CONGREGATION OF
OUR LADY OF CHARITY
OF THE GOOD SHEPHERD



Congregational Safeguarding Policy

"Whoever receives one such child in my name receives me,
And whoever receives me, receives not me but the One who sent me."

Mark 9:37

"We find inspiration and guidance for our mission in sacred scripture and in the teachings of St. John Eudes and St. Mary Euphrasia. Like them, we draw our spirit of zeal from the Heart of Jesus and Mary. It is an evangelical spirit of welcome, kindness, understanding, and loving service which gives witness to the value
[and dignity] of each person."

Our Lady of Charity of the Good Shepherd, Constitution Art. 8

"All life has inestimable value even the weakest and most vulnerable, the sick, the old, the unborn, and the poor, are masterpieces of God's creation, made in God's own image, destined to live forever, and deserving of the utmost reverence and respect."

Pope Francis, Message on the Annual Day for Life
in Britain and Ireland - July 28, 2013

"We recognize that every girl is born with dignity, possesses the inherent rights of all humans, and ought to be assured the unique rights of childhood to enable them to reach their potential as individuals, as women, and as members of society. In responding to the needs of the girl child, it is critical to […] ensure that every [Congregational] program has a clear, detailed, and operative Child Protection Policy that promotes positive development and protects from abuse of any kind; [and] use UN human rights tools to advocate nationally and internationally."

Our Lady of Charity of the Good Shepherd,
Position Paper on the Girl Child, 2018

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Policy Management Information

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Continue moving forward on the path of Safeguarding

The Congregation of Our Lady of Charity of the Good Shepherd, in its journey of legal, moral, and spiritual obligations as an entity of the Church and as an important actor in the humanitarian and development field, has as a priority the safeguarding of children and person/s in vulnerable situation/s. For this reason, every unit, community, and ministry affiliated with the Congregation must comply with the Safeguarding Policy and Procedures that are consistent with the highest international human rights standards.

Thanks to the work of evaluating and revising the 2019 Congregational Child Safeguarding Policy – with input from canon lawyers, experts in the field of safeguarding, and individuals in the Congregation – to bring it in line with changes in canon law and to include person/s in vulnerable situation/s, the Congregation has a new version of the Congregational Safeguarding Policy and Procedures. It builds on all previous documents. This policy will reinforce and add to the work of safeguarding children and person/s in vulnerable situation/s that has been carried out to date. There is a need to further deepen the understanding of abuse and its effects and what needs to be done to eradicate it.

The main objective of any measure is to protect children and person/s in vulnerable situation/s and to prevent them from becoming victims of any abuse; be transparent and acknowledge abuses that have occurred; remedy past failures and ensure that current protection systems are effective; and foster a culture of sharing and learning that will enable the Congregation to develop an effective and lasting culture of safety.

A change of mindset and culture

To effect change, ongoing training and updating at all levels in this area is being implemented and strengthened and is mandatory for all sisters and associated persons working in the ministries and the infirmaries of the communities of older sisters. The Congregation established a reliable structure to support its safeguarding efforts worldwide. The Congregational Leadership Team assumed responsibility for the implementation of the safeguarding mission. It appointed safeguarding personnel who are experts in the field and representative of the different regions to advise and fulfill the objectives of achieving a new culture of safeguarding. It is of fundamental importance for the Congregation to build on the work done with a clear vision and structure and to adapt this Congregational Safeguarding Policy and Procedures to the laws and culture of the regions and countries of mission. No abuse should ever be covered up or undervalued. We must remember that protection is for all and is everyone's responsibility.

Accompaniment of abused and abusive persons

Every person who suffers abuse should be offered all the necessary support with the help of experts in this field. Measures should be taken to listen to them, clarify the case, and offer them psychological and spiritual accompaniment. The process of healing and reconciliation must be followed, leading to a commitment to personal conversion. The Congregation will continue in its efforts and perseverance to ensure that all units, communities, and ministries are safe places for all where the merciful love of Jesus the Good Shepherd is lived out with tenderness, compassion, and justice. The zeal that embraces the whole world will be the commitment of all to defend the rights of every person. Every sister and associated person must do all they can to create a safe and welcoming environment for all.

Sr. Maria Susana Franco
Congregational First Councilor
Congregation of Our Lady of Charity of the Good Shepherd
2015-2022

MESSAGE FROM THE CONGREGATIONAL LEADERSHIP

Together with the Congregational Leadership Team, I take this opportunity to thank Sisters Ellen Kelly, Ma. Susana Franco and the former Congregational Leadership Team for having initiated and completed the journey towards developing a Congregational Safeguarding Policy.

It has been a long and painstaking process which involved the expertise, experiences and insights of many. Drawing from their wisdom and many others who are involved in a variety of ways with the Congregation, the Safeguarding Policy is now ready to be rolled out and implemented. To the Congregational Safeguarding Committee, Congregational Safeguarding Team, Good Shepherd International Foundation (GSIF) and all relevant persons involved in creating the revised Congregational Safeguarding Policy, we extend our deepest gratitude for your commitment to the work. We thank in advance, too, the many who will be involved in the implementation process and assure you of our support.

The 31st Congregational Chapter Directions and our vision of a just world where no child, woman or person is exploited or left behind impels us to take up this Safeguarding Policy seriously and to work together at making it a reality. This Policy seeks the attention of every person, community, ministry and all who are engaged in the mission of the Congregation.

Our task is to be faithful to live by the deeper aspiration of this Policy which honors every person's human rights. It is an aspiration where our life, actions and service embody a safe, inclusive, caring and reconciling experience for those we engage with and to whom we minister. This involves committing ourselves to make our environments free from hurt, harm and trauma and instead to create spaces of welcome, safety and healing for all.

Sr. Joan Marie Lopez

Congregational Leader
and the Congregational Leadership Team
Congregation of Our Lady of Charity of the Good Shepherd
2022-2028

Why do we have this Policy?

This policy is a current expression of a centuries-long commitment by Our Lady of Charity of the Good Shepherd (hereinafter "Congregation") to a mission of mercy and reconciliation, specifically directed to women and girls but inclusive of all who are denied the benefits of their inherent God-given dignity and rights. Although we particularly cherish the girl child and women, we assume a responsibility for all children and person/s in vulnerable situation/s, to ensure their safety and protection from any intentional or unintentional maltreatment or abuse. This policy extends to all within the Congregation's care and concern in any type of ministry and within our communities - short term or long term. It sets out a commitment to keeping all within our communities and ministries safe from any abuse. It specifically recognizes the power imbalances that can exist due to the nature of our living together and our ministry service, and how these can create opportunities for abuse to occur.

We place this policy in the context of our mission and tradition. The best social science knowledge and human rights understanding of our day have been applied to it within the framework of Catholic Social Teaching.

Who does this Policy apply to?

This policy, authorized and disseminated by the Congregational Leadership Team, is applicable to the whole Congregation. The terms of the policy require implementation by all levels of congregational leadership personnel, including sisters, all associated persons (i.e., paid staff, volunteers, consultants, and visitors to our communities or ministries, etc.), in all interactions – personal and professional.
Every level of structure is to comply with the Congregational Safeguarding Policy and develop, on their appropriate level, comprehensive policies of safeguarding and/or child protection. These policies will incorporate the requirements of the Congregational Safeguarding Policy as well as ensure compliance with relevant local and national civil laws and church law and ensure local context for special issues and local circumstances.
The application of this policy requires that policies on regional, national, local, community, and ministry levels be explicit in requirements for:

- Knowledge of and adherence to safeguarding and protection policies;
- Pedagogics of exploitation, abuse, risk factors, human dynamics, etc.;
- Ability to carry out mandates, duties, and processes of reporting allegations of abuse;
- Care and accompaniment of victims/ survivors;
- Care and management of the subject of complaint/s;
- Regular and updated training on safeguarding.

How will the Units use this Policy?

