



DIOCESE OF DOWN AND CONNOR



Policy and Procedures for Diocesan Clergy, Staff and Volunteers in Safeguarding Vulnerable Adults

Safe Practice – Best Practice

December 2012

**Best Practice in Safeguarding and Protecting
Children, Young People, Vulnerable Adults
and the Adults who work with them**

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Effective From	December 2012
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For attention of	Bishops Safeguarding Committee (Commission) Safeguarding Office All clergy (including visiting clergy) Diocesan staff and volunteers Vulnerable adults Carers and Family Members
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And action by	As above
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Review Date	December 2015
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Designated Officer	Andy Thomson
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In April 2009 the Department of Health and Social Services and Public Safety (DHSSPS) commissioned the *Our Duty to Care Team* to develop standards and guidelines for organisations working with vulnerable adults in the voluntary, community and independent sectors. The project was guided by the Regional Adult Protection Forum.

The Guidance contains eight standards. Organisations, such as the Diocese of Down and Connor, that provide regulated activity will, through compliance with these standards, meet the minimum requirements as set out in the Minimum Standards published by the DHSSPS and in the Quality Assessment Framework under Supporting People.

The standards are as follows:

- Standard One:** The organisation has a safeguarding vulnerable adult policy supported by robust procedures.
- Standard Two:** The organisation consistently applies a thorough and clearly defined method of recruiting staff and volunteers in line with legislative requirements and best practice.
- Standard Three:** There are procedures in place for effective management, support and training of staff and volunteers.
- Standard Four:** The organisation has clearly defined procedures for raising awareness of, responding to and recording concerns about actual or suspected incidents of abuse.
- Standard Five:** The organisation operates an effective procedure for assessing and managing risks with regard to safeguarding vulnerable adults.
- Standard Six:** There are clear procedures for receiving comments and suggestions, and for dealing with concerns and complaints about the organisation.
- Standard Seven:** The organisation has a clear policy on the management of records, confidentiality and sharing of information.
- Standard Eight:** There is a written code that outlines behaviour expected of all involved with the organisation, including visitors.

This Policy and Procedures document takes account of the above eight standards and complies fully with the suggested practice guidelines, in addition to meeting the needs and requirements of the Diocese and individual parishes.

Reasonable precautions have been taken to ensure that the information in this publication is accurate. It is not intended to be legally comprehensive; it is designed to offer guidance and procedures for all Diocesan personnel in good faith without accepting liability. The contents of this document will be subject to review every three years and we will make amendments or changes and additions to the document and an updated version will be available for download at our website; www.downandconnor.org/safeguarding. The policy and procedures is the property of the Diocese of Down and Connor. Permission to use these materials for other reasons must be made in writing to the Director for Safeguarding, Safeguarding Office, 511 Ormeau Road, Belfast BT7 3GS

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FOREWORD

The Most Rev Noel Treanor, Bishop of Down and Connor

During the past four years, training has been provided across all our parishes to ensure that our Diocesan Policy and Procedures for the safeguarding and protection of children, first published in 2008, are being implemented in a consistent and professional manner.

In line with the Standards and Guidance set out by the National Board for Safeguarding Children in the Catholic Church in Ireland (NBSCCCI), we have recently reviewed our Policy and Procedures and taken into account, changes in the legislation for Northern Ireland.

In January 2012, we produced four new Policy Addenda which offer clear guidance and procedures for the use of Social Networking Technology, the use of mobile phones (texting), photographing children, and whistle blowing.

One of our priorities for 2012 is to develop a policy for safeguarding vulnerable adults' matters. To date, these have been managed under best practice guidance in our Child Protection Policy and Procedures, but new legislation now requires that we provide clear guidance specifically for all clergy, staff and volunteers in their work with vulnerable adults.

This document, ***Policy and Procedures for Diocesan Clergy, Staff and Volunteers in Safeguarding Vulnerable Adults: Best Practice – Safe Practice, 2012***, sets out clearly all the essential elements of best practice for keeping vulnerable adults safe. It also outlines the Diocesan structure that supports the implementation of best practice.

As Bishop of the Diocese, I wish to thank all those involved both at diocesan and parish level, in partnership with the statutory sector, for their work in developing this document and those who will provide the training and support essential for the full implementation of it over the coming months, which is another vital aspect of the pastoral care provided by our parishes.

+Noel Treanor

December 2012

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SECTION 1

INTRODUCTION

The Diocesan Safeguarding Office was commissioned by the Bishop of Down and Connor to develop a strategy for safeguarding vulnerable adults for the Diocese and to make the necessary arrangements to secure the responsibility for the management and implementation of the strategy to become part of their remit and function.

The development of the strategy (accessible on our website at www.downandconnor.org/safeguarding) is supported by the following bodies:

- The Bishop of Down and Connor Diocese.
- A (time-limited) Safeguarding Vulnerable Adults Multi-disciplinary Working Sub-Group consisting of representatives from the Statutory Sector, Voluntary Sector, Diocesan Pastoral Organisation (SPRED), Diocesan Clergy, Youth Commission and the Safeguarding Office.
- The Diocesan Safeguarding Committee (Commission).
- The Diocesan Safeguarding Training and Development Reference Sub-Group.

This Policy and Procedures document was developed as part of the overall strategic plan for safeguarding vulnerable adults and is fully endorsed by the Bishop of Down and Connor and the Diocesan Safeguarding Committee (Commission).

It is divided into eight sections which provide information and best practice guidelines for all who are involved with vulnerable adults as part of their work for the Diocese. Section 8 is a set of appendices which contain useful contact information, reference materials and sample practice tools.

As the work in this area progresses additional resources and guidance will be developed and will form part of the Safeguarding Office *Resource Pack for Parishes*.

Safeguarding Vulnerable Adults is the responsibility of all of us. In order to do this, we need to work together, to listen to and take seriously what the most vulnerable people in our parishes and the wider community say.

This document applies to **all Diocesan Personnel**: bishops, clergy, visiting clergy, diocesan religious groups/bodies (see Appendix 8 for a full list of diocesan bodies), parish staff and volunteers.

External/independent groups/organisations, seeking to hire or lease diocesan/parish property to deliver their own service/activity (involving vulnerable adults) will be made aware of the Diocesan Safeguarding Vulnerable Adults Policy, and will also be expected to meet certain requirements before an agreement of lease or rental of property is made (See *Resource Pack, Section 4*).

SECTION 2

DIOCESE OF DOWN AND CONNOR SAFEGUARDING VULNERABLE ADULTS STATEMENT

The Diocese of Down and Connor is fully committed to procedures and practice which promote and protect the welfare of vulnerable adults and safeguards them from harm.

Abuse is a violation of an individual's human and civil rights and it can take many forms (see section 5).

All diocesan clergy, staff and volunteers accept and recognise their responsibilities to develop awareness of the issues that cause vulnerable adults harm, and to establish and maintain a "culture of vigilance" and a safe environment for them.

We are committed to promoting an inclusive and transparent atmosphere and one which encourages feedback from the people who are part of the living Church - parishioners, carers, staff and volunteers, with a view to how we, as a Church, may continuously improve upon our services and activities.

We will endeavour to safeguard vulnerable adults by:

- Engaging with vulnerable adults to encourage and enable them to become positively involved in, and contribute to, parish life.
- Complying fully with our Safeguarding Vulnerable Adults Policy and ensuring that it is supported by robust procedures.
- Following and applying our existing procedures for the recruitment and selection of staff and volunteers, when selecting them to work with vulnerable adults.
- Implementing clear procedures for raising awareness of and responding to abuse within the diocese and reporting concerns to the appropriate authorities.
- Ensuring that general safety and risk management procedures are adhered to.
- Having clear procedures for dealing with concerns and complaints.
- Managing personal information, sensitive data, confidentiality and the sharing of information in line with legal requirements.
- Implementing and ensuring that all diocesan personnel, including visitors, adhere to a Code of Conduct when working with vulnerable adults.
- Ensuring that all diocesan clergy, staff and volunteers receive awareness training in relation to safeguarding vulnerable adults.
- Ensuring that the diocese establishes a link to the Local Adult Safeguarding Panels.

The Safeguarding Commission will review this Policy and Codes of Conduct/Practices every three years and/or, in the event of possible changes in legislation.

VALUES AND PRINCIPLES

The Diocese of Down and Connor sets out, through this Policy and any subsequent guidance, how we will keep vulnerable adults safe from harm and exploitation and uphold their rights by acting in their best interests and with their consent.

This document is underpinned and guided by key values and principles as set out below:

Values and Principles:

- Choice
- Confidentiality
- Access to information and support
- Consent
- Dignity and respect
- Diversity and cultural differences
- Independence
- Privacy
- Safety

The diocese will ensure that all vulnerable adults participating in parish events and Church Liturgies will be afforded the same respect and dignity as any other adult, by recognising their uniqueness, cultural and personal needs.

The way we work with vulnerable adults, how we behave around them and our attitudes towards them, all contribute to and influence the way vulnerable adults feel about themselves. The training of clergy, staff and volunteers, which raises awareness of adult rights, the concept of adult abuse and how to respond to it, are essential to the implementation of the Safeguarding Vulnerable Adults Policy and to creating the "Arena of Safety". This is covered in further detail in Section 3.

CONSENT AND CAPACITY

It is important that all clergy, staff and volunteers understand the issues of consent and capacity in order to establish an individual's ability to give meaningful consent to the abusive act or situation or, to any help or intervention.

Consent is a clear indication of a willingness to participate in an activity or to accept a service. The vulnerable adult may signal consent verbally, by gesture, by willing participation or in writing. Decisions with more serious consequences will require more formal consideration of consent and appropriate steps should always be taken to ensure that consent is valid.

