



CONGREGATION OF
OUR LADY OF CHARITY
OF THE GOOD SHEPHERD

Congregational Child Safeguarding Policy



Approved on 2 September by the
Congregational Leadership Team



CONGREGATION OF
OUR LADY OF CHARITY
OF THE GOOD SHEPHERD

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

Mark 9:37

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

Our Lady of Charity of the Good Shepherd, Constitution 8

In all actions concerning children, whether undertaken by public or private social welfare institutions, courts of law, administrative authorities or legislative bodies, the best interests of the child shall be a primary consideration. Institutions, services and facilities responsible for the care or protection of children shall conform with the standards established by competent authorities, particularly in the areas of safety, health, in the number and suitability of their staff, as well as competent supervision.

United Nations Convention on the Rights of the Child, UN General Assembly resolution 44/25 of 20 November 1989 entry into force 2 September 1990, in accordance with article 49

We recognize that every girl is born with dignity, they possess the inherent rights of all humans, and ought to be assured the unique rights of childhood to enable them to reach their potential as individuals, as women, and as members of society. (...)

In responding to the needs of the girl child, it is critical to: ensure that every program has a clear, detailed, and operative Child Protection Policy that promotes positive development and protects from abuse of any kind and uses UN human rights tools to advocate nationally and internationally.

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

Message from the Congregational Leader

—
Rome, 2 September 2019

The Congregation of Our Lady of Charity of the Good Shepherd has a mission that promotes the dignity and integral development of every person. For close to four hundred years, Our Lady of Charity of the Good Shepherd has provided services to protect, care and empower girls, women and children who have faced conditions of violence, discrimination, poverty and other forms of social exclusion and personal vulnerability.

The Congregation, inspired by the mercy and love of God, has applied the best knowledge of each era to deliver such services, finding effective and creative ways to support the value of the human person in very diverse social contexts. Human dignity, spiritual reconciliation and the inherent human rights of each member of the human family have always been at the center of our ministry work.

However, as a Congregation of human beings and members of the global Roman Catholic Church, we have not been perfect and must acknowledge when we as individuals or as a Congregation have fallen short of our vision and duty of care. This has led us through a process of review of the practices and systems that have caused pain and trauma to

children in our care or in the care of the Church and of religious people.

Because our mission involves situations and persons who are vulnerable and live in high-risk conditions, we must ensure to always adopt the highest spiritual, ethical and professional standards in dealing with them. For this reason, every Unit, every ministry, every community affiliated with our Congregation is required to comply with these Safeguarding Policy and Procedures, that are consistent with the highest international human rights standards. Child Safeguarding goes beyond the responsibility of one organization, as it calls for consistent advocacy actions at all levels to ensure that strong public policy creates a safe space for all children. Through our international and local Justice and Peace work, we are committed to this goal and promote systemic change in support of better safeguarding and protection policies.

With this document, we reaffirm that for our Congregation any form of abuse against children is unacceptable. Whatever the type of abuse, only a clear and consistent policy framework and effective procedures can prevent and fight against such forms of abuse.

In all of our ministries, and works, the Congregation is committed to ensuring that each child enjoys the benefit of a protective environment in which their rights are respected. The Congregation will update its rules relating to children's rights on a regular basis, integrating the highest requirements according to international standards and current best practices.

The Congregation is aware that the risk of harming children's integrity is very real, and this is why we are committed to widely promoting this policy, not only internally but also with partner organizations with whom we operate. In case of abuse or suspected abuse, our fundamental principle calls for an immediate and professional response that respects the legislation in force in the country and internationally. Each Unit Leadership Team, ministry and project, is to abide, affirm, and sign the present Policy, that will be used in all services and activities under their jurisdiction. If a Child Safeguarding Policy is already in force within the Unit, the Leadership will ensure that the existing Policy aligns in full with the present Policy. Leaders, directors and managers of ministries, programs and projects are to be responsible that all religious, staff, lay partners, and volunteers are aware of and in compliance with the

present Congregational Child Safeguarding Policy. Each Unit must adapt principles to their local, national, and regional realities and laws. However, these adaptations must not be to the child, e.g. accepting a different definition of child as in some countries it refers to anyone under the age of 16 years old or accepting the law that permits "child marriage".

The Congregational Leadership Team, with the support of the Good Shepherd International Foundation and in close collaboration with Unit leaders and Circles of Provincials, will lead and support the effective implementation of this Policy, with adequate resources, to ensure that the Congregation at all levels has put in place all safeguards and systems to prevent and report any harm caused to children.

No ministries will be approved or continued without having a Child Safeguarding Policy aligned with the present one.

I thank you in advance for your commitment and zeal for upholding the right of each child.

Sr. Ellen Kelly

Congregational Leader,
Our Lady of Charity of the Good Shepherd

Contents

1. Context	8
Purpose of this Policy	8
What is safeguarding?	8
Scope of this Policy	9
2. Policy statement	9
3. Prevention	9
3.1. Responsibilities of the Congregation	9
3.2. Responsibilities of sisters and associated people	10
4. Reporting	11
How to report a safeguarding concern	11
5. Response	12
6. Confidentiality	12
7. Historic allegations	12
8. Breach of the Safeguarding Policy	13
9. Implementation, Monitoring and Review	14
Glossary	15
Annex 1: Child Safeguarding Code of Conduct	17
Annex 2: Reporting and Responding to Allegations of abuse on the Child perpetrated by sisters or people associated with the Congregation	18
Annex 3: Definitions of Abuse	22
Annex 4: Use of images, Social Media and Marketing Tools	23
Annex 5: Safe Recruitment	24
Annex 6: Implementation agreement	26
Annex 7: Child Safeguarding Statement of Commitment	28
Annex 8: Safeguarding Focal Point Job Description	29
Annex 9: Reporting Child Abuse Notification Form	30
Annex 10: International legislation and documents supporting the Congregation's Child Safeguarding Policy	33

1. Context

Purpose of this Policy

The purpose of this Policy is to protect children from any harm that may be caused due to their coming into contact with the staff, sisters, associated people or the programs and activities of the Congregation of Our Lady of Charity of the Good Shepherd (the Congregation).

