

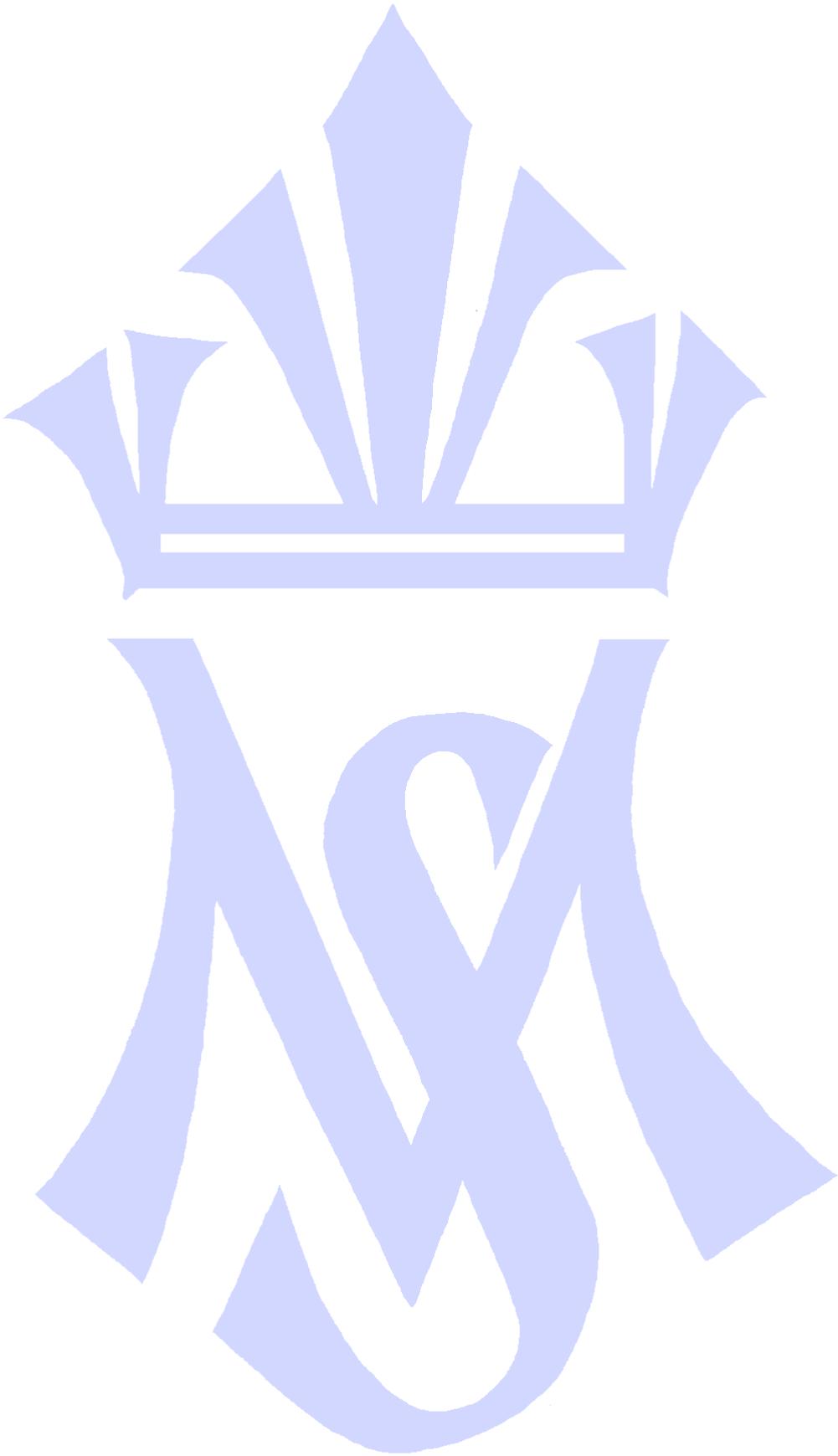
ORDER OF FRIAR SERVANTS OF MARY  
(SERVITE FRIARS)

(OSM)

PROVINCE OF THE ISLES

INTERIM CHILD SAFEGUARDING POLICY

PUBLISHED NOVEMBER 2014



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## Foreword

The Order of the Friar Servants of Mary (known also as Servite Friars) recognises that the welfare of the child is paramount and that every child has a right to be protected, treated with respect, listened to and have their views taken into consideration. Respect for the innate dignity of every person is a fundamental principle emanating from the Gospel and in particular Jesus' respect for children.

In 2010 the Province of the Isles of the Servite Order produced a *Servite Policy for Safeguarding Children: Procedures and Guidelines*. That document was based on the 2008 guidelines *Safeguarding Children: Standards and Guidance Document for the Catholic Church in Ireland* and on the civil guidelines of the two jurisdictions of the island of Ireland. This current *Servite Interim Policy for Safeguarding Children* outlines protocols and guidelines for all those working with children at both provincial and community level.

This document is intended to guide and direct friars, communities and works in the safeguarding of children with whom they interact.

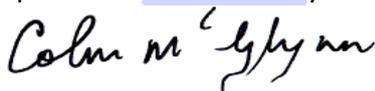
Through the implementation of the policies and procedures outlined in this document, the Servites are determined to provide the highest level of protection for all children who are involved in any way in activities with the Province.

A further and important aim in developing these policies and procedures is to create a secure and supportive atmosphere in which those who have suffered abuse in the past can be assured of a sensitive, caring and compassionate response, and be offered appropriate pastoral care for themselves and their families.

These policies and procedures also include measures to ensure that the rights, in natural justice, of a person against whom an accusation of abuse is made, are respected and that appropriate pastoral care is provided for them and their families.

The Provincial Council at its meeting on 12 November 2014 unanimously approved the policies and procedures contained in this document. **Each friar, community, employee, volunteer, and work is bound to adhere to and engage with this document in a concerted effort to protect children and to cherish the gift that they are for our future.**

As Prior Provincial of the Servite Province of the Isles I sign this policy document to become operational immediately.



**Fr Colm McGlynn osm**  
**Provincial Office**  
**Servite Priory**  
**#10 Main Street Benburb**  
**Dungannon Co TYRONE**  
**16 November 2014 All Saints of the Servite Order**

## 1. Servite Safeguarding Statement

The Order of the Friar Servants of Mary of the Province of the Isles (henceforth “The Order”) recognises and upholds the dignity and rights of all children and is committed to ensuring their safety and well-being. Friars of the Province of the Isles (henceforth “Servites”) and their co-workers have an obligation to ensure that the fundamental rights of children are respected.

The Order recognises that each child should be cherished and affirmed as a gift from God with an inherent right to dignity of life and bodily integrity, which shall be respected, nurtured and protected by all.

The Order undertakes to do everything possible to create safe environments where the welfare of children and young people is paramount

In partnership with their primary carers, the Order encourages and values the involvement of children and young people in liturgies and activities that enhance their spiritual, social, emotional and intellectual development.

This Safeguarding Policy adheres to the principles and guidelines set out in “Safeguarding Children: Standards and Guidance Document for the Catholic Church in Ireland” (2008) as well as the civil laws and guidelines of the two jurisdictions on the island of Ireland.

The Order is committed to:

- Best practice to ensure that children are listened to and treated with respect, and have both their rights protected and their welfare promoted;
- Minimizing risks in order to safeguard the interests of children;
- Ensuring that all Servites and their co-workers are carefully recruited, selected, trained, supported and supervised;
- Providing appropriate support for survivors of child sexual abuse;
- Providing appropriate training for Friars and co-workers;
- Working in partnership with statutory authorities for the prompt, just and professional management of complaints;
- Making this Safeguarding Policy widely known, accessible and understood, and implementing procedures and protocols that contribute to keeping safe children who participate in its services.

## 2. Definitions

Abuse and neglect are forms of maltreatment of a child. Someone may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in their family, in a faith based, institutional or community setting; by those known to them, or more rarely by a stranger. They may be abused by an adult/s, another child or children. It often involves people they trust and know well.

The abuse of children generally involves one or more of four main forms of abuse:

- physical abuse
- emotional abuse
- sexual abuse
- neglect

It is essential that any personnel in the Catholic Church recognise that the abuse of children is not just about sexual abuse. Many children experience harm through emotional, physical abuse and neglect. The Church must take responsibility to nurture, protect and take action for any child who is suffering harm, whatever the harm may be and whoever is causing it. Some children may be particularly vulnerable to abuse. For example there is research which has found that disabled children are three times more likely to be abused than non-disabled children. Some studies suggest children from minority ethnic groups may be at increased risk of abuse through factors such as stereotyping, prejudice and discrimination. There is also extensive evidence that these children and families often fail to receive an appropriate service when concerns are raised about a child's welfare. Over-reaction and inaction have both been shown to be based on misunderstandings and misinterpretations of different cultural patterns, which have led to failure to meet children's needs. Other groups of children who might be particularly vulnerable include asylum-seeking children, children who are in care, children who are living with parents/ carers who misuse drugs and/ or alcohol.

### 2.1 Physical abuse

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. Physical abuse, as well as being a result of an act of commission can also be caused through omission or the failure to act to protect.

### 2.2 Emotional abuse

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development. 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 or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction. It may involve seeing or hearing the ill-treatment of another. It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children. Some level of emotional abuse is involved in all types of ill treatment of a child, though it

may occur alone.

### **2.3 Sexual abuse**

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 (oral sex). They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways. Boys and girls can be sexually abused by males and/ or females, by adults and by other young people. This includes people from all different walks of life.

### **2.4 Neglect**

Neglect can be defined in terms of an omission, where the child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, and failure to access appropriate medical care or treatment. Neglect generally becomes apparent in different ways over a period of time rather than at one specific point. It is the persistent failure to meet a child's basic physical and/ or psychological needs, such as the neglect of, or unresponsiveness to, a child's basic emotional needs likely to result in the serious impairment of the child's health or development. Neglect may also occur during pregnancy as a result of maternal substance abuse.

*[2.1 – 2.4: taken from: "Safeguarding Children" Standards and Guidance Document for the Catholic Church in Ireland, Page 73 / Resource 10 . National Board for Safeguarding Children in the Catholic Church in Ireland (NBSCCCI)*

### **2.5 Child**

A person under the age of eighteen years of age

### **2.6 Child Sexual Exploitation Images**

The viewing, use, trade, transmittal or transference of abusive sexual images of children engaged in real or simulated explicit sexual activity or showing of their private parts including genitals, for the purpose of sexual gratification.

### **2.7 Bullying**

Repeated aggression conducted by an individual or a group against another or others; such aggressive behaviour may be verbal, psychological or physical, including racist or sexist remarks, or emotional intimidation such as isolating or excluding.

### 3. Recognising Child Abuse

Every Servite and co-worker has a responsibility and duty to take action where there is a concern for the safety of a child. The following information should alert you to the possible signs of child abuse.

#### 3.1 Recognising Physical Abuse

Cuts and bruises on the bony parts of a child's body, like elbows, knees and shins are common occurrences. Unexplained bruises or injuries, injuries in unusual places like the cheek or thighs, unlikely explanations that do not fit the injury and delays in seeking medical treatment are a cause of concern.

##### 3.1.1 Physical signs of abuse may include:

- Unexplained bruising, marks or injuries on any part of the body;
- Bruises that reflect hand marks or finger tips;
- Cigarette burns;
- Bite marks;
- Broken bones;
- Scalds.

##### 3.1.2 Changes in behaviour which can indicate physical abuse may include:

- Fear of parents being approached for an explanation;
- Aggressive behaviour or severe temper outbursts;
- Flinching when approached or touched;
- Reluctance to get changed, for example in hot weather;
- Depression;
- Withdrawn behaviour;
- Running away from home.

#### 3.2 Recognising emotional abuse

Emotional abuse can be difficult to measure, and often children who appear well cared for may be emotionally abused by being taunted, put down or belittled. They may receive little or no love, affection or attention from their parents or carers. Emotional abuse can also take the form of children not being allowed to mix / play with other children

##### 3.2.1 The physical signs of emotional abuse may include:

- A failure to thrive or grow, particularly if the child puts on weight in other circumstances e.g. in hospital or away from the primary care-takers;
- Sudden speech disorders;
- Developmental delay, either in terms of physical or emotional progress.

##### 3.2.2 Changes in behaviour which can indicate emotional abuse may include:

- Being unable to play;
- Fear of making mistakes;
- Neurotic behaviour e.g. sulking, hair-twisting, rocking;
- Self-harm;

- Fear of parent / carer being approached regarding their behaviour.

### **3.3 Recognising sexual abuse**

Adults, who use children to meet their own sexual needs, might abuse both girls and boys of all ages, including infants and toddlers. Usually, in cases of sexual abuse it is the child's behaviour which may cause you to become concerned, although physical signs can also be present. In all cases, children who tell about sexual abuse do so because they want it to stop. It is important, therefore, that they are listened to, taken seriously and that their concern/allegation is acted on.

#### **3.3.1 The physical signs of sexual abuse may include:**

- Pain or itching in the genital area;
- Bruising or bleeding near genital area;
- Sexually transmitted disease;
- Vaginal discharge or infection;
- Stomach pains;
- Discomfort when walking or sitting down;
- Pregnancy.

#### **3.3.2 Changes in behaviour which can also indicate sexual abuse include:**

- Sudden or unexplained changes in behaviour e.g. becoming aggressive or withdrawn;
- Fear of being left with a specific person or group of people;
- Having nightmares;
- Running away from home;
- Sexual knowledge which is beyond their age or developmental level;
- Sexual drawings or language beyond their age or developmental level;
- Bedwetting;
- Eating problems such as overeating or anorexia;
- Self-harm or mutilation, sometimes leading to suicide attempts;
- Saying they have secrets they cannot tell anyone about;
- Substance or drug abuse;
- Suddenly having unexplained sources of money;
- Not allowed to have friends (particularly in adolescence);
- Acting in a sexually explicit way towards adults.

### **3.4 Recognising neglect**

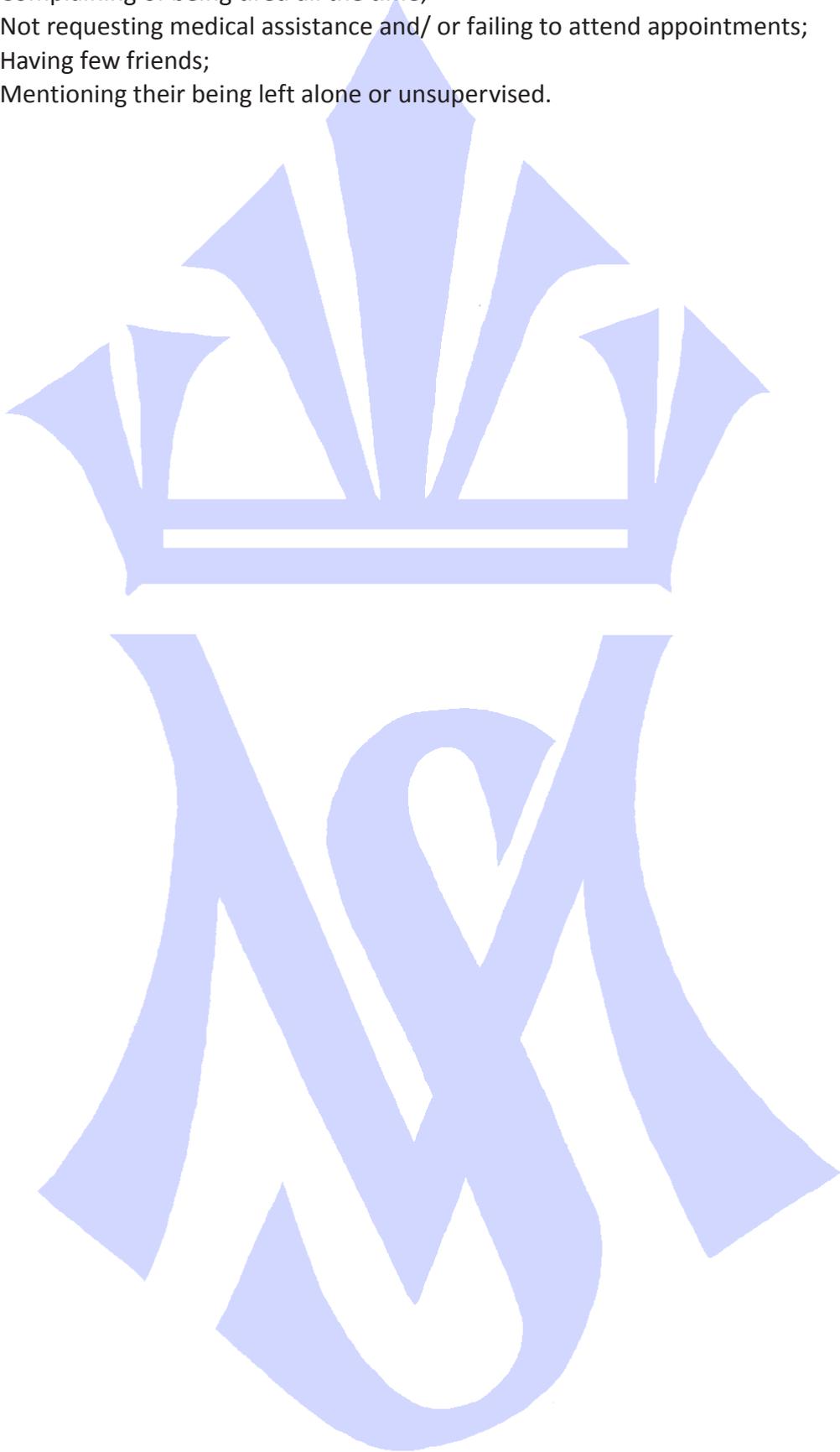
Neglect can be a difficult form of abuse to recognise. It occurs over a period of time; it is not a once off incident.

#### **3.4.1 The physical signs of neglect may include:**

- Constant hunger, sometimes stealing food from other children;
- Constantly dirty or 'smelly';
- Loss of weight, or being constantly underweight;
- Inappropriate dress for the conditions.

**3.4.2 Changes in behaviour which can also indicate neglect may include:**

- Complaining of being tired all the time;
- Not requesting medical assistance and/ or failing to attend appointments;
- Having few friends;
- Mentioning their being left alone or unsupervised.



## 4. Responding to an Allegation / Concern of Child Abuse by a Servite or Co-worker

At all times action must take place in instances where child abuse is:

- **Observed**  
Immediate intervention required in order to provide a safe place for the child. Report the intervention to the Designated Liaison Person (henceforth DLP).
- **Disclosed**  
When there is a disclosure of current or historical child abuse either by the individual directly affected or by a third party this must be reported to the DLP.
- **Suspected**  
Any concern that a child is at risk must be brought to the attention of the DLP who will seek advice from the Child and Family Agency in the Republic of Ireland (henceforth CFA also known as Tusla) or the Health and Social Care Trust Gateway Team in Northern Ireland (henceforth HSC). It is not the responsibility of the individual who has a concern or the DLP to investigate the matter or to decide whether abuse has taken place.

### 4.1 If you receive a concern or allegation about a Servite or co-worker:

- a. Act immediately – refer the matter to the DLP who will consult / refer to the CFA /HSC and/or An Garda Síochána / PSNI as appropriate.
- b. If required, the Servite Community Safeguarding Representative (henceforth SSR) will assist you in contacting the DLP.
- c. Make a written record as soon as possible afterwards using as many of the person words as possible, on the Servite Recording Form (Appendix A Form 3). This initial recording will form the first entry in the file and will be retained by the DLP. All original notes and records will be passed on to the DLP. Any copies of records must be stored in a secure and confidential place.
- d. Not all persons will wish to make a formal report. Nonetheless all information about the existence of a concern must be communicated to the DLP.
- e. Do not be selective. Include details which may seem irrelevant. It may prove invaluable at a later stage in an investigation.
- f. In cases of emergency, where a child appears to be at *immediate and serious risk*, contact the CFA/HSC directly. Where the appropriate CFA / HSC staff are not available, An Garda Síochána / PSNI should be contacted to ensure that *under no circumstances* a child is left in a dangerous situation. Inform the DLP as soon as possible.
- g. Explain to the person raising the concern what will happen next. Indicate who will be made aware of the information given by them. Give him/her the contact details of the DLP and Support Person.
- h. The allegation is revealed to others only on a “need to know” basis.

### 4.2 Feedback to the person who made the referral.

Persons who refer child welfare concerns to the DLP should have their reports acknowledged within 24 hours and be informed of what will most likely happen next.

