

SAFEGUARDING CHILDREN

POLICY OF

THE MISSIONARIES OF THE SACRED HEART

FOR THE REGION OF SOUTHERN AFRICA

ACKNOWLEDGMENT TO THE *CHILD PROTECTION POLICY* OF THE CHILD PROTECTION SERVICE
OF THE ARCHDIOCESE OF DUBLIN, IRELAND

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Declaration

Through its signing of a **MEMORANDUM OF UNDERSTANDING** with the National Board for Safeguarding Children in the Catholic Church (Ireland), dated the 4th of April, 2009, the Provincial Leader and Council of the Irish Province of the Missionaries of the Sacred Heart “ ... agree to adhere to ‘*SAFEGUARDING CHILDREN, Standards and Guidance Document for the Catholic Church in Ireland*’ (24th February 2009) and such other supplementary documents as may be issued by the Company from time to time ... ” The following *Child Protection Policy* is an adaptation of the above by the *MSC Southern African Region* and serves as an aid to the members of this Region in the implementation of the *Standards and Guidance Document*.

INTRODUCTION

The abuse of children and vulnerable adults is both immoral and a crime.

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 who warned anyone who would offend against them, that it would be better for such a person "*to have a great millstone hung around his neck and to be drowned in the depths of the sea*" [Matthew 18:6], recognises the dignity and rights of children, especially their right to develop their relationship with God without interference.

Hence, 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, a cessation of abuse and, where feasible, reconciliation. To achieve this aim, the leadership of the Southern African Region of the Missionaries of the Sacred Heart and all the members of the Region, 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.

[What follows below is to be contained in a permanent framed notice and exhibited in a prominent place in the porch of the MSC Churches, chapels etc.]

We in the MISSIONARIES OF THE SACRED HEART of Southern Africa, value and encourage the participation of children and young people in our liturgies and in activities that enhance their spiritual, physical, emotional and social development. We recognize the dignity and rights of all children and are committed to their protection and support.

In keeping with this we will work to do all in our power to create safe

environments for children and young people in order to secure their protection and enable their full participation in the life of the Church.

South African Police Services (SAPS) : 0860 010 111.

Child Protection Units (SAPS) : 012 393 2363.

Childline : 0800 055 555.

Child Welfare SA : 0861 424 453.

S A Regional Child Protection Representative : Bro. Roy Laferla MSC.

S A Regional Child Safeguarding Designated Person : Mrs. Carine Van Reit.

THE PRINCIPLES UNDERLYING OUR DOCUMENT

The Principles are derived from:

- Gospel Values
- International Law
- Domestic Legislation

These Principles include the following:

The principles derived from Gospel values are:

- Each child shall be cherished and affirmed as a gift from God with an inherent right to dignity of life and bodily integrity which shall be respected, nurtured and protected by all.
- Everyone in the Church has an obligation to ensure that the fundamental rights of children are respected.
- A child's right to safety and care is inalienable.
- Children have a right to an environment free from abuse or neglect.
- Children have a fundamental right to justice and freedom; they have a right to be listened to and to be heard.
- Children have a right to good role models whom they can fully trust, who will respect them and nurture their spiritual, physical and emotional development.
- Those who have suffered child abuse by Church personnel should receive a compassionate and just response and should be offered appropriate pastoral care as they seek to rebuild their lives.

The principles derived from civil sources are:

- All adults have a duty to report allegations or suspicions of child abuse, where reasonable grounds for concern exist, irrespective of the status of the person suspected or their relationship to them or to the child (Section 110 of the Children's Amendment Act 41 of 2007; Child Care Amendment Act 96 of 1996).
- Due regard must be given to the criminal dimension of any action.

- It is the **statutory duty** of the civil authorities, not individuals or organisations, to investigate reports of child abuse.
- A proper balance must be maintained between protecting children and respecting the needs and rights of carers and adults however, where there is a conflict, the welfare of the child must be paramount.
- Actions taken to protect a child should not in themselves be abusive or cause the child unnecessary distress. Every action and procedure should consider the overall needs of the child.
- Organisations have a corporate responsibility to operate effective systems to assure the protection of children. They should ensure best practice in relation to recruitment and selection processes, provide appropriate training and ensure that all personnel are aware of their responsibility both to prevent child abuse and to report concerns about child abuse.
- All agencies and disciplines concerned with the protection and welfare of children must work cooperatively in the best interests of children.

DEFINITION OF CHILD ABUSE

The rationale behind drawing up a Policy for the Southern African Region of the Missionaries of the Sacred Heart is based on best practice as outlined in Church and Statutory Guidelines. With this in mind, perhaps it is helpful at this point to define what is meant by child abuse¹.

Definition of Child Abuse

Child abuse occurs when the behaviour of someone in a position of greater power than a child or young person abuses that power and causes harm to that child or young person. Child abuse, for our purposes, is categorised into four groups:

1. Emotional abuse
2. Physical Abuse
3. Sexual Abuse
4. Neglect

Emotional abuse

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. Emotional abuse is normally found in the relationship between a care-giver and child.

Physical abuse

Physical abuse is any form of non-accidental injury or injury which results from wilful or neglectful failure to protect a child; e.g. shaking a child, excessive force.

Sexual abuse

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

¹ For Signs and Symptoms of each type of abuse, see Appendix 1.

Indirect abuse of children occurs where children have been photographed, videotaped or filmed for pornographic purposes or subjected to gross and obscene language or indecent images.

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 medical care.

Neglect generally becomes apparent in different ways over a period of time rather than at one specific point. It is the persistent failure to meet a child's physical, emotional and/or psychological needs that is likely to result in significant harm.

Examples of neglect include:

- Where a child suffers a series of minor injuries as a result of not being properly supervised or protected.
- The consistent failure of a child to gain weight or height may indicate that they are being deprived of adequate nutrition.
- Where a child consistently misses school, this may be due to bullying or deprivation of intellectual stimulation and support.

When developing structures to safe-guard children in our Communities and Parishes, sensitive cognisance is taken of children with special vulnerabilities who may need additional support.

CHILD PROTECTION REPRESENTATIVE
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As part of our policy, the South African Region will nominate a Child Protection Representative and a Designated Childcare Person in accordance with the STANDARDS AND GUIDANCE DOCUMENT (2008).