Clergy, staff and volunteers should remember that no-one can give or withhold consent on behalf of another adult unless special provision has been made for this, usually in law. In certain situations the need for consent may be overridden, if it is in the public interest to do so, as for example when it involves the disclosure of information to prevent a crime or risk to health.

In the majority of situations however where the person has capacity, then it is assumed they have the right to make the decision and that their wishes must be followed. All diocesan staff and volunteers need to be clear, that if they have a concern about a vulnerable adult's safety, even if consent is not given, they must share these concerns with the appropriate person(s) and this process is outlined on page 20 of this document

GAINING CONSENT FROM A VULNERABLE ADULT:

Consent is a process – it results from understanding through dialogue and the provision of information. It may be expressly given or, alternatively, it may be signalled by a person's conduct. For example, an individual may signal his/her consent to participate in the weekly parish luncheon club, or by willingly asking a volunteer to assist them to the toilet.

As a general rule, the method of gaining consent is likely to be influenced by the seriousness of what is being proposed. The more serious the proposal and the consequences of agreeing to it might require that the vulnerable adult is asked to sign a form. The activities and the type of service offered by parishes to vulnerable adults would more than likely not require this written consent. However, there may be times when this might be needed and if any clergy, staff or volunteer has concerns about consent, ie doubts about whether it is valid or not, they should always contact their manager/leader who in turn will seek professional advice from the Safeguarding Office/Statutory Authorities.

It is important to ensure that the consent given is valid. The consent of a vulnerable adult is considered valid **only if:**

1. He/she has the capacity to consent.
2. Sufficient information has been given to him/her on which to base the decision to consent.
3. Consent has been given on a voluntary basis.

If any of the above aspects are absent, consent cannot be considered to be valid.

However, there are circumstances where individuals may not be able to make decisions for themselves; for example, where a severe mental disorder exists; a learning disability; an illness such as major stroke or dementia; or where there is major trauma which severely affects the intellectual functioning of the brain. In such situations, there may be impaired mental capacity to make decisions in respect of treatment, care, welfare and/or financial affairs/assets. Legal protections need to be put in place if someone else such as a family member, a nominated person or a health professional has to make decisions on behalf of the person who lacks capacity. (*Legislative Framework for Mental Capacity and Mental Health Legislation In Northern Ireland - A Policy Consultation Document, 2009*).

If any diocesan personnel has doubts or concerns about whether consent from a vulnerable adult is valid, or whether they have capacity to give consent, they should bring this to the attention of the Social Services, the Diocesan Designated Officer or the immediate Line Manager/Group Leader.

SECTION 3

Legal Framework (Northern Ireland)

Vulnerable adults are protected against criminal acts in the same way as any other person. Where there is reasonable suspicion that a criminal offence may have occurred, it is the responsibility of the police to investigate and make decisions about what action should be taken. The police should always be consulted about criminal matters.

Legislation relating to the safeguarding of vulnerable adults can be accessed through www.opsi.gov.uk

Some key relevant legislation:

- The Criminal Law Act 1967, Section 5
- The Mental Health (Northern Ireland) Order 1986
- The Police and Criminal Evidence (Northern Ireland) Order 1989
- The Disability Discrimination Act 1995
- The Race Relations (Northern Ireland) Order 1997
- The Public Interest Disclosure (Northern Ireland) Order 1998
- The Family Homes and Domestic Violence (Northern Ireland) Order 1998
- The Northern Ireland Act 1998, Section 75
- The Criminal Evidence (Northern Ireland) Order 1999
- The Human Rights Act 1998 - enacted 2000 (There are 16 Articles in the Human Rights Act and Articles 2, 3, 5, 6 and 8 have most relevance to safeguarding and protecting vulnerable adults.)
- Carers and Direct Payments Act 2002
- The Protection of Children and Vulnerable Adults (NI) Order 2003
- The Safeguarding Vulnerable Groups (Northern Ireland) Order 2007
- The Sexual Offences (Northern Ireland) Order 2008
- The Protection of Freedoms Act 2012

(A summary of the main requirements of legislation stated above is provided in Appendix 1)

Definition of a Vulnerable Adult

The current definition of a vulnerable adult is:

“.... any person aged 18 years or over who is, or may be, unable to take care of him or herself or who is unable to protect him or herself against significant harm or exploitation. This may be because he or she has a mental health problem, a disability, a sensory impairment, is old or frail, or has a form of illness. Because of his or her vulnerability, the individual may be in receipt of a care service in his or her own home, in the community or be resident in a residential care home or other institutional setting” (*taken from the leaflet “Adult Abuse – Guidance for Staff”, NIO, DHSS&PS, 2009*).

In addition, the diocese recognises the need to safeguard other adults who may be in a vulnerable position and who may be in need of pastoral care or be open to exploitation due to their current circumstances e.g. bereavement, relationship breakdown, undergoing counselling etc.

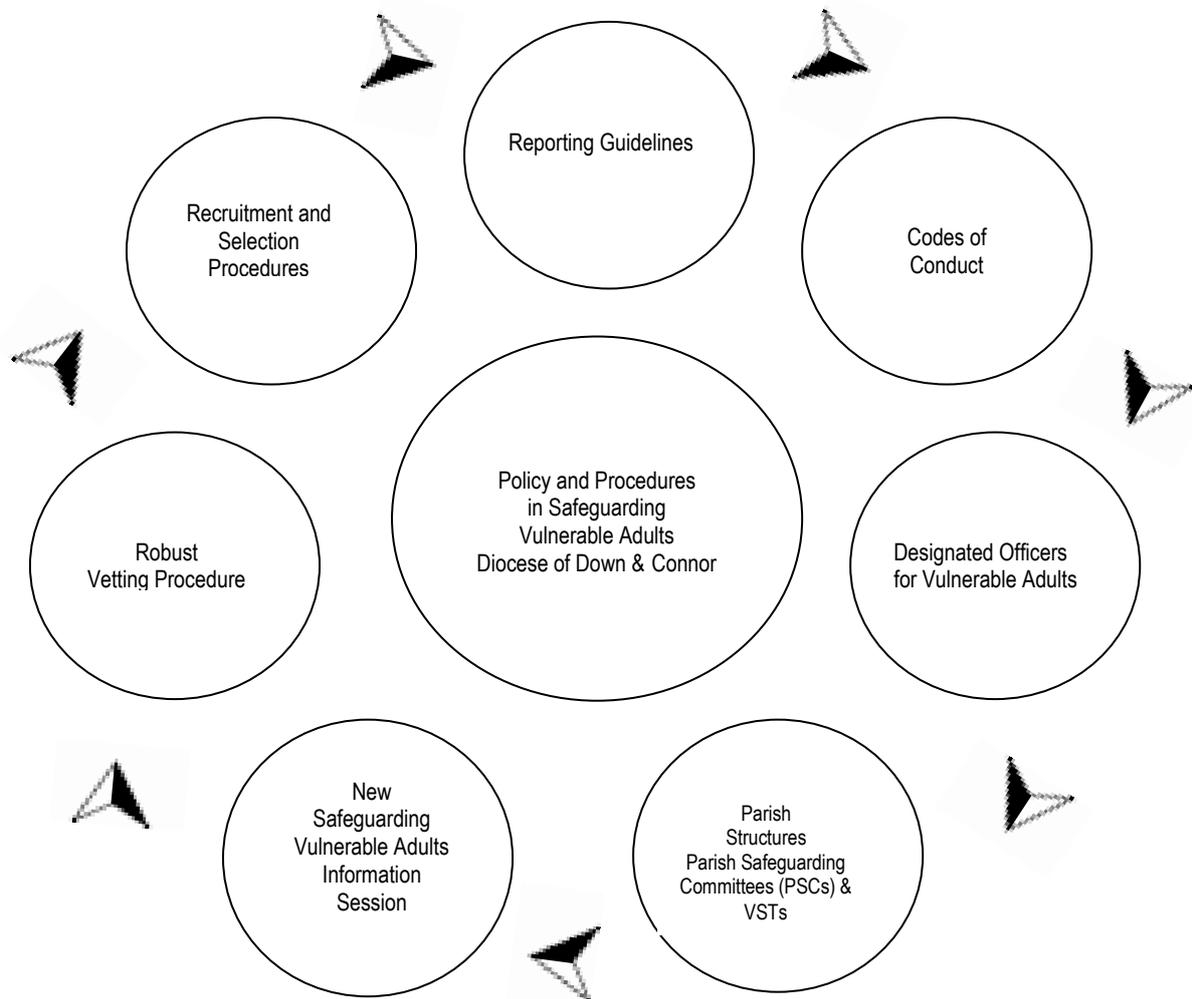
The rights of vulnerable adults to live a life free from neglect, exploitation and abuse are protected under the Human Rights Act 1998. Specifically, a vulnerable adult’s right to life is protected under Article 1; their right to be protected from inhuman and degrading treatment under Article 3; and their right to liberty and security under Article 5.

Arena of Safety

The safeguarding and protection of all vulnerable adults who are part of the living Church in this diocese, is something that must be a priority for all who work with them on behalf of the diocese.

This document sets out the framework for this and ensures the diocese meets all of its legal and moral responsibilities to vulnerable adults and their families to whom it directly or indirectly offers a service. The Arena of Safety Diagram (Fig 1 below) shows the important components of the framework which are required in order to safeguard the needs of vulnerable adults. Each component is related to, and inter-dependent on, the others and in order to ensure the diocese is a safe environment for all, each component must carry equal importance.

