



SAFEGUARDING POLICY FOR ENGLAND AND WALES

Claretian Missionaries Trust
Reg. Charity No. 234026

September 2020

STATEMENT

The Claretian Missionaries are fully committed to:

- Actively promoting the empowerment and well-being of people throughout all the Congregation and its works
- Recognising that everyone has the right to live their life free from violence, fear and abuse; and
- Recognising that everyone has the right to be protected from harm and exploitation.

Every human being has a value which we acknowledge as coming directly from God's creation of male and female in his own image and likeness. As Missionaries, Sons of the Immaculate Heart of Mary we understand our mission to be Servants of the Word, helping all people to come to know and experience that they are loved and valued. In both word and deed we strive to ensure that all people that we work with, will be treated with respect, supported and protected from harm. We recognise the personal dignity and rights of vulnerable people towards whom our congregation has a special responsibility.

The Claretian Missionaries and our individual members will undertake appropriate steps to maintain a safe environment for all, by practising fully and positively Christ's Ministry towards children, young people and adults and responding sensitively and compassionately to their needs in order to help keep them safe from harm. This is demonstrated by the provision of carefully planned activities for children, young people and adults, caring for those hurt by abuse and ministering to and robustly managing those who have caused harm.

Our Congregation recognises the commitment that the Roman Catholic Church of England and Wales, (Bishops and Religious Congregational Leaders) have made to safeguarding as an integral part of the life and ministry of the Church and we support and affirm a 'One Church' approach¹ to safeguarding children, young people and adults at risk through the promotion of a sustained culture of constant vigilance. The 'best interests' or 'paramount chief principle', which underpins and is enshrined in child and adult protection legislation, shall be the primary consideration in all matters of safeguarding. This 'One Church' approach has been expressed by the

¹ The One Church approach refers to the commitment by the Church in England and Wales to using the same policies, procedures, standards and systems in relation to safeguarding.

Claretian Missionaries through their alignment with the Diocese of Westminster Safeguarding Commission.

The Congregation is fully committed to working actively and constructively within the framework set out in the Care Act 2014 and associated statutory and good practice guidance and the Congregation adopts the procedures and practices set out by the National Catholic Safeguarding Commission (NCSC), which is an independent body working within the framework of the Church in England and Wales. It is mandated by the Conference of Bishops and Conference of Religious and has accountability across Dioceses and Religious Congregations to ensure that standards are met, and policies are implemented. Established in 2008, the NCSC sets the strategic direction of the Church's safeguarding policy for children, young people and adults at risk. It is also responsible for developing quality assurance processes which includes monitoring and auditing the compliance of the Church with safeguarding procedures. The NCSC is leading on the development of pastoral support services on a national basis and is informed by the Survivor Advisory Panel which it has established to ensure that the voices of survivors and victims of abuse informs the work of the NCSC.

Anyone who brings concerns or allegations to the notice of the Congregation will be responded to sensitively, respectfully and seriously. All concerns and allegations will be addressed using these national procedures and in a timely manner.

It is the policy of the Catholic Church in England and Wales and of the Congregation of Claretian Missionaries to report to the statutory authorities, all allegations of abuse made against those working in the name of the Congregation, regardless of whether the allegations or concerns relate to a person's behaviour in relation to their role within the Congregation or another setting. The Claretian Missionaries will always report allegations of abuse to the statutory agencies in accordance with national procedures to ensure that they are dealt with promptly and properly, and where appropriate, perpetrators are held to account. Our Congregation commits itself to act in an open, transparent and accountable way in working in partnership with social care services, the Police, health agencies, probation services and other relevant agencies to safeguard children and adults at risk and assist in bringing to justice anyone who has committed an offence against a child or adult.

This procedure must be applied in all situations where it is alleged that a member of the Congregation, a lay person, a member of staff or a volunteer:

- Has behaved in a way that has harmed or may have harmed an adult at risk;
- May have committed a criminal offence against or related to an adult at risk;
- Has or may have behaved towards an adult in a way that indicates they may pose a risk of harm to adults at risk.

