



Jesuit Procedures *for* Safeguarding Children





Society of Jesus (Jesuits)

Safeguarding Procedures & Guidance





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PROVINCIAL FOREWORD

Responsibility for ensuring the safety and well-being of children does not diminish with time; rather, it remains a top priority for all of us involved in the work and life of the Irish Jesuit Province, demanding constant vigilance and attention. 'Let the little children come to me,' said Jesus, 'and do not hinder them.' Each of us has an important role to play in creating and maintaining an environment in which children – and other vulnerable people – can grow and flourish in their humanity, and come to experience the dignity which Jesus proclaims as their due.

The Irish Province of the Society of Jesus signed up to the document produced by the National Board for Safeguarding Children in the Catholic Church in Ireland (NBSCCCI), *Safeguarding Children: Policy and Standards for the Catholic Church in Ireland 2016*. The present document does not intend to repeat the contents of that earlier one, but hopes to build on it by offering guidelines and operational procedures to inform its implementation. It was discussed at a meeting of the Province Consult on 12 May 2017, where it was unanimously approved. With its publication, I am now requiring that every Jesuit, community and work of the Province (except in those institutions, such as the schools, which have their own policies and guidelines informed by regulations set down by statutory or governing bodies) adheres faithfully to these procedures, in a concerted effort to protect children and to cherish the gift they are for our future.

The Irish Jesuit Province is fully committed to:

- ◆ Acknowledging the pain, hurt and damage caused by failures in the past to protect children
- ◆ Liaising and cooperating fully with the appropriate statutory agencies, such as TUSLA and An Garda Síochána
- ◆ Being a constituent member of the National Board for Safeguarding Children (NBSCCCI)
- ◆ Implementing policies, procedures and protocols for safeguarding children throughout the Irish Province; and
- ◆ Continuing to do all in our power to help survivors towards healing.

I am most grateful to the National Board for Safeguarding Children for their advice, guidance and leadership in this critical area. I am also very grateful to the members of the Irish Jesuit Child Safeguarding Committee, who generously give their time, energy and expertise to ensuring that our safeguarding standards, policies and procedures are updated and communicated throughout the Province, and to our Safeguarding Office for producing these guidelines. The commitment, professional skills and experience of all of these people are reflected in the material published here. My sincere thanks also goes to the Superiors, Directors of Works and Province Delegates for overseeing the implementation of our safeguarding policy and procedures.



I greatly value the close cooperation that exists between An Garda Síochána, TUSLA and the Designated Person for Safeguarding in the Province. Should there be any concerns about the safety of children, the person designated to receive complaints is:

◆ Ms Saoirse Fox (Tel. 01-4987333 Mobile: 086-3441707).

May we remain ever vigilant to ensure the well-being and safety of everyone, especially the young and vulnerable, in all our Jesuit houses and ministries.

As Provincial of the Irish Jesuit Province, I sign this document which is to become operational from 19 June 2017.

Leonard Moloney SJ
Provincial, Irish Jesuit Provincialate,
Milltown Park,
Dublin 6.

19 June 2017



INTRODUCTION

In all of our work with children the Jesuits recognise and promote the fundamental right of every child to a safe environment in which she or he will be free from any form of abuse, neglect or harm. We acknowledge our obligation to provide children and young people with the highest possible standard of care in order to promote their well-being and safeguard them from abuse.

These procedures are in compliance with:

- ◆ Safeguarding Children Policy & Standards for the Catholic Church in Ireland 2016 – Guidance
- ◆ Children First: National Guidance for the Protection and Welfare of Children (Dept. of Children and Youth Affairs, 2011)
- ◆ UNCRC: United Nations Convention on the Rights of the Child, ratified by Ireland in 1992.

STATUS OF THIS DOCUMENT

In 2016, the National Board for Safeguarding Children in the Catholic Church in Ireland (NBSCCCI), replaced “Safeguarding Children Standards & Guidance” (2009) with “Safeguarding Children Policy and Standards for the Catholic Church in Ireland 2016”. After extensive consultation with Dioceses and Religious Congregations and Orders “Safeguarding Children Policy and Standards for the Catholic Church in Ireland 2016” was adopted as a One-Church policy. The Jesuits signed a memorandum of understanding with the NBSCCCI agreeing to adopt and implement “Safeguarding Children 2016”.

The development of a One-Church policy necessitated a review of the “Jesuits Policy for Safeguarding Children”. The current document is the outcome of this review.

Outcome:

- ◆ Our child safeguarding policy is the One-Church “Safeguarding Children Policy and Standards for the Catholic Church in Ireland 2016”. This can be accessed on our website www.jesuit.ie and on the NBSCCCI website www.safeguarding.ie.
- ◆ Operational procedures to accompany the policy are outlined in this document “Jesuit Safeguarding Children Procedures 2016”.



This document offers guidance and procedures under each of seven standards:

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





GENERIC DESCRIPTION OF MINISTRY	SPECIFIC EXAMPLES	POLICY TO BE FOLLOWED
Jesuit-run activity <i>Note: Very little Jesuit ministry falls within this category</i>	Music lessons World Youth Day pilgrimage Jesuit Refugee Service (refers to activities solely run by JRS)	One-Church Safeguarding Policy Jesuit Safeguarding Procedures
Jesuit-facilitated activity on behalf of another organisation	Jesuit Refugee Service (refers to activities delivered by JRS in Direct Provision accommodation centres)	Safeguarding Policy & Procedures of organisation within which you are working
Jesuit School <i>Note: Jesuit schools are governed by their own Boards of Management and have their own safeguarding structures and the Jesuit Safeguarding Office does not have a remit over them.</i>	Jesuit member teaching or acting as Chaplain in a school	Department of Education and Skills policies and any local safeguarding procedures
Diocesan appointment	Parish setting	One-Church Safeguarding Policy Diocesan Safeguarding Procedures
Work for another organisation	Chaplaincy in hospital, prison or third-level education Social services NGO or Charity	Safeguarding Policy & Procedures of that organisation
Pioneer Total Abstinence Association <i>The Pioneers are a Jesuit apostolate but they have their own safeguarding structures. At end of 2017 the Pioneers will separate from the Jesuits.</i>		One-Church Safeguarding Policy Pioneer Safeguarding Policy

Jesuit members involved in work for other organisations, whether voluntary or paid, are accountable to the organisation concerned. That organisation, if providing services to children, is obliged to provide its own child safeguarding policies and procedures in accordance with Children First National Guidance (2011).

In the event that no such guidelines exist, any person involved in such work should immediately discuss the matter with their local Superior or the Safeguarding Manager/DLP and seek further guidance in relation to their position.

All Jesuit members are expected to sign a document saying that they agree to adhere to the Jesuit safeguarding policy and procedures, and if they are working for another organisation that they will adhere to their safeguarding policy (Appendix 1a). Employees and volunteers sign a similar acceptance form (Appendix 1b).

CHILD SAFEGUARDING POLICY STATEMENT OF THE CONSTITUENT MEMBERS OF THE CATHOLIC CHURCH IN IRELAND

As a constituent member of the Catholic Church in Ireland, we recognise and uphold the dignity and rights of all children, are committed to ensuring their safety and well-being, and will work in partnership with parents/guardians to do this. We recognise each child as a gift from God, and we value and encourage the participation of children in all activities that enhance their spiritual, physical, emotional, intellectual and social development. All Church personnel (including clergy, religious, staff and volunteers) have a responsibility to safeguard children through promoting their welfare, health and development in a safe and caring environment that supports their best interests and prevents abuse.

Details of Personnel to Contact if you are Concerned about the Welfare and Safety of Children

DLP: Saoirse Fox safeguarding@jesuit.ie 01-4987333
socius@jesuit.ie 01-4987333

POLICE: An Garda Siochana
 Dedicated Freephone for the reporting of child sexual abuse: 1800 555 222

CHILD PROTECTION SERVICE:
www.tusla.ie/services/child-protection-welfare/contact-a-social-worker

This safeguarding statement is displayed in a prominent location at all Jesuits property



ROLES IN THE SAFEGUARDING STRUCTURE

PROVINCIAL

To be responsible for all safeguarding practices by:

- ◆ Ensuring that the appropriate child safeguarding structures and personnel are in place and providing adequate resources for same
- ◆ Liaising with the Holy See, and other Church bodies, as appropriate
- ◆ Ensuring compliance with canon and civil law

DIRECTOR/MANAGER OF SAFEGUARDING

In the Jesuit context, this person manages the safeguarding service and fills the role of DLP as set out below

To be responsible for coordination of all safeguarding practices by:

- ◆ Directing and implementing the child safeguarding policy
- ◆ Liaising with and supporting Jesuit apostolates and communities to ensure implementation of local policies and procedures
- ◆ Liaising with the safeguarding committee and the advisory panel
- ◆ Ensuring that all child safeguarding personnel are kept up to date with practice, as communicated from the NBSCCCI
- ◆ Reporting directly to the Provincial on all child safeguarding issues

DESIGNATED LIAISON PERSON (DLP)

To promote safeguarding by:

- ◆ Hearing child safeguarding concerns
- ◆ Referring child safeguarding concerns to the statutory authorities
- ◆ Managing cases and all associated documents
- ◆ Offering a support person and adviser to complainant and respondent and liaising with them thereafter
- ◆ Liaising with the Provincial
- ◆ Passing on child safeguarding concerns to the NBSCCCI
- ◆ Conducting internal inquiries
- ◆ Contributing to upholding the seven standards in practice and behaviour
- ◆ Completing an annual report regarding compliance with Standards 2, 3 and 4 for the Provincial
- ◆ Monitoring respondents or, with the Provincial, appointing a suitable person to carry out this role



ADVISORY PANEL

To promote safeguarding by:

- ◆ Advising the Provincial on all stages of the investigative process into alleged child abuse
- ◆ Keeping a record of all its recommendations
- ◆ Upholding the seven standards in practice and behaviour

SUPPORT PERSON

To promote safeguarding by:

- ◆ Keeping the complainant informed of the process of the case
- ◆ Helping direct the complainant to counselling and support
- ◆ Recording any meetings or contact they have with the complainant, and reporting to the DLP as appropriate
- ◆ Upholding the seven standards in practice and behaviour

ADVISOR

To promote safeguarding by:

- ◆ Keeping the respondent informed of the process of the case
- ◆ Helping direct the respondent to counselling and support
- ◆ Recording any meetings or contact they have with the respondent, and reporting to the DLP as appropriate
- ◆ Upholding the seven standards in practice and behaviour

SAFEGUARDING COMMITTEE

To promote child safeguarding by:

- ◆ Developing a three-year child safeguarding plan which includes a training and communication strategy, and the establishment of the local child safeguarding policy and procedures
- ◆ Coordinating local safeguarding representatives (LSRs)
- ◆ Coordinating activities related to child safeguarding, e.g. training
- ◆ Ensuring the completion of the annual audit, including the correlation of records for training-related activities
- ◆ Ensuring the completion of training needs assessments across the various child safeguarding roles
- ◆ Ensuring, with the Provincial, that the appropriate child safeguarding personnel are in place



DEFINITIONS AND SIGNS OF CHILD ABUSE

The following is taken from “Children First: National Guidance” (Dept. of Children and Youth Affairs, 2011, pp. 8-10).

DEFINITION AND RECOGNITION OF CHILD ABUSE

‘A child’ means a person under the age of 18 years, excluding a person who is or has been married.

DEFINITION OF NEGLECT

Neglect can be defined in terms of an omission, where the child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, and/or medical care.

Neglect generally becomes apparent in different ways over a period of time, rather than at one specific point. For example, a child who suffers a series of minor injuries may not be having his or her needs met in terms of necessary supervision and safety. A child whose height or weight is significantly below average may be deprived of adequate nutrition. A child who consistently misses school may be deprived of intellectual stimulation.

DEFINITION OF EMOTIONAL ABUSE

Emotional abuse is normally found in the relationship between a parent/carer and a child rather than in a specific event or pattern of events. It occurs when a child’s developmental need for affection, approval, consistency and security are not met. Unless other forms of abuse are present, it is rarely manifested in terms of physical signs or symptoms.