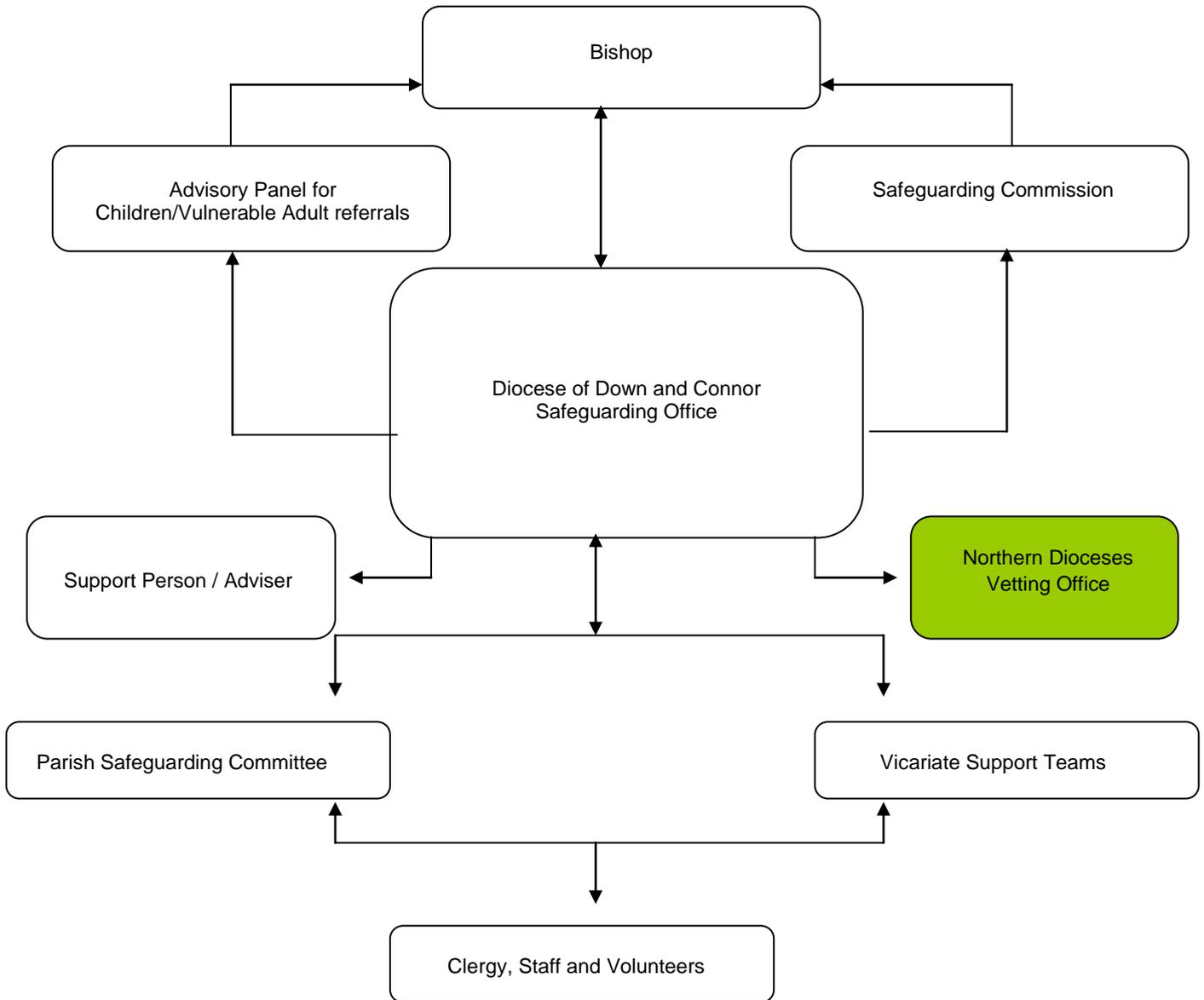
Fig 1: Diagram of Arena of Safety



This Diocese has a unique structure for safeguarding and this is outlined in Fig 2

Fig 2: Diocese of Down and Connor Safeguarding Structure

(Appendix 8 provides a summary of information regarding the purpose and function of each of the roles set out in Fig 2 below)



SECTION 4

Recruitment and Selection of Staff and Volunteers

The recruitment of staff and volunteers to work with vulnerable adults across the diocese follows the same process and procedures as for staff and volunteers wishing to work with children and young people. (An outline of the process and how to access the associated forms can be found in Appendix 2).

All staff and volunteers must:

- Complete an application form providing information on past experience/work/volunteering
- Provide two named referees
- Attend for interview (if appropriate)
- Be provided with a Job Description and a Code of Conduct
- Consent to an Access NI Vetting Check (if appropriate)
- Attend specific training

If the role requires an individual to carry out **regulated activity, (1)** there is a legal requirement, established under the **Safeguarding Vulnerable Groups (NI) Order 2007**, for the diocese to ask the individual to consent to an Access NI Enhanced Disclosure check. The Northern Dioceses' Vetting Office is the Registered Body responsible for managing the vetting of clergy, religious, staff and volunteers who work across the six Northern Dioceses.

It is important that every effort to screen out unsuitable individuals is taken by the diocese and the above procedures will assist the diocese in meeting those requirements. Having good recruitment and selection procedures is one of the crucial components in creating an *Arena of Safety*.

(1) **Regulated activity relating to adults:**

The Protection of Freedoms Act 2012 sets out the amendments to the Safeguarding Vulnerable Groups (NI) Order, 2007, regarding the new definition of "regulated activity", following the government's review of the vetting and barring arrangements.

The new definition of regulated activity for adults no longer labels adults as "vulnerable". Instead, the definition identifies the activities that, if any adult requires them, lead to that adult being considered as vulnerable at that particular time. This means that the focus is on the activities/services required by the adult; and not on the setting in which the activity/service is received, or the personal characteristics or circumstances of the adult receiving the activities. There is no longer a requirement for the staff/volunteer to undertake the activities a certain number of times before they are engaging in regulated activity.

There are six categories of people who will fall within the new definition of regulated activity (this includes anyone who provides day-to-day management or supervision of those people). See Appendix 9, for a summary of the categories.

These new categories establish the legal requirements for organisations, carrying out regulated activity, to ensure appropriate vetting of staff and volunteers and report any individual, against whom any allegations have been made, to the ISA. This came into force on 10 September 2012.

The government also recognise that organisations will continue to provide services which involve regulated activity, as previously defined, but which would not include activities or services, as stipulated under the new definition. The legislation permits organisations to continue vetting such individuals, even though there is no legal requirement to do so.

It is the decision of this diocese to continue vetting those staff/volunteers carrying out activities, under the previous definition of regulated activity, as a matter of best practice in their work with vulnerable adults in parishes.

SECTION 5

Recognising and responding to, recording and reporting about concerns of abuse and the role of the Designated Officer

Everyone is entitled to have their civil and human rights upheld and to live a life free from abuse and neglect.

An adult may be vulnerable to abuse because s/he has a mental health problem, a disability, a sensory impairment, is old or frail, has some form of illness or because of his or her living circumstances, for example, living alone or in isolation or in a residential care home, nursing home or other institutional setting. An adult may also be deemed to be vulnerable due to their current circumstances e.g. bereavement, relationship breakdown etc.

Clergy, staff and volunteers need to be aware of circumstances that may leave an adult vulnerable to abuse and be able to recognise the possible signs of abuse. They should be alert to the demeanour and behaviour of vulnerable adults and those around them and to changes that may indicate that something is wrong.

What is Abuse?

Abuse is a violation of an individual's human and civil rights by any other person or persons.

Many incidents of abuse are criminal acts. Abuse is defined as: *'The physical, psychological, emotional, financial or sexual maltreatment or neglect of a vulnerable adult by another person. The abuse may be a single act or repeated over a period of time. It may take one form or a multiple of forms. The lack of appropriate action can also be a form of abuse.'*

Abuse can occur in a relationship where there is an expectation of trust and can be perpetrated by a person/persons, in breach of that trust, who have influence over the life of a dependant, whether they be formal or informal carers, staff, volunteers, family members or others. It can also occur outside such a relationship'. (From Guidance on Abuse of Vulnerable Adults, DHSS 1996)

Abuse can be either deliberate or the result of ignorance, or lack of training, knowledge or understanding. Often if a person is being abused in one way, they are also being abused in other ways. Abuse can take many forms including the following:

(From Guidance on Abuse of Vulnerable Adults, DHSS 1996)

Physical Abuse

- Including - hitting, slapping, pushing, burning, giving a person medicine that may harm them, restraining or disciplining a person in an inappropriate way.
- Possible signs - fractures, bruising, burns, pain, marks, not wanting to be touched.

Psychological Abuse

- Including - emotional abuse, verbal abuse, humiliation, bullying and the use of threats.
- Possible signs - being withdrawn, too eager to do everything they are asked, showing compulsive behaviour, not being able to do things they used to, not being able to concentrate or focus, feeling ashamed of themselves and frightened.

Financial or Material Abuse

- Including - misusing or stealing the person's property, possessions or benefits, cheating them, using them for financial gain, putting pressure on them about wills, property, inheritance or financial transactions.
- Possible signs - having unusual difficulty with finances, not having enough money, being too protective of money and things they own, not paying bills, not having normal home comforts.

Sexual Abuse

- Including - direct or indirect sexual activity where the vulnerable adult cannot or does not consent to it.
- Possible signs - physical symptoms including genital itching or soreness or having a sexually transmitted disease, using bad language, not wanting to be touched, behaving in a sexually inappropriate way, changes in appearance.

Neglect or Acts of Omission

- Including - withdrawing or not giving the help that a vulnerable adult needs, so causing them to suffer.
- Possible signs - having pain or discomfort, being very hungry, thirsty or untidy, failing health, changes in behaviour.

Discriminatory Abuse

- Including - the abuse of a person because of their ethnic origin, religion, language, age, sexuality, gender or disability.
- Possible signs - the person not receiving the care services they require, their carer being overly critical or making insulting remarks about the person, the person being made to dress differently from how they wish.

