



CHAPELS SAFEGUARDING POLICY 2019

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for children and vulnerable adults attending churches and chapels of the Society of St. Pius X in Great Britain

Within this document the Society of St. Pius X in Great Britain is referred to as SSPX or the Society.

The theological foundation of this policy is the core of Christian life - God's commandment of love, obliging each of us to care for ourselves and each other as a condition of attaining our ultimate goal which is union with God in heaven.

“Thou shalt love the Lord thy God with all thy heart, and with all thy soul, and with all thy mind. Thou shalt love thy neighbour as thyself.”

This policy should be read alongside the SSPX Whistleblowing Policy 2019 which can be found on our website: <https://fsspx.uk/en/policies-gb>

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1. The purpose and scope of this policy

The purpose of this policy is to:

- promote the well-being of children and adults through a culture of shared responsibility for safeguarding within clearly assigned roles
- prevent harm and abuse through best practice and the creation of a culture of informed vigilance
- protect through responding effectively when safeguarding concerns arise.
- to provide faithful, staff and volunteers with the overarching principles that guide our approach to safeguarding.

This policy applies to anyone working on behalf of SSPX and should be interpreted in the light of relevant national policy and legislation, which might differ in Wales, Scotland, Northern Ireland and England, as well as in the light of the most recent SSPX good practice guidance.

The scope of this policy:

This document sets out the policy, procedures and guidance relating to safeguarding children, young people and adults at risk attending churches and chapels of the Society of St. Pius X in Great Britain, including staff and those attending the events organized by SSPX and children of adults coming to contact with SSPX.

Points to remember:

- Promote wellbeing
- Prevent harm and abuse
- Protect by effective responding

2. Terms and definitions

Within this policy following terms are being used:

Adult: anyone above the age of 18

Adult at risk or vulnerable adult: we acknowledge that England, Scotland, Northern Ireland and Wales have different legal definitions of adults at risk. We are also aware that definitions may vary in different settings. SSPX uses terms ‘adults at risk’ and ‘vulnerable adults’ interchangeably to describe anyone above the age of 18 who needs support to stay safe.

Child: anyone under the age of 18. We acknowledge that in Scotland, in some child protection contexts, including children’s hearings and child protection orders, a child is someone who is under 16.

Harm and abuse: term ‘harm’ refers to mental or physical injury caused to someone. Term ‘abuse’ is used to describe any action by another person that causes significant harm to a child or an adults. The definitions of abuse differ between children and adults. A copy of the definitions relating to children is attached to this policy at Appendix 4. The definitions of abuse in relation to adults is attached as Appendix 5.

Safeguarding: protection of children, young people and vulnerable adults from harm and abuse.

Volunteer: this term refers to anyone in the SSPX who have responsibilities which might involve contact with children (sacristans and catechists) and who undertakes those tasks freely and without being paid.

Young person: for individuals between age 16 and 25 term ‘young person’ might be used to recognize distinctive characteristics of this age groups.

Regulated Activity is a legal phrase used to describe specific circumstances where individuals are working or volunteering with children or adults who are at risk of harm. The definition of Regulated Activity is different for children and adults.

Points to remember:

- **Child – anyone under the age of 18**
- **Adult at risk or vulnerable adult – anyone over the age of 18 needing assistance to stay safe**
- **Safeguarding – everything we do to keep people safe**

3. Legal framework

The SSPX recognises that safeguarding work is undertaken within a British legislative and associated government guidance framework which sets out a range of safeguarding duties and responsibilities for all who come to contact with people needing protection from harm.

The Disclosure and Barring Service (DBS) was created in 2012 and was formally known as a CRB check. It is a means of supplying the organisation with the information it needs to make correct recruitment and placement decisions. This is particularly vital when it comes to positions involving children and adults at risk. It places certain duties on organisations, who:

- must not knowingly allow a barred person to work in Regulated Activity (see below)
- must inform the DBS if an individual is removed from Regulated Activity because they have harmed, or because they pose a risk of harm to vulnerable groups (including children)

Further information can be obtained by going to Ann Craft Trust website <https://www.anncrafttrust.org/resources/safe-recruitment-process/>.

Safeguarding children

The Children Act 1989 provides the legislative framework for child protection in England. Key principles established by the Act include:

- the paramount nature of the child's welfare

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- the expectations and requirements around duties of care to children.

This is strengthened by the **Children Act 2004**, which encourages partnerships between agencies and creates more accountability.

Both of these acts are amended by the **Children and Social Work Act 2017**, which, in addition to other important provisions, replaces the previous model of Local Safeguarding Children's Boards (LSCBs) by establishing local safeguarding partners who are responsible for publishing reports on local safeguarding practice reviews.

Working Together to Safeguard Children (Department for Education, 2018) is the key statutory guidance for anyone working with children in England. It sets out how organisations and individuals should work together to protect children from harm and to respond to safeguarding concerns.

What to do if you're worried a child is being abused: Advice for Practitioners (Department for Education, 2015) document describes the indicators of abuse and neglect and the actions to take if you think a child is being abused or neglected. It's relevant for anyone who comes into contact with children and families while working and applies to the statutory, voluntary and independent sectors.

Mandatory Reporting of Female Genital Mutilation (FGM) (Home Office, 2015) guidance gives health and social care professionals, teachers and the police information on their responsibilities under the female genital mutilation mandatory reporting duty, which came into force 31 October 2015.

For a summary of the key legislation and policy outlining safeguarding responsibilities in relation to children please go to NSPCC website <https://learning.nspcc.org.uk/child-protection-system/england/>.

Safeguarding adults at risk of harm

The **Care Act 2014** defines adult safeguarding as protecting an adult's right to live in safety, free from abuse and neglect. The Act makes it the duty of local authorities to

make enquiries if someone is being abused or neglected, or is at risk of abuse or neglect in their area. They must also set up multi-agency safeguarding adults boards to review cases when people die as a result of neglect or abuse and where it is suspected that agencies could have done more to safeguard them.

The **Mental Capacity Act 2005** aims to protect and empower people who are unable to make choices for themselves.

The **Human Rights Act 1998** gives specific rights to every person living in the UK, for example the right to life and freedom from torture and degrading treatment.

The **Data Protection Act 2018** (c 12) is a national law which complements the European Union's General Data Protection Regulation (GDPR) and regulates the way in which personal data needs to be handled. It aims at protecting people's data from being placed in the wrong hands, which may increase the risk of abuse or neglect. The Act introduces new offences that include knowingly or recklessly obtaining or disclosing personal data without the consent of the data controller, procuring such disclosure, or retaining the data obtained without consent.

The **Equality Act 2010** protects people from discrimination and disadvantage due to protected characteristics including race, gender, disability, sexual orientation, gender reassignment, religion and age.

For a summary of the key legislation and policy in relation to safeguarding adults at risk of harm please go to SCIE website <https://www.skillsforcare.org.uk/Document-library/Standards/Care-Certificate/Standard-10-Updated-7-7-15.pdf>.

Points to remember:

- The law is clear – the child’s welfare is paramount, always.
- Safeguarding adults is not that straightforward, as adults can make their own choices which might not be deemed to be wise or safe – if in doubt, always seek support and advice.
- Personal data must not be obtained and handled without clear consent of the person.
- SSPX recognises its duty to implement safer recruitment process.

4. Statement of safeguarding principles

We believe that:

- we have a duty of care to all beneficiaries of the church, whether adults or children;
- every person, regardless of his or her differential characteristics, has right to protection from harm;
- the welfare of children is paramount;
- safeguarding children is everyone’s responsibility;
- domestic violence and abuse can affect everyone and is unacceptable and inconsistent with a Christian way of living.

