

MISSIONARIES OF THE SACRED HEART

“KEEPING CHILDREN SAFE”



SAFEGUARDING & CHILD PROTECTION POLICY AND PROCEDURES



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A Message from the Provincial

PREAMBLE

The procedures which follow in this document were approved by the Provincial in Council during the Provincial Council meeting of 10th July 2013. This policy is for the use of all Missionaries of the Sacred Heart resident in Ireland and for those visiting Ireland either on holiday, on sabbatical or to work. The policy also provides the foundation on which all other safeguarding policies throughout the entire Irish Province of the Society of the Missionaries of the Sacred Heart are based. This policy also applies to all those who work for or volunteer with the Missionaries of the Sacred Heart. We are all obliged to familiarise ourselves with the procedures and to implement them, without exception, in our personal lives, in our communities and in the places where we work. This document supersedes the earlier policy and procedures documents of 1997, 2002 and 2010.

The procedures are based on **Safeguarding Children, Standards and Guidance Document for the Catholic Church in Ireland** to which the Irish Province of the Missionaries of the Sacred Heart is fully committed, having signed a formal Memorandum of Understanding with the National Board for Safeguarding Children in the Catholic Church in Ireland (NBSCCCI).

The Irish Province of the Missionaries of the Sacred Heart undertakes to do all in its power to create a safe environment for children and young people. The Missionaries of the Sacred Heart

will liaise closely with the statutory agencies to ensure that any allegations of abuse are promptly and properly dealt with, victims supported and perpetrators held to account. We undertake to monitor all members of the Society against whom serious and credible allegations have been made in order to ensure that all live offence free lives.

We express our collective shame and sorrow that incidents of abuse have occurred. On behalf of the Missionaries of the Sacred Heart we apologise to all who have suffered because of abuse. We recognise the hurt and sense of isolation which those who have been victims of child abuse by priests and religious have experienced. We declare that those who have suffered abuse and their families have first call on the pastoral concern of the Missionaries of the Sacred Heart.

The procedures which follow recognise the paramount need to safeguard the welfare of children and young people.

All child abuse is a betrayal of trust which is given to those who have responsibility to safeguard the well-being of children and young people with whom they are in contact however temporary that contact may be. It is most abhorrent when the position of trust is that of a member of the clergy or religious congregation. Child abuse by priests and religious is a betrayal of their calling to serve others. It is a betrayal too of the Christian community which has entrusted them with particular authority and responsibility. Instead of their special position in the Church being a means through which God's care for his people is revealed, priests and religious who abuse children take advantage of that position to gratify their own desires and sense of power.

The response of the Irish Province of the Missionaries of the Sacred Heart to allegations of child abuse against an MSC must include respect for the rights of the person who has been accused. In particular, with due regard to the paramount need to

protect children, care should be taken that the good name and reputation of the MSC who is accused is not unjustly tarnished. The fundamental presumption of innocence must be upheld and respected, unless the contrary has been established. Careful attention must be given to the spiritual and emotional well-being for the accused person. This must extend throughout the period of investigation of an allegation and beyond, whatever the outcome of the investigation may be.

In cases where an MSC has been found to have abused, some people may feel that any continued care and concern for the abuser is misplaced. This is understandable, given the gravity of child abuse in terms of its violation of the abused person's rights and the danger that its effects may have long-term consequences for his/her well-being. However, priests and religious who offend are members of the Church which is founded on the Gospel message of hope and the possibility of change and renewal even from the depths of sin and despair. This core belief has direct implications for those who abuse. It should mean that they hope for, and work towards, healing and the possibility of living offence-free lives. This support of the Christian community is a vitally important element in the prevention of abuse and the protection of children. The Missionaries of the Sacred Heart remain mindful also of the hurt experienced by families of accused members.

In the Constitutions of the Missionaries of the Sacred Heart we read: "we are sent into the world to proclaim the Good News of the love and kindness of God our Saviour and to bear witness to it in the whole of our lives." (No.4). Members of the Irish Province work in Southern Africa, Venezuela, Russia, United States and the United Kingdom. In our ministry we are involved with people from every sector of society. Our ministries include various chaplaincies to schools, hospitals and prisons, parish ministry, retreat ministry, spiritual direction and counselling, together with overseeing and implementing various social projects as we endeavour to help all people in need. We pray that in following

the procedures outlined in this document we may remain ever faithful to the noble calling which we have all received.

May the Sacred Heart of Jesus be everywhere loved.

Fr Joseph McGee MSC
Provincial

25th July 2013

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INTRODUCTION

This document sets out the procedural guidelines that should be used if allegations or concerns of abuse are made against any member of the Society of the Missionaries of the Sacred Heart (MSC), its employees or volunteers.

It also includes the Society's procedures on prevention of abuse. This covers such areas as safe recruitment and safe practice. We have a responsibility to prevent abuse by any of our members, by assessing and managing any risks we are aware of.

This policy and procedures are in compliance with:

- Safeguarding Children: Standards and Guidance Document for the Catholic Church in Ireland (National Board for Safeguarding Children in the Catholic Church, 2009), including "Guidance on Leave and Restriction from Sacred Ministry and Apostolate for Clergy and Religious" (May 2013).
- 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.

"Safeguarding Children" sets out 7 standards which every Church organisation must meet:

- Standard 1: A written policy on keeping children safe*
- Standard 2: Procedures: How to respond to child protection allegations and suspicions*
- Standard 3: Preventing harm to children*
- Standard 4: Training and Education*
- Standard 5: Communicating the Church's safeguarding Message*

Standard 6: Access to advice and support

Standard 7: Implementing and monitoring the standards

The MSC Policy and Procedure document provides the written framework for how the Missionaries of the Sacred Heart will implement best practice and meet these standards.

The clear message contained in this document “Keeping Children Safe” is that all MSC members share responsibility for keeping children safe by helping to create safe environments. We all have personal responsibility for our own behaviour and for challenging inappropriate behaviour of others.

All members of the Irish Province of the Missionaries of the Sacred Heart, endeavouring to live according to the Gospel, where Jesus said *“Let the children come to me; do not stop them”* [Matthew 19,14] and “whoever welcomes one such child in my name welcomes me” (Mark 9, 37), recognise the dignity and rights of children, especially their right to develop their relationship with God without interference.

We abhor all instances of abuse and affirm that the Gospel value of respect for all persons is foundational to our way of life. We pledge ourselves to treat with compassion all those afflicted by abuse, especially the primary victims and their families. We also pledge to assist those members of our community, who have abused, to lead offence-free lives thus preventing the further abuse of children. Our aim is to restore and enhance the dignity of all persons wounded by this evil and bring them healing and, where possible, reconciliation. To achieve this aim, the leadership of the Irish Province of the Missionaries of the Sacred Heart and all the members of the Province, rededicate themselves to Our Lord Jesus Christ and the way of life inspired by his Gospel and pledge to observe carefully the child safeguarding guidelines set forth in this protocol.

STANDARD 1

MISSIONARIES OF THE SACRED HEART

A Written Policy on Keeping Children Safe

AIM: All reported allegations and concerns or suspicions of abuse are taken seriously and responded to in a manner that ensures children and young people are kept safe. We work closely with the statutory services and seek advice around best practice. Every child and young person should be cherished and protected and their bodily integrity and dignity respected.

Our Child Protection Policy Statement

The Society of the Missionaries of the Sacred Heart sees every child and young person as a gift from God with an inherent right to dignity and bodily integrity which shall be respected, nurtured and protected by all. The Society values and encourages the participation of children and young people in parishes and other activities run by the Missionaries of the Sacred Heart.

The Missionaries of the Sacred Heart take seriously their obligation to ensure that the fundamental rights of children are respected. We are committed to doing all in our power to protect children and young people from all abuse, be it physical, sexual, emotional or neglect.

Our Child Protection and Safeguarding Policy and Procedures seek to keep children and young people safe and those who work with them. All members of the Missionaries of the Sacred Heart, its employees and volunteers, must adhere to them.

