



Safeguarding Policy and Procedure for Children, Young People and Adults at Risk

Organisation: World Apostolate of Fatima – England and Wales (WAF-E&W)

Policy: Safeguarding Policy and Procedure for Children, Young People, Vulnerable Adults and Adults at risk.

Policy No: SGD001

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1 INTRODUCTION

The World Apostolate of Fatima (WAF) is a public international association of the faithful with pontifical rights, whose purpose is:

- The promotion of the authentic teaching of the Catholic Church and the strict adherence to the tenets of the Gospel.
- Personal sanctification and adherents through the message of Fatima.
- Promotion of the common good by the spreading of the message of Fatima.
- Promoting the Pledge given to Our Lady by each member of the WAF.

WAF considers it very important that safeguarding of minors and vulnerable adults is seen as an integral part of its mission, and one that it is firmly rooted in the belief that each individual has a unique worth created in the image and likeness of God. The good news of salvation brought by Jesus Christ focuses on the dignity of humanity as created by God in His image. Jesus elevates human beings to the category of “children of God” worthy of His own Sacrifice, Passion, Death and Resurrection to reconcile us with the Eternal Father. The authentic message of Fatima focusses on the evangelical need of a pure heart living in the state of grace and cultivating the virtue of chastity in the image of Mother Mary.

2 PURPOSE AND SCOPE

This safeguarding policy statement is specifically for activities carried out, or supervised by WAF-E&W.

The purpose of this policy is to protect children, young people and vulnerable adults who may participate in WAF-E&W supervised activities within England and Wales. This includes the children of adults who attend our events.

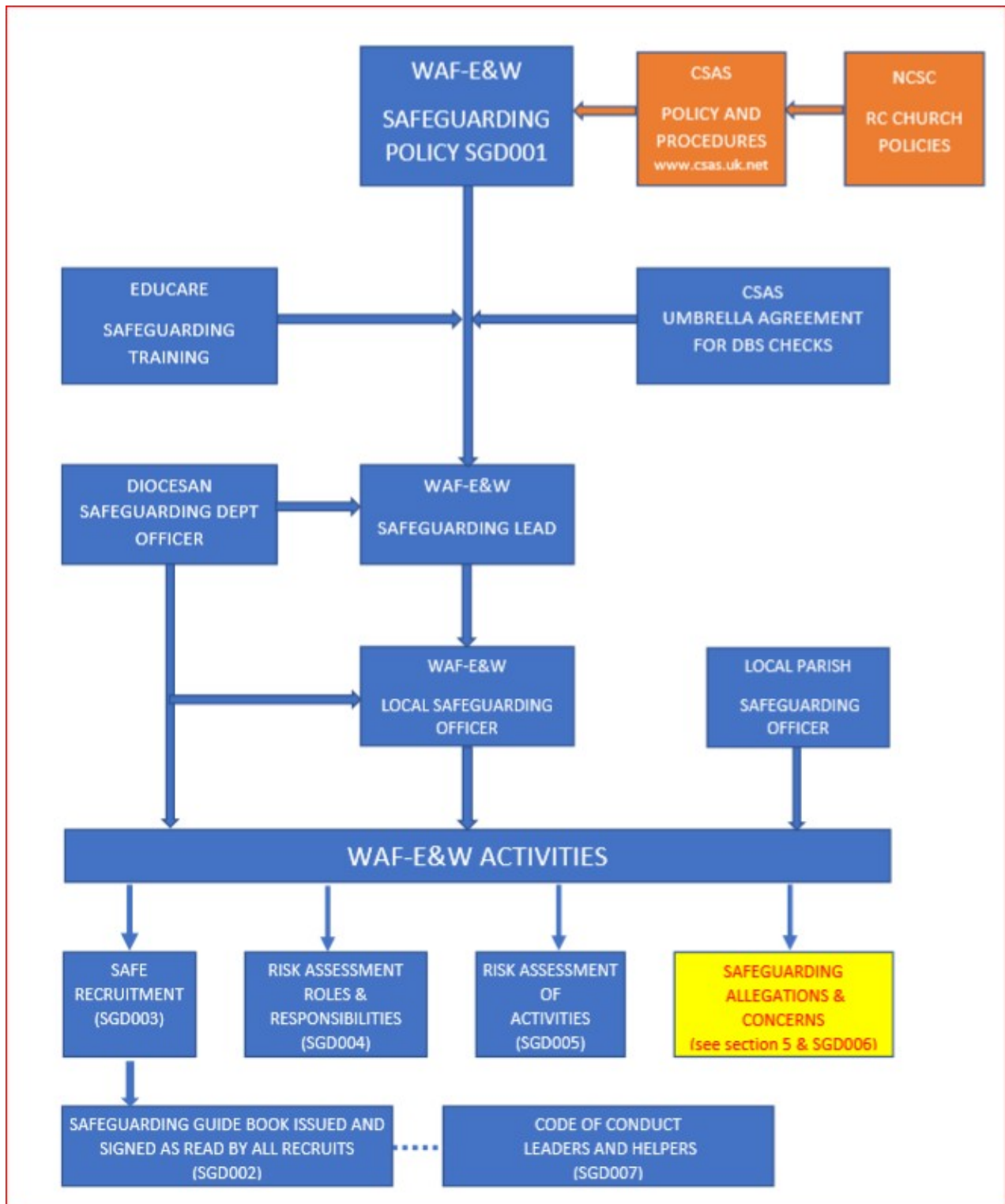
WAF-E&W believes that a child, young person or vulnerable adult should never experience abuse of any kind, and have a responsibility to keep them safe. We are committed to practice in a way that protects them.