Institutional Abuse

This can happen when any institution in which the person is living or receiving care fails to ensure that the necessary processes and systems are in place to safeguard vulnerable adults and maintain good standards of care and service.

- Including - lack of training of staff and volunteers, lack of or poor quality supervision and management, poor record keeping and poor liaison with other agencies, low staff morale and high staff turnover.
- Possible signs - vulnerable adult has no personal clothing or possessions; there is no care plan for him/her; he/she is often admitted to hospital, or there are instances of staff/volunteers having treated him/her badly or unsatisfactorily or acting in a way that causes harm; poor staff morale; high staff turnover and lack of clear lines of accountability and consistency of management.

Sometimes there may be concerns about a vulnerable adult's well-being, which are not dealt with under vulnerable adult protection procedures. Where such concerns arise, they should be reported to the local HSC Trust, as the person concerned may benefit from assessment and intervention. A record of a referral of this nature to a HSC Trust should be maintained.

Relevant contact numbers for each of the HSC Trusts can be accessed through: www.hscni.net

Where Might Abuse Take Place?

Abuse can happen anywhere:

- In someone's own home
- At a carer's home
- Within day care, residential care, nursing care or other institutional settings
- At work or in educational settings
- In rented accommodation or commercial premises
- In public places such as churches, parish halls, parochial houses or Religious institutional nursing/day care homes or activities associated with them.

Who Might Abuse?

This could be anyone who has contact with the vulnerable person - it could be a partner, spouse, child, relative, friend, informal carer, a member of clergy/religious order, a parish volunteer, a healthcare, social care or other worker, a peer or, less commonly, a stranger.

Domestic/Familial Abuse

The abuse of a vulnerable adult by a family member such as a partner, son, daughter or sibling.

Professional Abuse

The misuse of power and abuse of trust by professionals, the failure of professionals to act on suspected abuse/crimes, poor care practice or neglect in services, resource shortfalls or service pressures that lead to service failure and culpability as a result of poor management systems.

Possible signs of professional abuse include: entering into inappropriate relationships with a vulnerable adult; failure to refer disclosure of abuse; poor, ill-informed or outmoded care practice; failure to support a vulnerable adult to access health care/treatment; denying a vulnerable adult access to professional support and services such as advocacy; inappropriate responses to challenging behaviours; failure to whistle blow on issues when internal procedures to highlight issues are exhausted.

Peer Abuse

The abuse of one vulnerable adult by another vulnerable adult within a care setting. It can occur in group or communal settings, such as day care centres, clubs, residential care homes, nursing homes or other institutional settings.

Stranger Abuse

A vulnerable adult may be abused by someone who they do not know, such as a member of the public or a person who deliberately targets vulnerable people.

In the Diocese of Down and Connor we have procedures in place for dealing with concerns raised by clergy, staff, volunteers, children, vulnerable adults and parishioners and for reporting those concerns to the local HSC Trust, PSNI where appropriate. It is preferable that established forms are used for reporting purposes and Appendix 3 contains a sample of the Form which clergy, staff/ volunteers should use when reporting concerns.

Procedures for reporting Concerns, Suspicions or Allegations of vulnerable adult abuse

When there are concerns or where a disclosure or allegation is made, people often feel anxious about passing on the information to someone else. Concerned individuals may ask themselves, "What if I am wrong?" and this might result in them holding back from doing anything at all. It is important for clergy, staff and volunteers to know they are *not responsible for deciding whether or not abuse has occurred* and neither are they *responsible for conducting an investigation*. **This is the role of the appropriate authorities. (See Fig 3)**

What would cause you concern or suspicion about abuse?

There are a number of ways in which you might become concerned or suspicious that a vulnerable adult is suffering or, has suffered, harm.

- The vulnerable adult may tell you directly.
- Someone else may tell you of their concerns or some incident that causes you concern.
- A vulnerable adult may show some signs of physical injury for which there appears to be no credible or satisfactory explanation.
- A vulnerable adult's demeanour/behaviour may cause you to suspect that something does not feel right, or possible abuse has taken place.
- The behaviour of another individual close to the vulnerable adult makes you feel uncomfortable (this may be another staff member/volunteer/leader of an activity/family member).
- Through general good neighbourliness and social guardianship.

Being alert to possible abuse plays a significant role in ensuring that vulnerable adults are safeguarded and it is important **that all concerns about possible abuse are reported**.

If a vulnerable adult discloses abuse –what should you do?

Where this happens, it is important that clergy, staff/volunteers know how to respond and in accordance with the following guidelines:

DO

- Stay calm
- Listen
- Express your concern
- Reassure the person - tell him/her they did the right thing in telling you
- Let them know that the information will be taken seriously and give them information about what will happen next
- If urgent medical/police help is needed, call the emergency services
- Ensure the safety of the person
- Be aware that forensic evidence might be needed
- Let the person know that they will be kept informed at every stage
- Record in writing (date and sign your record) and report to the Designated Officer
- Act without delay

DO NOT

- Stop someone disclosing to you
- Promise to keep secret what they tell you
- Press the person for more details or make them repeat the story
- Gossip about the disclosure or pass any information about this to anyone who does not have a legitimate need to know

- Under any circumstances, contact the alleged abuser
- Attempt to initiate an investigation yourself
- Leave details of your concern on a voicemail or by e-mail
- Delay in responding

In order to ensure the safety of a vulnerable adult who has just disclosed to you, you may need to check out some things as opposed to investigating it.

If, for example a vulnerable adult has a noticeable bruise on his/her arm, you might appropriately check by asking, "I see you have a bruise on your arm. How did that happen?" Then listen. Their response may clarify things a little further. **Do not start investigating by asking questions that relate to the detail, or circumstances of the alleged abuse, beyond initial checking out, listening and expressing your concern.**

Role of the Diocesan Designated Officer

The Diocese of Down and Connor has two part-time, professionally qualified Designated Officers who are responsible for managing all concerns, allegations and complaints re potential abuse of children which come to the attention of the Diocese:

Mrs Barbara McDermott and Mr Andy Thomson

Within the context of this guidance, the following arrangements have been agreed and apply to the Diocese of Down and Connor:

Designated Officer for Children and Young People:

Mrs Barbara McDermott	Contact details:	Tel No: 07713642855
		Email: bjlmcdermott@me.com
		Hours: 9am to 5pm

Designated Officer for Vulnerable adults:

Mr Andy Thomson	Contact details:	Tel No: 07703395365
		Email: cpodownconnor@gmail.com
		Hours: 9am to 5pm

PS:

Outside office hours, messages may be left on the Safeguarding Office answer machine and these will be followed up from 9am the following morning. If someone contacts the office, out of hours, the automated answer will provide alternative contact telephone numbers in the case of an emergency.

The Out of Hours emergency telephone number is: 07703395365

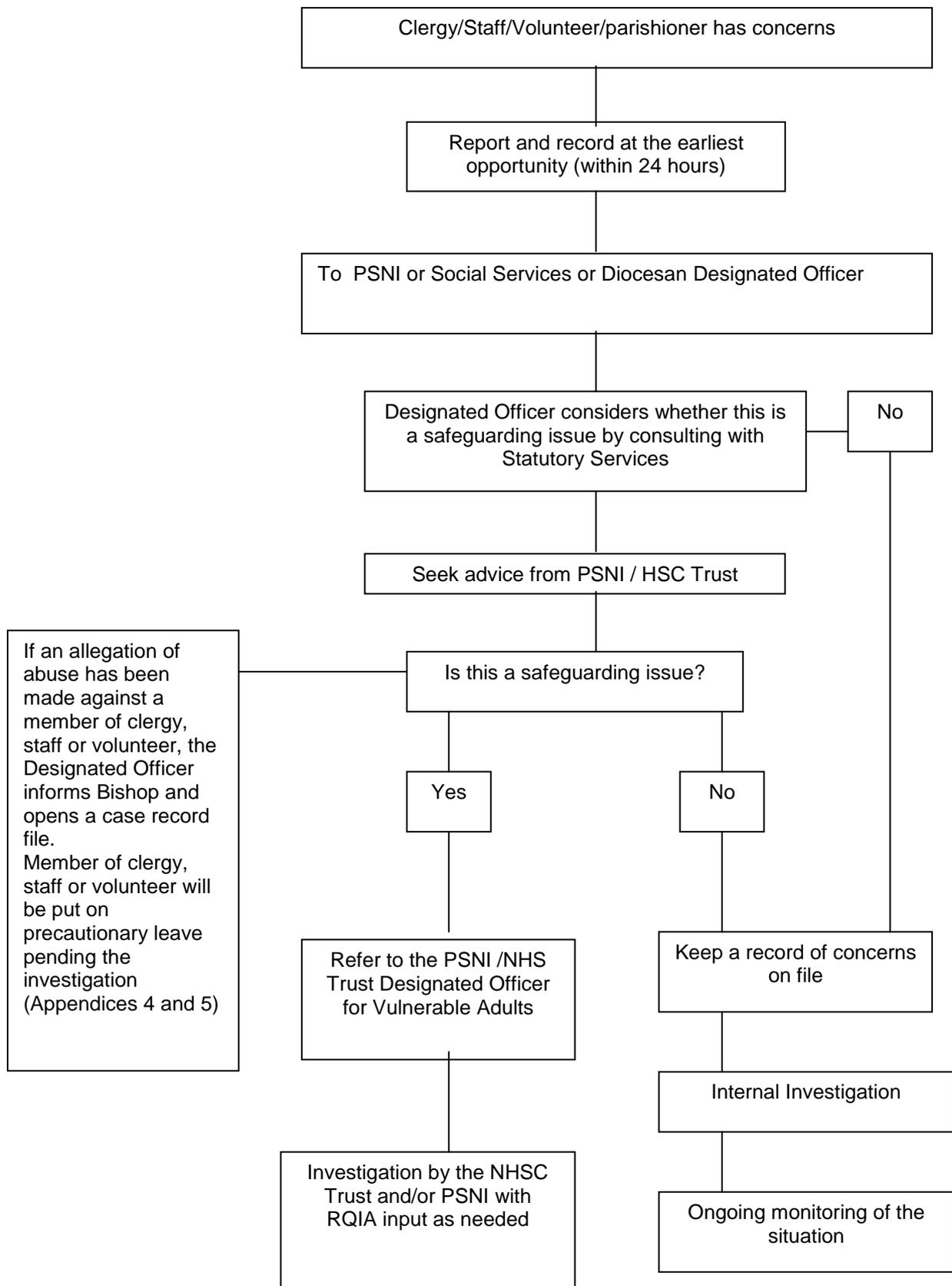
The Designated Officer is responsible for acting as a source of advice on vulnerable adult safeguarding matters, co-ordinating action within the Diocese, and for liaising with the Police and Social Services and other agencies, as appropriate, about suspected or actual cases of vulnerable adult abuse.

