



Augustinian Policy for Safeguarding Children 2015

All children have a fundamental right to be respected, nourished, cared for and protected.
This right is embedded in Gospel values, in international law and in domestic law.

(Our Children, Our Church 1.1)

Exercise a mutual care over purity of life. By mutual vigilance over one another will God,
who dwells in you, grant you His protection.

(Rule of Saint Augustine, Ch.4)



Contents	PAGE
Forward	4
Procedures and Guidelines	4
Augustinian Safeguarding Statement	6
Definitions	7
Recognising Child Abuse	8
Responding to an Allegation/Concern of Child Abuse	10
Reporting Procedure	14
Complaints Procedure	16
Augustinian Safeguarding Structures	17
Roles and Responsibilities	19
Access to Advice and Pastoral Support	23
Confidentiality/Data Protection	24
Safe Recruitment	26
Vetting	27
Training and Education	30
Code of Behaviour	31
Working Safely with Children	33
Augustinians Out of Ministry-The Canonical Process	36
Augustinians Working in Schools, Parishes & Other Ministries	37
Friars from other Provinces	37
Whistleblowing	38
Communicating the Augustinian Safeguarding Message	40
Implementation Policy	42



Appendix A	OSA Safeguarding Structures	43
Appendix B	Processing Allegations/Concerns from a Child	44
Appendix C	Augustinian Social Media Policy	45
Appendix D	Dignity at Work Policy	50
Appendix E	Code of Behaviour for Children/Young People	52
Appendix F	Reporting Form (Template)	55
Appendix G	Declaration of Understanding and Agreement to Implementation	60



Forward:

The Augustinian Province in Ireland 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 2009 the Irish Augustinian Province produced an *Augustinian Policy for Safeguarding Children: Procedures and Guidelines*. That document was based on the 2009 guidelines *Safeguarding Children: Standards and Guidance Document for the Catholic Church in Ireland* and on the civil guidelines of the Irish Government. This current *Augustinian Policy for Safeguarding Children* outlines protocol and guidelines for all those working with children at both provincial and community level.

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

Through the implementation of the policies and procedures outlined in this document, the Irish Augustinians are determined to provide the highest level of protection for all children who are involved in any way in activities with the Irish Augustinian 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 can be offered appropriate pastoral care for themselves and their families.

Procedures and Guidelines:

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 in January 2015 unanimously approved the policies and procedures contained in this document. Each friar, community and work is bound to adhere to and engage with this document and in a concerted effort to protect children and to cherish the gift that they are for our future.

As Prior Provincial of the Augustinian Province of Ireland I sign this document to become operational from 22 January 2015.

Jpm Hennebay OSA

OSA Policy for Safeguarding Children



The Provincial Council members approved and signed this policy at a Council Meeting on January 14, 2015.

John Hennebery OSA
~~John Hagle OSA~~
~~John Hagle~~

Paul Messon OSA
Dixie Lyng OSA

~~Paul Messon OSA~~
Michael Mesnagh.



Augustinian Safeguarding Statement:

The Augustinians recognise and uphold the dignity and rights of all children and are committed to ensuring their safety and well-being. Members of the Irish Province (Augustinians) and their co-workers have an obligation to ensure that the fundamental rights of children are respected.

The Province 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 Province 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 Province 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 (2009)* as well as the civil laws and guidelines of the Irish government.

The Province 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 Augustinians 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 members 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.



Definitions:

- **Child:** A person under the age of eighteen years.
- **Abuse:** A violation of a person's fundamental right to respect and to bodily integrity. Abuse may consist of a single act or repeated acts. Child abuse is generally categorised into four broad groups: neglect, emotional abuse, physical abuse and sexual abuse. A child may be subject to more than one form of abuse.
- **Neglect:** The persistent failure to meet a child's physical, emotional and/or psychological needs. It is a form of omission, where the child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, medical care, supervision and safety, or attachment to and affection from adults.
- **Physical Abuse:** Physical abuse of a child is that which results in actual or physical harm from an interaction or lack of interaction which is reasonably within the control of a person in a position of responsibility or power. There may be single or multiple incidents.
- **Emotional Abuse:** Occurs when a child's developmental need for affection, approval, consistency of care and security are not met.
- **Sexual Abuse:** Occurs when a child is used by another person for his or her own sexual gratification or sexual arousal, or for that of others.
- **Child Pornography:** The viewing, use, trade, transmittal or transference of abusive or 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.
- **Whistleblowing:** The term used to describe the action of someone who reveals/discloses wrongdoing within an organisation 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.
- **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.



Recognising Child Abuse:

Every Augustinian 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.

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 cheeks or thighs, unlikely explanations that do not fit the injury and delays in seeking medical treatment are a cause of concern.

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.

Changes in behaviour which can indicate physical abuse may include:

- Fear of parent(s) or guardian(s) 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.

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.

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-givers;
- Sudden speech disorders;
- Developmental delay, either in terms of physical or emotional progress.

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(s) or guardian(s) being approached regarding their behaviour.



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 upon.

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.

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.

Recognising neglect:

Neglect can be a difficult form of abuse to recognise.

The physical signs of neglect may include:

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

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.



Responding to an Allegation/Concern of Child Abuse:

At all times action must be taken in instances where child abuse is:

- **Observed:** Immediate intervention is required in order to provide a safe place for the child. Report the intervention to the Designated Liaison Person or Deputy Designated Liaison Person (henceforth DLP/DDLP).
- **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/DDLP.
- **Suspected:** Any concern that a child is at risk must be brought to the attention of the DLP/DDLP who will seek advice from the Child & Family Agency in the Republic of Ireland (henceforth TUSLA). It is not the responsibility of the individual who has a concern or the DLP/DDLP to investigate the matter or to decide whether abuse has taken place.

If you receive a concern or allegation about an Augustinian or Co-Worker:

- Act immediately – refer the matter to the DLP/DDLP who will consult/refer to TUSLA and/or An Garda Síochána as appropriate.
- If required, any member of the Augustinian Province Case Management and Safeguarding Advisory Panel (henceforth) CM&SAP will assist you in contacting the DLP/DDLP.
- Make a written record as soon as possible afterwards using as many of the person's own words as possible on the Augustinian Recording Form (Form 1). This initial recording will form the first entry in a 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.
- 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.
- Do not be selective. Include details which may seem irrelevant. It may prove invaluable at a later stage in an investigation.
- In case of emergency, where a child appears to be at immediate and serious risk, contact TUSLA directly. Where the appropriate HSE staff are not available, An Garda Síochána should be contacted to ensure that under no circumstances is a child left in a dangerous situation. Inform the DLP/DDLP as soon as possible.
- 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/DDLP and a Support Person can be provided by them, if helpful.
- The allegation is revealed to others only on a –need to know basis.