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WAF-E&W safeguarding policies and procedures abide with and supplement the national safeguarding policies of the Catholic Church of England & Wales which are set by the National Catholic Safeguarding Commission (NCSC) and maintained and managed by the Catholic Safeguarding Advisory Service (CSAS).

WAF-E&W safeguarding overview is illustrated below.



To access CSAS “National Policies and Procedures” please follow the following link (www.csas.uk.net).

For further understanding on safeguarding and abuse refer to Appendix A.



3 GENERAL PRINCIPLES

WAF-E&W and its members will undertake appropriate steps to maintain a safe environment for all, by practising fully and positively Christ's Ministry towards children, young people and adults and responding sensitively and compassionately to their needs in order to help keep them safe from harm. This is demonstrated by the provision of carefully planned activities for children, young people and adults, caring for those hurt by abuse and ministering to and robustly managing those who have caused harm. Please refer to CSAS: National Procedures, Chapter 4, Creating a safer Environment- guidance for further details.

WAF-E&W are committed to safeguarding as an integral part of the life and ministry of the Roman Catholic Church and affirm a 'One Church' approach to safeguarding children, young people and adults at risk through the promotion of a sustained safeguarding culture of constant vigilance. This includes carefully selecting and appointing those who work with children, young people or vulnerable adults (refer to WAF-E&W document number SGD005 Flow- Chart Safer recruitment of new volunteers – working with children or adults at risk) and responding robustly where concerns arise (see section 4 of this policy).

3.1 Key Principles Children

WAF-E&W embraces its role in supporting children to achieve their full potential in an environment where they are protected from exploitation, abuse and maltreatment and will:

- Act and intervene when it appears that children need to be made safe from harm, whether the risk of harm is Neglect, Sexual Abuse, Physical Abuse or Emotional Abuse.
- Act in an open, transparent and accountable way when working in partnership with statutory agencies to safeguard children and assist in bringing to justice anyone acting in the name of WAF-E&W who have committed an offence against a child.
- Respond to concerns or allegations, sensitively, respectfully and seriously. All concerns and allegations will be dealt with in accordance with the National Procedures and in a timely manner (see procedure SGD006).
- Offer pastoral care to children and their families and to other relevant people where there have been concerns and allegations of some form of harm or maltreatment of a child. (see section 5)

3.2 Key Principles Adults at Risk

WAF-E&W are fully committed to work in relation to Adults, who may be at risk of abuse or maltreatment and will:

- Work actively and constructively within the framework set out in the Care Act 2014 and Social Services and Well-being Act (Wales) 2014, and with associated statutory and good practice guidance (All concerns and allegations to follow procedure SGD006);
- Actively promote the empowerment and well-being of adults throughout the organisation;
- Recognise that everyone has the right to live their life free from violence, fear and abuse;
- Recognise that adults have the right to be protected from harm and exploitation;
- Recognise that adults have the right to independence that may involve a degree of risk; and
- Act in an open, transparent and accountable way in working in partnership with statutory agencies to safeguard adults and assist in bringing to justice anyone acting in the name of the WAF-E&W who have committed an offence against an adult.