Examples

The imposition of negative attributes on a child, expressed by persistent criticism, sarcasm, hostility or blaming	Conditional parenting in which the level of care shown to a child is made contingent on his/her behaviour or actions
Emotional unavailability of the child’s parent/ carer	Premature imposition of responsibility on the child
Unresponsiveness of the parent/carer	Under or over-protection of the child
Use of unreasonable or harsh disciplinary measures	Exposure to domestic violence



DEFINITION OF PHYSICAL ABUSE

Physical abuse of a child is that which results in actual or potential physical harm from an interaction, or lack of interaction, which is reasonably within the control of a parent or person in a position of responsibility, power or trust. There may be single or repeated incidents.

Examples

Severe physical punishment	Beating, slapping, hitting or kicking
Pushing, shaking or throwing	Pinching, biting, choking or hair-pulling
Observing violence	Deliberate poisoning
Fabricated/induced illness	Allowing or creating a substantial risk of significant harm to a child.

DEFINITION OF SEXUAL ABUSE

Sexual abuse occurs when a child is used by another person for his/her gratification or sexual arousal, or for that of others.

Examples

Exposure of the sexual organs or any sexual act intentionally performed in the presence of the child	Intentional touching or molesting of the body of a child for sexual arousal or gratification
Masturbation in the presence of the child or the involvement of the child in the act	Sexual intercourse (oral, vaginal, anal)
Sexual exploitation of the child, including encouraging the child to solicit for sexual acts, recording images for the purpose of sexual arousal or gratification	

DEFINITION OF EXPLOITATION (NORTHERN IRELAND)

This definition is taken from “Co-operating to Safeguard Children and Young People in Northern Ireland, 2016” (Department of Health, Social Services and Public Safety)

Exploitation is the intentional ill-treatment, manipulation or abuse of power and control over a child or young person; to take selfish or unfair advantage of a child or young person or situation, for personal gain. It may manifest itself in many forms such as child labour, slavery, servitude, engagement in criminal activity, begging, benefit or other financial fraud or child trafficking. It extends to the recruitment, transportation, transfer, harbouring or receipt of children for the purpose of exploitation. Exploitation can be sexual in nature.



STANDARD 1: CREATING & MAINTAINING SAFE ENVIRONMENTS

1. GENERAL POLICY

As Jesuits we recognise and respect the rights and dignity of every child. Our standards of behaviour and our relationships with children must always reflect this and must therefore include a firm commitment to providing a safe, caring and life giving environment in which children can feel secure, respected and happy.

In order to ensure this, each person working with children must observe the following:

- ◆ Safe Recruitment of Staff
- ◆ Code of Behaviour for adults working with children
- ◆ Code of Behaviour for children
- ◆ Procedures for organising activities in a safe manner for children

1.1 SAFE RECRUITMENT & SUPERVISION OF WORKERS

The Jesuits acknowledge that safe care starts with the appointment of suitably qualified, skilled and vetted personnel who have the desired competencies and skills to carry out their function in an effective, efficient and safe manner. Whoever is recruited by the Jesuits, including for a voluntary role, must be recruited safely and deemed suitable for the role that they are being asked to undertake.

Safe recruitment means that the Jesuits will ensure that:

- ◆ All reasonable steps are taken to ensure that we eliminate applicants who might pose a risk to children.
- ◆ Those engaged in the recruitment process are suitably trained and experienced to undertake this task.
- ◆ Jesuit recruitment procedures are transparent, adhere to best practice and comply with the rules of natural justice, appropriate record-keeping and human resource management.
- ◆ The Jesuits are committed to the policy of inclusion and equality.

Safe recruitment procedures:

- ◆ A recruitment checklist should be adhered to (Appendix 3)
- ◆ An application form should be used
- ◆ Interview
- ◆ Completion of a declaration form stating there is no reason why they would be considered unsuitable for working with minors (Appendix 4)
- ◆ Positive identification check in compliance with requirements of National Vetting Bureau Act (Appendix 5)



- ◆ Garda vetting & police clearance where applicable. Sample forms are not reproduced in this procedure document as the form is completed online.
- ◆ At least 2 reference checks, which must be verified with the referee.

Once appointed, the following elements should be in place:

- ◆ Induction: Ensure that the member of Jesuit personnel is inducted into the Jesuit safeguarding policy and that they agree to follow the policy and procedures by signing an employee acceptance form (Appendix 1b).
- ◆ Ensure the probationary period is served, where applicable.
- ◆ Ensure professional support, supervision and appraisals are offered as appropriate.
- ◆ Ensure that safeguarding training is provided and attended.

Note on Garda Vetting – It is mandatory that any person, who becomes involved in any group/organisation working with minors or in the setting up of any such group/organisation, should in the first instance contact the Safeguarding Manager/DLP for guidance, in order to ensure that appropriate Garda vetting procedures are fully adhered to.

Since April 2016, the National Vetting Bureau Act provides a statutory basis for the vetting of persons carrying out work with children and vulnerable adults. It is a criminal offence to allow anyone to engage in ministry with children or vulnerable adults, without having them vetted first.

Supervision and support of workers who have contact with children

Good supervision practice includes both formal and informal discussion, individual and team dialogue, all of which form part of a good performance management process and is summarised as:

- ◆ Reviewing operations and practice in the light of the Jesuit mission
- ◆ Regularly affording personnel the opportunity to raise questions, problems, or suggestions for change
- ◆ Based on experience, assessing the need for change in policies, practice or training.

Performance Management provides for a documented review of workers so that they can be given recognition for the good work they are doing and helped to develop their skills further. Notes should be kept of discussions which takes place during supervision.

Supervisory and review considerations relevant to this policy are:

- ◆ Observation and assessment of the worker's attitude and competence in the role
- ◆ Observation of relationships between workers, and between workers and children
- ◆ Observation of relationships between children

Managers should be alert to any unusual incidents or activities that take place where workers may be putting themselves in vulnerable positions. This may constitute a breach of the Code of Behaviour (Section 1.2).



1.2 CODES OF BEHAVIOUR FOR ADULTS WORKING WITH CHILDREN

It is important for all personnel to:

- ◆ Treat all children with respect and dignity
- ◆ Treat all children equally
- ◆ Model positive, appropriate behaviour to all children we come into contact with
- ◆ Be aware of the Jesuit child protection and safeguarding policy
- ◆ Challenge and report abusive and potentially abusive behaviour
- ◆ Develop a culture of openness, honesty and safety
- ◆ Develop a culture where children have permission to tell and to talk about any concerns or worries that they may have
- ◆ Respect each child's boundaries and support them to develop their own understanding and sense of their rights
- ◆ Be aware of their responsibility for the safety of all children in their care
- ◆ Work in open environments
- ◆ Help children to know what they can do if they have a problem

Adults must never:

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

In general, it is inappropriate to:

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

I. In a reactive situation, for example when a young person requests a one-to-one meeting with you without warning, or where a young person has had to be removed from a group as part of a code of behaviour;

II. As part of a planned structured piece of work (for example one-to-one music tuition).



1.3 CODE OF BEHAVIOUR FOR CHILDREN

Children should be involved in drawing up a code of behaviour for themselves. However, it is important that in working with children, an appropriate adult with relevant skills and competence participates to support them in developing the code of behaviour.

The methods used in creating a code of behaviour should be age and ability appropriate, with children being encouraged to avoid merely drawing up a list of prohibitions. Instead, the code should be comprised of positive statements about respect, and should consider what consequences ensue if the code is broken.

In developing the code, consideration should be given to the following:

- ◆ Treating everyone with respect
- ◆ Treating property with respect
- ◆ Not consuming alcohol, tobacco or illegal drugs
- ◆ Acting as a good role model
- ◆ Attending activities on time
- ◆ Signing in and out
- ◆ Turning off your mobile phone
- ◆ Telling someone you trust if you feel uncomfortable with any situation or individual
- ◆ Never bullying anyone or sending threatening messages.

Discipline and sanctions when dealing with challenging behaviour

As far as possible,

- ◆ Disciplining of children should be in the form of positive reinforcement.
- ◆ Rules about discipline and sanctions should be agreed as part of the code of behaviour and accepted by all workers and children as a condition of becoming involved.
- ◆ The anti-bullying protocol should be communicated to all personnel and implemented by everyone.

Sanctions should be implemented consistently, fairly and firmly and not used as threat. Children should be helped to understand why sanctions are being imposed. When a sanction has been imposed, it is important that a child is able to feel that she or he is still valued.

Sometimes, children can be disruptive and their behaviour can be challenging. Such behaviour can put at risk the safety of the child himself or herself, as well as that of other children and of workers. Workers need to be trained and prepared for coping with disruptive behaviour. It is recommended that:

- ◆ More than one worker is present when challenging behaviour is being dealt with.
- ◆ A record is kept in an incident book, describing what happened, the circumstances, who was involved, any injury to a person or damage to property arising from the incident and how the situation was resolved.



1.4 ANTI-BULLYING PROTOCOL

We recognise the devastating effects and long-term damage that bullying can have on children/young people and we hope to create safe 'bullying-free' environments for our children/young people.

What is bullying?

- ◆ Bullying is intentional, repeated and aggressive physical, verbal or psychological behaviour directed by an individual or group against others.
- ◆ Bullying can occur at any age, in any environment, and can be long or short term.
- ◆ Any child/young person can be a victim of bullying.
- ◆ Bullying can be perpetrated by adults towards children/young people, as well as children/young people towards their peer group.
- ◆ Isolated incidents of aggressive behaviour, which should not be condoned, cannot be described as bullying. However, when the behaviour is systematic and ongoing it is bullying.
- ◆ Bullying results in pain and distress.

Bullying can be:

- ◆ Emotional/psychological: tormenting, excluding, extorting, intimidating, etc.
- ◆ Physical: pushing, kicking, hitting, punching, intimidating, damaging/stealing property, or any use of violence, etc.
- ◆ Racist: racial taunts, i.e. insults about colour, nationality, social class, religious beliefs, ethnic or Traveller background, or use of graffiti or gestures.
- ◆ Sexual: unwanted physical harassment or contact, or sexually abusive comments. This may constitute actual sexual abuse, which should be reported.
- ◆ Homophobic: taunting a person of a different sexual orientation.
- ◆ Verbal: name-calling, sarcasm, spreading rumours, teasing, etc.
- ◆ Cyber: misuse/abuse of email, mobile phones, internet chat rooms, social media, text messaging, or camera and video facilities.
- ◆ Subtle: such as an unwelcome expression or gesture that is repeated and focused on an individual.
- ◆ Perpetrated by adults: this can include adults who are not related to the child. When perpetrated by adults, rather than children, bullying behaviour could be regarded as physical or emotional abuse. However, other major forms of child abuse – such as neglect and sexual abuse – are not normally comprehended by the term 'bullying'.

Prevention

To help prevent bullying, the following strategies are suggested:

- ◆ Engage children/young people in discussions about what bullying is and why it cannot be tolerated.



- ◆ Encourage children/young people to take responsibility and report any incidents of bullying to their leader/person in charge.
- ◆ Review this bullying guidance with children/young people and parents involved in parish/agency activities.
- ◆ Seek to promote positive attitudes of social responsibility, tolerance and understanding among all personnel.

Procedures to deal with bullying

- ◆ All incidents of bullying should be brought to the attention of the leader/person in charge.
- ◆ All incidents will be recorded on incident report forms and kept on file.
- ◆ Leaders should report to and seek guidance/support from the parish priest/priest in charge.
- ◆ Parents should be informed of any incidents of bullying, and should meet with the leader/person in charge to discuss the problem. A record should also be kept.
- ◆ The bullying behaviour or threats of bullying must be investigated and the bullying quickly stopped.
- ◆ All parties involved should be supported and helped throughout the process.
- ◆ If necessary and appropriate, the statutory services should be consulted.



1.5 ORGANISING ACTIVITIES IN A SAFE MANNER FOR CHILDREN

If Jesuits are to create a safe environment in which children can participate and develop well, activities need to be planned, they should be child centred in their practice and behaviour, and there should be clear procedures to guide practice.