The responsibilities of the Child Protection Representative will be

- To promote awareness of the Missionaries of the Sacred Heart's '*Child Protection Policies*'.
- To ensure that the public has ready access to contact details for the Regional Child Safeguarding Designated Person.
- To facilitate anyone in the parish or mission area in bringing an allegation or suspicion of child abuse to the attention of the Child Safeguarding Designated Person, should they wish to have such support.
- Copies of the Child Protection Recording Form (Resource n 16: Standards and Guidance Document p 89) should be readily available to facilitate the recording of allegations, if need be.
- The Regional Child Protection Representative should be appointed by the

Regional Council after appropriate consultation and agreement with Community Leaders and Members. The person appointed should have the personal qualities, interest and life experience fitting to the tasks involved. He or she will be given a role specification, be required to undergo training and will be able to draw on expert help and support from the Regional Leader Designated Person.

- The Child Protection Representative will be given every assistance by the Community Leader-local community/Parish Pastoral Council in carrying out his/her task.
- The Child Protection Representative does not deal with the reporting of child abuse him/herself, but refers it to the Regional Child Safeguarding Designated Person.

Designated Childcare Person

The responsibilities of the Designated Childcare Person.

- To receive an accusation or to advise on the means and method of how to receive and record accusations.
- To inform or have the victim/Guardian or complainant informed of our policy and its procedures.
- To assess if the accusation has reasonable grounds for concern.
- To inform the Religious authority.
- To inform the Civil Authority where reasonable grounds for concern exist.
- To submit to the Religious Authority a copy of the report given to the civil authority and a letter clearly stating the reasonable grounds for concern.
- When called on to be present at meetings between the victim/guardian and the religious authority.
- When called on to convene the 'Region Advisory Panel'.
- When directed to pass on relevant information to the accused.
- To retain copies of all relevant documentation concerning accusations and suspicions.

MAKING INFORMATION AVAILABLE

To assist the reporting of child protection concerns, the contact details of the **South African Police Service (SAPS) Family Violence, Child Welfare South Africa and Childline** will be made widely available at community/parish level. They will, for example, be displayed in clearly visible and accessible places, such as the entrance to the Church and in other relevant community buildings.

The contact details for the Regional Child Protection Representative are also made available.

Each volunteer worker, together with the MSCs (and the Parish Pastoral Council), will be given a copy of the Regional Leader Child Protection Policy document and asked to read it to ensure that everyone knows the Provincial/Regional Policy on Child Protection.

We recommend that all groups operating in a church setting, including visiting groups, be made aware of the policies and procedures for child protection in operation in the community/parish and shall be asked to confirm that they will implement these policies and procedures. Responsibility for ensuring that our Policy has the agreement of such groups will fall on the Community Leader with the assistance of the Child Protection Representative.

<p>BEST PRACTICE AND CODE OF BEHAVIOUR WHEN WORKING WITH CHILDREN AND YOUNG PEOPLE</p>

Code of Good Practice

A customised Code of Good Practice for working with children should be drawn up by all organisations or groups within the Church. The aim of this is to ensure the safety of children and young people, to enhance the work practices of Church personnel, and to reassure parents and guardians, as well as children themselves, that there is a commitment to best practice.

The Code will include positive child-centred statements about the importance of:

- Listening to children and young people;
- Valuing and respecting them as individuals;
- Rewarding their efforts as well as achievements;
- Involving them in decision making (where appropriate);
- Encouraging and praising them.

General Conduct

- Physical punishment of children is not permissible under any circumstances.
- Verbal abuse of children or telling jokes of a sexual nature in the presence of children can never be acceptable. Great care should be taken if it is necessary to have a conversation regarding sexual matters with a child or young person.
- Being alone with a child or young person may not always be wise or appropriate practice. If a situation arises where it is necessary to be alone with a child, another responsible adult should be informed immediately, by telephone if necessary. A diary note that the meeting with the young person took place, including the reasons for it, should be made.
- Best practice in relation to travel with children and young people should be observed. Personnel should not undertake any car or minibus journey alone with a child or young person. If, in certain circumstances, only one adult is

available, there be a minimum of two children or young people present for the entire journey. In the event of an emergency, where it is necessary to make a journey alone with a child, a record of this should be made and the child's parent or guardian should be informed as soon as possible.

- Children and young people should not be permitted to work or remain in churches, parish property or schools unless there are at least two adults present.
- All children and young people must be treated with equal respect; favouritism is not acceptable.
- Personnel should not engage in or tolerate any behaviour — verbal, psychological or physical — that could be construed as bullying or abusive.
- A disproportionate amount of time should not be spent with any particular child or group of children.
- Under no circumstances should Church personnel give alcohol, tobacco or drugs to children or young people.
- Alcohol, tobacco or drugs must not be used by personnel who are supervising or working with children or young people.
- Only age-appropriate language, material on media products (such as camera phones, internet, video) and activities should be used when working with children and young people. Sexually explicit or pornographic material is never acceptable.

Respect for Physical Integrity

- The physical integrity of children and young people must be respected at all times.
- Personnel must not engage in inappropriate physical contact of any kind — including rough physical play, physical reprimand and horseplay (tickling, wrestling). This should not prevent appropriate contact in situations where it is necessary to ensure the safety and wellbeing of a child (for example, where a child is distressed).

Respect for Privacy

- The right to privacy of children and young people must be respected at all times.
- Particular care regarding privacy must be taken when young people are in locations such as changing areas, swimming pools, showers and toilets.
- Photographs of children or young people must never be taken while they are in changing areas (for example, in a locker room or bathing facility)
- Written consent from parents or guardians should always be sought before taking photographs.
- Tasks of a personal nature (for example, helping with toileting, washing or changing clothing) should not be carried out for children or young people if they can undertake these tasks themselves.

Meetings with Children and Young People

- If the pastoral care of a child or young person necessitates meeting alone with them, such meetings should not be held in an isolated environment. The times and designated locations for meetings should allow for transparency and accountability (for example, be held in rooms with a clear glass panel or window, in buildings where other people are present, and with the door of the room left open).
- Both the length and number of meetings should be limited.
- Parents or guardians should be informed that the meeting(s) took place, except in circumstances where to do so might place the child in danger.
- Visits to the home or private living quarters of Church personnel should not be encouraged, nor should meetings be conducted in such locations.
- When the need for a visit to the home of a child or young person arises, professional boundaries must be observed at all times.