This policy is to be a living, relevant document. It is to be upheld by the sisters, communities, ministries, and all persons associated with the Congregation. It requires that anyone affiliated with the Congregation be aware of the centrality of this policy and of motivations and behaviors – as well as dynamics within groups – that can put persons at risk of harm. Self-knowledge is also required in the implementation of this policy. This, therefore, is not a theoretical document but a commitment to practice of the highest standards.

Where can I find more information?

Further information on this Policy can be found by contacting your Safeguarding Office (email address: safeguarding@gssweb.org)

1. Introduction

> *"The Congregation of Our Lady of Charity of the Good Shepherd (hereinafter "Congregation") has a mission that promotes the dignity and integral development of every person. For close to four hundred years, the Congregation has provided ministries to protect, care and empower girls, women and children who have faced conditions of violence, discrimination, poverty and other forms of social exclusion and personal vulnerability. Inspired by the mercy and love of God, the Congregation has applied the best knowledge of each era to deliver such ministries, finding effective and creative ways to support the value of the human person in very diverse social contexts. Human dignity, spiritual reconciliation and the inherent human rights of each member of the human family have always been at the center of our communities and ministries."*
>
> (Extract from Congregational Leader's Message - Congregational Child Safeguarding Policy, Sep 2019)

The Congregation is directed by her Constitutions and guided by Catholic Social Teaching, particularly through one of the fundamental principles of the dignity of the human person. The right to freedom from all forms of exploitation and abuse is implicit in this principle. Our policy to safeguard all connected with the Congregation against risks of exploitation and abuse is underpinned by the Congregations' value of accountability and transparency. Aware of this most serious responsibility, the Congregation promotes everything that safeguards and protects children and person/s in vulnerable situation/s. The Congregation strongly condemns any form of abuse that is contrary to Gospel values and fundamental human rights. Therefore, it fosters an environment that encourages a culture that safeguards their well-being.

2. Policy Statement

The Congregation is committed to enabling positive change and protecting and promoting the fundamental human rights of all persons. We are committed to providing an environment that serves the best interests and developmental needs of children and person/s in vulnerable situation/s.

We strive for the highest standards of professional care and adherence to the principles of the United Nations Convention on the Rights of the Child (UNCRC), the Universal Declaration of Human Rights (UDHR), and the guiding principles of the Congregation through its spirit and charism. All sisters and associated persons – are required to abide by these human rights standards.

3. Purpose

The policy is a crucial response to the duty to safeguard, for which the Congregation is primarily responsible, and informs sisters and associated persons of their responsibilities in relation to safeguarding.

The Congregation is committed to doing what it can to safeguard children and person/s in vulnerable situation/s, either directly or indirectly, so that they can avail themselves of their right to live in safety.

The Congregation recognizes that all individuals, in certain contexts may be considered more vulnerable to exploitation and abuse than others, and we make every effort to identify and mitigate against such risks.

The Congregational Safeguarding Policy aims to promote good practice by:

- Providing everyone with an environment that favors their development and ensures protection from harm;
- Supporting all sisters and associated persons of the Congregation to make informed and confident responses to specific safeguarding concerns;
- Maintaining a high level of awareness with regard to safeguarding and its practices;
- Supporting all units for positive change within the Congregation;
- Ensuring a culture of prevention of exploitation and harm;
- Providing a victim/survivor first approach.

4. Scope

The scope of this policy relates to the safeguarding of children and person/s in vulnerable situation/s whom sisters and associated persons may encounter within their communities and ministries. It applies to everyone: leadership teams on all levels, Good Shepherd International Foundation (GSIF), sisters, and associated persons.

5. Guiding Principles

5.1 Gospel Values and Canonical Norms of the Church

The Gospel values of love, dignity, and justice, as demonstrated by Jesus, remind us that the safeguarding of children and person/s in vulnerable situation/s is an integral part of the life and ministry of the Church. Therefore, the sources of this policy are to be found first and foremost in Gospel values and the canonical norms of the Church, inspired by the principles of justice, equity, and charity, as set out in the following:

- The Code of Canon Law, especially Book II and Book VI (1983 and following modifications).
- The Motu Proprio Sacramentorum sanctitatis tutela (2001).
- The Motu Proprio Vos estis lux mundi (2019).
- The Normae de gravioribus delictis (2021).

5.2 International Law

Our approach to safeguarding is guided by several key international principles and standards as set out in the following:

- The Universal Declaration of Human Rights (UDHR), 1948.
- The UN Convention on the Rights of the Child (UNCRC), 1989.
- The UN Convention for the Elimination of all Forms of Discrimination Against Women (CEDAW), 1979.
- The UN Convention on the Rights of Persons with disabilities (CRPD), 2006.
- National laws of the countries in which the Congregation works.

We also aim to uphold the commitments made under the Statement of Commitment on Eliminating Sexual Exploitation and Abuse by UN and Non-UN Personnel and the UN Secretary-General's Bulletin on Special measures for protection from sexual exploitation and sexual abuse (PSEA) (ST/SGB/2003/13). These commitments prioritize key actions, including practical measures to prevent sexual exploitation and abuse (SEA) and to ensure an effective response when such acts occur.

The UNCRC is ratified in 196 states (except the United States, which has signed the Convention but is yet to ratify it). The four general principles of the UNCRC are:

- Survival and development;
- Non-discrimination;
- Child participation and the right to be heard;
- Best interests of the child.

Of the 54 articles contained within the UNCRC, the most relevant statements to the current policy are detailed below:

Article 2 Children have the right to protection against discrimination.
Article 3 All adults should always do what is best for a child.
Article 6 Children have the right to survive and develop.
Article 12 Children have the right to an opinion and for it to be listened to and taken seriously.
Article 19 Children have the right to be protected from being hurt or badly treated.
Article 34 Children have the right to be protected from all forms of sexual exploitation and sexual abuse.

Where children are the main target population of activities or form a substantial proportion of the target population, sisters and associated persons should discuss the specific child safeguarding provisions that need to be put in place. These provisions should be rights-based, considering the provisions of the UNCRC and rights enshrined in national legislation.

The Universal Declaration of Human Rights (UDHR) is a milestone document in the history of human rights. The Declaration was proclaimed by the United Nations General Assembly in Paris on December 10, 1948. It sets out, for the first time, fundamental human rights to be universally respected and protected, in particular:

Article 3 Everyone has the right to live, to be free, and to feel safe.

This policy outlines procedures to prevent and respond to potential incidents of exploitation and abuse of children and person/s in vulnerable situation/s and fulfills our commitment to a “do no harm” approach. Do no harm refers to an organization’s responsibility to take all measures to prevent harm and to mitigate the harm it may inadvertently cause because of its communities, ministries and organizational activities.

6. Definitions

6.1 Child

A person under the age of 18 years old (regardless of cultural norms).

6.2 Person/s in vulnerable situation/s; *vulnerable adults; adult/s in need of protection; adult/s at risk of harm*

A person who, although having reached the age of 18, has physical, mental, or emotional conditions or an illness that renders him/her unable to defend themselves, protect themselves, or get help for themselves when injured or emotionally abused. It can also apply to anyone in a caregiving or ministerial relationship with another person where there is a presence of unilateral power. When a professional or person who is ministering or volunteering abuses their position of power with another adult, it is a serious violation of trust, ethics, and morality.

6.3. Abuse (see Annex 1)

All forms of physical and/or emotional ill-treatment, sexual abuse, neglect or negligent treatment or commercial or other exploitation, resulting in actual or potential harm to the health, survival, development or dignity of a child or person/s in vulnerable situation/s' in the context of a relationship of responsibility, trust or power.

6.4 Victim/Survivor; *person who has been harmed; person who has been the subject of abuse*

The person (child or person/s in vulnerable situation/s) who has been abused or exploited. The term 'survivor' is often used in preference to 'victim' as it implies strength, resilience, and the capacity to survive. However, it is the individual's choice how they wish to identify themselves.