We are committed to:

- safeguarding as an integral part of our life and ministry and we recognise our duty to protect all children, young people and vulnerable adults who come to contact with our churches and chapels, from harm;
- providing support, supervision, resources and training to all those who work with children and adults at risk of harm.

In order to create a safe environment for everyone attending our churches and chapels we will:

- follow legislation, statutory guidance and recognised good practice in order to protect vulnerable people in our church
- seek to establish a caring environment in which there is an informed vigilance about the risks of harm
- implement, maintain and regularly review the procedures outlined in this policy, which are designed to prevent and to be alert to abuse
- appoint a Safeguarding Coordinator, who will have specific responsibilities for safeguarding – please refer to Appendix 3. The Safeguarding Coordinator is the person to whom all concerns or allegations should be addressed. In the absence of the Safeguarding Coordinator, the local prior of the chapel should be contacted. Their contact details can be found in Key Contacts.
- organise activities in such a way as to promote a safe environment and minimise the risk of harm to children and adults.
- follow a safer recruitment process for the selection and appointment of people to work with children or adults at risk, whether voluntary or paid, lay or ordained. Please refer to the chapter ‘Safer Recruitment’ for further details.
- use rigorous and careful supervision to protect people from the risks associated with known offenders within the congregation, including implementing contracts with known offenders and those who have been assessed as posing a risk;
- maintain confidentiality at all times, except in circumstances where to do so would place the individual or another individual or groups at risk of harm.

In the event of safeguarding concerns arising we will:

- respond to them timely and appropriately, including referring to the statutory authorities in accordance to relevant policy and guidance;
- co-operate with the statutory authorities in any investigation of safeguarding nature and
- maintain confidentiality of any investigations to those directly involved.
- The above includes concerns about staff (volunteers and paid, lay and ordained).

Organisations wishing to hire our building for activities with children or adults must confirm in writing that they will follow the principles of this safeguarding policy as a condition of the letting agreement. If they have their own safeguarding policy, they will be asked to provide a copy.

Points to remember:

- **The child's welfare is paramount, always.**
- **Safeguarding children is everyone's responsibility.**
- **We must do our best to create a safe and nurturing environment in our churches and chapels.**
- **Every staff member and volunteer must receive adequate training and support.**
- **It is crucial to follow this policy when responding to safeguarding concerns.**
- **Organisations hiring our buildings must have safeguarding policies in place – or agree to follow this policy.**

5. Safer Recruitment

We are committed to safer recruitment and selection of all paid staff and volunteers. We recognise that legally, anyone undertaking a role that involves contact with, or responsibility for, children or vulnerable adults should be taken through a safer recruitment process.

The following will form the basis of safe recruitment and best practice when recruiting individuals to work with children and adults at risk:

- detailed application forms
- self-disclosure
- obtaining an appropriate type of Disclosure and Barring Service (DBS) / Protecting Vulnerable Groups scheme (PVG) checks wherever legally entitled to do so
- robust interviews that cover safeguarding children and adults at risk of harm

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- reference checks
 - a thorough induction process
 - verification of qualifications and experience
 - risk assessments

Once the person is in the role, he or she will receive:

- regular safeguarding training
- regular support and supervision in their role.

All trustees, paid staff and volunteers will work within a code of conduct (code for workers, attached as Appendix 2) and understand that there may be action taken if this code is not followed, possibly involving suspension or termination of working with us.

Points to remember:

- Every member of our team must have an appropriate level of DBS check and receive an adequate training, supervision and support.
- They must work within SSPX Code of Conduct (see Appendix 2).

6. How to recognise signs of harm and abuse

It is important to be aware of the possible signs and symptoms of abuse.

Please see Appendix 6 for those relating to children and **Appendix 7** for those relating to adults at risk. Some signs could be indicators of a number of different categories of abuse.

It is essential to note that these are only indicators of possible abuse. There may be other, innocent, reasons for these signs and/or behaviour.

Points to remember:

- There are different signs of abuse for children and adults.
- Never assume, that you know what is happening – individuals can display various behaviours for a variety of reasons.
- If in doubt, always seek advice and support.

7. What to do if there is a disclosure or allegation of abuse

The concerns may be about current or past events, but the response should be the same. Past events can still give rise to current safeguarding concerns.

If in doubt, always seek advice and support.

It's important to understand, that **if the matter is about potential abuse of a child, the information must be shared**. However, if it is about an adult the matter is not that straight forward as adults have assumed right to decide about their own matters - it's important to listen to the person and not charge into action if this isn't what they want.

First things

If a child, young person or adult makes a disclosure that they are being abused and / or an allegation of abuse against someone, it is important that you:

- consider whether the time and place are appropriate for them to listen with care and security. Do not defer listening, but, if appropriate, seek the person's agreement to find a suitable place to listen.
- stays calm and listen carefully
- do not assume anything and do not attempt to put your words in their mouth
- reassure them that they have done the right thing in telling
- do not investigate or ask leading questions
- explain that they you need to tell someone else if anyone is at risk of harm, in order to help them

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- never promise to keep secret what you are being told
 - do not promise confidentiality and explain what you will do with the information
 - find out what the person hopes for
 - take into account person's age and abilities
 - inform the church Safeguarding Coordinator as soon as possible (if they are implicated in the allegation, inform the SSPX Safeguarding Officer)
 - make a written record of the allegation, disclosure or incident and signs and dates this record (using the template in Appendix 8 whenever possible). This should be given to the church Safeguarding Coordinator and stored securely in a locked filing cabinet.

If there is an **immediate threat of serious harm** the Police should be contacted without delay.

No immediate threat

Where it is judged that there is no immediate threat of harm, the following will occur:

- the concern should be discussed with the church Safeguarding Coordinator and a decision made as to whether the concern warrants a referral to the statutory authorities (see Key Contacts for the relevant statutory contacts)
- a confidential record will be made of the conversation and the circumstances surrounding it, using the template at Appendix 8. This record will be kept securely and a copy passed to statutory authorities if a referral is made.
- The person about whom the allegation is made must not be informed by anyone in the church if it is judged that to do so could place a child or adult at increased or serious risk of harm. If the statutory authorities are involved, they should be consulted beforehand.
- The SSPX Safeguarding Officer should be kept informed of any serious concerns.

If someone in the church is alleged or known to cause abuse to others, the SSPX Safeguarding Officer must be informed so that they can respond appropriately to

concerns raised and offer advice and support to those involved. When appropriate, the relevant statutory authority will be contacted.

Allegation involving staff/volunteers

If the allegation concerns a church staff member or volunteer

For any concerns relating to children, **the Designated Officer (formerly LADO)** or the equivalent in Scotland and Wales will be contacted. The timing and method of any action to be taken will be discussed and agreed with the DO. This will cover communication with the worker, suspension, investigation and possible strategy meetings. A decision will be taken by the DO about when to inform the worker and the church will follow this advice.

- For DO contact details, see Key Contacts.
- For concerns relating to adults, Adult Social Care will be contacted. See Key Contacts, for details.

In accordance with the law, a referral will be made to the Disclosure and Barring Service (DBS) / Protecting Vulnerable Groups scheme (PVG) if the church withdraws permission for an individual to engage in work with children / adults at risk OR would have done so had that individual not resigned, retired, been made redundant or been transferred to a different position because the employer believes that the individual has engaged in relevant conduct, satisfied the harm test, or committed an offence that would lead to automatic inclusion on a barred list.