Feedback to the Referrer:

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

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 concerns to the DLP and/or contact TUSLA directly and then inform the DLP of the outcome.



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 an Augustinian or Co-worker it should also be reported to the church authorities. 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. 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 assistance.

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 Augustinian Safeguarding Recording Form, sign and date it, and forward it to DLP/DDLP;
- Inform the parent(s) or guardian(s) except when it is not safe to do so;
- Remember: it is not your role to investigate or decide if abuse has taken place.

Do Not:

- Make judgements about the alleged abuser;
- Promise to keep the disclosure 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.

In an Emergency:

- If a child is at *immediate and serious risk*, TUSLA should be contacted without delay.
- If a child is at immediate risk after office hours, contact the Gardaí.

Seal of Confession

- An ordained Augustinian 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.



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.

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.

Where information is given in person, consider the following:

- Listen carefully to that person, but do not ask intrusive or leading questions;
- Stay calm, take the concern being raised seriously, and reassure the person that is 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 theirs;
- Make no promises that cannot be kept, particularly in relation to secrecy. This information will be reported to the civil and Church authorities.
- Explain the referral procedures;
- Offer to accompany the person to the DLP and/or a Support Person, to TUSLA or to the Gardaí, as appropriate;
- Do not make any comments about the respondent (alleged abuser) 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 TUSLA and/or An Garda Síochána to investigate. There must be no probing for detail beyond that which has been freely given;
- An ordained Augustinian 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.



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 TUSLA and An Garda Síochána.

Anonymous allegations or concerns

Anonymous complaints are to be treated carefully. Anxiety and fear may persuade some people not to reveal their identity immediately. It is sometimes difficult to act on information under these procedures unless at some point the name of the person raising the concern/making an allegation becomes known. The person raising the concern should be informed that anonymity might restrict the ability of professionals to access information or to intervene to protect a child.

As much openness as possible should be encouraged.



Reporting Procedure:

This procedure must be followed by all Augustinians and Co-workers when a concern about the sexual abuse of a child, either current or historical, is raised regarding an Augustinian or Co-worker in the Irish Province.

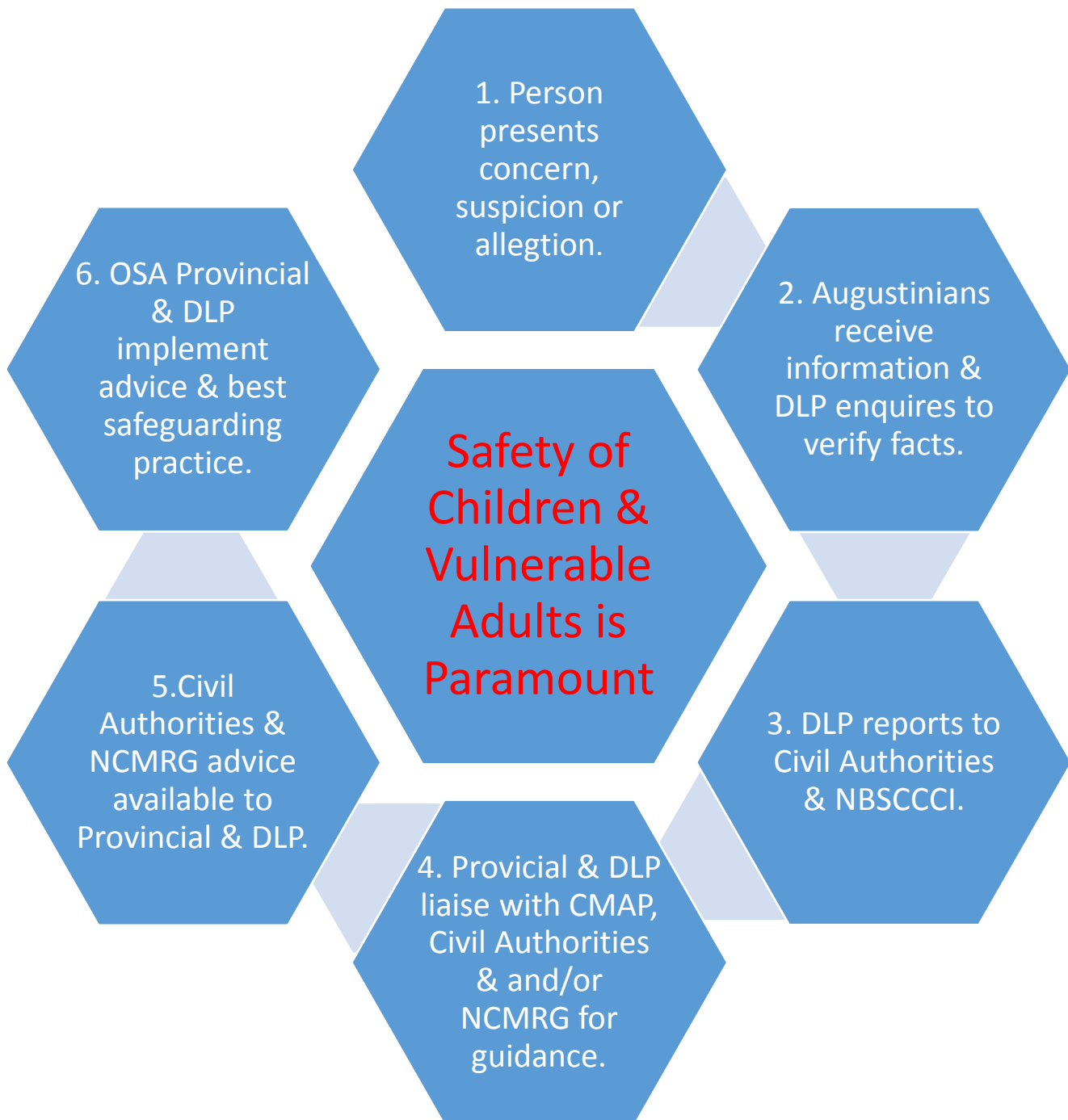
The Augustinians are committed to working in co-operation with and reporting promptly to TUSLA – The Child and Family Agency, An Garda Síochána, The National Board for Safeguarding Children in the Catholic Church in Ireland (NBSCCCI) and its expert advisory panel, The National Case Management Reference Group (NCMRG).