The majority of ministries involving children undertaken by members of the Jesuits are under the auspices of another organisation eg. Department of Education/school, Diocese. Where a member works with children for another organisation, it is expected that she is well acquainted with and adheres to that organisation's safeguarding policy and procedures.

Organising safe activities for children will involve:

- ◆ Completing a hazard assessment: This assists with managing both health and safety issues, and the general welfare of children. Guidance for completing a hazard assessment (1.5a)
- ◆ Having clear guidance on children with specific needs (1.5b)
- ◆ Having a clear procedure for taking children on trips away and pilgrimage (1.5c)
- ◆ Seeking 'Child & Guardian Consent' as appropriate (Appendix 8)
- ◆ Register of attendance (1.5d)
- ◆ Supervision ratios (1.5e)
- ◆ Guidance on accidents (1.5f)
- ◆ Guidance on the use of technology, photographs and videos (1.5g)

1.5a HAZARD ASSESSMENT

When running activities with children, we have a responsibility to do what we can to make sure people do not get hurt. Completing a hazard assessment can help with this.

It is important to consider potential hazards that may lead to risk to children and to the adults who work with them. Consideration of how to control or manage hazard is critical. It is important to identify acceptable levels of hazards, as all risk cannot be removed.

Completing a hazard assessment

You need to think through each element of your activity/equipment/venue. Think about what could go wrong, and what you are going to do to avoid this. Then write down your decisions, and the reasons you have made them. Make sure you include things that you have already planned to do (e.g. if you are already planning to use soft mats in front of the bouncy castle, you should still include this in the risk assessment).

A risk assessment for an event or activity needs to include:

The **venue** where it will be held;

The **equipment** that will be used;

The **people** who will be attending. Do they have any particular needs that might make them more likely to hurt themselves? Do you need to make sure children are supervised?

Is there anyone attending that could hurt anyone else?



Assessing hazards

1. Identify the hazards: look for hazards in the nature of the activity, and in the place where you are holding the activity;
2. Identify who is at risk: decide who may be harmed and how. Everyone, or perhaps only certain people, may be at risk. Some groups may need special consideration as they may be more vulnerable to certain hazards;
3. Identify what the likelihood of harm may be;
4. Identify the consequences of injury or harm: the consequences could range from trivial to severe or even fatal. The most severe hazards need the most urgent attention;
5. Identify the controls that need to be put in place to limit the hazard.

These steps should be used to complete a hazard assessment form (Appendix 6)

Review

Risk should be periodically reviewed, especially in circumstances when a venue changes, a new activity takes place or the members of the group change.

1.5b GUIDANCE ON CHILDREN WITH SPECIFIC NEEDS

Some children have specific needs that place additional responsibilities on those who care for and work with them. It is often the situational and environmental factors that disable the child, rather than the physical or intellectual difficulty the child experiences. Where possible, the environmental factors should be adapted to the child's needs. Prohibitive attitudes need to be addressed through education and information. Children who have a disability have the same rights as any other child, in line with the UN Convention on the Rights of the Child.

Points to consider when including a child with specific needs in your group:

- ◆ Work in partnership with the child, parents/guardians and any professionals involved to establish how the child can be included.
- ◆ Make sure inclusion is possible before bringing the child into the group.
- ◆ Make reasonable adjustments.
- ◆ Be interested in the child and build a rapport with them.
- ◆ If the child has a communication impairment, acquiring some key skills in their communication method will be useful.
- ◆ Some specific training may be useful or required, e.g. the autistic spectrum, epilepsy.
- ◆ Hazard assessments may be necessary to ensure the safety of some children with specific needs.
- ◆ Higher staff ratios may be required if the child has additional needs or behavioural problems.
- ◆ Intimate care issues: when introducing a child with specific needs into an activity, it is important to establish if they have intimate care needs, and who should provide or assist with this if it is necessary. It is important to remember that not every child with a disability



has intimate care needs. Intimate care is, to some extent, individually defined and varies according to personal experience, cultural expectations and gender. It may be described as help with anything of a personal or private nature that the individual is unable to do themselves.

- ◆ Children with specific needs may be more likely than other children to be bullied or subjected to other forms of abuse, and they may also be less clear about physical and emotional boundaries.
- ◆ It is particularly important that children with specific needs are carefully listened to, in recognition of the fact that they may have difficulty expressing their concerns, and so that the importance of what they say is not underestimated.

Generally, Church personnel are not expected to be involved in the provision of intimate care of children. This should be undertaken by suitably qualified people. It should be agreed in advance who will carry out intimate care and how it should be done. Guidelines to be borne in mind when providing intimate care include: the sensitive nature of such tasks; the need to treat every child with dignity and respect; the need to ensure an appropriate degree of privacy; the need to involve the child as much as possible in their own care; and trying to ensure consistency in who provides care.

1.5c TAKING CHILDREN ON TRIPS AWAY AND PILGRIMAGE

These activities require the following attention:

- ◆ Selection of suitable leaders and increased supervision to day activities
- ◆ Safe methods of transport
- ◆ Adequate insurance, to cover all aspects of the trip
- ◆ Written parental consent (for each individual trip)
- ◆ Obtaining from parents and guardians any information which may be relevant to a child staying away from home overnight (information concerning allergies, medical problems, or special needs)
- ◆ Involvement of young people in planning the trip and creating a behaviour contract
- ◆ Hazard assessment and management plan
- ◆ First aid
- ◆ Appropriate and well-supervised sleeping arrangements
- ◆ Respect for the privacy of children and young people in dormitories, changing rooms showers and toilets.

1.5d ATTENDANCE REGISTER

A minimum of two officially appointed leaders should be responsible for each activity involving young people. At least one of the leaders must have undergone a full day training session provided by trainers registered with the NBSCCCI. These leaders must sign an attendance



sheet and put their initials under each date to confirm that the children/young people and adults marked were in attendance, as indicated by the 'time in' and 'time out' for each date (Appendix 7).

1.5e SUPERVISION RATIOS

In planning a trip or activity, it is critically important to consider how many adults are needed to supervise children in a safe manner. It is recommended that a certain number of adults be available to supervise a certain number of children; however, this is also dependent on whether the children have specific needs or requirements, and on the duration of the activity.

The table below is a guide:

0 – 2 yrs	2 – 3 yrs	3 – 7 yrs	8 yrs & over
1 staff to 3 children	1 staff to 5 children	1 staff to 8 children (6 children for outdoor activities)	1 staff to 10 children (8 children for outdoor activities)

If it is an overnight activity, additional staff should be considered. If the group is mixed, a gender balance should be maintained.

1.5f GUIDANCE ON ACCIDENTS

If a child has an accident and injures himself/herself while attending a Jesuit-run event, these procedures should be followed:

1. Assess the injury and reassure the child. If the injury is severe or the child has lost consciousness, please contact the emergency services immediately by phoning 999 or 112. If the emergency services are to be called, contact with the child’s parents/guardians must be made urgently. If the parents/guardians are not available, it may be necessary for a leader to travel with the child to the hospital.
2. If the injury is minor, local application of treatment should be available from the first aid box. Under no circumstances should any medication be given to a child.
3. As soon as possible after the accident, write up a report using an accident/incident report form (appendix 9). Once completed, this form should be stored in a safe place, in line with data protection, and treated as a confidential document.
4. Always inform parents/guardians of any accident that has occurred involving their child, regardless of how minor you consider it to be. It is good practice to give a copy of the accident/incident report form to parents/guardians.



1.5g GUIDANCE ON THE USE OF TECHNOLOGY, PHOTOGRAPHS AND VIDEOS

Jesuit representatives need to assess the benefits of technology and how this can be used safely and effectively, in line with rules that respect the dignity and rights of all users, particularly children. The majority of occasions when people use mobile phones, computers or take photographs of children do not provide any cause for concern. However, there are occasions when this is not the case. At the outset it is important to identify the risks associated with the use of technology, and then to minimise the risks by putting in place measures outlined below.

Consent

The consent of parents/guardians and children should always be sought prior to engaging in any activity that involves the use of IT equipment. General consent may be sought at the outset or it may be decided to ask for permission for set occasions.

Use of Internet

It is recognised that the internet is valuable and widely used. When used in Jesuit contexts, clear guidelines must be developed and inserted into the code of behaviour for each activity involving children.

The following are deemed unacceptable behaviours, and must be avoided in every situation:

- ◆ Visiting internet sites that contain offensive, obscene, pornographic or illegal material
- ◆ Using a computer to perpetrate any form of fraud or piracy
- ◆ Using the internet or email systems to send offensive and harassing material to others
- ◆ Using obscene or racist language in computer-assisted communications
- ◆ Publishing defamatory or otherwise false material generated by oneself or by others through social networking
- ◆ Introducing any form of malicious software into the used network
- ◆ Intentionally damaging any information communication technology equipment
- ◆ Using another user's password, or giving that password to a third party.

It is important that the following are made clear to all who use the internet:

- ◆ All Jesuit personnel/volunteers/group leaders must be made aware of their responsibility, and sign up to appropriate use of the internet as part of a code of behaviour. Responsibility is about safeguarding children, taking care of oneself, one's co-workers and group leader.
- ◆ Anyone using a shared computer requires their own individual password.
- ◆ Training in appropriate and responsible internet and computer use is imperative in order to follow best practice in all activities that concern children, co-workers and volunteers.

Texts & Emails

Texting and email are very quick and effective methods of communication. Usually this does not include adult members of Jesuit personnel contacting young people directly, as contact is usually made via their parents/guardians. However there are certain circumstances where contacting young people directly may be necessary (i.e. in an emergency or on a trip away). Any



members of Jesuit personnel using this method of communication with young people should ensure appropriate safeguards are in place as there are certain risks associated with the safe and appropriate use of texting and email, which must be managed. Adults risk misinterpretation of their communication with young people.

The risks of text and email messaging for children and young people are:

- ◆ Inappropriate access to, use of, or sharing of personal details (names, numbers, email addresses)
- ◆ Unwanted contact with children/young people from adults, text bullying by peers etc.
- ◆ Being sent offensive or otherwise inappropriate materials
- ◆ Grooming for sexual abuse
- ◆ Direct contact and actual abuse.

Using bulk (or bundled) text and email messaging

A way to minimise the risks above is to use bulk text messages. This is where the same text or email message is sent to several young people involved with a particular activity or group. The advantage of this approach is that it presents fewer opportunities for misuse and abuse than personal, one-to-one texting or emailing arrangements between staff or volunteers and children/young people. Therefore, one-to-one texting or emailing should be strongly discouraged and should only occur in exceptional circumstances. The same applies to emailing young people.

The following guidance is provided to minimise risk to all:

1. Consent must be obtained from young people and their parents/guardians prior to sending young people text or email messages. Parents/guardians of younger children should be offered the option to be copied on texts and emails that their child will be sent.
2. The young people's mobile phone numbers or email addresses should be stored safely and securely with access only available to the specific identified members of personnel.
3. All text and email messages must be sent via a bundle to a group of young people, i.e. the same standard text message is sent to every member of the group.
4. Young people should not be given the opportunity to text or email back to the system. It should only be used as a one-way communication channel.

Photography

The use of photos on websites and in other online/hard copy publications can pose direct and indirect risks to children and young people. If the Jesuits want to use images of the children they work with, or are otherwise in contact with, should consider these guidelines.

The Jesuits only have responsibility for safeguarding and the use of photography if it plans to use the photographs for Church purposes. Photographs taken at events organised by family and schools such as Communion, weddings or Confirmations do not fall under the responsibility of the Church/Jesuits, unless they are being taken for Church purposes.



Risks to children

A child should not be able to be identified through a photograph. There is also a risk that the photo itself will be used inappropriately by others. Photos can easily be copied and adapted, perhaps to create images of child abuse, which can then find their way on to other websites.

