addition, all parishes have a **Safeguarding Representative**. Schools will have a **Designated Safeguarding Lead**.

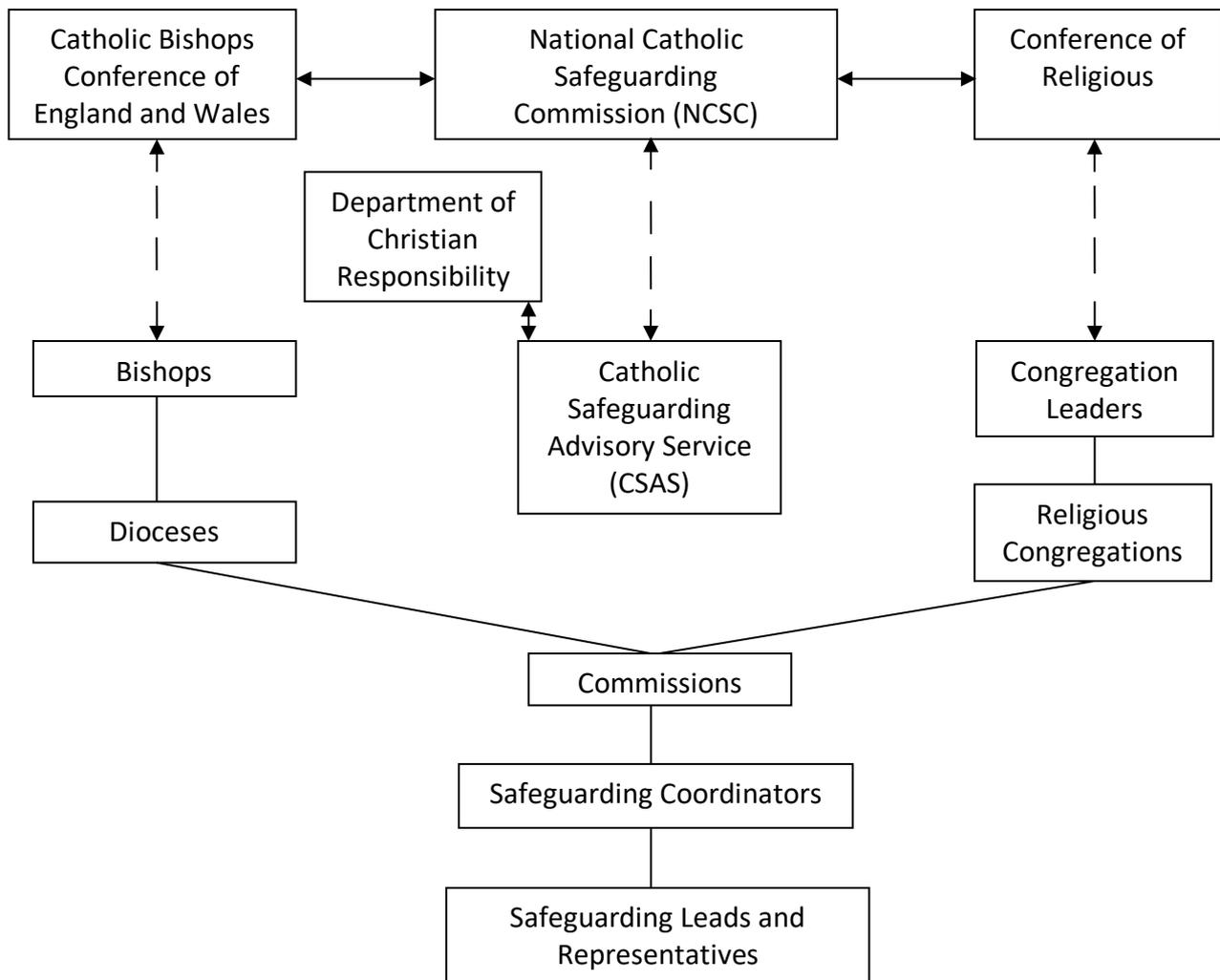
Further details of the policies and procedures can be obtained from [www.csasprocedures.uk.net](http://www.csasprocedures.uk.net). An Organisational Structure Flowchart follows on the next page.

The Catholic Church in Scotland has a parallel but separate set of national Policies and Procedures for Safeguarding Children, Young People and Adults at Risk approved and launched by the Scottish Catholic Safeguarding Service (SCSS) in 2010. For further details go to [www.scottishcatholicsafeguarding.org.uk](http://www.scottishcatholicsafeguarding.org.uk).