See Appendix 2 for how this Policy Statement is displayed in the relevant locations in MSC premises i.e. community house

POLICY:

- This policy is in compliance with national and Church guidelines (Children First: National Guidance, 2011; Safeguarding Children: Standards and Guidance Document for the Catholic Church in Ireland, 2009).
- The key motivation behind this policy is the desire within the MSC to take responsibility for keeping children and young people safe.
- All MSC personnel, be it MSC members, employees or volunteers, must comply with the MSC Safeguarding and Child Protection Policy and Procedures.
- There are structures in place within the MSC to ensure the safety and protection of children and young people. These structures are coordinated through the Safeguarding Office. The Safeguarding Manager, who acts as Designated Person (DP), manages this office. “The Designated Person (DP) is a person who has specific responsibility for ensuring that effective child protection procedures are followed within the (*“MSC Society”*) (Safeguarding Children, 2009 p94).
- The Safeguarding Office helps to provide safe environments for children and young people wherever MSCs work. The Safeguarding Committee assists in the development of good practice, training and communicating the safeguarding message within and outside of the MSC Society.
- The Safeguarding Office provides pastoral support to those affected by abuse. This support is coordinated by the DP and also involves support persons and the Provincial.
- The Safeguarding Office deals with child protection concerns.
- All allegations or concerns of abuse are heard with respect and taken very seriously.
- All child protection concerns (allegations/suspensions) are passed on to the civil authorities without delay.
- An Garda Síochána is responsible for investigating crimes, including those of abuse. The Health Service Executive (HSE) has statutory responsibilities in assessing if there is

risk posed to children and ensures measures are taken to decrease this risk.

- The Provincial and DP are responsible for the internal case management and Church inquiry of child protection concerns involving MSC priests and brothers.
- Management of risk occurs in close collaboration with the HSE and An Garda Síochána.
- The Church inquiry involves:
 - Meeting with those who wish to discuss child protection concerns and meeting with those who make an allegation of a child protection nature.
 - Meeting with the respondent.
 - Notifying the civil authorities (An Garda Síochána and HSE).
 - Taking protective measures to prevent further abuse.
 - Conducting a canonical investigation.
 - Informing the Congregation for the Doctrine of the Faith (CDF) if necessary through the Superior General.
 - Taking the necessary steps to prevent a person, insofar as possible, who may have abused children from reoffending.
- All child protection concerns must be reported to the DP, who has the overall responsibility entrusted to him/her by the Provincial, to ensure that each concern is correctly managed from start to finish.
- The DP and the Provincial work closely together on child protection case management, with each keeping the other informed at every step in the process.
- The Missionaries of the Sacred Heart Safeguarding Advisory Panel (SAP) supports the work of the Provincial and DP by offering professional advice on the management of cases of alleged abuse and the management of men who have offended.
- The National Case Management Reference Group (NCMRG) supports the work of the Provincial and DP by offering expert advice on the management of cases of alleged abuse and the management of men who may have offended.

- The MSC Superior General will inform the CDF of all allegations that have a 'semblance of truth'. Direction on the management of ordained Religious who may have offended is taken from the CDF. A different procedure applies for non ordained religious and canonical advice is sought on these cases.
- The Missionaries of the Sacred Heart have a written procedure which is followed from the point of hearing a concern of abuse. All efforts are made to follow this procedure in the sequence set out. There may be departures, however, depending on advice from the statutory services.
- The Safeguarding Office will ensure that this policy is implemented and regularly reviewed.

STANDARD 2

MISSIONARIES OF THE SACRED HEART

Procedures: How to Respond to Child Protection Allegations and Suspicions

AIM: Children have a right to be listened to and heard. Adults and children who wish to disclose or voice concerns about child abuse should have a compassionate and appropriate response. These procedures are for the purpose of providing clear guidance to all MSC personnel on how to respond effectively to allegations and suspicions of abuse.

Section 1: Procedure for receiving an allegation/concern

Concerns may be voiced in a variety of ways:

- A child or young person may disclose that they are or were abused.
- An adult may want to report abuse that occurred to them as a child.
- 3rd party: A child or adult may disclose that they were abused to another person, who may report it to the MSC. This would be an allegation by a 3rd party.
- A person may report abuse that they witnessed but did not directly experience themselves. This is also a 3rd party allegation.
- A person may come forward with suspicions of abuse or concerns. They may have a strong suspicion and reason for this. They may also voice concerns about something they were uncomfortable with.
- Anonymous complaints: These can be 1st party or 3rd party and received through the media of phone calls, letters, emails etc.
- The complaint could be received initially by the DP. This would happen if a person contacts the Safeguarding Office in order to make a complaint. They may also indicate to a member of the MSC or a safeguarding representative in a

parish or retreat centre, that they wish to make a complaint of abuse. In this instance they can be referred to the DP.

- In some instances a person may approach somebody they trust in order to initially disclose their experience. If this is an MSC member or an employee of the MSC, it is expected that they are adequately aware of these procedures and trained to be able to receive and record the complaint and refer it on to the DP.
- A person may make their allegation directly to the HSE and/or An Garda Síochána. The MSC will generally be given some information on the receipt of an allegation by the statutory authorities. We would encourage anyone who makes a complaint to consider reporting the matter to the MSC in addition to the statutory authorities.

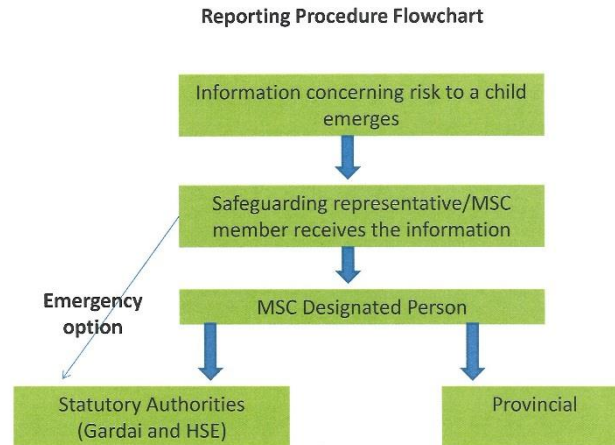
All reports of child abuse or concerns of abuse are taken very seriously by the MSC. The DP is responsible for reporting allegations to the statutory authorities. Clear procedures on receiving allegations and concerns of abuse are detailed below.

Guidelines on how to respond to the person making the complaint: This applies to children or adults:

- Remain calm, remembering how difficult disclosing might be for the person.
- Be mindful that the person, particularly a child or young person, may have chosen to speak to you because they trust you.
- Give the person time and listen well.
- Show acceptance for what the person has to say. You are not determining credibility/guilt. Do not make statements as to your evaluation of the complaint.
- Do not ask leading questions e.g. Is it x who abused you? Is it x that happened?
- Only ask questions for clarification purposes, for example: What do you mean by that? Do not probe for more information than what is freely offered. You are not

investigating their complaint.

- Take notes and record all details, even those that seem insignificant. Ask permission of the person to take notes. If permission is not given make a record of the conversation as soon after as possible.
- At the earliest possible stage advise the person that you cannot keep this information confidential and will need to speak to somebody who has expertise in this area. This will be the HSE and An Garda Síochána. The DP will also be informed. This stage is essential in ensuring the person is not misled and have trust broken by another adult.
- Assure the person that only those people that need the information will have it.
- Advise the person at this stage that they may prefer to go directly to the statutory services themselves. Give contact details for the HSE Duty Social Work Office and An Garda Síochána Sexual Crime Management Unit.
- Explain that it is the policy of the MSC to offer pastoral support to victims and their families. It is the responsibility of the DP to offer this support. *This conversation may need to happen at another more appropriate time.*
- Provide the contact details for the DP and seek their permission for the DP to contact them.



Procedure on referring the child protection concern on:

- Any information you receive about child abuse concerns is highly confidential and should only be passed on to those who need to know. It is for the purpose of protecting children. The HSE will manage the sharing of information with other individuals and outside agencies.
- Encourage the person to report the matter directly to An Garda Síochána and the HSE. Advise them that you must also notify these statutory authorities.
- Send the report immediately to the DP with any other relevant documentation.
- In the absence of the DP refer the matter to the Provincial who will report to the civil authorities.
- If it appears there is an immediate risk to a child or young person, no delay should occur in reporting the matter to the HSE. If the Duty Social Worker cannot be contacted, An Garda Síochána should be immediately informed. In these instances the DP will be latterly informed.
- The DP simultaneously informs the Provincial and uses a standardised form to report the concern or allegation to both An Garda Síochána and the HSE. Reporting to the civil authorities should occur without delay.

If the complainant is a child or young person:

- Follow the guidelines above for how to respond if a child or young person makes a disclosure.
- Inform the child or young person, in age appropriate language, what will happen to their disclosure and that you cannot keep it a secret.
- It is important that you allow the child or young person to say what they want to say but do not prompt for further information.
- It is imperative that you do not conduct an interview with the child or young person. Specialist interviewers are needed for this. Your task is gathering and recording information not investigating.
- If the child or young person is alleging abuse by a family member, you should immediately consult with the local HSE Duty Social Worker. If there is an immediate risk to a child or young person and you cannot contact the Duty Social Worker, An Garda Síochána should be contacted.
- The process of support and pastoral care will be a different process for a child or young person than for an adult disclosing child abuse. Guidance must be taken from the social worker on what type of follow-on contact is appropriate with a child or young person. Parents must be consulted with, unless this is contra-indicated by the social worker.
- The parents need to be informed that a referral to the statutory services is being made. However, this is not done if it could place the child or young person at further risk.