This Policy lays out the commitments made by the Congregation and informs sisters and associated people of their responsibilities in relation to safeguarding.

While the guiding principles of this policy are rooted in Gospel values, it seeks to meet international best practice guidelines on Child Safeguarding, domestic and international laws, and the UN Convention on the Rights of the Child (UNCRC).

What is safeguarding?

The Congregation subscribes to the Keeping Children Safe's definition of safeguarding:

Child safeguarding is the responsibility that organizations have to make sure their staff, operations, and programs do no harm to children, that is, that they do not expose children to the risk of harm and abuse, and that any concerns the organization has about children's safety within the communities in which they work, are reported to the appropriate authorities¹.

"Do no harm" is a principle that has been used in the humanitarian sector but can equally be applied to the development field. It refers to an organization's responsibility to not harm children if they may be doing so inadvertently as a result of their organizational activities.

Many still have a confusion around the definition of Child Protection and Child Safeguarding. To avoid the confusion, the Congregation subscribes to the distinction made by the United Nations²:

Child Protection: programs, measures and structures to prevent and respond to abuse, exploitation, neglect and violence affecting children in all sectors, contexts and environments.

Child Safeguarding: the duty of care and responsibility of private and public organizations to adopt preventative and responsive systems, policies and practices to safeguard from harm and abuse all the children they come into direct and indirect contact within their day-to-day operations and work.

¹ Keeping Children Safe, Child Safeguarding Guidance, 2014

² UNICEF Australia, June 2018 - <https://bit.ly/2Jq1VvB>

Scope of this Policy

This Policy applies to all the sisters, members of the Congregation, and all associated people, including (but not limited to) employees, volunteers, non-executive directors, trustees, consultants, contractors, agency workers, visitors, including journalists and media, celebrities and politicians.

This policy always applies, including in both the professional and personal lives of these people while they are engaged with work or visits related to the Congregation.

2. Policy statement

The Congregation of Our Lady of Charity of the Good Shepherd is committed to enable positive change and to protect and promote the fundamental human rights of girls, women and children, especially the most vulnerable so that they can enjoy life in full. We envision a new way of living that celebrates the connectedness of all God's creation in an inclusive world where the dignity and diversity of all life is honored and protected.

No person who comes into contact with the Congregation should ever face harm because of our sisters or associated people.

Robust procedures are aimed at ensuring that the Congregation is doing everything we can to prevent, report and respond to any incidents or concerns of such harm.

The overall purpose behind this policy is underpinned by the fundamental principles of the **United Nations Convention on the Rights of the Child (UNCRC)**.

3. Prevention

3.1. Responsibilities of the Congregation

The Congregation will:

- a) Ensure that all sisters and people associated with the Congregation know, understand and commit to their responsibilities within this policy;
- b) Ensure that risks of harm are carefully considered and mitigated in the design and delivery of every project and initiative (including how information about individuals will be gathered and processed);
- c) Ensure that risks of harm are carefully considered and mitigated in the design and delivery of the Congregation's communications including the disclosure of people's identities in public materials;
- d) Apply stringent safeguarding procedures when recruiting, managing and deploying sisters and associated people;
- e) Ensure that all sisters and people associated with the Congregation receive training on safeguarding at a level that is appropriate to their role within the organization;
- f) Respond to reports of safeguarding concerns promptly and in line with due process.

In addition, the Congregation will put in place a set of behavior protocols (Code of Conduct - Annex 1) to ensure that all sisters and people associated with the Congregation always behave appropriately with children.

3.2. Responsibilities of sisters and associated people

The following responsibilities apply **at all times** while you are engaged with work or visits related to the Congregation.

As a sister or a person associated with the Congregation, you will:

- a) Support and uphold the Congregation's Safeguarding Policy and all efforts the organization makes to protect children from harm;
- b) Proactively report, via the Congregation's Child Safeguarding Policy reporting procedure (Annex 9), any concerns or suspicions regarding safeguarding violations by any of the Congregation's sisters or associated people. It is a severe offence to fail to disclose knowledge of such an incident that could lead to serious disciplinary actions;
- c) Meet all safeguarding responsibilities assigned to you.

As a sister or a person associated with the Congregation you will not:

- a) Sexually abuse or exploit any children;
- b) Subject any children to physical, emotional or psychological abuse, or neglect;
- c) Engage in any commercially exploitative activities, particularly with children, including child labor or trafficking;
- d) Exchange (or offer or imply an offer of) money, employment, goods or services for any form of sexual activity. This includes any exchange of the Congregation assistance that is due to beneficiaries;
- e) Engage in any form of sexual activity with the Congregation's beneficiaries of assistance (of any age), since they are based on inherently unequal power dynamics and pose a risk of conflicted interests.

