

For information on safeguarding issues or if you have concerns about a child, young person or adult at risk contact your Diocesan Safeguarding Adviser/Scottish Catholic Safeguarding Service.

We will liaise closely and openly with statutory agencies to ensure that all concerns or allegations of abuse that are raised are reported promptly and responded to appropriately, that victims are supported and perpetrators held to account.

**Children, Young People, Adults at Risk can't always tell someone if they are being abused or neglected**

**BUT YOU CAN!**

*'Safeguarding is Everyone's Business'*

Lord,

You called all those who are overburdened to come to You to find rest.

You entrust each and every one of them to the care and protection of our communities of faith.

Guide us as we strive to ensure that our Catholic communities provide a safe environment for all.

We pray especially for all those who have been harmed. Give them courage in facing the past and lead them to Your healing protection.

*Amen*



Bishops' Conference of Scotland  
**SCOTTISH CATHOLIC  
SAFEGUARDING  
SERVICE**

## **AWARENESS AND SAFETY IN OUR CATHOLIC COMMUNITIES**

The Catholic Church in Scotland is committed to the safeguarding of children, young people and adults at risk as an integral part of the life and ministry of the Church. The importance of safeguarding is derived from the understanding of the personal dignity and rights that the Church recognises in all its members, each member having been created in the image and likeness of God.

*'Celebrating our Ministry  
in a Safe and Welcoming Environment'*

### **A Summary of Good Practice for Paid and Voluntary Workers**



2013

**Information Line: 0141 353 1177**  
[www.scottishcatholicsafeguarding.org.uk](http://www.scottishcatholicsafeguarding.org.uk)

**Code of Conduct for adults involved in pastoral ministry with children/ young people/adults at risk**

**IT IS IMPORTANT TO . . .**

- Treat all children, young people and adults at risk with respect.
- Provide an example of good conduct you wish others to follow.
- Ensure that there is more than one adult present during your organisation's activities with children, young people or adults at risk or at least that you are within sight or hearing of others. If this is not possible then the reasons should be recorded.
- Respect an individual's right to personal privacy.
- Be available as a listening ear and if necessary refer for more appropriate help.
- Try to remember that your actions may be interpreted differently from your intention.
- Be aware that even caring, physical contact with a child, young person or adult at risk may be misinterpreted.
- Show understanding when dealing with sensitive issues.
- Seek advice in any situation where you feel unsure.

**You must operate within the Church's Safeguarding Policy and Procedures i.e. 'Awareness and Safety in our Catholic Communities'.**

**IT IS IMPORTANT NOT TO . . .**

- Have inappropriate physical or verbal contact with others.
- Permit abusive behaviour such as bullying, ridiculing or taunting.
- Make suggestive or derogatory remarks or gestures in front of children, young people or adults at risk.
- Allow yourself to be drawn into inappropriate attention seeking behaviour such as 'crushes'.
- Show favouritism to any individual.
- Jump to conclusions about others without checking the facts.
- Exaggerate or trivialise abuse issues.

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**"As a Church community we accept that it is the responsibility of all of us, ordained, professed, paid and voluntary members, to work together to prevent the physical, sexual or emotional abuse of children, young people and adults at risk."**

**From the Church's  
'Awareness and Safety in our  
Catholic Communities'  
National Safeguarding  
Policies 2007.**

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*'Let us build a house where love may dwell and all can safely live'*

**WHAT TO DO . . .**

**If you see behaviour that is of concern or if a child, young person or adult at risk tells you something, you need to take them seriously, do something about it and speak to someone.** Share your concerns with the head of your group/organisation, the Priest or the Diocesan Safeguarding Adviser.

**If a child, young person or adult at risk discloses to you abuse by someone else -**

- Keep calm, don't be shocked and try to act normally.
- Accept what the individual says.
- Offer immediate support, understanding and reassurance, explaining that you cannot keep it a secret.
- Reassure the child, young person or adult at risk that they have done the right thing by telling you.
- Let them know that you need to talk to someone else. Do not promise them confidentiality.
- Let the person speak freely. Do not push for information.
- Let them know what you are going to do next and that you will let them know what happens.

**In all cases –**

Record everything that was said, including dates and times of conversation and any incidents disclosed.

**You must refer. You must not investigate.**