Children with Special Needs or Disabilities

- Child with special needs or disability may depend on adults more than other children for their care and safety, and so sensitivity and clear communication are particularly important.
- Where it is necessary to carry out tasks of a personal nature for a child with special needs, this should be done with the full understanding and consent of parents or guardians.
- In carrying out such personal care tasks, sensitivity must be shown to the child and the tasks should be undertaken with the utmost discretion.
- Any care task of a personal nature which a child or young person can do for themselves should not be undertaken by a worker.
- In an emergency situation where this type of help is required, parents should be fully informed as soon as is reasonably possible.

Vulnerable Children and Adults

- Since especially vulnerable children may depend on adults more than other children for their care and safety, sensitivity and clear communication are of utmost importance.
- Workers should be aware that vulnerable children may be more likely than other children to be bullied or subjected to other forms of abuse, and may also be less clear about physical and emotional boundaries.
- It is particularly important that vulnerable children should be carefully listened to, in recognition of the fact that they may have difficulty in expressing their concerns and in order that the importance of what they say is not underestimated.

Trips away from Home

- 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 or guardian specifically for each trip and related activities must be obtained well in advance.
- A copy of the itinerary and contact telephone numbers should be made available to parents and guardians.
- 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 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 young person.
- If, in an emergency situation, an adult considers it necessary to be in a children'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.

BEST PRACTICE PROCEDURES

In order to implement the MSC Policy the following procedures will be put in place:

1. PARENTAL CONSENT

Ensure that a signed consent form from parents or guardians is obtained prior to the participation of children and young people in events, activities and groups.

Parents or guardians should be asked to indicate if the children have any specific dietary requirements, medical needs or special needs

2. RECORD KEEPING

- An accurate record should be kept for each child and young person participating in activities, including, but not limited to, attendance, programme details and medical information. This record should include a copy of the consent form or letter signed by the parent or guardian. It should also contain details of emergency contact numbers.
- A written record of organisers, supervisors, employees and volunteers in attendance at events, such as meetings, choir rehearsals and sports activities, should be kept.
- An Incident/Accident Report Form should be completed in the event of a accident or incident relating to a child.

3. **USE OF COMPUTERS**

- Every Church organisation should have a clear policy in place regarding the use of email and the internet:
- Where a computer is used by more than one person, each person should be obliged to have a unique username and password, or where this is not possible, to maintain a signed record of the date, time and duration of their use of the computer.
- Where a computer in a Church organisation or institution can be accessed by children or young people, it should be accessible only through the use of a username and password unique to each child. Where this is not possible, the children or young people should be obliged to provide a signed record of the date, time and duration of their use of the computer.
- Computers which can be accessed by children or young people should always have appropriate filtering software.
- All computers in Church organisations and institutions should be monitored regularly to ensure that they are being used in accordance with the stated policy. Where there is any suspicion or doubt, a person with specialist knowledge of computer hardware and software should be asked to assess the purposes for which the computer has been used.

RECRUITMENT

GENERAL PRINCIPLES: RECRUITMENT

'Safe practice starts with safe recruitment procedures'. Most people who apply to work with children and young people in the Church are well-motivated and potentially suitable for the various tasks involved. It is most important, however, that all reasonable steps are taken to ensure that this is, in fact, the case. As well as enhancing the prospects of identifying the best person for the post, rigorous recruitment procedures can act as a deterrent to unsuitable applicants.

Some of the principles which enhance the safety of recruitment include:

- Always applying thorough selection procedures regardless of who the applicant is and whether the position is full-time, part-time, permanent, paid or voluntary.
- Judging the suitability of applicants across a broad range of criteria, through interview.
- Ensuring that interviews are conducted by more than one person and that at least one of those interviewing has established competence in interviewing and selection for posts involving work with children.
- Taking all reasonable steps to exclude unsuitable candidates by insisting on and verifying references, qualification and previous records of employment and police vetting.

Please see Appendices 6 to 8 for our Recruitment and Selection Checklist and examples of our Application and Declaration Forms.

TRAINING OF PERSONNEL, STAFF AND VOLUNTEERS

Training

Staff will be offered training suitable for the tasks demanded of them. They will be familiarised with this policy and with best practices in safeguarding of children in their care.

Managing Allegations and the Victim

Procedures for Reporting Allegations of Child Abuse to Civil and MSC authorities:

General Guidelines to be observed:

Where a child or young person discloses child abuse to a MSC, MSC employee or Volunteer working in any capacity within the MSC organization, it is important that the situation be handled sensitively and compassionately. It should be borne in mind that the child or young person may feel they have taken a huge risk in disclosing the abuse.

- The person receiving the allegation should remain calm and listen to the child or young person with sensitivity and understanding. They should facilitate them to tell about the problem, but avoid interviewing them!
- The person receiving the allegation should be conscious that the child may feel very frightened and need reassurance and support that they have done the right thing in disclosing the abuse.
- It should be made clear that the person receiving the allegation is not in a position to promise to keep the information secret. However, reassurance can be given that it will be treated as confidential and will be shared only with those who have a right to hear it.
- The person receiving the disclosure should avoid appearing judgmental about the person against whom the allegation is being made.
- The child or young person should not be questioned unless the nature of what is being said is unclear. It may be necessary to clarify that what was said has been correctly understood, but leading questions should be avoided.
- The steps that are likely to follow should be explained to the child or young person.
- Parents or guardians should be informed unless to do so would place the child at further risk.

1. Receiving an allegation.

Step 1.1: The person who receives an allegation of child abuse should actively encourage the person who is making it to report the matter to the civil authorities. Appropriate arrangements should be made to support them in doing so, if this is what they wish. Should the person making the allegation be under eighteen years of age, their parent or guardian can make a statement on their behalf.

Step 1.2: Whether or not the person making the allegation wishes to report it to the civil authorities, it should be explained to them that our Policy require that the allegation be referred to the MSC Designated Person. The procedures that are likely to follow should also be explained.

Step 1.3: The person receiving the allegation should record in writing all relevant information received, including, for example, dates, times, names, locations and context.

Step 1.4: They should immediately (without any delay) inform the Designated Person of the allegation.