4. Reporting

The Congregation will ensure that safe, appropriate and accessible means of reporting safeguarding concerns are available to all sisters, associated people and the communities with whom they work. Any sister or associated people reporting concerns or complaints through formal channels will be protected by the Congregation's policies³. There will be severe consequences for anyone making false accusations/allegations.

Support and information for the accused sister or associated people

The accused person:

- During the time of investigation, as to whether or not the allegations are true, will not be permitted to engage in ministry and will be assisted in obtaining any support they may need (Province Administration Manual (PAM), Appendix 32, Section II).
- Will be treated fairly and honestly and helped to understand the concerns expressed and the next steps.
- Will be informed of the progress and the outcome of any investigations and implications.
- Can be reinstated in an apostolic ministry, if the allegation is determined to be false after investigation, and additional support should be provided.

According to Article 16 of the UN Convention on the Rights of the Child, all children have a right to privacy. The convention also states that children should be protected from abuse and that their best interests should be prioritized when making decisions that affect them. This means that, if a child is at risk of harm, it is in their best interests for an adult to share information with the relevant child safeguarding focal point within the organization and in some cases with external appropriate agencies – even without the child's consent.

The Congregation will also accept reports from external sources such as communities and stakeholders. All information and reports will be kept at the Unit and Generalate level and managed and monitored by the Congregation's Child Safeguarding Committee.

The present policy aligns the Congregation with the recent recommendations included in Pope Francis's *Motu Proprio* and responds adequately to the included requests in terms of internal reporting procedures. All sisters are subject to the dispositions of the *Motu Proprio*. Therefore, they are accountable for reporting abuse and violence within the Catholic Church.

How to report a safeguarding concern

Sisters and associated people who have a concern related to safeguarding should report it immediately to their Safeguarding Focal Point at the field level in every Unit.

The field Focal Point will manage the concern or incident according to the local adapted reporting procedures or by using the reporting form Annex 9. The Focal Points have a duty to report the child abuse concern to the Congregation's Child Safeguarding Committee team at childsafeguarding@gssweb.org, which then will be recorded at the Congregational level and actions will be taken accordingly.

³ Keeping Children Safe, Child Safeguarding Guidance, 2014

If the sister or associated people does not feel comfortable reporting to their Child Safeguarding Focal Point (for example if they feel that the report will not be taken seriously, or if that person is implicated in the concern), they may report to another Child Safeguarding Focal Point or appropriately assigned sister or person associated with the Congregation (for example a member of the Unit leadership team or ministry management team, who will be trained in the reporting response procedure). However, if none of the above options are available the concern should be reported to the Congregation's Child Safeguarding Committee directly.

5. Response

The Congregation will follow up any Child Safeguarding reports and concerns according to policy and procedure, and legal and statutory obligations.

The Congregation will apply appropriate disciplinary measure to any sister and person associated with the Congregation found in breach of this policy. The Congregation will offer support to survivors of harm caused by the actions of any sister or person associated with the Congregation or through any program or activity related to the Congregation, regardless of whether a formal internal response is carried out (such as an internal investigation).

All sisters and people associated with the Congregation should be alert to signs of child abuse (see Annex 3: Definitions of Abuse) that suggest a child is in danger. The reporting procedure shall be made widely available to ensure that everyone is clear on what steps to take regarding the safety of children and witnesses. The first stage of the process is to decide whether the concerns are internal to the organization or relate to an external situation such as a partner or a third-party organization. The Congregation has designed a flow chart of reporting procedures for both scenarios. For more information please see Annex 2.

6. Confidentiality

Confidentiality will be maintained at all stages of the process of dealing with Child Safeguarding concerns throughout the Congregation. All information will be shared on a strictly need-to-know basis and will be kept secure at all times. All information will be kept safe in a password protected folder where only the designated persons are allowed access and the use of the information.

7. Historic allegations

Sometimes a Child Safeguarding complaint may be reported much later than when the concern took place. The Congregation will always take such a complaint very seriously and will investigate every case according to the evidence provided. The Congregation will act in a way that is sensitive and fair to the complainant, to witnesses and the subject of the complaint but will always act in the best interests of the child and the care and wellbeing of the survivor and victim.

8. Breach of the Safeguarding Policy

All sisters and people associated with the Congregation have a responsibility to act consistently with this Child Safeguarding Policy and the expectations set out in this document. Failure to comply with this policy and expectations may lead to serious disciplinary action or the termination of the employment, contract, or other relationship with the Congregation. In addition, the Congregation will report the situation to the relevant civil and ecclesiastical authorities as appropriate. All sisters and associated people also have a duty to report any breaches of this policy through the Child Safeguarding Focal Point at the Unit offices or to the Congregation's Child Safeguarding Coordinator.

Sanctions: Breaches of this policy and failure to comply may lead to the following sanctions:

- a) For the sisters and people associated with the Congregation: disciplinary action leading to possible dismissal;
- b) For the Congregation's partner organizations: up to and including termination of all relations including contractual and partnership agreements;
- c) Where relevant, appropriate legal or other such actions, referral to statutory authorities for criminal investigation may apply.

9. Implementation, Monitoring and Review

The Congregation's Leadership Team is ultimately accountable for this policy. The Congregational Leader of Our Lady of Charity of the Good Shepherd along with the Unit Leaders are responsible for its overall implementation.