At all times, the Paramountcy Principle applies, that is, above all else, the safety of the child and/or vulnerable adult is given priority.

- All safeguarding concerns and allegations concerning Augustinians or Co-workers should be passed on to the Augustinian DLP.
- The DLP will report the concern/allegation to TUSLA or An Garda Síochána without delay.
- If the DLP or person reporting is unsure if there are reasonable grounds for concern, the DLP will seek the advice of TUSLA;
- A complete written record is kept in relation to the concern, including the subsequent action and all communication with the civil authorities;
- The DLP will inform the Provincial of all reports and contacts with the civil authorities. If a child is in immediate danger, the person receiving the allegation should contact TUSLA directly or the Gardaí out of hours, then inform the DLP;
- If the concern relates to an Augustinian, the DLP will inform the National Board for Safeguarding Children in the Catholic Church in Ireland (NBSCCCI);
- Care must be taken to protect a person's right to confidentiality. Information will be given to others on a need to know basis;
- Any person may report directly to the civil authorities. If such a report concerning a Augustinian or Co-worker is made, the DLP should be informed as soon as possible;
- It is not the role of the DLP or the person reporting to investigate the concern/allegation;
- Any allegation of child sexual abuse made against a former Augustinian will be reported to the relevant civil and church authorities as per this policy.



The following diagram illustrates the indicative reporting process when a concern or allegation is presented to the Augustinians:





Complaints Procedure:

This section, the complaints procedure does not deal with the reporting of a child safeguarding concern, it deals with complaints made in relation to:

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

Where the complaint relates to how a complaint of abuse was handled, the person making the complaint can contact the:

- Augustinian Provincial Office;
- Any member of the Augustinian Provincial Council. Contact details available from Provincial Office; 01-4241000
- National Board for Safeguarding Children in the Catholic Church in Ireland (NBSCCCI);
- Child & Family Agency (TUSLA).

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.

If the complaint concerns unacceptable behaviour by an Augustinian or Co-worker towards a child:

- Speak directly to the person responsible for the unacceptable behaviour, if appropriate;
- If the issue is not resolved there it may be brought to the attention of the Prior of the local OSA Community or the DLP to be dealt with promptly and fairly;
- If the issue is still not resolved at that level it may be referred to the Provincial and his Council.
- 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;
- The determination of the mediator will be final.



Augustinian Safeguarding Structures (See also Appendix A):

Local Safeguarding Representatives

In every Augustinian Community there are two/three named Local Safeguarding Representatives (LSRs), including the Prior of the Community. The Prior promotes and monitors safeguarding in the community and the church or retreat house in partnership with the lay LSRs.

Designated Liaison Person

The Designated Liaison Person (DLP) and Deputy Designated Liaison Person (DDL) for the Augustinian Province in Ireland are appointed by the Provincial to receive allegations of child sexual abuse by Augustinians or their Co-workers, and to record and report them to the relevant Church and state authorities.

Support Person for Survivors and their Families

The Support Person/s for Survivors and their Families is appointed by the 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.

Adviser

The Provincial, in consultation with any Augustinian against whom a complaint of sexual abuse is made, appoints an Adviser to be available to him. The Adviser shall represent the needs of the respondent to the Provincial and his Council and assist, where appropriate, with communication between the respondent, the Designated Liaison Person and the Provincial. 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.

Augustinian Case Management and Safeguarding Advisory Panel (CM&SAP)

The Augustinian Case Management and Safeguarding Advisory Panel is both supportive and developmental. It supports the work of the DLP and advises it, and the Provincial and his Council, on a range of matters including:

- Creating, maintaining and monitoring a safe environment for children in all aspects of Augustinian life and activity;
- The safe recruitment of volunteers and staff;
- The provision of training for all Augustinians in ministry and their Co-workers;
- Human resources required for implementing best safeguarding practice across the Province;
- The development, implementation and review of policies;
- Assisting in identifying emerging needs and priorities;
- The development of audits to ensure adherence to policies and procedures.

This CM&SAP will be divided into two separate groups during 2015 namely, a Case Management Advisory Panel and a Safeguarding Development Group, as outlined below.



Case Management Advisory Panel (CMAP)

- The CMAP is an internal consultative panel, set up to advise and assist the Provincial at all stages of the investigative process into alleged child sexual abuse by members of the Province. The Panel provides him with a consistent and accessible source of guidance and I may provide advice as to 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 and where complex issues arise beyond its competence, will draw on the expertise of the National Case Management Reference Group (NBSCCCI).
- No member of the CMAP shall act in a professional capacity to either the person making the allegation or the respondent.
- Due to an allegation / conviction of child sexual abuse having been made against him, an Augustinian may be placed under precept (restriction guidelines) and supervision in an Augustinian Community. A 'Care and Safety Management Plan' will be drawn up by the Provincial and DLP for each respondent in consultation with the CMAP, TUSLA and An Garda Síochána to ensure that the respondent does not pose a risk to children. The number and severity of the restrictions placed on a respondent will be commensurate with the nature of the accusation. In addition, a Local Augustinian Supervisor, usually the Prior of the Community will be appointed to monitor the adherence of the respondent to the precept placed on him. Each 'Care & Safety Management Plan' will be reviewed regularly involving the respondent, the Supervisor, the Provincial and the DLP. An updated report is then presented to the CMAP for consideration and decision about any follow-up action(s).

Augustinian Safeguarding Development Group (ASDG)

The members of the ASDG, with the Provincial and Council, devise and revise safeguarding policies, determine and present appropriate training to different groups within the Province, and co-operate and comply with the church and civil authorities' laws and policies.

The work of this group therefore incorporates awareness raising, co-ordinating training provision and developing policies and best practice in partnership with each Prior and the Local Safeguarding Representatives.

Note: At present these roles are shared by one group. The Province is committed to dividing these roles into separate groups by the end of 2015.