In such cases, a report will also be made to the Charity Commission, as they deem such a referral to be a 'serious incident' and therefore require notification.

Assessment of risk

Consideration of the following risks of harm should be reviewed in regard to the circumstances of any concern raised:

- risks to the victim(s)
- risk to members of vulnerable groups within the church and involved with church activities

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- risks to the person believed to be responsible for the issue and their family
 - risks to the wider congregation or attendees at church activities
 - risks to staff and volunteers
 - risk to the reputation of the church

It is the responsibility of everyone to consider the risks presented by any situation from the first point that they become aware of a possible safeguarding concern throughout actions taken to deal with that issue. Direction may be given by police/Children's Services or Adult Social Care as to how to respond to certain risks when a referral has been made.

Advice should be sought from the SSPX Safeguarding Officer and Coordinator in relation to measures that may minimise specific risks in any case. Measures to manage risk could include suspension, an interim Safeguarding Contract, specific arrangements for activities or church attendance, communication or liaison with others within and outside of the church. Following the safeguarding policies, procedures and guidance outlined in this document may assist in managing risks that are identified.

In some circumstances, there are specific procedures laid down for certain forms of risk assessment, such as a Safeguarding Contract, and there is responsibility for particular parties to undertake those assessments. The SSPX Safeguarding Officer will provide guidance and advice in those matters.

In most cases, the ongoing consideration of risk should be an integral and continuing part of responding well to an incident.

Referring to statutory agencies

In most situations a referral to the Designated Officer (formerly LADO) /Children's Services (depending on local provision) or adult safeguarding (local authority) in adult services should occur within one working day. It is preferable for the SSPX Safeguarding Officer / Coordinator to do this but if they are not available, and the matter is urgent, anyone can do it. The church must follow the advice given by statutory agencies (Children's Services, Adult Social Care/DO/Police) in determining

what can be said and when to the subject against whom allegations have been made. While this may be uncomfortable for those who know the person concerned, failure to follow this advice could result in:

- risk to the safety of children, vulnerable adults and / or congregation
- loss of evidence which may hinder any investigation
- increased anxiety for the subject of allegations before adequate information is available to make them aware of the situation and next steps
- consequent reputational damage for the Church.

Points to remember:

- **In emergency do not delay – always call the police on 999.**
- **If it is not emergency but you are worried about the child contact SSPX Safeguarding Officer or Co-ordinator.**
- **Serious concerns need to be shared with relevant authorities.**
- **When faced with potential safeguarding concern always consider possible risks to others, to yourself and to the reputation of the church. Never put yourself in danger.**
- **Concerns involving a member of staff need to be shared with relevant Local Authority and DO.**
- **Record what happened as soon as possible.**
- **When recording, whenever possible, use person’s own words**

Know where to find:

- **‘What to do’ flowcharts**
- **Main contact details**
- **Record form**

8. Domestic Violence and Abuse (DVA)

Anyone can be a victim of domestic abuse. There are different kinds of abuse that can happen in different contexts. The most prevalent type of domestic abuse occurs in relationships, but the definition of domestic abuse also covers abuse between family

members, such as adolescent to parent violence and abuse. The important thing to remember is that DVA is always about abuse of power and exercising disempowering control over a victim. We believe that DVA is never acceptable and we endeavour to provide support to those in our churches and chapels, who find themselves in abusive relationships. We also recognise the need for help for perpetrators of DVA.

Please seek the SSPX Safeguarding Officer for further guidance.

Points to remember:

- **Domestic Violence and Abuse is never acceptable. It is very complex and responses are not straight forward.**
- **If you are approached by an adult who confide in you, do not assume that they want you to do anything about the situation – they might not be ready for making a change or it might be too dangerous for them at that point of time. They might just want you to listen.**
- **If it involves children however, information must be shared appropriately.**

9. Putting the policy into action

The policy is an active statement underpinning safeguarding work within the SSPX and the drive to improve practice. It should be read alongside other relevant SSPX policies and put in legislation context. All staff and volunteers must have a working knowledge of this policy.

All our churches and chapels need to:

- have a copy of the policy
- ensure that all staff, volunteers and members of the congregation can have access to this policy
- communicate safeguarding message with staff, volunteers and faithful as reflected in the policy
- undertake an annual review, which is recorded.

10. Concerns, Complaints and Compliments

Should anyone have any concerns, complaints or compliments, please contact:

Name : REV. FR. ROBERT BRUCCIANI
Role: District Superior and SSPX Safeguarding Officer
Telephone : 0754 888 0281
Email : district@fsspx.uk

If SSPX Safeguarding Officer cannot be reached please contact your local Safeguarding Co-ordinator.

It would be helpful to have complaints in writing, as this avoids any possible misunderstanding about what the issue is. However, whether verbal or in writing, complaints will be acted upon. Any written complaint will be responded to within 10 days.

11. Review

The District Superior will review this policy annually, amending and updating it as required, and informing the Priors, Priests and Coordinators that this has been done.

12. Safeguarding Key Contacts - Sources of advice and support

Primary contacts and resources (see Appendix 10 for detail):

Safeguarding Coordinator

At each site - the local person to whom all concerns or allegations should initially be addressed. See

Priest

The person to be contacted in the absence of the Safeguarding Coordinator

SSPX Safeguarding Officer

Name : REV. FR. ROBERT BRUCCIANI

Telephone : 0208 946 7916

Email : district@fsspx.uk

Churches Child Protection Advisory Service (CCPAS)

(This should only be used for urgent advice if you are unable to contact your Safeguarding Coordinator or SSPX Safeguarding Officer)

24 hour helpline: 0845 120 4550

Designated Officer (formerly LADO)

or the equivalent in Scotland and Wales. For both children and adults at risk, this is the statutory contact in the case of a child.

After hours, the local Children's Social Care Department or the local Adult Social Care Department should be contacted.

Other helpful contacts and resources:

In an emergency always call the Police immediately – 999

NCPCC

You can also contact the NSPCC to report concerns about a child, to get advice and support:

Telephone : 0808 800 5000

Text message : 88858 to report concerns about a child

Website: www.nspcc.org.uk

This service is free, anonymous and open 24 hours a day.

Childline

Children and young people who are worried about their safety and do not want to speak with the police or children's social services can contact childline on

Telephone : 0800 1111

Website: www.childline.org.uk

This service is free and open 24 hours a day.

RCGP

Toolkit for those wishing to find out more about safeguarding adults at risk of harm:
www.rcgp.org.uk/clinical-and.../safeguarding-adults-at-risk-of-harm-toolkit.aspx

Appendix 1

Safeguarding Policy Statement

The SSPX is committed to the safeguarding of children and adults at risk, and to ensuring their wellbeing.

1. We believe that all children and adults at risk should know that they are valued within the church and safely enjoy and have access to every aspect of the life of our church.
2. We recognise that we all have a responsibility protecting children from harm and abuse
3. We recognise that we all have a responsibility to help prevent harm and abuse of vulnerable adults.
4. We recognise that domestic violence and abuse can affect everybody. We believe that domestic abuse in all its forms is unacceptable and inconsistent with a Christian way of living.
5. We will report any abuse of children or adults at risk that we discover or suspect to relevant bodies, as outlined in SSPX Safeguarding Policy.
6. Where an allegation suggests that a criminal offence may have been committed, the police will be contacted as a matter of urgency.
7. We recognise that Children's Services has responsibility for investigating all allegations or suspicions of abuse where there are concerns about a child, and that Adult Services do so for adults at risk.
8. We acknowledge that Designated Officers (formerly LADOs) or the equivalent in Scotland and Wales have responsibility for dealing with all allegations and concerns about people working with children, whether paid or voluntary workers, lay or ordained.
9. We recognise that safeguarding is a whole church responsibility

We are committed to:

10. The establishment of a loving environment, which is safe and caring, and where there is an informed vigilance about the risks of harm and abuse.

