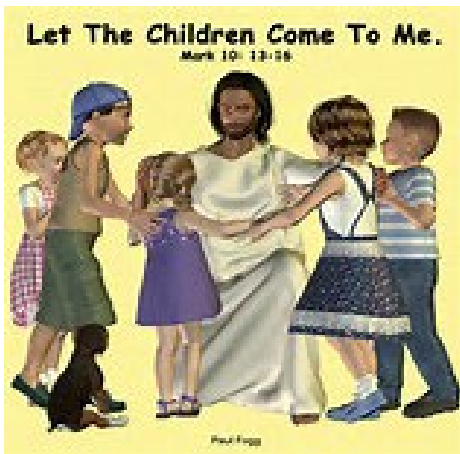




Salesians of Don Bosco
Policy Statement
Safeguarding Children, Young People
and Adults at Risk



*'The young should not only
be loved; but they must
know that they are loved'*

St. John Bosco

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

March 2022

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Salesians of Don Bosco

Safeguarding Children, Young People and Adults at Risk

Policy Statement

*'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 standards, policies and procedures enunciated by Catholic Safeguarding Standards Agency (CSSA) and the Scottish Catholic Safeguarding Standards Agency (SCSSA), 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 abused with the necessary professional and pastoral support.

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

National Safeguarding Structure

The Catholic Church in England and Wales commissioned an independent review of its safeguarding structures and arrangements in October 2019 (the Elliott Review) to take forward the work of safeguarding children, young people and adults at risk in the light of the work of the Independent Inquiry into Child Sexual Abuse (IICSA). The Elliott Review, reporting in October 2020, builds on previous reports on Catholic safeguarding provision in England and Wales – Cumberlege (2007) and Nolan (2000).

Cumberlege recommended the setting up of a National Catholic Safeguarding Commission (NCSC) that would be accountable to the Bishops' Conference and the Conference of Religious (CoR) in England and Wales. A Catholic Safeguarding Advisory Service (CSAS) was also put in place.

This structure has now been replaced by the Catholic Safeguarding Standards Agency (CSSA), with responsibility for oversight and auditing of safeguarding practice, and the newly formed Religious Life Safeguarding Service (RLSS) which will provide services and training to Religious Congregations with regard to safeguarding matters. These new arrangements were implemented in 2021/22 as a result of the Elliott Review and the IICSA inquiry.

The Salesians in the UK together with four other Religious Congregations with similar charisms established the Safeguarding Commission for Orders in Education (SCOE) in 2012 with an independent chair and representation from police, probation, social services, health care, and local authority youth services. Its function is to provide advice, support and case management to member Congregations and is accountable to the congregational leaders and trustees. It is also accountable to the CSSA and previously to the CSAS in relation to the implementation of national policies and procedures. The RLSS established in February 2022 will work with SCOE on case management as required.

The Salesian GBR 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**.