### 4.3 Dissatisfaction with the outcome of the report

If you do not agree with the outcome of your report to the DLP, outline your on-going concern to the DLP, contact the CFA / HSC directly, inform the DLP of the outcome.

### 4.4. Disclosure by a Child

Children have a right to be listened to and be heard. Any allegation or suspicion of the sexual abuse of a child should be reported to the civil authorities and if the allegation / suspicion refers to a Servite or co-worker it should be reported to the Prior Provincial and the National Board for Safeguarding Children in the Catholic Church in Ireland (NBSCCCI) also. Children who suffer abuse often hide the experience; it may be that the child has been abused by an adult who exercises power and control over them or the adult may have used threats to harm the child or his/her family if the child discloses the abuse. The child may be manipulated into believing that the abuse is his /her fault or that they are equally to blame and should be ashamed of what has happened. No Servite should ever interview a child about sexual abuse that is the task and responsibility of the civil authorities.

Children who are very young or have a disability or communication difficulties may need skilled help to communicate their message. Children whose first language is not English may also need extra help.

#### 4.4.1 Do:

- Stay calm, listen carefully and patiently;
- Reassure the child s/he is right to tell you;
- Explain, in an age-appropriate manner, that you will have to inform the appropriate authorities;
- Record what the child said as soon as possible after the meeting, using the child's own words as far as possible;
- Tell the child what will happen next;
- Complete the Servite Safeguarding Recording Form, sign and date it, and forward it to DLP;
- Seek advice from DLP or social services about who should inform the parents;
- Remember: It is not your role to investigate or decide if abuse has taken place.

#### 4.4.2 Do Not:

- Make about the alleged abuser;
- Promise to keep this a secret;
- Tell the child stories about other people;
- Tell the child that everything will be fixed straight away;
- Press for details, except to clarify;
- Fill in words or finish sentences for the child;
- Show anger, shock or embarrassment, or give your opinion;
- Leave a child in a dangerous situation.

#### 4.4.3 In an Emergency

If a child is at *immediate and serious risk*, the CFA or the HSC should be contacted without delay. If a child is at immediate risk after office hours, contact the Gardaí in the ROI. In

Northern Ireland the HSC Trust Gateway Team operates an out-of-hours service.

#### **4.4.4 Seal of confession**

An ordained Servite must be clear about the status of any conversation. He should make sure that there is no misunderstanding about whether or not the seal of confession applies.

#### **4.5. Disclosure by an adult**

It is often very difficult for people to talk about abuse, therefore:

- Be patient;
- Listen carefully and actively;
- Create a safe environment in which the person feels able to tell as much as they can remember.

#### **4.6 People may tell about:**

- Child abuse that is happening now – current;
- Child abuse that happened some time ago – historical;
- Something that they have been told and that they strongly believe to be true;
- Seeing signs of abuse that they have noticed e.g. unexplained physical injuries on a child
- Something that they have witnessed, such as inappropriate behaviour of an adult to a child.

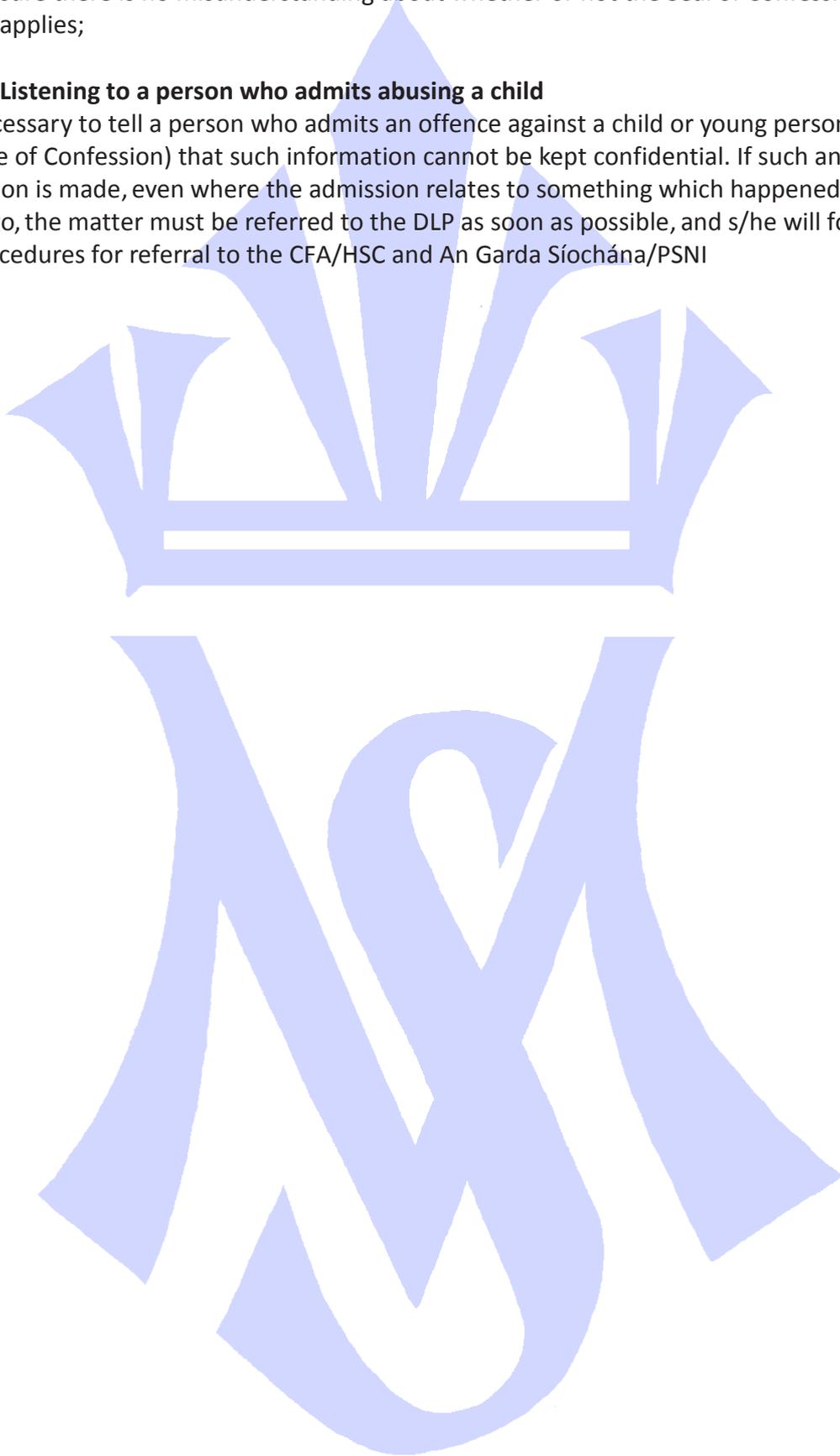
#### **4.7 Where information is given in person, consider the following:**

- Listen carefully to that person, but do not ask intrusive or leading questions;
- Stay calm, taking the concern being raised seriously, and reassure the person raising the concern that telling is the right thing to do;
- Allow the person to continue at his/her own pace;
- Check with the person to make sure that you have understood what they actually said. Do not suggest words, use ; their language;
- Make no promises that cannot be kept, particularly in relation to secrecy. This information will be reported to the relevant authorities.
- Explain the referral procedures;
- Offer to accompany the person to the DLP/Support Person to the CFA/HSC or to the Gardaí / PSNI as appropriate;
- Do not make any comments about the respondent (the person against whom an allegation has been made) or make assumptions. Be aware that a person's ability to recount his or her concern or allegation will depend on age, culture, nationality and upon any disability which may affect use of language or range of vocabulary;
- Adopt a listening style which is compassionate, calm and reassuring. If the information given to you shocks, disgusts or distresses you, do not allow these feelings to show. If you do, you may inadvertently dissuade the person from giving any further information;
- Avoid statements about your belief, or otherwise, of the information given;
- Do not question beyond checking what has been said. It is the job of the CFA / HSC and or An Garda Síochána / PSNI to investigate. There must be no probing for detail beyond that which has been freely given;

- An ordained Servite must be clear about the status of such a conversation. Make sure there is no misunderstanding about whether or not the Seal of Confession applies;

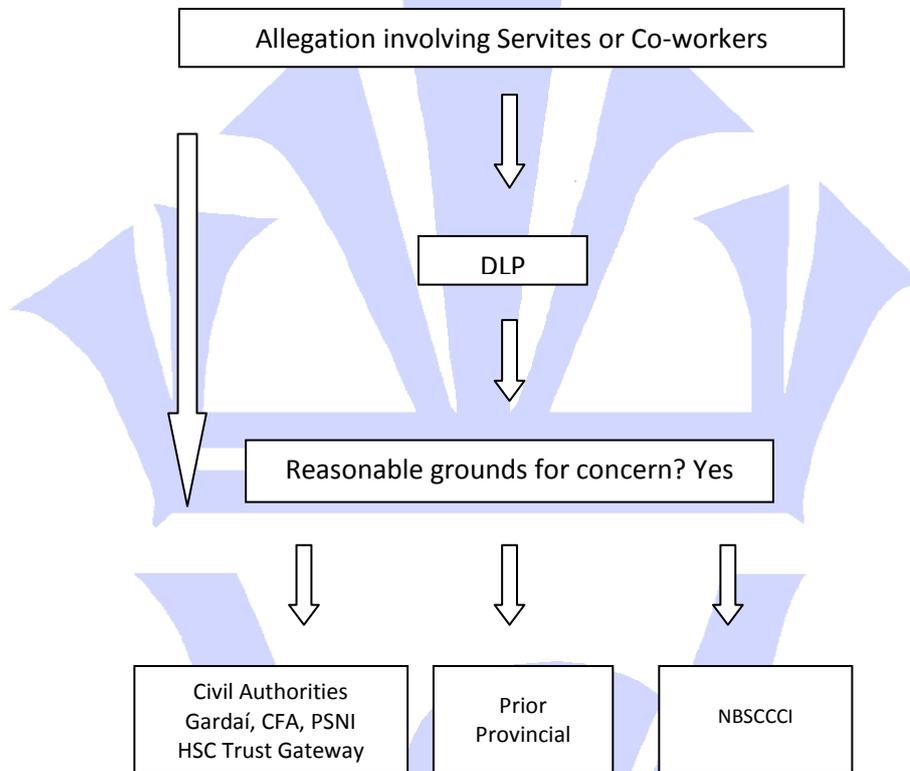
#### **4.8 Listening to a person who admits abusing a child**

It is necessary to tell a person who admits an offence against a child or young person (outside of Confession) that such information cannot be kept confidential. If such an admission is made, even where the admission relates to something which happened a long time ago, the matter must be referred to the DLP as soon as possible, and s/he will follow the procedures for referral to the CFA/HSC and An Garda Síochána/PSNI



## 5. Reporting Procedure

This procedure must be followed by all Servites and co-workers when a concern about the sexual abuse of a child, either current or historical, is raised regarding a Servite friar, a former Servite, or co-worker in the Province of the Isles.



1. All safeguarding concerns and allegations concerning Servites or co-workers should be passed onto the Servite DLP;
2. The DLP will report the concern/allegation to the CFA /HSC or An Garda Síochána/PSNI without delay;
3. If the DLP or person reporting is unsure if there are reasonable grounds for concern, the DLP will seek the advice of the CFA / HSC;
4. A complete written record is kept in relation to the concern including the subsequent action and all communication with the civil authorities;
5. The DLP will inform the Prior Provincial of all reports and contacts with the civil authorities. If a child is in *immediate danger*, contact the CFA / HSC directly or the Gardaí out of hours, PSNI then inform the DLP;
6. If the concern relates to a Servite, the DLP will inform the NBSCCCI;
7. Care must be taken to protect a person's right to confidentiality. Information will be given to others on a 'need to know' basis;
8. Any person may report directly to the civil authorities. If such a report concerning a Servite or co-worker is made, the DLP should be informed as soon as possible;
9. It is not the role of the DLP or the person reporting to investigate the concern/allegation;

## 6. Complaints Procedure

This complaints procedure deals with complaints made in relation to:

- A. The handling of an allegation/concern/issue;
- B. Unacceptable behaviour towards a child.

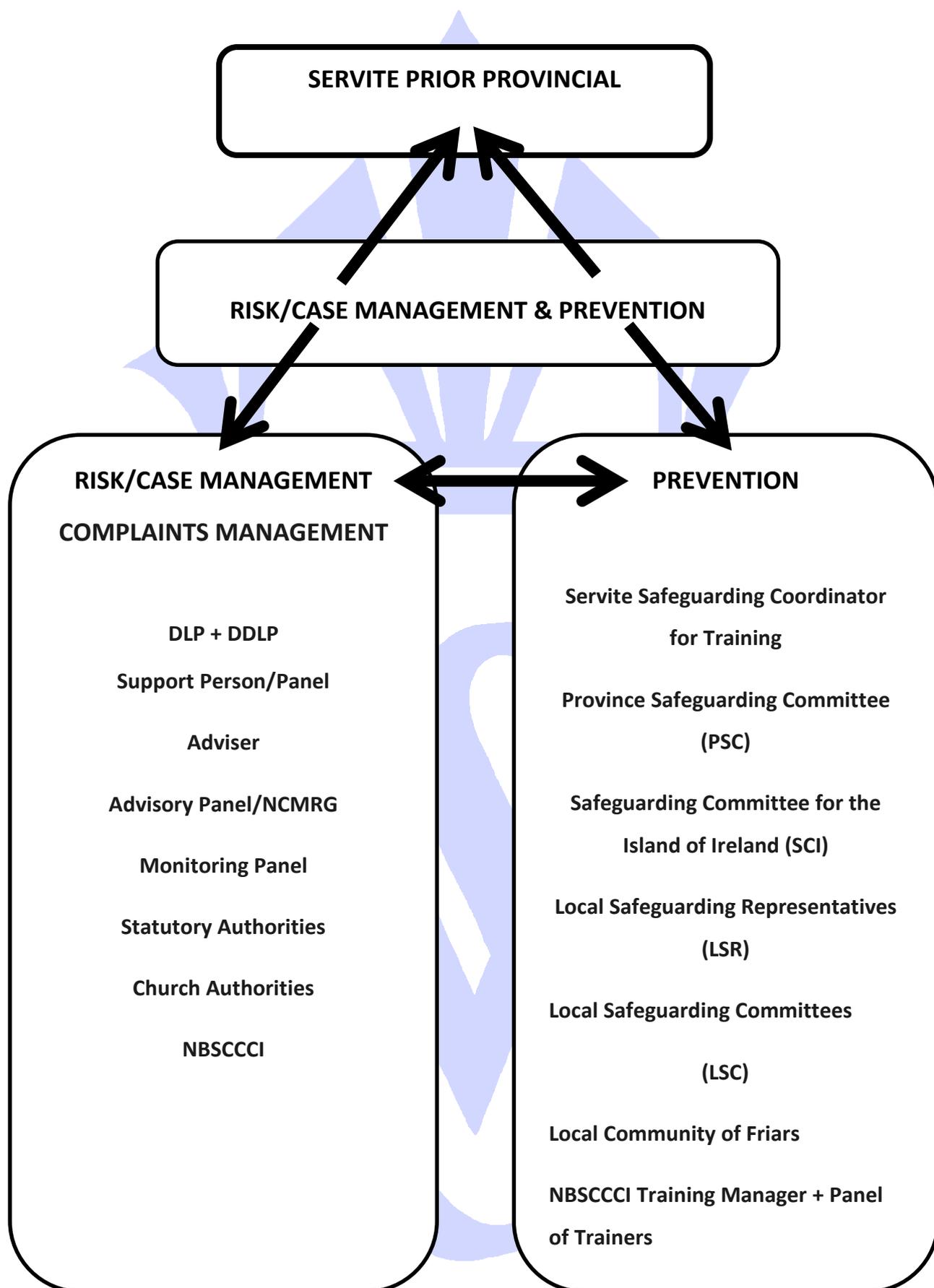
It does not deal with the reporting of a child safeguarding concern

- A. Where the complaint relates to how a complaint of abuse was handled, the person making the complaint can contact the:
  - a. Servite Designated Liaison Person;
  - b. Prior Provincial / Council;
  - c. National Board for Safeguarding Children in the Catholic Church in Ireland (NBSCCCI);
  - d. CFA / HSC

A written request for a review should be forwarded to one of the previously mentioned bodies within three calendar months of the conclusion of the investigation of the initial concern.

- B. If the complaint concerns unacceptable behaviour of a Servite or co-worker towards a child:
  - a. Speak directly to the person responsible;
  - b. If the issue is not resolved it may be brought to the attention of Prior or DLP to be dealt with promptly and fairly;
  - c. If the issue is still not resolved at that level it may be referred to the Provincial Council;
  - d. If a satisfactory resolution cannot be arrived at within a further month, the complainant is invited to put the complaint in writing for consideration by a mutually agreed mediator, who will be invited to dialogue with all concerned;
  - e. The determination of the mediator will be final.

## 7. SERVITE SAFEGUARDING STRUCTURES



**PRIOR PROVINCIAL:** is responsible for the safeguarding policy and procedures in the Province of the Isles. All the elements of the structure are accountable to him through the team of the two KEY Safeguarding Personnel: **Designated Liaison Person** (risk/case/complaints management) and **Safeguarding Coordinator for Training** (Prevention). He has overall responsibility to ensure that the safeguarding structures are effectively achieving the seven standards in the province and in particular the island of Ireland.

**RISK/CASE MANAGEMENT: Key Personnel: Designated Liaison Person (DLP)**

**7.1 The Servite Designated Liaison Person**

The Designated Liaison Person (DLP) for the island of Ireland is appointed by the Prior Provincial to receive allegations of child sexual abuse by Servite Friars or their co-workers, record and report them to the relevant church and state authorities without delay. A deputy DLP (DDLDP) is also appointed who can act in the event that the DLP is not available to deal with the concern. A panel of specialists in the field of Child Protection and Family Services is available to the DLP for advice and support as required.

**7.2 Case Manager**

In practical terms this is an aspect of the DLP's role. The case manager oversees the adherence of respondents to the precepts or safety plan/covenant of care placed on them and reports to the Monitoring Panel. The case manager:

- Puts in place and liaises with Mentors and respondents to monitor Covenant of Care in consultation with the CFA/HSC, & Gardaí/PSNI.
- Reports to the Monitoring Panel on the adherence of the respondents to their precepts or safety plan/covenant of care.
- Advises the Monitoring Panel on any action that is deemed necessary to ensure that the risk to children is minimised.
- Liaises with the civil authorities: CFA/HSC, Gardaí/PSNI, Diocese, NBSCCCI
- Liaises with the Specialist and Advice Agencies as required
- Record keeping
- Manages case files/ storage in accordance with NBSCCCI guidelines and data protection.
- Liaises with the Safeguarding Coordinator for Training to educate and support communities with 'risk cases' as required.

**7.3 Support Person for Survivors and their Families**

The Support Person for Survivors and their Families is appointed by the Prior Provincial to assist those who make an allegation or disclose abuse. The Support Person will assist, where appropriate with communication with the DLP to facilitate access to information and to represent the needs and concerns of those who make the allegation. A panel of Support Persons is available to support the work of the DLP. The Panel consists of lay and religious, male and female together with a list of Support Agencies to offer choice in accordance with the presenting need.

#### **7.4 Adviser**

The Prior Provincial in consultation with the respondent, appoints an Adviser to be available to any Servite Friar against whom an allegation of sexual abuse has been made. The Adviser shall represent the needs of the respondent to the Prior Provincial / Council and assist, where appropriate, with communication between the respondent, the Designated Liaison Person and the Prior Provincial / Council. The respondent's adviser cannot act as the respondent's therapist or spiritual adviser. Under no circumstances should the same person act as Adviser for respondent and Support Person for the survivor.

#### **7.5 Advisory Panel/NCMRG**

The Advisory Panel is a consultative panel, set up to advise and assist the Prior Provincial at all stages of the investigative process into alleged child sexual abuse by members of the Order. The Panel provides him with a consistent and accessible source of guidance. The Advisory Panel may provide advice whether specialist risk assessment should be sought in relation to a Child Safeguarding Concern. The Advisory Panel will collectively provide the expertise, experience and impartiality necessary in the field of safeguarding. No member of the panel shall act in a professional capacity to either the person making the allegation or the respondent. The Advisory Panel for the Servite Friars is the National Case Management Reference Group (NCMRG).