Allegations or concerns may be about current events or something that happened in the past but are only now being reported. In either case, the response must be same. This is particularly necessary as events in the past may have current relevance to the safety of others that might need protecting.

When a person's conduct towards an adult at risk may impact on their suitability to work with or continue to work with adults, this must be referred to the local authority's designated officer for safeguarding adults. Where it is believed that a criminal offence may have taken place the matter must also be referred to the Police.

Along with the wider Church, the Claretian Missionaries seek to ensure that members and volunteers working on behalf of the Congregation in our parishes, and apostolic projects have the confidence to enable vulnerable people to have peace of mind, knowing they will be cared for and loved by their Christian community. We the Claretian Missionaries in England and Wales, in keeping with the 'one church approach follow the advice and guidance of the NSCS and CSAS to ensure we have:

- Procedures to respond to and report concerns and allegations
- Integrity in ministry – code of conduct for religious
- Safer recruitment procedures
- Information sharing arrangements
- Support and supervision of staff and volunteers
- Training on safeguarding

Since January 2019 when we joined with Claretian Missionaries from the South of Spain and Portugal, we aware that all our members in the event of being appointed to work in other territories will need be aware of the policies and procedures of that area. For UK based Claretians all concerns and allegations arising outside of the UK will be treated in line with this policy and the local policies and legislation of the country in which the work of the Claretian Missionaries is being carried out.

This statement of safeguarding policy is our attempt to give expression to the protocols that have been assumed by the Claretian Missionaries internationally in the context of the United Kingdom.²

² CLARETIAN MISSIONARIES, *Vademecum of the Claretian Missionaries. Manual for the Protection of Minors and Vulnerable Adults and Protocol for the Prevention and Intervention in the Face of a Crime of Sexual Abuse*, Rome, November 25, 2019.

APPLICATION OF THE POLICY AND PROCEDURE

1. Criteria for Adults at risk

Statutory safeguarding duties apply to an adult who meets the following criteria:

1. Has needs for care and support (whether or not a local authority is meeting any of these needs);
2. Is experiencing, or is at risk of, abuse or neglect [Physical abuse, domestic violence, sexual abuse, psychological abuse, financial or material abuse, modern slavery, discriminatory abuse, organisational abuse, neglect, self-neglect.]
3. As a result of these care and support needs, if the person is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

2. Allegations or Concerns About the Welfare of An Adult

Concerns and allegations relating to an adult can come to the notice of the Congregation in different ways. If a concern is raised by the adult themselves, the person receiving the information should observe the following practice:

- Listen and acknowledge what is being said without passing judgement or minimising the information;
- Be reassuring and calm;
- Be aware that the person's ability to recount their concern or allegation will depend on age, culture, language and communication skills and disability;

Do not promise full confidentiality;

- Ask their consent to take up their concerns;
- Explain what you will do next;
- If they do not agree consult with your Safeguarding Coordinator;
- Try to encourage and support them to share their information;
- Give them your contact details and those of the Safeguarding Coordinator;
- Give them a timescale for when and how you or the Safeguarding Representative will contact them again Never leave an adult to wait to hear from someone, e.g. a Police officer or social worker, without any idea of timescale or place;
- Do not contact the adult about whom the allegation or concerns are being raised to tell them about the information, you could be putting an adult in serious danger, e.g. where there is domestic violence taking place, and/or prejudice any investigation.

If the concerns or allegations are raised by another person or follow from observations made by a member of the congregation or a member of staff, make notes of the information and contact the Safeguarding Coordinator immediately for consultation about what action to take.

If the information about abuse towards an adult is given by the abuser him or herself, the person who receives the information must make it clear to the person

that the information must be passed to the Safeguarding Coordinator for consultation and further action to be taken.

3. Mental Capacity

In working with adults at risk, we should always operate with:

1. Presumption of capacity;
2. An effort to support decision-making in those at risk;
3. A respect for the right of individuals to make unwise or eccentric decisions;
4. And, always consider the individual's best interests and always selecting the least restrictive option.