2. Role of Designated Childcare Person and reasonable ground for concern.

Step 2.1: When an allegation of child abuse is received, the Designated Person, shall determine whether there are '**reasonable grounds for concern**' that child abuse may have occurred.

Step 2.2: The Designated Person shall immediately inform the Regional Leader, or Deputy or the Regional's First Counselor of the allegation.

Step 2.3: Where it is established that there are **reasonable grounds for concern** that child abuse has occurred, the Designated Person shall, on behalf the Regional Leader, **report the allegation to the civil authorities immediately**. In the Republic South Africa, the report should be made to Child Welfare SA and copied to South African Police Services.

Step 2.4: The Designated Person shall also inform the Regional Leader in writing that this report to the civil authorities has been made. In reporting these matters, the Designated Person will have satisfied him or herself that there is at least a semblance of truth to the allegation.

3. Role of the Designated Childcare Person and groundless allegations.

The Designated Person may need to seek greater clarification and further information in establishing whether 'reasonable grounds for concern' exist.

If the Designated Person is satisfied immediately that it would have been impossible for the person complained of to have committed the alleged action or offence, for example where it was established that he or she was absent from the alleged location (perhaps out of the country) at the time that the alleged offence took place. Where no further action is to be taken, it will be the responsibility of the Designated Person of Child Protection to:

Step 3.1: Advise the complainant in writing of the action taken on foot of the complaint and its outcome, including information on other means of pursuing their complaint if they remain dissatisfied.

Step 3.2: Keep a record of the complaint indicating its nature, when, by whom and to whom it was made, and a brief explanation of why it, was considered that no further action should be taken, together with any correspondence on the case.

Step 3.3: Advise the accused person that a complaint has been made and inform

them of its nature; advise them that it is considered to be without substance and that no further action is being taken. Appropriate support should be offered.

Step 3.4: Consider whether the child or young person may have been abused by someone else and, if necessary, report the matter to the civil authorities for follow-up.

4. Suspicions of Child Abuse.

Where there is any *uncertainty*, then the following guidelines should be followed in regards to suspicions of child abuse.

A suspicion that a child or young person is at risk of abuse or is being abused is less direct or specific than an allegation. A person might, for example, become suspicious as a result of rumors; anonymous claims; signs of behavioral, psychological or emotional change; fear on the part of a child or young person; contact with a known abuser; unexplained injury.

Where suspicions of child abuse arise, and the suspected person is a MSC, an employee or volunteer, the person who encounters the suspicion must record the details in writing and refer the matter to the Designated Person immediately.

Even when a person has suspicions but is not sure if child abuse is involved, they should nevertheless record the details and refer the matter to the Designated Person without delay.

Role of the Designated Childcare Person regarding suspicions:

Step 4.1: The Designated Person will examine whether 'reasonable grounds for concern' exist. A determination may be made by an examination of the following:

- Evidence, such as an injury or behavior, which is consistent with abuse and unlikely to be caused in any other way.
- An injury or behavior which is consistent both with abuse and with an innocent explanation but where there are corroborative indicators supporting the concern that it may be a case of abuse. An example of this would be a pattern of injuries, an implausible explanation, other indications of abuse and/or dysfunctional behavior.
- Consistent indication over a period of time that a child is suffering emotional or physical neglect.

Step 4.2: If the Designated Person finds that reasonable grounds for concern exists, he/she must inform the Regional Leader.

Step 4.3: The Designated Childcare person will report their suspicions without delay to the civil authorities – Child Welfare SA. And a copy of the report to the S. A. Police Services.

5. Doubt and uncertainties about suspicions but concern remains.

Where there is any doubt or uncertainty about the suspicions, but concerns remain, the Designated Person will, without delay:

Step 5.1: Consult with the Child Welfare SA on the appropriate steps to be taken.

Step 5.2: The Designated Person will keep a written record of the outcome of the consultation with the civil authorities.

The outcome of the consultation may be that it is established that reasonable grounds for concern do exist. In this case, the Designated Person (**Step 4.2**) informs the Regional Leader and (**Step 4.3**) makes a formal report of the suspicions to the civil authorities.

6. No grounds for Concern:

A suspicion which is not supported by any objective indication of abuse or neglect would not constitute a reasonable suspicion or reasonable grounds for concern. It may be decided following the consultation that there is no ground for the Designated Person to formally report the matter to the civil authorities.

Step 6.1: In this case, the person who referred the matter should be given a written statement by the Designated Person outlining the reasons no further action is being taken and indicating that, if they remain concerned about the situation, they are free to consult with, or report to, the civil authorities themselves.

7. Historical Allegations.

Those who have been abused in their childhood may not actually disclose the abuse until many years, or even decades, later. It is the Missionaries of the Sacred Heart policy to create a caring and responsive atmosphere in which people can disclose child abuse, regardless of how long ago it took place.

A person who approaches the Missionaries of the Sacred Heart concerning abuse in the past should receive a prompt, compassionate and sensitive response.

In addition, the child protection implications of the complaint must be treated with as much urgency as those arising from allegations of current or recent child abuse. This is because there may be a continuing risk to children and young people by the person against whom the allegation has been made.

The following procedures shall apply in respect of all historical allegations of child abuse:

- The policies and procedures for responding to allegations of current or recent abuse must be fully operated for historical cases which come to the attention of any MSC, MSC Employee or Volunteer, with particular regards to the reporting procedures (**Step 1.1** and onwards), dealing with the alleged abuser (Chapters Nine and Ten) and pastoral interaction with the person making the complaint (Chapter Thirteen of *'Safeguarding Children, Standards and Guidance Document for the Catholic Church in Ireland'*).
- Where an adult discloses abuse they experienced as a child or young person, they should be encouraged and supported to report the matter directly to the civil authorities. Whether or not the person making the allegation wishes to report it to the civil authorities, it should be explained to them that the Designated Person must nevertheless be informed of the allegation, as there may be implications for the current safety of children or young people, or for the investigation of historical allegations made by others.
- The Designated Person after informing the Regional Leader, and having established that there are 'reasonable grounds for concern' that child abuse has occurred, must report the allegation to the civil authorities as outlined in the steps above.
- Where historical allegations arise in the course of civil or other enquiries and these have not been already referred to the authorities, they should be reported using the procedures outlined above.
- Similarly, previous allegations of child abuse that were known to MSCs, MSC employees or Volunteers in the past but were not reported at the time they were received should be dealt with in this way.