How to minimise risks

- ◆ Establish the type of images that appropriately represent the activity and think carefully about any images showing children and young people on the Jesuit website or publication.
- ◆ Never supply the full name(s) of the child or children along with the image(s).
- ◆ Only use images of children in suitable dress and focused on the activity, rather than one particular child.
- ◆ Obtain permission: the permission of parents/guardians and children should always be sought when using an image of a young person.

Using photographers

Photographers are often employed in Church contexts for certain sacramental or Church activities.

When using a photographer, it is important to do the following:

- ◆ Provide a clear brief about what is considered appropriate in terms of content and behaviour.
- ◆ Ascertain if the photographer requires vetting and, if they do, put them through the process.
- ◆ Provide the photographer with a form of identification that must be worn at all times.
- ◆ Do not allow unsupervised access to children or one-to-one photo sessions at events.
- ◆ Do not allow photo sessions to take place away from the event, for instance, at a young person's home.
- ◆ Inform parents/guardians and children that a photographer will be in attendance.

Responding to concerns

Children and parents/guardians should be informed that if they have any concerns regarding inappropriate or intrusive photography, these should be reported to the group leader to ensure that any reported concerns are dealt with in the same way as any other child protection or child safeguarding issue.

1.6 GUIDANCE ON EXTERNAL GROUPS WORKING WITH CHILDREN THAT USE JESUITS PROPERTY

In circumstances where groups working with children are using or hiring Jesuit property for this purpose, it is necessary to check that they have a child safeguarding policy and that they are insured. There is no requirement for the Jesuits to oversee the activities or to check that their safeguarding policy is adequate. It is the responsibility of the group using the property to check with Tusla/HSCT that their policy meets statutory requirements.

The Jesuits should have confirmation in writing that the group has a child safeguarding policy and details of their insurance policy.

A template for receiving this information is set out at Appendix 10.



1.7 PROTECTED DISCLOSURE POLICY (OFTEN REFERRED TO AS “WHISTLE-BLOWING”)

All Jesuit members, staff and volunteers must acknowledge their individual responsibility to bring matters of concern to the attention of their Supervisor/ Superior/Provincial.

Although this can be difficult to do, it is particularly important where the welfare of children may be at risk. If you have a concern, do not let the fear of getting it wrong become a barrier to speaking to the appropriate person eg. line manager, Superior. It is the responsibility of the person you report to, to inquire further and assess if there are grounds for action.

You may be the first to recognise a concern, but you may be unsure about whether and how to express your concerns. Listed below are some issues which stop people from making a disclosure. The Jesuits recognise that such things as feeling disloyal to colleagues, or being fearful of harassment, are real concerns and we will ensure that you feel supported to make a disclosure. It is imperative that you come forward as the protection and welfare of children is our priority. Remember, it is often the most vulnerable children or young people who are targeted. These children need an advocate to safeguard their welfare.

Reasons for making a disclosure

- ◆ Each individual has a responsibility to raise concerns about unacceptable practice or behaviour
- ◆ To prevent the problem worsening or widening
- ◆ To protect or reduce risks to others
- ◆ To prevent yourself from becoming implicated

What stops people from making a disclosure

- ◆ Fear of starting a chain of events that spirals out of control
- ◆ Disrupting the work or project
- ◆ Fear of getting it wrong
- ◆ Fear of repercussions or damaging careers
- ◆ Fear of not being believed

How to raise a concern

A “protected disclosure” can be about a range of concerns, not just child protection.

It is important to:

- ◆ Voice any concerns, suspicions or uneasiness as soon as possible. The earlier a concern is expressed the sooner and easier action can be taken.
- ◆ Try to pinpoint exactly what practice is concerning and why
- ◆ Approach your immediate Superior/Supervisor/Manager
- ◆ If your concern is about your immediate Superior/Supervisor/Manager, please contact your DLP, the statutory services or the NBSCCCI
- ◆ Make sure a satisfactory response is secured – don’t let matters rest



- ◆ Ideally, concerns should be placed in writing, outlining the background and history, giving names, dates, locations and any other relevant information
- ◆ You are not expected to prove the truth of your complaint, but you need to demonstrate sufficient grounds for concern.

What happens next?

- ◆ You should be given information on the nature and progress of any enquiries resulting from your concern
- ◆ Your Supervisor/Superior/Manager has a responsibility to protect you from harassment or victimisation
- ◆ No action will be taken against you if the concern proves to be unfounded and was raised in good faith
- ◆ Malicious allegations will be considered a disciplinary offence
- ◆ Follow up if the person to whom you reported has not responded within a reasonable period of time, and if that follow up is not acted upon, report the matter to the relevant statutory authorities.

Self-reporting

There may be occasions when a member of staff or a volunteer has a personal difficulty, perhaps a physical or mental health problem, which they know to be impinging on their professional competence. Staff and volunteers have a responsibility to discuss such a situation with their line supervisor/superior/manager so that professional and personal support can be offered to the person concerned. Whilst reporting will remain confidential, in most instances this cannot be guaranteed where personal difficulties raise concerns about the welfare or safety of children.



1.8 COMPLAINT PROCEDURE FOR SAFEGUARDING CONCERNS THAT ARE NOT ALLEGATIONS OF ABUSE

A complaint is defined as a grievance and/or the raising of a concern about breaches of codes of behaviour. Allegations or suspicions of child abuse do not fall into this category of general complaints, and should always be dealt with in accordance with guidance at Standard 2. This complaints procedure is not for use by Jesuit personnel who would use the protected disclosure procedure to raise their complaint.

All complaints will be taken seriously and dealt with fairly and confidentially. Efforts will be made to quickly and informally resolve complaints through discussion with the parents, children/young people, volunteers/members of staff and clergy, as appropriate.

A copy of a complaints form is available at Appendix 11.

If a parent/guardian, young person or child is not satisfied with any aspect of the running of a particular activity, or the behaviour of any individual involved in that activity, the following steps should be taken:

First step

All complaints of this nature should be resolved using an open dialogue with the Jesuit personnel involved. If resolution is not possible, the following step should be taken.

Second step

1. The Provincial/local Superior/Manager ("Jesuit representative") should be contacted by completing a complaints form. They have eight weeks to consider the complaint.
2. A letter acknowledging receipt of the complaint will be sent within seven calendar days, enclosing a copy of the complaints procedure.
3. All complaints will be thoroughly investigated.
4. The Jesuit representative may organise a meeting to discuss and hopefully resolve the complaint. This communication may also take place by telephone if a meeting is not possible. Unless exceptional circumstances, this will be done within fourteen calendar days of sending the acknowledgement letter to the complainant.
5. Within seven days of the meeting or discussion, the Jesuit representative will write to the complainant to confirm what took place and to set out any solutions that were agreed upon.
6. If a meeting is not agreeable or possible, the Jesuit representative will issue a detailed written reply to the complainant, setting out their suggestions for resolving the matter within twenty-one calendar days of sending the acknowledgement letter to them.
7. If the complainant is still not satisfied at this point, they should contact the Provincial or Jesuit representative again.

At the conclusion of this step, the Provincial may decide to take further action on the complaint. If, however, the Provincial decides not to take further action, the process is completed.



STANDARD 2: PROCEDURES FOR RESPONDING TO CHILD PROTECTION CONCERNS, ALLEGATIONS, SUSPICIONS & KNOWLEDGE

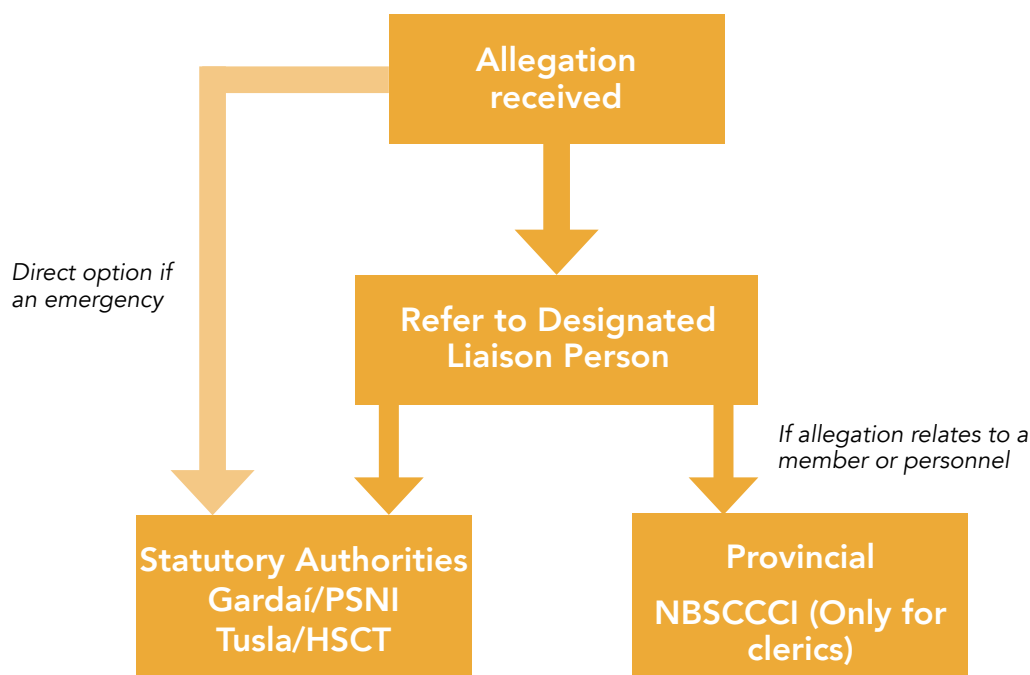
2. INTRODUCTION

Children occupy a central place in the heart of the Christian community. They have a right to be listened to and be heard. The paramount consideration in all matters relating to children is their safety and protection from all forms of abuse. To create and maintain a safe environment, the Jesuits must respond effectively to all allegations of abuse. The responsibility to report allegations of abuse to the statutory authorities is mandatory.

It is important that anyone working on behalf of the Jesuits is clear on how to respond to allegations. This includes who to tell and how to record the information. This section of the policy provides guidance on these issues. Should any person be unsure of whether information they have received constitutes an allegation of abuse or if they want guidance on how they should manage a concern, they should contact the Designated Liaison Person (DLP).

2.1 PROCEDURE FOR REPORTING AN ALLEGATION OF CHILD ABUSE & FLOWCHART

The reporting flow chart below refers to any child protection concern, including where the concern is about a situation or person involved in the Church. It is the responsibility of everyone in the Church to ensure that children who may need help and protection are not left at risk of abuse.





Following receipt of an allegation, suspicion or concern, the following steps should be taken.

1. Act immediately on receipt of a suspicion, concern, disclosure or allegation of abuse, and refer the matter to the DLP without delay.
2. In respect of all allegations, the DLP must refer the allegation to:
 - ◆ Tusla/HSCT (Social Services for ROI and NI respectively)
 - ◆ An Garda Síochána/PSNI (Police)
3. Some allegations need to be referred to other authorities with a legitimate interest. If the DLP is unsure about whether information can be shared, advice will be sought from Tusla;
 - ◆ Allegations against Jesuit personnel and members will also be referred to the Provincial
 - ◆ Allegations against Jesuit members may need to be notified to the NBSCCCI or to the local Bishop if a diocesan appointment was held
4. If there is any uncertainty about whether the allegation/concern meets the threshold for reporting, a consultation should take place by the DLP with the statutory authorities, who will advise on the requirements for notification.

2.2 GUIDANCE FOR RECEIVING AND RECORDING AN ALLEGATION

1. Whenever possible and practical, take notes during the conversation. Always ask permission to do this and explain the importance of recording all information. Where it is not appropriate to take notes at the time, make a written record as soon as possible afterwards or before the end of the day. Record the time, date, location, persons present and how the allegation was received, e.g. by telephone, face-to-face conversation, letter, etc. This initial recorded information will be transferred to a child protection referral form (Appendix 2) and will become the first entry in a file of information about the case that will be retained by the DLP. Please always sign and date the record.
2. The record would also normally include:
 - ◆ Accurate identifying information of the complainant, as far as it is known. This should include the name, address and age of the complainant when the alleged abuse occurred.
 - ◆ Where the person who has raised a concern/allegation is a child, details of parents/guardians should also be given.
 - ◆ Name of the individual against whom the concern/allegation is being raised, and any other identifying information.
 - ◆ Dates when the concern arose, or when the incident occurred.
 - ◆ The person's own words they used to describe the event or incident. Do not make assumptions about the intended meaning of the words used.
 - ◆ Details of any action already taken about the incident/concern/allegation.
 - ◆ Do not be selective. Include details that to you may seem irrelevant. This may prove invaluable at a later stage in an investigation. All original records, including rough notes, should be passed immediately to the relevant DLP. Any copies of retained records should be kept secure and confidential.