An adult is deemed to have mental capacity provided they can make their own decisions, including the ability to

- understand information given to them
- Retain that information long enough to be able to make the decision;
- Weigh up the information available to make the decision;
- Communicate their decision – this could be by talking, using sign language or even simple muscle movements such as blinking an eye or squeezing a hand.

If an adult at risk is considered to be at immediate risk of harm then a referral should be made directly to the Police,

Statutory adult safeguarding duties apply whether or not the adult lacks mental capacity. Article 8 of the Human Rights Act relates to an individual's rights to autonomy. However, the requirement to respect the rights of individuals to make decisions for themselves is not an excuse *for inaction* where an adult at risk is at risk of abuse or neglect.

If the adult has the mental capacity to make informed decisions about their safety and they do not want any action to be taken, this does not preclude the sharing of information with relevant professional colleagues. This is to enable professionals to assess the risk of harm and to be confident that the adult is not being unduly influenced, coerced or intimidated and is aware of all the options. This will also enable professionals to check the safety and validity of decisions made. In addition, consideration must be given to whether other adults, might be at risk. It is good practice to inform the adult that this action is being taken, unless doing so would increase the risk of harm.

Efforts to obtain consent from the adult at risk must always be made, wherever possible, prior to a referral being made to the relevant local authority. However, this should not unnecessarily delay a safeguarding referral being made. Where there is an overriding public interest, or if gaining consent would put the adult at further risk, a referral to the relevant local authority must be made without consent. This would include situations where other people, including other adults at risk could be at risk from the person causing harm and/or it is necessary to prevent crime.

Where it is believed that a criminal offence may have taken place the matter should be referred to the Police.

The adult at risk should be informed of the decision for referral to the Police and/or the relevant local authority and the reasons, unless telling them would jeopardise their safety or the safety of others.

Where there is risk to an adult, adult safeguarding services should involve safeguarding colleagues as well as any relevant partners e.g., Police, NHS or other persons relevant to the case.

4. What constitutes abuse and neglect in adults?

This is not intended to be an exhaustive list but an illustrative guide as to the sort of behaviour which could give rise to a safeguarding concern.

The view of what constitutes abuse or neglect should not be limited, as they can take many forms and the circumstances of the individual case should always be considered. Exploitation, in particular, is a common theme in the following list of the types of abuse and neglect.

Physical abuse including:

- Assault
- Hitting
- Slapping
- Pushing
- Misuse of medication
- Restraint
- Inappropriate physical sanctions

Domestic violence including:

- Psychological
- Physical
- Sexual
- Financial
- Emotional abuse
- so called 'honour' based violence

Sexual abuse including:

- Rape
- Indecent exposure
- Sexual harassment
- Inappropriate looking or touching
- Sexual teasing or innuendo
- Sexual photography
- Subjection to pornography or witnessing sexual acts
- Indecent exposure
- Sexual assault
- Sexual acts to which the adult has not consented or was pressured into consenting

Psychological abuse including:

- Emotional abuse
- Threats of harm or abandonment
- Deprivation of contact
- Humiliation
- Blaming
- Controlling
- Intimidation
- Coercion
- Harassment
- Verbal abuse
- Cyber bullying
- Isolation
- Unreasonable and unjustified withdrawal of services or supportive networks

Financial or material abuse including:

- Theft
- Fraud
- Internet scamming
- Coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions
- The misuse or misappropriation of property, possessions or benefits

Modern slavery encompasses:

- Slavery
- Human trafficking
- Forced labour and domestic servitude.
- Traffickers and slave masters using whatever means they have at their disposal to coerce, deceive and force individuals into a life of abuse, servitude and inhumane treatment

Discriminatory abuse including forms of:

- Harassment
- Slurs or similar treatment:
 - ⇒ because of race
 - ⇒ gender and gender identity
 - ⇒ age
 - ⇒ disability
 - ⇒ sexual orientation
 - ⇒ religion

Organisational abuse

Including neglect and poor care practice within an institution or specific care setting such as a hospital or care home, for example, or in relation to care provided in one's own home. This may range from one off incidents to on-going ill-treatment. It can be through neglect or poor professional practice as a result of the structure, policies, processes and practices within an organisation.