- Where the person against whom the allegation is being made is deceased, the police authorities should still be informed as there may be implications for the investigation of other cases.
- It is possible that, due to lapse of time, third party disclosures of some historical cases may not provide sufficient information to assess if there are 'reasonable grounds for concern' that child abuse occurred. In these instances, the process detailed above regarding suspicions of abuse (**Step 4.1** onwards) should be followed.

8. Inappropriate Behavior and Misconduct

There may be instances where, in the judgment of the Designated Person, the complaint does not constitute 'reasonable grounds for concern' that child abuse has occurred, but rather indicates inappropriate behavior, misconduct or a breach of standards on the part of the person in question. In such instances, it may be necessary for the Regional Leader to take further action and/or implement disciplinary procedures.

Such action might include obtaining a professional assessment of fitness to carry out duties; advice and counseling; a requirement to undertake special training or seek specialized assistance.

9. Allegations or Suspicions not involving MSCs, their Employees or Volunteers.

In situations where a MSC, their Employees or Volunteers has concerns that a child or young person with whom they have contact is at risk of or is experiencing child abuse, either within or outside their family, they have a civil and moral responsibility to report the matter directly to the civil authorities.

It is the role of the civil authorities to assess the situation and to take action to safeguard the child or young person, if required.

Managing Allegations and the Accused

The Complainant and the Region

The Region's Child Protection Policy explained to the complainant.

The complainant is invited to meet with the Regional, and/or the Designated Person, and others as appropriate, when the Region's Policy Procedures regarding the handling of allegations are explained to them. As sensitively as possible, the Policy of the Region especially regarding the reporting of all allegations to the civil authorities is stated. They are assured that if they are unwilling to make a statement to the South African Police Services, they will not be compelled by law to do so. They will be reminded that the safety of other children may depend on the decisions they make.

Support offered to the complainant

The complainant is offered counselling. He or she is also informed that a Support Person is available to him or her should they wish to avail of his or her support. If

they accept such support, the Support Person for victims of abuse in the Region contacts the victim. However, if the person making the allegation wishes to be supported by someone other than the one appointed by the Region, this is respected, and the work of their Support Person is facilitated by the Region.

The complainant is kept informed of developments following the allegation

Either directly, or through their Support Person, the complainant is kept informed of developments in the case.

The Accused and the Region.

Preliminary steps

When an allegation of child sexual abuse that has substance (e.g. that the person was in the country at the time the abuse is alleged to have happened) against a member of the Congregation comes to the attention of the Designated Person, he/she informs the Regional Leader, who issues a Decree under canon 1717 commencing a canonical investigation into the offence. However, he immediately suspends the canonical investigation in deference to any civil investigation that may take place, the priority of the latter being recognised.

Meeting between the accused and the Regional Leader.

The Regional Leader then summons the member in question and informs him that an allegation has been made against him. The Regional Leader does not require him to make any response to the allegation but reminds him of his right to consult with a solicitor and a canon lawyer. The accused is asked not to contact the person making the allegation (if known) or his or her family, or to try to get in touch with them through others.

Removal from a parish

If the accused is in a parish, he is removed to a non-parochial house of the Congregation. The bishop is informed of this transfer and the reason for it.

Restrictions imposed

The Regional Leader then asks him, without prejudice, to step aside from all ministry and to cease from wearing the religious habit, or clerical garb, until the civil authorities have investigated the allegation. A 'contract' is drawn up in which restrictions governing the life of the accused in community, his travel arrangements and communications with persons outside the Congregation are set forth.

Principal among the restrictions is the prohibition on his having unsupervised access to children. He is asked to sign this agreement, the local superior also signs it and it is witnessed by any other MSC.

The presumption of innocence remains at this stage.

Long term supervision of the accused in the Region

In those cases in the Congregation, where the accused has admitted to the offence, or where the accused has denied the truth of the allegations made against him, but doubt remains as to his culpability, the policy of the Province/Region, to date, has

been not to dismiss the member in question from the Congregation in the interests of the protection of children, but, rather, to endeavour to help him lead an offence-free life, by requesting him to go for assessment and treatment and continuing therapy, if need be, along with daily supervision of his living under restriction (above) within the community and encouragement to enter into 'the life of penitence' enjoined on all members of the Congregation, leading to repentance.

Reporting to the civil and Church authorities

In the meantime the Designated Person informs the Detective in charge of the South African Police Services of the allegation and inquires if the accused can be informed of the details of the allegation and who the complainant is; when permission is given the Designated Person informs the accused of these details. The Designated Person also informs the Child Welfare SA Manager of the Area in which the member is now living, giving his present address and listing the houses of the Province/Region, where he has resided in the course of his life as an MSC. The bishop where the accused is now living is informed, as is also the bishop where the offence is said to have taken place, if it differs from the former.

When the accused is deceased

If the member is deceased the same procedure is followed.

If there is doubt regarding the allegations as to the presence of 'reasonable grounds'.

If there is doubt as to whether the allegation is well founded, the Child Welfare S A and the South African Police Services are consulted.

The Regional Leader Advisory Panel

Following the reporting of the allegation to the civil authorities and the notification of the Church authorities, the Regional Leader asks the Designated Childcare Person to convene the Regional Leader Advisory Panel which will advise the Regional Leader on the management of the case from that point on.

If concerns remain following the conclusion of the civil investigation

Should the complainant not make a Statement to the South African Police Services, or should the DPP not prosecute, but concerns remain regarding the culpability of the accused, the Regional Leader, pursuant of canon 1717, can initiate an independent investigation by qualified personnel the results of which will go to inform a canonical process which will, it is hoped, reach a definitive judgement on the case.

Restoration of the good name of the accused

If and when the allegation against the MSC is withdrawn, or proved to be false, the Regional Leader will take whatever steps are necessary to restore the good name of the member in question.

If the accused is an employee or volunteer

Should an employee or volunteer be accused of sexual abuse, they are immediately suspended from their duties, consideration being also given to the requirements of labour law.