Contact details for the Salesian Safeguarding Lead are as follows:

Fr Mervyn Williams SDB, Salesian Provincial Office, Thornleigh House, Sharples Park, Bolton, BL1 6PQ 01204 600720

[safeguarding@salesians.org.uk](mailto:safeguarding@salesians.org.uk)



## **Developing Safeguarding Awareness**

### **Training**

It is the responsibility of the Safeguarding Lead and his team to ensure that training and development opportunities are made available to all working in the Province. Training days for all Province members will be conducted every three years, and at an appropriate level for all new employees and volunteers on induction after appointment, ensuring that all workers are up to date on Safeguarding matters and have the necessary confidence and skills in promoting a Culture of Safeguarding within the Salesian Province

## Definitions

### Children and young people:

Denotes all children and young people who have not yet reached their 18th birthday. (The fact that a child has reached 16 years of age, is living independently or is in further education, is a member of the armed forces, in hospital, in prison or in a Young Offender's institution, does not change his or her status or entitlement to services or protection under the Children Act 1989).

### Adults at Risk

An adult is a person aged 18 or over.

The Safeguarding Vulnerable Groups Act 2006 defines an Adult at Risk as follows:

An adult can be at risk in the context of the setting in which they are situated or the service they receive as follows:

- Those in residential accommodation provided in connection with care or nursing or in receipt of domiciliary care services.
- Those receiving health care.
- Those in lawful custody or under the supervision of a probation officer.
- Those receiving a welfare service of a prescribed description or direct payments from a social services authority.
- Those receiving services, or taking part in activities, aimed at people with disabilities or special needs because of their age or state of health.
- Those who need assistance in the conduct of their affairs.

*Note: In December 2013, 'Adult at Risk' replaced 'Vulnerable Adult' in line with national developments of good practice and in line with the Law Commission Report into Adult Social Care (LAW COM No 326) 2011; recommendation 40.*

A person's level of vulnerability may increase or decrease according to the circumstances they experience at any given time. Adults at risk could include people with:

- learning or physical disabilities;
- a sensory impairment;
- mental health needs;
- are HIV positive;
- substance misuse needs;
- dementia.

In addition to the above, an adult may become vulnerable as a result of a variety of circumstances, for example, following a family breakup or if a person becomes a victim of stalking or harassment.

## **Child Abuse**

A form of maltreatment of a child.

Such abuse or neglect of a child can occur by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting by those known to them or by others (e.g. via the internet). They may be abused by an adult or adults, or another child or children.

Child abuse, for the purpose of this Policy, is categorised into five groups:

### **1. Emotional abuse**

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

### **2. Physical abuse**

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

### **3. Sexual abuse**

Involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening. The activities may involve physical contact, sexual assault and other acts such as kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males; women can also commit acts of sexual abuse, as can other children.

#### **4. Neglect**

The persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur to an unborn child during pregnancy as a result of maternal substance abuse. Once a child is born, neglect may involve a parent or carer failing to:

- provide adequate food, clothing and shelter (including exclusion from home or abandonment);
- protect a child from physical and emotional harm or danger;
- ensure adequate supervision (including the use of inadequate care-givers); or
- ensure access to appropriate medical care or treatment.

It may also include neglect of, or unresponsiveness to, a child's basic emotional needs.

*[These definitions are from 'Working Together to Safeguard Children 2013']*

#### **5. Spiritual**

Spiritual Abuse is not covered by the statutory definitions but is of concern both within the church and in other faith communities. Aspects of spiritual abuse can be recognised under the four categories of abuse such as emotional or physical abuse.

Harm can be caused by the inappropriate use of religious belief or practice. This can include the misuse of authority or leadership or oppressive teaching or rituals, any of which may result in children experiencing physical, emotional or even sexual harm. Leaders working with youth groups may come across children or young people who have been affected by so called deliverance rituals which occur in some churches of other traditions. Government guidance on this is available in the publication ***Safeguarding Children from Abuse Linked to a Belief in Spirit Possession***, Department of Education and Skills, 2007.

**In all of the above, any concerns should be referred immediately to the Safeguarding Representative.**

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#### **Guidelines for Working with children, young people and Adults at Risk: a checklist for best practice**

##### **1. Responding to concerns**

- Imminent risk
- What to do if you suspect a child, young person or vulnerable adult is at risk or has been abused

##### **2. Guidelines for workers**

##### **3. Good practice guidelines for activities with children, young people and adults at risk**

- Special needs
- Consent
- Registration
- Recommended staffing levels
- E-safety
- Transporting children
- Important telephone numbers

## 1. RESPONDING TO CONCERNS

### Imminent Risk

If a child, young person or vulnerable adult is deemed at immediate risk:

- **For a GBR Salesian Province work, activity or context** the Salesian Safeguarding Lead must be informed immediately and he will make a referral to the Police. Where the Salesian location, work or activity has a named Local Salesian Safeguarding Representative, this person must also be informed and may make the police referral informing the Safeguarding Lead that this has been done.
- **For a Salesian Parish, work, activity or context** the Parish Safeguarding Representative must be informed immediately and also the Safeguarding Lead for the Diocese. The Parish and Diocesan safeguarding personnel will have responsibility for the case. The Salesian Safeguarding Lead should be kept informed.
- **In Salesian Schools** responsibility for safeguarding rests with the school authorities and any concerns that a young person is at risk should be referred to the school's Designated Safeguarding Lead.