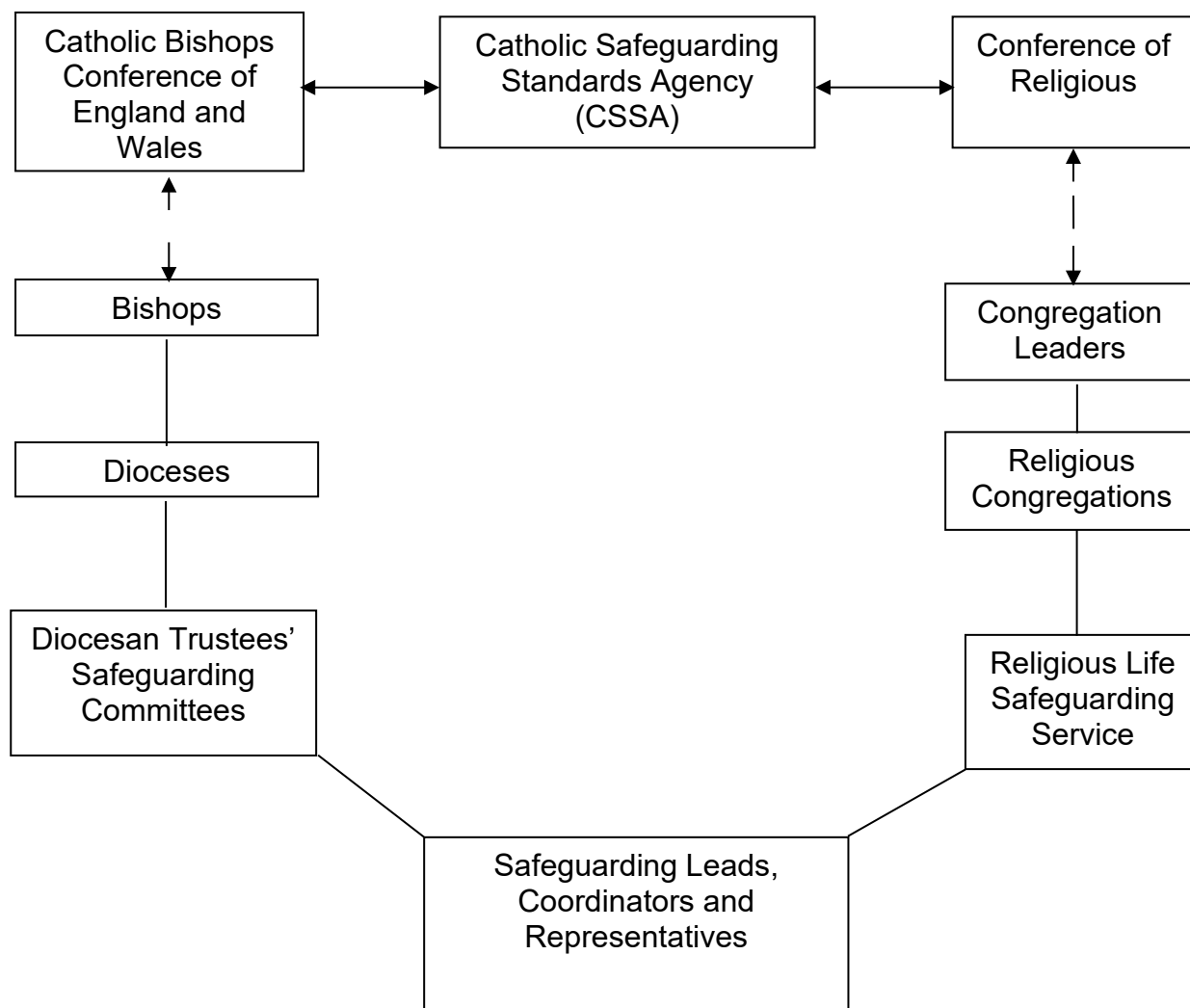
Further details of the national safeguarding policies and procedures can be obtained from www.catholic safeguarding.org.uk. A simplified Organisational Structure follows on the next page.

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 and has recently established the new Scottish Catholic Safeguarding Standards Agency (SCSSA). For further details go to www.scottishcatholic safeguarding.org.uk.

Contact details for the Salesian Safeguarding Lead are as follows:

Fr Mervyn Williams SDB, Salesian House, 47 Surrey Lane, Battersea, SW11 3PN
safeguarding@salesians.org.uk

Catholic Church Safeguarding Structures in England and Wales



Note: Some Religious Congregations may have their own Safeguarding Commissions.

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 at least 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. Further guidance is given in the **National action plan to tackle child abuse linked to faith or belief** by The National Working Group on Child Abuse Linked to Faith or Belief, Department for Education, 2012.

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

Guidelines for Working with children, young people and Adults at Risk

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 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 19)

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, RLSS, 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.

Actions following receipt of abuse allegations

When an allegation is made to the Province the Safeguarding Lead will inform SCOE, and the RLSS when handling cases, and ensure that the Police are informed.