The Congregation's Leadership Team members and the Unit Leadership Team members are to ensure that child safeguarding measures are in place and are effective.

In addition, safeguarding concerns and updates will be reported in the Congregational Leadership Team's communications, in the Congregational Newsletter and website with an anonymised summary. An overall report will be shared by the Congregational Leadership Team at the Congregational Chapters.

This means every Congregational Leadership Team meeting and Unit Leadership Team meeting will have a fixed child safeguarding agenda item to discuss the progress and the implementation of the Congregation Child Safeguarding responsibilities.

This policy, as approved by the Congregation's Leadership Team on 2nd September 2019, will be reviewed annually or when any changes in legislation or discovery prompt early review.

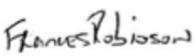
2 September 2019

On behalf of the Congregation of Our Lady of Charity of the Good Shepherd


Sr. Ellen Kelly
Congregational Leader

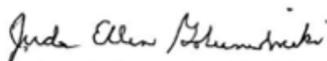
and Councilors


Sr. Bridget Paily


Sr. Frances Robinson

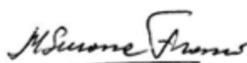

Sr. Hanan Youssef


Sr. Josita Corera


Sr. Jude Ellen Golumbjeski


Sr. Lilly Devasia Kunnanattu


Sr. Mirian Colala


Sr. Maria Susana Franco


Sr. Zelna Oosthuizen

Glossary

Term	Definition
Child (according to the UNCRC)	Any person below 18 years of age. Although definitions may be different in different countries, the Congregation adopts the UNCRC definition.
Beneficiary	Someone who directly receives a benefit (goods or services) from the Congregation's programs. Note that the misuse of power can also apply to the wider community that the Congregation serves and can also include exploitation by giving the perception of being in a position of power.
Harm	Psychological, physical and any other infringement of an individual's rights.
Psychological harm	Emotional or psychological abuse, including (but not limited to) humiliating and degrading treatment, such as, bad name calling, constant criticism, belittling, persistent shaming, solitary confinement and isolation.
Sexual abuse	The actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions.
Sexual exploitation	Any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including (but not limited to) profiting monetarily, socially or politically from the sexual exploitation of another. This definition includes human trafficking and modern slavery.
Protection from Sexual Exploitation and Abuse (PSEA)	The prevention of sexual exploitation and abuse of affected populations by the Congregation's sisters or associated people.
Survivor	The person who has been abused or exploited. The term "survivor" is often used in preference to "victim" as it implies strength, resilience and the capacity to survive. However it is the individual's choice how they wish to identify themselves.
The Congregation	The Sisters of Our Lady of Charity of the Good Shepherd.
People associated with the Congregation	Any person engaged in the mission of the Congregation including (but not limited to) employees, volunteers, non-executive directors, trustees, consultants, contractors, agency workers, program visitors including journalists/media, celebrities and politicians.

Annexes

Annex 1

Child Safeguarding Code of Conduct

I, _____, being engaged by the Congregation of Our Lady of Charity of the Good Shepherd in my position of (position, role or membership) _____ within the (specific / local organization's name) _____ in (country, place) _____, agree that I will:

1. Treat all children with respect regardless of race, color, sex, language, religion, political or other opinion, national, ethnic or social origin, disability, birth or other status.
2. Not use language or behavior towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate.
3. Not engage children in any form of sexual activity or acts, including paying for sexual services or acts, where under the law(s) are applicable to any child in our care.
4. Wherever possible, ensure that another adult is present when working or dealing in the proximity of children.
5. Not invite unaccompanied children into my home or place of residence, unless they are at immediate risk of injury or in physical danger which needs to be then discussed with the wider team.
6. Not sleep close to unsupervised children unless absolutely necessary, in which case I must obtain my supervisor's permission, and ensure that another adult is present if possible.
7. Not use any computers, mobile phones, or video and digital cameras to exploit or harass children or to access child pornography through any medium (Please see Annex 4 'Use of images, social media and marketing tools").
8. Refrain from physical punishment or discipline of children (including my own children if any).
9. Refrain from hiring children for domestic or other labor which is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury.
10. Comply with Congregation's child safeguarding policy and the supporting procedures and local legislation laws in relation to child labor.
11. Immediately report concerns or allegations of child abuse in accordance with appropriate procedures.

ACKNOWLEDGEMENT

I confirm that I have read and understood the Congregation's Child Safeguarding Code of Conduct and confirm that I agree to adhere to the expectations and behavior outlined while representing the Congregation for personal and work purpose.

Name:

Position:

Signature:

Date:

Please return a scanned copy of this to Child Safeguarding Focal Point at the Unit/Province of your country.

Annex 2

Reporting and Responding to Allegations of abuse on a Child perpetrated by sisters or people associated with the Congregation

THE CONGREGATIONAL CHILD SAFEGUARDING REPORTING PROCESS STEP-BY-STEP

1 If you are a **sister or associated person** and you have seen, heard or you suspect a case of child abuse or a situation where a sister or associated people have put a child in danger, you will:

- a) Ensure that the child is safe and receives treatment and support as necessary;
- b) Report the concern immediately to the Unit/Country Child Safeguarding Focal Point in person, via telephone, or email. It is essential to avoid delays in reporting the concern, as this may put the child at further risk;
- c) Do not decide on your own if the incident deserves investigation, just report the incident immediately. Do not talk about it to other sisters or associated people. The accusation could put sisters, associated people or the child at further risk (Annex 9);
- d) Always follow the congregation's reporting flow-chart.