6.5 Complainant

The person who makes an allegation of abuse.

6.6 Subject of the Complaint; *accused person; respondent; perpetrator*

The person about whom suspicions, concerns, knowledge or allegations towards children or person/s in vulnerable situation/s have been made.

6.7 Community or communities

Refers to sisters of the Congregation in any local convent, infirmary, residence or program of formation. It includes anyone who resides with sisters who may not be a member of the Congregation.

6.8 Ministry or ministries

Refers to projects, services, programs or local outreach activities/pastoral ministries under the sponsorship of the Congregation or voluntarily affiliated with the Congregation (e.g., through historical bonds and/or ongoing relationships). It includes all structures of such activities, from highly formal organizations to very informal projects and even informal volunteer services in which any sister or associated persons of the Congregation may be involved.

6.9 Associated Person/s or Associated people

Any person engaged in the mission of the Congregation including (but not limited to) partners-in-mission, employees, volunteers, non-executive directors, trustees, consultants, contractors, agency workers, program visitors including journalists/ media, celebrities and politicians.

Everyone affiliated with the Congregation's mission assumes an essential responsibility to ensure safety, care, and nurturance to every person who participates with the Congregation in any way. Those in certain positions have grave responsibility to ensure this safeguarding policy is upheld and implemented. These responsibilities are outlined here and should be part of ongoing training, discussion, and interpretation among those in such positions. This outline is stated in minimal terms. Each person and group are responsible for the development of the highest expression of responsibilities and accountability.

7. Roles and Responsibilities

The table below gives an overview of the key responsibilities.

Sisters & Associated People of the Congregation

Responsibilities

- Know, understand, and comply with, all aspects of this policy on safeguarding.
- Create atmospheres of care, nurturance, safety and well-being in their particular sphere of activity
- Engage in regular and updated training in the areas of abuse, self-awareness and human rights.
- Participate as appropriate in local networks of abuse prevention and/or human rights promotion.
- Be aware of local legislation/regulations regarding abuse of children and person/s in vulnerable situation/s as well as any particular risk area pertinent to local/national contexts (e.g., in some areas child labor may require more vigilance than in other regions).

Congregational Leadership Team (CLT)

Responsibilities

- Develop and keep updated a comprehensive written Safeguarding Policy that outlines good practice, reinforces international standards of care, and complies with Church and Civil Law.
- Ensure Congregation-wide dissemination of the policy to every congregational administrative unit and department or office, with clear directions for implementation in all communities, ministries, and entities of the Congregation.
- Appoint and supervise competent personnel with specific responsibilities to implement various facets of this policy.
- Define a structure and process for review and accountability throughout the Congregation. This will include effective communication processes and channels between the CLT and all appropriate levels across the Congregation.
- Oversee and review that each appropriate level of the Congregation has competent regional, national, local and ministry policies that are made known and implemented.
- Obtain legal and other expert consultation for the Congregation when required.
- Prepare an annual report sent to the Congregation on the status of safeguarding across the Congregation. It may include statistics on allegations and resolutions, any significant developments, special situations that have arisen, ongoing training and formation activities, etc.

Congregational Safeguarding Personnel appointed by CLT

Responsibilities

- Assist the CLT in the oversight and monitoring of safeguarding practices within the Congregation, according to the direction and roles specified by the CLT.
- Advise and consult with the Congregational Leader on any active allegations or investigative process that the Congregation is involved regarding abuse.
- Review the Safeguarding Policy and Procedures.

Unit Leader and Leadership team

Responsibilities

- Ensure appropriate safeguarding structures and personnel are in place across the Unit.
- Ensure there are adequate resources for the development, implementation and monitoring of the safeguarding policy.
- Oversee and monitor the implementation of Congregational Safeguarding Policy.
- Ensure and review local ministry policies on safeguarding/ protections as is relevant to the structures within the Unit. Policies from different levels should supplement one another and comply with safeguarding standards.
- Support the Safeguarding Focal Person/s in dealing with all concerns and allegations of abuse. Ensure that the Safeguarding Advisor has been informed at safeguarding@gssweb.org
- Cooperate with any investigations by the civil authorities.
- Inform the Church Authority (to comply with Canon law). Any conflict will only be determined after significant consultation with Civil and Canon lawyers and CLT appointed personnel.
- Appoint safeguarding personnel (e.g., Safeguarding Focal Persons and/or Safeguarding Contact Persons, Safeguarding Committees, etc.) to assist the Unit in overseeing and implementing this policy and all Unit safeguarding issues.
- Prepare an annual report to the CLT (or designated representative) on the status of safeguarding in the Unit. It may include statistics on allegations and resolutions, the status of local policies and formation, any significant developments, etc.
- Oversee effective integration of this policy and its principles within any communities or ministries in which the Congregation cares for those who may be at risk due to necessary dependence on others. This would apply to care of aging and/or infirm sisters as well as to younger persons in formation.
- Know the requirements of the Congregation Safeguarding Policy.
- Develop, disseminate and keep updated (at least every three years) a safeguarding policy in their realm of authority that corresponds to the Congregational and Unit policies and ensures compliance with civil law and local regulations of reporting.
- Develop an annual training plan following a training needs analysis for all those under ministry, including staff and all associated persons. Training is to include updated pedagogy and practice in all areas of children's rights and human rights.
- Ensure there are structures of accountability in place and that evaluations take place of issues related to abuse and the status of abuse within the realm of ministry authority.
- Submit an annual report on the status of abuse (may be included in the regular ministry annual report) to their supervising body and to all who work in the realm of their authority
- Develop processes for communities/ ministries to ensure that those who participate in the program have access to reporting, training to know their own rights, and effective participation in the development of programs and procedures related to abuse and risk.

Unit/Country Safeguarding Focal Person/s (SFP)

(Recommendation that each Unit would have at least two SFP, a sister and a an associated (lay) person)

Responsibilities

- Assist and direct the implementation of the Safeguarding Policy, including awareness raising and training on safeguarding
- Support the community/ministry safeguarding contact person
- Receive all reports of concerns and/or allegations of abuse and report these to the Unit Leader and Safeguarding Advisor at safeguarding@gssweb.org (if applicable report to the GSIF Safeguarding Focal Person) and to the civil authorities if not already done so by the local or mandated person
- Cooperate with any investigations by the civil authorities.

Safeguarding Contact Person at community/ministry level

Responsibilities

- Assist and direct the implementation of the local safeguarding policy
- Report on all concerns, allegations of abuse to the Unit/Country Safeguarding Focal Person (It is not your role to investigate any concerns or allegations).

8. Considerations for Local Context

The Congregation works in a variety of geographical locations where significant variations in understandings and arrangements for safeguarding can exist. There are even different understandings of what can constitute exploitation and abuse.

The Congregation is committed to giving clear guidance to sisters, associated persons and other organizations, including funding organizations, on how the Safeguarding Policy will be adapted and applied in these different locations. As such, these guidelines will therefore be applied in ways that are sensitive to different cultures but without condoning practices that are harmful to children and person/s in vulnerable situation/s.



Standards

9. Standards of Commitment to Safeguarding

The Congregation is committed to achieving the highest level of safeguarding for children and person/s in vulnerable situation/s, with whom we come into contact; the following set of standards will guide our work. These standards draw upon the principles outlined in international and regional child rights instruments and commitments. Though the achievement of the standards may sometimes be influenced by factors beyond our control (for example, lack of functioning systems or support services), we commit ourselves to working consistently towards achieving them. It should also be noted that adherence to the standards is achieved though the implementation of a range of relevant policies and procedures that we have in place, which complement and strengthen the organization's overall capacity to provide a safe environment for children and person/s in vulnerable situation/s.

The standards have been written in a way that makes them understandable, relevant and achievable. At the same time, it should be recognized that some may be more difficult or challenging to apply in some countries and local contexts than in others. There is significant variation in local practices and circumstances, and we are committed to adapting the standards and guidelines to fit the local context, as long as such adaptations do not diminish the degree of safeguarding that is provided to children and person/s in vulnerable situation/s.