Some points of consideration if the complainant is an adult:

- It will have taken a lot of courage for the person to reach the point where they are able to speak out about their abuse.
- Do not ask probing questions. Factual information may be checked out.

- Do not speculate on the outcome or comment on the alleged perpetrator.
- Provide a reassuring and accepting space for the person. Do not make statements of belief or otherwise.
- Be conscious that the person may present as angry. This can be indicative of the deep pain they are experiencing.

If an allegation is made against an MSC employee or a volunteer:

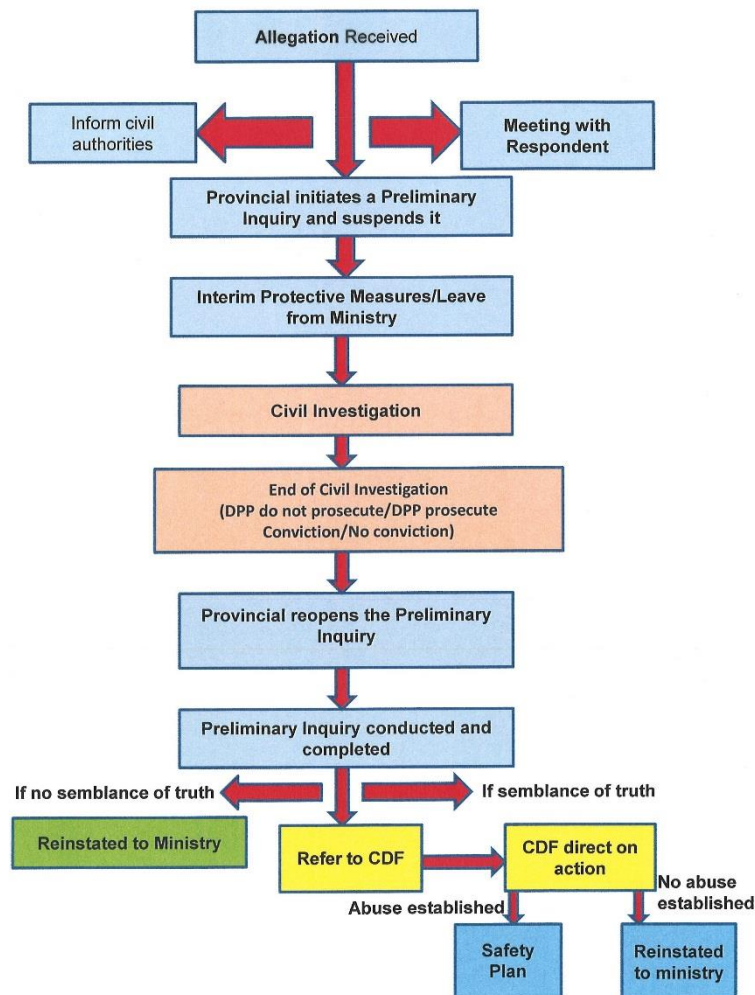
- An allegation received against an MSC employee or volunteer is reported to the statutory services using the same procedure outlined above.
- In the case of an employee, specialist human resources (HR) advice is sought. The employee is suspended with pay pending the outcome of the statutory enquiries. Any variation to this will be stated in the employee's contract and handbook.
- On completion of the statutory enquiry and internal investigation takes place. A review of all the information is conducted in order to assess the credibility of the allegation.
- In the case of a volunteer, they will be asked to step aside from their role and may not return unless the MSC is satisfied that there is no case to answer.

What if a person admits abusing a child or young person?

- As early as possible you should advise the person that you cannot keep the information disclosed confidential.
- When a person admits abuse of a child this is a child protection concern and the same referral procedure follows as for an allegation of abuse.
- Refer the matter to the DP, who will refer to the civil authorities. It is important that both An Garda Síochána and the HSE Child & Family Services are notified.

- This should happen no matter how long ago the person reports that this abuse occurred.
- Be mindful that the person admitting abuse is particularly vulnerable at this time and will need support. The DP and Provincial will coordinate the support required. Try to maintain a supportive presence for the person admitting this.

Section 2: Procedural Guide - How the MSC manages allegations of abuse



Step 1: Allegation received

- This is detailed above in “Procedure for receiving an allegation/concern”. All allegations or concerns of child

abuse should be reported to the MSC DP.

Step 2: Reporting to statutory authorities

- Where reasonable grounds for concern have been established, the DP will report the allegation to the statutory services (HSE and An Garda Síochána). Reasonable grounds for concern might be: A clear indication from a person that they were abused; Admission of an alleged abuse; Evidence that is consistent with abuse, an account from a person who saw the child being abused.
- The DP completes a standardised form and sends it securely to both agencies.

Step 3: Meet the respondent

- The Provincial calls the respondent to a meeting in which he is informed of the details of the allegation. The DP is present at this meeting. The respondent can bring a person for support.
- The respondent is immediately informed of his right not to respond. If he chooses to respond this is recorded and must be referred to the statutory authorities.
- The respondent is offered an MSC advisor/support person and recommended to seek legal and canonical advice. The respondent may opt to have a support network of their own choice.

Step 4: Preliminary Inquiry

- At this time, the preliminary inquiry is initiated. A preliminary inquiry is a requirement in canon law and involves gathering all the available facts and circumstances surrounding an allegation. The preliminary inquiry is then immediately suspended to allow any civil investigations to take precedence. On completion of civil investigations, or if it is made clear that there will not be such investigations, the preliminary inquiry is reopened.

Step 5: Decision on interim protective measures

- Interim protective measures refer to actions taken by the Provincial, after consultation with the DP, to restrict the respondent's ministry and activities in order to safeguard the community (i.e. children and young people). They are called interim measures as they are temporary measures only to allow the investigation of the allegation to proceed. They do not carry any implication of guilt.
- The member may be asked to step aside from ministry during the course of the investigation/s. If living independently, he may be asked to return to community living. In certain cases, depending on the circumstances, it may be possible for the member to remain in ministry with structures around this. In all cases it will be stipulated that the respondent should not have unsupervised contact with children or young people.

Step 6: Civil/Statutory investigations

- When the outcome of any criminal investigation becomes known, all parties should be informed. The possible outcomes are: The Director of Public Prosecutions (DPP) decides not to prosecute; The DPP decides to prosecute and the respondent is found "not guilty" by a court; The DPP decides to prosecute and this results in a conviction.
- The HSE may run a child protection investigation concurrently to the criminal investigation or after it.
- The outcome of the criminal and child protection investigations are important information for the ensuing Church investigation.

Step 7: Preliminary Inquiry & Canonical Investigation

- At the conclusion of a civil/statutory investigation, or where no investigation takes place, an internal investigation is

carried out in order to consider if there are child protection issues.

- The preliminary inquiry involves gathering all the facts and circumstances surrounding the allegation. The Provincial must assess all this information and decide if there is a case for the respondent to answer (canonical term=semblance of truth). The Provincial will appoint the DP and/or a canon lawyer to conduct this investigation on his behalf. The process should be carried out as expeditiously as possible.
- If the evidence gathered supports that there is a semblance of truth to the allegation, the Provincial must refer the case to the Superior General of the Society, who will inform the CDF. The CDF will direct on what happens next.
- Where the threshold of a “semblance of truth” has not been reached, the respondent can be returned to ministry and steps taken to restore his good name. Advice is sought from the MSC Safeguarding Advisory Panel (SAP) and the National Case Management Reference Group (NCMRG) with regard to how this may be best approached.
- *Note on introduction of psychological assessments or other interventions:* It is the policy of the MSC that psychological assessments or other similar tools will only be introduced on completion of statutory investigations and a preliminary inquiry. Psychological/risk assessments cannot be used to inquire into the veracity of an allegation. They may be used to assess one’s suitability for ministry, on completion of investigations. Alternatively it can be used to draw up a safety plan for one who is not being returned to ministry.

Step 8: Review & Safety Plan

Where it is established that an MSC member perpetrated child sexual abuse, he cannot return to public ministry. He must participate in a programme of supervision and support. A written safety plan is put in place. This plan is supported by his Community Leader and monitored and reviewed by the DP and Provincial. The continuing support of the Society depends on the respondent’s cooperation with this programme.

STANDARD 3

MISSIONARIES OF THE SACRED HEART

Preventing Harm to Children and Young People

AIM: The MSC wish to create an environment for children and young people to enter and be welcomed, where they can be safe from harm. All efforts are made to ensure that adults who are brought in contact with children and young people through their work with the MSC are suitable for this contact. Furthermore, that they act appropriately and that their ministry creates good in the lives of these children and young people.