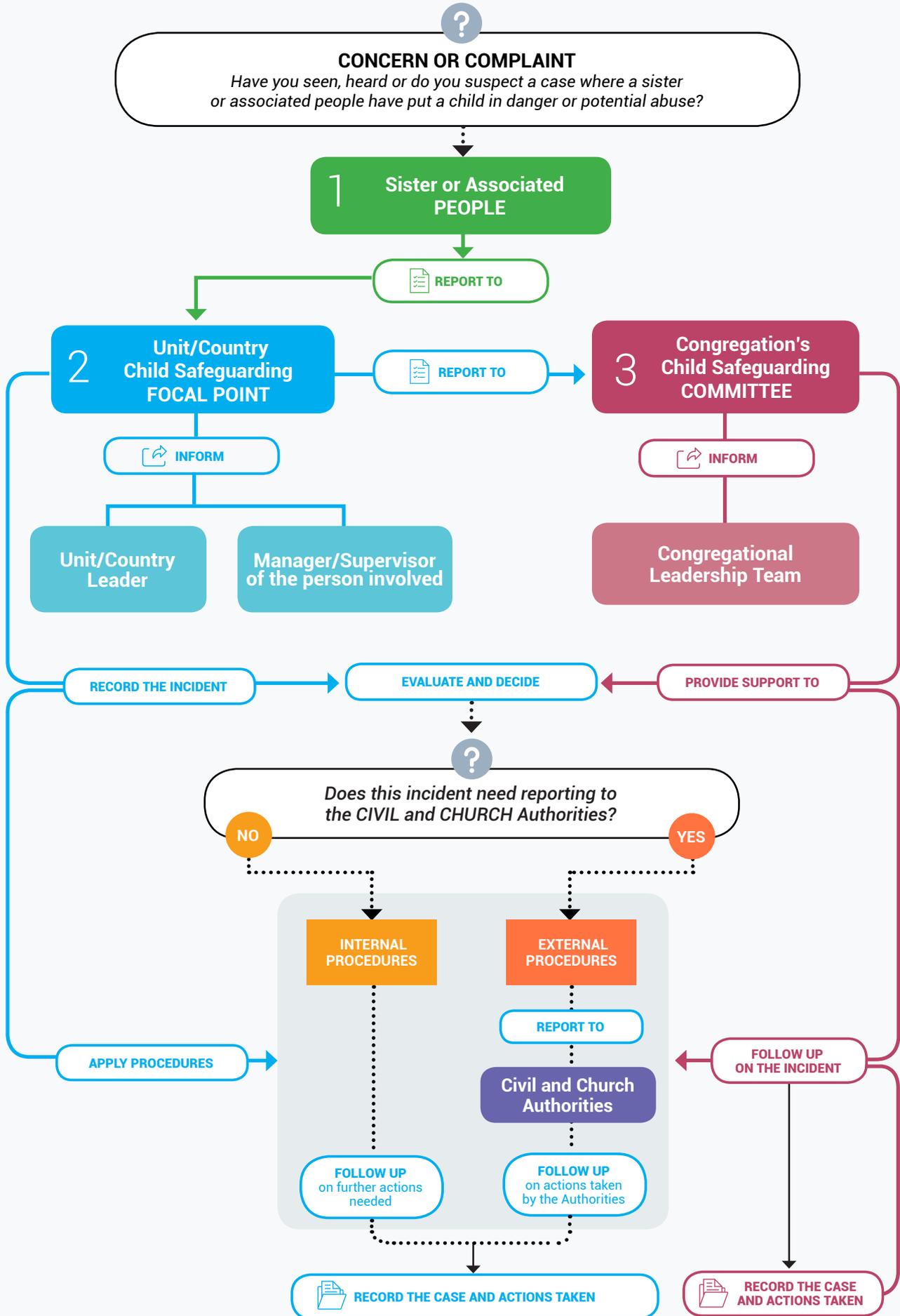
2 As a **Unit/Country Child Safeguarding Focal Point**, you will:

- a) Receive the report of concern and compile the form using the Report of child abuse notification form in Annex 9;
- b) Report the incident by sending the compiled Report of child abuse notification form to the Congregation's Child Safeguarding Committee (CCSC);
- c) Inform the Unit/Country Leader and the Manager/Supervisor of the person accused in consultation with the Congregation's Child Safeguarding Committee;
- d) Ensure that the Unit/Country Leader and the Manager or Supervisor communicates the allegations to the person accused and the person accused is aware of the procedures that will follow;
- e) Record the case according to your Unit's procedures and after consultation with the CCSC follow the Congregational and Unit's Child Safeguarding procedures;
- f) Report to the Civil and Church authority when the type of abuse falls into one or more of the categories presented in Annex 3, in consultation with the Congregation's Child Safeguarding Committee (CCSC) and with the Unit Leader;
- g) Always follow up with the Civil and Church authorities on the reported cases and record actions.

3 As the **Congregation's Child Safeguarding Committee**, you will:

- a) Receive the Report of child abuse notification (Annex 9) from the Unit/Country Child Safeguarding Focal Point;
- b) Inform to the Congregational Leadership Team;
- c) Record the incident according to the Congregation's procedures;
- d) Investigate if further support is needed during the decision making or the managing of the allegation process.
- e) Follow up the case with the Focal Point and record actions taken

THE CONGREGATIONAL CHILD SAFEGUARDING REPORTING PROCESS FLOWCHART



Reporting procedures should also be made available to children. Every Unit and local partner organization will need to have an agreed mechanism for reporting local complaints which will need to link with the present Congregational reporting flow chart and procedures. This can be done by having a trusted designated person in the community where children can report sensitive abuse concerns.