In all, we will apply three safeguarding standards:



Standard 1

Creating and Maintaining Safe Environments

(including training and communicating the safeguarding message)



Standard 2

Responding to Concerns, Suspicions, and Allegations of Abuse

(including care/support for victims and management of the subject of the complaint)



Standard 3

Implementation and Monitoring of Standards



9.1 Standard 1

Creating and Maintaining Safe Environments

The criteria for ensuring the successful implementation of Standard 1 are as follows:

Safe Environment

- There are agreed procedures for recruiting sisters, associated persons and assessing their suitability to work with the Congregation
- There are written guidelines for appropriate/expected standards of behavior of adults towards children and person/s in vulnerable situation/s.
- The Congregation encourages a culture where children and person/s in vulnerable situation/s are listened to and respected as individuals.
- There are clear ways by which sisters and associated persons can raise concerns about unacceptable behavior towards children and person/s in vulnerable situation/s by other sisters and associated persons (including a complaints policy and a whistleblowing policy).
- There are comprehensive risk assessments carried out when working with children and person/s in vulnerable situation/s.
- Communities/ministries make sure that children and person/s in vulnerable situation/s are adequately supervised and protected within the environment of the Congregation.
- The Congregation implements effective practice for the appropriate use of information technology including social media.
- The Congregation implements effective practice in relation to capturing, using, and storing images of children and person/s in vulnerable situation/s.

Communication

- Information about the Congregation's commitment to keeping children and person/s in vulnerable situation/s safe is openly displayed and available to the public.
- Where the Congregation is working with children and person/s in vulnerable situation/s, they are made aware of their right to be safe from abuse.
- Information and advice for parents/guardians/children and person/s in vulnerable situation/s, about where to go for help in relation to abuse is available in the Congregation's communities/ministries.
- Everybody in the communities/ministries knows who has responsibility for safeguarding and how to contact them.

Training

- All leadership teams on all levels, Good Shepherd International Foundation (GSIF), sisters and associated persons are inducted on the safeguarding policy when they join the Congregation. In addition, all relevant personnel will also be provided with some training on safeguarding procedures.
- All sisters and associated persons are provided with opportunities to learn about how to recognize and respond to concerns about abuse.
- Where relevant, children and person/s in vulnerable situation/s are provided with advice and support on keeping themselves safe.
- Sisters and associated persons with special responsibilities for keeping children and person/s in vulnerable situation/s safe have relevant training and regular opportunities to update their skills and knowledge.
- Training is provided to those responsible for managing allegations in relation to abuse and inappropriate behavior towards children and person/s in vulnerable situation/s.
- Training and written guidance will be provided for sisters and associated persons responsible for specific aspects of creating safe environments, e.g., recruitment.

9.2 Standard 2

Responding to Concerns, Suspicions, and Allegations of Abuse

The criteria for ensuring the successful implementation of Standard 2 are as follows:

- There are clear protection procedures in place that provide step-by-step guidance on what action to take if there are concerns about the safety or welfare of a child or person/s in vulnerable situation/s.
- The protection procedures are available to everyone (including children, person/s in vulnerable situation/s, parents/carers). Consideration is given to making sure that the information provided is easily understandable.
- The protection procedures are consistent with international standards and best practice in the protection of children and person/s in vulnerable situation/s. They also take account of issues that arise as a result of different country contexts.
- There is a person or persons with clearly defined responsibility for managing allegations of abuse at Unit/country level and these details are displayed in each area.
- There is a process for recording incidents, concerns, and referrals, as well as systems to ensure this confidential information can be securely stored.
- There is a process for dealing with allegations by parents/carers and by young persons about unacceptable and/or abusive behavior towards children and person/s in vulnerable situation/s, with clear timescales for resolving the complaint. Local context mapping of in-country legislation and referral networks is available.
- There is guidance on confidentiality and information sharing which makes clear that the protection of children and person/s in vulnerable situation/s is the most important consideration.

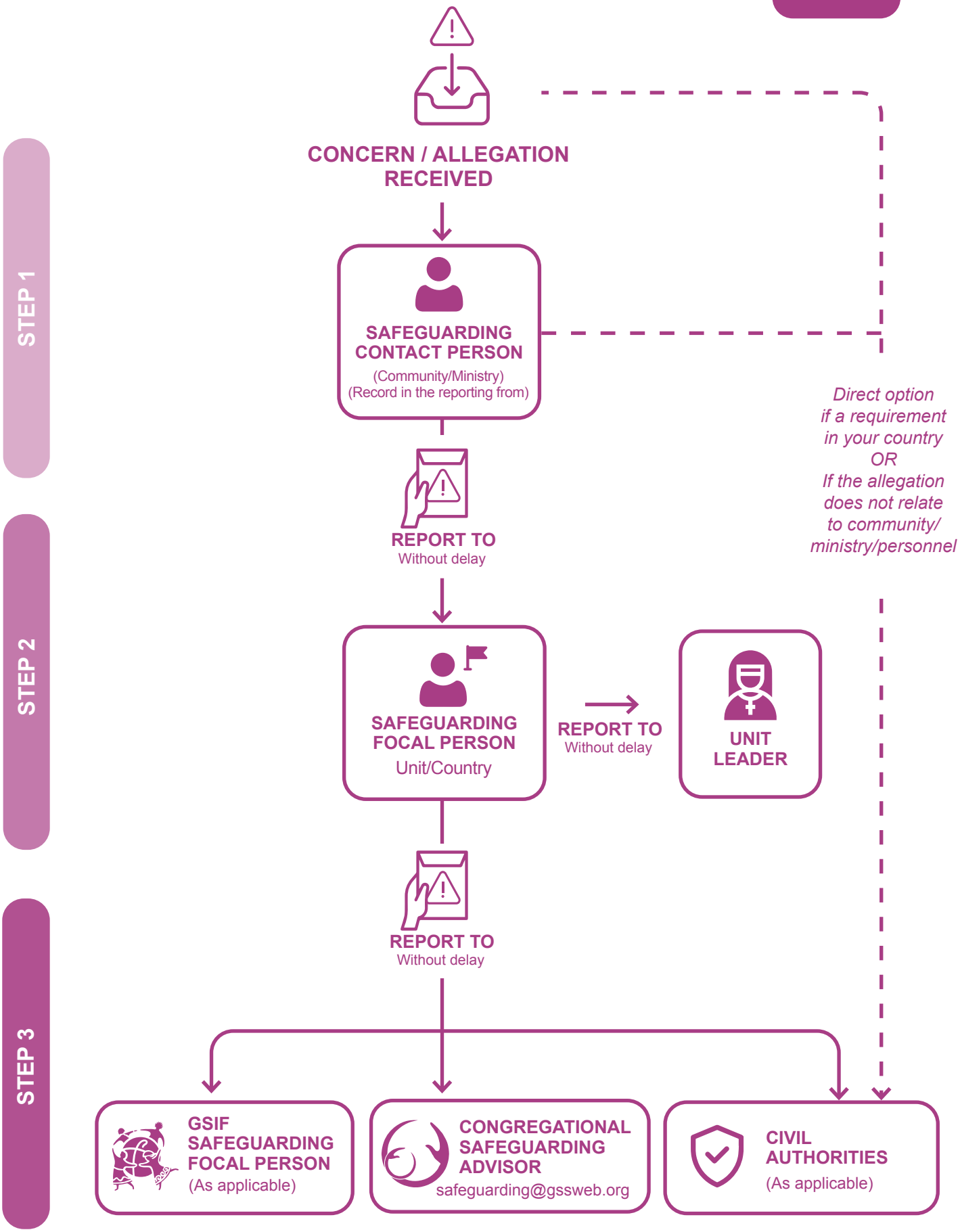
The Congregation believes we have a duty to ensure advice and support is available to help persons play their part in protecting children and person/s in vulnerable situation/s. In the context of our work in a wide range of countries, we recognize that parents/carers/children/person/s in vulnerable situation/s need someone to turn to when children/person/s in vulnerable situation/s are being abused. Often, such persons do not know where to go for help.