1. Introduction

MSC take very seriously their role in the prevention of harm to children and young people. This role is twofold: (1) ensuring that MSC activities are safe for children and young people; (2) being mindful of the possibility that children and young people to whom an MSC ministers could be abused in the family or community.

Child protection policies, including Children First: National Guidance, generally pay attention on how to respond to concerns of abuse or child welfare issues. This is a very important area. It covers the area of retrospective disclosures. We acknowledge that for some time to come adults may come forward to speak of abuse that they experienced many years ago. MSC procedures around the area of responding to allegations is contained in the section of this policy document - Standard 2.

It is as important that we have policies and procedures that offer a framework for how we prevent harm coming to children and young people while we work with them. This framework is underpinned by:

- Safe recruitment and selection procedures.

- Code of good practice for adults working with children and young people.
- Code of behaviour for children and young people.
- Organising safe activities for children and young people.
- Induction and training for MSC members, employees and volunteers.
- Ongoing formation for MSC members.
- Making MSC members, employees and volunteers aware of how to raise concerns, confidentially if needs be, of inappropriate work practices or behaviour of adults they work with (Whistleblowing: See appendix 3).

1.1 Recruitment & Selection Procedures:

Proper recruitment and selection procedures help identify those suitable to fill a position. Strong procedures may screen out those that are unsuitable to work with children and young people and provide a deterrent to applying in the first place. These procedures apply to new applicants for religious life, as well as lay people seeking to be employed or volunteer. The MSC recruitment procedure involves:

1. Completion of an application form and provision of identification.
2. Job description which clarifies the skills and qualifications necessary and tasks involved in the work. The level of contact with children and young people should be specified.
3. Interview by at least two people, with one person having a strong awareness of child protection/welfare. There should be questions of a child protection nature within the interview. (See “Safeguarding Children: Standards & Guidance Document” for examples).
4. References: A minimum of two references are required, including one from the most recent employment. Timeline of employment should be included. References supplied should be verified directly with each referee.

5. Garda Vetting: This process is carried out for the MSC via local diocesan authorities. Although Garda vetting is crucial, it is only one of a range of recruitment procedures. It alerts the organisation to criminal charges that the person may have been subject to. The recruiter must be alert to times when an applicant was out of Ireland for a sustained period of time e.g. a year or more. Vetting/police clearance may be required from other countries.
6. Declaration Form: This supplements Garda vetting, as the applicant is expected to declare any charges pending or completed, or any disciplinary proceedings that they have been subject to, due to inappropriate behaviour towards a child or young person. (See Resources)
7. Qualifications must be checked by the person recruiting/HR and a copy of qualifications kept on the personnel file.
8. A probationary period of six months for all successful applicants.
9. All should receive training, supervision and support for their role and have a formal induction period. (See also section on Training).
10. All information gathered in the recruitment process is recorded and stored safely, with access limited to those directly involved in their employment or voluntary recruitment.

This list of recruitment procedures is not exhaustive, as other measures will be used for applicants wishing to join the MSC Society. Applicants will be asked to undergo psychological testing as part of their formation. The MSC have a procedure for assessing suitability for admission to the Society and subsequently assessing suitability for ordination.

1.2 A Code of Good Practice:

For adults working with children and young people

- It is the responsibility of all MSC members, employees and volunteers to be fully informed of the MSC Safeguarding policy and procedures. All must adhere to the policy and procedures, and sign a consent form, that they will follow them.
- Church personnel should be clear about the nature of the work that they are expected to engage in with children and young people. If unsure clarify this with your line manager.
- All children and young people should be treated with respect and dignity.
- Children and young people will be listened to and encouraged to speak openly.
- Take time to understand, as much as possible, the individual nature of each child or young person.
- Conduct activities with children and young people in an open space, preferably where others are around.
- There should be no unsupervised contact with a child or young people. If an unexpected situation occurs, or the needs of the child/young person demand singular contact, then ensure that another person knows where you are and leave doors open. Make a record of the contact and share this with the appropriate person.
- If you are working with a mixed gender group, it is advisable to have a person of the opposite gender working with you.
- Be cautious of your use of touch with children and young people. Sometimes touch may be appropriate e.g. a hand on a shoulder. Sometimes a child or young person will be uncomfortable with even this level of touch and you should respect their boundaries. Sexual contact with a child or young person is completely forbidden. Touch is in response to the needs of the child or young person and only ever in the presence of others and with the permission of the child or young person.

- Make sure that the environment you work in is safe and suitable for the groups you are working with. This will include adequate levels of supervision. See supervision ratio below.
- Be respectful of the privacy needs of children or young people e.g. changing rooms, toilets.
- Use language that is appropriate and respectful.
- Do not seek contact with a child or young person outside of activities. Contact with a child or young person should only be through their parent(s) or guardian(s). Direct contact should never be made.
- It is the responsibility of all MSC members, employees and volunteers to be vigilant of each other's practice. Ensure that a child or young person is not left alone for an extended period of time with an adult worker.
- If you notice an adult acting inappropriately with a child or young person, you must intervene and challenge this.
- It is expected if you notice an adult acting in such a way with a child or young person that causes concern for you, that you will bring this to the attention of your Community Leader/manager.
- MSC members, employees and volunteers will not undertake any task of a personal nature with a child or young person, except in a medical emergency. If there is a need for intimate care e.g. for those with special needs, a policy and plan needs to be in place around this. See section on "Working with those with special needs".
- Show respect for difference. Be inclusive to all regardless of gender, race, ethnicity, religion, sexuality. Show tolerance and respect for those with different beliefs and culture to you.

DO NOT:

- Give children or young person you work with lifts in your car unaccompanied.
- Share your personal details with a child or young person that you work with.
- Invite a child or young person to your home.

- Use disrespectful or crude language.
- Use discriminatory language.
- Use alcohol before, during or after work with children or young person.
- Smoke in the presence of children or young person.
- Engage in horseplay or other physical play with children or young person.
- Be overly tactile with children or young person.
- Show favouritism to a child or young person at the exclusion of others.
- Discriminate against any child or young person, on the basis of race, ethnicity, gender or religion or any aspects of their world that is different from yours and your beliefs.

NEVER:

- Hit or otherwise physically assault a child or young person.
- Develop sexual relationships with a child or young person.
- Develop relationships with a child or young person which could be deemed exploitative or abusive.
- Act in ways that may be abusive or may place a child or young person at risk of abuse.

See Guidelines on Use of Modern Technology when working with children: Appendix 4.

Working with children with special needs or vulnerable children

- Children or young people with special needs may depend on adults for their care and safety. Sensitivity and clear communication is particularly important.
- The MSC member, employee or volunteer working with the child or young person should consult with parent(s) or guardian(s) regarding the specific needs of the child or young person and specific vulnerabilities.

- These children or young people may be more likely than others to be subject to bullying or other forms of abuse. This requires proper monitoring.
- Time needs to be given to paying attention to these children or young people and listening. They may need help with communicating.
- If the child or young person has intimate or medical care needs, these must be done by a parent or carer.
- In carrying out care tasks with the child or young person, sensitivity must be shown to the child or young person and the tasks should be undertaken with the utmost discretion.
- Only do for the child or young person what they cannot do for themselves.
- Be honest about your own skills and comfort levels and do not put yourself in a situation you are not comfortable with or trained for.

Trips away from home including pilgrimage:

- All trips, including day trips, overnight stays and holidays, need careful advance planning, including adequate provision for safety in regard to transport, facilities, activities and emergencies. Adequate insurance should be in place.
- Written consent by a parent(s) or guardian(s) specifically for each trip and related activities must be obtained well in advance. Where appropriate, written consent from the child or young person should also be sought.
- A copy of the itinerary and contact telephone numbers should be made available to parent(s) or guardian(s).
- There must be adequate, gender-appropriate, supervision for boys and girls.
- Arrangements and procedures must be put in place to ensure that rules and appropriate boundaries are maintained in the relaxed environment of trips away.
- Particular attention should be given to ensuring that the privacy of children and young people is respected when they are away on trips.

- The provision of appropriate and adequate sleeping arrangements should be ensured in advance of the trip.
- Sleeping areas for boys and girls should be separate and supervised by two adults of the same sex as the group being supervised.
- At least two adults should be present in dormitories in which children or young people are sleeping.
- Under no circumstances should an adult share a bedroom with a child or young person.
- If, in an emergency situation, an adult considers it necessary to be in a child's or young person's dormitory or bedroom without another adult being present they should: (a) immediately inform another adult in a position of responsibility and (b) make a diary note of the circumstances.

1.3 Code of Behaviour for Children and Young People:

The MSC aims to create caring supportive environments where children and young people feel nurtured and able to reach their full potential, with support from adults and other children. Positive behaviour of children and young people are noticed and encouraged, with the goal of maximizing positive interactions. Exercises should be done with groups of children and young people at the formation stage of the group, discussing with them how they like to be treated and how they believe others should be treated. A code of behaviour is devised by the children and young people. This discussion should be used as an opportunity to talk about bullying with the group.