All Units must adopt a **child friendly complaint box** -or similar tool- as a child-friendly system for reporting. In all the facilities and offices of the Congregation (schools, centers, convents, hospitals, clinics, shelters) this box must be placed in a visible area and children must be informed on how to use it.

Only a person designated by the Unit Leader for handling allegations will be in charge of the box and responsible to read and manage the complaints.

Similarly, every Unit will need to create a **child friendly poster** or other forms of display (similar to the one below) to be placed throughout the premises and in the office where children are present. This display must be translated in the local languages and customized according to the local culture by all Units.



CONGREGATION OF
OUR LADY OF CHARITY
OF THE GOOD SHEPHERD

CHILD SAFE GUARDING POLICY OF OUR LADY OF CHARITY OF THE GOOD SHEPHERD

CHILD-FRIENDLY VERSION



The Congregation of Our Lady of Charity of the Good Shepherd works in 70 countries. We work to make sure that all children live in a safe environment and enjoy their human rights to protection, education and age appropriate development



A CHILD IS ANYONE WHO IS UNDER 18 YEARS OF AGE

The Congregation works with girls and boys, no matter what country they came from, no matter what ethnic group they belong to and no matter what their religion.

PEOPLE SHOULD NEVER HURT CHILDREN

Nobody should ever hurt children by sexually abusing them, hitting them, shouting at them or not caring for them.



THE CONGREGATION IS COMMITTED TO STOP PEOPLE HURTING CHILDREN

If someone hurts you during an activity, please tell a teacher, sister, volunteer. Or if you see a person hurting someone else during an activity, please tell a teacher, sister, volunteer. They will listen to you and help you.

IT IS NOT YOUR FAULT IF SOMEONE HURTS YOU

If someone hurts you or if you see a person hurting another child, please tell a teacher, sister, volunteer what has happened. It is their job to listen to you, to help you and decide what to do next.



Child Safeguarding Focal Point
Name & Contact

Annex 3

Definitions of Abuse**Physical abuse**

Includes, but is not limited to, hitting, slapping, pushing, kicking, unlawful or inappropriate restraint and inappropriate physical sanctions.

Sexual abuse

Involves unwanted sexual activity or behavior that happens without consent or understanding. The activities may involve physical contact, including assault by penetration (e.g. rape or oral sex) or non-penetrative acts such as masturbation, kissing, rubbing and touching outside of clothing. Sexual abuse also includes non-contact activities, such as involving the individual in looking at, including online and with mobile phones, or in the production of, pornographic materials, watching sexual activities or encouraging children to behave in sexually inappropriate ways or grooming a child in preparation for abuse (including via the internet).

Neglect

Is the persistent failure to meet basic needs such as food, warmth and medical care, or when there is a failure to prevent exposure to any kind of danger.

Emotional abuse

Involves harm done by persistent or severe emotional ill-treatment or rejection, such as degrading punishments, threats, bullying, and not giving care and affection. Some level of emotional abuse is involved in all types of maltreatment, though it may occur alone.

Discriminatory abuse

Includes abuse based on an individual's race, gender, disability, faith, sexual orientation, or age; and other forms of harassment, slurs or similar treatment or hate crime.

Annex 4

Use of Images, Social Media and Marketing Tools

The Congregation of Our Lady of Charity of the Good Shepherd uses images and information of children related to its activities and programs to raise awareness on children's rights..

The Congregation uses different forms of media in two main ways:

- To promote the Congregation and its services
- To engage directly with audiences in the communities to deliver a shared message

The Congregation is committed to:

- having appropriate approvals and branding in place for the official Congregation social media channels;
- ensuring that the Congregation's official media and social media presence is readily identifiable through appropriate and standardized naming structures;
- maintaining an appropriate and professional social media presence, with staff abiding by our child safeguarding Code of Conduct and other relevant policies and guidelines;
- communicating to sisters and all people associated with the Congregation, the rules they must follow when identifying themselves as the Congregation's representatives on social media.

The communication teams or dedicated staff at the Generalate and in the Units will make sure that in all use of visual images, both photographic and video, the overall principle is to maintain respect and dignity of children, families and communities that come in contact through different activities, programs and events with the Congregation.

The Congregation shall adhere to the following principles:

- To respect the dignity of the subject
- To always seek permission when taking photographs or video footage of children.
- To obtain signed consent forms for taking and using photographs and case studies from parents and those with parental responsibility or from the children directly when they are of appropriate age and understanding.
- To provide a special consideration when taking photographs or videos of children with disabilities to portray them accurately and sensitively in context and maintain their dignity.
- To provide information and explanation to the subject regarding the likely use of the images and the videos.
- To never take pictures of people who say they do not want to be photographed during an event, program, activity, or form of marketing activity organized by the Congregation.
- To always protect and not exploit the subject.
- To never manipulate the subject in a way which distorts the reality of the situation. For example, never to ask them to act distressed for the camera or in a manner that would engage more sympathy when displaying their images or videos.
- To protect confidentiality, the names of children, vulnerable adults and families will be changed. A child's full name or other personal information, including their exact location such as school or full address as this might cause more harm and put them at more risk, would not be revealed.
- To always protect the safety of each person when using any photographs and videos in which they are included during the use of our social media channels.