- Information about where to go for help and advice in relation to the abuse of child/ person/s in vulnerable situation/s is available in the Congregation's communities/ministries offices within the Context Mapping documents.
- Systems are in place to provide support to relevant individuals (including victims/complainant, sisters and associated persons and the subject/s of the complaint) during and following an incident or allegation of abuse or a complaint. The Congregation may need to refer people to relevant specialist services for this support.
- Sisters and associated persons with special responsibilities for reporting have access to specialist advice and support.
- In each country/ministry office contacts have been established at a national and/or local level with the relevant child protection/welfare agencies (if they exist) that can provide information, support, and assistance.

All concerns, allegations etc. of abuse that relate to a sister, associated person etc. of the community or ministry should be reported to the Congregational Safeguarding Advisor at safeguarding@gssweb.org

9.2.1 Reporting Flow Chart

Standard 2



Safeguarding Contact Person

- Complete the reporting form.
- Send the completed reporting form without delay to the Country/Unit Safeguarding Focal Person.
- Inform the Community Leader and/or Ministry Leader if advised to do so by the Safeguarding Focal Person.
- Inform the civil authorities if mandatory to do so in your context (this is not a breach of confidentiality) and inform the Safeguarding Focal Person that you have done this.
- It is NOT your role to investigate.

Safeguarding Focal Person

- Receives the reporting form from the Contact Person and reports without delay in writing to the:
    1) Unit Leader;
    2) GSIF (if applicable to that reported case);
    3) Congregational Safeguarding Advisor at safeguarding@gssweb.org ;
    4) Civil Authorities if not already done by the Safeguarding Contact Person/complainant
- and/or if applicable
    - Offers support to the Safeguarding Contact Person
    - Keeps the Unit Leader informed of the progress of the case
    - With the guidance/support of the Congregational Safeguarding Advisor assists with the preliminary investigation (to establish credibility, assessment of risk and developing an action plan). It is NOT your role to undertake any further processes i.e. conducting an investigation, unless requested by the Congregational Safeguarding Advisor.
    - Creates and maintains a case file, which is kept in a safe and secure place. Access to the file will be limited to the Unit Leader and person appointed to deal with the case i.e., an external independent investigator.

Unit Leader

- Ensures when applicable that the Church authority (Bishop) has been informed in writing
- Supports the Safeguarding Focal Person and liaises with the Congregational Safeguarding Advisor as appropriate
- Offers support to the complainant and/or victim
- Ensures support and provides information for the accused sister or associated person.

  The subject of the complaint:

  - During the time of investigation, to determine as to whether or not the allegations are true, will not be permitted to engage in community or ministry and will be assisted in obtaining any support they may need (Province Administration Manual (PAM), Appendix 32, Section II).
  - Will be treated fairly and honestly and helped to understand the concerns expressed and the subsequent steps to be taken.
  - Will be informed of the progress and the outcome of any investigations and implications.
  - Can be reinstated to a community or ministry, if the allegation is determined to be false after investigation; additional support should be provided. All subjects of a complaint will be afforded natural justice and fair procedure throughout.

Congregational Safeguarding Advisor

- The Congregational Safeguarding Advisor will support the Unit/ Country Safeguarding Focal Person and Unit Leader.
- The Congregational Safeguarding Advisor will keep the Congregational Leadership Team updated on the case and will consult with the Congregational Safeguarding Committee. Records will be kept at congregational level with limited access.

All parties involved with any allegation will abide by confidentiality standards, and the 'need to know' approach will be applied in all engagements.

Canon Law norms

Any sister is obliged to report promptly the fact to the local Ordinary (Bishop) where the events are said to have occurred or any other Bishop, whenever she has notice of one of the following facts (cf. Vos estis Lux Mundi, art. 1, 3 and 6):

a) sexual abuse committed by a cleric or a sister (of any Congregation) consisting of:

a. forcing someone, by violence or threat or through abuse of authority, to perform or submit to sexual acts;

b. performing sexual acts with a child or a person/s in vulnerable situation/s;

c. the production, exhibition, possession or distribution, including by electronic means, of child pornography (child abuse images), as well as by the recruitment of or inducement of a child or a person/s in vulnerable situation/s with participate in pornographic exhibitions;

b) conduct carried out by the Congregational Leader, consisting of actions or omissions intended to interfere with or avoid civil investigations or canonical investigations, whether administrative or penal, against a cleric or a religious regarding the delicts referred above during her term.

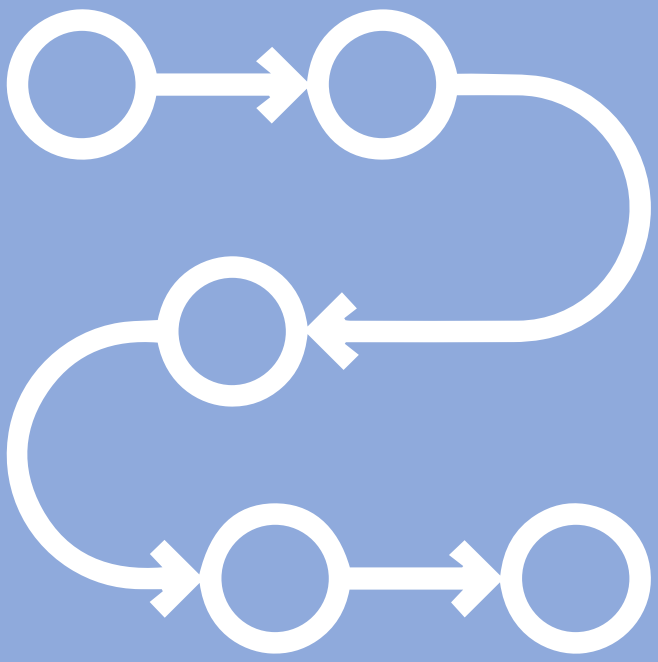
Other than any civil consequences, a sister who neglects to report an offence, as written above, is to be punished according to Canon Law (cf. can. 1371 §6).

9.3 Standard 3

Implementation and Monitoring of Standards

The criteria for ensuring the successful implementation of Standard 3 are as follows:

- There is a written plan showing what steps will be taken to keep all parties safe, who is responsible for implementation and when these actions will be completed.
- At all levels, human and financial resources necessary for implementing the plan are made available.
- Policies and practices are reviewed at regular intervals (at least every three years) and revised according to identified needs.
- All incidents, allegations of abuse and complaints are responded to in line with the approved systems at the level of the Unit/country office, and that records are maintained confidentially.
- Monitoring of compliance with the Congregational Safeguarding Policy is carried out on a regular basis by the Congregational Safeguarding Team.



Procedures

All supporting safeguarding tools and guidance to assist with the implementation of safeguarding practices can be found on https://rgs.gssweb.org

10. Procedures Standard 1
Creating and Maintaining Safe Environments

In order to ensure that this policy is implemented and that steps are taken to safeguard children and person/s in vulnerable situation/s, a number of procedures are in place to encourage a culture of safety and to prevent harm to anyone in the course of carrying out the Congregation's work. More details and supporting documents and guidance can also be found on the Congregation's website at https://rgs.gssweb.org

10.1 Safe Recruitment

The Congregation ensures that appropriate steps are taken during recruitment and selection of sisters and associated persons to ensure that issues relating to this policy are considered and addressed. The following have special considerations with reference to safeguarding.