The Code of Behaviour for each group will therefore be different, but will normally contain reference to:

- Respect for others and respect for difference.
- Being kind to others and listening to what they have to say.
- Respect that others may have different ideas to you or may look different to you.

- Respect for property.
- No bullying i.e. name-calling, either out loud or by text or social media; hitting or other physical acts like slapping, spitting, kicking.
- Boundaries around behaviour i.e. what is encouraged and what is not acceptable e.g. rough play/horseplay, crude language/jokes.
- Clarity around who they can speak to or if they are uncomfortable with something that happened or is happening.

If there is challenging or difficult behaviour between children, adults and children are clear on how such difficulties will be managed. Appropriate methods of dealing with these are agreed and written down at the start of all activities. Any form of physical punishment will never be acceptable and a child or young person should never feel ridiculed. Positive behaviour management tools are such things as bringing children or young people together to resolve issues, apologies, making reparation for damage caused.

If the negative behaviour of any child or young person is recurrent, or particularly difficult, parent(s)/guardian(s) should be included in the management of this behaviour. They should be fully informed of issues that arise when their child is not in their care.

1.4 Safe Activities:

- While it is important that the person working with children or young people adheres to the code of good practice, it is equally important that activities are organised that are safe and do not put children or young people in harm's way. Each MSC/employee/volunteer protects his/her own integrity by how he/she conducts themselves. By ensuring activities are planned in a safe way, we are involved in protecting each other's integrity and that of the MSC.

- The ministries that MSC members are engaged in, that put them in regular contact with children or young people, include parish ministries, facilitating day retreats, pilgrimages and school/hospital chaplaincy. Where an MSC holds a diocesan appointment, such as a parish ministry, it is expected that he is well acquainted with and follows the relevant diocesan child protection policy and procedures and the child protection policy of the particular organisation with whom he works. This may give extra guidance on the provision of safe activities for children and young people within that diocese.
- Similarly, an MSC member may work for a non-Church organisation which involves activities and work not covered here. In these instances, he follows the policy and procedures of the organisation he works for.
- All Church organisations are expected to have child protection policy documents that are based on national guidance, statutory and Church. Therefore there should not be major procedural differences between organisations. If an MSC member notices such discrepancies between this document and an organisation he works for, he should bring this to the attention of the DP.
- If an MSC member is providing a service for children or young people coming from another organisation, e.g. school day retreats, the member should assess that safe practices are in place, e.g. adequate supervision ratios. If the practices of the other service provider, e.g. school, seem unsafe, you have a duty to bring this to their attention and may need to refuse to facilitate the event. A contract between the MSC and the other service provider is recommended, delineating who has responsibility for what. The MSC retreat leader will have responsibility for conducting himself properly and leading the retreat. The MSC are responsible for ensuring the premises are safe and sound. The school using the service is responsible for supervising the children and young people adequately.

- In some roles, however, you may be *in loco parentis*. When you work with altar servers, you are responsible for them while they are in your care. It is important that you have written consent for such activities from parent(s) or guardian(s).

Risk assessment of activities:

- In the planning of activities with children and young people, the MSC member must ensure that the leader of the activity on behalf of the Society visits the premises to be used beforehand to undertake an assessment of the premises to flag potential hazards.
- The activity should be assessed in a similar manner and actions taken to remedy any potential pitfalls.
- The MSC member must ensure that the leader of the activity on behalf of the Society gauges the group's needs and individual children/young people's needs and measures taken to ensure these are looked after.
- The MSC member must ensure that the leader of the activity on behalf of the Society ensures that appropriate levels of supervision are in place, with attention paid to gender balance.

Supervision ratios:

Under 8 years

0-2 years = one member of staff to 3 children

2-3 years = one member of staff to 4 children

3-7 years = one member of staff to 8 children (6 children for outdoor activity)

8 years and over

Two members of staff to 20 children (15 children for outdoor activity)

There should be one additional staff member for every extra 10 children.

1.4.2 Record keeping:

- **Consent:** Parent(s)/guardian(s) need to give signed consent for their child to take part in any Church activity. The nature of the activity should be made clear.
- **Consent:** Ensure that you have signed consent forms (parental/guardian consent and the child's consent, if possible) for events away from the parish or retreat centre giving permission for leaders to be in loco parentis. (See resources).
- **Record keeping:** Keep a register of up-to-date information for each child and young person, including any information about special dietary requirements and medication. Such information should be properly secured and subject to data protection laws.
- **Signing In and Out:** An attendance log must be kept for all activities with children and young people i.e. names, time in, time out, other adults and children present, other notes. A sacristy log is an example of this.
- **Unanticipated events:** If you must undertake something that is unanticipated or an exception to the code of good practice, e.g. taking a child alone in your car in an emergency, parent(s)/guardian(s) should be notified in advance. If the parent(s)/guardian(s) cannot be contacted, another adult in authority should be told. In the event that neither is possible, this should be immediately recorded with explanations and parent(s)/guardian(s) informed as soon as possible.
- **Accidents:** Ensure that accidents, 'near misses' and complaints are fully recorded as soon as possible after the incident in a specific log for such things. (See Incident/Accident reporting form in Resources).

1.4.3 Photographs or videos:

Parental consent in writing and the child's consent is required for the taking of, distribution and publishing of any still images or video recordings of children and young people under the age of 18 years. Identifying information should not be displayed with images. Local diocesan and school policies must be observed.

1.4.4 Policy on Use of Information Technology/Internet:

See Appendix 4.

STANDARD 4

MISSIONARIES OF THE SACRED HEART

Training & Education for Keeping Children Safe

AIM: The MSC see training as imperative in maintaining high standards and good practice. All MSC personnel complete training in child protection. Those in safeguarding roles are offered further training to enhance their effectiveness.

- All MSC members, employees and volunteers have a role to play in child protection, particularly if their work brings them into contact with children and young people.
- The MSC ensures that all new members and workers are trained in the relevant Church/statutory child protection procedures, based on Children First: National Guidance (HSE, 2011) and Safeguarding Children: Standards & Guidance (NBSCCCI, 2009). Attendance records are kept by the MSC.
- Trainers who have been approved by the NBSCCCI currently provide this training for the MSC and on our behalf for those we work with.
- As part of their overall induction, all new employees/volunteers are made aware of the MSC Safeguarding Policy and Procedures.
- The MSC 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 DP maintains a training audit, on behalf of the MSC Safeguarding Committee. This is reviewed regularly to identify further training needs.
- All those in roles such as recruitment, managing complaints, managing risk, DP, support persons, are provided with training specific to their tasks.
- The DP 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.

- Systems are in place for the DP to share new information with Community Leaders and the Provincial Leadership Team (PLT). The DP also conducts information sessions and workshops for the general membership.
- Attention is paid to the inclusion of ongoing training in safeguarding issues at Assemblies, Conferences, General Assemblies and Chapters. Professional expertise is brought in to these events in the provision of seminars.
- It is expected that all members and employees in child protection roles will engage in continuous professional development. This may take the form of professional supervision, personal therapy and/or spiritual direction. Peer supervision groups are encouraged to establish links with other Church groups and external agencies to learn and share best practice.
- A function of the DP's role is to be available to all members, employees and volunteers for advice, guidance and support. The DP works closely with Community Leaders who are ministering to men who have currently been requested to step aside from public ministry.
- The DP builds his/her network of professional services so that advice and specific information can be accessed.
- The contact details of the DP, other professional agencies and support services, are made widely known through the MSC website, posters and this policy document. Other opportunities may be used to disseminate this information.

STANDARD 5

MISSIONARIES OF THE SACRED HEART

Communicating the MSC's Safeguarding Message

AIM: This child safeguarding policy and procedure document is required to be followed by all MSC personnel, be they members, employees or volunteers. The Safeguarding Office and MSC Administration 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.

- All MSCs are provided with a copy of this policy document.
- All MSCs, employees and volunteers are required to comply with the policy.
- MSCs must confirm in writing that they have read and understand the document. (See insert included in the policy which must be signed and returned to the DP).
- "MSC: Keeping Children Safe" document is available to the public in hard copy from the Provincial House, MSC centres and parishes, and on-line.
- There are awareness-raising workshops for all members and training for those with roles in the safeguarding structure to ensure they have the skills and a good working knowledge of "MSC: Keeping Children Safe".
- Posters (and child friendly posters in development) with the core safeguarding message and contact details, are on prominent and permanent display in MSC premises. The MSC DP's contact details are posted on this.
- There is a safeguarding section on the MSC website: www.msccireland.com. The DP's name and contact details are clearly available on this website.
- Use is made of notices, newsletters, pastoral letters etc. to further communicate the safeguarding message.