The Provincial will be made aware of any concerns, allegations, or action taken. The person who provided the information or made the allegation will be kept informed by SCOE, the RLSS or the Safeguarding Lead as appropriate. 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 Co-ordinator of SCOE, or the RLSS when handling cases, will liaise with these Services to ensure that any relevant information is shared within the limits of confidentiality. Any case referred to SCOE or the RLSS will be subject to the same limits of confidentiality.

Following referral of cases to SCOE or to the RLSS recommendations may be made to the Provincial, usually via the Salesian Safeguarding Lead, about appropriate courses of action or to give advice on how to manage particular situations or individuals.

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. In addition, should charges follow, the accused person will receive legal representation which may be 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 Province or an employee or volunteer working within the Province 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. 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 Province. The Provincial may consider it appropriate to appoint the Safeguarding Lead or another 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 SCOE or the RLSS, 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.

Offer of pastoral care and support to complainants and victims

Concerns about potential premature acknowledgement of liability must not hinder the offer of pastoral support to anyone who reports that they have been the victim of abuse in a Salesian context. When reports of abuse are received the initial response will include the offer of pastoral support via the **Safe Spaces** service.

Safe Spaces, is a joint Catholic and Anglican Church initiative to provide a vital support service for survivors of church-related abuse. Although the churches fund the service, it is run by Victim Support which is one of the leading charities providing specialist support to survivors of abuse in England and Wales.

Safe Spaces is a free and independent support service, providing a confidential, personal and safe space for anyone who has been abused through their relationship with either the Church of England or the Catholic Church in England and Wales. Safe Spaces comprises a team of trained support advocates who have undergone specialist training in supporting survivors of sexual violence and who have received additional specific training in how the churches respond to abuse cases, the way in which faith and church-related settings have been used to carry out abuse, and the particular issues affecting people who have had or still have, a relationship with the church.

Safe Spaces is a national service providing remote support through its helpline, live chat service and website. Remote support is provided for as long as the survivor needs this. This can be advocating for the survivor, giving them support, providing information (including information on church and police procedures), understanding individual needs and jointly working on individual support plans. If face-to-face support is also required, contact and referrals will be made with appropriate local organisations depending on need.

Safe Spaces is for anyone who feels they have experienced church related abuse of any form in England or Wales. It is for people aged 18 or over, but the abuse can have happened at any time in the past. The Safe Spaces team are available through their helpline and live chat service between Monday–Saturday 10am-6pm, apart from Thursdays when the service is open 12-8pm. Contact Details:

Tel:- 0300 303 1056 (answerphone available outside of opening times)

Email: safespaces@victimsupport.org.uk

LiveChat and website: www.safespacesenglandandwales.org.uk

Additional pastoral support may be provided according to need, in the light of SCOE or RLSS advice and in consultation with statutory services.

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 Representative or the Province 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 following people must be kept informed of actions/decisions throughout:

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

A full record must be kept.

TIMESCALE: Immediately

NOTE: In schools all safeguarding concerns and allegations must be reported to the Designated Safeguarding Lead who will manage and coordinate all aspects of the school's response.

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's, young person's 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 adult at risk.
- 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, 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 must 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 that 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 March 2022

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:

Fr Mervyn Williams SDB, Salesian House, 47 Surrey Lane, Battersea, London SW11 3PN

safeguarding@salesians.org.uk

Media spokesman for Salesian safeguarding matters

Mr Barry Hudd

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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 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. The CSSA provides detailed guidance on these matters on its website www.catholicsafeguarding.org.uk in its Practice Guidance – Creating a Safer Environment. All are encouraged to consult the full CSSA guidance. What follows are extracts from this guidance.

New technologies, new opportunities

New technologies offer tremendous opportunities to reach, communicate, evangelize and engage with those involved in the Catholic Church and those in our communities

who may have an interest in the church. The internet, mobile phones, social networking and other interactive services have transformed the way in which we live.