Neglect and acts of omission including:

- Ignoring medical treatment or needs
- Emotional or physical care needs
- Failure to provide access to appropriate health, care and support or educational services
- The withholding of the necessities of life, such as medication, adequate nutrition and heating

Self-neglect

This covers a wide range of behaviour neglecting to care for one's personal hygiene, health or surroundings and includes behaviour such as hoarding. It should be noted that self-neglect may not prompt a section 42 enquiry. An assessment should be made on a case by case basis. A decision on whether a response is required under safeguarding will depend on the adult's ability to protect themselves by controlling their own behaviour. There may come a point when they are no longer able to do this, without external support.

Repeated instances of poor care may be an indication of more serious problems and of what is described as organisational abuse. In order to see these patterns, it is important that information is recorded and appropriately shared.

Patterns of abuse vary and include:

- Serial abuse, in which the perpetrator seeks out and 'grooms' individuals. Sexual abuse sometimes falls into this pattern as do some forms of financial abuse
- Long-term abuse, in the context of an ongoing family relationship such as domestic violence between spouses or generations or persistent psychological abuse
- Opportunistic abuse, such as theft occurring because money or jewellery has been left lying around

Domestic abuse

The cross-government definition of domestic violence and abuse is: any incident or pattern of incidents of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been, intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to:

- Psychological
- Sexual
- Financial
- Emotional

A new offence of coercive and controlling behaviour in intimate and familial relationships was introduced into the Serious Crime Act 2015. The offence will impose a maximum 5 years imprisonment, a fine or both.

The offence closes a gap in the law around patterns of coercive and controlling behaviour during a relationship between intimate partners, former partners who still live together, or family members, sending a clear message that it is wrong to violate the trust of those closest to you, providing better protection to victims experiencing continuous abuse and allowing for earlier identification, intervention and prevention.

Financial abuse

Financial abuse is the main form of abuse investigated by the Office of the Public Guardian both amongst adults and children at risk. Financial recorded abuse can occur in isolation, but as research has shown, where there are other forms of abuse, there is likely to be financial abuse occurring. Although this is not always the case, everyone should also be aware of this possibility.

Potential indicators of financial abuse include:

- Change in living conditions
- Lack of heating, clothing or food
- Inability to pay bills/unexplained shortage of money
- Unexplained withdrawals from an account
- Unexplained loss/misplacement of financial documents
- The recent addition of authorised signers on a client or donor's signature card
- Sudden or unexpected changes in a will or other financial documents

This is not an exhaustive list, nor do these examples prove that there is actual abuse occurring. However, they do indicate that a closer look and possible investigation may be needed. It is helpful to read the 'help the aged' report on the financial abuse of the elderly.

Internet scams, postal scams and doorstep crime are more often than not, targeted at adults at risk and all are forms of financial abuse. These scams are becoming ever more sophisticated and elaborate. For example:

- internet scammers can build very convincing websites
- people can be referred to a website to check the caller's legitimacy, but this may be a copy of a legitimate website
- postal scams are massed-produced letters which are made to look like personal letters or important documents
- doorstep criminals call unannounced at the adult's home under the guise of legitimate business and offering to fix a possibly non-existent problem with their property. sometimes they pose as police officers or someone in a position of authority

In all cases this is financial abuse and the adult at risk can be persuaded to part with large sums of money and in some cases their life savings. These instances should always be reported to the local police service and local authority Trading Standards Services for investigation. The Safeguarding Adults Board will need to consider how to involve local Trading Standards in its work.

These scams and crimes can seriously affect the health, including mental health, of an adult at risk. Agencies working together can better protect adults at risk. Failure to do so can result in an increased cost to the state, especially if the adult at risk loses their income and independence.