- The Safeguarding Committee is established to regularly review safeguarding practices and help publicise the message.
- We work with the statutory authorities to:
 - 1) Ensure our message is “up-to-date” and in-line with best practice and legislation.
 - 2) Ensure the statutory authorities know what the policy of the MSC is in regard to safeguarding of children and young people.
 - 3) Report all allegations and share information as appropriate.
- The MSC seek to maintain a strong working relationship with the NBSCCCI. New developments in best practice are taken on board. We constantly review if there are new ways of reaching out to people who have been hurt.

STANDARD 6

MISSIONARIES OF THE SACRED HEART

Access to Advice and Support

AIM: Alongside receiving a compassionate and just response, those who have experienced child abuse will be given information and advice and offered pastoral/support services. Advice and support is also offered to those members who have acted abusively and they are encouraged to access professional help and treatment.

Contact and support with victims of abuse (complainants and their families):

- See also MSC Handbook for VictimS/Survivors of Abuse. (This includes a list of helpful contacts).
- The MSC are committed to providing a compassionate and pastoral response to anybody who comes forward to report abuse.
- On first contact with the complainant/victim, the DP advises them of what to expect once they make their complaint. This involves reporting the matter to the statutory authorities, possible investigations, the Church inquiry, procedures regarding the respondent and how the complainant is kept informed.
- The DP coordinates the pastoral response to complainants.

This pastoral response involves:

- 1) The DP offers the complainant the services of a support person.
- 2) The support person listens to the victim/survivor and can represent their needs and experience to the MSC Society.
- 3) They are not in a counselling role but rather they give information to the victim/survivor on support/therapy

services and arrange such professional support if required. This support could be practical, psychological/emotional or spiritual.

- 4) The support person attends meetings with the victim/survivor, if they wish, such as meetings with the DP or Provincial, or court attendances. This is as a supportive presence.
 - 5) Organising a pastoral meeting with the Provincial when the time is appropriate.
 - 6) The support person is available to the family of the victim for support, listening and information.
 - 7) The support person liaises with the DP, in order to give information to the complainant (victim), on the progress of the inquiry or investigation.
- The Society is engaged with professionals in the area of sexual abuse in an effort to identify new and creative ways of interacting with victim/survivors of abuse.
 - MSC personnel are kept aware of support services that can be accessed by those who have experienced abuse. Details on such services are included in policy documents, leaflets and on posters. Specific services for children are highlighted.
 - The MSCs are committed to using the services of Towards Healing. This is a counselling and support service for survivors of clerical abuse. It is funded by the Catholic Church.

Appropriate support for those who have or may have acted abusively:

- While statutory and/or Church investigations are underway, pastoral support is offered to the respondent. They are provided with an advisor/support person and offered therapeutic support as well as canonical and legal advice.
- It is the policy of the MSC that psychological assessments, or other similar risk assessment tools, will only be introduced on completion of statutory investigations and a preliminary inquiry. These tools are used to consider one's suitability for

ministry, or if it is deemed that abuse most likely occurred, they will consider what the risk factors are.

- On completion of investigations, the respondent may be asked to engage in a professional risk assessment with a forensic psychologist or similarly qualified person. The assessment report will provide guidance for the Society on what the risks are and how these might be managed.
- Where a member will agree to undertake some form of intervention, e.g. group therapy and/or skills learning, this is encouraged and supported by the Society. Professional treatment is not mandated but is certainly recognised as being beneficial for both the man and for the purpose of decreasing risk.
- Pastoral care is offered to the member's family.

STANDARD 7

MISSIONARIES OF THE SACRED HEART

Implementation & Monitoring of the Standards

- This Policy document was revised in early 2013 and ratified by the Provincial Council on 10th July 2013.
- It is reviewed annually. This is part of the work of the MSC Safeguarding Committee.
- The Safeguarding Committee have an implementation plan which shows what safeguarding tasks are necessary, who will complete these and the timeframe for completion.
- The MSC administration is committed to providing whatever financial resources are necessary to ensure that the standards of “Safeguarding Children” are met.
- The structures outlined in this policy and procedure document regarding prevention of harm to children and young people (both primary and secondary harm), and responding to concerns of abuse, are in place and open to the scrutiny of the statutory authorities and the NBSCCCI.
- All child protection issues, including concerns, suspicions and allegations, are recorded in full. All documents relating to safeguarding are kept in a central location and filed safely and securely.
- The MSC have signed a Memorandum of Understanding and Data Processing Deeds with the NBSCCCI. This allows them to access the safeguarding files held by the MSC. They completed a full audit of the safeguarding practices of the MSC in May 2012. The MSC will complete annual self-audits of these practices and forward the results to the NBSCCCI.
- Policy on Confidentiality: Appendix 5.

APPENDICES

APPENDIX 1

MISSIONARIES OF THE SACRED HEART

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

In the Children First: National Guidance, ‘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.
- Harm can be defined as the ill-treatment or the impairment of the health or development of a child. Whether it is *significant* is determined by the child’s health and development as compared to what is reasonably expected of a child of similar age.
- 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.
- The threshold of significant harm is reached when the child’s needs are neglected to the extent that his/her well-being and/or development are severely affected.

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 may include:
 - 1) The imposition of negative attributes on a child, expressed by persistent criticism, sarcasm, hostility or blaming.
 - 2) Conditional parenting in which the level of care shown to a child is made contingent on his/her behaviour or actions.
 - 3) Emotional unavailability of the child's parent/carer.
 - 4) Unresponsiveness of the parent/carer and/or inconsistent or inappropriate expectations of the child.
 - 5) Premature imposition of responsibility on the child.
 - 6) Unrealistic or inappropriate expectations of the child's capacity to understand something or to behave and control himself or herself in a certain way.
 - 7) Under or over-protection of the child.
 - 8) Failure to show interest in or provide age-appropriate opportunities for the child's cognitive and emotional development.
 - 9) Use of unreasonable or harsh disciplinary measures.
 - 10) Exposure to domestic violence.
 - 11) Exposure to inappropriate or abusive material through new technology.
- Emotional abuse can be manifested in terms of the child's behavioural, cognitive, affective or physical functioning. Examples of these include insecure attachment, unhappiness, low self-esteem, educational and developmental underachievement and oppositional behaviour. The threshold of significant harm is reached when abusive interactions dominate and become typical of the relationship between the child and the parent/carer.

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. Physical abuse can involve:
 - 1) Severe physical punishment.
 - 2) Beating, slapping, hitting or kicking.
 - 3) Pushing, shaking or throwing.
 - 4) Pinching, biting, choking or hair-pulling.
 - 5) Terrorising with threats.
 - 6) Observing violence.
 - 7) Use of excessive force in handling.
 - 8) Deliberate poisoning.
 - 9) Suffocation.
 - 10) Fabricated/induced illness. (See Appendix 1 for details).
 - 11) 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 of child sexual abuse include:
 - 1) Exposure of the sexual organs or any sexual act intentionally performed in the presence of the child.
 - 2) Intentional touching or molesting of the body of a child whether by a person or object for the purpose of sexual arousal or gratification.
 - 3) Masturbation in the presence of the child or the involvement of the child in an act of masturbation.
 - 4) Sexual intercourse with the child, whether oral, vaginal or anal.
 - 5) Sexual exploitation of the child, which includes inciting, encouraging, propositioning, requiring or permitting the child to solicit for, or to engage in, prostitution or other

sexual acts. Sexual exploitation also occurs when the child is involved in the exhibition, modeling or posing for the purpose of sexual arousal, gratification or sexual act, including its recording (on film, video tape or other media) or the manipulation, for those purposes, of the image by computer or other means. It may also include showing sexually explicit material to children, which is often a feature of the 'grooming' process by perpetrators of abuse.

- 6) Consensual sexual activity involving an adult and an underage person. In relation to child sexual abuse, it should be noted that, for the purposes of the criminal law, the age of consent to sexual intercourse is seventeen years for both boys and girls. An Garda Síochána will deal with the criminal aspects of the case under the relevant legislation.

Guidelines for recognition

The ability to recognise child abuse can depend as much on a person's willingness to accept the possibility of its existence as it does on their knowledge and information. There are commonly three stages in the identification of child neglect or abuse:

- 1) Considering the possibility.
- 2) Looking out for signs of neglect or abuse.
- 3) Recording of information.

Stage 1: Considering the possibility

The possibility of child abuse should be considered if a child appears to have suffered a suspicious injury for which no reasonable explanation can be offered. It should also be considered if the child seems distressed without obvious reason or displays persistent or new behavioural problems. The possibility of child abuse should also be considered if the child displays unusual or fearful responses to parent(s)/carer(s) or older children. A pattern of ongoing neglect should also be considered even when there are short periods of improvement.