The Out of Hours emergency telephone numbers for Adult Social Services are as follows:

Belfast Health & Social Care Trust / South Eastern Social Care Trust	028 9056 5444
Northern Health and Social Care Trust	028 9446 8833
Southern Health and Social Care Trust	028 3833 4444 (Craigavon)
	028 3833 5000 (Daisy Hill)

(Fig 3) Reporting Procedure

What to do if you have a concern about abuse or neglect of Vulnerable Adults



SECTION 6

Management of Records, Confidentiality and Sharing Information

It is important that all clergy, staff/volunteers who have received disclosures or allegations of abuse, record the factual details and report this to Social Services or Designated Officer or PSNI without delay. (within 24 hours)

All disclosures/allegations should be recorded on the **Concern or Allegation of Abuse Recording Form** (see Appendix 3). Where a volunteer reports to a leader, the leader should report to the PSNI (if there is immediate danger) or The Designated Officer (within 24 hours).

An accurate record of the disclosure/event should be made including the date/time it occurred, when the staff/volunteer became aware of the event, who else was involved and any action taken. Any questions the staff/volunteer used to “check out” and clarify information should be recorded also.

All recordings should be clear, brief and factual. These records may become very helpful to professionals investigating the event at a later stage. The information should be stored and maintained in accordance with the recording guidance as set out in:

“Guidance regarding recording information, sharing information and the storage of records related to child safeguarding within parishes”

on the Safeguarding Office website. www.downandconnor.org/safeguarding and the “Recording Guidance Policy” as set out by the National Board for Safeguarding Children in the Catholic Church in Ireland (NBSCCC) and agreed by Coimirce, at www.safeguarding.ie

Confidentiality

Clergy, staff and volunteers should treat all information relating to concerns/suspicious/allegations about vulnerable adults, as confidential and to be shared only on a “need to know basis”. This information should never be shared with anyone, inside or outside of the diocese, other than with those involved in the case, the Group Leader, the Parish Priest, Designated Officer, Bishop and any others who need to know. If you are in doubt about who should have access to records, check this with the Designated Officer.

All records relating to concerns/allegations of potential abuse of vulnerable adults will be maintained by the Designated Officer in the Safeguarding Office. **Copies of Records of Concern/ Allegations, and any other information relating to these records, should never be kept or stored at parish level. All recordings relating to a case or a potential referral must be stored securely at the Safeguarding Office.**

Procedures for managing allegations, suspicions or concerns of vulnerable adult abuse

When the Designated Officer receives a concern/allegation about vulnerable adult abuse, he/she will act promptly in accordance with procedures (see page 20).

The following actions will be applied:

- Ensure that the vulnerable adult is not in immediate danger and that any medical/police assistance needed has been arranged.
- Consider whether the concern is a safeguarding issue or not. This will involve checking out with others, including the Police and/or Social Services, but be careful to avoid investigating.

If it is not considered a safeguarding matter and, it is decided that it does not require a referral to the statutory authorities, a record should be made of the concern, details kept on file, the reasons for not referring and arrangements for the situation to be monitored.

- Consult with Social Services in the local Trust, where there is any doubt or uncertainty. Where a discussion with the Trust has taken place about a particular issue and the decision not to refer has been agreed, this should be recorded and the situation monitored. The decision to monitor should also be recorded. This is important in case further concerns are raised which, taken together, indicate that the vulnerable adult is being abused/harmed and action is required.
- In situations where Social Services consider the concern to be a safeguarding issue, then a formal written referral should be made. Social Services should then liaise with the PSNI Liaison Officer to examine whether a crime has occurred.
- The Diocesan Designated Officer must be available, as required, to the investigation undertaken by the Trust and / or PSNI.

Procedures for managing allegations made against clergy, staff and volunteers.

An allegation made against a member of clergy, staff or volunteer is one of the most difficult situations for any Church organisation to deal with. The response from the diocese to any allegations of abuse must at all times be consistent, regardless of relationships and other personal factors.

In managing an allegation made against a member of clergy, staff or volunteer, the diocese has a dual responsibility: firstly to the vulnerable adult, and, secondly to the clergy/staff/volunteer in question.

In all cases, the civil investigation precedes any action which will need to be taken by the diocese. The diocesan process will be suspended until the civil investigation has been completed.

Regarding members of clergy, against whom an allegation has been made, once the civil investigation has concluded, the diocese will then review each case in compliance with canonical law. (Appendix 4 outlines the process and possible outcomes)

Regarding members of diocesan staff and volunteers, against whom an allegation has been made, once the civil investigation has concluded the diocese will then review each case. (Appendix 5 outlines the process and possible outcomes)

Whistle Blowing Policy and Procedures

The Diocese of Down and Connor has a Whistle Blowing Policy, which makes clear that:

- The diocese takes poor practice seriously and that a whistle blowing experience is distinguished from a grievance.
- Clergy, staff and volunteers have the option to raise concerns about other staff / volunteers
- The diocese, where possible, will respect the confidentiality of a member of clergy, staff or volunteer raising a concern.
- It is a serious matter to victimise a *bona fide* whistleblower and for someone to maliciously make a false allegation.

*All Diocesan personnel should be familiar with the Whistle Blowing Policy.
(Addendum 4 of the Diocese of Down and Connor Child Protection Policy)*

Procedures for Managing Complaints

Where carers or vulnerable adults or any parishioner, has a concern or complaint about some aspect of the diocese or parish service, they should have access to a Complaints Procedure. Guidance relating to the management of Complaints is provided in the **Resource Pack for Parishes** and each parish will implement the Diocesan Complaint's Procedure to address such concerns and complaints in an effective, satisfactory and fair manner. Complaints about the service offered by the Safeguarding Office will be dealt with under The *Safeguarding Office Complaints Procedure*. (see Appendix 6)

NB: If there is a complaint in relation to a particularly serious incident, for example, where abuse or exploitation is suspected, then the reporting procedure, outlined on page 21, takes precedence over the Complaints Procedure.

SECTION 7

Code of Conduct

Having a Code of Conduct for all diocesan clergy, staff and volunteers, whose work involves close contact with vulnerable adults, will minimise the opportunity for vulnerable adults to suffer harm. It will also help to protect clergy, staff and volunteers, by ensuring that they are clear about what is expected of them in terms of their behaviour and the boundaries within which they should operate.

Generally for most Codes of Conduct there are common expectations of behaviour which all clergy, staff and volunteers should demonstrate in a consistent manner. For example: treating individuals with respect, avoiding the use of offensive language and the use of alcohol and other drugs. However, as some roles and activities in parishes require different tasks and planning, it would be appropriate for each activity, provided by the parish, to have a Code of Conduct relating to the particular needs of that activity.

For example, the needs of an adult prayer group will differ from those of a weekly parish luncheon group, who occasionally organise day trips for the vulnerable adult members. The importance of particular areas of the Code will depend on the nature of the parish's activities, for example, handling vulnerable adult's money may not apply to some activities, but will in others.

The Safeguarding Office have developed template Codes of Conduct and these may be applied as they are or adapted to suit the needs of the activity. These can be accessed in the **Resource Pack (Section 1)** for parishes on our website <http://www.downandconnor.org/safeguarding/publications>

Codes of Conduct should be reviewed on a regular basis to take account of situations arising for the first time and, at least every three years, as part of the Guidance review. Clergy, staff and volunteers **must sign up** to working to the agreed Code of Conduct.

It is good practice also to establish a set of ground rules in terms of behaviour expected of clergy, staff, volunteers and vulnerable adults towards one another. These should be drawn up in consultation with other staff, volunteers, the vulnerable adults and /or family members, with the understanding that a breach of the Code by individuals using the service could lead to their exclusion from the activity, or where the behaviour constitutes abuse, eg of a peer, referral to the Police or Social Services for further investigation.

Carers and family members should also be made aware of the Code, in the hope that they too will behave in a similar manner when they are communicating with the Diocese / parish about any aspect of the work.