3. **Remember – it is not your role to investigate.**
4. In cases of emergency (and/or outside normal business hours), where a child appears to be at immediate and serious risk, an urgent report must be made to Tusla/HSCT, as well as to the DLP. Where the appropriate Tusla/HSCT staff are not available, An Garda Síochána/PSNI must be contacted to ensure that under no circumstances a child is left in a dangerous situation pending Social Services intervention (see direct option in Flowchart).
5. In all cases, consideration should also be given as to whether an immediate referral is necessary in order to preserve and safeguard against the possibility of any loss, deterioration or destruction of forensic or other potential evidence (see direct option arrow in Flowchart).
6. Explain to the person raising the concern what will happen next. You should inform the person making the suspicion, concern or allegation that their identity and the identity of the respondent and complainant will be shared with the statutory authorities. Leave contact details of the DLP if the referrer needs to ask questions later. The incident/concern should not be shared with anyone other than those who need to know, apart from the statutory authorities and appropriate Church authorities detailed in these procedures.
7. Written confirmation should be given to the person making the referral to the DLP that the information has been passed on to the statutory authorities. If this has not happened, an explanation should be recorded (this will not be possible when dealing with anonymous allegations).

The appropriateness of the response given to a complainant is vital to ensure that they feel heard and taken seriously.

2.2a RESPONDING TO A PERSON MAKING AN ALLEGATION OF ABUSE

Where a child, young person or adult, discloses child abuse to a person working in any capacity for the Jesuits, it is crucially important that the situation is handled sensitively and compassionately. It should be borne in mind that the person may feel that they have taken a huge risk in disclosing the abuse. Our response will help a person to disclose as much as they can remember, which will help any future investigation.

People may tell you about:

- ◆ Abuse that happened to them
- ◆ Something they've been told by someone else and that they strongly believe is true
- ◆ Seeing signs of abuse, such as physical injuries on a child
- ◆ Something they have witnessed that makes them feel uncomfortable.

Extra care needs to be taken if it is a child who is disclosing that they were abused. See guidance note on responding to children making allegations at the end of this section.

Where information is given in person, consider the following:

- ◆ Adopt a listening style that is compassionate, calm and reassuring. If the information given to you shocks, disgusts or distresses you, do not allow these feelings to show. If you



do, you may inadvertently dissuade the person from giving any further information.

- ◆ Listen carefully to that person, but do not ask intrusive or leading questions.
- ◆ Stay calm, take what the person raising the concern says seriously, and reassure them.
- ◆ Allow the person to continue at their own pace.
- ◆ Check with the person to make sure that you have understood what they actually said. Do not suggest words – use theirs.
- ◆ Make no promises that cannot be kept, particularly in relation to confidentiality, but listen carefully to what is being sought in this regard.
- ◆ Explain the referral procedures to the person.
- ◆ Offer the services of a support person, if the support person is not present.
- ◆ Do not make any comments about the respondent; do not make assumptions or speculate.
- ◆ Be aware that a person's ability to recount their concern or allegation will depend on their age, culture, nationality or any disability that may affect speech or language.
- ◆ Avoid statements about your reaction to the information given.
- ◆ Do not question beyond checking what has been said. It is the responsibility of Tusla/H SCT and An Garda Síochána/PSNI to investigate. There should be no probing for detail beyond that which has been freely given.
- ◆ Do not offer wording or language to the person making the allegation that may assist in the provision of an account of the concern or allegation.

2.2b GUIDANCE ON RESPONDING TO CHILDREN DISCLOSING ABUSE

- ◆ If a child tells you directly about abuse happening to them, you should allow them to speak and listen attentively. However it is not appropriate to set up a meeting with a child for the purpose of receiving a disclosure or taking a statement. That is the role of the statutory services.
- ◆ While it is assumed that it is difficult for all people to disclose abuse, the person receiving the allegation should be conscious that a child may feel very frightened and need reassurance and support that they have done the right thing in disclosing the abuse.
- ◆ The DLP will consult with Tusla/H SCT about informing the child's parents/guardians. It is best practice to inform parents/guardians unless doing so would place the child at further risk.
- ◆ If the allegation is about Jesuit personnel, explain to the child and their parents that the information will be reported to the statutory authorities and Church authorities.
- ◆ All offers of further support to the child should be conveyed via the child's parents or an appropriate adult.



2.3 GUIDANCE ON RESPONDING TO AN ANONYMOUS ALLEGATION OF ABUSE

Anonymous complaints are to be handled carefully. Anxiety and fear may persuade some people not to immediately reveal their identity. It is sometimes difficult to act on information under these circumstances, unless at some point the name of the person raising the concern or making an allegation becomes known. If you are unsure whether or not the information you have received reaches the threshold for reporting, consultation with the statutory authorities may be appropriate. The person raising the concern should be informed that anonymity might restrict the ability of professionals to access information or to intervene to protect a child. As much openness as possible should be encouraged. However, if you receive any identifiable information that relates to an allegation of abuse (current or past), you must pass this information onto the appropriate statutory authorities so that an investigation can be undertaken to assess child protection risks.

2.4 GUIDANCE ON RESPONDING TO SOMEBODY ADMITTING TO ABUSING A CHILD

It is necessary to tell a person who admits an offence against a child or young person that such information cannot be kept confidential. If such an admission is made to you, even where the admission relates to something that happened a long time ago, you must refer the matter to the DLP as soon as possible. The DLP will follow the procedures for referral to Tusla/HSCT and An Garda Síochána/PSNI.



STANDARD 3: CARE AND SUPPORT OF THE COMPLAINANT

Those who have alleged child abuse should receive a compassionate response from Jesuit personnel and be offered access to appropriate care, advice and support. Complainants need to be listened to and heard to ensure that any allegation or disclosure of abuse is handled compassionately, effectively and professionally.

Disclosing abuse takes enormous courage and calls for a high level of trust. Child abuse by its very nature can damage trust; it is therefore imperative that when a complainant is ready to tell their story, the listener responds with great sensitivity and compassion.

The Jesuit leadership and safeguarding personnel will engage in ongoing reflection to identify who is best placed to offer pastoral care to complainants, and recognise that providing pastoral care may not be the sole responsibility of any one person. Pastoral care may be offered and provided by the DLP managing the case, the support person if taken up by the complainant, the Provincial at an appropriate time, or indeed another identified representative if there is something specific they can offer.

How support is offered:

- ◆ Once an allegation has been received, the DLP will try to arrange a face to face meeting with the complainant, in a manner that respects the wishes of the person.
- ◆ The complainant may be accompanied by a person of their choice to the meeting.
- ◆ Every complainant is offered access to a support person. The role of the support person is to ensure that the complainant is appropriately supported throughout the process of disclosure and thereafter. It is the prerogative of the complainant whether or not they wish to accept the assistance of a support person.
- ◆ The complainant will be provided with details of support services and assisted in making an appointment if required.
- ◆ The Jesuits makes a commitment to funding such professional support, as appropriate.
- ◆ If the threshold for reporting has been reached, the DLP will help the complainant to understand the necessity to refer the matter to the statutory authorities.
- ◆ At an appropriate time in the process, the complainant will be invited to meet with the Provincial or another representative of the Jesuits if this is their desire. This meeting is not for the purpose of determining the outcome of any investigations, but for the Provincial to hear and acknowledge the experience of the complainant.
- ◆ At the end of this meeting, the support needs can be reviewed. Some complainants may wish to remain engaged with their Church despite the effect that the abuse may have had on their relationship with it, and, perhaps, with God. By meeting with and listening to complainants, the response from the Church that might best meet their spiritual needs can be identified with them. Towards Peace may be of assistance in this regard.
- ◆ The Jesuits are open to providing independent facilitation or mediation for meetings if this is required.
- ◆ A leaflet is available which can be given to people making complaints or considering it (Appendix 13).



STANDARD 4: CARE AND MANAGEMENT OF THE RESPONDENT

The Jesuits employ different processes regarding the management of the respondent dependent on the stage the case is at. Care is an important element at every stage as people who have received an allegation against them are recognised as being vulnerable. It is important that there is a fair procedure in regards to the management and investigation of allegations. A proper balance should be struck between protecting children and respecting the rights of respondents. Where there is a conflict, the child's welfare must come first.

Management and care is provided by specific personnel in the safeguarding structure. The Designated Liaison Person (DLP) has case management responsibility and for ensuring that appropriate protective measures have been taken, and also that support is offered to the respondent. The role of the adviser is to support the respondent at meetings, direct him to counselling or other professional services, and to keep him informed of the progress of the case. The Provincial and leadership team have responsibility to oversee the case and ensure that the relevant personnel are in place and acting in accordance with their role.

Internal Case Management

- ◆ On receipt of an allegation, the priority is to ensure that information that has reached the threshold for reporting is referred to the statutory authorities. The DLP will check with the Police, if there is any reason as to why the information cannot be shared at that time with the respondent. In rare circumstances, the Police will ask the DLP to delay this so as not to hamper an investigation.
- ◆ If the threshold for reporting has been reached, a preliminary investigation in accordance with canon law will be initiated by the Provincial (CIC, c. 1717). This canonical inquiry will be paused to allow any statutory investigation to take place.
- ◆ At the earliest opportunity, the Provincial will call a meeting with the respondent and invite him to bring a person for support.
- ◆ At the meeting the DLP will share the details of the allegation with the respondent. The respondent will be invited to seek canonical advice and if appropriate, civil legal advice. He will be advised that he can respond to the allegation if he wishes and this will be recorded and referred to the statutory authorities. However, he does not need to make a response at this stage.
- ◆ The Provincial will judge the level of risk in consultation with the statutory authorities and the DLP. A decision will be made at this stage as to whether an interim management plan is required, which may include restrictions to sacred ministry.
- ◆ A written reminder is given to the respondent from the Provincial to advise him to continue following the child safeguarding policies and procedures.



- ◆ If required, the DLP and advisor will meet the respondent and present him with the interim management plan, which the respondent will be asked to agree to and sign. During this meeting, the respondent must be advised that the preliminary investigation will be resumed following the conclusion of any statutory authority enquiries.

Canonical Inquiry including Preliminary Investigation

- ◆ The preliminary investigation is the initial stage of the canonical inquiry. It is an inquiry into the facts and circumstances around the allegation. The investigator produces a written report for the Provincial. Conclusion of this report should enable the Provincial in deciding whether there is a case to answer, and that the case it is not manifestly false or frivolous.
- ◆ The preliminary investigation is completed once formal confirmation is received from the statutory authorities that their investigations have ended. The DLP may complete the investigation with the support of a canon lawyer or the Provincial may instruct another appropriate person/s to complete it.
- ◆ If the preliminary investigation finds there is no case to answer, the respondent should be advised that the case is closed and returned to ministry if relevant.
- ◆ If the preliminary investigation finds there is a case to answer, the Provincial must forward a report to the Congregation of the Doctrine of the Faith (CDF).
- ◆ The CDF will authorise the appropriate canonical process to be followed (e.g. a judicial penal process, an administrative penal process, confirm precept, etc.).

Support

- ◆ While statutory and/or Church investigations are underway, pastoral support is offered to the respondent. It is recognized that this is an especially difficult time for any person and they will be vulnerable. They are provided with an advisor/support person and offered therapeutic support as well as canonical and legal advice.
- ◆ If at the end of a preliminary investigation, it is found there is no case to answer It is important that all outstanding matters be dealt with to allow the person to move forward with their life and ministry. Therefore, in preparation, the respondent should be provided with counselling and support to assist them to deal with any residual anger/distress. This may include spiritual direction, reflection and discussions with the Provincial or a member of leadership.
- ◆ If the allegations are substantiated at the end of the canonical process, the person requires pastoral and therapeutic support and also to help address any offending behaviour.