Where the abuse is perpetrated by someone who has the authority to manage an adult's money, the relevant body should be informed - for example, the Office of the Public Guardian for deputies or attorneys and Department for Work and Pensions (DWP) in relation to appointees.

If anyone has concerns that a DWP appointee is acting incorrectly, they should contact the DWP immediately. Note that the DWP can get things done more quickly if it also has a National Insurance number in addition to a name and address. However, people should not delay acting because they do not know an adult's National Insurance number. The important thing is to alert DWP to their concerns. If DWP knows that the person is also known to the local authority, then it should also inform the relevant authority.

Abuse by an attorney or deputy

If someone has concerns about the actions of an attorney acting under a registered enduring power of attorney (EPA) or lasting power of attorney (LPA), or a deputy appointed by the Court of Protection, they should contact the Office of the Public Guardian (OPG). The OPG can investigate the actions of a Deputy or Attorney and can also refer concerns to other relevant agencies. When it makes a referral, the OPG will make sure that the relevant agency keeps it informed of the action it takes. The OPG can also make an application to the Court of Protection if it needs to take possible action against the attorney or deputy. Whilst the OPG primarily investigates financial abuse, it is important to note that it also has a duty to investigate concerns about the actions of an attorney acting under a health and welfare Lasting Power of Attorney or a personal welfare deputy. The OPG can investigate concerns about an attorney acting under a registered EPA or LPA, regardless of the adult's capacity to make decisions. Read about the role and powers of the OPG and its policy in relation to adult safeguarding.

5. Procedure for Dealing with an Allegation

If an adult at risk is considered to be at immediate risk of harm, then a referral should be made directly to the Police and the following reporting processes followed as soon as possible afterwards.

6. Reporting Arrangements for Allegations against, Religious, Lay Persons, Volunteers and staff

1. Alert the Safeguarding Coordinator for the Claretian Missionaries **Fr. Philip Blandford. (add contact deals)**
- or
2. Alert the Safeguarding commission for Diocese of Westminster to which the Claretian Missionaries are aligned. **(add contact deals)**

7. Referral to Statutory Authorities

Allegations must be referred to the *Local Authority Designated Officer* for safeguarding adults within one day. This role is responsible for overseeing concerns or allegations made against employees, volunteers and others working within organisations and ensuring that the approach taken is coordinated and matters are investigated, recorded, followed up and concluded in a timely manner.

Referral to statutory agencies does not replace the need for the Church to undertake its own enquiries and investigation where appropriate.

When making a referral, the following information will be required:

- The name, address, age and date of birth of the person considered to be at risk of harm;
- The name address and relationship to that person of other relevant person e.g., person responsible for their care;
- Whether or not the person concerned knows that a referral is being made;
- Whether or not any other people are considered to be at risk of harm;
- Details of the allegation;
- Information about how the disclosure was made and what was said;
- Information about the person accused – name, address, age, job role and current contact with children and/or adults at risk;
- Contact details for the referrer.

Referrals should not be delayed if any of the information is missing. The Local Authority Designated Officer will advise if you need to obtain and submit the missing information.

Most Local Authority Designated Officers use pre-approved forms which set out their information requirements. These are likely to vary slightly from area to area so Safeguarding Coordinators should ensure they are aware of their local requirements. Training on referral requirements can usually be accessed via the Local Safeguarding Adults Board.

The person receiving the referral should be asked for their name, the action they are going to take and advice on what steps need to be taken next by the referrer.

All referrals made by telephone must be followed up in writing by the Safeguarding Coordinator or their delegate, using the relevant social services referral form within 48 hours and a copy placed on the case file. All referrals should be acknowledged by Social Services within 3 working days. If acknowledgement is not received, the person making the referral should request that acknowledgement is sent to them.

Where appropriate, Adult Social Services will conduct a section 42 Enquiry, Care Act 2014, which is an investigation and assessment either alongside the police or as a single agency assessment. Where a criminal offence has been committed the Police will lead the investigation.