### What to do if you receive information about a concern or allegation

**Your duty is to listen, report and to refer.**

**If another adult informs you** that a child, young person or adult at risk has disclosed that they have been abused, advise that adult to write the information down immediately, including date, time and place. Advise them to sign this and refer them to the relevant Safeguarding Lead or Representative (as described above) or statutory agencies. It is important that you follow up this advice with the person concerned in case the referral is not made. The Salesian Safeguarding Lead should be contacted and kept informed of the process and outcome.

When someone discusses with you their suspicions or experiences remember they may be surrounded by fear and confusion. Both the persons telling their story and those receiving it will experience some of these feelings.

Do not dismiss your concern. Contact the Salesian Safeguarding Lead for advice and support. If your concern is related to a parish you will be advised to contact the Diocesan or Parish Safeguarding Representative. If in a school, you must follow the school's procedure.

**If a child, young person or adult at risk discloses abuse to you**, or a colleague appears to be behaving suspiciously, the guidelines for dealing with abuse must be followed.

You must contact the relevant Safeguarding Lead or Representative or school Designated Safeguarding Lead within 24 hours of becoming aware of any concern.

You must never confront or question the person against whom an allegation is made. Only Social Service Departments, Police or NSPCC staff may do this, because of the rules of evidence. Failure to comply with this instruction could lead to a potential legal case being thwarted.

If you suspect that another adult is abusing, or if you have been informed by another that they have suspicions of another adult abusing, share these suspicions with the Salesian Safeguarding Lead or a member of the Commission who will advise and support you.

If you are contacted by the media, do not discuss the matter, but refer the caller to the person appointed by the Provincial to deal with the media. (Contact details page 17)

**You should:**

- Listen with care to give the person time to talk to you.
- Take and treat what is said by them seriously.
- Re-assure them that they have the right to disclose.
- Affirm the feelings as expressed by the child, young person or Adult at Risk.
- Do not give a guarantee of confidentiality or secrecy.
- Do not ask any leading questions and/or push for information.
- Ask only open-ended questions that will seek to clarify the information given.
- Do not prejudge, dismiss, minimise or express an opinion.
- Remain neutral.
- Avoid displaying emotions as this may hinder the person from giving further information.
- Do not introduce any personal or third party experiences of abuse.
- Let the child, young person or adult at risk know what you are going to do next and that you need to tell someone.
- Explain to them that you will only share this information with the person and people who have responsibility to ensure that children, young people and adults at risk are kept safe from harm.

**The Limits of Confidentiality**

Do not promise confidentiality. We can never commit ourselves to 'keep a secret'. Withholding information about alleged abuse may place children, young people or adults at risk in danger. Such information must be shared with the competent authorities: Social Services, Police, Safeguarding Commission (SCOE), Salesian Safeguarding Lead, who will advise. Anyone wanting to share information 'in confidence' should be advised on the limits of confidentiality. An informant will need to know that the abuse will stop. This can only be assured if the information is correctly passed on to appropriate authorities.

## **Action of the Safeguarding Representative and Commission (SCOE)**

When an allegation is made to the Province the Safeguarding Lead will advise that the Police be informed. If the police have not been informed, it is the duty of the Salesian Safeguarding Lead to do so.

The Provincial and his Council will be made aware of any concerns, allegations, or action taken. The person who provided the information will be kept informed by the Safeguarding Lead. The pace of these actions will depend on the perceived danger of further abuse to the original alleged victims or to others.

If a case is referred to the Statutory Services, the Chair or the Co-ordinator of the SCOE Commission will liaise with them to ensure that any relevant information is shared within the limits of confidentiality. Any case referred to the SCOE Commission will be subject to the same limits of confidentiality.

Following discussions with appointed and elected Lay and Religious Commission Members, about any case that is referred to them, the Chair of the Commission will make recommendations to the Provincial, usually via the Salesian Safeguarding Lead. This may be about an appropriate course of action or to give them advice and support to manage a particular situation or individual.