#### **7.6 Monitoring Panel**

Due to an allegation / conviction of child sexual abuse having been made against him, a Servite Friar may be placed under precept and supervision in a Servite Community. A Covenant of Care is drawn up for each respondent by the Designated Liaison Person in consultation in the first instance with the Civil Authorities [CFA / HSC and An Garda Síochána / PSNI], and then in consultation with the Provincial. A Mentor is appointed by the Prior Provincial to monitor adherence to the Covenant of Care to ensure that the respondent does not pose a risk to children and reports to the Case Manager (DLP). The number and severity of the restrictions placed on a respondent will be commensurate with the nature of the accusation. The purpose of the Monitoring Panel is to monitor the adherence of the respondent to the precept placed on him. In practical terms this is the risk management/case management aspect of the DLP Role. The Monitoring Panel consists of the Case Manager (DLP), the Mentor, the Prior Provincial and the civil authorities if required.

#### **7.7 Statutory Authorities:**

The Servite Order is committed to reporting to the Statutory Authorities without delay, i.e., Gardaí/PSNI, CFA/HSC.

#### **7.8 Church Authorities:**

The Servite Order is committed to share information with the relevant diocese.

#### **7.9 NBSCCCI:**

The Servite Order is a registered member of the NBSCCCI and benefits from support and complies with information sharing.

**PREVENTION: Key Personnel – Safeguarding Coordinator for Training.**

**7.10 Servite Safeguarding Coordinator for Training.**

The Servite Safeguarding Coordinator for Training has responsibility for the prevention aspect of safeguarding. The person will work closely with the Prior Provincial and Council, Local Community Representatives and safeguarding committees to drive the training, implementation and monitoring of the seven standards in the island of Ireland. The Servite Safeguarding Coordinator for Training, with the Prior Provincial / Council, the DLP and the members of the Servite Safeguarding Committees, devise and revise safeguarding policies, determine and present appropriate training to different groups within the Order and co-operate and comply with the church and civil authorities' laws and policies. The Servite Safeguarding Coordinator for Training informs the Provincial (or his delegate) of developments and communicates the concerns, needs, and requests of persons who have sought their assistance.

**7.11 Province Safeguarding Committee (PSC)**

The Servite Province Safeguarding Committee comprises of representatives from the island of Ireland (North and South), England and Scotland and includes the DLP and the Servite Safeguarding Coordinator for Training. The meeting is convened once per year by the Prior Provincial. The purpose of the annual meeting is to share safeguarding information and safeguarding challenges across the whole Province of the Isles regarding the seven standards, to support, inspire, unify, animate, and learn from each part in the interest of the whole.

**7.12 Safeguarding Committee for the Island of Ireland (SCI)**

The SCI comprises representatives from the two Servite sites (Dublin and Benburb) in the island of Ireland. It works directly with the Safeguarding Coordinator for Training and the Prior Provincial/Council to drive the seven standards in the island of Ireland. Its work is supportive and developmental. The SCI supports the work of the Servite Safeguarding Coordinator for Training and the Prior Provincial/Council on a range of matters including:

- Creating, maintaining and monitoring a safe environment for children in all aspects of Servite life and activity;
- The safe recruitment of volunteers and staff.
- The provision of training for all Servite Friars and their co-workers.
- Human resources required for implementing best safeguarding practice.
- The development and implementation of safeguarding policies.
- The review of policies.
- Assisting in identifying emerging needs and priorities.
- The development of audits to ensure adherence to policies and procedures.
- Monitoring and evaluating the effectiveness of its own work.

The chair of the SCI is the Servite Safeguarding Coordinator for Training. The SCI will meet three times per year to evaluate its work and account directly to the Prior Provincial for the discharge of its responsibilities. It will review the Servite Safeguarding Policy every two years and update it in line with new legislation.

### **7.13 Local Servite Safeguarding Representative (LSR)**

Every Servite Community has a named Safeguarding Representative, who is the local Prior, appointed by the Prior Provincial. It is the responsibility of the Servite Safeguarding Coordinator for Training to ensure that a person is nominated and assigned to this role. The Safeguarding Representative promotes and monitors safeguarding in the local Servite community.

### **7.14 Local Safeguarding Committee (LSC)**

The local Servite Safeguarding Representative will form a Local Safeguarding Committee with two or three lay people from the wider community. The LSC will work directly with the Safeguarding Coordinator for Training to assess training needs, create a training plan within a wider three year strategic safeguarding plan and arrange for delivery of appropriate training to local communities, their staff and volunteers. It will also ensure cooperation and compliance with civil and church laws and policies at local level.

### **7.15 Panel of Trainers**

The Safeguarding Coordinator for Training will work closely with the Training Manager of the NBSCCCI and draw from a Panel of NBSCCCI Registered Trainers to meet the training needs of the communities in the island of Ireland.

## 8. Roles and Responsibilities

### 8.1 Role of the Servite Safeguarding Co-Ordinator for Training (Prevention)

The role of the Servite Safeguarding Co-Ordinator for Training is to:

- Support the Prior Provincial in the creation and management of safe environments through the establishment and development of policy and procedures for the Province;
- Liaise with the NBSCCCI Training Manager;
- Liaise with the different levels of leadership in the province from local to provincial leadership;
- Oversee and maintain the structure that drives the Standards in the island of Ireland;
- Co-ordination of Safeguarding Committees and related activities e.g. training, monitoring of the Standards to include vetting.
- Co-ordination and training of the Local Safeguarding Representatives re implementation of the Standards with the friars, staff and volunteers;
- Ensuring the annual audit, including correlation of records for training related activities;
- Ensuring the completion of training needs assessments across the various safeguarding roles in the Province Safeguarding structure;
- With the Prior Provincial ensuring that the Province has the appropriate personnel in place;
- To prepare for and attend an annual accountability review meeting with the Provincial regarding the overall safeguarding structure and progress report on the strategic safeguarding plan to drive the Standards in the island of Ireland;
- Ensure that there are clear procedures and mechanisms to communicate the safeguarding policy and procedures of the province including updating of the website data, newsletters, leaflets etc.;
- To participate in on-going professional development consistent with the post and changing safeguarding demands in light of State/NBSCCCI audit outcomes.
- To inform the Prior Provincial (or delegate) of developments and communicates the concerns, needs and requests of persons who have sought assistance.

### 8.2 Role of the DLP (Risk Management/Case Management/Complaints Management).

The Designated Liaison Person's role is to receive information about a concern, allegation or disclosure of abuse relating to a Servite Friar, and to report all child-safeguarding concerns, allegations and disclosures to the civil and ecclesiastical authorities without delay whether the Respondent is alive or deceased.

The DLP is required to:

#### A. Act as the DLP as set out in the NBSCCCI Standards & Guidelines with responsibilities to include:

- Hear any concerns relating to safeguarding, including any disclosures or allegations of abuse, and take responsibility for managing the response to that concern or disclosure from start to finish.
- Explain the procedures for addressing the concern, allegation or disclosure to the person who has raised it;

- Carry out the preliminary inquiry and referral to the civil authorities of CFA / HSC, An Garda Síochána/PSNI and any subsequent investigations. The DLP must keep a written record of the outcome in the Servite Safeguarding Case File. Decisions not to report a matter must be made by CFA / HSC.
- Inform the Prior Provincial and the NBSCCCI that a complaint has been made and make a recommendation about any immediate action that needs to be taken in order to ensure the safety of children;
- Conduct an initial interview with the respondent as soon as possible, if CFA / HSC and An Garda Síochána/PSNI have agreed that the interview can take place. The respondent shall be given information about his or her entitlement to seek legal advice (both civil and, where appropriate, canonical) and about the child protection process. The respondent should be informed that he/she is not obliged, in law, to respond or to furnish evidence but that anything he/she says will be taken into account in the investigation. The DLP and the Provincial (or his delegate) should then inform the respondent of the nature and detail of the allegation/concern and the name of the person raising it. The purpose of the interview is to inform the respondent of the existence of the allegation and of the process being followed. The respondent needs to be given enough detail about the disclosure/allegation/concern, and the person raising it, to be able to offer a response. The respondent is told not to contact the complainant. The respondent shall be offered the services of an Adviser. A written record of the interview must be prepared, agreed with the respondent, signed and dated;
- Make enquiries to identify the present and previous appointments of the respondent in order to establish whether there are any previous concerns about his/her practice, or any current grounds for concern in relation to the safety and well-being of children
- Carefully record all steps undertaken as part of the procedures. Create a child protection case file for every referral that includes a log of actions, events and information. Entries should be made as soon as possible after the event but before the end of the day. They must be timed and dated by the author;
- Take possession of any written records made by any person in connection with the case and file them in the Safeguarding Case Filing Cabinet;
- Ensure that the person raising the concern, disclosing abuse, or making an allegation and anyone who is implicated by that are regularly informed about the progress of the inquiry process.
- Liaise with the NBSCCCI Office and have an overview of all matters dealt with under these procedures within the island of Ireland/Province/Order.
- Share information with the local diocese as required
- Work with the DDLP as required e.g. in the event of a conflict of interest, or to offer choice to children or adults coming forward.
- Ensure that there is a SUPPORT PERSON available to the complainant. Consult the Prior Provincial regarding the appointment of an Adviser.
- Ensure that there is a SUPPORT PRIEST ADVISER available to the accused friar (Respondent).
- Ensure that SUPPORT SERVICES are available to the complainant and wider as required.

- Prepare the case submission dossier and attend the Advisory Panel meeting (NCMRG) with the Provincial as required.
- Maintain a dialogue with the Social Worker/Investigating Officer to monitor the progress of the case and act on any advice given. Details of contacts made should be recorded chronologically on the Safeguarding Case File;
- Ask for an update from CFA/HSC and An Garda Síochána/PSNI about the outcome of their investigation; this request should be made in writing;
- Conduct an internal investigation at the conclusion of any police investigation or where no such civil investigation takes place. Any internal investigation will be initiated in cases where child protection concerns remain or where disciplinary action needs to be considered. Such an investigation will gather and assess available information from all sources and witnesses. Every effort should be made, in consultation with CFA / HSC and An Garda Síochána/PSNI, to avoid the necessity to interview child witnesses for the purposes of disciplinary inquiries.

This investigation (which takes place after the statutory enquiries have been completed) should be conducted expeditiously. In cases where there is a delay, and where a Servite friar has been temporarily removed from active ministry it is important to keep everyone informed of the progress of the investigation and to maintain records of such communications.

**B. To act as the risk manager/case manager with responsibilities to include:**

- Liaise with the civil authorities: CFA / HSC, An Garda Síochána/PSNI
- Contact emergency or appropriate services where a child appears to be at immediate and serious risk of harm;
- Liaise with church authorities: NBSCCCI/Diocese
- Liaise with the Support and Advice Agencies e.g. Towards Healing, Rape Crisis Centre, etc.
- Keep records
- Manage case files/storage in accordance with data protection.
- Put in place and liaise with Mentors to monitor Covenant of Care in consultation with the CFA/HSC and Gardai/PSNI.
- Be responsible for role, function and convening of the Monitoring Panel.
- Educate and support communities with risk cases with regard to risk identification, prevention and victim reduction.

Where an investigation concerns a Servite friar, the requirements of Canon Law will be observed. A Canonical investigation of the friar will be carried out by the Order after the statutory investigation is completed

**8.3. Role of the Local Servite Safeguarding Representative**

The role of the local Servite Safeguarding Representative is to:

- Raise awareness of what safeguarding involves.
- Ensure that key safeguarding information is disseminated in the Servite community.
- Co-operate with the Servite Safeguarding Coordinator for Training in relation to the monitoring of safeguarding practices, including the annual safeguarding audit.

- If necessary, to assist a Servite friar to contact the DLP or Support Personnel.
- Ensure that any activity taking place in the community operates in a manner which facilitates the safety and wellbeing of children.
- Brief the Servite community on best practice principles.
- Publish the contact details of the child safeguarding services and the relevant civil authorities.

N.B.

The overall responsibility for safeguarding children in each Servite Community remains with the Prior of the community who is the Local Community Safeguarding Representative.

#### **8.4. Role of the Support Person**

The Support Person is to be available to those who make an allegation/disclose sex abuse under these procedures. The role of the Support Person is to:

- Assist, where appropriate, with communication between the child or adult making an allegation/disclosure and the DLP and the Order;
- Facilitate the child or adult in gaining access to information and help;
- Represent the concerns of the survivor during the inquiry process.
- Extend appropriate pastoral support to family members of survivors.

The Support Person will be clear about his/her role and should receive appropriate training. The Support Person is not a counsellor to the child or adult, and must not be or act as their therapist.

The Support Person must be particularly attentive to the expressed needs and objectives of the child or adult, and the fact that some may be reluctant to seek help.

They should, therefore, consider how any therapeutic or spiritual needs of a child or adult who has made an allegation/ disclosed abuse may be met, and will be mindful of his/her on-going vulnerability during this process.

In addition, the Support Person should:

- Consider any wishes of the child or adult disclosing abuse, in regard to a pastoral response by the Province to his or her family;
- Be available to the child or adult throughout the course of the inquiry process, and thereafter as required;
- Ensure the child or adult is kept informed of developments in relation to them;
- Arrange, if considered helpful, a meeting between the child or adult and the Provincial.

**NB**

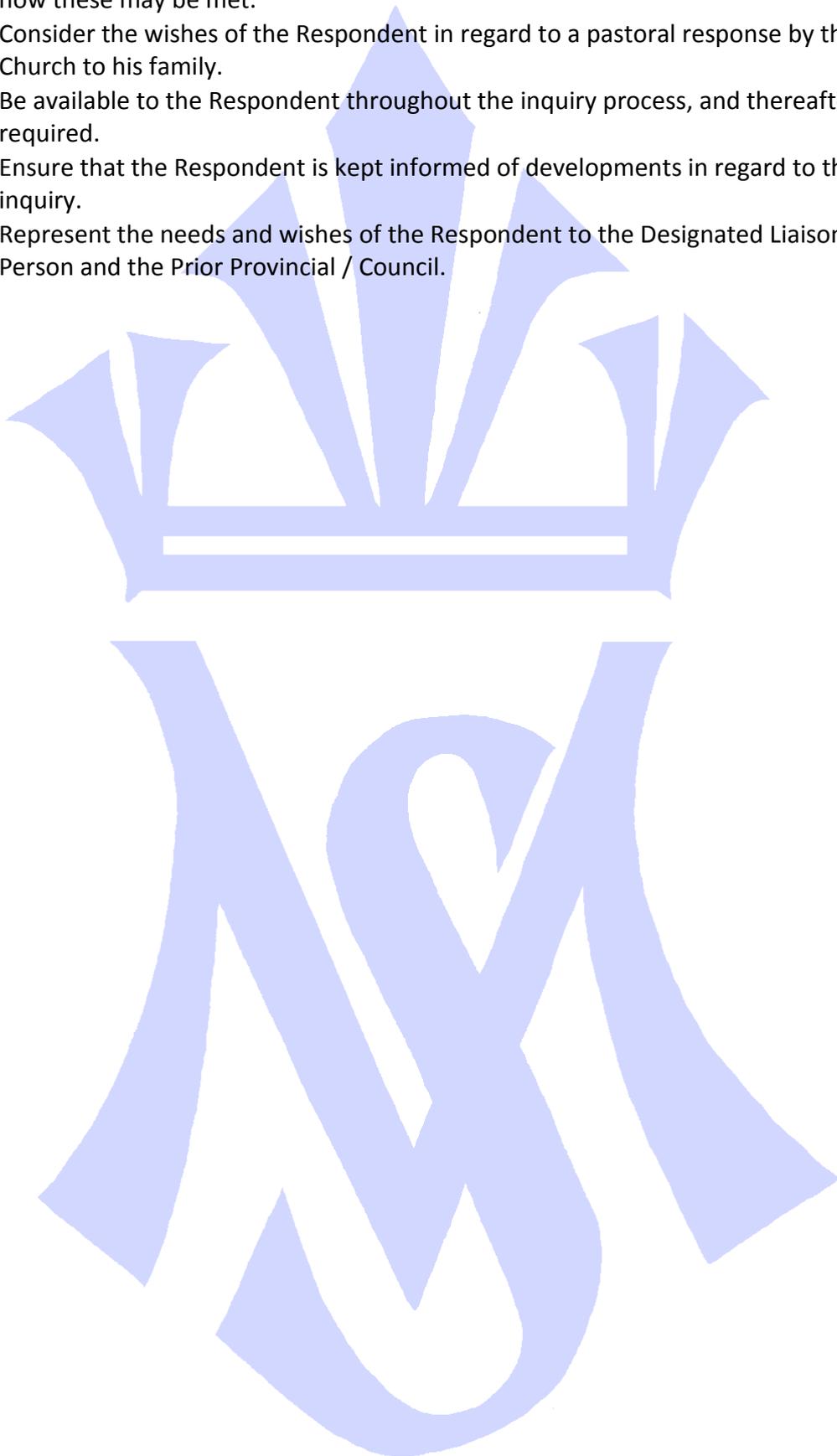
Under no circumstances should the same Support Person be provided for the child or adult making the allegation/disclosure of abuse and for the respondent.

#### **8.5. Role of Adviser**

The Role of the Adviser is to:

- Accompany the Respondent if requested, and be available after the Respondent's meeting with the Church authority and the Designated Officer.
- Inform the Respondent of his right to obtain advice in both civil and canon law.

- Identify any therapeutic, spiritual or other needs of the Respondent and suggest how these may be met.
- Consider the wishes of the Respondent in regard to a pastoral response by the Church to his family.
- Be available to the Respondent throughout the inquiry process, and thereafter as required.
- Ensure that the Respondent is kept informed of developments in regard to the inquiry.
- Represent the needs and wishes of the Respondent to the Designated Liaison Person and the Prior Provincial / Council.



## 9. Access to Advice and Pastoral Support

**9.1** Through its Provincial Office and its child safeguarding support services, the Servite Order wants to reach out to survivors of sexual abuse and their families, who are seeking pathways of recovery.

**9.2 For those who have been abused:**

Anyone who has been abused should be assisted and supported in seeking help and reporting the crime:

- The Servite DLP will provide information about what to do and where to go for help;
- The Support Person for Survivors and their Families will be available to provide pastoral support to those who make an allegation or raise a concern. See Section 8.4 of this document for Role and Responsibilities of the Support Person.

**9.3 For those who have abused:**

Servites or co-workers who have abused children should be helped to face up to the reality of the harm they have caused, as well as being assisted in a manner which does not compromise the safety of children.

An Adviser will be appointed to be available to the Servite against whom a child safeguarding concern/allegation has been made. See Role of Adviser at 7.4 above.

**9.4 For all Servite Friars:**

Child abuse, both current and historical, is distressing and can be difficult to deal with. The Order recognises that it has a duty to ensure that advice and support is available to assist Servites and co-workers to play their part in protecting children and assisting adults who have been abused.

Section 4 of this document gives guidance on how to respond to a child or adult who raises a concern or makes an allegation.

All Servite Friars and co-workers can access support about safeguarding issues from the Servite Safeguarding Coordinator for Training, the civil authorities and the National Board for Safeguarding – see Appendix B for their contact details.

## 10. Confidentiality / Data Protection

### 10.1 Confidentiality

**10.1.1** The Order recognises the importance of ensuring people’s right to confidentiality and is committed to keeping confidential all personal information about complainants and respondents in so far as this is possible and lawful. When there is a safeguarding of children issue, or welfare concerns arise in relation to a child, the information will be shared on a “need to know” basis in the best interest of the child as provided for by this Policy and by law. The confidentiality of such information should not and cannot be guaranteed by members of the Order, and reporting same, on receipt, to a Designated Liaison Person or relevant church / statutory authority for the protection of a child is not, therefore, a breach of confidentiality.

**10.1.2** The Criminal Justice (Withholding of Information on Offences against Children and Vulnerable Persons) Act 2012 creates an offence of failing to disclose to the Gardaí, without reasonable excuse, information relating to certain specified serious offences against a child or a vulnerable person, where it is known or believed that that information will be of material assistance in securing the apprehension, prosecution or conviction of another person known or believed by the first person to have committed an offence. The specified offences include most sexual offences as well as, among others, offences such as assault causing harm, abduction, manslaughter and murder.

A person is not obliged to report vague rumours or suspicions: only information which that person believes will be of material assistance to the Gardaí. Strong or substantial suspicions must be reported to the Gardaí. The Act does not apply to information received before the passing of the Act on 18 July, 2012. It does, however, apply to information obtained after 18 July, 2012 even where that information relates to offences committed prior to that date. The offence can only be prosecuted against a person who first received such information after 18 July, 2012.