4 CREATING A SAFER ENVIRONMENT

WAF-E&W will take all reasonable steps in creating a safe environment when organising and managing events associated with the apostolate and in consideration of their responsibility towards safeguarding the welfare of any person involved in those activities.

Specific reference is made to CSAS document “Creating a Safer Environment” (www.csas.uk.net/procedures-manual/#cat-4), which shall be adopted by WAF-E&W as the basis of creating a safer environment and covers the following: An extract of this document can be viewed under WAF-E&W document SGD000 for ease of reference.

- Creating a safer environment for activities
- Creating safer places for activities
- Off-site activities (such as retreats and pilgrimages)
- Financial Issues
- Consent and mental Capacity
- Safer use of technology
- Photography and Filming
- Transport
- Insurance

Roles and responsibilities will be risk assessed in accordance with CSAS “Creating a Safer Environment” together with activities undertaken. WAF-E&W will consult the CSAS Policy and procedures regarding safer recruitment (SGD003) to determine level of DBS Disclosure required, if any, and other safeguarding considerations.

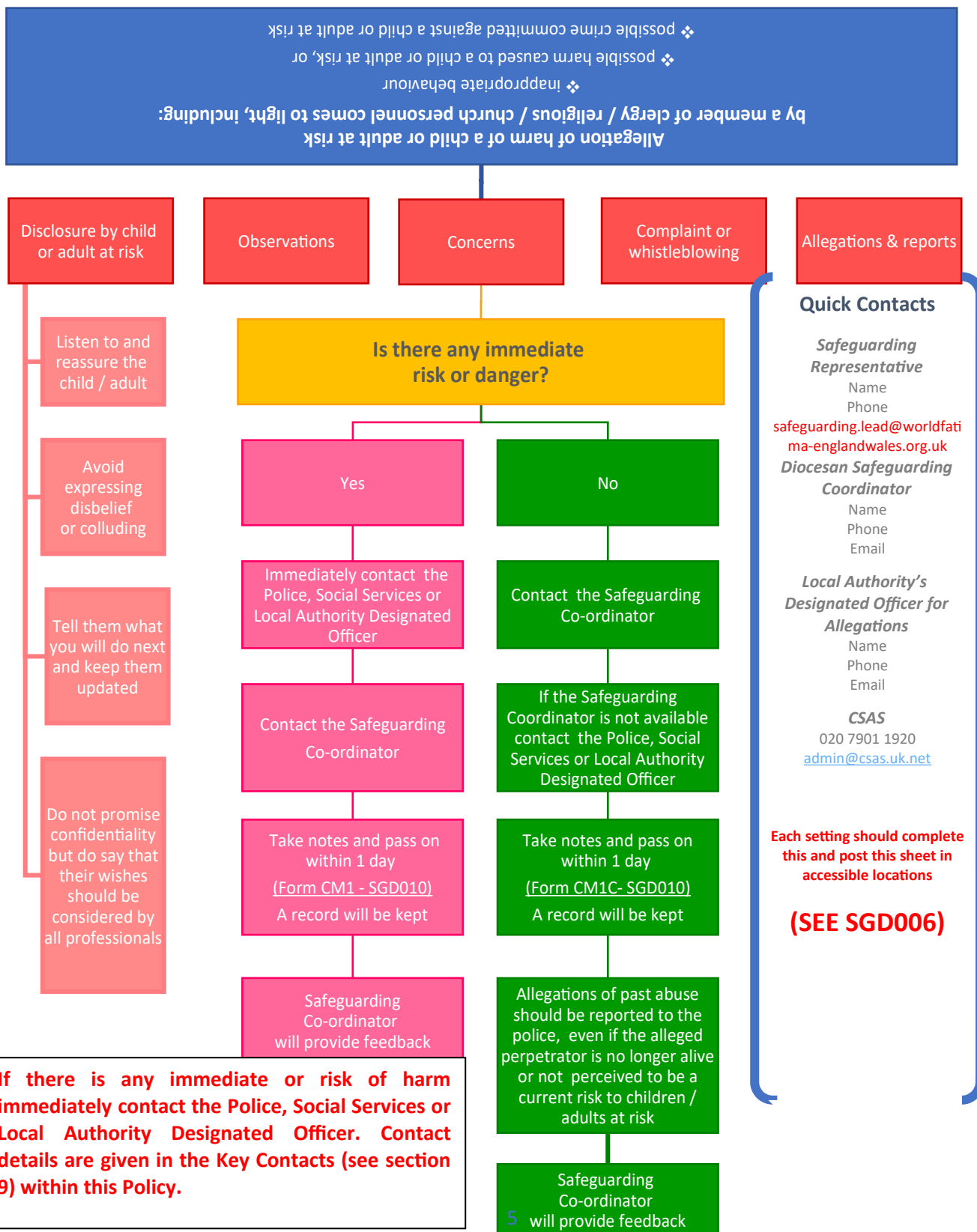
A safeguarding guidebook (SGD002) will be issued to all WAF-E&W members, outlining key safeguarding information when undertaking Lead or helper roles in WAF-E&W activities. The term ‘activity’ is used to describe all activities, events, day-trips and overnight stays. WAF-E&W main activities are listed below.