Roles and Responsibilities:

Local Safeguarding Representative

Every community shall have two/three trained Local Safeguarding Representatives, one of whom shall be the Prior of the Community. The role of each Local Safeguarding Representative is to:

- Raise awareness of what safeguarding involves;
- Ensure that key safeguarding information is disseminated;
- Co-operate with the Augustinian DLP in relation to the monitoring of safeguarding practices, including the annual safeguarding audit;
- Assist Augustinians/Co-workers, if required, to contact the DLP or a Support Person;

The Augustinian Safeguarding Representatives are responsible for:

- Ensuring that any activity taking place in his/her community and church operates in a manner which facilitates the safety and wellbeing of the children involved;
- Briefing the community on best practice principles;
- Publicising the contact details of the child safeguarding services and the relevant civil authorities;
- The overall responsibility for safeguarding children in each Augustinian Community remains with the person in charge, i.e. the Prior.

The Role of the DLP

The Designated Liaison Person's role is: to receive information about a concern, allegation or disclosure of abuse relating to an Augustinian or Co-worker, and to report all child-safeguarding concerns, allegations and disclosures to the civil and ecclesial authorities without delay.

The DLP is required to:

- Receive allegations/concerns of child abuse and offer to meet with the Complainant to hear first-hand the nature of the information being shared, while offering the assistance of a Support Person;
- Report the concern to the statutory authority without delay regardless of whether the respondent is alive or not;
- 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 place them on the Child Protection Case File;
- Explain the procedures for addressing the concern, allegation or disclosure to the person who has raised the concern;



- Contact emergency or appropriate service where a child appears to be at immediate and serious risk of harm;
- Seek appropriate advice from TUSLA/An Garda Síochána/NBSCCCI. The DLP must keep a written record of the outcome of any such discussions in the Augustinian Safeguarding Case File.
- Inform the Provincial, Case Management Advisory Panel 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;
- 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;
- Consult the Provincial regarding the appointment of an Adviser;
- Conduct an initial interview with the respondent as soon as possible, if TUSLA/ An Garda Síochána 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 s/he is not obliged, in law, to respond or to furnish evidence but that anything s/he 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;

- Implement the Reporting Procedure as outlined in this document (see p.14).
- Ensure the availability of the CMAP , if required, and convene the Panel at an appropriate time;
- Allow TUSLA/An Garda Síochána to conduct their enquiries unimpeded;



- Maintain a dialogue with the Investigating Officer or Social Worker to monitor the progress of the case and act on any advice given. Details of contacts made should be recorded chronologically on the Child Protection Case File;
- Ask for an update from TUSLA/An Garda Síochána about the outcome of their investigations; this request should be made in writing;
- Conduct an internal investigation (Canonical Process) 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 to verify whether a semblance of truth exists or not. Every effort should be made, in consultation with TUSLA/An Garda Síochána, 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 an Augustinian has been temporarily removed from active ministry or a lay person suspended from duties, it is important to keep everyone informed of the progress of the investigation and to maintain records of such communications;
- Where an investigation concerns an Augustinian, the requirements of Canon Law will be observed. A Canonical investigation of an Augustinian will be carried out by the Provincial or his delegate after the statutory investigation is completed. Where an allegation or suspicion is made against the DLP, the information must be passed to the Deputy DLP and the process as outlined should be carried out by him/her.

Role of Support Person(s)

A 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 Province;
- Facilitate the child or adult in gaining access to information and help;
- Represent the concerns of the survivor during the inquiry process.
- The Support Person will also 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;
- Support Persons 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;
- Support Persons 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 Augustinians 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 Prior Provincial and/or a member of the Case Management Advisory Panel.

NB

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



Access to Advice and Pastoral Support:

Through its Safeguarding Office, the Augustinian Province wants to reach out to survivors of sexual abuse, and their families, who are seeking pathways of recovery.

For those who have been abused:

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

- The Augustinian Safeguarding Office will provide information about what to do and where to go for help;
- A 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 pp. 21-2).

For those who have abused:

Augustinians or Co-workers who have sexually 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 Augustinian against whom a child safeguarding concern/allegation has been made (See p.17).

For Augustinian Personnel:

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

This document gives guidance on how to respond to a child or adult who raises a concern or makes an allegation (See pp. 11 – 13).

All Augustinians and Co-workers can access support about safeguarding issues from the Augustinian Safeguarding Office, civil authorities and/or the National Board for Safeguarding – see Appendix B for Useful Contact Details.



Confidentiality / Data Protection

Confidentiality

The Province recognises the importance of protecting an individual's right to confidentiality and is committed to keeping confidential all personal information about complainants and respondents. 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. Providing such information to a Designated Liaison Person or relevant Church/statutory authority for the protection of a child is not a breach of confidentiality.

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 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 TUSLA 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.

Data Protection

The Province is required under the Data Protection Acts of 1988 & 2003 to ensure the security and confidentiality of all personal data it collects and processes.

Personal data must be:

- a. Obtained and processed fairly;
- b. Kept only for one or more specified explicit and lawful purpose;
- c. Used and disclosed only in ways compatible with the purpose for which it was obtained;
- d. Kept safe, secure, accurate, adequate, complete and up to date;
- e. Retained for no longer than is necessary for the purpose or purposes for which it was collected.



Retention and Security of Records

- Records which contain personal information should be stored in a secure, locked container away from unauthorised access;
- Only persons who are approved by the Provincial have access to personal files;
- 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 safeguarding files must be retained for a period of 100 years;
- Where there is no legal requirement to retain records beyond closure, destruction should be undertaken by shredding.

Access to Information

- Persons wishing to access their own records will be provided with same, provided that such provision is not prohibited by Data Protection considerations or by other legal constraints;
- Such applications must be made in writing to the Provincial.



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 (Form 2)

Applicants are required to sign this, 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 as 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.



Vetting:

Introduction

All Augustinians in ministry and their Co-workers 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 Garda Vetting process is concluded, they must sign a Declaration Form and their contact with children should be closely supervised until the Garda Vetting process is complete.