**10.1.3** The Protections for Persons Reporting Child Abuse Act 1998, provides immunity from civil liability to persons who report child abuse to the relevant authorities “reasonably and in good faith”. Even if a reported suspicion of child abuse proves unfounded, a plaintiff who took an action would have to prove that the reporter had not acted ‘reasonably and in good faith’ in making the report. The main provisions of the 1998 Act are:

- The provision of immunity from civil liability to any person who reports child abuse “reasonably and in good faith” to designated officers of the CFA / HSC or any member of An Garda Síochána.
- The provision of significant protections for employees who report child abuse. These protections cover all employees and all forms of discrimination up to and including, dismissal.
- The creation of a new offence of false reporting of child abuse where a person makes a report of child abuse to the appropriate authorities “knowing that statement to be false”. This is a new criminal offence designed to protect innocent persons from malicious reports.

## 10.2 Data Protection

**10.2.1** Data protection law attempts to ensure that an individual's right to privacy and dignity are respected, particularly regarding the use and sharing of personal data, whether the personal data is held electronically or held in manual form in a structured file, for example, hard copy safeguarding files.

### 10.2.2 The Order is required under the Data Protection Acts 1988 & 2003 to:

- a) Obtain and process personal data fairly;
- b) Keep it only for specified, explicit and lawful purposes;
- c) Process personal data only in ways compatible with the purposes for which it was obtained;
- d) Ensure that personal data is kept safe and secure;
- e) Ensure that personal data is accurate, complete and up to date;
- f) Ensure that personal data is adequate, relevant and not excessive;
- g) Retain personal data for no longer than is necessary for the purposes for which it was obtained; and
- h) Give a copy of his/her personal data to any individual on request.

### 10.2.3 Retention and Security of Records

- Records which contain personal information should be stored in a secure, locked and fireproof container away from unauthorised access.
- Only persons who are approved by the Prior Provincial have access to personal information.
- All computers/laptops used for the purpose of record keeping must be password protected and encrypted.
- Persons who store information on shared computers/laptops must use individual passwords.
- All case management and safeguarding files must be retained for a period of 100 years.
- Where there is no legal requirement to retain records beyond closure, the records will be destroyed by shredding and disposed of securely

### 10.2.4 Access to Information

- Persons are entitled, on request, to access their own personal data kept by the Order, subject to limited exceptions.
- Persons wishing to access their own personal data will be provided with the data to which they are entitled in accordance with the Data Protection Acts 1988 & 2003.
- Such access requests must be made in writing to the Prior Provincial.

## 10.3 GUIDELINES FOR SHARING INFORMATION

The Servite Friars current operational practice is in the interest of the paramount safety of children within the one Church :

### 10.3.1 Founding Principles informed by Standard 2 :

- The Servite Friars are domicile (could be upon the invitation of the Bishop) in the diocese under the supervision of the Bishop with rights and duties particularly in the area of public ministry - (in a sense religious order is a 'guest' in the host-diocese).
- There is an expected relationship of mutual courtesy and obligation between 'guest-religious order' and 'host-diocese'
- Where there are "reasonable grounds for concern", pertaining to a risk to a child, this allegation is routinely reported without delay to the CFA / HSC, Gardaí/ PSNI, NBSCCCI and Church Authority/ diocese
- The Servite in question is asked to voluntarily step aside from ministry for the period of the investigation OR
- A precept may be issued by the Servite Prior Provincial to the friar in question if he does not agree to do so voluntarily.

(See: SERVITE FRIARS CONSENT FORM FOR SHARING INFORMATION in Appendix A Form 11.)

### 10.3.2 Determining Risk + Risk Monitor

In the case of reasonable grounds for concern:

- The Servite Friar is asked to voluntarily step aside from public ministry for the duration of the investigation. Failing this a precept is issued by the Prior Provincial Superior.
- Risk assessment is routinely recommended to ascertain the level of risk – and voluntarily entered into by the Servite in question having been made aware of his rights and
- access to wider advices.
- On the identification/indication of risk – a Covenant of Care is agreed between the friar in question/the Prior Provincial/in consultation with the Statutory Authorities: CFA / HSC, /Gardaí/PSNI
- The Covenant of Care is shared with the host-diocese as information only as an obligation.
- Thereafter by way of courtesy and assurance 6-monthly/annual Memo- updates are discharged to confirm compliance with the expected reciprocal courtesy of acknowledgement from the host-diocese.
- If/when the friar's ministry status changes the host-diocese is informed as an obligation and courtesy with the expected reciprocal courtesy of acknowledgement from the host-diocese regarding the changed status.

### 10.3.3 Regarding the Source of Information in accordance with data protection:

- The Servite Friar in whom the information is sourced determines the movement of the information:
- The consent to share information is voluntary based on clarification of:
  - a) **WHO:** With whom is the information to be shared?
  - b) **WHAT:** What is the information to be shared?
  - c) **WHY:** What is the purpose/use of the information? – in the understanding that if the original purpose were to change the source has to authorise the changed purpose.
  - d) **WHEN:** When would it be shared and for how long would it be held?

e) **WHERE:** Where would it be stored + who would have access to it?

- Once the above are fully clarified and understood a consent form is voluntarily signed by the friar in question.
- The Servite friar understands that it is within his rights to withdraw consent at any time if he no longer wishes to share the information.
- Where there are “reasonable grounds for concern” that a child is at risk, the Provincial on advice and guidance is bound to overstep the above in the interest of the paramount safety of the child and share the relevant information with the appropriate Church authorities. Consent is not required for reporting to the Statutory Authorities (it is a criminal offence to with-hold knowledge).

#### 10.3.4 Commitment and Core Values

The Servite Order is committed to engage as fully as possible with the host-diocese within the limits of the human, canonical and legal rights of the friar in question.

The Servite Order is guided by the core values of a spirit of respect, trust, co-operation and transparency with the host-diocese to evolve *best practice* into the future based on the principle that the safety of the child is paramount.

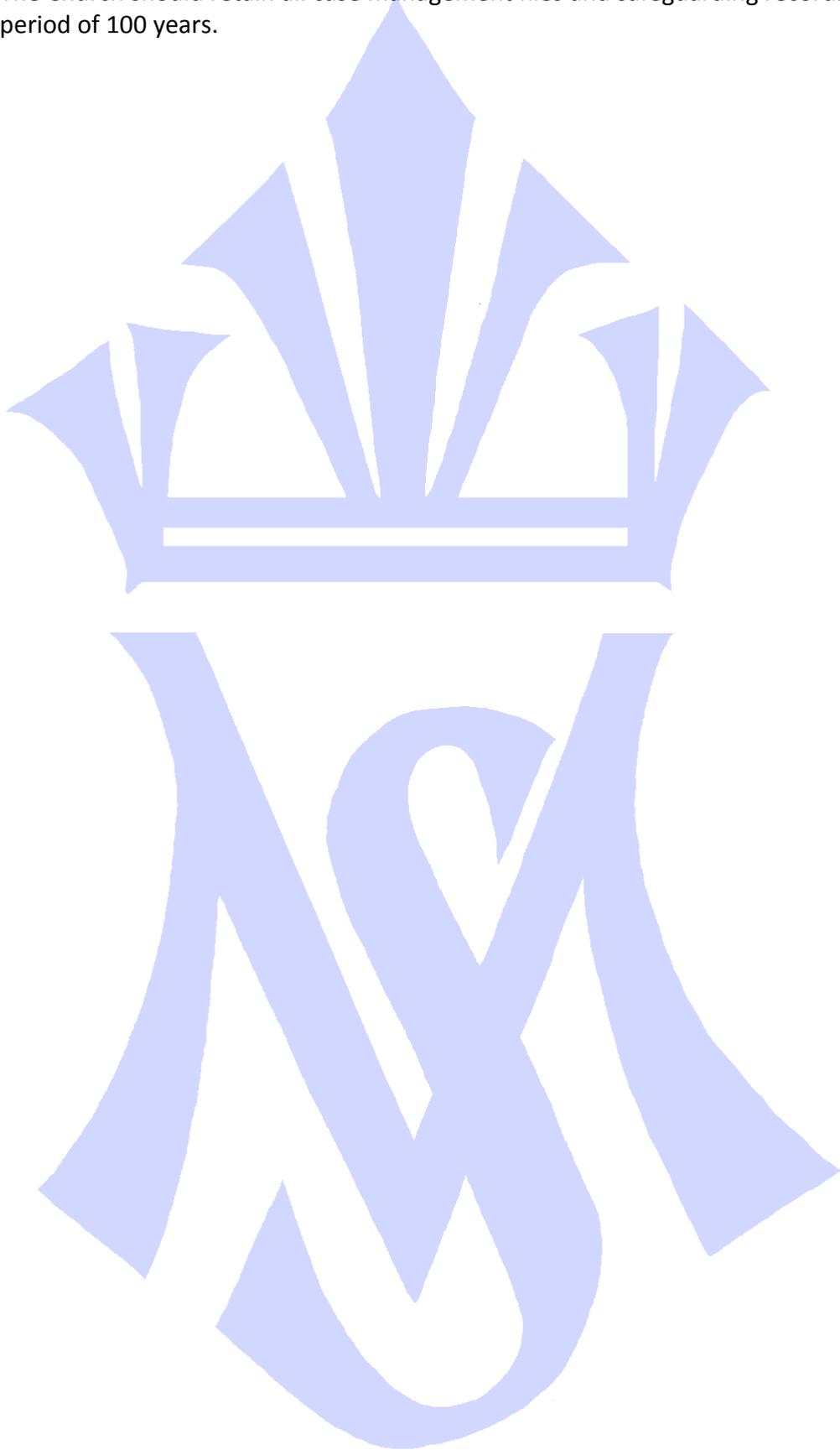
#### 10.4 Storage of Data

- All sensitive and confidential data is are retained in a case file
- Stored securely in fire-proof facility and access to keys strictly controlled.
- Place designated by the Data Controller
- Rules of Access determined by the Data controller re who has access + for what purpose.
  - Fire-proof safes/filing cabinets are in use.
  - The filing cabinets are locked away at all times and access to keys controlled
  - Access to filing cabinets limited to the following people in named roles : Prior Provincial, DLP and DDLP.
  - Any information of sensitive/confidential nature must always be password protected (work in progress)
  - There are clear arrangements in place for knowledge of relevant case files, location and storage arrangements to be passed on from the outgoing Prior Provincial (data controller) to his successors.
  - Other identifying records : consent forms, vetting forms, activity attendance records etc. must also be stored in a secure fire-proof locked filing cabinet.
  - Access rules to be reviewed over time.

#### 10.5 Retention and Destruction of Data as referenced in the Data protection Act 1988 2003

- Where no legal requirement to retain information beyond the closure of the case files records, the Prior Provincial is to determine what can be regarded as *best practice* : All such records are stored in the Servite Confidential Archives for 20 years.

- Records pertaining to safeguarding should be stored for 20 years.
- The Church should retain all case management files and safeguarding records for a period of 100 years.



## 11. Safe Recruitment

When a situation becomes vacant or a new position is created those responsible for filling them should be aware of best practice in the recruitment of employees and volunteers. All positions of employment require a safe practice at every stage of the recruitment process in order to promote the welfare of children. Safe recruitment requires a consistent and thorough process of obtaining, collating, analysing, and evaluating information from and about applicants. The following must be observed:

- Clear job descriptions, skills descriptions and person specifications for all paid and voluntary posts;
- All vacancies for volunteers or paid staff should be openly advertised;
- Application Forms should be used for recruitment to all posts, including those to be filled by volunteers. Applications must include Photo ID;
- Application Forms should include a Declaration Form (appendix A Form 5) which applicants are required to sign, stating that they do not have criminal charges, cautions or convictions against them, or any other reason why it may be inappropriate for them to work with children;
- Garda vetting;
- A specific reference to suitability to work with children if the position entails such contact;
- Written references should be obtained in respect of all candidates being considered for paid or voluntary appointment. All written references must be followed up by verbal contact with referees;
- An interview panel of at least two people with appropriate competence and authority;
- Transparent interview procedures that are recorded and stored securely until the process is fully complete;
- Verification that the successful applicant has the academic or vocational qualifications claimed;
- Verification of previous employment history and experience.

*For more details see Resource 3, Recruitment and selection checklist for employees and volunteers; Page 63, "Safeguarding Children" Standards and Guidance Document for the Catholic Church in Ireland, The National Board for Safeguarding Children in the Catholic Church in Ireland (NBSCCCI).*

## 12. Vetting

### 12.1 Introduction

**12.1.1** All Servite friars in ministry are required to complete the vetting process before they start work or act as a volunteer. If it is necessary that a person takes up work before the Vetting process is concluded, they must sign a Declaration Form and their contact with children should be closely supervised until the Garda/PSNI Vetting process is complete.

### 12.2 Vetting Coordinator

The Vetting Coordinator is responsible for ensuring that all friars, staff and volunteers have made an application for vetting. The Vetting Coordinator liaises with the Vetting authorities in the Republic of Ireland and Northern Ireland. He/she reports back to friars/ staff/ volunteers on the outcome of their application. The role of Vetting Coordinator is carried out by the Servite Safeguarding Coordinator for Training.

### 12.3 Vetting Procedure

#### 12.3.1 Application:

- The applicant is asked to complete a Vetting Application Form and return to the Vetting Coordinator.
- **Republic of Ireland residents:** The completed Application Form is forwarded by the Vetting Coordinator to the Archdiocese of Dublin Personnel Office (Garda Vetting Administrator) for processing.
- **Northern Ireland:** The Vetting Coordinator sends the completed Application Form to the Police Service of Northern Ireland Vetting Unit.
- The Archdiocese of Dublin (ROI) or the Vetting Unit (NI) returns applications to the Vetting Coordinator and informs of the outcome of the vetting process. The Vetting Coordinator in turn informs friars/staff/volunteers of the outcome of their vetting process.
- If the returned application contains information relevant to the employment/retention of the applicant, the Provincial must consider whether or not a Process Review Meeting is appropriate.

#### 12.3.2 Responsibilities of Applicant

The applicant is responsible for completing the Vetting Application Form truthfully and in its entirety and for returning it to the relevant person in the Order. The applicant is required to make a full and complete declaration. Failure to do so may jeopardise the offer of employment or retention in his/her present post.

### 12.3.3 Process Review Meeting

The Garda Central Vetting Unit/PSNI Vetting Unit provide the Vetting Coordinator with details of all prosecutions, successful or not, pending or completed, and/or convictions. No Process Review Meeting is required where no prosecutions, successful or not, pending or completed, and/or convictions is identified. Consideration for a Process Review Meeting will occur when an application is returned from the Vetting Unit with relevant information attached. The Vetting Coordinator will clarify any information received from the Vetting Unit with the applicant. If the information received gives rise to concern, a Process Review Meeting is strongly recommended. In the event of a Process Review Meeting being held, the following steps are taken:

- The Vetting Coordinator arranges the meeting.
- The applicant is invited to attend and may be accompanied by a support person if he/she wishes.
- The meeting has two purposes: firstly to verify the applicant's identity and secondly, to give the applicant an opportunity to discuss his/her application in the light of the information received from the Vetting Unit.
- An applicant who asserts that his/her Garda/PSNI Vetting Disclosure may be inaccurate must provide satisfactory evidence to support his/her assertion.
- If the applicant provides satisfactory evidence to support his/her assertion that his/her Garda/PSNI Vetting Disclosure may be inaccurate, the Vetting Coordinator will contact the Vetting Unit with the information, and any other information as deemed necessary. The Vetting Unit will conduct further checks required in respect of the applicant and write back to the Vetting Coordinator who will communicate the response to the applicant.
- The Vetting Coordinator keeps a written record of the meeting.

### 12.3.4 Risk Assessment Guidelines

A conviction, prosecution or case pending will not necessarily prevent an applicant from being considered for employment/retention. The decision-making process is fundamentally to assess the suitability of an applicant. Any information which arises from the Vetting process may influence that decision.

The following criteria will be considered (this list is not exhaustive):

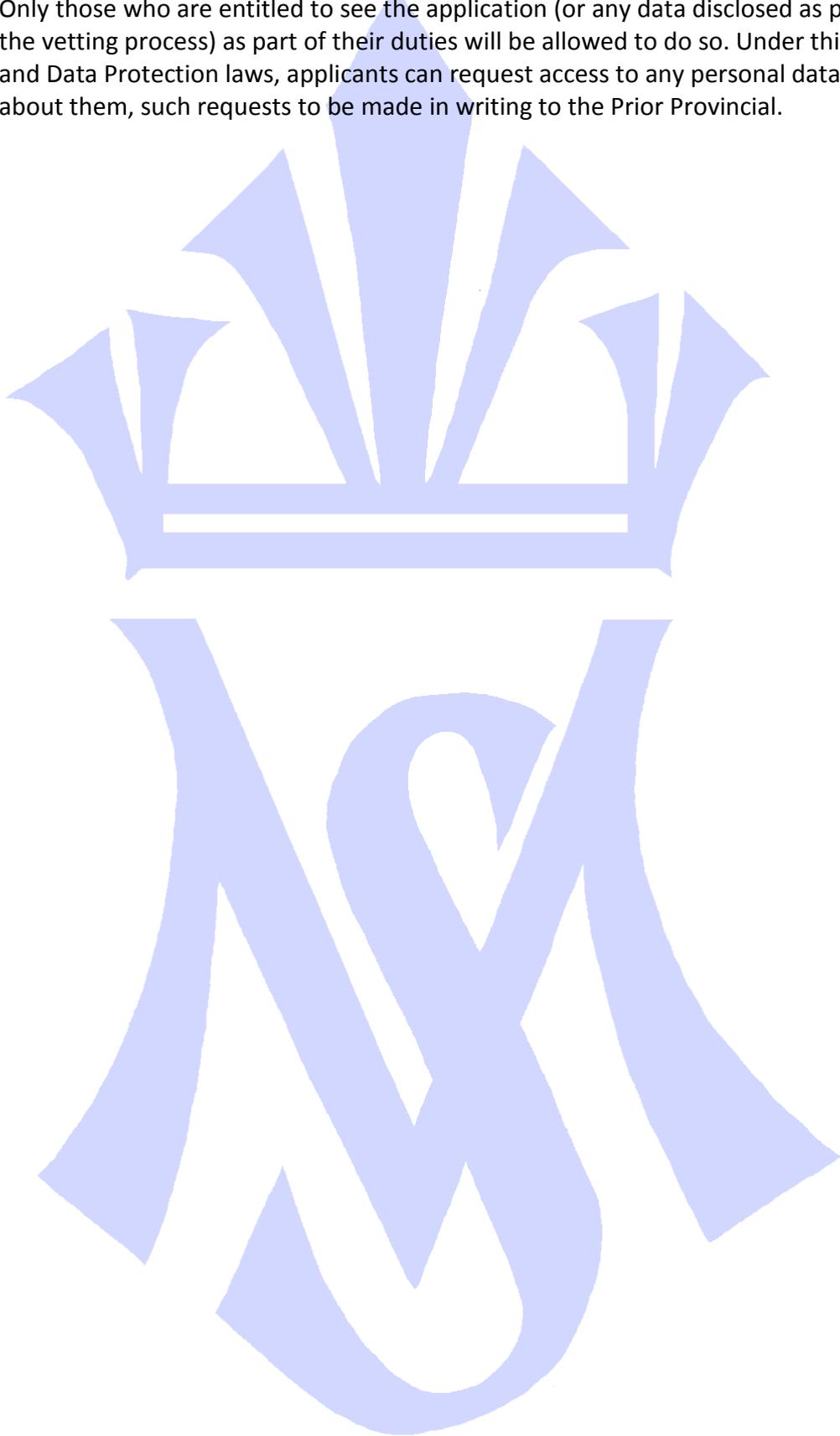
- The nature of any convictions;
- The number of any convictions;
- The frequency of any convictions;
- The post for which the applicant is seeking employment/engagement;
- The self-disclosure of the conviction/case pending by the applicant;
- Time elapsed since last conviction;
- The steps the applicant has taken to prevent re-offending.

### 12.3.5 Data Confidentiality

- a. Information passed to other appropriate and relevant staff must only be done on a basis required by the recruitment/retention process;
- b. All applications received by the Vetting Coordinator are entered onto the Servite Vetting Database. The database contains information such as full name, position applied for/currently held, date of application, date of outcome, renewal date.

Access to the database is restricted to the Prior Provincial, DLP, DDLP and Vetting Coordinator and the data is stored securely;

- c. Only those who are entitled to see the application (or any data disclosed as part of the vetting process) as part of their duties will be allowed to do so. Under this Policy and Data Protection laws, applicants can request access to any personal data held about them, such requests to be made in writing to the Prior Provincial.