Stage 2: Looking out for signs of neglect or abuse

Signs of neglect or abuse can be physical, behavioural or developmental. They can exist in the relationship between children and parent(s)/carer(s) or between children and other family members/other persons. A cluster or pattern of signs is more likely to be indicative of neglect or abuse. Children who are being abused may hint that they are being harmed and sometimes make direct disclosures. Disclosures should always be taken very seriously and should be acted upon, for example, by informing the HSE Children and Family Services. The child should not be interviewed in detail about the alleged abuse without first consulting with the HSE Children and Family Services. This may be more appropriately carried out by a social worker or An Garda Síochána. Less obvious signs could be gently explored with the child, without direct questioning. Play situations, such as drawing or story-telling, may reveal information. Some signs are more indicative of abuse than others. These include:

- 1) Disclosure of abuse by a child or young person.
- 2) Age-inappropriate or abnormal sexual play or knowledge.
- 3) Specific injuries or patterns of injuries.
- 4) Absconding from home or a care situation.
- 5) Attempted suicide.
- 6) Underage pregnancy or sexually transmitted disease.
- 7) Signs in one or more categories at the same time, e.g. signs of developmental delay, physical injury and behavioural signs may together indicate a pattern of abuse.

Many signs of abuse are non-specific and must be considered in the child's social and family context. It is important to be open to alternative explanations for physical or behavioural signs of abuse.

Stage 3: Recording of information

If neglect or abuse is suspected and acted upon, e.g. by informing the HSE Children and Family Services, it is important to establish the grounds for concern by obtaining as much

information as possible. Observations should be accurately recorded and should include dates, times, names, locations, context and any other information that may be relevant. Care should be taken as to how such information is stored and to whom it is made available.

MSC Child Protection Policy Statement

The Society of the Missionaries of the Sacred Heart sees every child as a gift from God with an inherent right to dignity and bodily integrity which shall be respected, nurtured and protected by all. The Society values and encourages the participation of children in parishes and other activities run by the Missionaries of the Sacred Heart.

The Missionaries of the Sacred Heart take seriously their obligation to ensure that the fundamental rights of children are respected. We are committed to doing all in our power to protect children from all abuse, be it physical, sexual, emotional or neglect.

MSC Child Protection and Safeguarding Policy and Procedures seeks to keep children and young people safe and those who work with them. All members of the Missionaries of the Sacred Heart, its employees and volunteers, must adhere to them.

Reporting Procedure:

Child abuse of whatever kind is a sin and a crime and we request that all complaints of abuse against personnel connected with this MSC Community, be reported immediately to the Child Protection Representative or directly to An Garda Síochána and the Health Service Executive (HSE).

Contact Details:

The Child Protection Representative in this MSC Community is:

Insert details

An Garda Síochána Local Station

Insert details

HSE Local Child Protection Service

Insert details

www.hse.ie/go/socialworkers

Diocese of xxxx Designated Person

Insert details

Towards Healing (Counselling & Support Service for survivors of abuse)

1800 303416

Missionaries of the Sacred Heart Designated Person (Person within the Missionaries of the Sacred Heart responsible for managing concerns about abuse)

Missionaries of the Sacred Heart

65 Terenure Road West

Dublin 6W

01-4906622

APPENDIX 3

MISSIONARIES OF THE SACRED HEART

Policy on “Whistleblowing”/ Reporting serious concerns about a colleague

The Missionaries of the Sacred Heart wish to foster a culture that minimises the risk of child abuse. Part of this culture involves having the confidence and mechanisms to raise concerns about a colleague. You may fear reprisal if a colleague becomes aware that you spoke to a superior/manager about them. There must be scope for confidentiality in this case, where the person raising concerns will not have their name shared with the person whose behaviour they are concerned about. This is providing the person is acting reasonably and in good faith.

In many instances the concerned person may feel able to approach the person they are concerned about directly and highlight the practices they are engaged in that may be unsafe. If the concerned person had ongoing contact with this other person they would notice if they continued acting unsafely or if their behaviour changed. If the concerning behaviour does not change, the concerned person should be able to speak to their superior about this. If the behaviour is of a child abuse and/or criminal nature, the policy of the MSC is that this must be reported to the Designated Person, who will notify the statutory authorities.

If a person noticed a behaviour that caused them to be concerned that another person may be acting abusively, it may be wise for that person to speak directly with their superior rather than with the individual.

How to raise a concern

As a first step, you should raise concerns with your line manager. This could be a parish priest or a community leader.

If there is a reason that prevents you from speaking to your line manager, you could approach the MSC Designated Person or the Provincial.

If you have serious concerns at an organisational level and have good reason not to report this within the MSC, you can contact the National Board for Safeguarding Children in the Catholic Church (NBSCCCI) or the statutory authorities.

You are protected from reprisal and counter action, if you make the report with the reasonable belief that there is something to be concerned about. You will have some reason for thinking this. The report should not be made frivolously or maliciously.

All concerns will be treated in confidence. You are encouraged to allow your name to be used to add greater weight to any investigation.

What will happen?

Your concern will be clarified with the person you report to and agreement reached as to who else should be informed. If the matters relate to the possible abuse of children, the Designated Person will become involved and notify the statutory authorities prior to any internal investigation. If the threshold for notification to the statutory authorities is not met, an agreement will be reached as to how the matter will be resolved internally. A record of all discussions will be kept.

Why should I report my concern?

In the most serious cases a person may have evidence that abuse is taking place. To withhold this information is to allow further abuse to happen. By sharing the information the appropriate bodies are able to investigate the matter and potentially stop a child being harmed or coming to further harm.

In less serious cases you may be concerned about ongoing inappropriate behaviour. This could be repeated or a more serious singular transgression of boundaries.

The person's Superior and/or Designated Person needs to be alerted to such crossing of boundaries. There may be an indication of the person progressing to abuse, but early intervention may prevent the situation escalating. There may also be an indication that the person needs extra training and support to prevent them being in risky situations. Raising concerns allows those who need extra support to be identified.

APPENDIX 4

MISSIONARIES OF THE SACRED HEART

Guidelines on Use of Modern Technology when working with Children and Young People

Use of photography and video

- Parental consent in writing is required for the taking of, distribution and publishing of any still images or video recordings of children and young people under the age of 18 years.
- Identifying information should not be displayed with images, instead give a general heading.
- This can be incorporated into a registration form when a child or young person joins a group. Special consideration should be given where taking photographs or video footage might be misinterpreted, or the images could be seen as provocative (e.g. beach trip or gymnastics display etc).

Use of mobile phones

- The use of mobile phones for communication is growing rapidly and many young people use their own personal mobile. In addition to this, some mobile phones can be used for photography and video as well as for the internet. It is therefore important for groups to be very clear on their stance in relation to use of mobile phones for church personnel. The following guidelines are recommended:
 - 1) When responsible for the supervision and safety of children and young people, church personnel should not use mobile phones for social or business purposes, unless in the case of emergency. Aside from looking unprofessional, use of mobile phones takes attention away from the safety of children and young people.
 - 2) The majority of mobile phones can take photographs and videos which can be immediately uploaded onto the internet without permission. The use of mobile phones during church activities should be discouraged,

perhaps by involving the group of children or young people in drawing up a code of conduct.

- 3) Mobile phones with photographic and video facilities are not to be used in changing facilities or residential accommodation.
- 4) Children should be communicated with via their parent(s)/guardian(s).

Acceptable internet use policy

- Use of the internet by Church personnel to promote, inform and educate, is encouraged where such use supports the work and ethos of the MSC. It is the responsibility of those MSC members or employees using the internet to ensure that they: 1) Comply with current legislation; 2) Use the internet in an acceptable way.
- All emails sent and received from children and young people should be retained for two years.
- Children and young people should only be contacted by group email and a copy of the email should be forwarded to parent(s).
- Password protection is required on computers so that those who should not have access, especially to sensitive documents, do not have access.

Unacceptable internet use

We have a huge responsibility as adults to ensure that our personal use of the internet is safe. There are many crimes possible through the use of the internet that are not child protection issues. If you use the internet you should make yourself aware of these. The relevant crimes in the area of child protection are child pornography and child grooming. In particular, the following is deemed unacceptable internet use or behaviour:

- Downloading child pornography is illegal and totally prohibited by the MSC. Child pornography is pornography

depicting sexually explicit images of a child or young person. This does not have to use an actual child or young person in the images for it to be illegal.