10.1.1 Recruitment of Staff

The Congregation adopts safe recruitment practices which are an integral part of our Recruitment Policy. These include a Safe Recruitment Checklist, which must be followed throughout the recruitment process, and this involves incorporating safeguarding considerations within:

- Job advertisements
- Job descriptions
- Interview
- Reference checks
- Self-declarations
- Contracts
- Police clearance/ vetting
- Qualifications and identification checks
- Safeguarding as part of induction

10.2 Congregational Code of Conduct (See Annex 2)

The Congregation's Code of Conduct expresses the expectations we have of all sisters, and associated persons regarding the conduct and manner in which activities are carried out.

It is an integral component of safeguarding and forms part of the contractual terms and conditions of all sisters and associated persons contracted to work with us or for us. The Code of Conduct applies both in professional and personal life in relation to safeguarding. Special considerations are made to safeguard children and to prevent the sexual exploitation and/or abuse of any individual.

By signing the Code of Conduct, each sister and associated person commits to:

- Working actively to promote the best interests of children and person/s in vulnerable situation/s and act in line with the Congregation's Safeguarding Policies and relevant guides;
- Encouraging children and adults to feel comfortable enough to point out attitudes and behavior they do not like and to know where and how to make a complaint where necessary;
- One-to-one situations where sisters, associated persons and program participants are alone are strongly discouraged. However, if there are specific cases where this is required, a risk assessment must be conducted and risk mitigations implemented (e.g., discussion happens in line of sight of others).

10.3 Awareness and Training

The Congregation recognizes that raising awareness and providing appropriate training are crucial for improving safeguarding practices. It is essential that all sisters, associated persons, and those engaged in our communities/ministries, are aware of the safeguarding standards and their obligations to implement them. Depending on the role of each sister and associated person, different levels of training are provided. However, at a minimum, all parties are introduced to the safeguarding policy during induction and ongoing refresher workshops and/or training about conduct. We also commit to communicating the safeguarding message to program participants.

The following initiatives are in place to ensure that sisters and associated persons are equipped with the necessary knowledge and skills to implement the Safeguarding Policy:

- The Congregation's induction program for all new sisters and associated persons covers the Safeguarding Policy.
- All sisters and associated persons receive information on the relevance and impact of the Safeguarding Policy and accompanying guidance documents on their work.
- All visitors are made aware of the policy.
- The Congregational Safeguarding personnel involved in responding to accusations or incidents of abuse will receive specialized training on their roles and responsibilities.
- Information and communication strategies for program implementation are being developed to provide all the necessary information for program participants about who we are, what we do, what to expect from us, how to raise a complaint and details of the program in the relevant area.
- Communication materials about the Safeguarding Policy in offices, such as posters, will contain the following information: the safeguarding message, a summary of the Code of Conduct or behavior to be expected from the sisters and associated persons and how to make a complaint about exploitation, abuse and/or harassment.
- Safeguarding material will be available in the congregational languages: i.e., English, Spanish and French and in addition to the local language of the country.
- All relevant documentation for the Safeguarding Policy, accompanying forms and tools will be accessible on the Congregation's website: www.rgs.gssweb.org

10.4 Risk Assessment and Safe Ministry

Safeguarding considerations such as exploitation and abuse should be included in all risk assessments and community/ministry management stages to ensure that all activities are conducted in a safe and dignified manner.

10.5 Special considerations for Recording Stories and Images

The collection of stories or images in our communities/ministries must adhere to our Guidelines and Policies Internet Presence, Social Media, and other Electronic Communications (2019). All community/ministry visits where it is intended to collect stories or record images (photographic/film or other) of participants should be arranged in advance. The visitors must be accompanied during any such visit and an interpreter should be provided if necessary. The purpose and reason for the visit should be fully explained to the participants and agreed upon with them in advance. Informed consent should be sought from the participants for the use of their stories and images; where appropriate, this consent should be in writing.

Before children are photographed or interviewed, the written permission of their parent/guardian must be attained. Following the visit, a copy of the article/story and photographs should be sent to the participants or given to them on a follow-up visit.

10.6 Recognising Exploitation, Abuse and Harassment

It is crucial that all involved in communities/ministries recognize that exploitation, abuse and harassment of anyone in any form, whether physical, sexual, emotional or neglect, is unacceptable and will be acted upon once we become aware of it. All sisters and associated persons are expected to listen to and consider whatever information participants or partners may share with us.

11. Procedures Standard 2
Responding to Concerns, Suspicions and Allegations of Abuse

11.1 Mandatory Duty to Report

All sisters and associated persons have a mandatory duty to report any suspected incident of exploitation or abuse of a child or person/s in vulnerable situation/s to the Safeguarding Focal Person. It is not the responsibility of sisters or associated persons to decide whether exploitation or abuse has occurred, but they must pass their concerns on. Failure to report such matters may result in disciplinary action.

It should be noted that abuse may be current, recent, or non-recent (historical). There are no time constraints for reporting and taking action within the remit of this procedure. However, we encourage that reports be made without delay as soon as knowledge, or suspicion, of an act of exploitation or abuse occurs.

We are committed to ensuring that adherence to confidentiality in the management of complaints and allegations of exploitation and abuse is strictly maintained.

We will endeavor to protect all individuals in reporting, unless they make allegations they know to be false or vexatious. An individual who makes a report against another that they know to be false or vexatious, if proven to be so, will result in appropriate corrective action under the Disciplinary Procedure up to and including dismissal if they are an associated person.

11.2 Responding to Reports or Allegations

The Congregation will take whatever action is appropriate, necessary and possible, without risk of further harm to any individual and to ensure the safety of those involved. Each case will be considered individually and in accordance with national, legal or other expert advice. We will follow best practice as has been documented and agreed upon for each of the respective countries in which it operates.

11.3 Consequences of not complying with the Congregational Safeguarding Policy

Sisters

- Physical, emotional, discriminatory, spiritual abuse and neglect and other abuses committed by a sister towards a child or person/s in vulnerable situation/s can be grounds for dismissal (cf. Constitutions, n. 172; Can. 696 §1).
- Sexual abuse committed by a sister towards a child or person/s in vulnerable situation/s is grounds for dismissal (cf. Constitutions, n. 173; Can. 695 §1), possibly with other canonical and civil consequences (cf. Can. 1398).

Associated People

- Physical, emotional, discriminatory abuse and neglect and other abuses committed by associated persons towards a child or person/s in vulnerable situation/s, can lead to the termination of any contractual relationship with the Congregation.
- Sexual abuse committed by associated persons towards a child or person/s in vulnerable situation/s may also lead to the termination of any contractual relationship with the Congregation, possibly with other canonical and civil consequences (cf. Can. 1398).

For conducts referred above, the Congregation, in consultation with the Congregational Safeguarding Committee, can proceed according to canon law.

11.4 Guidance for Country Safeguarding personnel who receive a report on possible abuse or exploitation

Actions to be taken when a concern, suspicion, disclosure or allegation of child/ adult abuse is received:

- Respond immediately to any concern, suspicion, disclosure or allegation of abuse.
- Report all information without delay to the Safeguarding Focal Person (Annex 3 Reporting Form).
- Safeguarding Focal Person will report without delay to the Unit Leader and Congregational Safeguarding Advisor at safeguarding@gssweb.org. Where applicable the GSIF Safeguarding Focal Person will be notified.
- Wherever possible, take notes; if not immediately as soon as possible, but not later than the end of that day.
- Record all information on the Safeguarding Incident Report Form (Annex 3). This should be signed and dated by the author.
- Include all of the details, even those which may not appear important at the time.
- The Safeguarding Focal Person will compile a protection case file and will store all original copies of information in a safe and secure location with limited access.
- Assess the risk to the child or person/s in vulnerable situation/s in question and others and also inform the Unit Leader.
- The Safeguarding Focal Person will develop an action plan in dealing with this case.
- Maintain professional confidentiality at all times.