## 13. Training and Education

**13.1** It is essential that all Servites and co-workers are provided with appropriate child-safeguarding training along with regular opportunities to update their skills and knowledge.

Maintaining a high standard of training and education protects:

- Children, by ensuring that they are in a safe environment and minimises risk of abuse;
- Servites and co-workers, by outlining best practices and procedures;
- The integrity of the Servite Order and its mission, by making clear its commitment to keeping children safe and modelling best practice;

**13.2 The Province requires:**

- All Servites in any form of ministry to undertake a recognised programme of child safeguarding training approved by the NBSCCCI;
- All Servites and co-workers to receive induction into the Servite Safeguarding policy and procedures.

**13.3 The Servite Safeguarding Committee for the Island of Ireland will:**

- a. Identify the training needs of Servites and co-workers.
- b. Develop a strategic 3-year safeguarding plan to include a training plan for the island of Ireland
- c. Ensure that all training is evaluated and presented by suitably qualified trainers;
- d. Monitor the training of all Servites and co-workers;

## 14. Code of Behaviour

### 14.1 Interaction with Children

Adults should:

- a. Avoid spending time alone with a child or young person. Should circumstances arise where this is unavoidable, inform another responsible adult and keep a note of what took place and why you were alone with a child;
- b. Treat children and young people in a manner that fully respects their dignity and rights;
- c. Provide an example of good conduct at all times;
- d. Respect each child's boundaries, avoid unnecessary physical contact;
- e. Help children develop an awareness and understanding of their own right to protection and a respect for the rights of others;
- f. Provide children with information on how, and from whom, they can seek help if they have a concern;
- g. Be visible to others if working alone with a child;
- h. Challenge and report behaviour that is abusive or potentially abusive;
- i. Develop a culture where children are encouraged to talk openly about their contacts with staff and others;
- j. Unless there are at least two adults present, avoid permitting children and young people to work or remain in the chapel, priory or property.

### 14.2 Servites or their co-workers must never:

- a. Hit or otherwise physically assault or abuse a child;
- b. Develop sexual relationships with a child;
- c. Engage in inappropriate conversations with children;
- d. Develop relationships with children that could in any way be deemed exploitative / abusive;
- e. Act in ways that may place a child at risk of abuse;
- f. Take children to their bedrooms;
- g. Use alcohol, tobacco or non-prescriptive drugs when in the company of children;
- h. Offer alcohol, tobacco or non-prescriptive drugs to children ;

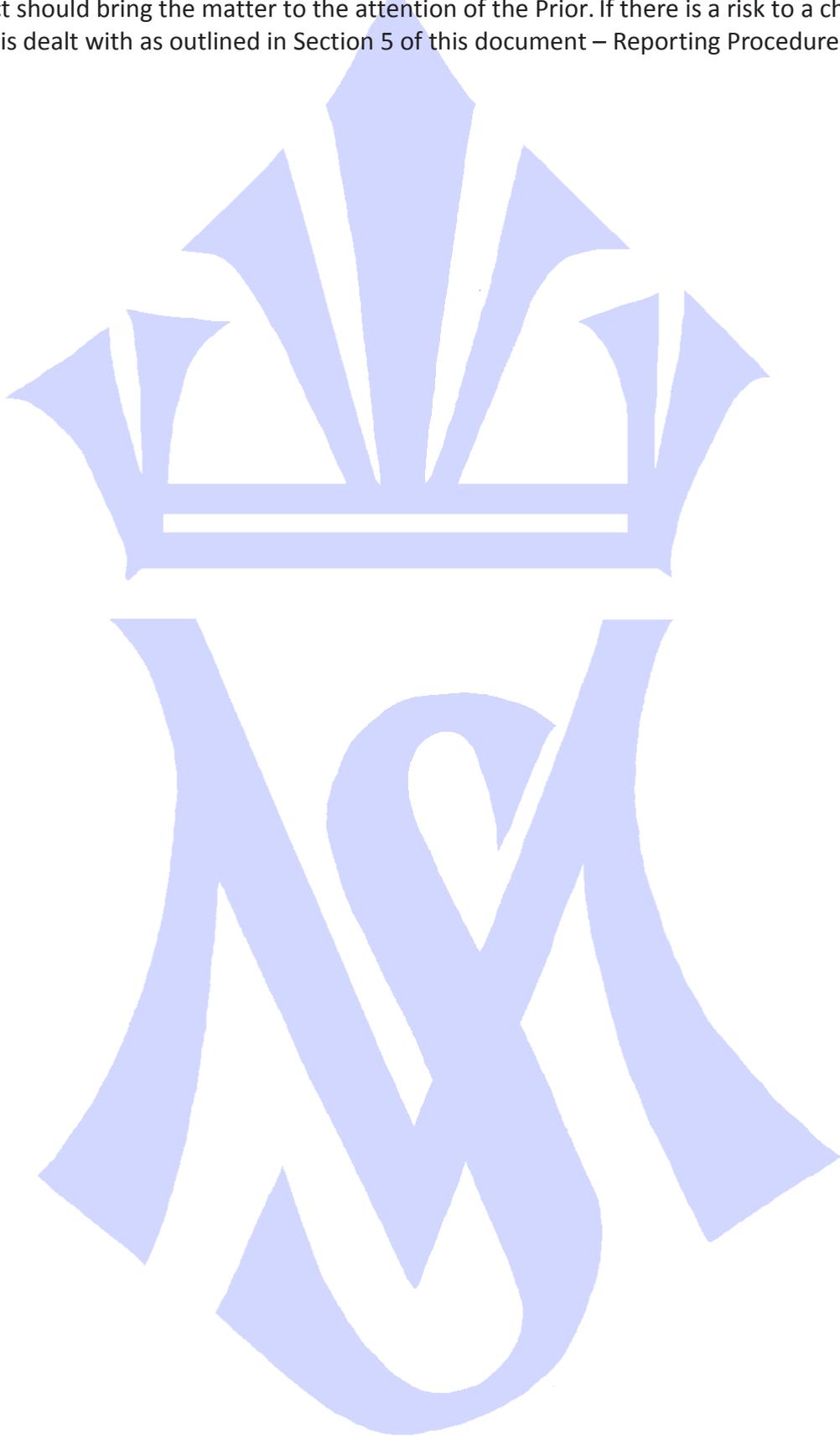
### 14.3 Actions and Behaviours to be avoided.

Servites and their co-workers must avoid actions and behaviour that could be construed as poor practice or potentially abusive. They should never:

- a. Use language, make suggestions or offer advice which is inappropriate, offensive or abusive;
- b. Behave physically in a manner which is inappropriate or sexually provocative;
- c. Have a child or children stay overnight at their home, unsupervised;
- d. Sleep in the same room or bed as a child;
- e. Do things of a personal nature for children that they can do for themselves;
- f. Condone or participate in behaviour by children which is illegal, unsafe or abusive;
- g. Act in ways intended to shame, humiliate, belittle or degrade children;
- h. Exclude or discriminate against particular children or show favour towards particular children.

#### **14.4 Implementation**

Any member of the Order or co-worker who becomes aware of a breach of this Code of Conduct should bring the matter to the attention of the Prior. If there is a risk to a child the matter is dealt with as outlined in Section 5 of this document – Reporting Procedure.



## 15. Working Safely with Children

### Activities Involving Children

(if not covered by either school or parish safeguarding policies)

#### 15.1 Planning:

- Servites and co-workers should be fully aware of their roles and responsibilities;
- Leaders should be aware of children's relevant medical conditions including allergies;
- Leaders working with a mixed group must be drawn from both genders;
- There should be a clearly designated Group Leader for all activities;
- Parents/guardians and children must complete a Consent Form including relevant medical details, any special needs and emergency contact numbers – see Appendix A Form 6;
- Accident / Incident Report Forms should always be completed whenever an incident occurs – for Accident Report Form see Appendix A Form 7;
- All children are checked in to an activity on a Registration Form – see Appendix A Form 8;
- All activities must be planned and managed in a way that minimises risk;
- An initial safety check for hazards should be done on each occasion before premises are used;
- Games and icebreakers should be structured to take into consideration the age of participants, risk of physical injury and personal space issues;
- Adequate insurance cover must be in place;
- Ensure proper safety standards and bear in mind that extra insurance may be necessary for some activities;
- Prescribed medication may only be administered to a child with the written consent of parent / carer.

#### 15.2 Supervision of Children

Having clearly defined supervision arrangements minimises the risk of accidents occurring and also protects children from intentional harm. When planning activities for children and young people, there should always be a minimum of two adults to accompany the group.

The recommended ratios for children of 8 years and over are:

Two adult supervisors for every 20 children (15 children for outdoor activity), and one additional adult supervisor for every extra 10 children;

For residential retreats and pilgrimages this ratio should be lower to allow for adequate free time for leaders;

This ratio may change from time to time; always check with the relevant Authority.

#### 15.3 Guidance on Photographing Children and Young People

##### 15.3.1 Care must be taken to avoid:

- The identification of individual children;
- The identification of children in vulnerable circumstances which may cause

embarrassment / distress;

### **15.3.2 Reason and purpose:**

Photographs should only be taken by an authorised person who has a suitable reason relating to the child or organisation i.e. is a parent, a relative, a leader of an activity or a member of staff. Unless photographs are taken as part of activities such as sporting events, plays and concerts, they should not be used for a public purpose e.g. not posted on the internet and not passed on to others unconnected to the child.

### **15.3.3 Appropriateness of images**

- No images of children are to be taken, which capture them in what are commonly understood as non-public activities like toileting or changing clothes, or which show body parts not usually visible in public settings;
- Children should be fully clothed;
- Images involving groups should be about that activity and not the individual child;
- Photographs of children should not show them in breach of rules, or behaving in a reckless or dangerous fashion.

### **15.3.4 Identification of subjects**

A photograph should not allow an unauthorised person to identify a child or their whereabouts. If the full name of a child or young person is used, there should be no photograph; if a photograph is being used, the full name should not be given.

### **15.3.5 Photography for public display;**

Parents and children must consent to the use of an image and this consent must be recorded and filed.

### **15.3.6 Use of mobile phones**

Permission to use mobile phones will vary according to the nature of the activity that is being organised/conducted. It is the responsibility of the event organiser to make it clear to the participants what level of use is deemed appropriate in the context of the activity being organised. Because mobile phones can be used for taking photographs the guidelines outlined above also apply.

### **15.3.7 Communication and Data Technology**

Leaders will not share their phone numbers with children. When necessary for organisational purposes permission is sought from the parent asking if the leaders can send messages by text to participants about future meetings; it is best practice to copy all texts to parents. Servites and co-workers who receive a 'Friend Request' from a child in their activity should always click 'Ignore'.

## 15.4 Bullying

### 15.4.1 Definition of bullying

Bullying is defined as unwanted negative behaviour, verbal, psychological or physical conducted by an individual or group against another person (or persons) and which is repeated over time.

**15.4.2** The following types of bullying behaviour are included in this non-exhaustive definition:

- deliberate exclusion, malicious gossip and other forms of relational bullying;
- cyber-bullying;
- identity-based bullying such as homophobic bullying, racist bullying, bullying based on a person's membership of the Traveller community and bullying of those with disabilities or special educational needs.

Placing a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour.

### 15.4.3 Types of bullying

The following are some of the types of bullying behaviour that can occur amongst pupils:

- Physical aggression: pushing, shoving, punching, kicking, poking and tripping people.
- Intimidation: such as very aggressive body language with the voice being used as a weapon; a facial expression which conveys aggression and/or dislike.
- Isolation/exclusion and other relational bullying: isolating, excluding or ignoring one person by some or all of the group.
- Cyber-bullying: through the use of information and communication technologies such as text, social network sites, e-mail, instant messaging (IM), apps, gaming sites, chat-rooms and other online technologies.
- Name calling: Persistent name-calling directed at the same individual(s) which hurts, insults or humiliates.
- Damage to property: defacing, breaking, stealing, hiding or interfering with personal belongings such as clothing, mobile phone or other devices, school books and other learning material.
- Items of personal property may be defaced, broken, stolen or hidden. Personal property can be the focus of attention for bullying behaviour. This may result in damage to Extortion: Demands for money often accompanied by threats

**15.4.4** The Servite Friars recognise the very serious nature of bullying and the negative impact that it can have on the lives of children and young people and is therefore committed to preventing and tackling bullying behaviour. It does this by

- Promoting a positive culture and climate which:
  - is welcoming of difference and diversity and is based on inclusivity;
  - encourages children to disclose and discuss incidents of bullying behaviour in a non-threatening environment; and
  - promotes respectful relationships between children;

- Having a shared understanding of what bullying is and its impact;
- Implementing education and prevention strategies (including awareness raising measures) that-
  - build empathy, respect and resilience among children and young people, and
  - explicitly address the issues of cyber-bullying and identity-based bullying including in particular, homophobic and transphobic bullying;
- Effective supervision and monitoring of children;
- Consistent recording, investigation and follow up of bullying behaviour;
- On-going evaluation of the effectiveness of the anti-bullying policy.

### **15.5 Social Media and use of the Internet**

At all times Servite Friars and their co-workers must exercise prudence and care in all their use of and communications via the Internet.

#### **15.5.1 Guidelines for Use of the Internet**

Internet and e-mail facilities have become a valuable and regular feature of life for many Servite Friars. However, they are facilities that should be used responsibly, in conformity with our Gospel way of life. The following considerations are relevant to their use:

- Since our computers are not our personal property but are owned by the Order, their use or misuse reflects on the whole Order.
- Therefore, every Servite should use prudence and discretion in visiting Internet sites, or using bulletin boards or chat rooms.
- In general, it would seem unusual and a matter for concern for a Servite to be accessing the Internet at unusual hours, for instance in the middle of the night.
- Any use of computers to access sites that are pornographic, or illegal, is prohibited.
- Using a computer to access child pornography is a criminal offence and will lead to serious sanctions, not excluding dismissal from the Order. Any such misuse will be reported to the Prior Provincial who will report to the relevant statutory bodies.
- The use of computers can be addictive. Friars should be mindful of spending too much time on computers, to the detriment of personal interaction and community life.

#### **15.5.2 Use of the Internet, in Formation Houses**

The Internet enables people to communicate at an unprecedented level, and to obtain information with heretofore unimagined speed. It can be a wonderful tool for communication and research. In today's world, computer literacy is a necessary skill.

In some formation houses, at the discretion of the formation team, those in formation have access to E-mail and the Internet. This is a privilege that should be used responsibly. It should always be used in a way that is in conformity with our Gospel way of life.

Computers that are considered "personal", because of our vow of poverty and way of life, are not personal property, but are owned by the Order, and their use reflects upon us.

As with all Servite Friars, it will be considered a serious offense to misuse computers; everyone is prohibited from using computers to access sites that are pornographic, illicit, or illegal. All should use prudence and discretion in visiting bulletin boards and chat rooms. Using computers to access child pornography will lead to dismissal from the Formation House. This also can constitute criminal behaviour. Any such use should be reported to the Prior Provincial. The Provincial will report illegal computer use to the civil authorities as required by law.

All Servite Friars and those in formation should be mindful of spending too much time on computers, thus avoiding personal contact and community life. For some persons computer use can become addictive. In general, it would seem unusual and a cause of concern to be accessing the Internet at unusual times, e.g., in the middle of the night.

The formation team has the right to monitor the use of the Internet by those in initial formation.

### **15.5.3 Servite Friars Social Media Policy**

#### **INTRODUCTION**

Pope Francis constantly urges us to “go into the streets, to the outer reaches of society” with words of mercy and hope. Social media is one potent way of doing this. As Pope Benedict has said, “The world of digital communication, with its almost limitless expressive capacity, makes us appreciate all the more St. Paul’s exclamation, ‘Woe to me if I do not preach the Gospel.’”

So many Servite Friars have found the modern tools of electronic communication to be a fruitful and powerful way to continue the work of evangelization. Social media and electronic communication provide Servite Friars and partners-in-ministry with a way to exchange information and ideas faster and farther than ever before. Because this electronic frontier is also one with its own dangers and pitfalls, it is the hope that this Social Media Guideline can help navigate that new territory so that Servite Friars might make the best use of these exciting tools of communication and evangelization.

Social media commonly refers to (but is not limited to) the following Web- or app- based protocols: Facebook, Twitter, blogs, and YouTube. Since the landscape of social media is constantly changing, this list could be in a near constant state of evolution.

Through photos, words and videos, social networking sites can be used to post a variety of items and themes – announcements, homilies, reflections, event dates, links, catechetical and prayer resources, and follow-up about significant events. In addition to communicating specific information, they can strengthen the sense of community both within provinces and among our co-workers-in-ministry.

There is little doubt that the Internet provides those who serve the Gospel with a creative opportunity to share the Word and the uniqueness of our Servite way of life in imaginative, immediate, and engaging ways.

Social media offer both opportunities and challenges to those who use them. Precisely because of the ability to disseminate information worldwide so quickly and easily, it is essential that these resources be used in a professional, mature and responsible manner.

### **GUIDELINES**

The following guidelines and cautions are provided as an aid to effective use of social media. Sloppy use of this means of communication will result in constituents being confused by the information offered, or worse, by receiving a negative impression of the Servite Friars. When using social media and other electronic communications, Servite organizations — including friars, staff and volunteers — are advised to keep in mind the following:

1. All communication by Servites and co-workers-in-ministry mirrors the Church and the Order. Social media are a global platform. Once something is posted, it is available and visible to anyone in the world who visits that site. Mindful of the public nature of social media, all content should be characterized by charity and should not contradict the vision and mission of our Servite way of life. Staff members and ministry volunteers are encouraged to keep in mind these guidelines.
2. All publicly available online information should be consistent with the same professional Codes of Conduct followed in other public areas of ministry.
3. Images (photos, videos and graphics) are powerful. Care should be taken in the selection of the images posted assuring that all photos and videos are appropriate and respectful. Specifically, the following should never be posted:
  - a. Images that contain any level of nudity
  - b. Images that are provocative or suggestive
  - c. Images that contain a child alone or children by themselves (with no adult in the photo) unless specifically ministry related and the permission of a parent or guardian has been obtained in line with the policies of the Province and diocese.
  - d. Images that contain personal or identifying information (names, addresses, phone numbers, license plates, etc.)
  - e. Images that depict an illegal act or activity
  - f. Images that contain vulgar symbols or gestures
  - g. Images that are likely to be offensive to a reasonable person
4. The fact that online information is widely available should always be kept in mind. Though privacy settings are available, very little information can be limited to a small audience. Deleting information, posts, photos and comments is often possible but sometimes difficult. What is posted will be visible for a long time.
5. Interaction with minors through social media requires caution. Because the safety

of children is always our priority in ministry, a few important reminders regarding appropriate interaction with minors through social media should be kept in mind:

- a. Be sure to obtain permission from a minor's parent/guardian before contacting the minor via social media or before posting pictures, video, and information that may identify that minor. Frequently, written permission is obtained.
  - b. Make parents aware if social media are being used by their minor children in relation to your ministry.
  - c. Save copies of conversations whenever possible, especially those that concern personal sharing. (This may be especially important with text messaging.)
  - d. Adhere to the policy of your local diocese
- 6.** Aim to keep posts appropriate, clear, respectful and always characterized by charity.
  - 7.** Be responsible. When in doubt about the content or tone of a post, leave it out. Although the style of social media text is informal, text should avoid sounding immature or unprofessional.
  - 8.** Be mindful that text does not always convey tone. Be cautious in the wording of posts (especially sarcasm meant as humour) since tone can often be misunderstood.
  - 9.** Identify yourself: authenticity and transparency are driving factors in the blogosphere and social media. When appropriate, provide your name and your role at your organization when you blog about topics that are related to your mission.
  - 10.** Respect the privacy of others. Do not publish or cite personal details and photographs of employees, volunteers, members of a community, etc., without their permission.
  - 11.** Always comply with copyright laws and requirements.
  - 12.** Post a clear Code of Conduct for visitors to organizational websites and/or social media accounts. Do not allow defamatory, libellous, or slanderous speech. Example: "All posts and comments should be marked by charity and respect for the truth. They should be on topic and presume the good will of other posters. Discussion should take place primarily from a faith perspective. No ads please. Violations to these rules will be deleted."
  - 13.** Monitor postings regularly and remove posts that do not abide by site policy or individual standards. It's your site/page and you can police it as you see fit.
  - 14.** If problems arise with objectionable posts, consider strengthening privacy settings as a way to prevent postings from people whose topics or tone may be

objectionable.