SECTION 8

APPENDICES (1 to 9)

Appendix 1	Summary of the key aspects of Northern Ireland Legislation
Appendix 2:	Outline of the recruitment and selection process and associated forms
Appendix 3	Diocesan Recording Form for reporting concerns, suspicions or allegations of vulnerable adult abuse
Appendix 4	Handling an allegation of vulnerable adult abuse made against a member of clergy (Flowchart)
Appendix 5	Handling an allegation of vulnerable adult abuse made against a member of staff/ volunteer (Flowchart)
Appendix 6	Safeguarding Office Complaints Procedures
Appendix 7	List and summary of Diocesan Bodies
Appendix 8	Summary of the <i>roles and responsibilities</i> within the Diocesan Safeguarding Structure.
Appendix 9	The six categories of individuals who will fall within the new definition of <i>Regulated Activity</i>

APPENDIX 1

Summary of key aspects of Northern Ireland legislation

The Criminal Law Act (Northern Ireland) 1967

Section 5 of the Criminal Law Act 1967 creates an obligation on citizens, if they suspect a serious offence has been committed, to provide the police with any information they may have. Anyone who fails, without reasonable excuse, to provide information in those circumstances commits an offence. The maximum custodial punishment lies between 3 and 10 years. There is one notable exception. A “relevant” offence does not include an offence under article 20 of the Sexual Offences (NI) Order 2008. This exception means that it is not unlawful if a person does not report to the police information about sexual activity involving a young person under 16 where the other person is under 18.

Sexual Offences (Northern Ireland) Order 2008

This provides a comprehensive legislative framework for sexual offences. It covers offences against adults (including people with mental disorders), as well as offences against children and sexual offences within the family. It amends the law governing the sex offenders register by introducing a requirement for those cautioned or convicted of specific categories of sexual offences to inform the police of their name and address and any changes to those details. Articles 43 -46 relate to offences against people who are unable to legally consent to sexual activity because of a mental disorder. Articles 47 – 50 provide added protection to those who have capacity to consent but might be vulnerable to exploitation through inducement, threats or deception. The Order also sets out clearer parameters for people working with vulnerable adults and sets out strong penalties for offenders. Articles 51 -57 contain new offences for people who are engaged in providing care, assistance or services to vulnerable adults. Friends or family members who provide care, assistance or services to the vulnerable adult also fall within the scope of the Order.

Safeguarding Vulnerable Groups (Northern Ireland) Order 2007

The Safeguarding Vulnerable Groups (Northern Ireland) Order, May 2007 and equivalent legislation in England, Wales and Scotland establishes new safeguarding arrangements across the UK aimed at strengthening protection for children and vulnerable adults in the workplace. There will be two aligned barred lists – one for those who are barred from working with children (the “children’s barred list”), and one for those who are barred from working with vulnerable adults (the “adults’ barred list”). The Independent Safeguarding Authority (ISA) established by the Safeguarding Vulnerable Groups (NI) Order 2007 will maintain the children’s barred list and the adult’s barred list and will make decisions about whether an individual should be included in one or both barred lists.

The Mental Health (Northern Ireland) Order 1986

This Order covers the assessment, treatment and rights of people with a “mental disorder or disability of the mind”. Learning disability has replaced the term mental handicap in current usage.

The Disability Discrimination Act 1995

This introduces new laws and measures aimed at ending discrimination experienced by many disabled people in the fields of employment; access to goods and service; and the management, buying and renting of property.

The Race Relations (Northern Ireland) Order 1997

This outlaws discrimination on the grounds of colour, race, nationality or ethnic or natural origin.

The Public Interest Disclosure (Northern Ireland) Order 1998

This protects most workers who “whistleblow” about wrong doing in the work place from experiencing detriment from the employer for doing so.

The Police and Criminal Evidence (Northern Ireland) Order 1989, Article 26

Failure to disclose to the Police any information about a suspected criminal offence as defined in Article 26 is itself a crime.

The Protection of Children and Vulnerable Adults (Northern Ireland) Order 2003

Provided the legislative basis for the maintenance of a list of individuals who are considered unsuitable to work with vulnerable adults. This legislation has been replaced by the Safeguarding Vulnerable Groups (Northern Ireland) Order, 2007.

The Carers and Direct Payments Act, 2002

This makes legislative provision about the assessment of carers' needs; to provide for services to help carers; to provide for the making of direct payments to persons in lieu of the provision of personal social services or carers' services; and for connected purposes.

The Northern Ireland Act, 1998, Section 75

Section 75 and Schedule 9 to the Northern Ireland Act 1998 came into force on the 01 January 2000 and placed a statutory obligation on public authorities in carrying out their various functions relating to Northern Ireland, to have due regard to the need to promote equality of opportunity –

- between persons of different religious belief, political opinion, racial group, age, marital status or sexual orientation;
- between men and women generally;
- between persons with a disability and persons without; and
- between persons with dependants and persons without.

The Criminal Evidence (Northern Ireland) Order 1999

This introduced a range of special measures and provisions to assist vulnerable and intimidated witnesses to give their best evidence in criminal proceedings. This includes giving evidence by live link.

Data Protection Acts 1984 and 1998

These Acts relate to the recording of information, including information about children. Under the 1998 Act personal information must be obtained fairly and processed lawfully. This information can be shared only in certain circumstances and it has to be accurate, relevant and kept securely. In certain circumstances, the Act allows for disclosure of personal information without the consent of the subject, including that "...for the purpose and detection of crime, the apprehension or prosecution of offenders or when a failure to disclose information could place the protection of children, young people or vulnerable adults at risk." This is particularly relevant where an organisation or employer holds information about someone who could pose a risk to children.

Police Act 1997

Part V of the Police Act 1997 was formally implemented in Northern Ireland in 2007 and enabled the government to establish Access NI, a new disclosure body, the equivalent of the Criminal Records Bureau in England and Wales. Access NI will issue enhanced criminal record certificates for regulated positions.

The Human Rights Act 1998

The Human Rights Act applies the European Convention on Human Rights to British law, including Northern Ireland. Article 8, which covers respect for private and family life, limits state intervention in family life, which must be "...in the interests of national security, public safety or the economic well-being of the country, for the prevention of disorder or crime, for the protection of health or morals, or for the protection of the rights and freedoms of others."

The Family Homes and Domestic Violence (Northern Ireland) Order (1998) extended the definition of significant harm so that actually witnessing violence can also constitute harm. Domestic violence includes threatening behaviour, violence or abuse (psychological, physical, sexual, financial or emotional) occurring between adults who are or have been intimate partners or family members.

The main purpose of this Order is to consolidate the law on domestic violence and occupation of the family home.

The Protections of Freedom Act, 2012 Corresponding amendments in relation to Northern Ireland Schedule 7 (which makes corresponding amendments in relation to Northern Ireland about the safeguarding of vulnerable groups) has effect.

APPENDIX 2

Outline of the recruitment and selection process and associated forms:

The Parish Safeguarding Committee (PSC) will engage in the process of assisting parish groups with encouraging and selecting staff and volunteers, who wish to become involved in parish activities involving children, young people and vulnerable adults.

Broadly speaking the PSC will have two distinct roles in this area:

1. ASSISTING PARISH GROUPS IN BEST PRACTICE IN ENCOURAGING AND SELECTING STAFF AND VOLUNTEERS

- The PSC will assist in helping to:
 1. Standardise the process.
 2. Ensure that safeguards are put in place to protect children, young people and vulnerable adults when identifying and selecting volunteers.
 3. Comply with Best Practice, legally and morally in identifying and selecting volunteers.
- Identify with parish groups, their training needs following selection.

2. VETTING

- Manage all associated vetting forms
 1. Ensure each applicant is provided with the 3 forms
 2. Check that they are all completed correctly, signed and dated
 3. Ensure they are sent to the Northern Dioceses Vetting Office
 4. Confirm with Applicant the decision from the Vetting Office once vetting is completed
 5. Ensure applicant signs practice agreement

Most parish groups, who deliver their work through volunteers, are familiar with what is entailed in good practice when encouraging and selecting such volunteers.

REMEMBER:

Good recruitment practices will mean that those who might present a risk to vulnerable adults are less likely to be attracted to get involved and less likely to be recruited.

PROCEDURES FOR RECRUITMENT AND SELECTION

The following steps are necessary to ensure good practice:

Defining the Role

This involves thinking through exactly what you consider the role of a new staff /volunteer to be, and what skills will be required for them to perform effectively.

Application Form

This should be supplied together with appropriate information about what is expected of the staff /volunteer i.e. clear Job/role Description and a Code of Conduct.

Interviews

The group leader and/or the Priest/ PSC member should meet the person. This is also the opportunity to explain the Child Protection Policy/ Safeguarding Vulnerable Adults Policy and Procedures to ensure that the person has the ability and commitment required to put the policies into practice.

References

Two references should be obtained from people who are not family members or the PP. References must be taken up in writing and, maybe followed up orally, if further clarification is necessary.

Declaration

All staff /volunteers will be asked to declare any past criminal convictions, and cases pending against them, or any investigation of a complaint that is unresolved. This information is held confidentially by the Diocesan Registered Person for the Northern Dioceses Vetting Office.

Identification

The staff/ volunteer will complete the 'Catholic Church Identity Verification Form', providing the appropriate original identity documents as required for the Access N.I. check. The Parish Safeguarding Committee/Parish Representative must confirm the identity of the applicant.

Access N.I.

The staff /volunteer will complete the 'Access N.I. Form' to enable the Registered Person to obtain the background criminal record.

'Letter of Appointment'

To be forwarded to the staff /volunteer by the PSC or the PP, upon the satisfactory completion of the process.

'Agreement'

The staff /volunteer should agree in writing to adhere to the Diocesan Safeguarding Vulnerable Adults Policy and Procedures and to attend an Information Session raising awareness of safeguarding vulnerable adult issues. This will provide individuals with knowledge and skills and so increase their confidence to perform their role.

The Catholic Church is committed to best practice in child and vulnerable adult protection. An important aspect of ensuring children and vulnerable adult safety and well-being is the prevention of abuse. The role of training and raising awareness of safeguarding and protection policies and procedures is fundamental to the development and maintenance of a safe environment.

