

The guidelines must always be followed by all Catenian brothers



The Catenian Association Safeguarding Policy and Guidelines

The Catenian Association is committed to fostering a culture of safety and care for children, our families, and all vulnerable adults.

Catenian Safeguarding Guidelines provide a framework that aligns with the Catholic Safeguarding Standards that creates a framework for Catholic entities to promote the safety of children and adults at risk. The Association acknowledges it must be aware of all the necessary protocols when engaging with young people and vulnerable adults; and this is deemed to include support for children, youth, adults, and includes sick and potentially vulnerable Catenian Brothers and their families, and Catenian Widows.

CODE OF CONDUCT

'We will always strive to live our personal and business lives in accordance with the ideals of our Catholic faith, where every person matters'. (Our Values 3)

This document encompasses the Association's *Constitution, Rules, Regulations* and particularly the Associations *Aims and Values*.

THIS DOCUMENT INCLUDES:

- Contact with children (which is recognised as minimal).
- Activities arranged within the Catholic Educational framework.
- Support for youth through Public Speaking events, prize giving, Bursary awards, parish presentations, parish events, Universities, etc.
- Support for potentially vulnerable/elderly Catenian members and Widows – the many close friendships established throughout our Association are an essential element of its existence wherein we *'support and encourage Brothers, their families and widows as needs arise'* (Aim 3) and *'through the Catenian Association Benevolent and Children's Fund'* (Aim 4).
- Interaction with University Chaplaincy members.
- Risk Assessment form for home visits.

MANAGEMENT OF SAFEGUARDING:

The Association and Provinces **MUST** clearly state on websites that there is a comprehensive Safeguarding policy.

This policy **MUST** be readily available to members and visitors.

Each National Council **MUST** appoint an officer conversant with Safeguarding issues.

Each Province **MUST** appoint an officer conversant with Safeguarding issues.

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Each Circle should be reminded annually by their Province that **ALL** members must be aware of correct procedures to be followed as regards Safeguarding.

DAY TO DAY MANAGEMENT:

This resides with the Provincial Officer who will report to their National Council Officer, without delay, any concerns and if necessary to pass on any concerns to the appropriate bodies and the National Council Officer.

Any Brother organising an event or visit **MUST** consult the Catenian policy and guidelines and ensure they are followed.

PROCEDURE FOR DEALING WITH SAFEGUARDING ISSUE:

An issue arising regarding Safeguarding should be made to the President of the Circle who will inform the Provincial Officer. Advice should then be sought and information dealt with but with the utmost sensitivity and confidentiality. Outside agencies may be involved depending on the issue.

SAFEGUARDING GUIDELINES FOR VULNERABLE ADULTS AND CHILDREN

Circles must ensure that they comply with laws in their countries relating to the safeguarding and protection of vulnerable adults and children.

Most Circles have brothers and wives or widows of members who have become unwell, infirm or frail through old age. All brothers have promised to aid and comfort a brother in difficulty or need and this concern is extended to wives and widows. In addition, with our commitment to advance the interests and development of young Catholics, some members may be called upon to assist at events involving children.

In some jurisdictions, the minimum standards of care required to safeguard vulnerable adults and children are enshrined in legislation. Such legislation may require those who work with or volunteer with vulnerable adults or children, to have a background check and be registered.

Brothers who make 'sick visits' to people in their homes or provide other assistance to vulnerable adults, or who carry out activities bringing them into contact with children, must ensure as a minimum that they comply with the law of the land and any associated guidance.

RISK ASSESSMENT

With respect to visits to vulnerable persons by Catenians, assessments should **always** be made of the risks arising from such visits, including both the risk of harm or abuse to the vulnerable person and the risk of false allegations against Catenians.

In addition, the following recommendations are made in connection with these visits.

Home visits should be made by more than one person.

If a widow of the Circle is being visited it is advisable that a lady of the Circle, one known to the widow, if possible is also present.