15. While anyone is free to create and maintain personal websites and social media content, users should be mindful that even personal sites must reflect Catholic and Servite values. It is important to understand that we are witnessing to the faith and to our Servite way of life through all social networking, whether organizational or individual. On personal sites like blogs, it is recommended to include a disclaimer, such as “The views expressed on this site are mine alone and do not necessarily reflect the views of my employer.”
16. Be careful about online associations. The people and organizations (pages, groups) with whom you connect (“like” or join) convey an image. (Ex: A status update such as “Br. John likes ‘Let’s burn down churches’” would arouse curiosity and probably concern.) On social media sites, be alert to the links on your profile page and what they convey. The image and intent of followers and friends affect one’s own image.
17. Never disclose confidential information about yourself, individuals or the organizations you serve.

### **CONCLUSION**

The Servite Friars encourages the use of social media by its members. These tools serve as an effective way to spread the Gospel and our Servite spirituality, to make visible the good works that we do in so many places, and to prove to be a valuable way to recruit vocations to our way of life.

By keeping in mind that every post and comment — both text and images — convey an impression of a person and our Servite way of life and ministry, the posts can be a valuable method of sharing the Gospel.

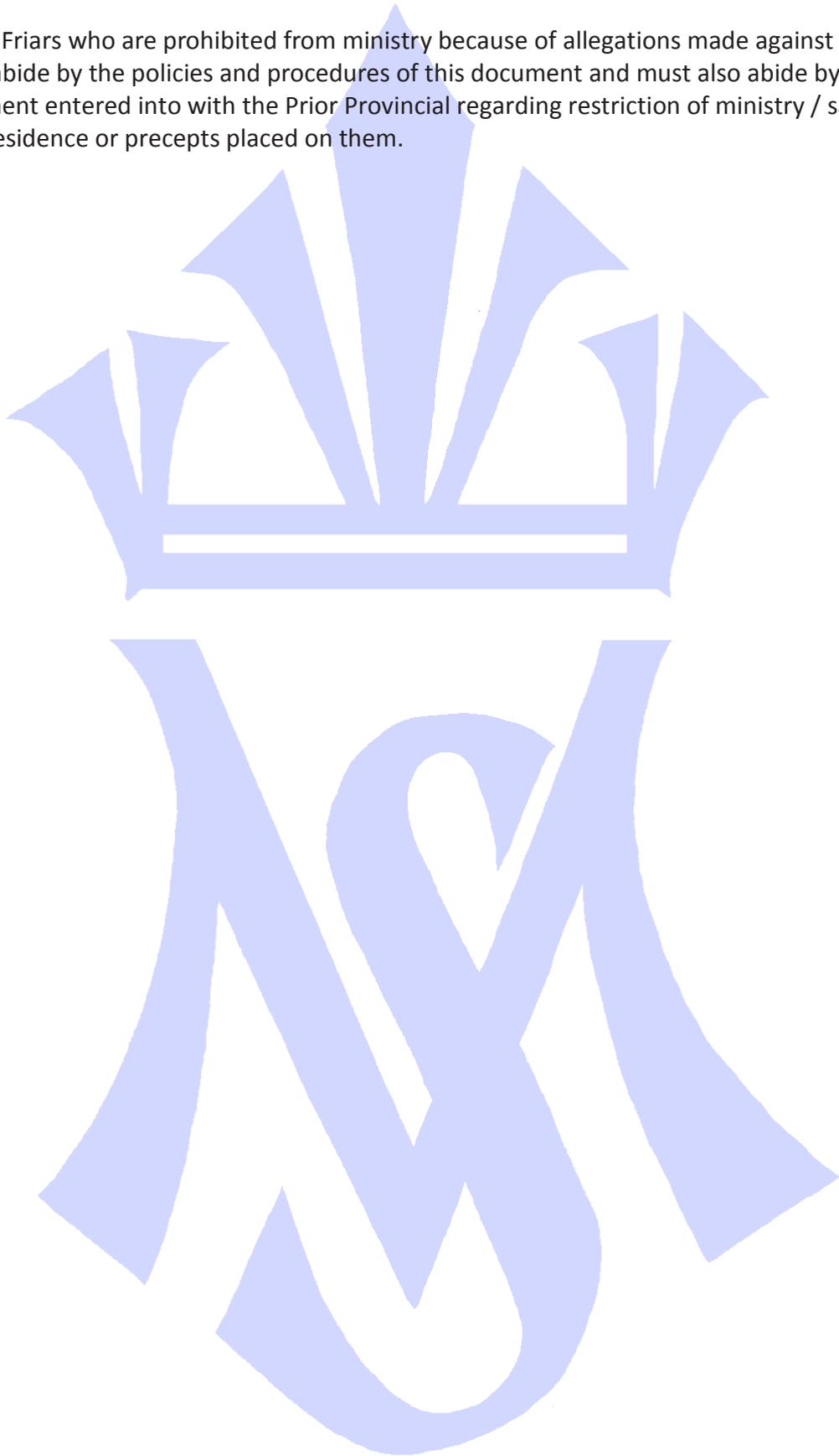
The Designated Liaison Person and Deputy Designated Liaison Person are available to provide advice and support to those who are worried about the safety and welfare of children.

Additional information is available from a variety of resources, including:  
Website of the United States Conference of Catholic Bishops, from which sections of this document are based <http://www.usccb.org/about/communications/social-media-guidelines.cfm>

Pontifical Council for Social Communications, “The Church and the Internet”  
[http://www.vatican.va/roman\\_curia/pontifical\\_councils/pccs/documents/rc\\_pc\\_pccs\\_doc\\_20020228\\_church-internet\\_en.html](http://www.vatican.va/roman_curia/pontifical_councils/pccs/documents/rc_pc_pccs_doc_20020228_church-internet_en.html)  
Praesidium <http://www.praesidiuminc.com/>

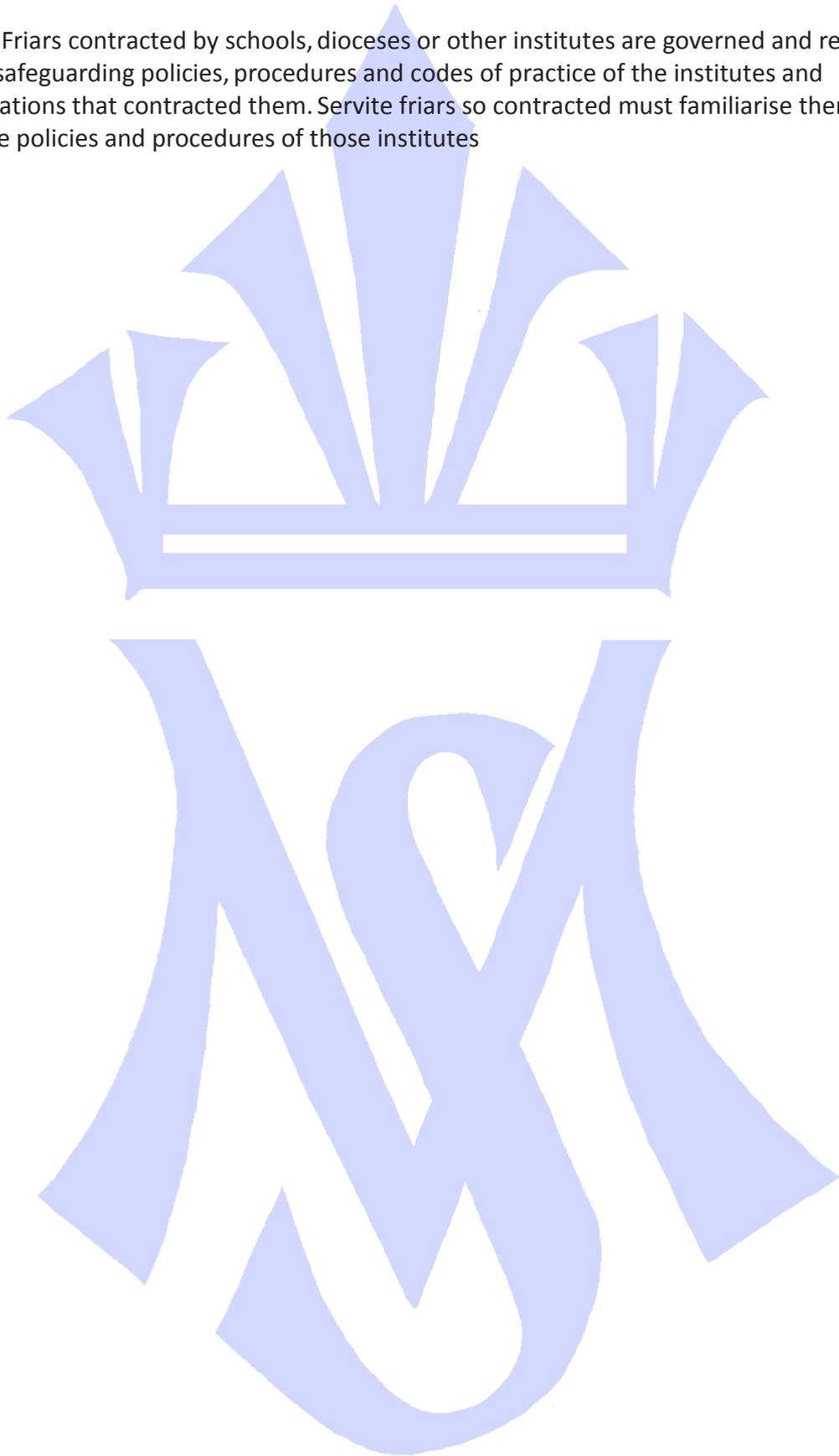
## 16. Servites out of Ministry

Servite Friars who are prohibited from ministry because of allegations made against them are to abide by the policies and procedures of this document and must also abide by any agreement entered into with the Prior Provincial regarding restriction of ministry / safety plan /residence or precepts placed on them.



## **17. Servites Working in Schools, Parishes and other Ministries**

Servite Friars contracted by schools, dioceses or other institutes are governed and regulated by the safeguarding policies, procedures and codes of practice of the institutes and organisations that contracted them. Servite friars so contracted must familiarise themselves with the policies and procedures of those institutes



## 18. Servites from other Provinces

### 18.1 Servites seeking Appointment to the Province of the Isles

If a Servite from another jurisdiction wishes to be appointed to the Province he must complete an Application Form, signed by his Major Superior and also have a Testimonial Letter from his Major Superior supporting the application and stating that the applicant is suitable for working with children and that he does not have any continuing alcohol or substance abuse problem. (See Appendix A. Form 10).

If he is an ordained Servite, he must have a valid celebret.

### 18.2 Servites Temporarily Residing in the Province of the Isles

- a. A Servite who is not ordained and wishes to engage in ministry in the Province must have a Testimonial Letter from his Major Superior indicating suitability to work or interact with children;
- b. An ordained Servite must have a valid celebret if he wishes to engage in any ministry;
- c. A Servite who wishes to reside in the Province for more than three months must have a Testimonial Letter from his Major Superior stating that there is nothing in his background indicating that he would be unsuitable for working or interacting with children and that he does not have any continuing alcohol or substance abuse problem.

Note: The Application Form and Testimonial Letter template are available from the Provincial Office. (See Appendix A. Form 10.)

## 19. Whistleblowing

### 19.1 Introduction

**The term used to describe the action of someone who reveals/discloses wrongdoing within an organization to the public or to those in positions of authority. It enables them to report concerns in a way that will not be seen as disloyal to their settings or colleagues.**

- The Servite Order is committed to the highest possible standards of openness and accountability;
- Servites and their co-workers are expected and encouraged to voice any concerns about activities involving children to the local prior/manager;
- All have a right to raise a concern about perceived unacceptable practice or behaviour;
- All concerns will be treated, as far as possible, in the strictest confidence and every effort will be made not to reveal the identity of the complainant, if requested. If, however, concerns require further action, the complainant may at a future date have to act as a witness and/or provide evidence;
- Whistleblowing can be difficult and stressful. Advice and support are available in the first instance from, the Servite DLP or the National Board for Safeguarding Children in the Catholic Church in Ireland;
- No action will be taken against a complainant if the concern proves to be unfounded and was raised in good faith. This is in line with the Protection for Persons Reporting Child Abuse Act 1998;
- Malicious allegations will also be treated in line with the Protection for Persons Reporting Child Abuse Act 1998.

### 19.2 How to raise a concern

- Voice your concerns, suspicions or unease as soon as you can. The earlier a concern is expressed the easier and sooner action can be taken;
- Try to pinpoint exactly what practice is concerning you and why;
- Approach your immediate superior/supervisor/manager;
- If your concern is about your immediate superior/supervisor/manager then contact either a member of the Provincial Council, the National Office for Safeguarding Children in the Catholic Church, the CFA / HSC or the Gardaí;
- Note your concerns in writing, outlining the background and history, giving names, dates and places;
- Note the response you receive and if not satisfied you may wish to take it to another level;

You are not expected to prove the truth of an allegation but will need to demonstrate sufficient grounds for the concern.

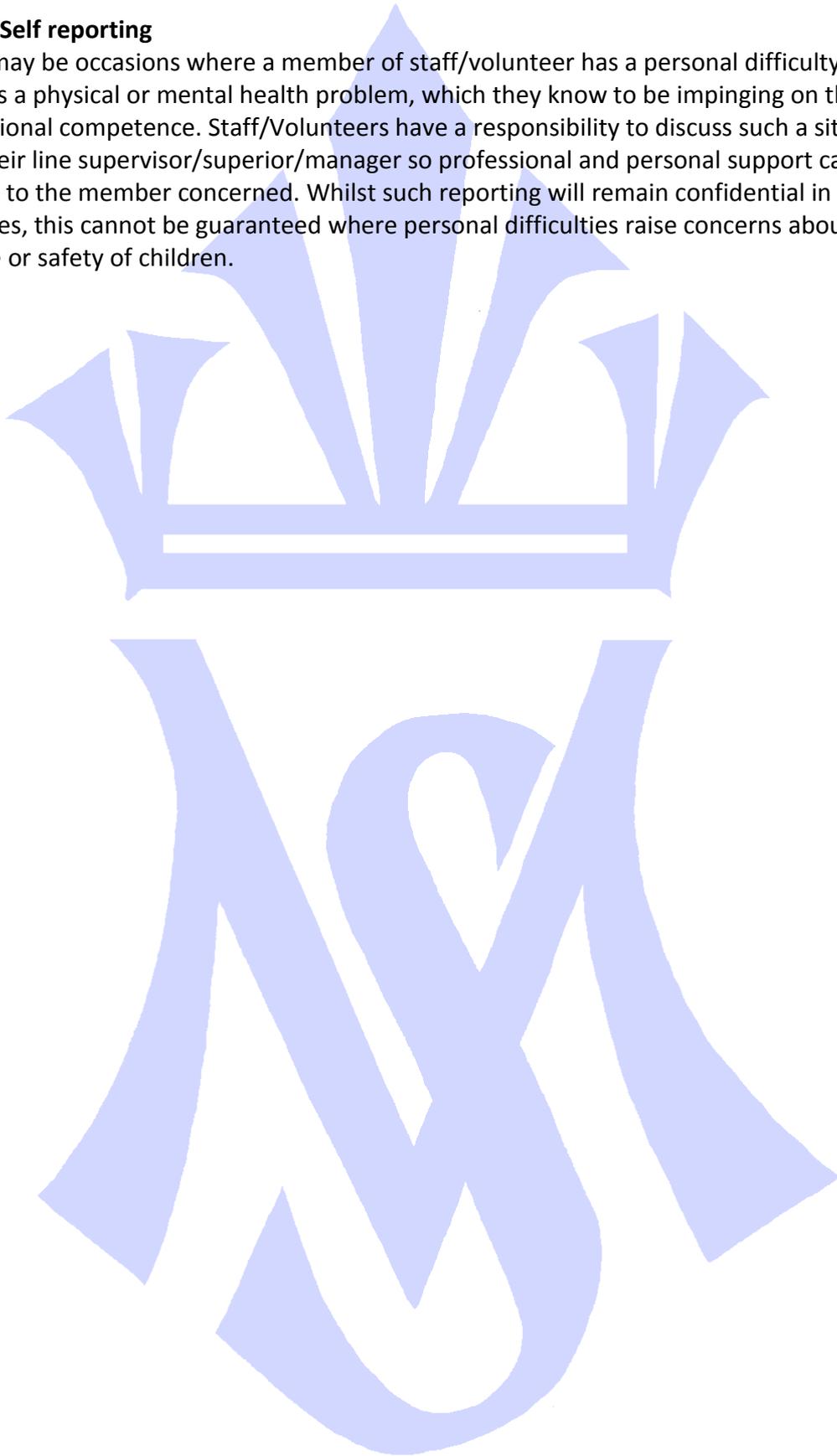
### 19.3 What happens next?

- You should be given information on the nature and progress of any enquiries;
- Your supervisor/superior/manager has a responsibility to protect you from harassment or victimisation;
- No action will be taken against you if the concern proves to be unfounded and was raised in good faith. This is in line with the Protection for Person Reporting Child Abuse Act, 1998;

- Malicious allegations may be considered a disciplinary offence.

#### **19.4 Self reporting**

There may be occasions where a member of staff/volunteer has a personal difficulty, perhaps a physical or mental health problem, which they know to be impinging on their professional competence. Staff/Volunteers have a responsibility to discuss such a situation with their line supervisor/superior/manager so professional and personal support can be offered to the member concerned. Whilst such reporting will remain confidential in most instances, this cannot be guaranteed where personal difficulties raise concerns about the welfare or safety of children.



## 20. Communicating the Servite Safeguarding Message

### Safeguarding Message

**20.1** Contact details of the Servite Safeguarding Personnel, civil authorities and support services will be circulated by every means possible

The latest edition of the Servite Safeguarding Children Policy will be available on the Servite website:

### **20.2 Servite Safeguarding Children Policy**

All Friars of the Province and their co-workers will be given a copy of this Servite Safeguarding Policy and will be asked to sign an Agreement Form confirming that they have read the policy and agree to abide by it – see appendix A Form 1.

### **20.3 Safeguarding Notices**

**20.3.1** Every Servite Community in Ireland will clearly display a copy of the latest “Servite Safeguarding Children Notice” in all its properties to which the public have access. This Safeguarding Notice will detail:

- The Servite Safeguarding Policy Statement, clearly stating the Province’s commitment to safeguarding children, specifically indicating that the welfare of the child is of paramount importance;
- The names and contact details of the Designated Liaison Person and Support Person for the Province;
- Contact Numbers of the CFA / HSC in the surrounding region;
- Contact number of An Garda Síochána in the surrounding region;

(The notice is also available as a postcard and A4 Flyer see Appendix E).

**20.3.2** Each Servite Community will be notified when there are changes to the detail on this Notice and each Community will be immediately issued with an updated Safeguarding Children Notice by the Servite Safeguarding Co-ordinator to replace those already in existence.

### **20.4 Contact Details**

All who work with children and/or young people in or on behalf of the Province will be made aware of contact numbers for the CFA / HSC, An Garda Síochána, the Designated Liaison Person, the Support Person and all other pertinent information in terms of advice, help and support.

### **20.5 Updates and information**

The Servite Safeguarding Co-ordinator will give updates of developments in safeguarding children by means such as the Province’s Newsletters which will be distributed to all friars and their co-workers, and the Servite website. These will contain the contact details of the Designated Liaison Person and the Support Person for Survivors and their Families.

## **21. Implementation of Policy / Annual Community Audit**

**21.1** The Order is committed to the implementation of all policies, procedures and protocols that contribute to keeping safe children who avail of its services. To this end checks will be put in place at Provincial and Community level to ensure full policy implementation.

### **21.2 Implementation by Servite Communities**

- The Servite Safeguarding Co-ordinator for Training will maintain regular contact with each Servite Community in terms of monitoring and implementation of best practice in safeguarding children. This will be done collaboratively with the local Servite Safeguarding Representative and local Safeguarding Committee;
- Each Community is recommended to have an annual meeting to discuss safeguarding issues;
- An annual Safeguarding Audit will be undertaken by each Servite Community. (Appendix A Form 2).

**21.3** The views of agencies involved inside and outside of Church organisations will be sought to help improve the effectiveness of measures taken.

**21.4** An annual meeting of Local Servite Safeguarding Representatives will be convened by the Servite Safeguarding Co-ordinator.