APPENDIX 1

SIGNS AND SYMPTOMS OF ABUSE

Signs and Symptoms of Emotional Child Abuse

- Rejection
- Lack of praise or encouragement • Lack of comfort and love
- Lack of attachment
- Lack of proper stimulation
- Lack of continuity of care • Serious over-protectiveness
- Inappropriate non-physical punishment • Family conflicts and/or violence
- Inappropriate expectations of a child's behaviour — relative to his or her age and stage of development
- Every child who is abused sexually or physically is also emotionally abused

Signs and Symptoms of Physical Abuse

- Bruises
- Fractures
- Swollen joints
- Burns or scalds
- Abrasions or lacerations
- Haemorrhages
- Damage to body organs
- Poisonings — repeated
- Failure to thrive
- Coma or unconsciousness
- Death

Signs & Symptoms of Child Sexual Abuse

- Bleeding from vagina or anus
- Difficulty or pain in passing urine or faeces
- An infection may occur secondary to sexual abuse, which may or may not be a definitive sexually transmitted disease. Professionals should be informed if a child has a persistent vaginal discharge or has warts or a rash in the genital area
- Noticeable and uncharacteristic change or behaviour
- Hints about sexual activity
- Age-inappropriate understanding of sexual behaviour
- Inappropriate seductive behaviour
- Sexually aggressive behaviour with others uncharacteristic sexual play with peers or with toys
- Unusual reluctance to join in normal activities which involve undressing, for example, games or swimming

Particular behavioural signs and emotional problems suggestive of child abuse in young children (0-10)

- Mood change, for example acting out or the child becomes fearful or withdrawn
- Lack of concentration (change in school performance)
- Bed wetting, soiling
- Psychosomatic complaints: pains, headaches
- Skin disorders
- Nightmares, change in sleep patterns
- School refusal
- Separation anxiety
- Loss of appetite
- Isolation

Particular behavioural signs and emotional problems suggestive of child abuse in older children (over 10)

- Mood change, for example, depression, failure to communicate • Running away
- Drug, alcohol, or solvent abuse
- Self-mutilation
- Suicide attempts
- Delinquency
- Truancy
- Eating disorders
- Isolation

Signs and Symptoms of Child Neglect

- Abandonment or desertion
- Children persistently left alone without adequate care and supervision.
- Malnourishment, lacking food, inappropriate food or erratic feeding.
- Lack of warmth
- Lack of adequate clothing
- Lack of protection and exposure to danger, including moral danger, or lack of supervision appropriate to the child's, age
- Persistent failure to attend school
- Non-organic failure to thrive, that is, a child not gaining weight, not alone due to malnutrition but also due to emotional deprivation
- Failure to provide adequate care for a child's medical problems
- Exploited, overworked

APPENDIX 2

MSC Community/Parish Policy Statement

We in the MSC Community/parish of N....., value and encourage the participation of children and young people in parish liturgies and in activities that enhance their spiritual, physical, emotional and social development. We recognize the dignity and rights of all children and young people and are committed to their protection and support.

In keeping with this we will work to do all in our power to create safe environments for children and young people in order to secure their protection and enable their full participation in the life of the Church.

APPENDIX 3

MSC Regional Policy Statement

Contact Personnel

Regional Child Protection Representative:

Bro. Roy Laferla MSC.

Physical address: 15 Van Riebeeck Road, Glen Austin, Midrand. Gauteng.

Postal Address: P.O. Box 2093, Halfway House 1685.

Phone: 073 123 4646.

Regional Child Safeguarding Designated Person:

Mrs. Carine Van Riet.

Postal Address: P.O. Box 8042, Halfway House 1685.

Phone: 076 156 7124.

Please note both the Regional Representative and Designated Person serve will serve at the local Community/Parishlevel.

Local Leaders of the Communities shall contact the local diocesan Child Protection Delegate/Child Welfare Manager for information as to the location of **SAPS Police Clearance Certificate Office** is in their area.

MSC Community/Parish Office Number:

Please insert your local number!

Local Police Station contact details:

Please insert your local number!

Principal Child Welfare SA contact details:

Please insert your local number!

Police (SAPS) Nationwide	:	0860 010 111.
Childline Nationwide	:	0800 055 555.
Child Welfare SA Nationwide	:	0861 424 453.

APPENDIX 4

Children's Code of Behaviour

1. Treat all other children with respect, and do not use bullying tactics.
2. Be fair and do not tell lies about others or adults.
3. Abide by the rules as set out in the Church policy on Child Protection.
4. Respect the house of God and promote good behaviour.
5. Do not spread rumours.
6. Do not harm any other children, or church property.
7. Do not shout or argue in God's house.
8. Children must not keep secrets, especially if they have caused harm.
9. Do not use violence or physical contact with others.
10. Never cheat.
11. Talk to the person in charge if you have a problem of any kind.
12. Behave in a manner that coincides with the dignity of the Church of God.
13. Do not use or bring unwarranted or dangerous substances into the Church.
14. The use of mobile phones is prohibited within the Church.

APPENDIX 5

Travelling Permission Consent Form

Event: _____

Venue: _____

Date: _____ Pick-up location: _____

Drop off time: _____ Drop off location: _____

Children

(Altar Servers/Children's Liturgy)

X as appropriate

I have read and accept the conditions and rules as set out in the Code of Ethics and good behaviour when travelling to and from parish organised trips and I agree to abide by the rules.

Name: _____ Date: _____

Parent/Guardian

I have read and accept the conditions and rules as set out in the Code of Ethics and good behaviour when my child is travelling on a MSC Community/parish organised trip.

Name of Child(ren): _____

Parent/Carer's name: _____

Emergency contact number: _____

Date: _____

APPENDIX 6

Safe recruitment and selection checklist

1. Contact with children

- 1) What contact with children will the job involve?
- 2) Will the employee/volunteer have unsupervised contact with children or hold a position of trust?
- 3) What other forms of contact will the person have with children e.g. email, telephone, letter, internet?

2. Defining the role

- 1) Have the tasks and skills necessary for the job been considered?
- 2) Does the job description make reference to working with and having responsibility for children?

3. Key selection criteria

- 1) Has a list of essential and desirable qualifications, skills and experience been developed?

4. Written application (see below p 15 for example of Application Form)

- 1) Have all applicants been asked to supply information in writing including personal details, past and current work/volunteering experience?
- 2) Have you developed application forms?