HOW TO RESPOND TO A PERSON BRINGING A REPORT ON POSSIBLE ABUSE OR EXPLOITATION:	
Receive	Listen, accept
Reassure	Make no promises but communicate without judgment that what is being reported is not the fault of the child/ person/s in vulnerable situation/s
React	Be non-intrusive, ask open questions, remain calm
Record	Observable/verifiable facts (exact words of the complainant)
Remember	The safeguarding guidelines (and training you have received)

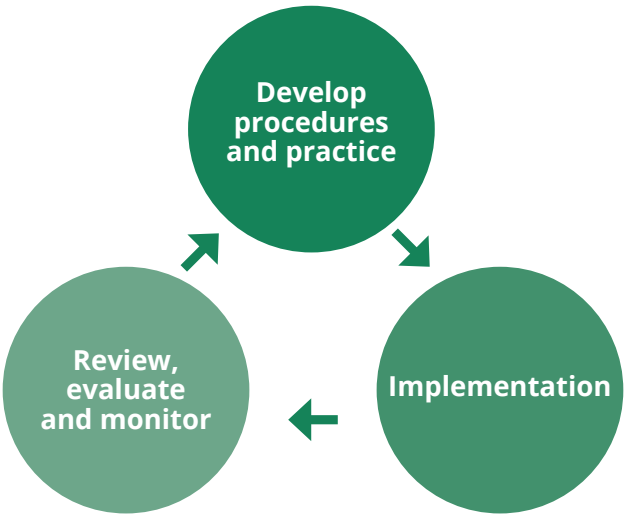
Standard 3

12. Procedures Standard 3 Implementation and Monitoring of the Standards

It is important that compliance with this policy and the implementation of safeguarding standards is monitored on an ongoing basis. The following procedures should be observed as a minimum:

- An Annual Report on safeguarding, highlighting key issues, including the safeguarding of children and person/s in vulnerable situation/s, will be presented to the Congregational Leadership Team and Congregational Safeguarding Committee and referred to in the Congregational Annual Report, as appropriate.
- All reports will be logged and stored in a secure location, e.g., locked cabinet/drawer with restricted access, password protected files accessed by Unit Leader/ Safeguarding Focal Person.
- Review of safeguarding will form part of our internal audit process.
- The Congregation will regularly monitor reports and the types of complaints received regarding safeguarding through the Congregational Safeguarding Committee.
- The Congregational Safeguarding Policy will be approved by the Congregational Leadership Team in collaboration with the Congregational Safeguarding Committee and will be reviewed every three years.

12.1 Monitoring of Safeguarding Systems





Annexes

Detailed definition of Types of Abuse

Type of Abuse	Child	Person/s in vulnerable situation/s
Emotional	Is normally to be found in the relationship between a parent/ carer and a child rather than in a specific event or pattern of events. It occurs when a child's developmental need for affection, approval, consistency, and security are not met.	Includes emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, isolation or withdrawal from services or supportive networks.
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 the failure to access appropriate medical care or treatment.	Neglect and acts of omission include ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services and/or the withholding of the necessities of life such as medication, adequate nutrition and heating.
Physical	Is actual or likely physical injury to a child such as hitting, kicking or shaking, throwing, burning, scalding, or otherwise causing physical harm to a child Physical abuse, as well as being a result of an act can also be caused through omission or the failure to act to protect.	Includes hitting, slapping, pushing, kicking, misuse of medication, restraint, or inappropriate sanctions.
Sexual	Occurs when an individual uses a child for his or her gratification or sexual arousal, or for that of others. May include contact and non-contact sexual offending.	Includes rape and sexual assault, or sexual acts to which the person/s in vulnerable situation/s has not consented, or could not consent, or into which he or she was compelled to consent.
Sexual Exploitation	Actual or attempted abuse of a position of vulnerability, power, or trust for sexual purposes, including, but not limited to, profiting monetarily, socially, or politically from the sexual exploitation of another. It includes trafficking and prostitution.	Actual or attempted abuse of a position of vulnerability, power, or trust for sexual purposes, including, but not limited to, profiting monetarily, socially, or politically from the sexual exploitation of another. It includes trafficking and prostitution.

Type of Abuse	Child	Person/s in vulnerable situation/s
Sexual Harassment		Affects personnel (associated persons) and is defined as any unwelcome conduct of a sexual nature that might reasonably be expected or be perceived to cause offense or humiliation. Sexual harassment may occur in the workplace or in connection with work.
Institutional	Abuse may occur within residential care and acute settings and any other in-patient settings, and may involve poor standards of care, rigid routines and inadequate responses to complex needs	Abuse may occur within residential care and acute settings including care homes, acute hospitals and any other in-patient settings, and may involve poor standards of care, rigid routines and inadequate responses to complex needs.
Discriminatory	Discriminatory abuse is the unequal treatment of a person based on age, disability, gender and gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation.	Discriminatory abuse is the unequal treatment of a person based on age, disability, gender and gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex or sexual orientation.
Online	Online abuse is any type of abuse that happens on the internet, whether through social networks, playing online games or using mobile phones. Children and young people may experience cyberbullying, grooming, sexual abuse, sexual exploitation, and/or physical or emotional abuse.	Online abuse is any type of abuse that happens on the internet, whether through social networks, playing online games or using mobile phones.
Bullying	Bullying can be defined as repeated aggression – whether it is verbal, psychological or physical – that is conducted by an individual or group against others.	Bullying can be defined as repeated aggression – whether it is verbal, psychological or physical – that is conducted by an individual or group against others.

Type of Abuse	Child	Person/s in vulnerable situation/s
Cyber Bullying	Is sending or posting of harmful or cruel text or images using the internet or other digital communication devices.	Is sending or posting of harmful or cruel text or images using the internet or other digital communication devices
Spiritual	Is a form of emotional and psychological abuse. It is characterized by a systematic pattern of coercive and controlling behavior in a religious context. This abuse may include: manipulation and exploitation, enforced accountability, censorship of decision making, requirements for secrecy and silence, coercion to conform, control through the use of sacred texts or teaching, requirement of obedience to the abuser, the suggestion that the abuser has a 'divine' position, isolation as a means of punishment, and superiority and elitism.	Is a form of emotional and psychological abuse. It is characterized by a systematic pattern of coercive and controlling behavior in a religious context. This abuse may include: manipulation and exploitation, enforced accountability, censorship of decision making, requirements for secrecy and silence, coercion to conform, control through the use of sacred texts or teaching, requirement of obedience to the abuser, the suggestion that the abuser has a 'divine' position, isolation as a means of punishment, and superiority and elitism.

Congregational Code of Conduct

I WILL:

- Treat all children and person/s in vulnerable situation/s with respect, compassion, dignity, and equity.
- Exercise positive, appropriate behavior to all children and person/s in vulnerable situation/s I encounter.
- Be aware of the Congregation/Local Safeguarding Policy.
- Develop openness, honesty and safety.
- Respect the boundaries of all children and person/s in vulnerable situation/s and support them to develop their own understanding and sense of their rights.
- Help children and person/s in vulnerable situation/s to know what they can do if they have a problem.
- Take responsibility for my behavior, action, language and relationship with children and person/s in vulnerable situation/s
- Report any concerns of abuse.
- Avoid being alone with children or person/s in vulnerable situation/s in private.

I WILL NOT:

- Act with behavior that is intended to shame, humiliate, belittle or degrade children or person/s in vulnerable situation/s.
- Physically assault or abuse children and person/s in vulnerable situation/s.
- Develop a sexual relationship with children or person/s in vulnerable situation/s.
- Act in any way that may be abusive or may place a child or person/s in vulnerable situation/s at risk of abuse.
- Act in a way that shows unfair or differential treatment to children or person/s in vulnerable situation/s.
- Use language, make suggestions or offer advice that is inappropriate, offensive or abusive.
- Engage in discriminatory behavior or language in relation to race, culture, age, gender, disability, religion, and/or sexual orientation.
- Consume alcohol, tobacco or illegal drugs while having responsibility for or in the presence of children or person/s in vulnerable situation/s.
- Behave provocatively or inappropriately with a child or person/s in vulnerable situation/s.
- Photograph or video a child or person/s in vulnerable situation/s without the consent of the child or person/s in vulnerable situation/s and his/her parents or guardians' permission to post the media.