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11. Following the relevant legislation, statutory, denominational and specialist guidelines in relation to safeguarding children and adults at risk.
 12. Ensuring that we keep up to date with national and local developments relating to safeguarding.
 13. Building and maintaining constructive links with the relevant Voluntary and Statutory Authorities.
 14. Taking all reasonable steps to ensure that as a church, everyone works within the agreed procedures of our safeguarding policies.
 15. Supporting the Safeguarding Coordinator and Designated Safeguarding Officer in their work and in any action they may need to take in order to protect children and vulnerable adults.
 16. Following safer recruitment principles in the appointment and selection of all those who work with children and adults at risk, be they volunteer or paid staff, lay or ordained.
 17. Supporting, supervising, resourcing and training all those who undertake work with children and adults at risk in our churches and chapels.
 18. Ensuring that the children and adults we have contact with us feel safe to tell us if they are suffering harm or abuse, or are scared that they might suffer harm or abuse or suspect that somebody else is affected.
 19. Reporting any abuse of children or adults at risk that we discover or suspect, as outlined in our Safeguarding Policy
 20. Supporting all those in our church who are or might be affected by abuse.
 21. Supporting and supervising those who pose a risk to children or adults at risk, implementing contracts of behaviour, whilst bearing in mind the overarching principle that the welfare of the child is paramount.
 22. If an assessment is made that someone poses an unmanageable risk to those in need of protection and could not safely attend our church, we will ensure that they continue to be offered pastoral care and will signpost them to appropriate agencies for support.

Summary

We are committed to creating a safe and caring environment for everyone attending our churches and chapels.

We are committed to:

- Promoting wellbeing
- Preventing harm and abuse
- Protecting children and adults who attend our activities

We understand that child's welfare is paramount and that safeguarding children is everyone's responsibility.

We are committed to safer recruitment process.

We recognise that when following authorities have responsibilities in following safeguarding concerns:

- Children's Services for children
- Adult Services for adults at risk / vulnerable adults
- Designated Officers (formerly LADOs) or the equivalent in Scotland and Wales for concerns raised about people working with children

Pastoral care and further support should be available to every person involved in safeguarding process.

Appendix 2:

Code of Conduct for working with children or young people

All staff and volunteers should all be aware that behaviour in their personal life (including online) may impact upon their work with children or young people. They must also consider its impact on the reputation of the church.

Therefore, all staff and volunteers must endeavour to behave in a manner suitable for a good Christian and avoid any behaviour, that would lead any reasonable person to question their suitability to work with children or act as a role model within the SSPX. All staff and volunteers must agree to the following code of conduct when working with children and young people:

Always:

- treat every person with dignity and respect, in line with Our Lord's commandment to love one another
- act inclusively, seeking to make every person feel welcome and valued
- do your best to treat every person with equal care and concern
- encourage everyone to follow any behaviour agreement or ground rules and apply sanctions fairly and consistently
- refer to a person in a position of more authority if a child does not respond to your instructions despite encouragement and warning of possible consequences. This includes child's parents.
- avoid using physical contact when faced with aggressive or threatening behaviour
- relate to children in public. If a child wants to talk one-to-one about an issue, tell another worker and find somewhere quieter, but still public, to talk
- make sure that any electronic communication is done with parental consent and is appropriate, transparent, accountable, recorded and adheres to safeguarding policies
- store them in a safe place designated by the church and only use them in the ways agreed, in line with SSPX good practice guidelines
- respect children's privacy
- respect the right of children to wash, change and use the toilet in private
- listen to children and talk to the church Safeguarding Officer if you have any concerns about a child's welfare
- respect and promote the rights of children to make their own decisions and choices, accordingly to their age and the level of maturity, having due regards to those holding parental responsibilities for the child and taking into account context of the situation

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- show consideration for children's cultural backgrounds and individual differences
 - do your best to be kind and have real Christian compassion for another person, remembering that good God put you on somebody's path for a very reason – to support them on their way to Heaven

Never:

- abuse the power and responsibility of your role
- belittle, scapegoat, put down, or ridicule a child or young person (even in 'fun')
- use language or display behaviour with sexual connotations (e.g. flirting or innuendo)
- exclude other children or workers from group conversations and activities unless there is a good reason to do so
- show favouritism (e.g. in selection for activities, in giving rewards, etc) or encourage excessive attention from a particular child (e.g. gifts)
- threaten or use sanctions which have not been agreed, or make empty threats
- deal with your concerns or disclosures on your own
- use physical restraint except as a last resort to prevent injury or in self-defense – ask yourself if you have been trained to do so and use minimum force
- spend time alone with children out of sight of other people
- keep communication with children secret, however do respect appropriate confidences and value trust that children put in you
- take photos or videos without parental consent
- use physical contact unless it is absolutely necessary – avoid it especially when it could be misconstrued as aggressive (e.g. rough games) or sexual
- assume that children should tell you anything you ask just because you are in a position of authority
- promise to keep something secret, especially if it is about a child being harmed or at risk of harm, but only tell those who need to know
- act / work in ways that put your needs and interests before those of the children you work with
- discriminate or leave discrimination or bullying unchallenged

-
- assume that you know better – remember that humility is one of the most important of Christian virtues

Summary:

Always do your best to behave in a manner suitable for a good Christian.

Avoid any behaviour, that would lead any reasonable person to question your suitability to work with children. You are expected to act as a role model for children and young people who come to the SSPX. You must consider, that this is true also in relation to your behaviour in your personal life – including online.

When approached by the child who want to talk to you about their worries always show genuine care and give them attention. Never promise to keep secrets, always avoid physical contact and staying with the child on your own.

Appendix 3:

The Role of a Safeguarding Coordinator

Context

We believe that children and adults at risk deserve the best possible care that we can provide and that the church should be a safe and nurturing place for everyone involved.

We recognise and give thanks for the time and devotion given by anyone carrying out this role.

Purpose of the role:

- To coordinate safeguarding policy and procedure in the church.

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- To be the first point of contact for safeguarding issues regarding children and adults
 - To be an advocate for good safeguarding practice in the church.

Responsibilities:

- To coordinate safeguarding policy and procedure in the church
- To have a good working knowledge church policies and procedures and SSPX good practice guidelines in safeguarding and to keep abreast of any changes and developments.
- To ensure that church policies and procedures are reviewed annually, kept up to date, and are fit for purpose.
- To make others in the church aware of safeguarding policies and procedures, as well as SSPX guidelines.
- To ensure safer recruitment practices are operated in the recruitment of all workers (both volunteers and paid) including, but not exclusively, ensuring that the relevant workers have up to date appropriate Disclosure and Barring Service (DBS) / Protecting Vulnerable Groups scheme (PVG) checks.
- To be the first point of contact for safeguarding issues
- To be a named person that children / adults at risk, church members and outside agencies can talk to regarding any issue to do with safeguarding.
- To be aware of the names and telephone numbers of appropriate contacts within Social Care and the Police in the event of a referral needing to be made.
- To be aware of when and how to seek advice, and when it is necessary to inform Social Care, the Police or the Designated Officer (formerly LADO) or the equivalent in Scotland and Wales, of a concern or incident.
- To take appropriate action in relation to any safeguarding concerns which arise within the church.
- To cooperate with Social Care or the Police in safeguarding investigations relating to people within the church.
- To ensure that appropriate records are kept by the church, and that information in relation to safeguarding issues is handled confidentially and stored securely in accordance with data protection policy.