In the event of an allegation against one who is currently a novice or professed Salesian, the Provincial will ensure, with the advice of his Council, that appropriate legal support is available. The Province will pay for appropriate legal advice following arrest and for advice and police interviews. Should charges follow the accused person will have to obtain the services of a solicitor under the Legal Aid scheme. If an accused person is not a professed member of the Province the person will be advised to obtain legal guidance which will not normally be at the expense of the Province. Should any member of the Order or an employee or volunteer working with the Order be arrested, they must advise the Safeguarding Lead at the earliest opportunity.

Subject to consultation with the statutory authorities, the person who has been accused will be withdrawn from contact with any children, young people or adults at risk within the Church's responsibility. There will be no contact with the alleged complainant other than what might be sanctioned by the statutory authorities as an offer of pastoral care. This removes any risk to children, young people or adults at risk, allows the investigation to proceed and also safeguards the rights of the person accused.

Where a Salesian priest or brother is the subject of any allegation the canonical process will begin immediately and the Provincial will consult with his Council as to where the person is to reside pending the outcome of the investigations. The Provincial will appoint another Salesian or appropriate person to provide pastoral care for the accused member of the Order. The Provincial may consider it appropriate to appoint a member of the Province to deal with the allegations on the part of the accused. This would help to ensure that the Provincial is not overly involved in any particular aspect of the case. It is the responsibility of the Provincial to implement any removal from ministry recommended by the Safeguarding Commission for Orders in Education (SCOE) and in consultation with the statutory authorities. This action does not imply

guilt or innocence; it is the recommended procedure. If lay persons, who are employed by the Salesians, are the subject of any allegations they will be required to take paid leave until the investigations are complete. In the case of volunteers they will be required to withdraw from work with children, young people or adults at risk for the duration of the investigation. During and after the investigation, full pastoral care must be readily available to the person against whom allegations have been made.

Quick reference charts on how to respond to concerns about children, young people and/or Adults at Risk are as follows:

**STAGE ONE**  
**CONCERNS COME TO YOUR ATTENTION**

Do not investigate yourself. Listen, record your actions and notify the local Safeguarding Representative and/or the Province Safeguarding Lead

**EMERGENCY ACTION**

If the child(ren) are in need of medical attention or protection from harm, you must contact your local Safeguarding Representative and/or the Province Safeguarding Lead. If the child(ren) are in immediate danger, the emergency services e.g. Police, ambulance, social care must be informed.

**TIMESCALE:** Immediately

**NON EMERGENCY ACTION**

If the child(ren) are not in risk of immediate harm or do not require urgent medical attention, record your observations, concerns or any allegations and contact your local Safeguarding Representative and/or the Province Safeguarding Lead.

**TIMESCALE:** Within 24 hours

**STAGE TWO**  
**REFERRAL TO CHILDREN'S SERVICES OR THE POLICE**

**REFERRAL TO CHILDREN'S SERVICES OR THE POLICE and the LADO**

The Safeguarding Lead will make a referral to the Children's Services or the Police and contact the Local Authority Designated Officer (LADO). When making the referral. It will be necessary to provide full information about the child(ren) and circumstances

**TIMESCALE:** Immediately

**STAGE THREE**  
**POSSIBLE CHILD PROTECTION ENQUIRY**

**ASSESSMENT AND ENQUIRIES**

The Children's Services will cooperate with the Police in undertaking an Initial Assessment and may instigate a Strategy Discussion & Child Protection Enquiry. While undertaking these assessments and enquiries, they will keep the Safeguarding Lead informed and may wish to interview the Referrer or others with relevant information.

**TIMESCALE:** Immediately

## STAGE FOUR

### OUTCOMES FROM THE ASSESSMENTS AND ENQUIRIES

#### NO FURTHER ACTION

No further action, if it is judged that the concerns are unfounded.

In these circumstances the child or family may still receive support from Children's Services or other Agencies.

#### INITIAL CHILD PROTECTION CONFERENCE

An initial Child Protection Conference is convened; this may lead to the child being made subject to a Child Protection Plan.

The Safeguarding Lead, Referrer or others may be invited to attend the Initial Child Protection Conference but should always be kept informed of actions/decisions taken.

## STAGE FIVE

### RECORDING AND MONITORING

The Safeguarding Lead must keep in touch with Children's Services until the assessments and enquiries are concluded.

The Safeguarding Representative must keep the following people informed of actions/decisions throughout:

- The Referrer
- The Diocesan or Congregational Insurers
- The Charity Commission

A full record must be kept.