Vetting Procedure

Application: The applicant is asked to complete a Vetting Application Form and return it to the Prior who sends completed forms to the Provincial (Archdiocese of Dublin) or the local Diocesan Vetting Co-ordinator, as appropriate:

- The completed Application Form is forwarded by the Prior/Provincial to the appropriate Vetting Administrator who forwards it to the Garda Central Vetting Unit (GCVU);
- Garda Central Vetting Unit returns applications and the outcome of the vetting process to the Prior/Provincial. The Prior informs the applicant of the outcome of the vetting process;
- If the returned application contains information relevant to the employment / retention of the applicant, the Prior/Provincial must consider whether or not a Process Review Meeting is appropriate.

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 Province. 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.

Process Review Meeting

The Garda Central Vetting Unit provides the Prior/Provincial with details of all prosecutions, successful or not, pending or completed, and/or convictions. No Process Review Meeting is required where none of the above is identified.

Consideration for a Process Review Meeting will occur when an application is returned from the GCVU with relevant information attached. The Provincial will clarify any information received from the GCVU 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:

- Provincial or Prior 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 GCVU.
- An applicant who asserts that his/her Garda 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 Vetting Disclosure may be inaccurate, the Provincial will contact the Garda Central Vetting Unit with the information, and any other information as deemed necessary. The Garda Central Vetting Unit will conduct further checks required in respect of the applicant and write back to the Prior/Provincial who will communicate the response to the applicant.
- The Prior/Provincial keeps a written record of the meeting and any relevant follow-up.

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.



Data Confidentiality

- Information passed to other appropriate and relevant staff must only be done on a basis required by the recruitment / retention process;
- All applications received by the Provincial are entered onto the Augustinian 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 named Augustinian personnel and the data is stored securely;
- 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 Provincial.



Training and Education

It is essential that all Augustinians 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;
- Augustinians and Co-workers, by outlining best practices and procedures;
- The integrity of the Augustinian Province and its mission, by making clear its commitment to keeping children safe and modelling best practice.

The Province requires:

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

The Augustinian Safeguarding Development Group will:

- Identify the training needs of Augustinians and Co-workers;
- Ensure that all training is evaluated and presented by suitably qualified trainers;
- Monitor the training of all Augustinians and Co-workers.



Code of Behaviour:

Interaction with Children

Adults should:

- 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;
- Treat children and young people in a manner that fully respects their dignity and rights;
- Provide an example of good conduct at all times;
- Respect each child's boundaries, avoid unnecessary physical contact;
- Help children develop an awareness and understanding of their own right to protection and a respect for the rights of others;
- Provide children with information on how, and from whom, they can seek help if they have a concern;
- Be visible to others if working alone with a child;
- Challenge and report behaviour that is abusive or potentially abusive;
- Develop a culture where children are encouraged to talk openly about their contacts with staff and others;
- Unless there are at least two adults present, avoid permitting children and young people to work or remain in the church, priory or property.

Augustinians or their Co-workers must never:

- Hit or otherwise physically assault or abuse a child;
- Develop sexual relationships with a child;
- Engage in inappropriate conversations with children;
- Develop relationships with children that could in any way be deemed exploitative / abusive;
- Act in ways that may place a child at risk of abuse.



- Take children to their bedrooms, or any private part of the priory;
- Use alcohol, tobacco or non-prescriptive drugs when in the company of children;
- Offer alcohol, tobacco or non-prescriptive drugs to minors.

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

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

Implementation

Any member of the Province or Co-worker who becomes aware of a breach of this Code of Conduct should bring the matter to the attention of the Prior, Designated Liaison Person or Provincial. If there is a risk to a child the matter immediately to the TUSLA – The Child and Family Agency or an Garda Síochána outside of officer hours. See p. 14 for Reporting Procedure.



Working Safely with Children:

Activities Involving Children

(If not covered by either school or parish/diocesan safeguarding policies)

Planning:

- Augustinians 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.
- Accident / Incident Report Forms should always be completed whenever an incident occurs.
- All children are checked-in to an activity on a Registration/Attendance Book.
- 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/guardian/carer.

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);
- There should be 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.

Guidance on Photographing Children and Young People

Parental consent should be sought when photography is being used during activities involving children.

Care must be taken to avoid:

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

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.

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.

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.



Photography for public display;

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

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 applies.

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. Augustinians and Co-workers who receive a 'Friend Request' from a child in their activity should always click 'NO'.



Augustinians out of Ministry: The Canonical Process

Augustinians 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 the precepts placed on them by the Provincial.

Upon receipt of an allegation or concern, the Provincial will inform the friar of same. The friar is immediately asked to step aside from ministry. A Canonical Precept will issue from the Provincial. A Preliminary Canonical Investigation is opened and immediately suspended to allow the civil authorities to pursue their investigations. Only when the Gardaí and/or TUSLA give permission is the Preliminary Canonical Investigation reopened. In the case of a deacon or priest, that is an ordained member of the Province, without any kind of compromise or equivocation the universal norms of the Church as set out in the norms promulgated by the *Motu Proprio, Sacramentorum Sanctitatis Tutela* of 2001 and updated in 2010 must be adhered to strictly.

There is no exemption from this line of action.

It must be noted that the requirements of the Church are far lower than the requirements of the State. A case deemed insufficient by the State (Office of the DPP) may still require processing by the Church. If the criteria of '*a semblance of truth*' is established, the Provincial gathers the proofs and submits the case to the Congregation of the Doctrine of the Faith, with his *Votum*, for adjudication. The Procurator General may assist in the submission of the case to the CDF. This may result in a decision from the Congregation or a request for a fuller investigation.

If the allegation/concern raised is in respect of a non-ordained member of the Province canon 695 §2 applies and the case is progressed through the Congregation for Institutes of Consecrated Life and Societies of Apostolic Life. At all times due process must be observed and the requirements of Canon Law fulfilled.



Augustinians Working in Schools, Parishes and other Ministries:

Augustinians 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. Augustinians so contracted must familiarise themselves with the policies and procedures of those institutes.

Friars from other Provinces:

Friars appointed to the Irish Province

Any Augustinian from another Province appointed to Ireland must be in possession of a letter of good standing from his Provincial, explicitly stating that there is nothing in the Augustinian's background that would indicate unsuitability to work with or interact with minors nor has any continuing alcohol/substance abuse issues. Ordained members must also be in possession of a valid *Celebret*. Documentation is to be presented to the local Prior for processing in the Province.