- Use of the internet/social networking sites for child grooming. This is illegal and totally prohibited by the MSC. Child grooming is a process whereby an adult uses opportunities to build up the trust and friendship of a child or young person to lower the child or young person's inhibitions in preparation for sexual activity with the child or young person. On the internet this could take the form of an adult befriending the child or young person on a social forum or chatroom.
- Visiting internet sites that contain offensive, obscene, hateful, pornographic or otherwise illegal material.
- Using the computer to perpetrate any form of fraud or piracy.
- Using the internet to send offensive or harassing material to other users.
- Using obscene or racist language.

APPENDIX 5

MISSIONARIES OF THE SACRED HEART

Policy on Confidentiality

- All allegations will be reported to the civil authorities, through the DP, where he/she has assessed that there are reasonable grounds for concern. This is in line with current statutory guidance and legislation.
- A case file exists for each member with allegations against him, whether the allegations have been confirmed as credible or not.
- This is stored securely in a fire-proof safe at the Provincial House. This can only be accessed by those immediately responsible for safeguarding.
- The filing system is in line with the recommendations of the NBSCCCI. This ensures that 3rd party information is filed in a separate section. Also, privileged documents (e.g. legal) are filed separately.
- All conversations, emails, correspondence etc. relevant to a case are recorded and stored. The complainant's statement is recorded and forwarded to them for verification and signing. The complainant's statement cannot be given to the respondent to take away but the details of it will be shared.
- The complainant should be made aware that this information is recorded and kept on file.
- The statutory authorities may be given access to MSC files relating to child safeguarding. Legal considerations are adhered to.
- A Memorandum of Understanding and Data Processing Deeds have been signed with the NBSCCCI which allows them to access files for review purposes.
- The sensitive information contained within will be treated as such and shared only with those entitled to it.
- Information is shared only as needed, for the purposes of child protection. Attention is paid to data protection principles (Data Protection Act). The Data Protection Act is not a

barrier to sharing information but provides a framework to ensure that personal information about a living person is shared appropriately.

- While attending to data protection principles, enough information must be shared with those with safeguarding responsibilities to allow them to fulfill their responsibilities.
- If local records are kept by the Community Leader, these must be kept securely. These will become part of the main file at the Provincial House and are transferred periodically.
- The file subject (respondent) has the right to access his file. He has the right to correct data about himself. The actual record is not changed but the member would write his corrections at the side and sign it. The respondent does not have a right to access 3rd party information.

Note: 3rd party information means information that is not related to the 1st/2nd party (complainant & respondent). It may be sensitive information about another party or personal sensitive information about the complainant, not related to the allegation.

- The Seal of Confession is absolute. Information cannot be disclosed that arises in Confession. This should be explained to those making a disclosure and they should be encouraged to report the matter to the statutory authorities themselves. Because of the obligations of the Confessional Seal, no priest with a safeguarding role will celebrate the Sacrament of Penance with a respondent.

Transfer of information between Provincial Administrations / Handover

- It is expected that all Provincial Council members will have access to the details of child protection concerns which are held on file relating to any member of the MSC.
- The Provincial Council share responsibility with the Provincial for safeguarding within the MSC Society.

- Some documents will not be shared in full with the Provincial Council e.g. Risk Assessment reports. Instead, they would receive a summary of the report.
- In order to fulfill their role, an incoming Provincial Council must receive a full handover from the outgoing Provincial on all cases relating to child protection.
- It is good practice that the DP will remain in office between administrations to ensure some consistency and that information does not get lost.

Sample of Parental Consent Form

Activity permission form for persons under 18 years

1. Name of Church organisation _____

Venue/Activity/Group/Event _____

Date/Time _____

Name of Group Leader/Person responsible _____

2. Name of Child/Young Person _____

Address _____

Telephone No _____

Date of Birth _____

Give details of any medical condition of which the Organisers ought to be aware, please include details of any medication which has to be taken or any dietary requirements. (This information will be treated with confidence).

3. I have read all the information provided concerning the programme of the above activity. I hereby give permission for my son/daughter/ward to participate in the above activity.

4. The _____ organisation only accepts liability or responsibility for an incident or accident caused by the negligence or breach of statutory duty of the organisation its servants or agents.

Signed _____ Date _____

(Parent/Guardian)

Address _____

(if different from above)

Contact telephone Number _____

Email address _____

Name and telephone numbers of available persons, during the period of the activity, in the event of non availability of parent(s)/guardian(s)

Sample of Child Consent Form

1. Name of Church organisation _____

Venue/Activity/Group/Event _____

Date/Time _____

Name of Group Leader/Person responsible _____

2. Name of Child/Young Person _____

Address _____

Telephone No _____

Date of Birth _____

Give details of any medical condition of which the Organisers ought to be aware, please include details of any medication which has to be taken or any dietary requirements. (This information will be treated with confidence).

3. I have read all the information provided concerning the programme of the above activity. I am happy to participate in the activity. I am aware that my parents/guardians are also consenting to my participation in the activity.

Signed _____ Date _____

(Child)

Name and contact details of parents)/guardian(s)

Address _____

(if different from above)

Any additional telephone numbers during the period of the activity

Sample of Incident / Accident Reporting Form

1. Name of Church organisation _____

Venue/Activity/Group/Event _____

Date/Time _____

Name of Group Leader/Person responsible _____

Names of others present _____

2. Location of Incident _____

Nature of Incident _____

Name of Child/Young Persons involved _____

Contact details of parents/guardians _____

Telephone No _____

Date(s) of Birth _____

Give details of Incident/Accident

3. Action taken both during and following incident _____

4. Date and time of those contacted _____

5. Other relevant information _____

6. Signed _____

7. Dated _____

FOR OFFICE USE ONLY _____

Any Follow-up Action required? _____

Signed and Dated _____

Sample of Declaration form for all persons working as employees or volunteers with children and young people

Confidential

Legislation in both jurisdictions in Ireland, have at their core, the principle that the welfare of children and young people must be the paramount consideration.

Church organisations, therefore, ask that everyone working for or volunteering for the Church, who will come into contact with children or 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 a Bound Over Order (please tick)

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 or young person?
(Please tick)

☐ Yes ☐ No

If yes, please give details including date(s) below:

Full name (print):

Any surname previously known by:

Address:

Date of birth: _____ **Place of birth:** _____

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 paid or voluntary, without notice. I understand that the information will be kept securely by the Church organisation.

I hereby declare the information I have provided is accurate.

Signed: _____

Date: _____

List of support services for persons that have experienced abuse

Towards Healing: Towards Healing is a counselling and support service for survivors of Institutional, Clerical and Religious abuse, funded by the Catholic Church. If you have suffered in this way, Towards Healing will provide services to you no matter where you are currently living.

Freephone **1800 303416** (Rep. of Ireland)

Freephone **0800 0963315** (Northern Ireland and UK)

National Office for Abuse Victims

As part of the Government programme to assist those persons who as children were abused in Institutions, and in co-operation with groups representing victims of abuse, the Government has now established a National Office, known as (NOVA), to give support, advice and assistance in an impartial and fair manner to those who, as children, suffered abuse in Institutions. The Office offers the following services to victims of abuse:

Free-phone help-line: 1800 25 25 24 (if you are calling from the UK the number is: 0800 039 0301)

Referral service to persons wishing to avail of social services, such as reading and writing, health services, counselling, education or other appropriate social services. The Office is located at 19 Upper Ormond Quay, Dublin 7. The opening hours of the Office are 10:00am - 5:00pm.

One in Four: This organisation offers a voice to and support for women and men who have experienced sexual abuse and/or sexual violence and also to their family and friends. You can contact them on 01 662 4070.

Dublin Rape Crisis Centre: The centre offers a confidential, 24-hour telephone helpline, 7 days a week staffed by trained counsellors who are available to listen to you and any concerns you may have in regard to issues of rape, sexual assault, sexual

harassment or childhood sexual abuse. Contact them on (01) 661 4911 or 1800 778 888.

Samaritans: The Samaritans offer confidential, non-judgmental support 24 hours a day. Call them on 1850 60 90 90, email jo@samaritans.org or drop in to 112 Marlborough Street, Dublin 1 - 10.00 am - 9.00 pm, 7 days a week.

HSE: The HSE also offer counselling services on 1800-235234. A full list of HSE counselling services are available from The Commission to Inquire into Child Abuse

Children At Risk in Ireland CARI: Lo-call 1890 924 567 (Lines are open Monday to Friday 9:30am to 5:30pm)
Email: helpline@cari.ie, Website - www.cari.ie

Irish Society for Prevention of Cruelty to Children (ISPCC):
Tel: +353 (0)1 6794944
Childline Tel: 1800 66 66 66
www.childline.ie
Email: ispcc@ispcc.ie

Rape Crisis Centre: 24 Hour Helpline Tel: 1800-778888
Email: rcc@indigo.ie, Website: www.drcc.ie

COPE Galway: Tel: 091 778750
Email: info@copegalway.ie,
Website: <http://www.copegalway.ie/index.php>