STANDARD 5: TRAINING & SUPPORT FOR KEEPING CHILDREN SAFE

The Jesuits see training as the cornerstone in maintaining high standards and good practice. All personnel complete training in child safeguarding. Those in safeguarding roles are offered further training to enhance their effectiveness.

- ◆ All Jesuit members, employees and volunteers have a role to play in child safeguarding particularly if their work brings them into contact with children and young people.
- ◆ The Jesuits ensure that all members attend either a safeguarding information session or full-day training, depending on their ministry and retirement status.
- ◆ Staff and volunteers working with children on behalf of the Jesuits are fully inducted and trained in child safeguarding.
- ◆ Attendance records and a training audit is maintained.
- ◆ As part of their overall induction, all new employees/volunteers are made aware of the Jesuit Safeguarding Policy and Procedures.
- ◆ The Jesuits are committed to ensuring that everyone has the required knowledge and skills to exercise their specific safeguarding function. Funding is provided for training in this regard.
- ◆ The DLP is expected to keep updated on issues relating to safeguarding children, by keeping abreast of changes in policy and guidance and attending relevant courses and conferences.
- ◆ A function of the DLP's role is to be available to all members, employees and volunteers for advice, guidance and support.
- ◆ The DLP builds his/her network of professional services so that advice and specific information can be accessed.

Table: Church safeguarding training requirements

NATURE OF TRAINING	WHO SHOULD ATTEND?
1 day safeguarding workshop	All members in active ministry Staff and volunteers who work with children
Safeguarding information session	Retired members Invitation to all staff and volunteers
Role specific training	Safeguarding personnel eg. DLP, support person, committee members
Specialist training eg. Safe recruitment, running activities with young people, working with perpetrators of abuse	Any member, staff or volunteer who considers the training to be relevant to their role and responsibilities



Induction

An induction programme, at the place of entry of the employee or volunteer, is in place to help their successful integration. Irrespective of whether a formal programme is attended, according to their role, each employee requires familiarisation with the Jesuit ethos, introductions to members of the Society and to colleagues, familiarisation with the way of proceeding in Jesuit organisations and explanations of day-to-day processes and human resource policies including: grievance and disciplinary procedures, dignity at work and the One-Church Safeguarding Policy and Jesuit Safeguarding Children procedures. Familiarity with lines of management and supervision are particularly important along with clarification of their role and expectations of them. This induction is completed with the employee or volunteer by the relevant Superior/ Supervisor.

On appointment, each person will be given:

- ◆ The name of the Designated Liaison Person and if there is an assistant DLP for their area and advised of their role in relation to child protection procedures.
- ◆ They should also be given an overview of the Safeguarding Children policy for working with children and young people.



STANDARD 6: COMMUNICATING THE JESUIT SAFEGUARDING MESSAGE

Having a child safeguarding policy and procedure document is a requirement but in order for the document to be effective, it must be communicated to the relevant people in an appropriate way. The Jesuit Safeguarding Manager and the Provincial via the Safeguarding Committee ensure that the message of 'keeping children safe' is communicated to all personnel, lay faithful and external agencies. Practices are in place to facilitate personnel in having a good working knowledge of the policy and procedures.

These practices include:

- ◆ Members being inducted into the use of the safeguarding policy and procedures.
- ◆ All members, employees and volunteers are required to comply with the procedures.
- ◆ "Safeguarding Children Policy and Standards for the Catholic Church in Ireland 2016" along with the Jesuits Safeguarding Procedures are posted on our website www.jesuit.ie. Hard copies of the policy and procedures are available.
- ◆ Safeguarding training and awareness-raising workshops for all personnel is available.
- ◆ The child safeguarding statement including relevant contact details are on prominent and permanent display in Jesuit premises.
- ◆ Jesuits are committed to making best use of different media in communicating information about safeguarding eg. www.jesuit.ie website, podcast, newsletters.
- ◆ The Safeguarding Committee is established to regularly review safeguarding practices and help publicise the message.
- ◆ The Jesuits work with the statutory authorities to:
 - 1) Ensure our message is in-line with best practice and legislation
 - 2) Ensure the statutory authorities know what the Jesuit policy is in regard to safeguarding of children and young people
 - 3) Report all allegations and share information as appropriate.



STANDARD 7: QUALITY ASSURING COMPLIANCE WITH THE STANDARDS

Quality assurance procedures are a systematic method of assessing the extent to which the previous six child safeguarding standards are implemented at all levels within the Jesuits. We want to ensure that a process of continuous improvement takes place.

7.1 SAFEGUARDING COMMITTEE

The role of the safeguarding committee is to oversee the implementation of Standards 1, 5, 6 and 7.

In relation to Standard 7, the safeguarding committee is responsible for:

- ◆ Producing and reviewing the three-year child safeguarding plan of how to maintain the seven standards across the Jesuit organisation.
- ◆ Liaising with the local safeguarding representatives (LSRs) (The local Superior usually fills this role) to ensure the compilation of a local safeguarding audit, and to identify areas where guidance and support on policy or practice is needed.
- ◆ Ensuring that an annual safeguarding report on Standards 1, 5 and 6 is made to the Provincial.

7.2 SAFEGUARDING STRATEGIC PLAN

The safeguarding strategic plan is to assess the effectiveness of the steps being taken to keep children safe. The purpose of this internal child safeguarding plan is to set out what, how, who and in what time frame key elements of child safeguarding practices and procedures are going to be met by the Jesuits.

The Jesuit safeguarding plan includes the following:

- ◆ Specific objectives linked to each of the safeguarding standards. These objectives can be broken down into set actions. A training plan and communications plan is included.
- ◆ Resources: It is important to set specific and realistic objectives linked to identified allocated resources.
- ◆ Implementation: The Provincial, through the safeguarding committee, should identify clear time frames for implementation, which should take account of the completion of the local safeguarding audits.
- ◆ Review and evaluation: It is important that the three-year plan sets clear dates for review of each specific objective outlined in the plan. These review dates should be achieved on an annual basis, and reviews should take account of the outcomes of the annual local safeguarding audit.



7.3 QUALITY ASSURANCE

This is done by applying three methods:

1. Assessing compliance during systematic visits to Jesuit centres or community houses
2. Annual self-audit scheme carried out locally, but coordinated by the safeguarding committee (Self audit template Appendix 12)
3. External audits by the NBSCCCI and statutory agencies eg. Tusla
4. Commit to ongoing review of policy and procedures with a full review at a minimum of every three years.



Appendix





APPENDIX 1A: AGREEMENT TO ADHERE TO SAFEGUARDING POLICY



**SAFEGUARDING CHILDREN
AGREEMENT TO ADHERE TO SAFEGUARDING POLICY**

I understand my responsibility and duty, as a priest working in the Irish Province of the Society of Jesus, in working to safeguard children and young people.

I agree to abide by the Jesuit's safeguarding policy, procedures and code of conduct in working with children and young people and will at all times honour and respect their right to safety and protection from harm and abuse.

If applicable e.g. ministering/working in Diocese, School, Hospital or Organisation:

I confirm that the external organisation in which I minister has safeguarding policies and procedures in place and I agree that when ministering in this external organisation I will adhere to its policies and procedures.

Full name (print): _____

Signed: _____

Date: _____



APPENDIX 1B: EMPLOYEE ACCEPTANCE FORM



**SAFEGUARDING CHILDREN
EMPLOYEE ACCEPTANCE FORM**

I confirm that I adhere to the Safeguarding Children Policy and Procedures, and I am prepared to participate in any required training provided in this area

Full name (print): _____

Signed: _____

Date: _____

I have never been investigated by any police force or statutory health or a previous employer in relation to substantial complaints made concerning my treatment of children

I agree to the Board of Management / Superior / Director of Work or organisation seeking a certificate from the Garda Síochána /PSNI to the effect that I have not been the subject of an investigation, prosecution or conviction relating to the neglect or the physical, emotional or sexual abuse of children.

Full name (print): _____

Signed: _____

Date: _____

(When signed, this should be placed in the person's personal file)



APPENDIX 2: CHILD PROTECTION REFERRAL FORM

CHILD PROTECTION REFERRAL FORM

About the suspicion/concern/allegation

Date of suspicion/concern/allegation: _____

Time of disclosure/concern/suspicion: _____

How was information received? (attach any written information to this form)

Telephone Letter Email In person (circle as appropriate)

Details of person making disclosure/raising concern (if different from complainant)

Name: _____

Address: _____

Telephone: _____ Mobile: _____

Email: _____

Relationship to complainant: _____

Details of complainant (this can be anonymised when notifying the NBSCCCI)

Name: _____ DOB/age: _____

Address: _____

Telephone: _____ Mobile: _____

Ethnic origin: _____ Language (is interpreter/signer needed?): _____

Disability: _____ Special needs: _____

Church body (if applicable): _____

Parent/carer details (where appropriate)

Name: _____

Address (if different from above): _____

Telephone: _____ Mobile: _____

Are they aware of the suspicion, allegation or complaint? Yes No



APPENDIX 2: CHILD PROTECTION REFERRAL FORM / PAGE 2

<p>Details of respondent</p> <p>Name: _____ DOB/age: _____</p> <p>Address: _____</p> <p>Telephone: _____ Mobile: _____</p> <p>Relationship to complainant (parent/priest/teacher, etc.): _____</p> <p>Position in Church body: _____</p> <p>Address at time of incident: _____</p> <p>Current contact with children if known (e.g. sits on board of governors of school, runs youth activities, etc.): _____</p> <p>Any additional information:</p>	
<p>Details of concern, allegation or complaint</p> <p>(Include dates/times and location the incident occurred, and any witnesses, if known. Does the child/complainant know this referral is being made?)</p>	
<p>Referral to the statutory authorities</p> <p>Has the matter been referred to the statutory authorities? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>If the answer to the question above is yes, please complete the details below. If the answer is no, please explain why the matter was not referred to the statutory authorities.</p>	
<p>Tusla/HSCT</p> <p>Date referred: _____</p> <p>Time referred: _____</p> <p>Name of person it was referred to:</p> <p>_____</p> <p>Designation: _____</p> <p>Address: _____</p> <p>_____</p> <p>Telephone: _____</p> <p>Email: _____</p>	<p>Gardaí/PSNI</p> <p>Date referred: _____</p> <p>Time referred: _____</p> <p>Name of person it was referred to:</p> <p>_____</p> <p>Designation: _____</p> <p>Address: _____</p> <p>_____</p> <p>Telephone: _____</p> <p>Email: _____</p>

APPENDIX 2: CHILD PROTECTION REFERRAL FORM / PAGE 3

<p>Referral to a member of the Church (ONLY COMPLETE IF THE ALLEGATION RELATES TO CHURCH PERSONNEL)</p> <p>Has the matter been referred to the Church authority? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Date referred: _____</p> <p>Time referred: _____</p> <p>Name of person it was referred to: _____</p> <p>Designation: _____</p> <p>Address: _____</p> <p>Telephone: _____</p> <p>Email: _____</p>
<p>Next steps (ONLY COMPLETE IF THIS ALLEGATION RELATES TO A CLERIC OR RELIGIOUS)</p> <p>What actions have been taken (if any) by the Church, in relation to the respondent, to safeguard children following receipt of this information?</p>
<p>Sign off</p> <p>DLP name: _____</p> <p>DLP address: _____</p> <p>DLP telephone: _____</p> <p>DLP email: _____</p> <p>DLP signature: _____</p>