The associated forms for recruitment and vetting can be accessed on the Safeguarding Office website: www.downandconnor.org/safeguarding

APPENDIX 3

RESOURCE 3F

ALLEGATION / CONCERN REPORT FORM

DIOCESE OF DOWN AND CONNOR

(CONFIDENTIAL)

Name of Parish/Organisation: _____

Information received at (time):	_____	On (date):	_____
By (your name):	_____		
Position:	_____		
Telephone Number:	_____		

Information Received: (delete as necessary)

Telephone Letter In person By e-mail

This form, along with all relevant documents, should be retained securely and forwarded to the Diocesan Designated Officer as soon as possible.

Alleged Victim/ Survivor, Child, Young Person or Adult at Risk

Name:	_____
Age:	_____

Gender: Male Female

Address:	_____	

	Tel. No. (if known)	_____

Name of Parent/Guardian/Carer:	_____	Tel. No. (if known)	_____
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Name:		Position:	
Age:			
Contact Address:			
		Tel. No. (if known)	

Information Received From:

Name:		Position:	
Contact Address:			
		Tel. No.	

Information

Record details of allegation(s) or concern(s). If information is given in person, record as precisely as possible what was actually said, the location of the conversation and identities of persons present. If the space provided is not sufficient please continue on a separate sheet and attach herewith.

Completed By: (signature)

Print Name:

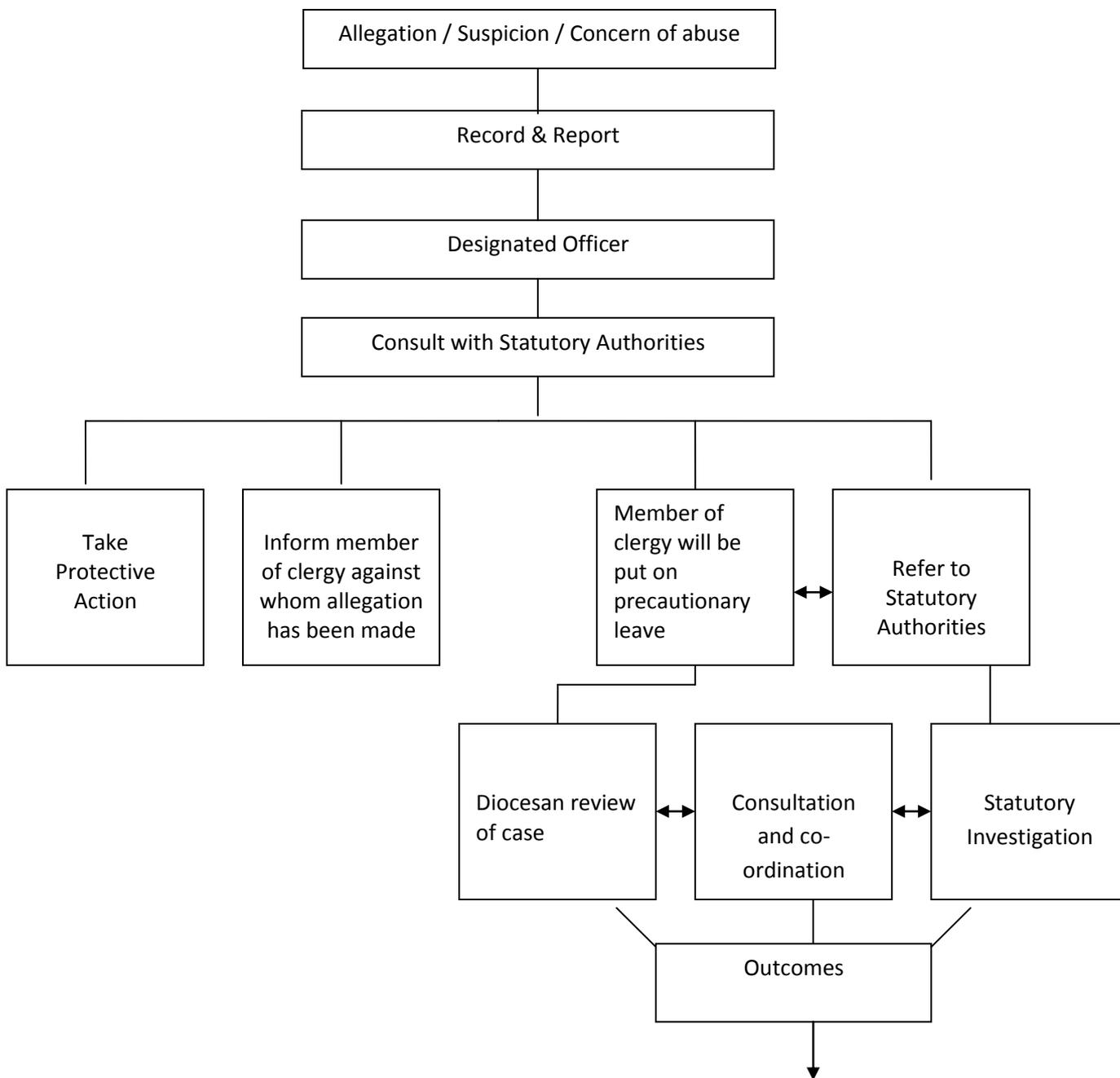
Date:

Actions and Further Information

Record all actions taken, agencies contacted and information/advice received with times and dates. Entries to be signed.

Time	Date	Action(s) Taken	Signature

Handling an allegation, suspicion or concern of vulnerable adult abuse against a member of clergy

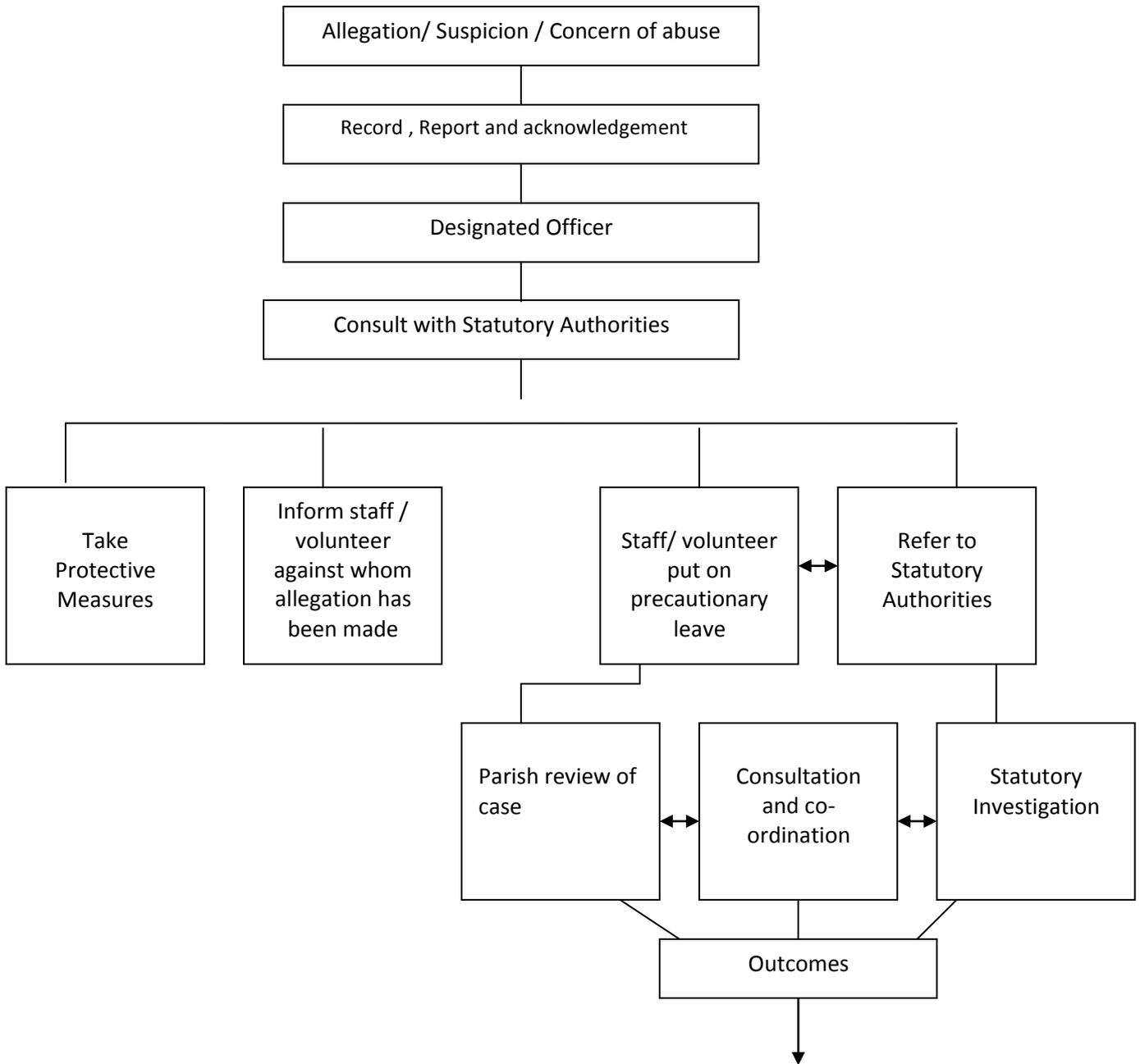


1 or	Allegation of harm/risk of harm substantiated – individual removed from ministry.	Refer the individual to the Independent Safeguarding Authority (ISA) and National Board for Safeguarding Children in the Catholic Church in Ireland (NBSCCCI). If relevant, inform appropriate professional body.
2	Allegation of harm/risk of harm substantiated – individual reinstated to ministry with restrictions.	Appropriate disciplinary sanction should be applied, training/retraining undertaken, appropriate support and supervision provided. Inform NBSCCCI. If appropriate, inform relevant

or		professional body.
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3 or	Allegation of harm/risk of harm unsubstantiated – individual reinstated to ministry but ongoing concerns e.g. practice concerns.	Clergy member should be offered support, training/retraining and supervision if necessary. Inform NBSCCCI and if appropriate, inform relevant professional body.
4	Allegation of harm /risk of harm unsubstantiated – individual reinstated to ministry, no ongoing concerns.	Clergy member should be offered support, training/retraining and supervision if necessary.