**21.5** The Order will co-operate fully with any review/audit by civil authorities and the National Board for Safeguarding Children in the Catholic Church in Ireland.

### **21.6 Implementation of the Safeguarding Policy and Procedures in the island of Ireland**

- It will be the responsibility of the Servite Friars Safeguarding Committees for the Island of Ireland (SCI) and the Servite Friars Safeguarding Coordinator for Training to ensure that the Servite Friars Safeguarding Policy and Procedures are implemented, monitored and evaluated.
- The Safeguarding Coordinator for Training will carry out a needs assessment and create a three year strategic safeguarding plan to include the training plan to drive the seven standards.
- The Safeguarding Coordinator for Training will meet with the SCI at least three times per year for review meetings and account to the Prior Provincial by way of three progress reports in the year.
- The SCI will support implementation by offering support and guidance as required. They will also ensure that the principles of best practice in recruitment and vetting form part of its various communications and training initiatives.
- This policy will be reviewed after two years and up-dated in line with new legislation.

## Appendix A - SERVITE FRIARS SAFEGUARDING FORMS

### Form 1.

# Servite Friars Safeguarding Policy Acceptance Form

## For Servites and Co-workers

I confirm that I have read and understood the Friar Servants of Mary Interim Safeguarding Policy (2014).

I confirm that I will adhere to the Friar Servants of Mary Interim Safeguarding Policy (2014).

I commit myself to participate in any required training provided in this area.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

I have never been investigated by any police force or statutory health authority or a previous employer in relation to substantial complaints made concerning my treatment of children.

I agree to the Prior Provincial/Board of Management / Director of Work or Organisation seeking a certificate from the Garda Síochána /PSNI to the effect that I have not been the subject of an investigation, prosecution or conviction relating to the neglect or the physical, emotional or sexual abuse of children.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

(When signed, this should be placed in the person's personal file)

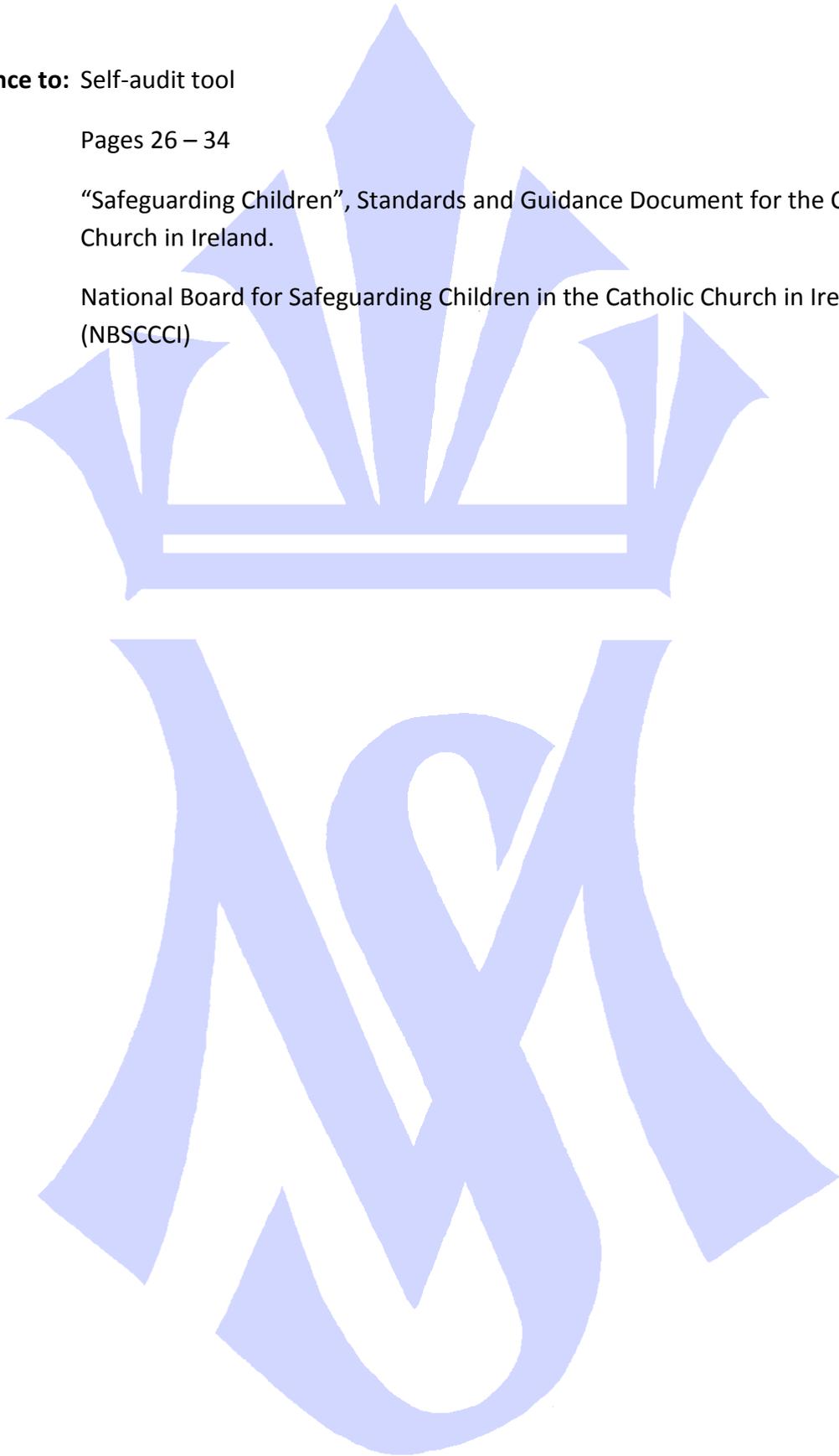
**Form 2. Annual Audit for communities**

**Reference to:** Self-audit tool

Pages 26 – 34

“Safeguarding Children”, Standards and Guidance Document for the Catholic Church in Ireland.

National Board for Safeguarding Children in the Catholic Church in Ireland (NBSCCCI)



**Form 3.**

## Servite Friars Child Protection Recording Form

**1. About the disclosure/concern**

Date of disclosure/concern \_\_\_\_\_  
 Time of disclosure/concern \_\_\_\_\_  
 How was information received? (attach any written information to this form)  
 Telephone \_\_\_\_\_ Letter \_\_\_\_\_ Email \_\_\_\_\_ In person \_\_\_\_\_

**2. Details of person making disclosure/raising concern**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Tel \_\_\_\_\_ Mobile \_\_\_\_\_  
 Email \_\_\_\_\_  
 Relationship to child or alleged victim \_\_\_\_\_

**3. Details of child or alleged victim**

Name \_\_\_\_\_  
 DOB \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Tel \_\_\_\_\_  
 Mobile \_\_\_\_\_  
 Ethnic origin \_\_\_\_\_  
 Language (is interpreter/ signer needed) \_\_\_\_\_  
 Disability \_\_\_\_\_  
 Special needs \_\_\_\_\_  
 Parish / Order (if applicable) \_\_\_\_\_

**4. Parent / Carer details (where appropriate)**

Name \_\_\_\_\_  
 Address (if different from above) \_\_\_\_\_  
 \_\_\_\_\_  
 Tel \_\_\_\_\_  
 Mobile \_\_\_\_\_  
 Are they aware of the allegation, suspicion or complaint? Yes \_\_\_\_\_ No \_\_\_\_\_

**5. Details of alleged perpetrator**

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 Tel \_\_\_\_\_  
 Mobile \_\_\_\_\_

Relationship to child/ victim (*parent/Priest/teacher etc.*) \_\_\_\_\_  
Position in Church/ Order \_\_\_\_\_  
Address at time of incident(s) \_\_\_\_\_

Current contact with children if known (*sit on board of governors of school, runs youth activities etc*) \_\_\_\_\_  
Any additional information \_\_\_\_\_

**6. Details of concern, allegation or complaint**

*(Include dates / times and location the incident(s) occurred, witnesses, if known. Does the child /victim know this referral is being made?)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**7. Action taken**

Has the matter been referred to civil authorities? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes: Date \_\_\_\_\_ Time \_\_\_\_\_  
If no explain why \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Who was it referred to:

Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Address \_\_\_\_\_  
Tel \_\_\_\_\_  
Email \_\_\_\_\_

Has the matter been referred to a member of the Church? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes: Date \_\_\_\_\_ Time \_\_\_\_\_  
If no explain why \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Who was it referred to: Name \_\_\_\_\_  
Designation \_\_\_\_\_  
Address \_\_\_\_\_  
Tel \_\_\_\_\_

Email \_\_\_\_\_

**8. Next Steps**

What actions were agreed and by whom when the matter was referred onto civil / Church authority?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Are there any immediate child protection concerns? If so please record what they are and state what actions have been taken by whom to address them:***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**9. Designated Officer details:**

Date form sent \_\_\_\_\_

**10. Details of person completing the form**

Name:

Tel \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

Position in Church \_\_\_\_\_

Parish/Order \_\_\_\_\_

Form completed: Date \_\_\_\_\_ Time \_\_\_\_\_

Signed

*(A copy must be retained by the recipient and filed in a secure location, and a copy must be sent to the designated officer and civil / statutory authorities)*

**Form 4.**

## **Servite Friars**

### **Declaration form for all persons working as employees or volunteers with children and young people**

**Confidential**

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

Church organisations therefore ask that everyone working or volunteering for the Church, who will come into contact with children or personal details of children, abide by good practice by completing and sign this declaration.

Do you have any prosecutions pending or have you ever been convicted of a criminal offence or been the subject of a Caution or of a Bound Over Order (please tick)

Yes

No

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

Date of offence: \_\_\_\_\_

Nature of offence: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Have you ever been the subject of disciplinary procedures or been asked to leave employment or voluntary activity due to inappropriate behaviour towards a child? (Please tick)

Yes

No

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

\_\_\_\_\_  
\_\_\_\_\_

---

**Full name (print):**

---

Any surname previously known by: \_\_\_\_\_

**Address:**

---

---

**Date of birth:** \_\_\_\_\_

**Place of birth:** \_\_\_\_\_

**Declaration:**

**I understand that, if it is found that I have withheld information or included any false or misleading information above, I may be removed from my post whether paid or voluntary, without notice. I understand that the information will be kept securely by the Church organisation.**

**I hereby declare the information I have provided is accurate.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Form 5.

**SERVITE FRIARS**  
**CONFIDENTIAL APPLICATION FORM**  
**ADULT VOLUNTEER**

Diocese: ..... Parish:.....

Surname: ..... First Name:.....

Address:.....

.....

Tel. .... Email .....

**Are you** (please tick)

- Employed       Unemployed       Student   
Homemaker       Retired       Other

**Previous work/volunteer experience**

---

---

---

---

**Have you previously been involved in voluntary work:**    Yes     No

*If yes, please give details*

---

---

---

---

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

---

---

---

---

**Have you previously received any training for working with children or young people?**

Yes       No

*If yes, please give details*

---



---



---

**Any other relevant information?**

---



---



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

<b>Name</b>	<b>Name</b>
<b>Address</b>	<b>Address</b>
<b>Tel</b>	<b>Tel</b>
<b>E-Mail</b>	<b>E-Mail</b>

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

Signed: ..... Date: .....

**Form 6.**

**Servite Friars  
Parental consent form**

**Activity permission form for persons under 18 years**

1. Name of Church organisation \_\_\_\_\_  
Venue/Activity/Group/Event \_\_\_\_\_

\_\_\_\_\_

Date/Time \_\_\_\_\_  
Name of Group Leader/Person responsible \_\_\_\_\_

2. Name of Child/Young Person \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_

Telephone No \_\_\_\_\_  
Date of Birth \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

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

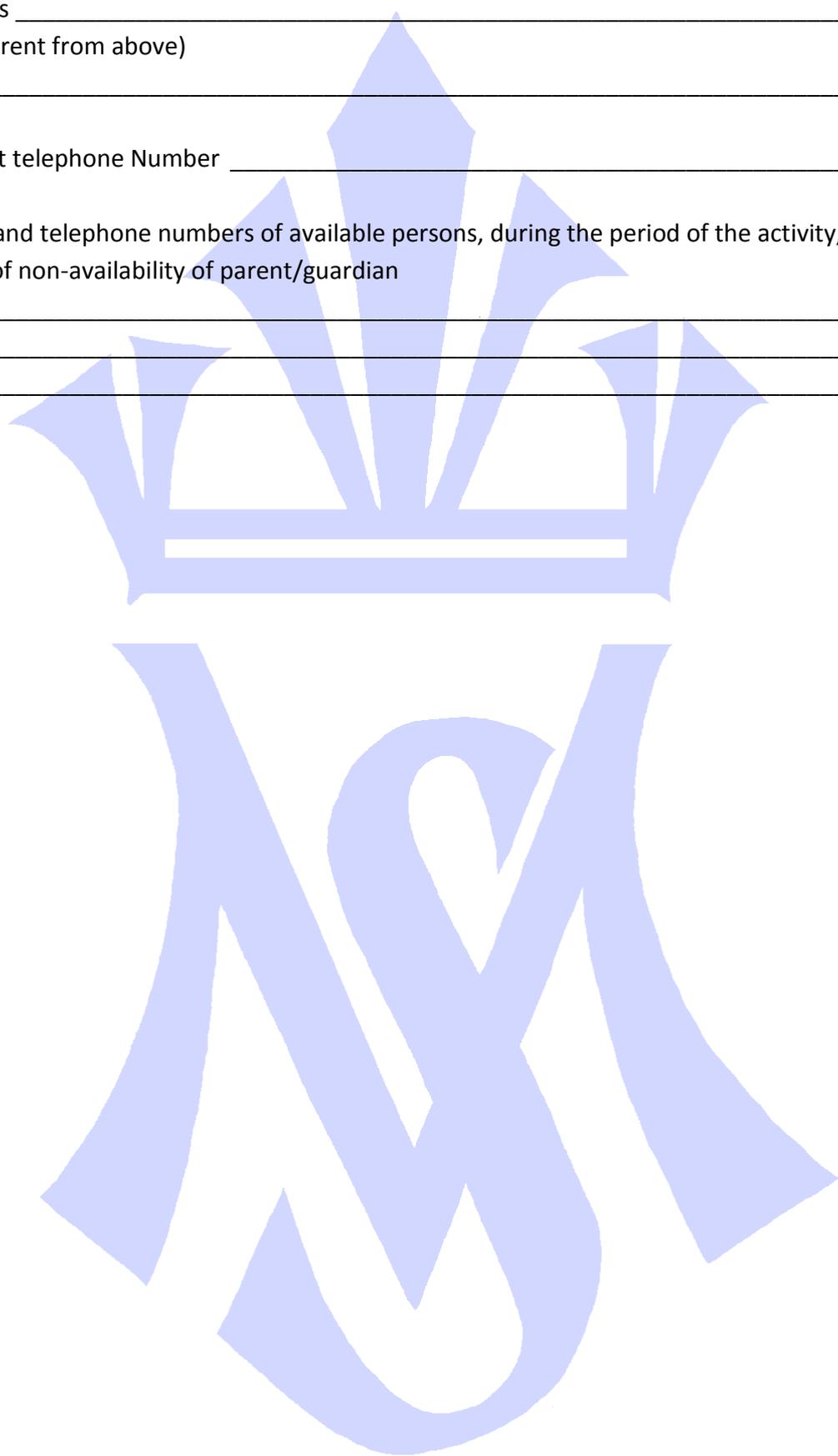
Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Parent/Guardian)

Address \_\_\_\_\_  
(if different from above)

Contact telephone Number \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Form 7.

## Servite Friars Incident / Accident Reporting Form

**1. Name of Church organisation** \_\_\_\_\_

Venue/Activity/Group/Event \_\_\_\_\_

Date/Time \_\_\_\_\_

Name of Group Leader/Person responsible \_\_\_\_\_

Names of others present \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**2. Location of Incident** \_\_\_\_\_

Nature of Incident \_\_\_\_\_

Name of Child/Young Persons involved \_\_\_\_\_

Contact details of parents/guardians \_\_\_\_\_

\_\_\_\_\_

Telephone No \_\_\_\_\_

Date(s) of Birth \_\_\_\_\_

Give details of Incident/Accident

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**3. Action taken both during and following incident** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**4. Date and time of people contacted** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**5. Other relevant information** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

---

---

**6. Signed** \_\_\_\_\_

**7. Dated** \_\_\_\_\_

---

**FOR OFFICE USE ONLY** \_\_\_\_\_

**Any Follow-up Action required?** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Signed and Dated** \_\_\_\_\_

Form 8.

## Servite Friars Registration Form

**1. Name of Church organisation** \_\_\_\_\_

Venue/Activity/Group/Event \_\_\_\_\_

Date/Time \_\_\_\_\_

Name of Group Leader/Person responsible \_\_\_\_\_

**2. Name of Child/Young Person** \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone No \_\_\_\_\_

Date of Birth \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. I have read all the information provided concerning the programme of the above activity.**

I am happy to participate in the activity. I am aware that my parents/guardians are also consenting to my participation in the activity.

Signed \_\_\_\_\_ Date \_\_\_\_\_

(Child)

**Name and contact details of parent/guardian** \_\_\_\_\_

Address \_\_\_\_\_

(if different from above)

\_\_\_\_\_

Any additional telephone numbers during the period of the activity

\_\_\_\_\_

\_\_\_\_\_

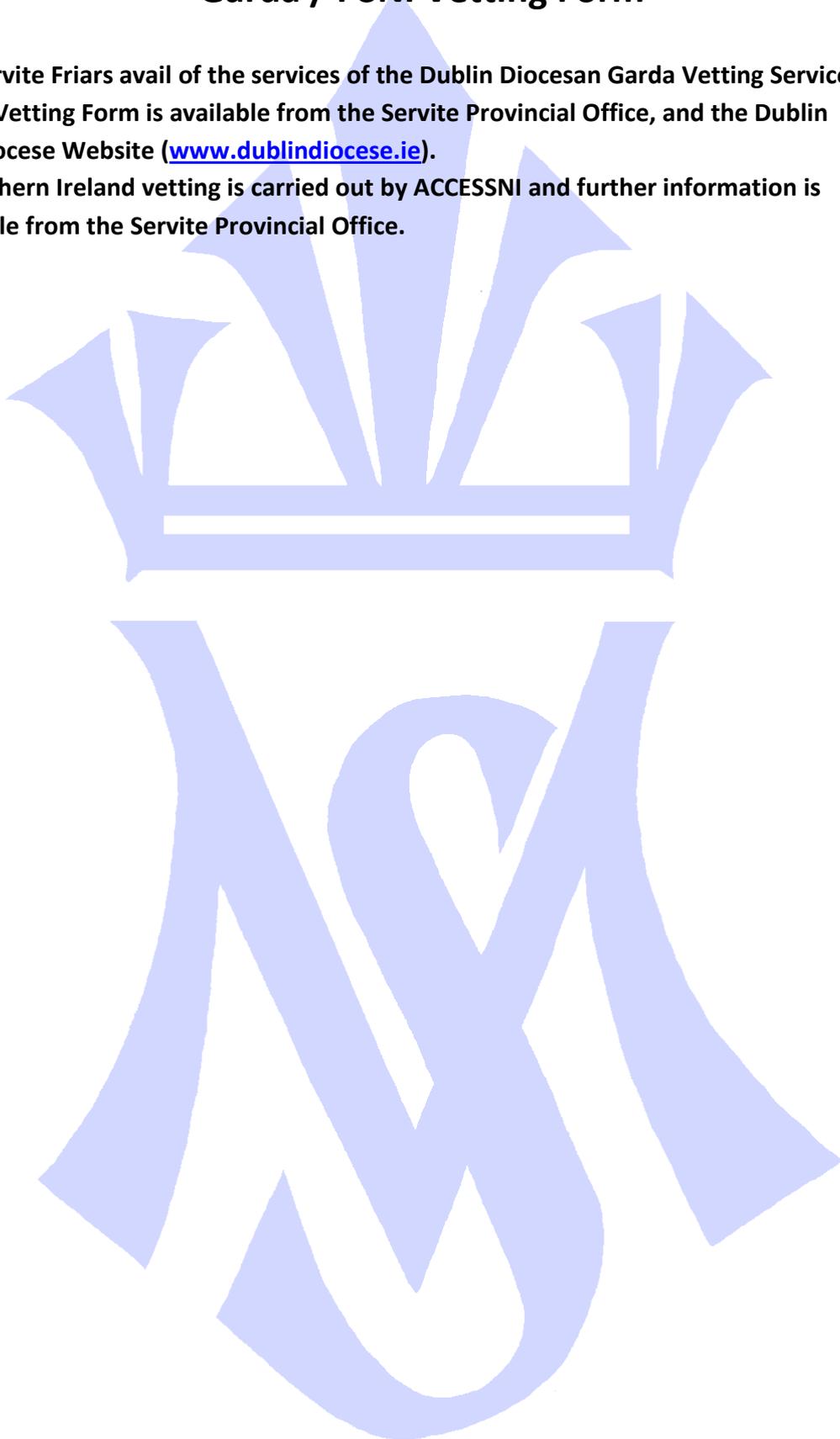
\_\_\_\_\_

Form 9.