5. Interview

- 1) Have at least two representatives from the organisation been identified to meet with an applicant to explore information contained in their application?
- 2) Have the applicant and the application forms been carefully considered, highlighting points to raise in the interview including:
 - I. the applicant's attitudes towards working with children
 - II. areas you want to explore in more detail
 - III. gaps in employment history
 - IV. vague statements or unsubstantiated qualifications
 - V. frequent changes in employment.

6. Declaration (see below p 17 for example of Declaration Form)

- 1) Have applicants been asked to sign a declaration stating that there is no reason why they would be considered unsuitable to work with children.
- 2) Have applicants been asked to declare any past criminal convictions and cases pending against them that might exclude them from working with children and vulnerable people – e.g. they might have a speeding fine or conviction for careless driving but if driving was not part of the role that conviction might be irrelevant?

7. **Identification**

- 1) Have applicants been asked for photographic documentation to confirm their identity e.g. birth certificate, passport?
- 2) Is documentation relating to the applicant's identity and relevant qualifications checked at interview?

8. **Qualifications**

- 1) Are applicants asked for documentation to confirm qualifications?

9. **References**

- 1) Are applicants asked to supply the names of two referees who are not family members and ideally, who have first hand knowledge of the applicant's experience of work/contact with children.
- 2) Are referees asked specifically to comment on the applicant's suitability to work with children?
- 3) Are all references provided in writing and followed up with a telephone call if appropriate?
- 4) Is the identity of referees verified?

10. **Vetting procedure**

- 1) Has the vetting procedure that you will need for your selected applicant been considered? (In the Republic of South African Police Service & Child Welfare SA)
- 2) Has the applicant been informed that you will need to conduct essential background checks before they take up any appointment?

11. **Records**

- 1) Are details kept of the selection and induction process on the personal file of the person appointed?
- 2) Are references kept on file as part of the record of the recruitment process?

12. **Confidentiality**

- 1) Is information about the applicant only seen by those directly involved in the recruitment process?
- 2) Are applicants reassured that information about them, including information about convictions, will be treated in confidence and not used against them unfairly?

(Standards and Guidance Document, Section 3: Resource 3)

APPENDIX 7

**CONFIDENTIAL APPLICATION FORM
ADULT VOLUNTEER²**

Diocese: Parish:

Surname: First Name:

Address:
.....

Date of birth: Tel. Email

Are you (please tick)

Employed Unemployed Student
Homemaker Retired Other

Previous work experience

.....
.....
.....

Have you previously been involved in voluntary work: Yes No

If yes, please give details

.....
.....
.....

² Adapted from: Depart of Health & Children *Our Duty to Care: the Principles of Good Practice for the Protection of Children and Young People*. Dublin Stationary Office 2001 pp 41-42.

Why do you want to get involved with this diocesan activity/ministry?

Have you previously received any training for working with children or young people? Yes No

If yes, please give details

Do you have any spare time for hobbies, interests or activities?

Any other relevant information?

Is there any medical or other reason why you may be deemed unsuitable to carry out this work? Yes No

If yes, please give details

Please provide the names and addresses of two people whom we could contact for a reference (not relatives)

Name _____ Name _____

Address _____ Address _____

Tel. _____ Tel. _____

Email _____ Email _____

I declare that the above information is true and that I am fit to serve as a volunteer with this parish ministry/activity. I agree to abide by and accept the terms and conditions of participation.

Signed: Date:

APPENDIX 8

CONFIDENTIAL
Declaration form Adult Volunteers³

Surname:

Forename:

Date of Birth: Place of birth:

.....

Any other name previously known as:

Have you ever been convicted of a criminal offence or been the subject of a Caution or of a Bound Order

Yes No

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

Nature of offence:

Date of offence:

.....

.....

.....

.....

.....

.....

Signed: Date:

³. *adapted from Our Duty to Care (Northern Ireland)*

APPENDIX 9**Annual Self-Audit Scheme and National Board's Audit****Missionaries of the Sacred Heart Southern African Region
Child Safeguarding Policy and Procedures Self-audit**

Name of MSC Community: Date:

*Please encircle Yes/No as appropriate:***1. 'CHILD PROTECTION POLICY'**

Is the Policy prominently displayed in the Community?	Yes	No
In the Church porch?	Yes	No
In the Church Hall?	Yes	No
In the Sacristy?	Yes	No
In the Parish School?	Yes	No
Has the Policy been published in the Newsletter?	Yes	No

2. A CHILD PROTECTION REPRESENTATIVE (CPR)

Name of CPR or MSC undertaking this role

Has the CPR/MSC participated in Child Protection Training?

Yes No

3. REPORTING PROCEDURES — Contact Details

Are the contact numbers for the following available and displayed prominently in the Community Church? Yes No

- The local Child Protection Representative.
- The Child Welfare SA.
- The local Police Station
- The Designated Person:
- And other useful numbers, e.g. ()

IMPORTANT:

All child protection concerns must be reported to the civil authorities through the Regional Child Safeguarding Designated Person or directly.

4. **PROPER RECRUITMENT AND SELECTION PROCEDURES**

In recruiting CPR/ Volunteers does the MSC Community make use of?

- | | | |
|--|-----|----|
| a) An Application Form | Yes | No |
| b) A Declaration Form (Resource 4, 'S & G' doc. p 67) | Yes | No |
| c) References | Yes | No |
| d) Police Vetting | Yes | No |
| e) Has each volunteer received a copy of the Child Protection Policy and a 'code of behaviour' in respect of relating to children and young people | Yes | No |

5. **CHECKLIST**

- | | | |
|--|-----|----|
| a) Do you have a list of all groups/individuals using the MSC property? | Yes | No |
| b) Has the Regional Child Protection Policy and Practice been communicated to the local MSC congregation/parish? | Yes | No |
| c) Is the question of child protection on the agenda of local Community Meetings and all Parish Pastoral Council Meetings? | Yes | No |
| d) Does the Child Protection Representative report regularly to the Local Leader or Parish Priest? | Yes | No |

6. This MSC Community/Parish accepts that it is essential to have Child Protection Policy and Procedures in place.

This MSC Community/Parish has such a policy.

Signed by any two of the following signatories on behalf of the MSC Community/Parish: (*Preferably signed by all three*)

_____ (Leader/ Parish Priest)
 _____ (Chairperson, Parish Pastoral Council)
 _____ (Child Protection Representative)

Date: _____

Section 2 of the Standards and Guidance Document sets out checklists for each of the Seven Standards and they will be most helpful in meeting the requirements of the Annual Audits of the National Board (Section 3: Resource 14).