ANNEX 2

I confirm that I have read and understand the Code of Conduct and I agree to abide by the safeguarding policies and procedures of the Congregation. I also authorize the verification of the information provided on this form and the appropriate and necessary sharing of this information.

I confirm that I have read and fully understand the following:

→ Local Safeguarding Policy ☐

→ Code of Conduct ☐

→ Congregational Safeguarding Policy ☐

I agree to accept and apply the above Safeguarding Policies and Code of Conduct in their entirety.

Signed: _____Role: _____

Printed name: _____ Date: _____

Breach or non-compliance of the code of conduct, may result in sanctions.

Safeguarding Incident, Complaint or Concern Report Form

This form should be completed if you have an incident, complaint or concern regarding the abuse or exploitation of a child or adult who is participating in a community/ministry, or in the event of an alleged breach of the Safeguarding Policy or Code of Conduct. The completed form should be given to the Safeguarding Focal Person.

Please only complete the details that are known to you at the time of receiving or becoming aware of the incident, complaint or concern. If forwarding by email, please ensure that the document is password protected and the receiver is advised of the password by means other than email e.g,. phone, WhatsApp, text.

Section 1

About the disclosure/concern

Date of disclosure/concern: _____

Time of disclosure/concern: _____

How was the information received? (Attach any written information to this form)

Please circle: Letter Email In person

Details of person making disclosure/raising concern

Name (please print) _____

Address _____

Tel _____ Mobile No _____

Email (please print) _____

If not the person who concern relates to, does the person reporting know the person and how?

Details of child / adult to whom the concern relates to

Name _____ DOB _____

Address_____

Gender _____ Ethnic Origin _____

Language (is interpreter/signer needed) Yes No

Any Disability _____

School (if applicable)

Details of parent/carer (where appropriate or known)

Name _____

Address (if different from above)_____

Tel _____ Mobile _____

Are they aware of the allegation, suspicion, or complaint? Yes No

Details of alleged subject of the complaint

Name _____

Address _____

Relationship to child or adult (if applicable)_____

Occupation _____

Details of concern, allegation or complaint

(Include dates/times, location of incident(s) occurred, witnesses if known. Include complainant's words where possible. Does the child or adult know this concern is being raised?)

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Name of Safeguarding Contact Person (Sister/Associated Person) Completing this form

_____

Signature: _____

Mobile No: _____

Email address: _____

Date: _____

Name of Safeguarding Focal Person who received this form

_____

Signature: _____

Mobile No: _____

Email address: _____

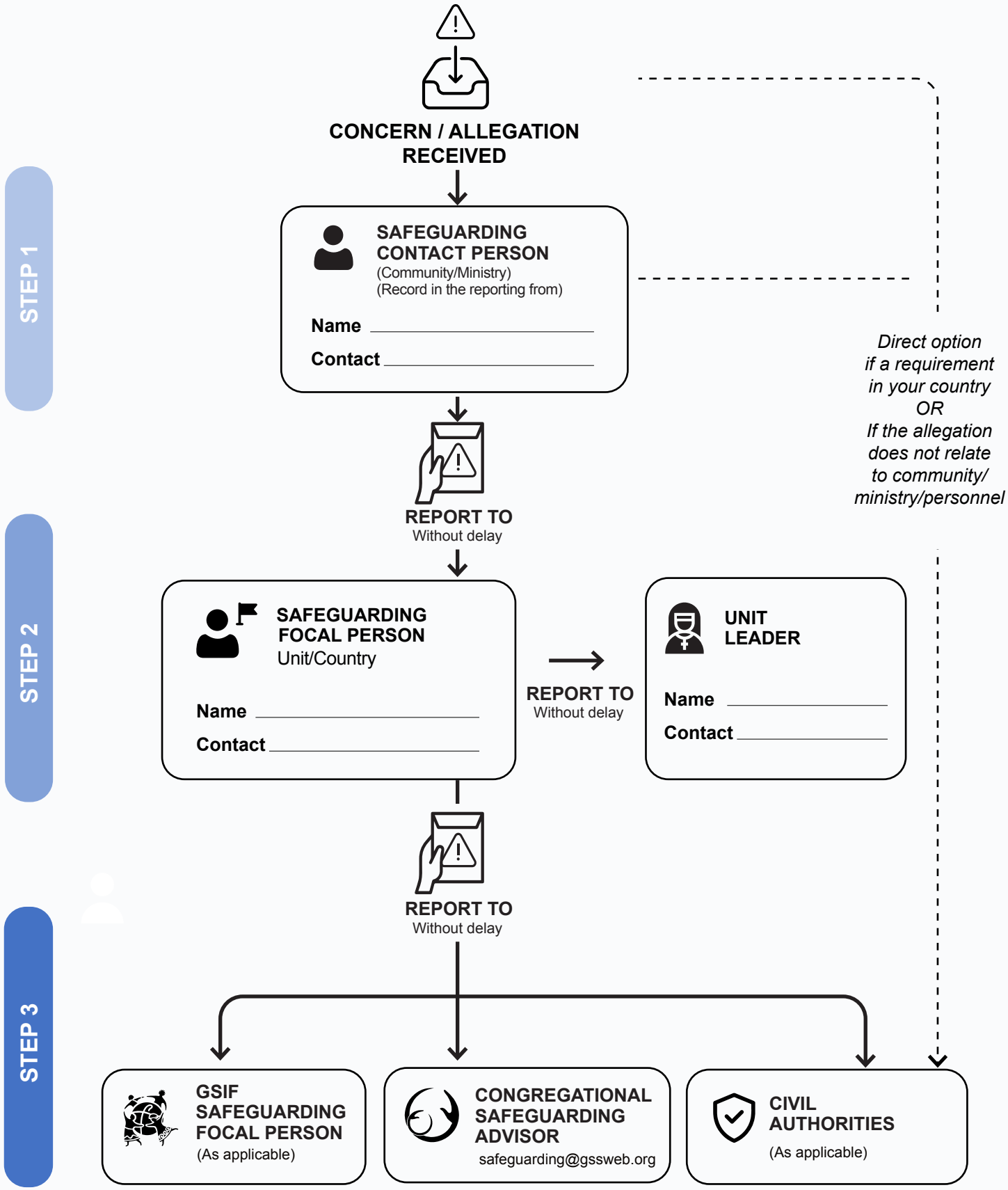
Date: _____

Has the Congregational Safeguarding Advisor been informed: Yes No **Date:** _____

List of Relevant and Related documents

- Constitutions of Our Lady of Charity of the Good Shepherd, 2009
- Province Administration Manual (PAM), 2015
- Our Lady of Charity of the Good Shepherd Position Papers, 2018
- Guidelines and Policies: Internet Presence, Social Media, and other Electronic Communications, 2019
- Congregational Data Protection Policy, 2018
- United Nations Convention on the Rights of the Child (UNCRC), 1989
- African Charter on the Rights and Welfare of the Child, 1990
- UN Convention on the Rights of Persons with Disabilities (UNCRPD), 2006
- The Universal Declaration of Human Rights (UDHR), 1948
- The UN Guiding Principles on Business and Human Rights, 2011
- European Convention on the Exercise of Children's Rights, 1996
- The New Zealand Bill of Rights Act, 1990
- The New Zealand Society for the Protection of Women and Children, 1893
- Code of Canon Law, in particular Book II and Book VI, 1983 (and subsequent modifications)
- Motu Proprio Sacramentorum sanctitatis tutela, 2001
- Motu Proprio Vos estis lux mundi, 2019
- The Normae de gravioribus delictis, 2021.

Template of Reporting Flow Chart with Name allocation





CONGREGATION OF
OUR LADY OF CHARITY
OF THE GOOD SHEPHERD

https://rgs.gssweb.org