**TIMESCALE:** Immediately

## 2. GUIDELINES FOR WORKERS

### Terminology used in these Guidelines:

- The word 'child' refers to any child or young person under the age of 18.
- The term 'group leader' is used to refer to the person with overall responsibility for a group or activity.
- The term 'worker' refers to any member of the Salesian Order and any employee or volunteer engaged in activities on behalf of the Salesian Order.
- The term 'Regulated Activity' is defined on the Disclosure & Barring Service website – reference should be made to this site to ascertain if an activity falls into this category.

### You should not:

- Initiate physical contact.
- Invade a child, young person or adult at risk's privacy whilst washing or toileting.
- Play rough physical or sexually provocative games.
- Use any form of physical punishment.
- Be sexually suggestive about or to a child, young person or adult at risk
- Touch a child, young person or vulnerable adult inappropriately or obtrusively.
- Scapegoat, ridicule or reject a child, young person, adult at risk or group.
- Permit abusive peer activities, e.g. initiation ceremonies, ridiculing or bullying.
- Use inappropriate language.
- Show favouritism to any child, young person or vulnerable adult.
- Allow a child, young person or adult at risk to involve you in excessive attention seeking that is overtly physical or sexual in nature.
- Give lifts to children, young people or adults at risk on their own or on your own.
- Smoke in the presence of children or young people.
- Drink alcohol or use illegal drugs when responsible for children, young people or adults at risk.
- Share sleeping accommodation with children, young people or adults at risk.
- Invite a child, young person or adult at risk to your home alone.
- Arrange social occasions with children, young people or adults at risk (other than family members) outside organised group occasions.
- Allow unknown adults access to children, young people and adults at risk. Visitors should always be accompanied by a known person.
- Allow strangers to give lifts to children, young people or adults at risk.

Very occasionally it may be necessary to restrain a child, young person or adult at risk who is harming her/himself or others. Use the least possible force and inform the parents/carers as soon as possible. All such incidents must be recorded and the information given to the Safeguarding Lead, to SCOE and in the case of a parish activity to both the Salesian and Parish Safeguarding Representative.

All physical contact should be an appropriate response to the child, young person or adult at risk's needs not the needs of the worker. Colleagues must be prepared to support each other and act or speak out if they think any adult is behaving inappropriately.

**In addition to the above, workers should:**

- Ensure health & safety requirements are adhered to.
- Undertake risk assessments with appropriate action taken and records kept.
- Keep registers and consent forms up to date.
- Have an awareness, at all times, of what is taking place and who is present.
- Create space for children, young people and adults at risk to talk – either formally or informally.
- Keep up to date with safeguarding training.

**3. GOOD PRACTICE GUIDELINES FOR ACTIVITIES WITH CHILDREN, YOUNG PEOPLE AND ADULTS AT RISK**

**Special Needs**

Advice from parents/carers should be sought when any activity involves work with children, young people or adults at risk with special needs. Staffing ratios may need to be raised in order to ensure the safety and wellbeing of all in the group, including the leaders. It may be necessary to provide special equipment or aids and this should be done in consultation with parents/carers.

**Consent**

Consent from parents/carers should be obtained for one-off events and activities, e.g. swimming, and also for outings, residential activities, etc.

**Registration**

A registration form should be completed for every child, young person or adult at risk who attends groups or activities, mindful of the requirements of GDPR. The form should be updated annually and include the following:

- Name and address
- Date of birth
- Emergency contact details
- Medical information
- Any special needs – including activities where the person is unable to take part
- Consent for emergency medical treatment
- Consent for photographs/videos if relevant

**Recommended staffing levels**

The recommended minimum staffing levels for children's groups are given below. More help may be required if children are being taken out, are undertaking physical activities or have special needs.

0-2 years	1 person for every 3 children	1 : 3
2-3 years	1 person for every 4 children	1 : 4
3-8 years	1 person for every 8 children	1 : 8
Over 8 years	1 person for the first 8 children then 1 extra person for every extra 12 children	

Each group should have at least 2 adults and it is recommended that there should be at least one male and one female.

## **Safe Environment**

In a prominent place, where children, young people and adults at risk can see it, display either a Salesian or Diocesan Safeguarding poster giving contact details of Safeguarding Representatives and statutory bodies.

Insurance, First Aid and Fire precautions should be checked and a regular Health & Safety check should be undertaken with particular regard to the following points:

- Electric sockets should be covered.
- Groups should have access to a phone in order to call for help if necessary.
- Adults should be aware of fire drills.
- Fire extinguishers should be regularly maintained and smoke detectors must be fitted throughout the premises and must be checked regularly.
- A First Aid kit should be available on the premises and its contents should be regularly checked.
- An Accident Book should be accessible and all accidents should be recorded.
- A list of qualified First Aiders should be displayed.