APPENDIX 3: RECRUITMENT CHECKLIST

<p>The policy needs mention: Once your policy is in place, even prior to any recruitment, it is good practice to mention that you have a Safeguarding Children Policy in place:</p> <ul style="list-style-type: none"> ■ On your web site ■ On promotional literature for activities or events ■ In any advertisements for staff ■ On application forms and recruitment literature 		<p><i>Tick when Action is Taken</i></p>
<p>Recruiting – Check contact with children What contact with children will be involved in the job? Will the person have unsupervised contact with children or hold a position of trust? What other forms of contact will the person have with children e.g. email, phone, internet?</p>	<p><i>BEFORE you recruit – is there contact with children in this job?</i></p>	
<p>Defining the Role Tasks & skills for the job are identified. The job description refers to working with & having responsibility for children where applicable.</p>	<p><i>Have a Job Description template</i></p>	
<p>Key selection criteria A list of essential & desirable qualifications, skills & experience.</p>	<p><i>Use this to screen applicants and for interview questions.</i></p>	
<p>Written application All applicants been asked to supply details requested in our application form including personal details, past & current work/ volunteering experience</p>	<p><i>Job Application form required</i></p>	
<p>Interview Two representatives meet with the applicant to explore information contained in the application. In advance, application forms should be considered, highlighting points to raise at the interview including:</p> <ul style="list-style-type: none"> ■ The applicant’s attitudes towards working with children ■ Areas that need more detail ■ Vague statements or unsubstantiated qualifications ■ Frequent changes of employment 		

APPENDIX 3: RECRUITMENT CHECKLIST / PAGE 2

<p>At Interview – Review Declaration Form Ensure applicants have signed the declaration stating ‘there is no reason why they would be considered unsuitable to work with children’. Likewise ensure applicants have signed the declaration in respect of criminal convictions & pending cases against them.</p>	<p><i>Has the Declaration Form been signed? Complete ‘For Official Use Only’ section of the application form.</i></p>	<p><i>Tick when Action is Taken</i></p>
<p>Identification Applicants are asked for photographic documentation to confirm their identity e.g. passport, drivers licence.</p>	<p><i>Ask that they bring to interview – see originals (appendix 4)</i></p>	
<p>Qualifications Applicants are asked for documentation to confirm their qualifications.</p>	<p><i>Bring original documentation to interview</i></p>	
<p>References Applicants are asked to supply the names of 2 referees who are not family members & ideally who have first-hand knowledge of the applicant’s experience of work/contact with children. Referees are asked specifically to comment on the applicant’s suitability to work with children.</p>	<p><i>You make phone check</i></p>	
<p>Vetting procedures Has the vetting procedure for your selected applicant been carried out? (In the ROI An Garda Siochana central vetting unit if applicable. In N.I. Access NI vetting.)</p>	<p><i>Apply for vetting</i></p>	
<p>Records Details are kept of the selection & induction process on the personnel file of the person appointed. References are kept on file as part of the record of the recruitment process.</p>	<p><i>Keep all documentation for one year</i></p>	
<p>Confidentiality Information about the applicant should only be seen by those directly involved in the recruitment process. Applicants should be reassured that information about them, including information about convictions, will be treated in confidence & not used against them.</p>	<p><i>Ensure all written documents are secure and comply with data protection provisions.</i></p>	
<p>Training Incoming staff are made familiar with all the relevant provisions of this policy and related policies (Dignity at Work, Discipline, Grievance, I.T. etc.)</p>		

APPENDIX 4: CONFIDENTIAL DECLARATION FORM

The information contained in this form will be kept securely by the Jesuits. Legislation in both jurisdictions in Ireland has, at its core, the principle that the welfare of children and young people must be the paramount consideration.

Who should complete this form?

Everyone working or volunteering for the Jesuits, who will come into contact with children or the personal details of children, abide by good practice by completing and signing this declaration.

Do you have any prosecutions pending, or have you ever been convicted of a criminal offence or been the subject of a caution or binding over order? Yes No

If yes, please state below the nature and date(s) of the offence(s).

Date of offence _____

Nature of offence _____

Have you ever been the subject of disciplinary procedures or been asked to leave employment or voluntary activity due to inappropriate behaviour towards a child? Yes No

If yes, please provide details including date(s) _____

Full name (print) _____

Any previous surname _____

Address _____

Date of birth _____ Place of birth _____

What role/position are you currently applying for? _____

Declaration

I understand that if it is found that I have withheld information or included any false or misleading information above, I may be removed from my post, whether voluntary or paid, without notice.

I understand that the information will be kept securely by the Jesuits.

I declare that the information I have provided is accurate.

Signed _____ Date _____

APPENDIX 5: IDENTIFICATION REQUIREMENTS (NATIONAL VETTING BUREAU ACT 2012–2016)
Proof of Identity

At least two forms of identification must be produced to validate the identity of the applicant when completing the application. One of these should be photographic where possible. There is a points system for the verification of identity where 100 points must be reached. Different forms of identification are weighted with a sliding scale of points (see below). Where an individual cannot reach 100 points an affidavit witnessed by a Commissioner for Oaths will suffice. The National Vetting Bureau requires that copies of all proof of identity are retained for the validity of the vetting. This means if the vetting lasts 3 years then copies of these documents must also be kept for 3 years.

Identification	Score
Irish driving license or learner permit (new credit card format)	80
Irish Public Services Card	80
Passport (from country of citizenship)	70
Irish certificate of naturalisation	50
Birth certificate	50
Garda National Immigration Bureau (GNIB) card	50
National Identity Card for EU/EEA/Swiss citizens	50
Irish driving licence or learner permit (old paper format)	40
Employment ID	
– ID card issued by employer (with name and address)	35
– ID card issued by employer (name only)	25
Letter from employer (within last two years)	
– Confirming name and address	35

Identification	Score
P60, P45 or Payslip (with home address)	35
Utility bill e.g. gas, electricity, television, broadband (must not be less than 6 months old. Printed online bills are acceptable. Mobile phone bills are not acceptable)	35
Public services card/social services card/medical card	25
– with photograph	40
Bank/Building Society/Credit Union statement	35
Credit/debit cards/passbooks (only one per institution)	25
National age card (issued by An Garda Siochana)	25
Membership card	
– Club, union or trade, professional bodies	25
– Educational institution	25
Correspondence	
– From an educational institution/SUSI/CAO	20
– From an insurance company regarding an active policy	20
– From a bank/credit union or government body or state agency	20
Children under 16 years (any one of the following)	
– Birth Certificate	100
– Passport	100
– Written statement by a Principal confirming attendance at educational institution on a letterhead of that institution	100
Recent arrival in Ireland (less than 6 weeks)	
– Passport	100
Vetting Subject is unable to achieve 100 points**	
– Affidavit witnessed by a Commissioner for Oaths	100
TOTAL	



APPENDIX 6: HAZARD ASSESSMENT FORM

HAZARD ASSESSMENT FORM

Name of group _____

Date of hazard assessment _____

Person completing the hazard assessment _____

Hazard	Who is at risk? harm	likelihood of	Consequences needed	Controls

Signed _____ Date _____

APPENDIX 7: ATTENDANCE REGISTER FOR LARGE GROUPS

ATTENDANCE REGISTER FOR LARGE GROUPS

A minimum of two officially appointed leaders, who have completed the Church body recruitment process (including the provision of vetting/AccessNI checks, if appropriate), should be responsible for each activity involving young people. At least one of the leaders must have undergone a full-day training session provided by trainers registered with the NBSCCCI. These leaders must sign this sheet and put their initials under each date to confirm that the children/young people and adults marked were in attendance, as indicated by the 'time in' and 'time out' for each date.

Name Children & Adults	Date		Date		Date		Date		Date	
	Time in	Time out	Time in	Time out	Time in	Time out	Time in	Time out	Time in	Time out
Leader's Signature	Initials	Initials	Initials	Initials	Initials	Initials	Initials	Initials	Initials	Initials
Leader's Signature	Initials	Initials	Initials	Initials	Initials	Initials	Initials	Initials	Initials	Initials
Leader's Signature	Initials	Initials	Initials	Initials	Initials	Initials	Initials	Initials	Initials	Initials

APPENDIX 8: CHILD AND GUARDIAN JOINT CONSENT

CHILD AND GUARDIAN JOINT CONSENT

Data protection

This form will be held on file, in accordance with the data protection policy of the Jesuits. The data entered will be used only for the purpose indicated on the form. It may only be accessed by those with responsibility for managing records or group activities.

Group details (to be completed by organiser)

Duration/frequency of activity from:

start date/time _____ end date/time _____

Group Name _____

Name of organiser _____

Details of the child/young person

Name of young person _____

Address _____

Date of birth _____ Gender(circle as appropriate) **Male** **Female**

Other relevant information

(Please mention any medical conditions, special needs or dietary requirements).

Please note that the organisers cannot administer any medication. Should your child require medication or intimate care, please discuss this with the organisers who will work with you to establish how your child can be accommodated, according to relevant policies and procedures.

Guardian contact details

Name _____

Daytime phone number Code _____ Local no. _____

Home phone number Code _____ Local no. _____

Mobile phone number _____

APPENDIX 8: CHILD AND GUARDIAN JOINT CONSENT / PAGE 2

In cases of a medical emergency

In the event of illness or an accident, I give permission for medical treatment to be administered to my child, where considered necessary, by a suitably qualified medical practitioner and/or hospital. I understand that every effort will be made to contact me as soon as possible. In an emergency I can be contacted at the telephone numbers provided on the previous page:

Signed _____

Child's/young person's consent

I _____ (*insert full name*)

would like to take part in the event listed on the previous page.

(If relevant please tick the boxes below)

- I understand that photographs may be taken during the group activities, and I give my permission for these to be used in any hard copy/online (delete as appropriate) publications by the _____ (*insert name of Church body*).
- I understand that videos (which may include webcam) may be taken during the group activities, and I give my permission for these to be used in any hard copy/online (delete as appropriate) publications by the _____ (*insert name of Church body*).
- I understand that during group activities I will be appropriately supervised at all times and will agree to abide by the group's code of behaviour.

Guardian's consent

I agree to allow the above-named child/young person to attend meeting(s) of the _____ (*insert name of group*), at the times and dates stipulated above in accordance with the permission granted by _____ (*insert name of child/young person*) above. I understand that there will be suitable supervision and an agreed code of behaviour while the children/young people are in the care of the organisers.

Signed _____

Relationship to child/young person _____

Signed _____ Name (Block letters) _____

Child/young person

APPENDIX 9: ACCIDENT FORM

FORM FOR DEALING WITH ACCIDENTS/INCIDENTS

Group details

Name of group _____

Name of group leader _____

Names of others present _____

Accident details

Date and time of accident/incident _____

Name of person involved _____

Date of birth of person involved _____

Emergency contact details for the person involved (usually parent/guardian)

Name _____ Telephone number _____

Please describe the accident/incident that occurred (continue on separate sheet if necessary).

Action taken during and following the accident incident.

People contacted (include dates and times) _____

If medical attention was required, please note the name and address of the medical facility and the people who treated the person involved in the accident/incident.

Please detail any follow-up action required.

Name of person completing this form (print name) _____

Signed _____ Date _____



APPENDIX 10: FORM FOR USE OF JESUIT PROPERTY BY EXTERNAL GROUPS

FORM FOR USE OF JESUIT PROPERTY BY EXTERNAL GROUPS

We welcome other organisations/groups/individuals within the community using our facilities. While using our facilities, we want to be assured that all reasonable steps have been taken to safeguard children¹ and young people. The responsibility for complying with good safeguarding practice (including safe recruitment and vetting) rests with the group using Jesuit property and not with the Jesuits.

The Jesuits has its own policies and procedures in relation to safeguarding children. Any group operating under the name/auspice of the Jesuits will comply with these requirements.

As an outside body, the Jesuits require detailed information in respect of your application to ensure that the safety and well-being of the children, young people and adults that work with them are maintained at all times.

Conditions of use of Jesuit property by outside bodies:

- It is the responsibility of any group using Church property to run activities involving children to ensure that they comply with all applicable child safeguarding and protection legislation and guidelines.
- The group should have their own child safeguarding policy and procedures. The group is also responsible for liaising with Tusla/HSCT to ensure that the policy and procedures meet the statutory requirements. The Church body cannot assist any outside group in developing a child safeguarding policy.
- The Church body should obtain confirmation in writing from the group that they have a child safeguarding policy and appropriate insurance.