At least one of the visitors should be well known to the person being visited and should preferably be a friend.

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If none of the designated visitors is known personally to the person being visited, they should ensure that a friend of the latter should accompany them at least on the first visit.

Sick visitors should be alert for any signs of abuse by others. If there is any reason to suspect such abuse, the advice should be sought of the Circle Welfare officer or the President.

BENEVOLENCE

All brothers should be aware of the sensitive nature of Benevolence and the need to firstly, be aware of potential need and alert the Circle Benevolent Board (CBB). Secondly, the Circle should through their circular remind brothers of the fact that benevolence is available if needed either by approaching the CBB or the Director.

In dealing with any case that arises there needs to be an element of trust between the parties and confidentiality in disclosure of information.

Any financial details should be treated in the strictest confidence and apart from details required by the Association's Benevolent Fund should not be held by the Circle.

Sensitivity should be at the core of dealing with matters in this area.

If additional guidance is required, the relevant authorities (Safeguarding Board in the UK and the various relevant State and Territory authorities in Australia) should be contacted and the Provincial Director informed.

SAFEGUARDING GUIDELINES FOR THE CATENIAN ASSOCIATION IN REGARD TO SCHOOLS AND COLLEGES

This is a most important area in the current climate when engaging with young people.

When brothers visit schools or colleges they **must read and be aware** of Association guidelines. Several brothers may have a Working with Children's Card (WWCC) and have attended Safeguarding Training in your Diocese but for those brothers who have not done any of this then the attached guidelines should suffice in most cases.

If a volunteer is only attending a school where they will be constantly supervised by staff or priest (as is the norm) there is no requirement for Safeguarding training. If a volunteer is running an event or in contact with children **where no adults with a WWCC are supervising** they will require one.

As contact by Catenian Brothers will normally be on an ad hoc basis, outside the regular criteria and with WWCC checked adults (usually teachers) **always** present, there should be no need for a Safeguarding training, if in any doubt contact the ANC Safeguarding Officer.

IMPORTANT:

When making **initial contact** with a school always advise them whether you have had Diocesan Safeguarding training or a WWCC and give number and date. If one is not held, then **ensure the school/college is aware**.

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WHEN VISITING:

- Again advise reception on WWCC status. Take your card with you, if you have one.
- **Ensure that a teacher is always present** with a student group.
- **Do not be alone with a group of students** out of sight/earshot of teachers.
- **Avoid physical contact with students**
- **Be careful with language!** Don't make any comment to under 18's that you would not be happy to make in the presence of a teacher or parent.
- **Don't be drawn in by attention seeking behaviour**, or show favouritism.
- **Never walk around the school/college unless accompanied by a member of their staff.**
- If possible meet with individual groups of students with a Catenian colleague (ie as a pair)
- **Do NOT take photos.** The school/college will possibly take photos and these may be used for Catena, but only after being forwarded via the organisers and cleared for publication. **Do not afterwards contact students direct by social media or accept any such requests from a student. Do not take any personal contact details.** Route any correspondence through the staff contact.
- If you have any concerns whatsoever regarding student behaviour or attitudes then always mention your concerns to a member of staff.

SUMMARY: There is absolutely no need to be paranoid it is a case of being aware and sensible when meeting groups of young people. Don't rely on your good name, or that of the Catenian Association, to protect you.

SAFEGUARDING GUIDELINES FOR THE CATENIAN ASSOCIATION IN REGARD TO YOUTH EVENTS ORGANISED BY OTHER GROUPS

Members of the Association attending any event organised by an outside group, such as the nationally organised Flame event or more local events organised by a Diocese or other youth organisation must follow any guidelines provided by the organisation such as a WWC check and registration with the organisation, and the procurement of a ticket, pass or badge.

The usual protocols to be followed by Catenians and outlined in this document concerning being at an event in the presence of young and or vulnerable adults **MUST** be followed.

For further details of safeguarding guidelines the organisers of any event should be contacted and supply their policy details.