Annex 5

Safe Recruitment

Responsibility

Those responsible for Human Resource management at the Congregational and Unit levels shall ensure that they apply the present Safeguarding measures in the selection, recruitment and background checks policies across the organization.

The Congregation shall include relevant information on Safeguarding in all induction materials. At the Congregational and Unit levels, all sisters and associated people shall be recruited with clear role descriptions that includes a statement of commitment towards the requirements of the Congregation's Child Safeguarding Policy.

Candidates shall be assessed as part of the application process and in interviews for their understanding of child protection and child safeguarding according to their role. Good practices require that we should not hire family members.

Protection checks, such as disclosure of previous convictions or police checks from their home country (if disclosure is unavailable), forms an important part of the recruitment policy and covers all employment or contractual relationships. If police checks are not possible, other checks shall be put into practice and outcomes will be retained. Checking evidence of identity and the authenticity of qualifications, requesting self-declarations about previous convictions and a minimum requirement of at least two references are mandatory in all cases. In some cases, telephone reference may also be required.

All sisters and associated people will be required to sign a statement of commitment to the terms of this Policy prior to their appointment and start of work or mission with the Congregation. The statement of commitment (Annex 7) also applies to all current sisters and associated people.

Acceptance of the Congregation's Child Safeguarding Policy and its Annexes will be a condition of any offer of employment or engagement with the Congregation.

Interview selection process:

Questions

All questions should relate to items in the person's role and responsibilities and should be designed to allow candidates to demonstrate the attitudes and values that people working with children and young people need to have. Each potential representative of the Congregation should be asked the same questions in an effort to treat all equally.

Practical test

A question and answer format may not be the best way to test a particular requirement or competency. You may want to consider other methods such as a practical test and case scenarios to better identify and assess the potential of the new applicant.

Interview

During the interview candidates should show that they:

- Understand children's needs and perspectives
- Recognize that children's needs come first
- Use appropriate language when talking about children
- Are clear about boundaries when working with children.

Induction and training

- A consistent induction process will make sure everyone in the organization fully understands and knows how to follow the child safeguarding policies and procedures as well as the ethics and values of the Congregation.
- To create and put in place a mentoring and supervision process, similar to a probationary or trial period, for new staff, sisters, lay partners and all other associated people. This will allow concerns on either side to be raised and responded to appropriately.

Annex 6

Implementation agreement

The Congregation works with 70 countries globally through its local Units as well as a diverse group of local partners. In all its engagements with partners, the Congregation is committed to ensuring that:

- All partners support the vision and the mission and the overall objectives of the Congregation;
- The values and behaviors of the partners are aligned with the Congregation's values and will not harm its reputation;
- Sponsorships from and partnerships with industries connected to products and practices which are harmful to children, such as, tobacco or pornography are not accepted;
- The Policy is communicated and understood throughout the Congregation and all local Units receive the necessary support and resources to implement it.

This policy will be reviewed annually at Unit and Congregational levels to reflect new legal and regulatory developments and to ensure good practice.

All the Congregation's Units and local partners must:

- Adapt the Congregation's Child Safeguarding Policy into the context of their current national level;
- Abide by the Congregation's Child Safeguarding Policy and sign a statement of commitment;
- Give access to this Child Safeguarding Policy to all sisters and associated people;
- Ensure that the Child Safeguarding Policy is promoted and publicized along with the child friendly version;
- Ensure that the Congregation's Child Safeguarding message is communicated as reflected in this Policy;
- Have a short- and long-term action plan towards the implementation of the Child Safeguarding Policy and procedures

All Units of the Congregation have 10 months from the time of Policy roll-out and training received to implement the Policy and send all the documents listed below to the Congregational Child Safeguarding Committee.

Documents:

- 1- Child Safeguarding assessment. This assessment will be part of the training session.
- 2- A Child Safeguarding action plan for the implementation of the Policy in the Unit;
- 3- A timeline for a Child Safeguarding training and workshop in the Unit;
- 4- A list of candidates for the role of Focal Point to support the implementation of the Child Safeguarding Policy in the Unit. This does not need to be a new position and it can be assigned to a sister, lay partner or other associated people as a small percentage of their current roles and responsibilities. It is anticipated that this would be around 10% of their overall duties. The Focal Point will act, according to the Job Description in Annex 8, as a first point of contact and will work with the Congregation's Child Safeguarding Committee;
- 5- Mapping of local agencies and authorities legally and operationally responsible for reporting and supporting on Child Safeguarding issues (i.e. Minor's court, Police sections, Ministry of Family, etc.);
- 6- A poster in the local language with the child safeguarding reporting flow chart and a child-friendly poster illustrating the policy to children with indication of the name and contact details of the Focal Point.

Template for the Child Safeguarding Activity Planning

Task	Timeline	Comment

Annex 7

Child Safeguarding Statement of Commitment



CONGREGATION OF
OUR LADY OF CHARITY
OF THE GOOD SHEPHERD

Statement of the commitment to the
Congregation of Our Lady of Charity of the
Good Shepherd's Child Safeguarding Policy

"I, _____, have read and understood the Child Safeguarding Policy and procedures and guidelines outlined in this Policy. I agree with the principles contained therein and accept to implement Child Safeguarding policies and practices while working or representing the Congregation as a sister or associated person.