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- To inform the SSPX Safeguarding Officer at the time of any referrals made to the statutory authorities, or of any information received from the statutory authorities.
 - To report summary safeguarding information annually to the SSPX Safeguarding Officer to enable them to monitor safeguarding in the SSPX.
 - To be an advocate for good safeguarding practice in the church
 - To promote sensitivity and care within the church towards all those affected by the abuse.
 - To promote positive safeguarding procedures and practice and ensure procedures are adhered to.
 - To arrange and/or promote opportunities for an appropriate level of training in safeguarding to any relevant members of the leadership team and congregation, including both paid staff and volunteers.
 - To update their own safeguarding training at least every three years, but more often if necessary – for example when new policy or law is being introduced.
 - To seek appropriate support and advice in carrying out this role.
 - To make arrangements for a suitable person to carry out this role when they are on leave, and to publicise who this is and the dates of the alternative arrangements.

Summary:

Safeguarding Coordinator is a first point of contact in safeguarding matters. As such, they need to be able to give people accurate information, to contact appropriate authorities and to give contact details as required.

As a Safeguarding Coordinator make sure that you:

- receive regular safeguarding training
- know the names and contact details of SSPX Safeguarding Officer, Children Social Services, Adult Social Care, Designated Officer and the Police
- know what to do and who to contact for further advice and support when safeguarding concerns arise
- are prepared to cooperate with relevant authorities in safeguarding investigations
- know how to do recordings and the way to store data securely

If not sure, always ask for guidance - your first point of contact is SSPX Safeguarding Officer, but other Safeguarding Coordinators might also prove to be an excellent source of peer support. It might be wise to have contact details of at least one of them.

Appendix 4

What is abuse and neglect of children?

The below definitions are taken from Working Together to Safeguard Children 2018 and NSPCC website. They apply to England, however are relevant to all parts of the UK.

Please note that there are national variations for Scotland (National Guidance for Child Protection in Scotland 2014) and Wales (All Wales Child Protection Procedures 2008).

Abuse and neglect are forms of maltreatment of a child. Somebody may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in a family or in an institutional or community setting, by those known to them or, more rarely, by a stranger, for example, via the internet. They may be abused by an adult or adults, or another child or children.

Types of abuse:

Physical

Physical abuse involves any physical harm to a child – for example hitting, shaking, throwing, poisoning, burning or scalding, drowning or suffocating. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.

Emotional

Emotional abuse is the persistent emotional maltreatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. It may involve conveying to a child that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may include not giving the child opportunities to express their views, deliberately silencing them or 'making fun' of what they say or how they communicate. It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child from participating in

normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying (including cyberbullying), causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of maltreatment of a child, though it may occur alone.

Sexual

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, not necessarily involving a high level of violence, whether or not the child is aware of what is happening.

The activities may involve physical contact, including assault by penetration (for example, rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. They may also include non-contact activities, such as involving children in looking at, or in the production of, sexual images, watching sexual activities, encouraging children to behave in sexually inappropriate ways, or grooming a child in preparation for abuse (including via the internet). Sexual abuse is not solely perpetrated by adult males. Women can also commit acts of sexual abuse, as can other children.

Female Genital Mutilation

A procedure, performed in some cultures, whereby parts of female genitalia are removed - also referred to as female circumcision. This is normally undertaken on pre-pubescent girls, who are either taken abroad for procedure or “practitioners” come to the UK. There can be no anaesthetic and no sterile equipment used. Complications include serious infection, septicaemia, numerous gynaecological problems and in some cases, death.

Cyber bullying

Cyber bullying is any form of bullying which takes place online or through smartphones and tablets.

There are many ways of bullying someone online and for some it can take shape in more ways than one. Some of the types of cyber bullying are:

- **Harassment** - This is the act of sending offensive, rude, and insulting messages and being abusive. Nasty or humiliating comments on posts, photos and in chat rooms. Being explicitly offensive on gaming sites.
- **Denigration** – This is when someone may send information about another person that is fake, damaging and untrue. Sharing photos of someone for the purpose to ridicule, spreading fake rumours and gossip. This can be on any site online or on apps. We even hear about people altering photos of others and posting in online for the purpose of bullying.
- **Flaming** – This is when someone is purposely using really extreme and offensive language and getting into online arguments and fights. They do this to cause reactions and enjoy the fact it causes someone to get distressed.
- **Impersonation** – This is when someone will hack into someone’s email or social networking account and use the person's online identity to send or post vicious or embarrassing material to/about others. The making up of fake profiles on social network sites, apps and online are common place and it can be really difficult to get them closed down.
- **Outing and Trickery** – This is when someone may share personal information about another or trick someone into revealing secrets and forward it to others. They may also do this with private images and videos too.
- **Cyber Stalking** – This is the act of repeatedly sending messages that include threats of harm, harassment, intimidating messages, or engaging in other online activities that make a person afraid for his or her safety. The actions may be illegal too depending on what they are doing.
- **Exclusion** – This is when others intentionally leave someone out of a group such as group messages, online apps, gaming sites and other online engagement. This is also a form of social bullying and a very common.

Neglect

Neglect is the persistent failure to meet a child’s basic needs, likely to result in the serious impairment of the child’s health or development. Neglect may occur at any

time of child's life – including pregnancy. For example, unborn child might be neglected as a result of maternal substance abuse.

Once a child is born, neglect may involve a parent or carer failing to:

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

This list is not conclusive and neglect is a very complex issue.

Points to remember:

- Abuse is never acceptable. It can affect children at any age, including unborn babies.
- The main types of abuse are physical, emotional, sexual, Female Genital Mutilation, cyber bullying and neglect. You should also be aware of child trafficking.

Appendix 5

Signs of possible abuse in children

Children develop and mature at different rates. What's worrying for a younger child, might be normal behaviour for an older child. If a child looks or acts a lot older or younger than their age, this could be a cause for concern.

However, if a child develops more slowly than others of a similar age and there's not a cause such as physical or learning disabilities, it could be a sign they're being abused.

If you're worried that a child is being abused, watch out for any unusual behaviour.

Please refer to NSPCC Guidance: <https://www.nspcc.org.uk/preventing-abuse/signs-symptoms-effects/>

Physical abuse signs include:

- Unexplained injuries
- Injuries that are inconsistent with the explanation and appear on babies
- Injuries that reflect an article being used e.g. an iron
- Bruising, especially the trunk, upper arm, shoulders, neck or finger tip bruising
- Burns/scalds, especially from a cigarette
- Human bite marks
- Fractures
- Swelling and lack of normal use of limbs
- Serious injury with lack of / inconsistent explanation
- Untreated injuries

Psychological/emotional signs of physical abuse include:

- Unusually fearful with adults
- Unnaturally compliant to parents
- Refusal to discuss injuries/fear of medical help
- Withdrawal from physical contact
- Aggression towards others
- Wears cover up / inappropriate clothing

Fictitious illness by proxy

This is a psychiatric illness, whereby a parent (normally the child's mother) or carer deliberately inflicts harm onto a child,. The child has commonly had genuine serious illness in the first year of life and a dependency on medical attention has developed in the parent/carer. It is very difficult to diagnose/evidence.