Friars Temporarily Residing in the Irish Province

Any Augustinian arriving in the Irish Province whether for a study program or temporary ministry who is temporarily resident in an Augustinian community must be in possession of a letter from his Provincial. This letter must explicitly state that there is nothing in the Augustinian's background that would indicate unsuitability to work with or interact with minors nor has he any continuing alcohol / substance abuse issues. In the case of ordained members, the letter must confirm that he has a valid *Celebret*. Documentation is to be presented to the local Prior for processing in the Province.

Whistleblowing



Introduction

- The Augustinians are committed to the highest possible standards of openness and accountability;
- Augustinians 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 Augustinian 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.

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 Prior/Supervisor/Manager;
- If your concern is about your immediate Superior/Supervisor/Manager then contact either the Designated Liaison Person, the Provincial or a member of the Provincial Council, the National Office for Safeguarding Children in the Catholic Church, TUSLA 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.

What happens next?

- You should be given information on the nature and progress of any enquiries;
- Your Prior/Supervisor/ 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 Persons Reporting Child Abuse Act, 1998;
- Malicious allegations may be considered a disciplinary offence.



Communicating the Augustinian Safeguarding Message:

Contact details of the Augustinian Safeguarding Personnel, civil authorities and support services will be circulated by every means possible.

The latest edition of the Augustinian Safeguarding Policy will be available on the Augustinian website: www.augustinians.ie

Augustinian Safeguarding Policy

All members of the Province and their Co-workers will be given a copy of this Augustinian Safeguarding Policy and will be asked to sign an Agreement Form confirming that they have read the policy and agree to abide by it.

Displaying 'The Safeguarding Policy Statement'

Every Augustinian Community attached to the Irish Province will clearly display an *Augustinian Safeguarding Policy Statement* in all its properties to which the public have access. This Safeguarding Notice will detail:

- The Augustinian 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 name and contact details of the Designated Liaison Person for the Province;
- Contact Numbers of TUSLA in the region;
- Contact number of An Garda Síochána in the region;

The information and details displayed should be kept up to-date by the Prior and Local Safeguarding Representatives.

Contact Details

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



Updates and information

The Augustinian Safeguarding Office will give updates of developments in safeguarding children by means such as the Provincial Website which is available to all members of the Province and their Co-workers. This will contain the contact details of the Designated Liaison Person and details of how to access the Support Persons for Survivors and their families.



Implementation of Policy:

The Augustinian Province of Ireland 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.

Implementation by the Augustinian Communities

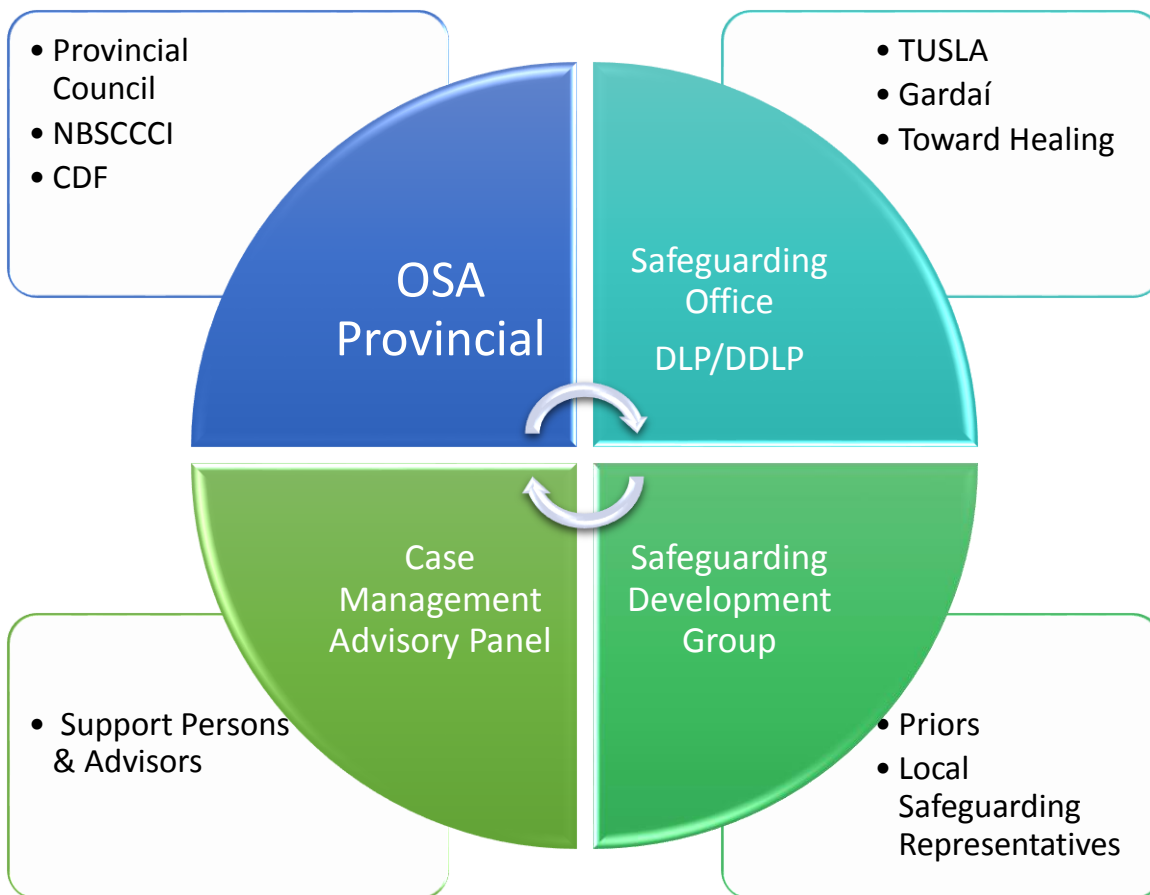
- The Augustinian Safeguarding Office will maintain regular contact with each Augustinian Community in terms of monitoring and implementation of best practice in safeguarding children. This will be done collaboratively with the Prior/Community Leader and the Local Safeguarding Representatives;
- Each Community is recommended to have a minimum of 2/3 meetings to discuss safeguarding issues;
- An annual Safeguarding Audit will be undertaken by each Augustinian Community.
- The views of agencies involved inside and outside of Church organisations will be sought to help improve the effectiveness of measures taken.
- An annual meeting of Augustinian Safeguarding Representatives will be convened by the Augustinian Safeguarding Office.
- The Province will co-operate fully with any review/audit by civil authorities and the National Board for Safeguarding Children in the Catholic Church in Ireland.