## Garda / PSNI Vetting Form

The Servite Friars avail of the services of the Dublin Diocesan Garda Vetting Service. The Garda Vetting Form is available from the Servite Provincial Office, and the Dublin Archdiocese Website ([www.dublindiocese.ie](http://www.dublindiocese.ie)).

In Northern Ireland vetting is carried out by ACCESSNI and further information is available from the Servite Provincial Office.



Form 10.

# Servite Friars

## TESTIMONIAL LETTER

**TO: Prior Provincial, Servite Priory, 10 Main Street, Benburb, Dungannon, Co. Tyrone, BT71 7JZ, N. Ireland.**

**FROM:**

.....

**Bishop/Provincial/Abbot.**

**Address:** .....

.....

**Telephone Number:** .....

**Email:** .....

### 1. Personal Details:

- Full Surname of applying priest/religious:.....
- Formal First Name: .....
- Date of Birth: .....
- Date of Ordination: .....
- Is he currently on Leave of Absence/ Exclaustration/Incardinated to a Diocese : YES/NO
- Does he currently hold faculties for ordained public ministry: YES/NO
- Address:.....
- Telephone Number: .....
- Email: .....
- Has he been in Ireland in the past: YES/NO – if YES give date: .....

### 2. Purpose

What is the purpose of the application?

- Visit the Servite Community at.....
- Exercise ministry in the Servite Community at.....
- Other: .....

### 3. Check List: Based on the information available to me at this time: circle your answer.

- Is he a religious/priest in your jurisdiction and in 'good standing? YES/NO

- Has he ever been suspended or canonically disciplined? YES/NO
- Has there ever been criminal charges brought against him? YES/NO. Has he a criminal record? YES/NO
- Has there ever been accusations against him concerning any form of impropriety towards children, young people or adult? YES/NO – if YES give details overleaf.
- Has he ever shown any behaviour that would indicate that he is at risk to children, young people or adults? YES/NO – if YES give details overleaf.
- Does he have any unresolved problem with alcohol abuse or other forms of substance abuse? YES/NO
- Does he enjoy good physical and mental health and is not in need of medical treatment? YES/NO
- Is he sufficiently fluid in English Language to enable him to undertake public active ministry if he so wishes? YES/NO

**4. Additional Information:**

- Is there any other reason or additional comment not reflected in #3 about this applicant that you wish me to know? YES/NO –if YES give details overleaf.

**5. Statement of Permission by Authorising Person:**

I hereby grant: ..... permission to seek to visit/to exercise ordained public ministry in your jurisdiction for a period of:.....

From: ..... to.....

Signature : .....

Date: .....

Bishop/Provincial/Abbot.

***This Document is valid for a period of 12 months from date of issue***

The Servite Friars Testimonial Letter will be forwarded to the Local Ordinary for the Diocese, along with the appropriate Episcopal Testimonial Letter and Application Form to be completed by the Prior Provincial.

Form 11.

## Servite Friars

### CONSENT FORM FOR SHARING INFORMATION

*Strictly Private and Confidential*

Name: .....

DOB: .....

Address: .....

I understand that the information:

1. To be shared is: .....
2. Is to be shared with: .....
3. Is for the purpose of: .....
4. Is to be shared on: .....
5. Is to be held by: .....
6. Is to be held for a period of: .....
7. Is to be stored - how and where: .....
8. Is accessed only by: .....
9. That if the purpose of the information as stated in #3 were to change I would have to authorise any such change.
10. That it is within my rights to withdraw my consent given to share this information at any time.

I understand the above terms of reference and voluntarily give my written consent to share the information as outlined in this document.

SIGNED: ..... Date : .....

WITNESS: ..... Date : .....

## Appendix B

### Contact Details of Servite Personnel and Statutory Authorities

#### Servite Personnel and Statutory Authorities

#### Contact Details: For Individuals / Organisations involved in the Servite Friars Safeguarding Structure:

**The Prior Provincial of the Servite Friars is:**

Fr. Colm McGlynn osm: 048 (028) 37548241

**The Designated Liaison Person for the Servite Friars is:**

*Tom O'Donnell: 00 353 (0) 87 268 7209*

**The Deputy Designated Liaison Person for the Servite Friars is:**

Fr. Liam Tracey osm: 00 353 (0) 87 236 9382

**The Safeguarding Coordinator for Training:**

Elizabeth Manning rsm: 00 353 (0) 87 329 1928

**National Board for Safeguarding Children in the Catholic Church in Ireland**

**Tel:** + 353 (0)1 505 30 18 (Office) **Website:** [www.safeguarding.ie](http://www.safeguarding.ie)

**The Designated Liaison Persons for the Archdiocese of Dublin is:**

*Mr Andrew Fagan: 00 353 1 836 0314*

*Ms Julie McCullough 00 353 1 836 0314*

**The Designated Liaison Persons for the Archdiocese of Armagh are:**

*Mr. Pat McGlew: (028/048) 37535592 Mobile: 0044 78 4110 1687*

*Ms Eleanor Kelly: (028/048) 37525592 Mobile: 0044 75 8432 3138*

**AN GARDA SÍOCHÁNA**

Sexual Assault Unit, Harcourt Square, Dublin 2.

**Tel:** 01 666 34 35

A list of all Garda Stations in the country is [available on www.garda.ie/stations](http://www.garda.ie/stations).

**POLICE SERVICE OF NORTHERN IRELAND (PSNI)**

**Tel:** 0044 (0)845 600 8000

**Website:** [www.psni.police.uk](http://www.psni.police.uk)

**CFA**

CHILD AND FAMILY AGENCY

**Tel:** 01 635 2854

**Website:** [www.tusla.ie](http://www.tusla.ie)

**DEPARTMENT OF HEALTH SOCIAL SERVICES AND PUBLIC SAFETY**

Contact details of local Health and  
Social Services Board

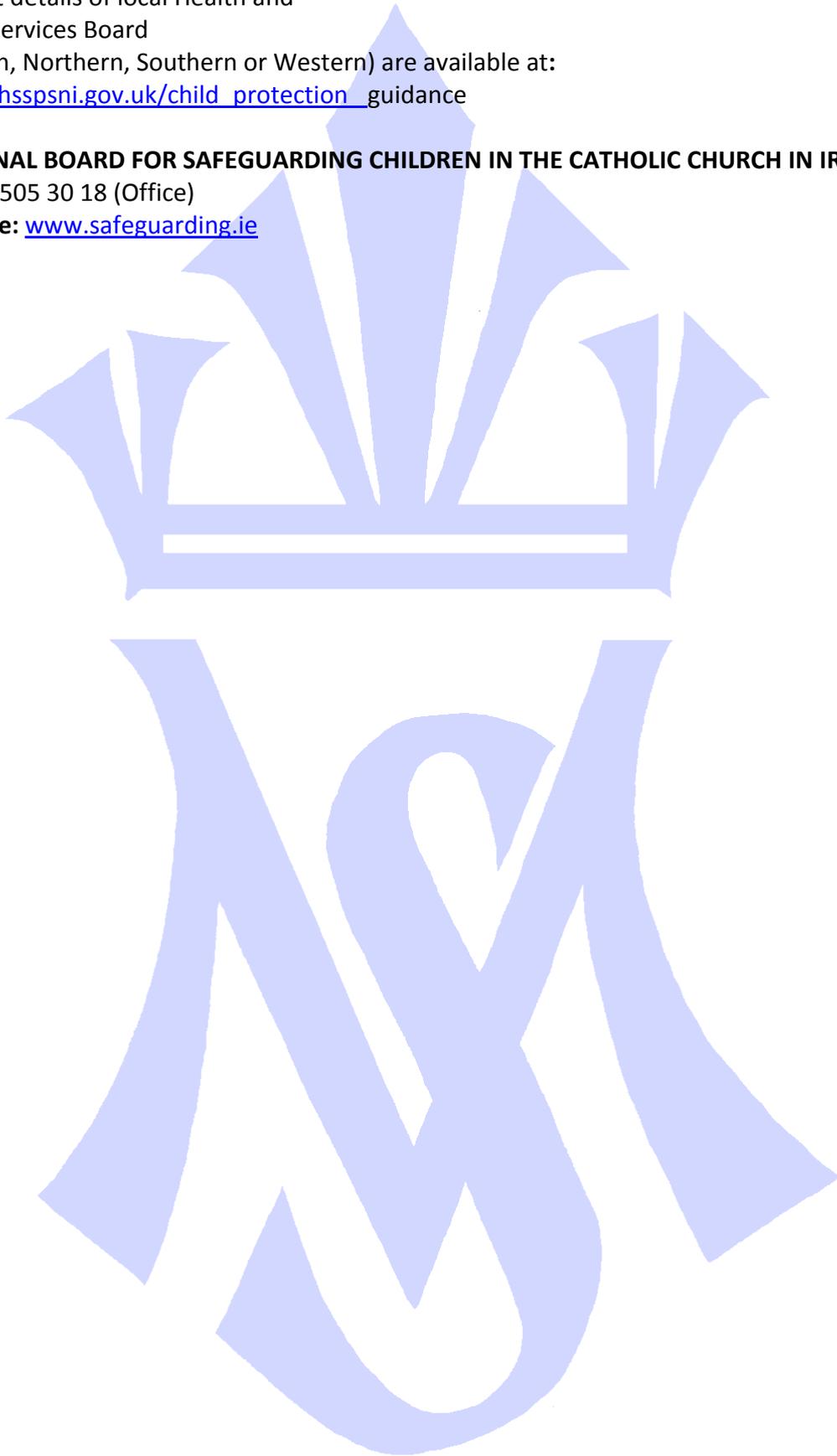
(Eastern, Northern, Southern or Western) are available at:

[www.dhsspsni.gov.uk/child\\_protection\\_guidance](http://www.dhsspsni.gov.uk/child_protection_guidance)

**NATIONAL BOARD FOR SAFEGUARDING CHILDREN IN THE CATHOLIC CHURCH IN IRELAND**

**Tel:** 01 505 30 18 (Office)

**Website:** [www.safeguarding.ie](http://www.safeguarding.ie)



## Appendix C - Contact Details of Support Agencies

### **TOWARDS HEALING**

Offers counselling and other support services to survivors (and their families) that have been sexually abused by members of the clergy / religious orders.

**Freephone :**

Ireland: 1800 303 416

UK: 0800 0963315

**Website:** [www.towardshealing.ie](http://www.towardshealing.ie)

### **SPIRITUAL SUPPORT SERVICE**

Columba Centre, St. Patrick's College,  
Maynooth, Co. Kildare.

Email: [spiritualsupport@iecon.ie](mailto:spiritualsupport@iecon.ie)

Tel: 01 505 3028

### **ONE IN FOUR**

A support service for women and men (and their families) who have experienced sexual abuse and/or sexual violence.

**Tel:** 01 663 4070

**Website:** [www.oneinfour.ie](http://www.oneinfour.ie)

### **CHILDLINE**

Childline provides a 24-hour listening service for all children up to the age of 18 years.

**Tel:** 1800 666 666

**Website:** [www.childline.ie](http://www.childline.ie)

### **IRISH SOCIETY FOR THE PREVENTION OF CRUELTY TO CHILDREN (ISPCC)**

Provides a range of services to children and young people

**Tel:** 01 676 7960

**Website:** [www.ispcc.ie](http://www.ispcc.ie)

### **THE SAMARITANS**

Provide confidential, non-judgemental  
24-hour support for people experiencing distress or despair.

**Tel:** 1850 609 0900

**Website:** [www.samaritans.org](http://www.samaritans.org)

## Appendix D - Abbreviations

CFA	Child and Family Agency (also known as Tusla)
DLP	Designated Liaison Person
DDL	Deputy Designated Liaison Person
GCVU	Garda Central Vetting Unit
HSC	Health and Social Care Trust Gateway Team
ISPCC	Irish Society for the Prevention of Cruelty to Children
LSC	Local Safeguarding Committees
LSR	Local Safeguarding Representatives
NBSCCCI	National Board for Safeguarding Children in the Catholic Church in Ireland
NI	Northern Ireland
ROI	Republic of Ireland
SCI	Servite Safeguarding Committee for the Island of Ireland

## APPENDIX E – Servite Safeguarding Notice

### Postcard with Servite Safeguarding Notice



#### FRIAR SERVANTS OF MARY (OSM) CHILD SAFEGUARDING

The Servite Province of the Isles recognises and upholds the dignity and rights of all children and is committed to ensuring their safety and well-being.

The Servite Friars are committed to:

1. **Best Practice** to ensure that children are listened to and treated with respect, and have both their rights protected and their welfare promoted.
2. **Minimizing risks** in order to safeguard the interests of children.
3. **Ensuring that** all Servite Friars and their co-workers are carefully recruited, selected, trained, supported and supervised.
4. **Providing** appropriate support for survivors of child sexual abuse.
5. **Providing** appropriate training for members and co-workers in our Safeguarding Policy and Code of Behaviour.
6. **Working in partnership** with statutory authorities for the prompt, just and professional management of complaints.
7. **Making** our Safeguarding Policy widely known, accessible and understood, and implementing procedures and protocols that contribute to keeping children safe in all our Servite gatherings, activities and services



This Safeguarding Policy adheres to the principles and guidelines set out in: "Safeguarding Children: Standards and Guidance Document for the Catholic Church in Ireland" (2008) as well as the civil laws and guidelines of the two jurisdictions on the Island of Ireland.

If you are concerned about a child or vulnerable adult please make contact with one of the individuals or agencies overleaf.



#### CONTACT DETAILS

##### 1. SERVITE FRIARS PERSONNEL

**Servite Prior Provincial:** Fr. Colm McGlynn osm : 048 (028) 37 548241

**The Servite Designated Liaison Person is:** Mr. Tom O'Donnell: 00 353 (0) 87 268 7209

**The Servite Deputy Designated Liaison Person is:** Fr. Liam Tracey osm : 00 353 (0) 87 236 9382

**The Servite Safeguarding Coordinator for Training:** Elizabeth Manning rsm: 00 353 (0) 87 329 1928

##### 2. CHURCH AUTHORITIES

**National Board for Safeguarding Children in the Catholic Church in Ireland:** Tel: +353(0)1 505 30 18 (Office) [www.safeguarding.ie](http://www.safeguarding.ie)

**Dublin Archdiocese / Designated Liaison Persons:** Mr. Andrew Fagan: 00 353 1 836 0314 / Ms Julie McCullough 00 353 1 836 0314

**Armagh Archdiocese / Designated Liaison Persons:** Mr. Pat McGlew: (028/048) 37535592 / Ms Eleanor Kelly: (028/048) 37525592

##### 3. STATUTORY AUTHORITIES

**TUSLA, Child and Family Agency (CFA)** 01 635 2854 [www.tusla.ie/get-in-touch/local-area-offices](http://www.tusla.ie/get-in-touch/local-area-offices) [/duty –social-work-teams]

**An Garda Síochána** – Contact Sexual Assault Unit, Harcourt Square, Dublin 2 Tel: 01 666 34 35. Check Garda Stations at: [www.garda.ie/stations](http://www.garda.ie/stations)

**Department of Health Social Services and Public Safety (HSC)** Contact details at: [www.dhsspsni.gov.uk/child\\_protection\\_guidance](http://www.dhsspsni.gov.uk/child_protection_guidance)

**Police Service of Northern Ireland (PSNI):** Tel: 0044 (0) 845 600 8000 [www.psnipolice.uk](http://www.psnipolice.uk)

##### 4. SAFEGUARDING AGENCIES

**TOWARDS HEALING:** 1800 303 416 [www.towardshealing.ie](http://www.towardshealing.ie)

**ONE IN FOUR:** 00 353 (0)1 663 4070 [www.oneinfour.ie](http://www.oneinfour.ie)

**CHILDLINE:** 00 353 1800 666 666 [www.childline.ie](http://www.childline.ie)

**IRISH SOCIETY FOR THE PREVENTION OF CRUELTY TO CHILDREN (ISPCC):** 00 353 (0)1 676 7960 [www.ispcc.ie](http://www.ispcc.ie)

**SAMARITANS:** 1850 609 0900 [www.samaritans.org](http://www.samaritans.org)



## Flyer with the Servite Safeguarding Notice



### **FRIAR SERVANTS OF MARY (OSM) CHILD SAFEGUARDING**

The Servite Province of the Isles recognises and upholds the dignity and rights of all children and is committed to ensuring their safety and well-being.

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1. **Best Practice** to ensure that children are listened to and treated with respect, and have both their rights protected and their welfare promoted.
2. **Minimizing** risks in order to safeguard the interests of children.
3. **Ensuring that** all Servite Friars and their co-workers are carefully recruited, selected, trained, supported and supervised.
4. **Providing** appropriate support for survivors of child sexual abuse.
5. **Providing** appropriate training for members and co-workers in our Safeguarding Policy and Code of Behaviour.
6. **Working in partnership** with statutory authorities for the prompt, just and professional management of complaints.
7. **Making** our Safeguarding Policy widely known, accessible and understood, and implementing procedures and protocols that contribute to keeping children safe in all our Servite gatherings, activities and services



THE NATIONAL BOARD FOR  
**SAFEGUARDING CHILDREN**  
IN THE CATHOLIC CHURCH

This Safeguarding Policy adheres to the principles and guidelines set out in: "Safeguarding Children: Standards and Guidance Document for the Catholic Church in Ireland" (2008) as well as the civil laws and guidelines of the two jurisdictions on the Island of Ireland.

**If you are concerned about a child or vulnerable adult please make contact with one of the individuals or agencies overleaf.**



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**The Servite Safeguarding Coordinator for Training:** Elizabeth Manning rsm: 00 353 (0) 87 329 1928

### 2. CHURCH AUTHORITIES

**National Board for Safeguarding Children in the Catholic Church in Ireland:** Tel: +353 (0)1 505 30 18 (Office) [www.safeguarding.ie](http://www.safeguarding.ie)

**Dublin Archdiocese / Designated Liaison Persons:** Mr. Andrew Fagan: 00 353 1 836 0314 / Ms Julie McCullough 00 353 1 836 0314

**Armagh Archdiocese / Designated Liaison Persons:** Mr. Pat McGlew: (028/048) 37535592 / Ms Eleanor Kelly: (028/048) 37525592

### 3. STATUTORY AUTHORITIES

**TUSLA, Child and Family Agency (CFA)** 01 635 2854 [www.tusla.ie/get-in-touch/local-area-offices](http://www.tusla.ie/get-in-touch/local-area-offices) [/duty –social-work-teams]

**An Garda Síochána** – Contact Sexual Assault Unit, Harcourt Square, Dublin 2 Tel: 01 666 34 35. Check Garda Stations at: [www.garda.ie/stations](http://www.garda.ie/stations)

**Department of Health Social Services and Public Safety (HSC)** Contact details at: [www.dhsspsni.gov.uk/child\\_protection\\_guidance](http://www.dhsspsni.gov.uk/child_protection_guidance)

**Police Service of Northern Ireland (PSNI):** Tel: 0044 (0) 845 600 8000 [www.psni.police.uk](http://www.psni.police.uk)

### 4. SAFEGUARDING AGENCIES

**TOWARDS HEALING:** 1800 303 416 [www.towardshealing.ie](http://www.towardshealing.ie)

**ONE IN FOUR:** 00 353 (0)1 663 4070 [www.oneinfour.ie](http://www.oneinfour.ie)

**CHILDLINE:** 00 353 1800 666 666 [www.childline.ie](http://www.childline.ie)

**IRISH SOCIETY FOR THE PREVENTION OF CRUELTY TO CHILDREN (ISPCC):** 00 353 (0)1 676 7960 [www.ispcc.ie](http://www.ispcc.ie)

**SAMARITANS:** 1850 609 0900 [www.samaritans.org](http://www.samaritans.org)



THE NATIONAL BOARD FOR  
SAFEGUARDING CHILDREN  
IN THE CATHOLIC CHURCH