The Congregation will continue to liaise with the statutory authorities until the investigation has concluded.

The Designated Officer and statutory agencies will advise on the actions to be undertaken by the Congregation including where a referral to the Regulatory Body such as Ofsted, Care and Social Services Inspectorate, General Medical Council (GMC), Health and Care Professions Council (HCPC) or others should be made and where referrals to The Disclosure and Barring Service (DBS) must be made to refer someone for inclusion on the Children's Barred List.

8. Consent from adults to make a referral to statutory agencies

If a competent adult explicitly refuses the making of referral, the matter must be immediately referred to the Trustees.

The British Medical Association (BMA) adult safeguarding toolkit (2011) states that where a competent adult explicitly refuses any supporting intervention, this should normally be respected. Exceptions to this may be where a criminal offence may have taken place or where there may be a significant risk of harm to a third party. If for example there may be an abusive adult in a position of authority in relation to other vulnerable adults it may be appropriate to breach confidentiality and disclose information to an appropriate authority.

Statutory adult safeguarding duties apply whether or not the adult lacks mental capacity. If the adult has the mental capacity to make informed decisions about their safety and they do not want any action to be taken, this does not preclude the sharing of information with relevant professional colleagues. This is to enable professionals to assess the risk of harm and to be confident that the adult is not being unduly influenced, coerced or intimidated and is aware of all the options. This will also enable professionals to check the safety and validity of decisions made. In addition, consideration must be given to whether other adults might be at risk. It is good practice to inform the adult that this action is being taken, unless doing so would increase the risk of harm.

9. Concerns and allegations relating to adults who do not meet the statutory threshold for being considered as an 'adult at risk'

In addition to recognising the statutory threshold for determining that an individual is considered to be an 'adult at risk', the Congregation recognises that at different times and in different contexts, adults can be vulnerable as a result of the conduct of individuals working in the name of the Congregation.

Where allegations are made in relation to adults who are considered vulnerable but do not meet the statutory threshold, the matter should be referred to the Trustees as to whether it is appropriate to implement the safeguarding procedures to address the matter.

10. Concerns and allegations about conduct that do not meet the threshold for implementing safeguarding procedures

The conduct towards adults of some individuals within the Congregation and the charity, will not require the implementation of safeguarding procedures, but will

need to be addressed using other appropriate procedures or processes e.g. disciplinary, canonical.

Concerns about conduct which do not meet the criteria for implementation of safeguarding procedures should be referred to the Congregation Leader or their delegate for consideration as to whether any further action is required to address the matter.

11. The Insurance Officer is informed;

The congregational Insurance Officer (The Bursar) should be kept informed throughout the process and is responsible for notifying insurers and referring matters to the Trustees who have to consider whether something is reportable to the Charity Commission as a serious incident.

The person about whom the allegation is made must not be informed or contacted about the matter until such time that the statutory authorities have agreed this.

12. Case Recording and Record Keeping

The person receiving the information about the allegation must make a detailed written record of what they have been told and by whom.

Paper records must be kept securely in a locked filing cabinet and shared only with people who are entitled to have the information, in accordance with the requirements of the Data Protection Act 1998 and the General Data Protection Regulations 2018.

The Safeguarding Coordinator will create a case file in the name of the person against whom the allegation has been made and store this in a locked and confidential place. The case file will include a record of referral to statutory agencies, notes taken during conversations, minutes from internal meetings and those convened and chaired by other agencies, risk assessments, Safeguarding Plans, canonical decrees establishing the canonical penal process and any decrees subsequently issued. All actions agreed with the Congregation Leaders and Insurers must be included on the case record.

The Safeguarding Coordinator will take minutes of meetings or discussions held in relation to a case which will be shared with those present within 10 working days. Any discrepancies are to be noted and a agreed record placed on the safeguarding file.

13. Information Sharing

Information about risk to adults must be shared with relevant people within the Church and with statutory agencies. Safeguarding Coordinators must share information with other Coordinators when risk is not confined to one Diocese or Religious Congregation.