- Home Pilgrim Virgin Visitation.
- Five First Saturday Devotion.
- Rosary Group.
- Pray Cell Holy Hour.
- Promoters.
- Youth/Children
- Eucharist Adoration.
- Fatima Pilgrimage



5 SAFEGUARDING CONCERNS AND ALLEGATIONS

All concerns must be brought to the local Safeguarding Representative of WAF-E&W and/or the local parish, who in turn will contact the diocesan Safeguarding Coordinator. Never delay taking action. If you are unable to contact the Safeguarding Representative and/or Coordinator you can contact the Catholic Safeguarding Advisory Service (CSAS) during office hours (Monday – Friday) if you require advice. The below flowchart illustrates the process in responding to allegations of abuse or concerns about children and adults at Risk.





Reference is made to the National Policy (Chapter 2: www.csas.uk.net/procedures-manual/#cat-4) in responding to allegations and concerns, inclusive of pastoral care.

- Children - Management of allegations and concerns.
- Adult - Management of allegations and concerns.

6 EQUALITY STATEMENT

WAF-E&W are committed to promoting equality, valuing diversity and working inclusively across our entire organization.

WAF-E&W uphold these principles in our behaviours and practices towards everybody who works for our organisation and those who use, or take part in our organisation.

WAF-E&W oppose all forms of discrimination and intolerance in our work and have a zero-tolerance approach to bullying, harassment and victimisation ([www.csas.uk.net/procedures-manual/#cat-4 – clause 10](http://www.csas.uk.net/procedures-manual/#cat-4-clause-10)). We will not tolerate discrimination against those who work within or use our organisation and have one or more of the protected characteristics:

- Age
- Disability
- Gender
- Gender reassignment
- Marriage and civil partnership
- Race
- Religion or belief
- Sexual orientation
- Pregnancy and maternity
- Equality

7 LEGAL FRAMEWORK AND DEFINITIONS

This policy has been drawn up on the basis of law and guidance that seeks to protect children, namely:

- Children Act 1989
- United Convention of the Rights of the Child 1991
- General Data Protection Regulation (EU) 2016/679
- Human Rights Act 1998
- Sexual Offences Act 2003
- Children Act 2004
- Safeguarding Vulnerable Groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Special Educational Needs and Disability (SEND) code of practice for 0 to 25 years: Statutory guidance 2014
- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers 2015
- Working together to safeguard children: A guide to interagency working to safeguard and promote the welfare of children 2015
- Keeping Children Safe in Education 2015 See link for further guidance.



