

# The Community of Saint John

## SAFEGUARDING POLICY

### 1. POLICY OVERVIEW

COMMUNITY OF SAINT JOHN is committed to safeguarding all children and adults. For COMMUNITY OF SAINT JOHN this commitment directly relates to the fact that we are all made in the image of God and the Church's common belief in the preciousness, dignity and uniqueness of every human life. We start from the principle that each person has a right to expect the highest level of protection, love, encouragement and respect. Following on from the safeguarding reviews in 2020 we are committed to the One Church Approach to safeguarding by implementing the changes needed and ensuring we respond to victim/survivors promptly and compassionately.

### 2. SCOPE

2.1 This policy and procedure apply to all within the COMMUNITY OF SAINT JOHN regardless of their role or the activities they undertake.

2.2 It is the responsibility of all within COMMUNITY OF SAINT JOHN to prevent, whether by action or omission abuse. Abuse in this policy refers to: physical; sexual; emotional; spiritual; neglect; self-neglect; organisational; material; psychological; financial; domestic or verbal. Additionally, behaviour which effectively results in modern day slavery or where there is evidence of discrimination or radicalisation, this needs to be recognised and addressed as a safeguarding issue, in accordance with the procedures outlined in Section 6.

### 3. TRAINING

3.1 All COMMUNITY OF SAINT JOHN members will undergo Safeguarding Training relevant to their role.

3.2 COMMUNITY OF SAINT JOHN members and will undertake yearly refresher training.

### 4. ROLES AND RESPONSIBILITIES

#### 4.1 The COMMUNITY OF SAINT JOHN Board

The Board has a duty to maintain appropriate governance and oversight of safeguarding in line with this policy and national guidelines. Certain functions of the Board will be delegated to others within the COMMUNITY OF SAINT JOHN, as indicated below.

#### 4.2 The Superior

The Superior is responsible for ensuring appropriate policy, procedures and best practice are in place for the effective delivery of a robust safeguarding service. Certain functions of the Superior will be delegated to members, as indicated below.

#### 4.2 The Safeguarding Lead

The Safeguarding Lead has direct oversight of COMMUNITY OF SAINT JOHN safeguarding policy and guidance. This includes oversight of the relationship with and input on the work of the RLSS.

#### 4.3 The trustees

All safeguarding information suitably redacted when reporting to other Trustees. There needs to be enough information disseminated to the Trustees which allows them to make decisions, but not enough information that it would break confidentiality. The safeguarding lead and the safeguarding trustee are the only people who should access to the full information.

#### 4.4 All other roles

All members have an obligation to ensure they know how to respond to safeguarding concerns by making themselves familiar with the content of this policy and the procedure contained within it and any other associated policies/procedures.

#### 4.5 General

Everyone involved in the work of COMMUNITY OF SAINT JOHN has a duty to disclose to the Safeguarding Lead or Chair any safeguarding concerns that have been raised about them.

## **5 PRACTICE GUIDANCE**

5.1 Action must be taken if a concern is raised that a child or adult is suffering or is likely to be suffering from significant harm. This includes, but is not limited to:

- Someone who is at serious risk of harm from self or others
- Someone who poses a serious risk of harm to someone else
- A concern about a child or vulnerable adult at risk of harm from someone else
- Concerns over someone's mental capacity

5.2 Action must also be taken in line with the Church's mandatory reporting policy. This means appropriate action must be taken if there are reasonable grounds to believe that someone who holds any role within the Church is going to or has committed a crime, is going to or has caused harm, poses a risk or is otherwise unsuitable to work in their role.

## **6 PROCEDURE**

6.1 If COMMUNITY OF SAINT JOHN becomes aware of a concern as detailed in Section 5 or any other safeguarding issue, they should contact the RLSS Safeguarding Team and pass the concern and all records of it to them immediately. Ensure the person who made you aware of the concern knows you are doing this.

6.1.1 The RLSS will:

- Ensure the victim/survivor or individual has been informed of the next steps
- Explain what will happen, give them options if possible and an indicative timescale
- Contact any relevant bodies within 24 hours
- Complete the safeguarding paperwork and ensure appropriate record keeping of all phone calls, meetings and discussions in relation to the case are documented.
- Update the relevant people at COMMUNITY OF SAINT JOHN and offer any support needed

## **7 WHISTLEBLOWING**

7.1 The COMMUNITY OF SAINT JOHN will encourage and enable anyone with a safeguarding concern, to refer the concern without fear of victimisation, or disadvantage.

7.1.1 If that concern is regarding malpractice, illegal acts, or omissions at the COMMUNITY OF SAINT JOHN or other religious institution in relation to safeguarding, then the RLSS should be made aware.

7.2 The action taken by the RLSS will depend upon the nature of the concern referred. However, an investigation will be undertaken if appropriate, followed by appropriate action and written feedback will be provided, including a rationale documenting the reasons why identified actions have been taken.

## **8 RECORDING AND STORAGE OF SAFEGUARDING CONCERNS AND CASE FILES**

8.1 COMMUNITY OF SAINT JOHN has a responsibility to ensure that all case files held are accurate, up to date and stored securely.

8.2 Where RLSS is responsible for the management of a case, RLSS will ensure records are accurate, auditable, and secure and all records of any safeguarding concerns or allegations referred will be properly maintained.

8.3 The Diocesan Safeguarding Team will be contacted in regard to any queries or concerns which relate to the parish or any duties which the religious are undertaking at the request of the Bishop.

Respondents, or Person Accused of Causing Harm, will be informed of an allegation by a member of their senior leadership team or safeguarding lead. They will be given the opportunity to respond to the allegation with either the Diocesan or RLSS Safeguarding Team. Due consideration will be given surrounding the Person Accused of Causing Harm's care and support needs. This will be identified by the Safeguarding Officer and the Community of St John will appoint a welfare support person to support the Person during an investigation into a report of harm. The Community of St John will continue to meet the Person Accused of Causing Harm's emotional, financial, spiritual, physical and health needs.

## **9 SAFER RECRUITMENT PRACTICE GUIDANCE**

9.1 The COMMUNITY OF SAINT JOHN will ensure that congregation members, lay staff and volunteers are subject to the appropriate Disclosure and Barring Service (DBS) checks (including enhanced DBS) in line with both statutory and Catholic Church requirements.

9.2 Appointments will be based on the person's experience, skills and ability to meet the set criteria and job specification for the specific role. It is essential to ensure that all documentation relating to the applicants are kept in a secure place and are confidential.

9.3 Appointment to a role will not be confirmed until a satisfactory DBS Disclosure check has been received and previous employment references confirmed as being acceptable.

On appointment, all new employees should be provided with and sign to say they understand all relevant policy and procedures, including a copy of this document and their responsibilities within it highlighted.

9.4 Anyone who is seeking to work with children or adults whether in a paid or unpaid capacity must be provided with the opportunity to self-disclose relevant conviction information. This is a DBS Code of Practice requirement and applies to anyone being asked to have an Enhanced Disclosure.

## **10 POLICY REVIEW**

10.1 This policy is approved by the COMMUNITY OF SAINT JOHN Board and will be subject to an initial review in October 2023 and then every 3 years or sooner, if a need is identified.

Policy last updated: 22/12/2023

Date of next review: 23/07/2028

Name: 

Date: 23/07/2025