Augustinian Safeguarding Development Group and Augustinian Safeguarding Office

- Ultimately, the responsibility for this Policy lies with the Prior Provincial. It will be the responsibility of the Augustinian Safeguarding Development Group and the Augustinian Safeguarding Office to ensure with him that the Augustinian Safeguarding Policy and Procedures are implemented.
- The Safeguarding Development Group 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 – OSA Safeguarding Structure



Note: Both the 'Case Management' and the 'Safeguarding' briefs are currently co-ordinated by the Case Management & Safeguarding Advisory Panel. By the end of 2015 it is proposed that two distinct groups will carry responsibility of these separate and interrelated briefs.



Appendix B

Useful Contact Details:

- ❖ TUSLA, Child & Family Agency, Block D, Park Gate Business Centre, Parkgate Street, Dublin, 8 - 01 6352624 or info@tusla.ie or any local Duty Social Worker (see www.tusla.ie).
- ❖ Domestic Violence & Sexual Assault Investigation Unit, An Garda Síochána, Harcourt Square, Dublin, 2 – 01 666 3430 or any Garda Station.
- ❖ National Board for Safeguarding Children in the Catholic Church in Ireland, New House, St. Patrick's College, Maynooth, Co. Kildare (01 5053124 or info@safeguarding.ie).
- ❖ Toward Healing, P.O. Box 5654, Dublin (1800 303 416 or coordinator@towardshealing.ie) – a professional, independent and confidential counselling service funded by the Bishops, Religious & Missionary Union in Ireland.
- ❖ One in Four, 2 Holles St; Dublin, 2 (01 6624070 or info@oneinfour.ie) – a professional, independent and confidential counselling and advocacy service part funded by charitable donations, fundraising and Government funds.
- ❖ Towards Peace - Columba Centre, St. Patrick's College, Maynooth, Co. Kildare (01 505 3028; 087 7710533 or towardspeace@iecon.ie) - offering spiritual support for those whose faith has been damaged by abuse and who wish to continue their search for meaning and for God.



Appendix C

Augustinian Social Media Policy

Preach the Gospel at All Times

Guidelines for Evangelizing Through Social Media

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.'"

Since our foundation by the Holy See, Augustinians have been on the cutting edge of spreading the Gospel message in new ways and to new places. Our own missionary history bears impressive witness to this dynamic. It's no wonder, then, that so many of our Augustinian brothers have found the modern tools of electronic communication to be a fruitful and powerful way to continue that tradition of evangelization. Social media and electronic communication provide 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 Augustinians might make the best use of these exciting tools of communication and evangelization.

As background, the online encyclopaedia Wikipedia defines social media as "media designed to be disseminated through social interaction, using highly accessible and scalable publishing techniques. Social media use Web-based technologies to transform and broadcast media monologues into social media dialogues." 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 partners-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 Augustinian 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 Augustinians. When using social media and other electronic communications, Augustinian organizations — including friars, staff and volunteers — are advised to keep in mind the following:

1. All communication by friars and partners-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 Augustinian way of life. Staff members and ministry volunteers are encouraged to keep in mind these guidelines.
2. All publicly available online information (profile information, postings, updates, and the like) should be consistent with the same professional Codes of Conduct followed in other public areas of ministry (e.g. Safeguarding).
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 your respective organisation 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. It is best that 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 or organisation.
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 ministry 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 Augustinian values. It is important to understand that we are witnessing to the faith and to our Augustinian 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.'

- a. 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.
- b. Never disclose confidential information about yourself, individuals or the organizations you serve.

Conclusion

The Irish Province of the Order of Saint Augustine strongly encourages the use of social media by its members. These tools serve as an effective way to spread the Gospel and our Augustinian spirituality, to make visible the good works that we do in so many places, and can 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, our Augustinian ministry and a province, the posts can be a valuable method of sharing the Gospel. As is attributed to St. Francis, "Preach the Gospel and, when necessary, use words."

The Designated Officer and Deputy Designated Officer are available to provide advice and support to those who are worried about the safety and welfare of children. Tony Murphy can be contacted on 087-221 1235 or osasafeguarding@gmail.com and Fr. Niall Coghlan OSA can be contacted on 0879140432.

Additional information is available from a variety of resources, including:

- Website of the United States Conference of Catholic Bishops, on which sections of this document are based.
<http://www.usccb.org/about/communications/socialmediaguidelines.cfm>
- Pontifical Council for Social Communications, –The Church and the InternetII
http://www.vatican.va/roman_curia/pontifical_councils/pccs/documents/rc_pc_pccs_doc_20020228_church-internet_en.html
- www.augustinians.ie

OSA Policy For Safeguarding Children



Developed for the Irish Province • December 2014. Approved by the Provincial,
22.01.2015

John Hennebry OSA

John Hennebry OSA
Prior Provincial

Date: 22 January 2015



Appendix D - Dignity at Work Policy (Anti Bullying/Anti-Discrimination Policy) – Pending approval by the Provincial Council (11/03/15)

1. Purpose

The purpose of this policy is to demonstrate the commitment of the Irish Province of the Order of Saint Augustine to implementing and promoting measures to protect the dignity of employees and to encourage respect for others at work. This is done by creating a work environment free from discrimination, harassment, sexual harassment or bullying by dealing effectively with any complaints of such conduct, and also by welcoming diversity and promoting employment equality. This policy outlines that any discrimination, harassment, sexual harassment or bullying is prohibited by this Province and outlines a procedure to address any incidences of such behaviours.

2. Scope

This policy applies to members of the Order of Saint Augustine, all employees, contractors, consultants, clients, suppliers and visitors to the workplace. This policy applies during normal working time in our premises and also at work related social events, business trips and other work-related activities, such as, training courses or conferences, whether they take place at our premises or not, and whether or not they take place during normal working hours.

3. Policy

Equality & Diversity Statement

The organisation is committed to equal opportunity of employment and all employment policies, procedures and practices at the company will be based on merit, qualifications and abilities. Employment and recruitment practices will not be influenced or affected by an individual's race, colour, religion, sex, marital status, nationality, family status, sexual orientation, disability, age or membership of the Traveller Community. However the organisation does reserve the right to set minimum age requirements restricting persons under the age of 18 from applying for certain positions, e.g. night-shift working, and to offer those over normal retirement age fixed term contracts where they wish to continue in



employment, or to set different retirement ages for employees. Implied in all the organisation's contracts of employment is a commitment to equal pay for equal work. Similarly, in selecting self-employed service providers, none of the grounds listed above will be used as the basis for any decision affecting their engagement with us.