8 REFERENCE TO (CSAS) NATIONAL POLICY AND PROCEDURES

- Creating a Safer Environment-Guidance **
(www.csas.uk.net/procedures-manual/#cat-4)
- Code of conduct for Leaders and Helpers
(www.csas.uk.net/procedures-manual/#cat-4)
- Safer Recruitment and Safer Working Practices
(www.csas.uk.net/procedures-manual/#cat-5)
- The role of the Safe recruitment designated safeguarding lead
(www.csas.uk.net/procedures-manual/#cat-1)
- Dealing with disclosures
(<https://www.csas.uk.net/procedures-manual/#cat-2>)
- Managing allegations and concerns against staff and volunteers.
(www.csas.uk.net/procedures-manual/#cat-2)
- Recording and information sharing
(www.csas.uk.net/procedures-manual/#cat-3)
- Whistleblowing
(www.csas.uk.net/procedures-manual/#cat-5)
- Anti-Bullying
(www.csas.uk.net/procedures-manual/#cat-4 – clause 10)
- Pilgrimage
(www.csas.uk.net/wp/wp-content/uploads/2018/11/Pilgrimages-Safeguarding-Guidelines.pdf)

9 WAF-E&W DOCUMENTS

- SGD000 Creating a Safer Environment-Guidance (extracted from** - see above)
- SGD001 Safeguarding Policy and procedure for Children, Young People and Adults at Risk
- SGD002 Safeguarding Guidelines.
- SGD003 Flow-Chart: Safer recruitment of new volunteers – working with children or adults at risk
- SGD004 Role and Responsibility Risk Assessment sheet.
- SGD005 Activity Risk Assessment Sheet.
- SGD006 Flow-Chart: Safeguarding allegations and concerns
- SGD007 Code of Conduct – Leaders and Helpers.
- SGD008 Whistle Blowing
- SGD009 CAS2-Application for approval of events and activities
- SGD010 CM1 Referral Information
- SGD011 PHOTO-1-Consent-to-the-Safe-Use-of-Images-Form
- SGD012 Volunteer Registration Form
- SGD013 Volunteer Reference Proforma
- SGD014 CONFIRMATION-OF-IDENTITY-UK-or-EEA-or-Volunteers
- SGD015 Safeguarding-Self-Declaration
- SGD016 Pilgrimage Guide Lines
- SGD017 WAF-E&W Safeguarding Structure Overview



Key Contacts

Designated WAF-E&W Safeguarding Lead:

Name: Patrick Cunningham

Email: safeguarding.lead@worldfatima-englandwales.org.uk

Phone: 07834 780288

Local WAF-E&W Safeguarding Officer:

(varies depending upon locality)

Parish Safeguarding Representative

(varies depending upon locality)

Diocesan Safeguarding Coordinator or Congregational Safeguarding Lead:

(varies depending upon locality)

Contact details can be found on CSAS website (www.csas.uk.net/links/)

CSAS

Email: admin@csas.uk.net

Phone: 020 7901 1920

Operational hours: 9am to 5pm, Mondays – Fridays

Police Emergency: 999

Non-emergency: 101

NSPCC 24-hour Helpline 0808 800 5000



APPENDIX A

WHAT IS SAFEGUARDING AND ABUSE?

All churches and faith communities are expected to have in place arrangements which include:

- Procedures to respond to and report concerns
- Codes of practice
- Safe recruitment procedures

In the same way arrangements must be in place to respond to concerns about any form of abuse or maltreatment of a vulnerable adult.

The principles contained in the CARE Act 2014 and 'Safeguarding Adults: A National Framework for Good Practice (ADSS 2005)' must be followed with the acknowledgement that the Catholic Church, and faith communities in England and Wales must not act alone but in partnership with all other agencies to combat the abuse of vulnerable adults.

Reference is made for the following definitions:

Child The term "child" is used to include all children and young people up to the age of 18. Someone who has not yet had their 18th birthday.

Safeguarding and promoting the welfare of children is defined as:

- Protecting children from maltreatment;
- Preventing impairment of children's health and development;
- Ensuring that children are growing up with safe and effective care;
- Enabling children to have optimum life chances and enter adulthood successfully.

Child Protection Is a part of safeguarding and refers to the activities undertaken to protect specific children who are suffering or are at risk of suffering Significant Harm.

Significant Harm 'Harm' means ill-treatment or the impairment of health or development, including for example, impairment suffered from seeing or hearing the ill-treatment of another;
'Development' means physical, intellectual, emotional, social or behavioural development;
'Health' means physical or mental health; and
'Ill-treatment' includes sexual abuse and forms of ill-treatment which are not physical.