## **E-safety**

- Ensure all electronic communications are appropriate and professional.
- If using e-technology as a group activity, ensure that an adult worker knows and understands what is happening within the group.
- Do not make any relationship with a child, young person or adult at risk (other than family members) through a social networking site.
- Copies of all electronic contacts with individuals or groups, including messaging and texting, should be kept or forwarded to a designated worker.

## **Transporting children, young people and Adults at Risk**

### **Drivers**

- All those who drive children, young people or adults at risk on activities must have held a full driving licence for 5 years.
- Any driver who has more than 6 penalty points on their licence must not transport children or young people or adults at risk.
- It is the responsibility of the leader of the activity requiring transport to check the licence of all drivers.
- Children, young people or adults at risk must not be transported in a private car without the consent of their parents/carers. This also applies to formally arranged lifts to and from any activity.
- All cars that carry children, young people or adults at risk must be comprehensively insured.
- The insured person should ensure that their insurance covers the giving of lifts relating to Salesian activities.
- All cars that carry children, young people or adults at risk must be in a roadworthy condition.
- All passengers must wear suitable seat belts and children must use appropriate child car seats or booster seats.
- At no time should the number of passengers in a car exceed the usual passenger number.

- There must be a non-driving adult escort as well as the driver. If in an emergency a driver has to transport a child, young person or adult at risk on his or her own, that person must sit in the back of the car and this should be reported to the appropriate Safeguarding Representative as soon as possible after the event.

### **Minibus/Coach**

- Workers/helpers should sit amongst the group and not together.
- If noise or behaviour appears to be getting out of control, stop the vehicle until calm is restored.
- Before using a minibus, ensure you know the up to date regulations for its use and have had a trial drive.
- Drivers are required to have undergone appropriate minibus driver training.

This Safeguarding Policy was approved by the Salesian Trustees on 12 June 2020

Further copies of this Safeguarding Policy are available from:  
Salesian Provincial Office  
Thornleigh House  
Sharples Park  
Bolton  
BL1 6PQ

Tel: 01204 600720

### **Contact details for the Salesian Safeguarding Lead are as follows:**

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### **Media spokesman for Salesian safeguarding matters**

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Policy to be reviewed June 2022

## **Appendix 1**

### **GUIDELINES FOR USE OF MODERN TECHNOLOGY**

#### **Safe Communication**

Those working with children, young people and adults at risk often communicate with them using email and text messages. It is therefore important to adopt, alongside our 'Safeguarding Policy', good practice in these areas to ensure that these modern technologies are used safely and responsibly by all, thereby protecting children, young people and adults at risk and safeguarding the integrity of all who work with them.

Social Media and IT policies and Staff Job Descriptions where relevant should include an acknowledgement and approval of these technologies as a legitimate means of communicating with children, young people and adults at risk, but also the expectations with regards to their use.

In addition, a rider should be included in any general consent form that parents/carers sign when a child or young person joins in any Salesian activity, that the leadership endorses this mode of communication and that a parent/carer agrees to this.

#### **Our Communication with Children, Young People and Adults at Risk**

All children, young people and adults at risk need to be aware of the protocols that teachers/leaders follow in relation to email, social networking and mobile technology including texting. It is important to remember that as well as the parent/carer, children, young people and adults at risk have the right to decide whether they want us to have their contact details and should not be pressurised into divulging information they would rather keep to themselves.

We should be careful not to show any favouritism to children, young people and adults at risk in relation to communication technologies that might be mutually available to the leader, but perhaps only to a few of the children, young people and adults at risk. A leader should not normally offer to top up a child's phone credits.

The internet, mobile phones, social networking and other interactive services have transformed the way in which we live. The new technologies offer tremendous opportunities to reach, communicate, evangelise and engage with those involved in the Catholic Church including clergy, youth workers, parishioners and those in our communities who may have an interest in the church.

The Catholic Church in England and Wales and in Scotland is keen to promote the safe, and responsible, use of interactive communication technologies within all church activities. These guidelines seek to ensure the message of safe and responsible use of communication and interactive technologies is understood and guidelines are followed. CSAS provides detailed guidance in its Procedures Manual <https://www.csas.uk.net/procedures-manual/#cat-4> in the section on 'Creating a Safer Environment'. The following is an extract:

#### **Good practice in relation to social networking:**

- Government guidelines recommend children under 13 years should not be using social media.
- All users should be made aware that their personal details e.g. last name, address, school, passwords, e-mail address and telephone numbers are

private and should not be disclosed unless approval is given by the event leader.