APPENDIX 10

**Template for Notice posted in the Porch of each MSC Church in the Region.
The Missionaries of the Sacred Heart in Southern Africa
Child Protection Policy and Procedures.**

Policy

We, the Missionaries of the Sacred Heart in the MSC COMMUNITY of etc. value and encourage the participation of children and young people in our Community liturgies and in activities that enhance their spiritual, physical, emotional and social development. We recognize the dignity and rights of all children and are committed to their protection and support. In keeping with this we will work to do all in our power to create safe environments for children and young people in order to secure their protection and enable their full participation in the life of the Church.

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 - MSCs, MSC Employees or volunteers - be reported immediately to the Child Welfare SA or directly you local South African Police Services.

Contact Details:

**The Child Protection Representative in this MSC Community is:
To be appointed at a later date.**

The Address of the local Police Station is:

**Local SAPS Station
Phone number**

The Address of the local Health Service Executive Office is:

**Child Welfare SA
Location
Phone number.**

The Child Safeguarding Designated Person for the MSC Congregation in South Africa is: **To be appointed at a later date.**

APPENDIX 11

Southern African Regional Child Protection Policy in Summary.

Missionaries of the Sacred Heart Southern Africa Region

The Policy should be created at congregational level. [Standard n 1, Criteria 1.9.]

Child Protection Policy

All Church organisations that work directly or indirectly with people under 18 have a written policy on keeping children safe. This is generally known as a *Child Protection Policy*. [Standard n 1. pp 14,37-38.1

The Missionaries of the Sacred Heart in Southern Africa, endeavouring to live according to the Gospel, where Jesus said "*Let the children come to me; do not stop them*" [Matthew 19:14] and who warned anyone who would offend against them, that it would be better for such a person "*to have a great millstone hung around his neck and to be drowned in the depths of the sea*" [Matthew 18:6],

The Policy communicates the principle derived from the Gospel that the Church is committed to keeping children safe. [Standard n 1.1

recognises the dignity and rights of children, especially their right to develop their relationship with God without interference.

Each child should be cherished and affirmed as a gift from God with an inherent right to dignity of life and bodily integrity which shall be respected, nurtured and protected by all. [Standard n 1. Principle]

Hence, the Congregation is committed to the safeguarding of children by its members, its employees and voluntary co-workers,

The policy states that all Church personnel are required to comply with it. [Standard n 1. Criteria 1.31

in its churches and houses and in its ministry.

The Policy addresses child protection in the different aspects of Church work e.g. within a church building, community work, pilgrimages, trips and holidays. [Standard n 1. Criteria 1.51

Through its' signing of a Memorandum of Understanding with the National Board for Safeguarding of Children in the Catholic Church in April 2009,

The Policy is approved and signed by the relevant leadership body of the Missionaries of the Sacred Heart e.g. the Regional Leader and Council. [Standard n 1. Criteria 1.2].

the Missionaries of the Sacred Heart in Southern Africa has adopted the Board's

policy and procedures document Safeguarding Children : Standards and Guidance Document for the Catholic Church in Ireland (2009), and the documents that may be added to it from time to time,

The Policy is reviewed at regular intervals no more than three years apart and is adapted whenever there are significant changes in the organisation or legislation. [Standard n 1. Criteria 1.4].

as its basic regulation in all matters pertaining to the protection of children and, hence, for all procedures relating to our child safeguarding practice we will follow those as contained in this document. Furthermore, regarding its implementation of the said document, it accepts the supervisory role of officials of the Board's National Office and pledges its cooperation with them in their work.

Conscious of its grave responsibility to prevent the sexual, physical and emotional abuse of children and their neglect,

The Policy clearly describes the Church's understanding and definitions of abuse. [Standard n 1, Criteria 1.7, see Resource n 10 pp 73 — 74].

the Missionaries of the Sacred Heart undertakes to report all allegations made to it of such abuse to the civil and church authorities without delay; it also urges all who disclose allegations of abuse against its members, or anyone else, to do likewise.

The Policy states that all current child protection concerns must be fully reported to the civil authorities without delay. [Standard n 1. Criteria 1.8, see also Resource n 2 and Resource n 16.]

Anyone making an allegation of abuse will be received with respect and listened to, will be informed of actions taken as a result of their disclosure and will have their need for counselling met, if required. Those against whom allegations of abuse have been made will be given every opportunity to vindicate their good name, but, without prejudice, will be asked to stand aside from all ministry, not wear the habit or clerical garb, until the civil authorities have completed their investigations. However, should a Police investigation find that an allegation is false, everything shall be done to restore the good name of the accused. Otherwise, the Congregation undertakes to cooperate fully with Child Welfare S A and the SAPS in assisting those who have abused children to live offence free lives.

The Policy states how those individuals who pose a risk to children are managed. [Standard n 1. Criteria 1.6.]

Evidence of Implementation

The following documents can be used to provide evidence to the National Office for Audit purposes that Standard n 1 has been met:

- 1) **A copy of the Missionaries of the Sacred Heart Child Protection Policy as adapted to the Southern African Region.**

- 2) **Minutes of the S A Regional Council Meeting where the Policy was signed.**
- 3) **Written evidence of how abuse is dealt with in the Missionaries of the Sacred Heart Southern African Region — records of how an allegation is processed.**
- 4) **Timetable of review: In keeping with Criteria n 1.4 above, review would normally occur before each Regional Chapter.**

APPENDIX 12

Example of Training Resource made available to local communities in the Study of the Child Protection Policy Summary.

Aid for Study of the Regional Child Protection Policy at the Local Community. Please note that according to the Standard 1, Criteria 1.3, " ... all Church personnel are required to comply with [it] the Policy." Hence, each member should have a copy of the Policy together with Standard n 1 p 14 and pp 37-38 of the *Standards and Guidance* document. (Relevant staff and volunteers should have a copy of the Policy too.)

**SIGNED ON BEHALF OF THE
REGIONAL COUNCIL:**

DATE:

**ENDORSED BY THE PROVINCIAL
COUNCIL ON (DATE):**

**SIGNED ON BEHALF OF THE
PROVINCIAL COUNCIL:**