Print name: _____	Role or Job title: _____
Signature: _____	Date: _____

Please return a scanned copy of this to the Child Safeguarding Focal Point at the Unit/Province of your country.

Annex 8

Safeguarding Focal Point Job Description

Job Title: Child Safeguarding Focal Point

Purpose of the role:

- To take the lead in ensuring that appropriate arrangements, policies and procedures for keeping children safe are in place in the Country or Province
- To promote the safety and welfare of children involved in [*insert name of organization*]'s activities at all times.

Duties and responsibilities:

- 1- Ensure that all safeguarding and protection issues concerning children who take part in [*insert name of organization*]'s activities are responded to appropriately through policies, procedures, etc.
- 2- Make sure that everyone working or volunteering with or for children at [*insert name of organization*], understands the safeguarding procedures and knows what to do if they have concerns about a child's welfare.
- 3- Make sure that everyone working, or volunteering is familiar with how to assess safeguarding risks within the organization, including its programs and projects.
- 4- Make sure children who are involved in activities at [*insert name of organization*] and their parents or care givers know who they can talk to if they have a concern and understand what action the organization will take in response.
- 5- Receive and record information from anyone who has concerns about a child who takes part in [*insert name of organization*]'s activities or program.
- 6- Take the lead on responding to information that may constitute a child's concern. This includes:
 - a. assessing and clarifying the information;
 - b. making referrals to statutory organizations as appropriate;
 - c. consulting with and informing the relevant members of the organization's management;
 - d. following the organization's safeguarding policy and procedures.
- 7- Store and retain safeguarding records according to legal requirements and the organization's safeguarding policy and procedures.
- 8- Share with, pass on information to, and receive information from the Congregation's Child Safeguarding Committee in Rome.
- 9- Report monthly or quarterly to the management committee at the Congregation and Unit levels on issues relating to safeguarding, to ensure that safeguarding is seen as a priority issue and a fixed item on the Congregational Leadership Team meeting agenda and the Unit Leadership Team meeting agenda.
- 10- Make a formal referral to a statutory agency (e.g., police) or another organization, if appropriate, in consultation with the Congregation's Safeguarding Committee.

Appointment to this role is subject to a satisfactory screening check.

Annex 9

Reporting Child Abuse Notification Form

Report of child abuse notification form

Complete this form listing your concerns as soon as possible after the abuse is disclosed and the appropriate actions have taken place to ensure the immediate safety of the child. Please complete this form including as much information you know, immediately after the discussion or incident, without any further investigation.

Step 1 - Your details

Full name	
Phone number	
Email address	
Postal address	
Date of concern or incident	

Step 2 - Who are you concerned about?

(Fill in as much as you know without asking more questions from the child victim about whom you have a concern)

Details about the child

Full name _____

Date of birth ___/___/_____ Age now _____ Age at the time of the incident _____

Gender _____

Child's first language _____

Phone number _____

Present location of the victim _____

Place of where the child abuse incident or concern took place _____

Step 3 - Describe your concerns

What are you concerned about? Write a brief factual description of what happened (either what was said, reported or seen, including injuries or bad use of language) or any specific information that supported your decision to complete this form.

Date concern was received ____/____/_____

Your concerns

Details of the person against whom the allegation is made:

Full name _____

Gender _____ Date of birth ____/____/_____

Relationship to the child _____

Position held in the Congregation or Unit or partner organization

Have they received a child safeguarding induction training? Yes No

Details about witnesses if any or third party other than the child

Full name _____

Phone number _____

Email address _____

Postal address _____

Immediate action taken

Have you reported the incident to:

- The local authority (police)
- The Unit leader in the present country
- The Child Safeguarding Focal Point
- The Congregation's Child Safeguarding Committee in Rome

Your Signature _____

Date of report ___/___/___

Time _____

Next steps for the person reporting the child abuse concern or allegation:

Save this form at a secure location and send a copy to the Child Safeguarding Focal Point in your present country

If you have more questions or need more information, you can always speak to your Child Safeguarding Focal Point or designated person or email the Congregation's Child Safeguarding Committee in Rome at childsafeguarding@gssweb.org

Next steps for the Child Safeguarding Focal Point:

Email the completed scanned reporting form to the Congregation Child Safeguarding Committee within 24 hours from when you received the form to childsafeguarding@gssweb.org

Thank you!

Annex 10

International legislation and documents supporting the Congregation's Child Safeguarding Policy

- United Nations Convention on the Rights of the Child (CRC)
- African Charter on the Rights and Welfare of the Child, 1990
- UN Convention on the Rights of Persons with Disabilities (CPRD) | Persons with disabilities, 2006
- The Universal Declaration of Human Rights (UDHR), 1948
- The UN Guiding Principles for Business and Human Rights
- European Convention on the Exercise of Children's Rights, 1996
- The New Zealand Bill of Rights Act, 1990
- The New Zealand Society for the Protection of Women and Children, 1893
- The Canon Law, 1983
- Motu Proprio "VOS ESTIS LUX MUNDI", 2019
- Constitutions of Our Lady of Charity of the Good Shepherd, 2009
- Province Administration Manual (PAM), 2015
- Our Lady of Charity of the Good Shepherd Position Papers, 2018
- Congregational Communication Policy and Guidelines, 2019
- Congregational Data Protection Policy, 2018



CONGREGATION OF
OUR LADY OF CHARITY
OF THE GOOD SHEPHERD