- All users should be made aware that they should never send images of themselves or others and should be wary of people misrepresenting themselves in chat rooms.
- All users should be aware that they should advise a leader about anything on-line that makes them feel uncomfortable or concerns them.
- Children and young people should be advised to always tell an adult they trust about communications that make them feel uncomfortable or where they have been asked to keep communication secret.
- Children and young people should be made aware that they should advise a leader and their parent or carer of a request to meet up with someone they have met on-line, not to make plans to do so without alerting an adult and never to go alone to such planned meetings.
- Children and young people should be advised of a code of conduct for using chat rooms.

**‘CHAT’** is a simple code that can be used for remembering some rules around the use of the internet and social media.

<b>C</b>	= Careful - People online might not always be who they say they are.
<b>H</b>	= Hang - Hang on to your personal information. Never give out your home address or other information.
<b>A</b>	= Arranging - Arranging to meet can be dangerous. Never arrange to meet someone unless you are sure who they are.
<b>T</b>	= Tell - Tell your friends or an adult if you find something that makes you feel uncomfortable.

### **Photographs and Video Recordings**

Parental/carers consent in writing is required for the taking of, distribution and publishing of any still images or video recordings of children, young people or adults at risk. Such material constitutes ‘personal data’ and is therefore subject to the 1998 Data Protection Act. Names should not be displayed with individual images, but a list placed beside the display, or preferably a simple label or heading with general, not specific, information should be used.

If engaging an external photographer it is essential that a clear brief is provided as part of a signed agreement, that he/she does not have unsupervised access to children, young people or adults at risk and there is agreement as to the use of all the photographs taken.

### **Guidance on safeguarding whilst using video-conferencing platforms and social networking sites for ministry**

Online videoconferencing platforms and social networking technologies offer new and exciting opportunities to reach, communicate, evangelise and engage with others in our Salesian ministry. The use of video-conferencing technology and social media

platforms has the potential to transform the way in which we can communicate, adding new forms of ministry and outreach to others.

Keeping everyone safe whilst using these platforms is essential, and as it is a new experience for many, it is important to understand how to implement some simple steps that can contribute towards keeping people safe online. All platforms that bring people together have the potential to present a risk to users, especially children, and adults at risk, or who are otherwise vulnerable. As users of these platforms, we have a responsibility to ensure that our communications are as secure and private as they can be.

The following must guide the use of online videoconferencing platforms for ministry:

- Research the safety and security of the chosen platform including any age restrictions within the terms and conditions of its use.
- Ensure that the administrator/host is aware of the settings that will maximise security and that they are confident and competent in using them.
- Communication should always be via an organisational account and organisational equipment. A generic email address or telephone number associated with the group should be used, accessible to more than one person who can act as administrator, maintains appropriate boundaries. The benefits of this are that communications can be easily reviewed by other leaders or helpers in the event of enquiries; the need for action on any matter can be easily shared and delegated; communications can be picked up in the event of sickness or other absence; all correspondence and data is stored securely in one place.
- It is not appropriate to use personal social media accounts, phone numbers or email addresses to contact participants, without the consent of those legally able to give it.
- Permission for communicating directly with children and young people aged under 16 years via social media must be sought from parents.
- For adults or those aged 16-18 who lack capacity to consent, consent must be given by a person who has the legal authority to do so.
- Communication via social media should not be for any reason other than the specific ministry for which consent was obtained.
- For matters that are sensitive or private, online communication should be avoided due to the possibility of misunderstanding and, if used, two adults should be present and where appropriate, parents or carers should be included where to do so would not cause harm to the individual concerned;
- Clear information should be provided to parents and carers about the purpose of any online activity, the range of people participating e.g. children, adults, mixed, and the names and contact details of those responsible for the activity.
- Parents and carers should be encouraged to ensure that participation takes place in a place visible to others within the household and not within bedrooms or other closed spaces.
- There should be two adult facilitators during online ministry to children, adults at risk or who are otherwise vulnerable, one of whom must be familiar with safeguarding policies and procedures.
- Set up a registration system to log the details of those who want to attend so that they can be sent a private message, securely by email or other closed group correspondence, with a randomly generated link and the password. Ensure that this is also copied to parents and carers.

- Ensure that joining instructions provide information on the 'rules of engagement' which include: when and how participants can speak/contribute; how they should present themselves on screen (i.e. dressed appropriately, backgrounds); how to interact with others; how and when participants can leave the meeting; what to do in respect of re-joining if internet connections fail; that communication must be respectful and individuals must take personal responsibility to ensure that their content is appropriate to those participating e.g. language, jokes, opinions; how to report anything of concern or anything that makes them feel uncomfortable.
- Obtain in advance any agreement to audio or visual recording of the meeting. Those giving consent must be informed of the purpose the recording will be used for and for how long it will be retained. If images are being captured, this must be in line with GDPR requirements.
- Any CSAS, school, government or local authority guidance in the use of social media platforms applicable to the place and context should be followed.