We promote the principle that the reality of managing diversity is about being able to work effectively with people who do not share every employee's background, experience or self-identification. Dignity is about celebrating the individual differences and similarities that each person brings to the workplace. It is about providing a range of perspectives that contribute to solving problems and creativity. It is not solely about different nationalities or genders working together, but embraces a mixture of people in age, education, geographic origin, family status, type of work, cultures, religions, personal styles and sexual orientations.

As Augustinians we will not tolerate discrimination, bullying, sexual harassment, or harassment by one employee or group of employees against another or others for any reason. Lack of respect may be shown in words, conduct, acts or demeanour. The Augustinians promote a workplace culture of dignity, respect and openness to diversity which should be reflected in the actions and behaviour of all employees.

Discrimination is defined as the treatment of a person in a less favourable way than another person is, has or would have been treated, on any of the nine grounds listed below. Discrimination is also taken to have occurred where one of the nine grounds is imputed to a person, or where a person who is associated with another is treated less favourably by virtue of that association than another person who is not so associated would have been treated.

The Augustinians value the contribution of all employees and self-employed contractors and requires every employee to refrain from any type of behaviour



which may be interpreted as bullying, discrimination, harassment or sexual harassment. While not restricted to the grounds listed below, the policy prevents any form of harassment or discrimination based on the following:

- Gender
- Marital status
- Family status
- Sexual orientation
- Religious belief or lack of religious belief
- Age (16+)
- Disability or the nature of disability
- Race, colour, nationality or ethnic or national origins
- Membership of the Traveller Community.

All employees are required to act in a responsible and professional manner to maintain a pleasant working environment free of discrimination, harassment, sexual harassment or bullying. Bullying is a type of harassment which is not associated with these grounds. It is the duty of all employees to immediately report any incident of discrimination, harassment, sexual harassment, or bullying by following the complaints procedures outlined in this policy.

Harassment

The Employment Equality Acts 1998 and 2004 prohibit harassment. Harassment is defined as any form of unwanted conduct related to any of the nine discriminatory grounds, being conduct which has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment. Harassment can take many forms and includes the following:

- Verbal harassment - jokes, comments, ridicule or songs
- Written harassment - faxes, text messages, emails, notices or letters
- Physical harassment - jostling, shoving or any form of assault
- Intimidatory harassment - gestures, posturing or threatening poses
- Visual displays such as posters, emblems or badges
- Isolation or exclusion from social activities

Sexual Harassment



Sexual harassment is defined as conduct of a sexual nature which has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment. To constitute sexual harassment the conduct does not have to be repeated.

Such conduct may take the form of unwanted verbal, non-verbal or physical conduct of a sexual nature. This may include acts of physical intimacy, any request for sexual favours, or any other act or conduct including spoken words, gestures or the production, display or circulation of written words, pictures or other material.

Bullying

Bullying is prohibited by the Irish Province of the Augustinians and is defined as repeated, inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the person's right to dignity at work. An isolated incident of the behaviour described in this definition may be an affront to dignity at work, but as a once off incident is not considered to be bullying. All forms of bullying are prohibited in this organisation. Note that examples of bullying are similar to those of harassment, however, bullying is not based on any of the nine grounds which would constitute harassment, as detailed above.

Intent

It is the effect of the treatment on the individual, and not the intent of the alleged perpetrator, that will be taken into consideration when determining whether or not the treatment constitutes discrimination, harassment, sexual harassment or bullying.



Appendix E

Code of Behaviour for Children and Young People

It is recommended practice that children and young people are made aware of this Code of Behaviour.

The Code of Behaviour for Children and Young People outlines the behaviour expected from them while participating in Augustinian youth events.

Children and young people deserve to be respected and treated fairly. They have a right to express their opinions and to have their voices heard and we should endeavour to include children / young people and their parents in any decision making process that will affect them. Therefore it is recommended to include the children/young people in drawing a Parish/Priory Code of Behaviour using this Code of Behaviour as a template. This could give the children / young people more ownership of the Code of Behaviour. They could even make a poster that they all sign and display on the wall where you gather.

It is also a good idea to read out the Code of Behaviour occasionally at the beginning of events to remind young people about what it is to which they have agreed to adhere. Children / Young People should always be made aware of whom they can talk to if they have a problem or concern.

Sample Code of Behaviour

“Children and Young People should treat each other, their leaders and their surroundings with care and respect. Bullying will not be tolerated and should be reported to the leader in charge.”

Parents/Guardians will need to co-sign, along with their son/daughter, a separate Code of Behaviour for trips away from home or residential events.

Please ensure that your child is made aware of the Code of Behaviour.



Appendix F

Child Protection Recording Form (Template)

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 / Priory _____

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 management 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 respondent know this referral is being made?) Use words of complainant as much as possible.

7. Action taken

Has the matter been referred to civil authorities?

Yes

No

If 'yes' state

Date _____ Time _____

If 'no', explain why:

To whom was it referred:

Name _____

Designation _____

OSA Policy For Safeguarding Children



Address _____

Tel _____

Email _____

Has the matter been referred to a member of the Church?

Yes

No

If 'yes' state

Date _____ Time _____

If 'no' explain why _____

To whom was it referred:

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 Liaison Person details:

Date form sent _____

10. Details of person completing the form

Name: _____

Tel _____ Mobile _____

Email _____

Position in Church _____

Parish/Priory _____

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 designed officer and civil / statutory authorities where appropriate)



Appendix G

Declaration of Understanding and Agreement to Implementation

I, _____ have read this Policy in its entirety and have understood same. I am aware that any clarifications or explanations I require should be addressed to the Prior Provincial or the DLP, Mr. Tony Murphy.

I hereby acknowledge this and agree to uphold and implement the Policy in its entirety.

Signed:

Dated:

This page is to be filled in and returned to the Prior Provincial as soon as possible. Any friar who does not sign and return the declaration will be asked to step aside from any ministry until the matter is resolved.