We would ask that you complete the following questionnaire. If any response is not applicable (N/A), please provide details of why this does not apply to your organisation.

If you feel your application requires further information, please attach on an additional page. Please indicate when additional information is provided in support of your application.

¹ The term 'child' refers to a person under the age of eighteen years.



APPENDIX 10: FORM FOR USE OF JESUIT PROPERTY BY EXTERNAL GROUPS / PAGE 2

Name of group/organisation _____

Purpose or proposed activities _____

User group, e.g. children, adults _____

Facilities required _____

Date of commencement of use _____

Date of completion of use _____

Frequency of use _____

Hours of use:

(1) Commence at _____ (a.m./p.m.)

(2) Finish at _____ (a.m./p.m.)

Names and addresses of persons who will be in charge during use:

(1) _____

Telephone number _____

(2) _____

Telephone number _____

Do you have your own child safeguarding policy and procedures? Yes No

Do you have appropriate (public liability and/or employer's liability and professional indemnity) insurance cover for the activity? Yes No

Name of insurance company _____

Policy number _____

Period of cover _____

Limit of indemnity _____

To be signed by official/coordinator of the organisation/group.

Signed _____ Print name _____

Position _____ Date _____



APPENDIX 11: COMPLAINT FORM



COMPLAINT FORM

All complaints arising during a Church-related activity (with the exception of complaints about child abuse) should attempt to be resolved by discussion between the parties involved. If this is not possible, this form should be completed and sent to the Church authority.

Name _____

Address _____

Email _____ Telephone number _____

Details of complaint (continue on separate sheet if necessary). _____

Signature _____ Date _____



APPENDIX 12A: SAMPLE SELF-AUDIT FORM (COMMUNITIES)

	<h2 style="margin: 0;">SAFEGUARDING SELF-AUDIT</h2> <h3 style="margin: 0;">CHECKLIST FOR RECTOR/SUPERIOR</h3>
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Name of Community: _____

Please describe the nature of contact which your Centre/area has with children (Under 18s)

A) Please list all Jesuit members in the relevant categories below: *(Continue on sheet at end if required)*

Category 1	Category 2	Category 3	Category 4
In a Jesuit ministry with (or VP: vulnerable persons) *See end for definition of vulnerable persons	In ministry but not with children (or VP)	In ministry with children (or VP) but with another organisation (Please also name the organisation below)	Retired with no unsupervised ministry with children

B) Please list all employees and volunteers working within the area for which you are responsible:

Category 1 Staff & Volunteers working with children or VP (include role)	Category 4 Staff & Volunteers not working with children or VP (include role)



APPENDIX 12A: SAMPLE SELF-AUDIT FORM (COMMUNITIES) / PAGE 2

C) Local Safeguarding Representative: Do you have a person nominated in this role?

Yes/ No

Details: _____

D) Safeguarding Policy Statement

Is the Jesuit Child Safeguarding Policy Statement prominently displayed? Yes No

Are all members, workers and volunteers aware of the policy and how to access it? Yes No

Are the contact numbers for the following inserted on the Statement notice?

Name of Local Safeguarding Representative (LSR): _____ Yes No

The Designated Person (DLP): Saoirse Fox 086 3441707; safeguarding@jesuit.ie Yes No

The Assistant DLP: _____ Bruce Bradley socius@jesuit.ie Yes No

Local Tusla duty social work office: _____ Yes No

Local Garda Station: _____ Yes No

E) Safeguarding Training

Considering members, employees and volunteers in Categories 1-3 in the tables above:

Can you confirm that all have completed safeguarding training offered by the Jesuits or by a Diocese within the last 3 years? Yes No

Please advise of any person who requires training and has not completed in the last 3 years:

F) Garda Vetting

Considering members, employees and volunteers in Categories 1-3 in the tables above:

Can you confirm that all have Garda Vetting, applied for within the last three years, for their relevant ministries? Only tick 'yes' if you have verification of this – Yes No

Comments: _____

(See explanatory note attached on Garda Vetting or contact Saoirse Fox for assistance)

G) Safe Recruitment

In recruiting workers and volunteers can you confirm that you are following proper procedures as outlined in the Jesuit Safeguarding Policy Document? Yes No

Confirm that persons under the age of 18 are not employed by the community/apostolate

Yes No



APPENDIX 12A: SAMPLE SELF-AUDIT FORM (COMMUNITIES) / PAGE 3

H) Communication with others

Do you allow external groups to use your property and do any of these groups attend with children? _____

Signed: _____

Date: _____

“Vulnerable person” is defined in the National Vetting Bureau (Children and Vulnerable Persons) Act 2012:

Means a person, other than a child, who-

- a) Is suffering from a disorder of the mind, whether as a result of mental illness or dementia
- b) Has an intellectual disability
- c) Is suffering from a physical impairment, whether as a result of injury, illness or age, or
- d) Has a physical disability

Which is of such a nature of degree –

- i) as to restrict the capacity of the person to guard himself or herself against harm by another person, or
- ii) that results in the person requiring assistance with the activities of daily living including dressing, eating, walking, washing and bathing.

Explanatory note on Garda Vetting:

Members:

Garda vetting is a legal requirement since April 2016. Unless a member is fully retired and not available for any ministry, he needs to be Garda vetted. Vetting is not transferable across organisations and across roles. This means that the member may have vetting for a specific role within another organisation eg. school, hospital. He still needs to be vetted separately for the role of ‘priest’ by the Jesuits or by the Diocese. Every 3-5 years is best practice for re-vetting.

Employees & Volunteers:

If employees or volunteers have more than incidental contact with children through their Jesuit role, they will need to be Garda vetted. Please note that Garda vetting is part of a safe recruitment process and not the whole process. Other steps such as verifying references and seeking police clearance from other countries where the person lived are equally important.

Safeguarding Manager Saoirse Fox or Socius Liam O’Connell can provide guidance to any person with questions about Garda vetting.



APPENDIX 12B: SAMPLE SELF-AUDIT FORM (APOSTOLATES)

	<p>CHILD SAFEGUARDING SELF-AUDIT FOR IRISH JESUIT APOSTOLATE</p>
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Name of Apostolate: _____

Please describe the nature of contact which your Centre/area has with children (Under 18s)

A) Please list all Jesuit members ministering in your area in the relevant categories below: *There is more space provided on the last page should it be required*

Category 1 In a ministry with children (or VP: vulnerable persons) <small>*See end for definition of vulnerable persons</small>	Category 2 In a ministry but not with children (or VP)

B) Please list all employees and volunteers working within the area for which you are responsible:

Category 1 Staff & Volunteers working with children or VP (include role)	Category 4 Staff & Volunteers not working with children or VP (include role)



APPENDIX 12B: SAMPLE SELF-AUDIT FORM (APOSTOLATES) / PAGE 2

C) Local Safeguarding Representative: Do you have a person nominated in this role?

Yes/ No Details: _____

D) Safeguarding Policy Statement

Is the Jesuit Child Safeguarding Policy Statement prominently displayed? Yes No

Are all members, workers and volunteers aware of the policy and how to access it? Yes No

Are the contact numbers for the following inserted on the Statement notice?

Name of Local Safeguarding Representative (LSR): _____ Yes No

The Designated Person (DLP): Saoirse Fox 086 3441707; safeguarding@jesuit.ie Yes No

The Assistant DLP: _____ Saoirse Fox 086 3441707; safeguarding@jesuit.ie Yes No

Local Tusla duty social work office: _____ Yes No

Local Garda Station: _____ Yes No

E) Safeguarding Training

Considering members, employees and volunteers in Categories 1-3 in the tables above:

Can you confirm that all have completed safeguarding training within the last 3 years?

Yes No

Please advise of any person who requires training and has not completed in the last 3 years:

Considering all personnel, have you identified other safeguarding training needs eg. role specific training, awareness raising workshop

F) Garda Vetting

Considering members, employees and volunteers in Categories 1-3 in the tables above:

Can you confirm that all have Garda Vetting, applied for within the last three years, for their relevant ministries? Yes No

In the tables above, please write GV beside each person's name for whom you can confirm has vetting in place ie. you have seen the vetting disclosure or had confirmation from the DLP

Comments:

(See explanatory note attached on Garda Vetting or contact Liam O'Connell or Saoirse Fox for assistance)



APPENDIX 12B: SAMPLE SELF-AUDIT FORM (APOSTOLATES) / PAGE 3

G) Safe Recruitment

In recruiting workers and volunteers can you confirm that you are following proper procedures as outlined in the Jesuit Safeguarding Policy Document? Yes No

Confirm that persons under the age of 18 are not employed Yes No

H) Communication with others

Do you allow external groups to use your property and do any of these groups attend with children? _____

Signed: _____

Date: _____



CHILD SAFEGUARDING & PROTECTION SERVICE FOR THE JESUITS IN IRELAND

**INFORMATION FOR COMPLAINANTS AND
SURVIVORS OF CHILD ABUSE**

Support for those affected by abuse

Many people have suffered throughout their lives because of abuse they experienced as children. The effects can be devastating. We wish to offer support to those who have been affected in this way. The following supports are provided by the Jesuits:

- ❖ An identified person known as a 'Support Person' will be made available to any person who makes a complaint of abuse against a Jesuit. The support person can help you to understand the process involved in making a complaint, they will listen to you, and they can help you to access professional support services.
- ❖ A pastoral meeting with the Provincial or an identified other is available at the appropriate time
- ❖ The Church has established an independent professional support service 'Towards Healing' which can be accessed free of charge to those who experienced abuse (Contact details overleaf)
- ❖ Spiritual support services are available through 'Towards Peace' (contact details overleaf)



Child Safeguarding & Protection Service for the Jesuits in Ireland

Contact Us

Designated Liaison Person:

Ms. Saoirse Fox
safeguarding@jesuit.ie
01-4987333

Deputy Designated Liaison Person:

Fr. Liam O'Connell SJ
socius@jesuit.ie
01-4987333

Information for Complainants and Survivors of Child Abuse

Jesuit Curia, Milltown park,
Sandford Road, Dublin 6
Tel: 01 498 7333

Useful Contacts

An Garda Siochana

Dedicated Freephone for the reporting of child sexual abuse
1800 555 222

Tusla- Child & Family Agency

www.tusla.ie/services/child-protection-welfare/contact-a-social-worker

Towards Healing

Freephone: 1800 303 416
www.towardshealing.ie
See info overleaf

Towards Peace

01-5053028
www.towardspeace.ie
See info overleaf

One in Four

01-6624070
www.oneinfour.ie
Therapy and advocacy service for survivors of sexual abuse

The Designated Liaison Person

Contact details for the Designated Liaison Person (DLP) are overleaf. Their role is to ensure that all child protection concerns are responded to and managed in accordance with civil law and church policy. If you decide to make your complaint directly to the Jesuits, the DLP is the person who will hear your complaint and explain the process to you.

Making a Complaint of Abuse

- ❖ People are encouraged to report information on child abuse directly to the Police and/or the Child Protection Service (see useful contacts)
- ❖ Meeting the DLP: Every person will be heard with compassion and in a spirit of acceptance. The needs of the person will be prioritised in choosing the location, time and pace of a meeting.
- ❖ Offering support: The person making a complaint is encouraged to bring somebody with them to the meeting for support. They will be offered a Jesuit “support person” and given information on professional support services.

- ❖ Referral to the statutory authorities: The DLP will advise of the Jesuit’s responsibility to report information on child abuse to the Gardai/PSNI and Tusla/HSCCT
- ❖ Confidentiality: Any information shared is treated as highly confidential and only shared with those with a legitimate need to know eg. statutory authorities.
- ❖ Role of An Garda Siochana/PSNI: It is the responsibility of the Police to investigate and establish if a crime has been committed. An Garda Siochana will not make contact with a victim/survivor without their consent.
- ❖ Role of Tusla/HSCCT: It is the role of the social services to promote the welfare and protection of children. They will assess if a person poses a risk to children.