14. Identifying and Managing Risk

The Safeguarding Coordinator must give consideration to the risks in relation to the allegation, using the Management of Risk within the Church Procedure. Where risks are identified, a Safeguarding Plan must be developed to ensure the safety of any person affected is paramount and to protect the position of any accused persons and the community whilst further enquiries and the investigation process is underway.

To inform the Safeguarding Plan, the Designated Officer or person chairing the strategy meetings will advise the Safeguarding Coordinator about what protective actions need to be taken.

The Safeguarding Plan will include any restrictions imposed by the Congregation Leader in respect of continuation in ministry, or other post whilst investigations are underway.

The Designated Officer or person chairing the strategy meetings will recommend whether a referral to regulatory bodies e.g. Ofsted, Care Quality Commission (CQC), Care and Social Services Inspectorate Wales (CSSIW) and the Disclosure and Barring Service, should be made for inclusion of the person on the relevant 'barred list'. A referral to the local Multi-Agency Public Protection Arrangements (MAPPA) Coordinator might also be considered by the strategy meeting.

15. Temporary Removal from Ministry or Other Post

There are occasions during an investigation when there is a need to prevent scandal, protect the freedom of witnesses and to safeguard the course of justice, and so a temporary withdrawal from ministry, or other post within the Congregation or Charity is necessary.

Temporary removal from ministry, ecclesiastical office or other post is a neutral act and does not imply 'guilt'; it should be considered as both a protective action and also as an act to facilitate the progress of enquiries and investigation.

The decision to temporarily remove a person from ministry, ecclesiastical office or other post should not be automatic but must be taken in consultation with statutory agencies. Any decision not to temporarily remove a person from ministry, ecclesiastical office or other post whilst enquiries and investigation are underway must be supported by the written agreement of the statutory authorities involved with the case and must be ratified by the Safeguarding Commission. There must also be a Safeguarding Plan in place in accordance with the Managing Risk policy and procedure.

Where temporary withdrawal from ministry, ecclesiastical office or other post is deemed necessary, the Congregation Leader (or their delegate) and the Safeguarding Coordinator will meet with the accused person to discuss the matter and seek agreement to voluntary temporary withdrawal from ministry, ecclesiastical office or other post.

If voluntary withdrawal cannot be achieved, the accused must be informed that his Superior has the right in canon law to insist on it. Measures taken to limit ministerial activity must be imposed by way of precept.

For employees, the HR department must be consulted before taking any action in respect of temporary withdrawal from post.

In some cases it might be necessary to issue a public statement about temporary removal from role. Any such communication must be in agreement with the Police or local authority Designated Officer. All communications arising out of or in connection with the process, and the process itself, must be confidential and must not be subject to any public statement concerning the nature, cause or status of the investigation, without the consent of the accused person.

16. Support for those Affected by Allegations of Abuse within the Church setting.

In line with the policies of the Catholic Church in England and Wales, the Congregation of the Claretian Missionaries seeks to provide a caring response to all individuals who have been affected by allegations of abuse within a Church setting, and who seek its help and healing. The Church and the Congregation are committed to providing pastoral support where needed. Where allegations of abuse lead to additional support needs, the Congregation will so far as is reasonably practicable and appropriate, either address those needs or liaise with statutory agencies to assist the individual in accessing the appropriate support.

17. Pastoral Support for the Alleged Victim/Survivor and/or their Carer

The Safeguarding Coordinator is responsible for assisting the person making the accusation to access pastoral support services. Pastoral support should include the victim/survivor:

- Having a designated contact person;
- Receiving written progress updates, at regular intervals, in respect of their allegation.

18. Pastoral Support for the Accused Person

The Congregation Leader is responsible for the pastoral support of the accused person, who can contact the Congregation Leader in relation to their support needs. The Safeguarding Coordinator should be present at meetings to discuss support needs and Safeguarding Plans, making a detailed record of the discussion and what is agreed.