Emotional abuse signs

The classic cause of emotional abuse is a "Low Warmth, High Criticism" style of parenting. Signs include:

- Physical, mental and emotional lags
- Acceptance of punishments, which appear excessive

-
- Over reaction to mistakes
 - Continual self-depreciation
 - Sudden speech disorders
 - Fear of new situations
 - Neurotic behaviour (such as rocking, hair twisting, thumb sucking)
 - Self harm
 - Extremes of passivity or aggression
 - Drug/solvent abuse
 - Running away / absconding from home
 - Bullying/Aggression
 - Overly compliant behaviour
 - Overeating or loss of appetite
 - Clingy
 - Fearful/withdrawn
 - Sleep disorders

Sexual abuse signs include:

- Physical signs include:
 - Damage to genitalia, anus or mouth
 - Sexually transmitted disease
 - Unexpected pregnancy, especially in very young girls
 - Soreness to genitalia area, anus or mouth
 - Repeated stomach aches
 - Loss of weight
 - Gaining weight
 - Unexplained recurrent urinary tract infections, discharges or abdominal pain
 - Unexplained gifts/money
- Psychological/emotional signs include:
 - Sexual knowledge inappropriate for the child's age
 - Sexualised behaviour in young children
 - Sexually provocative behaviour/promiscuity
 - Hinting at sexual activity

-
- Sudden changes in personality Lack of concentration, restlessness
 - Socially withdrawn
 - Overly compliant behaviour
 - Poor trust in significant adults
 - Regressive behaviour, onset of wetting – day or night
 - Suicide attempts, self mutilation, self disgust
 - Eating disorders

Female Genital Mutilation signs

A girl or woman who's had female genital mutilation (FGM) may:

- have difficulty walking, standing or sitting
- spend longer in the bathroom or toilet
- appear withdrawn, anxious or depressed
- have unusual behaviour after an absence from school or college
- be particularly reluctant to undergo normal medical examinations
- ask for help, but may not be explicit about the problem due to embarrassment or fear.

Reporting requirements: Regulated health and social care professionals and teachers in England and Wales must report 'known' cases of FGM in under 18s to the police ([Home Office, 2016](#)).

If you think a child is in immediate danger don't delay - call the police on [999](#) straight away

Cyber-bullying and online abuse signs

A child may be experiencing abuse online if they:

- spend lots, much more or much less time online, texting, gaming or using social media
- are withdrawn, upset or outraged after using the internet or texting
- are secretive about who they're talking to and what they're doing online or on their mobile phone

-
- have lots of new phone numbers, texts or e-mail addresses on their mobile phone, laptop or tablet.

Neglect signs:

- Tired/listless
- Poor personal hygiene
- Poor state of clothing
- Emaciation, potbelly, short stature
- Poor skin tone and hair tone
- Untreated medical problems
- Failure to thrive with no medical reason

Psychological/emotional signs of neglect include:

- Constant hunger
- Constant tiredness
- Frequent lateness/non attendance at school
- Destructive tendencies
- Low self esteem
- Neurotic behavior
- No social relationships
- Running away
- Compulsive stealing/scavenging
- Multiple accidents/accidental injuries

Child trafficking signs

Signs that a child has been trafficked may not be obvious but you might notice unusual behaviour or events. These include a child who:

- spends a lot of time doing household chores
- rarely leaves their house, has no freedom of movement and no time for playing
- is orphaned or living apart from their family, often in unregulated private foster care
- lives in substandard accommodation
- isn't sure which country, city or town they're in

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- is unable or reluctant to give details of accommodation or personal details
 - might not be registered with a school or a GP practice
 - has no documents or has falsified documents
 - has no access to their parents or guardians
 - is seen in inappropriate places such as brothels or factories
 - possesses unaccounted for money or goods
 - is permanently deprived of a large part of their earnings, required to earn a minimum amount of money every day or pay off an exorbitant debt
 - has injuries from workplace accidents
 - gives a prepared story which is very similar to stories given by other children.

Signs an adult is involved in child trafficking

- making multiple visa applications for different children
- acting as a guarantor for multiple visa applications for children
- travelling with different children who they are not related to or responsible for
- insisting on remaining with and speaking for the child
- living with unrelated or newly arrived children
- abandoning a child or claiming not to know a child they were previously with.

Domestic abuse signs

It's often difficult to tell if domestic abuse is happening, because it usually takes place in the family home and abusers can act very differently when other people are around.

Children who witness domestic abuse may:

- become aggressive
- display anti-social behaviour
- suffer from depression or anxiety
- not do as well at school - due to difficulties at home or disruption of moving to and from refuges.

Points to remember:

Children develop and mature at different rates. What's worrying for a younger child, might be normal behaviour for an older child. If a child looks or acts a lot older or younger than their age, this could be a cause for concern.

However, if a child develops more slowly than others of a similar age and there's not a cause such as physical or learning disabilities, it could be a sign they're being abused.

If you're worried that a child is being abused, watch out for any unusual, out of their character, behaviour.

Never ignore signs of potential abuse but avoid making assumptions and jumping to conclusions - there might be various explanations for children behaviour.

Appendix 6

What is abuse of adults at risk?

Abuse is generally defined as a violation of an individual's human and civil rights by any other person or persons. Abuse may consist of a single act or repeated acts. It may be physical, verbal or psychological, it may be an act of neglect or an omission to act, or it may occur when a vulnerable person is persuaded to enter into a financial or sexual transaction to which he or she has not consented, or cannot consent. Abuse can occur in any relationship and may result in significant harm to, or exploitation of, the person subjected to it.

Types of abuse:

Physical

This is the infliction of pain or physical injury, which is either caused deliberately, or through lack of care.

Psychological or emotional

These are acts or behaviour, which cause mental distress or anguish or negates the wishes of the adult at risk. It is also behaviour that has a harmful effect on the adult at risk's emotional health and development or any other form of mental cruelty.

Sexual

This is the involvement in sexual activities to which the person has not consented or does not truly comprehend and so cannot give informed consent, or where the other party is in a position of trust, power or authority and uses this to override or overcome lack of consent.

Neglect, or Act of Omission

This is the repeated deprivation of assistance that the adult at risk needs for important activities of daily living, including the failure to intervene in behaviour which is dangerous to the adult at risk or to others. A vulnerable person may be suffering from neglect when their general well being or development is impaired.

Financial or material

This is the inappropriate use, misappropriation, embezzlement or theft of money, property or possessions.

Discriminatory

Refers to an individual or group being treated unequally because of characteristics identified in the Equality Act 2010. It involves ignoring a person's values, beliefs and culture and includes forms of harassment, slurs or similar treatment because of their differential characteristics as outlined in the Equality Act 2010.

Institutional abuse

This is the mistreatment or abuse of an adult at risk by a regime or individuals within an institution (e.g. hospital or care home) or in the community. It can be through repeated acts of poor or inadequate care and neglect or poor professional practice.

Domestic Violence and Abuse

Any incident of threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) in domestic environments – usually between adults between adults who are or have been intimate partners or family members, but can involve young people being violent towards their parents or care givers. DVA includes psychological, physical, sexual, financial and emotional abuse, and so-called ‘honour-based’ violence.

Modern Slavery

This encompasses slavery, human trafficking, and forced labour and domestic servitude. Traffickers and slave masters use whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment.

Self-neglect

This term is used to refer to those who fail or refuse to take care of their own basic needs. Neglecting to care for one’s personal hygiene, health or surroundings can include a wide range of behaviours such as hoarding.