New technologies, new risks

Along with the many benefits of modern communication technologies, there are risks. The anonymity and sense of distance inherent in online communication can make it easier for people to say things they would perhaps not say in the presence of somebody, and to feel less remorseful about online harm caused. The online world makes it easier to engage in criminal offences and abuse. It enables easy creation of, access to, use and dissemination of pornographic and abusive images and videos, easy access to children and adults who are vulnerable for the purposes of grooming, ease of presenting as someone else and greater potential for online bullying and abuse.

Creating and managing church-related websites and social media pages

Websites or social media profile pages are useful means to engage large groups of young people. The following are recommended guidelines to promote safety online. The development of websites should be in accordance with any province policy and procedure. In the absence of such local guidance, the following good practice guidance can be followed:

- community or province activity websites and social media profiles should be approved by the province social communications office;
- where there is user-generated content, the site should be moderated/administered by a minimum of two adults;
- personal sites should not be used for community or province programs; separate sites should be created for these;
- passwords and names of sites should be registered in an encrypted document in a central location as appropriate. More than one adult should have access to this information.

Access to the internet

Where children, young people and adults have access to the internet using Salesian computers, other electronic devices and WIFI as part of Salesian activities, the activity leader has a duty to ensure that:

- use of the equipment and WIFI is supervised and/or monitored;
- measures are in place to ensure that the likelihood of accessing inappropriate materials is reduced e.g. firewalls, parental controls and software to filter out internet material.

Social media and social networking

The internet has evolved to become an increasingly dynamic and interactive medium led by social networking services. The convergence of technical and communication platforms means that users can now interact with each other across multiple platforms and devices, such as mobile phones, games consoles, watches and PCs (laptops, notebooks, tablets etc.).

Social media includes any site or forum that enables sharing of any user-generated content. These services are very popular with children and young people and bring together pre-existing interactive technologies and tools (e.g. email, messaging, chat, blogs, photographs, music, videos, gaming, discussion forums) in a single service through for example Facebook, Twitter, Instagram, WhatsApp, Snapchat and live messaging services such as Facetime, Duo and Skype, and so on. It is the way in which these different technologies are used that makes them 'social'.

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 activity 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.

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

Personal social networking accounts

The following good practice guidance should be followed.

Many Salesians and others engaged in our province works and ministry may now have a personal online social networking presence via social media platforms, personal blogs and websites. The use of such platforms (e.g. Twitter or Facebook) should

always contain content that is universally appropriate to any possible user. All individuals connected to the work of the province should understand that their use of social media, whether public or private, needs to reflect the Salesian values for which we stand.

Although there may be reasonable overlap between the personal and spiritual realms in communications between adults (with full capacity) within the Church, this is never the case with children, young people or adults at risk. It is never appropriate to use personal social media accounts, phone numbers or email addresses to contact children and young people without parental consent, or with adults who lack capacity to give their consent. It is not appropriate to send or accept 'friend requests' from children, young people or adults who lack capacity to consent from personal social media accounts. The strictest of privacy settings should be activated on all personal social media accounts and individuals must take personal responsibility to ensure that their content is appropriate to those that can see it e.g. language, jokes, opinions.

Sexting

It is illegal to take, store or disseminate sexually explicit images and videos of a child under the age of 18 (Sexual Offences Act, 2003). A young person or an adult is breaking the law if they:

- take an explicit image or video of a child (anyone under 18) - this could be a young person's self-image or their friend;
- share an explicit image or video of a child (anyone under 18), even if it is shared between children of the same age;
- possess, download or store an explicit image or video of a child (anyone under 18), even if the child gave their permission for it to be created.

It is also an offence where a person above the age of 18 intentionally communicates a sexual communication with an individual they do not reasonably believe to be over 16, for the purposes of sexual gratification, or, alternatively, where the communication is intended to elicit a sexual communication from the recipient. There are many reasons why a young person might share a nude or semi-nude picture of themselves. They may want to 'belong' to a social group, interact with others and explore sexual feelings and get attention on social media. They may also find it difficult to refuse if someone asks them to send them one.