Handling an Allegation, suspicion or concern of vulnerable adult abuse against a staff member / volunteer



1 o	Allegation of harm/risk of harm substantiated – individual removed from activity (precautionary suspension)	Refer the individual to the ISA and if relevant, inform appropriate professional body.
2 or	Allegation of harm/risk of harm substantiated – individual reinstated to role.	Appropriate disciplinary sanction should be applied, training/retraining undertaken, appropriate support and supervision provided. If relevant, inform appropriate professional body.

3 or	Allegation of harm/risk of harm unsubstantiated – individual reinstated to role but ongoing concerns e.g. practice concerns.	Staff member/volunteer should be offered support, training/retraining and supervision if necessary. If relevant, inform appropriate professional body.
4	Allegation of harm/risk of harm unsubstantiated – individual reinstated to role, no ongoing concerns.	Staff member/volunteer should be offered support, training/retraining and supervision if necessary.

APPENDIX 6

A full copy of the document: ***The Diocesan Safeguarding Committee- Handling Complaints***, may be accessed on the Safeguarding Office website at: www.downandconnor.org/safeguarding/policies

APPENDIX 7

List of Diocesan Organisations for whom the Policy and Procedures in Safeguarding Vulnerable Adults applies:

SPRED (Special Religious Development): Enables people with learning difficulties / disabilities to take their rightful place in the life of the Church. Within a SPRED group, each person with learning difficulties/ disabilities has an adult catechist who accompanies him/her on their journey of faith, friendship and relationship with God.

Koinonia John the Baptist is one of the new ecclesial movements formed within the Catholic Church after Vatican II. Formed in 1979 in Italy it now has almost 5, 000 members world-wide, consisting of priests, brothers and sisters and lay faithful. Koinonia is involved in Houses of Prayer, various courses and training and actively engaged in outreaches such as street and door to door evangelisation, city faith festivals, and monthly Jesus Heals meetings.

Neo-Catechumenal Way: Neo-Catechumenal Way is at the service of the bishops and parish priests as an itinerary for the rediscovery of Baptism and ongoing education in the faith. This itinerary is lived in parishes and small communities with the goal of gradually bringing the faithful to an intimacy with Christ, making them active subjects of the Church and credible witnesses to the Good News.

Charismatic Renewal: Charismatic Renewal provides opportunities in parishes for people to come together for prayer and worship on a weekly basis. This mostly consists of lay people, but also involves clergy and religious

Catholic Nurses Guild: Monthly meetings held in Belfast City Hospital or homes, retreats, fundraising events, outings and Masses and Blessing of Hands. All nurses welcome. They hold an Annual Pilgrimage to Knock (special Nurses Day).

Knights of St Columbanus: An order of Catholic laymen dedicated to the service of Christ in daily life, in the workplace, market-place, city and urban / provincial areas.

Family Ministry: Supports families in parishes to experience Christ in their everyday lives, by working with different parish groups.

ACCORD Catholic Marriage Care Service: A national organisation.

Anam Cairde: For the care of people living in second relationships, initially, through week-end encounter with self, with Christ, and with the Community, and subsequently through weekly and monthly group meetings.

Belfast Beginning Experience: Weekly support group meetings in St Bride's Hall. A Beginning Experience Residential weekends for widowed, separated and divorced people are arranged periodically.

Cursillo Movement of Down and Connor Diocese: The Cursillo Movement is an international evangelical movement composed of people from all walks of life. The movement was founded in Spain in the 1940's and came to Ireland around 40 years ago, and has been in the Diocese since 1989. Its principal remit is to re- Christianise our environment. This is done through 3 day Cursillo courses in Christianity (sometimes referred to as a 3 Day walk with Christ). Members are then encouraged to Christianise their environments, beginning with their home, and from there, evangelising on an individual level.

Families First: Provides Parenting Skills programmes across the Diocese.

Bethany Bereavement Group: Parish based groups which aim to help those bereaved and grieving. Support is offered on a one-to-one basis in the individual's home, to groups in drop-in centres, by telephone and by helping at funeral liturgies and remembrance services.

St Joseph's Centre for Deaf People: The centre provides a range of facilities for deaf people.

Diocesan Youth Commission: An umbrella body for Youth Ministry Services in the diocese. The role of the commission is to co-ordinate existing youth ministry services and to develop new initiatives which address the spiritual needs and faith development of young people in the diocese. It aims to support parishes in their outreach to young people and to offer a forum through which young people, and all of those working in youth ministry, can share learning, resources, skills and best practice.

APPENDIX 8

Summary of the *roles and responsibilities* within the Diocesan Safeguarding Structure

Bishop of the Diocese: Overall responsibility for ensuring that the safeguarding mechanisms for protecting all vulnerable people and groups are firmly established and working across the Diocese.

Diocesan Safeguarding Committee (Commission): Established to oversee the implementation of a Safeguarding Strategy and to ensure that arrangements are set up within the Diocese – it is accountable to the Bishop.

Safeguarding Office: The Office employs four professionally qualified staff and 3 administrative staff: Director for Safeguarding; Training and Development Consultants and Designated Officers. The Director also line manages the Vetting Coordinator for the *Northern Dioceses Vetting Office*, which is the Registered Body for the 6 Northern Dioceses and is situated within the Good Shepherd Centre, Belfast. The Safeguarding Office is accountable to the Bishop and to the Diocesan Safeguarding Committee.

Designated Safeguarding Officer: The Designated Officer is responsible for managing and coordinating all allegations, suspicions and concerns of child and vulnerable adult abuse within the Diocese. This involves referral to the statutory services, setting up multi disciplinary strategy discussion meetings, and the internal management of cases, including preparing information for the Diocesan Advisory and Untoward panels.

Advisory Panel/ Untoward Panel: These panels are appointed by the Bishop and are in keeping with the standards of the National Board for Safeguarding Children in the Catholic Church in Ireland. (NBSCCCI) The role of both panels is to provide the Bishop with recommendations about the management of individuals (following investigation by the PSNI) against whom allegations of abuse have been made. The panels are made up of representatives from statutory, legal and education backgrounds.

Training and Development Reference Sub-group: Established to provide support in the proofing and editing of all safeguarding materials and publications.

Support Persons: Established and appointed by the Bishop, in keeping with the Standards of NBSCCCI. The role of Support Persons is to provide survivors of abuse with the support and information they may need in order to access services if they so wish. The Diocese currently has two Support Persons and they liaise closely with the Designated Officer.

Advisers: Established and appointed by the Bishop, in keeping with the standards of the NBSCCCI. The role of Adviser is to provide support and advice to the *Respondent* (the individual member of clergy, against whom allegations of abuse have been made). The Diocese currently has a number of Advisers and they also liaise closely with the Designated Officer.

Vicariate Support Teams (VSTs): Each Vicariate region has a VST which has the responsibility in its area for delivering Information Sessions to all staff and volunteers. All VSTs have been trained in the delivery of these sessions and they also provide support and advice to Parish Safeguarding Committees.

Parish Safeguarding Committees (PSCs): Each parish (or in some cases, cluster of small parishes) has a PSC whose role is: to ensure awareness of best practice in safeguarding vulnerable groups within parishes; an ongoing audit of who is working with vulnerable groups in parishes; and to ensure the vetting of those individuals and, opportunities for them to attend Information Sessions takes place. PSCs are an important element in the safeguarding structure as they operate at ground level, and it is through them that best practice can be influenced and applied.

APPENDIX 9

Categories of individuals who fall within the new definition of *regulated activity* are as follows:

1. Providing Health Care:

Any health care professional providing health care to an adult or, anyone who provides health care to an adult under the direction or supervision of a health care professional. For details about what is meant by health care and health care professional, see *Safeguarding Vulnerable Groups (NI) Order 2007*, Amended by the *Protection of Freedoms Act 2012*.

2. Providing Personal Care:

Anyone who provides physical assistance with eating or drinking, going to the toilet, washing or bathing, dressing, oral care, or care of the skin, hair or nails because of an adult's age, illness or disability.

Anyone who prompts and then supervises an adult who, because of their age, illness or disability, cannot make the decision to eat or drink, go to the toilet, wash or bathe, get dressed or care for their mouth, skin, hair or nails without that prompting or supervision; or

Anyone who trains, instructs or offers advice or guidance which relates to eating or drinking, going to the toilet, washing or bathing, dressing, oral care or care of the skin, hair or nails to adults who need it because of their age, illness or disability.

3. Providing Social Work:

The provision by a social care worker of social work which is required in connection with any health care or social services to an adult who is a client or potential client.

4. Assistance with General Household Matters:

The provision of assistance to an adult because of their age, illness or disability, if that includes managing the person's cash, paying bills or shopping on their behalf.

5. Assistance in the conduct of a person's own affairs:

Anyone who provides various forms of assistance in the conduct of an adult's own affairs for example, by virtue of an enduring power of attorney.

6. Conveying:

Anyone who transports an adult because of their age, illness or disability either to or from their place of residence and a place where they have received, or will be receiving, health care, personal care or social care; or between places where they have received or will be receiving health care, personal care or social care. This will include Patient Transport Service drivers and assistants, hospital porters and emergency Care Assistants and Ambulance Technicians.