For further guidance and information please go to:

<https://www.skillsforcare.org.uk/Document-library/Standards/Care-Certificate/Standard-10-Updated-7-7-15.pdf>

Points to remember:

The official guidance gives us following types of abuse of adults at risk or vulnerable adults:

- physical
- emotional or psychological
- sexual
- Female Genital Mutilation
- discrimination
- neglect and self-neglect.

You should also be aware of human trafficking and domestic violence and abuse.

Appendix 7

Signs of possible abuse in adults

Physical abuse signs:

- A history of unexplained falls, fractures, bruises, burns, minor injuries
- Signs of under or over use of medication and/or medical problems unattended

Psychological abuse signs:

- Alteration in psychological state e.g. withdrawn, agitated, anxious, tearful
- Intimidated or subdued in the presence of the carer
- Fearful, flinching or frightened of making choices or expressing wishes
- Unexplained paranoia

Sexual abuse signs:

- Pregnancy in a woman who is unable to consent to sexual intercourse
- Unexplained change in behaviour or sexually implicit/explicit behaviour
- Torn, stained or bloody underwear and/or unusual difficulty in walking or sitting
- Infections or sexually transmitted diseases
- Full or partial disclosure or hints of sexual abuse

-
- Self-harming

Neglect or Omission signs:

- Malnutrition, weight loss and /or persistent hunger
- Poor physical condition, poor hygiene, varicose ulcers, pressure sores
- Being left in wet clothing or bedding and/or clothing in a poor condition
- Failure to access appropriate health, educational services or social care
- No callers or visitors

Financial or Material abuse signs:

- Disparity between assets and living conditions
- Unexplained withdrawals from accounts or disappearance of financial documents
- Sudden inability to pay bills
- Carers or professionals fail to account for expenses incurred on a person's behalf
- Recent changes of deeds or title to property

Discriminatory abuse signs:

- Inappropriate remarks, comments or verbal abuse
- Poor quality or avoidance of care

Institutional abuse signs:

- Lack of flexibility or choice over meals, bed times, visitors, phone calls, etc
- Inadequate medical care and misuse of medication
- Inappropriate use of restraint
- Sensory deprivation e.g. denial of use of spectacles or hearing aids
- Missing documents and/or absence of individual care plans
- Public discussion of private matter
- Lack of opportunity for social, educational or recreational activity

Self neglect abuse signs:

- Malnutrition
- Dehydration

-
- Bedsores
 - Dirty clothing and bedding
 - Taking the wrong dosage of medication.

Modern slavery signs:

- Signs of physical or psychological abuse, malnourished or unkempt, appearing withdrawn
- Rarely allowed to travel on their own, seem under the control and influence of others, rarely interact or appear unfamiliar with their neighbourhood or where they work
- Few or no personal belongings or documents
- They avoid eye contact, appear frightened or hesitant to talk to strangers and law enforcers.

Points to remember:

Responding to adult abuse is not straight forward, as you might be faced with somebody confiding in you that they suffer abuse, but not wanting you to do anything about it.

An adult's legal right to consent marks the fundamental difference between approaches in safeguarding adults and safeguarding children.

Remember about the principle of 'no decision about me without me'.

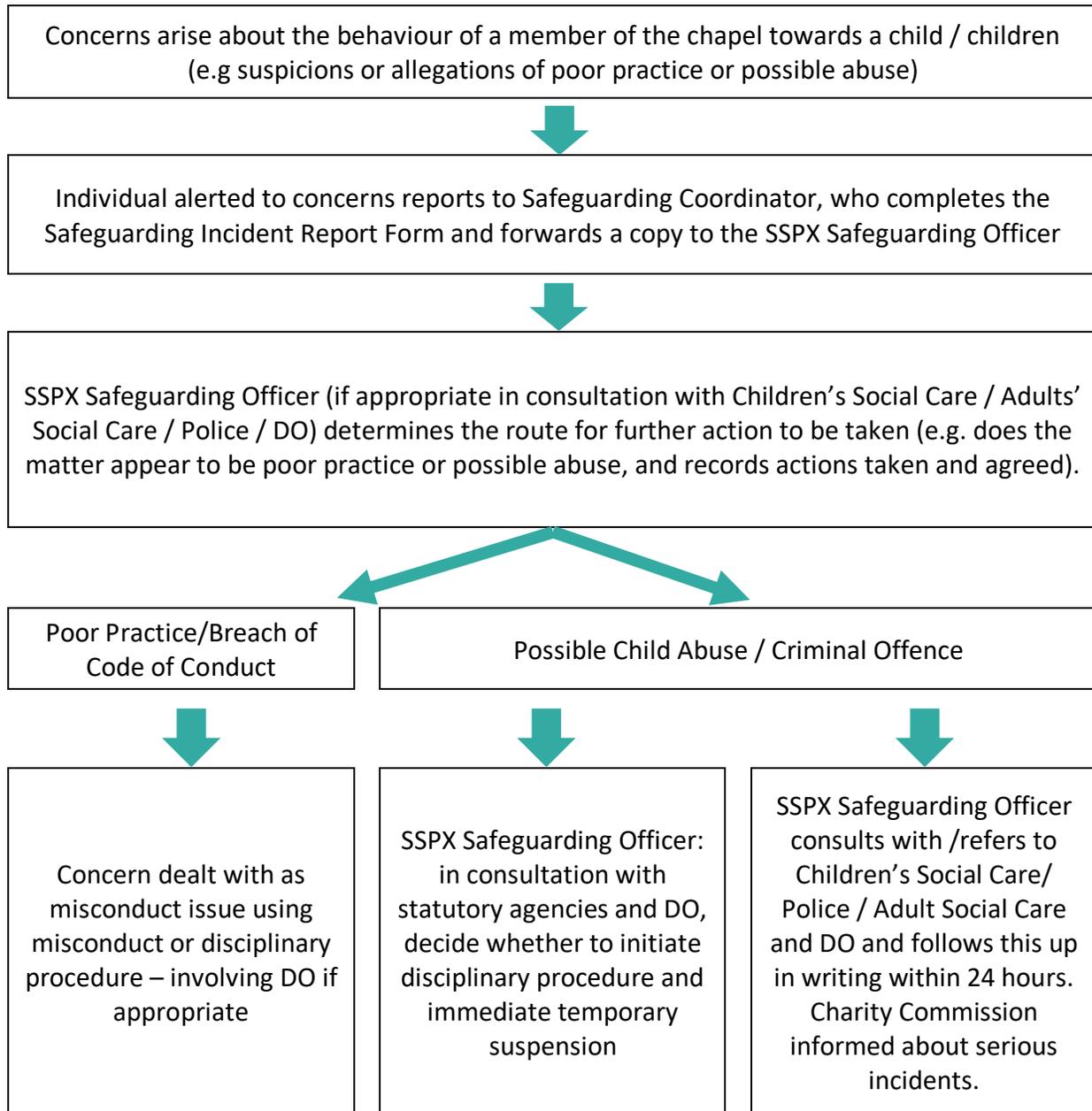
Be vigilant and caring – sometimes kind word can encourage a person to talk to you and in turn, can make a massive difference to somebody's life.

Always seek further advice and support if you are not sure what to do.