Once images are passed on electronically, control is lost over what happens to them, where they are posted and who sees them. Other people may use sexually explicit images of a minor to bully them, to blackmail them and to cause harm to them.

Response to sexting

If you become aware that children or young people may be engaged in sexting, seek to ensure that the behaviour ceases immediately, inform the young people involved and their parents of the legal status of the activity and refer to the relevant Safeguarding Representative to assess whether it ought to be reported to the police and children's social care. If an adult is involved in sexting with a young person, the matter must be immediately reported to the police.

If someone sends an unsolicited and unwanted sext, whatever their age, report it to the relevant Safeguarding Representative in the first instance so that consideration can be given as to whether the matter should be reported to the police.

Photographs, Filming and Video Recordings

Parental/carer 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 (DPA). 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.

For the Church to use images of people that enable those people to be identified, they need a lawful basis - see Article 6 of the General Data protection Regulations (GDPR):

- the person (or parent) has provided their consent to the processing of his or her personal data for one or more specific purpose;
- the processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (e.g. preventing or detecting a crime or catching an offender (this is relevant when using CCTV cameras));
- the photographs are necessary for the purposes of the legitimate interests pursued by the controller (e.g. educational purposes) or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the person which require protection of personal data, in particular where the data subject is a child or vulnerable adult.

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 DPA and GDPR apply to the use of CCTV where the images identify individuals. 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.

Live streaming of church services

The live streaming of Mass and other services allows the Church to reach a congregation that is not able to attend Church in person. In addition to being able to reach a wider audience than that in a physical location, live streaming can give people support and companionship and help them feel more connected to their church

community. To address potential safeguarding issues, the following steps should be taken:

- congregations should be told in advance (notice board, announcements, pew sheets) which services are streamed and which parts of the church of building are visible on the streaming;
- children and adults at risk should only be filmed with their consent and/or the consent of parents (for children);
- parents should be informed in writing of the intention to stream including what will be filmed, why the filming is taking place and how it will be used. This should include any intention to retain a copy of the filming for future editing or use;
- parents should be given the option of withholding consent to their child participating in parts of a service where they will be filmed;
- where consent is withheld, every effort should be made for the child or adult at risk to participate and be out of the view of the cameras.

Where a recording is made and kept, there is need to consider how it is intended to be used and the purpose; recordings will need to be stored and retained in accordance with a record retention schedule.

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 CSSA 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.

Detailed safer recruitment and selection policies and procedures are available in the Practice Guidance section of the CSSA website www.catholicsafeguarding.org.uk. All involved in Salesian staff recruitment in the GBR Province are asked to follow this guidance as well as that provided by the Disclosure and Barring Service (DBS). <https://www.gov.uk/government/organisations/disclosure-and-barring-service>. All staff and volunteers working with children, young people and adults at risk will be selected in accordance with these policies and procedures.

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 procedures 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.

Safer Recruitment procedures, including verifying identity and eligibility to work, 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.

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.

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 GBR 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 Policy Statement for Safeguarding Children, Young People and Adults at Risk in the Salesian GBR Province;
- 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);
- the duty to promote safe practice and minimise all risks of abuse.

Formal and extensive job descriptions will always be drawn up for paid appointments. Employees and volunteers will be required to sign a document to indicate that they have received, read and understood the job/role description and that they have received, and read and understood the Policy Statement for Safeguarding Children, Young People and Adults at Risk in the Salesian GBR Province. This should be retained in their personal file in the Provincial Office.

Any contact that an employee or volunteer has with a child or adult at risk in a particular role must be within the confines and responsibilities of that role. Every job description should be reviewed annually to ensure it still adequately represents the role.

Those appointed to work with children 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 policies and procedures.