Child 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. They may be abused by an adult or adults, or another child or children.



Physical abuse	May involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces, illness in a child.
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 children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person. It may feature age and developmentally inappropriate expectations being imposed on children. It may involve seeing or hearing the ill-treatment of another. It may involve serious bullying, causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.
Sexual abuse	Involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative e.g. rape, buggery or oral sex or non-penetrative acts. They may include non-contact activities, such as involving children in looking at, or in the production of, sexual online images and photos, watching sexual activities, or encouraging children to behave in sexually inappropriate ways. We are becoming increasingly aware of the offence of viewing or downloading abusive images of children from the Internet. This is not a "victimless" crime but is both evidence of abuse taking place and is a criminal offence. It should be referred on in all cases.
Neglect	Is the persistent failure to meet a child's basic physical and/or psychological needs, likely to result in the serious impairment of the child's health or development. Neglect may occur during pregnancy as a result of maternal substance abuse. Once a child is born, or at any age, neglect may involve a parent or carer failing to: <ul style="list-style-type: none">○ 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 carers);○ ensure access to appropriate medical care or treatment.
The above definitions are from Working Together to Safeguard Children 2018.	
Domestic Abuse	This term is used to describe the physical, sexual or emotional (including verbal and financial) abuse between adults who are or have been intimate partners or family members, regardless of gender or sexuality. This form of abuse affects both the victim, who by the very nature of the offence is a vulnerable adult in this context, and any children in the household. In 2005, the Adoption and Children Act 2002 extended the legal definition of harming children to include harm suffered by seeing or hearing ill-treatment of others, especially in the home.
Vulnerable Adult	A vulnerable adult is a person aged 18 or over, 'who is or may be in need of community care services by reason of mental or other disability, age or



illness; and who is or may be unable to take care of him or herself, or unable to protect him or herself against significant harm or exploitation.'

The Safeguarding Vulnerable Groups Act 2006 defines a vulnerable adult as follows: 'A person is vulnerable in the context of the setting in which they are situated or the service they receive as follows;

- those in residential accommodation provided in connection with care or nursing or in receipt of domiciliary care services;
- those receiving health care;
- those in lawful custody or under the supervision of a probation officer;
- those receiving a welfare service of a prescribed description or direct payments from a social services authority;
- those receiving services, or taking part in activities, aimed at people with disabilities or special needs because of their age or state of health;
- those who need assistance in the conduct of their affairs. A person's level of vulnerability may increase or decrease according to the circumstances they experience at any given time. Vulnerable adults could include people with:
 - learning or physical disabilities;
 - a sensory impairment;
 - mental health needs;
 - who are HIV positive;
 - substance misuse needs;
 - dementia.

'Abuse is a violation of a person's human and civil rights by another 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.'

A consensus has emerged identifying the following main different forms of abuse:

Physical abuse	Including hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions.
Sexual abuse	Including rape and sexual assault or sexual acts to which the vulnerable adult has not consented, or could not consent or was pressured into consenting.
Psychological abuse	Including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.
Financial or material abuse	Including theft, fraud, exploitation, pressure in connection with wills, property or inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.



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Neglect and acts of omission Including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of the necessities of life, such as medication, adequate nutrition and heating.

Discriminatory abuse Including racist, sexist, that based on a person's disability, and other forms of harassment, slurs or similar treatment.

Any or all of these types of abuse may be perpetrated as the result of deliberate intent, negligence or ignorance.

Neglect and poor professional practice also need to be taken into account. This may take the form of isolated incidents of poor or unsatisfactory professional practice, at one end of the spectrum, through to pervasive ill treatment or gross misconduct at the other. Repeated instances of poor care may be an indication of more serious problems and this is sometimes referred to as institutional abuse.

Who may be the abuser? Vulnerable adult(s) may be abused by a wide range of people, including relatives and family members, professional staff, paid care workers, volunteers, other service users, neighbours, friends and associates, people who deliberately exploit vulnerable people and strangers.

Applying these definitions to different circumstances may not always be easy. Many situations may involve combinations of these elements. If there is difficulty in defining a situation this should be discussed with the Safeguarding Officer/Advisor/Co-ordinator.