Appendix 8

'What do to if ...' - Safeguarding reporting flowcharts

1. Concern is about a child or young person



2. Concern is about vulnerable adult

Step 1: Event or incident

- An incident of concern is reported to the Safeguarding Coordinator. (This could include an oral or written complaint or concern raised by anyone with regard to a person, place or act, or any type of incident).
- Confirm any immediate safety issues have been addressed.
- Consider whether a crime has been committed.
- If there is an immediate danger contact the Police.
- If the person requires medical attention - make sure this is provided.
- If no crime / no immediate danger - consider what the person involved would like to happen – remember that adults can make their own choices



Step 2: Report

- Safeguarding Incident Form completed
- SSPX Safeguarding Officer contacted
- SSPX Safeguarding Officer decides the course of actions and if Adult Social Care should be contacted



Step 3: Review

- The incident form / complaints is reviewed within 24 hours by the SSPX Safeguarding Officer, with Adult Social Care / Police if required, and decision is made about further safeguarding adults response

Appendix 9

Safeguarding Incident Recording Form

Basic information	
Full name of child, young person or adult concerned	
Address (including postcode)	
Email address	
Telephone Number	
Date of birth	
Date and time of incident	
Location of incident	
Other people present (witnesses)	
Record of incident (continue on a separate sheet if necessary)	
<p>Please ensure you are as accurate and detailed as possible. Use quotes wherever possible – do not interpret what was said using your own words.</p> <p>Include details such as tone of voice, facial expression and body language.</p> <p>Record what you said as well as what the child, young person or adult said.</p> <p>If you have formed an opinion please state it, making it clear that it is your opinion and give reasons for forming that opinion.</p>	

Who has been spoken to about the incident?			
Position / Organisation	Name	Email	Telephone Number
Church Safeguarding Coordinator			
SSPX Safeguarding Officer			
Children's Services			
Adult Services			
Police			
NSPCC			
Parent / Carer			
Other (please state role and organisation)			
Feedback and follow up actions (continue on a separate sheet if necessary)			

Name: (person who completed this report)

Position held in the church:

Signed:

Date:

Appendix 10

Internal Contacts Agreements

I agree to abide by the above code of conduct

Chapel:			
Position	Name	Signature	Date
SSPX Safeguarding Officer	Rev. Robert Brucciani		01/01/2019
Priest			
Safeguarding Coordinator			
Sacristan			
Catechist			

External Contacts

Chapel	Deisgnated Officer	Children's Social Care	Adults' Social Care
St. Georges House, 125 Arthur Road, Wimbledon Park, London, SW19 7DR	lado@merton.gov.uk 020 8545 3179	Safeguarding 020 7332 3621 / out of hours 020 8356 2710	Adult Social Care 020 7332 1224 / out of hours 0208 356 2300
Church of Saints Joseph & Padarn, Salterton Road, Holloway, London, N7 6BB	lado@merton.gov.uk 020 8545 3179	Safeguarding 020 7332 3621 / out of hours 020 8356 2710	Adult Social Care 020 7332 1224 / out of hours 0208 356 2300
Church of St Anne, 29 Abingdon Road, Leicester, LE2 1HA	0116 454 2440	Children Social Services 0116 454 1004	Adult Social Care 0116 454 1004 / out of hours 0116 255 1606
Church of the Holy Cross, Sandy Lane, Woking GU22 8BA	LADO@surreycc.gov.uk 0300-123-1650 option 3	Children Social Services 0300 470 9100 / out of hours 01483 517898	MASH Team 0300 470 9100 / out of hours 01483 517898
Church of Saints John Fisher & Thomas More, Herne Street, Herne Village, Kent, CT6 7HL	Laura Eden LADO@islington.gov.uk 020 7527 8102	Children Services 020 7527 7400	020 7527 2299 / out of hours EDT 020 7226 0992
Church of St Puis V, Station Road, Groombridge, Tonbridge Wells, TN3 9QX	kentchildrenslado@kent.gov.uk 03000 41 08 88	03000 41 11 11 / out of hours 03000 41 91 91	03000 41 61 61 / out of hours 03000 41 91 91
St. Michael's School Chapel, Harts Lane, Burtghclere RG20 9JW	Mark Blackwell 01962 876364 mark.blackwell@hants.gov.uk	Children Services 01635 503090 / out of hours 01344 786543	01635 503050 / out of hours 01344 786543

Chapel of Our Lady Help of Christians, 14 Kingston Road, Portsmouth, Hampshire, PO1 5RZ	Denise Lingham 023 9288 2500 lado@portsmouthcc.gcsx.gov.uk	023 9268 8793 / out of hours 0300 555 1373	023 9268 0810
St Saviours House, St Agnes Avenue, Knowle, Bristol BS4 2DU	childprotection@bristol.gcsx.gov.uk	0117 903 6444 / out of hours 01454 615 165	Care Direct 0117 922 2700
Catholic Church of Our Lady of Glastonbury, 17 South Street, Taunton TA1 3AA	Claire Winter 01823 357823	Somerset County Council 0300 123 2224	Somerset County Council 0300 123 2224
Chapel of Our Lady and Saint Lawrence, Middlemarsh, Near Sherborne, Dorset, DT9 5QN	Patrick Crawford 01305 221122	Multi Agency Safeguarding Hub 01202 228866	Dorset Direct 01305 221016
St. Andrew's Church, 202 Renfrew Street, Glasgow, G3 6TX	Social Care Direct 0141 287 0555	Social Care Direct 0141 287 0555 / out of hours 0300 343 1505	Social Care Direct 0141 287 0555 / out of hours 0300 343 1505
Church of St Margaret & Leonard, 110 Saint Leonard's Street, Edinburgh, EH8 9RD	Social Care Direct 0131 200 2324	Social Care Direct 0131 200 2324 / out of hours 0800 731 6969	Social Care Direct 0131 200 2324 / out of hours 0800 731 6969
Church of the Holy Name of Jesus, Gladstone Terrace West, Bensham, Gateshead, NE8 4DR	Nicholas Leon 0191 4333554	Children Social Services 0191 433 2653 / out of hours EDT 0191 477 0844	Adult Social Care 0191 433 7033
Church of Our Lady of Victories, East Cliff, Winkley Square, Preston, PR1 3JH	Tim Booth 01772 536694, Tim.booth@lancashire.gov.uk	Call Care Connect 0300 123 6720 / out of hours 0300 123 6722	Adult Social Care 0300 123 6721

Church of St Pius X, 16 Deer Park Road, Manchester, M16 8FR	0161 234 1214 quality.assurance@manchester.gcsx.gov.uk"	Social Services 0161 234 5001	Social Services 0161 234 5001
Church of Ss Peter & Paul, 35 Upper Parliament Street, Liverpool L8 7LA	Ray Said 0151 225 8101/ 225 8103	Careline 0151 233 3700	Careline 0151 233 3800
St David's Chapel (Bron-Y-Nant Chapel), Conway Road, Colwyn Bay, Wales, LL28 5AA	Conwy Social Services: 0300 456 1111 Out of Hours: 01492 515777	Convy Social Services 01492 575111 / Out of hours: 01492 515777	Convy Social Services 0300 456 1111 / out of hours 01492 515777
The Little House, Market Street, Bingley BD16 2HP Tel: 01274 567786	Frank Hand 01274 434361	Children Social Care 01274 437500 / Out of hours 01274 431010	Safeguarding Adults Team 01274 431077 / out of hours 01274 431010
St Columba's House (previously Minerva), Stronsay, Orkney, KW17 2AS	01856873535 extension 2901	Health and Care 01856888000	Health and Care 01856888000

Name : REV. FR. ROBERT BRUCCIANI

Role: District Superior and SSPX Safeguarding Officer

Signed:



Date: 1st January 2019

Date of the next review: 1st January 2020