### **Use of CCTV and Webcams**

Proper care must be exercised in the installation of any necessary CCTV or webcam systems to ensure that no individual's 'private space' is being unreasonably invaded or eroded. The use of CCTV must be appropriate and fit for a specific purpose. Safety and security of premises may require such systems.

Cameras placed so as to record external areas should be positioned in such a way as to prevent or minimise recording of passers-by, or of another person's private property and signs should be placed indicating that CCTV surveillance is in operation. Tapes and/or files should be stored in a secure environment, along with a log of access to tapes by authorised personnel.

### **Establishing a Website**

Websites or social networking profile pages are the centrepiece of any social media activity. The following are recommended guidelines for the establishment of a site. These can apply to a profile or fan page on social networking sites such as Facebook, a blog, a Twitter account, etc.

- Site administrators should be adults.
- There should be at least two site administrators (preferably more) for each site, to allow rapid response and continuous monitoring of the site.
- Do not use personal sites for Province business, nor Province sites for personal business.
- Passwords and names of sites should be registered in a central location, and more than one adult should have access to this information.

### **Computers and Wireless Networks**

We need to ensure that all computers and wireless networks have proper password protection to guard against their inappropriate access and use. Internet accountability software packages that monitor and log internet use and relay this information to the worker's line manager are now available and can be installed on computers which are in common use throughout the offices used for the work of the Province.

## **Appendix 2**

### **SAFER RECRUITMENT**

#### **Recruitment and Selection**

All National Safeguarding Policies and Procedures apply equally to all employees, office holders (Clergy and Religious) and Volunteers working with children, young people and adults at risk in the Catholic Church in England and Wales and in Scotland. Recruitment and selection policies and procedures are detailed in the Safer Recruitment Practice including DBS Disclosures Policy and Procedures Document.

The selection of candidates for the priesthood and for religious life is undertaken through rigorous national procedures agreed by the Bishops' Conference and the Conference of Religious.

#### **Practical Steps When Appointing Employees and Volunteers**

It is not easy to identify those who are likely to abuse children, young people or adults at risk. Any procedure that helps to clarify details of a person's background and experience can help with identification and can raise awareness levels in the organisation generally. The same should be applied regardless of the level of responsibility or the duration of appointment of a role involving contact with children, young people and adults at risk. Similarly the Safer Recruitment procedures, including verifying identity, apply to all applicants including Clergy, Religious and those who are well known to the Church for many years. This approach ensures fairness and consistency and avoids potential breaches of the Disclosure and Barring Service Code of Practice.

All staff and Volunteers working with children, young people and adults at risk will be selected in accordance with the Disclosure & Barring Services (DBS) Policies and Procedures and in line with the Guidelines on Equality and Diversity (Catholic Bishops' Conference for England and Wales, 2004).

Appointments will be made on the basis of a person's experience and ability to perform the role rather than on the urgency of the need or the availability of the applicant.

It is essential to treat all documentation relating to these application processes in strict confidence.

Please refer to the Safer Recruitment Practice Including DBS (formerly known as CRB) Disclosures Procedure.

#### **Clear Roles and Responsibilities for Volunteers and Employees**

A lack of clarity about the role of an individual, and about accountability to ensure people are operating according to their role, allows those who are abusive to create the conditions where abuse can occur without others becoming aware that something is wrong.

The Salesian Province is committed to the good practice of giving all employees and Volunteers a clear description of their specific roles in their contact with children, young people and adults at risk.

Every employee or volunteer who works with children, young people or adults at risk will have a role description.

As a minimum a role description should include:

- A detailed description of the work;
- A list of responsibilities, including the responsibility to become familiar with the National Safeguarding Policies and Procedures:
  - The duty to promote safe practice, minimise all risks of abuse and maximise the response to reports of concern;
  - Include clear and detailed content that reflects the specific nature of the role or the specific aspect of the role that justifies the requirement for a DBS Disclosure (where appropriate).

Formal and extensive job descriptions will always be drawn up for paid appointments.

Employees and Volunteers are required to sign a document to indicate that they have received, read and understood the job/role description and that they have received, read and understood the Policy Statement for Safeguarding Children, Young People and Adults at Risk in the Salesian GBR Province. This should be retained by the Safeguarding Representative.

Any contact that an individual has with a child/young person in a particular role must be within the confines of that role and responsibility and in accordance with the Code of Conduct.

Every job description should be reviewed annually to ensure it still adequately represents the role.

Those appointed to work with children, young adults and adults at risk will receive appropriate training in awareness and best practice. They will be expected to have a sound knowledge of the Salesian Trustees' safeguarding guidelines.