



Keeping Children Safe

Safeguarding Children and Vulnerable Adults

CHRISTIAN BROTHERS EUROPEAN PROVINCE
PROTECTION POLICY AND PROCEDURES

2013



CONGREGATION OF CHRISTIAN BROTHERS

EUROPEAN PROVINCE

KEEPING CHILDREN SAFE

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July 2013





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Introduction

The Mission of the Christian Brothers in the European Province

Beginnings

Edmund Rice was a businessman in Ireland during the eighteenth and nineteenth centuries. Following the tragic death of his wife and the birth of his handicapped daughter, he devoted his life to a religious project by forming a Religious Brotherhood focused on living spiritual and communal lives while establishing schools for poor Irish boys. Blessed Edmund also tended to the practical needs of the boys who came to his schools by providing them with much needed food and clothing. He served as a companion to people in prison and assisted others in need regardless of their background and circumstances.

The spread of Blessed Edmund's educational system has served generations of youth around the world for more than 210 years.

The Christian Brothers Today

Christian Brothers of the European Province seek to continue the mission of Blessed Edmund in the twenty-first century by responding to the signs of our times and to the needs of today's vulnerable people in society. We have accepted the call to evangelize youth within the mission of the Catholic Church. We do this work in a variety of settings, including Catholic schools and other ministries that serve God's people by responding to their human needs. Through teaching, counselling and other ministries, we follow the example of Blessed Edmund, who respected the dignity of each human person.

The Christian Brothers gratefully acknowledge the past and present good works of our Brothers and co-workers. We pledge continued service to the Church in fidelity to Jesus Christ and inspired by the example of Blessed Edmund.

We are committed to the protection of children and to creating safe environments at all of our ministry sites and in all of our communities. As Christian Brothers, the sexual abuse of minors is abhorrent to us. We share in the anger and anguish expressed by many Catholics and others in our society regarding all forms of abuse, including sexual abuse. Thus, we are committed to the prevention of any occurrences of abusive behaviour. We also want to reach out to victims/survivors. Abusive behaviour will not be tolerated. We will do all in our power to prevent future abuse. To assist us in fulfilling this commitment, we have formulated this document to guide us in the protection of those in our care.



Context

As Christian Brothers, we are called to live lives of integrity and authenticity. Likewise, we are called to act responsibly and with full accountability to our Brothers, our colleagues, those we serve, and society at large. We acknowledge and recognise our responsibility and accountability before the law. We accept the call to transparency and accountability embodied in our ethics policies and procedures for the protection of children and vulnerable adults.

Our Constitutions tell us: “We are called to be men of faith,” The focus of our vocation calls us to be faithful to the vows we profess. This calls for integrity, responsibility and accountability. Our Province ethics policies and procedures serve as a major instrument in assisting us in being faithful to this call.

Scope of this Policy and Procedures

The focus of this policy is to provide a safe environment for those we serve. The policy will address allegations of sexual abuse of minors and vulnerable adults by current Members of the Christian Brothers and co-workers in the European Province. If a former or deceased Member, or a former or deceased co-worker, is accused, this policy will apply as appropriate.

Procedures herein reflect current Province policy and direction. Language, structure and examples of behaviour borrow heavily from the documents of various jurisdictions and from the experience of dealing with this issue garnered in recent years. In particular, this Province policy draws on “SAFEGUARDING CHILDREN Standards and Guidance Document for the Catholic Church in Ireland” published by the National Board for Safeguarding Children.

This policy has been reviewed by civil and canonical legal counsel. It has been approved by the Province Leadership Team of the European Province.

Terms

“Abuse” as included in this Policy refers to contact or interaction between a minor and an adult when the minor is being used for the sexual stimulation of the adult. This occurs when an adult engages a minor in any sexual activity, including direct sexual contact as well as non-contact, such as frottage, exhibitionism, and the distribution, downloading, and/or intentional viewing of child pornography.

“Allegation” refers to a first person accusation of sexual abuse of a minor brought against a current Member, a current co-worker, former Member or deceased Member, former or deceased co-worker, who is reported to the Province through any form of communication, including any that are anonymous.

“Credible Allegation” means an allegation is credible prior to investigation if there is nothing manifestly false or frivolous in the allegation.

“Established Allegation” means an allegation is established when, based upon the facts and the circumstances, there is objective certainty that the accusation is true and that an incident of sexual abuse of a minor has occurred.

“Province” refers to the European Province, a Province of the Congregation of Christian Brothers.

“Member” is a perpetually professed religious, an annually professed religious, a novice, a residential candidate or a residential volunteer of the European Province.

“Co-worker” refers to any person – not a member of the Congregation of Christian Brothers – in an employed or voluntary capacity who works with the Christian Brothers and who will be appropriately subject to this ethical policy, its terms and procedures.

All references to **“Province Leader”** in this policy statement are understood to mean **“Province Leader or his delegate”**.

A **“minor”** is anyone under the age of 18 or as defined by statute. For the purpose of this policy, the term “minor” also includes adults who would be considered uniquely vulnerable to abuse because of physical or mental disabilities. Additionally, students who have reached their eighteenth birthday are deemed vulnerable adults for the purpose of this document.

“Response Team” refers to the individuals who will consult on the initial steps to take in response to an allegation. Ordinarily, this will include the Designated Person, the Deputy Designated Person, available members of the Province Safeguarding Management Committee or the Province Leadership Team, the province solicitor, or others as appropriate.

“Safeguarding Management Committee” refers to a management group with unique knowledge and experience which tracks cases, provides advice and reviews policies. It is responsible for monitoring Safeguarding practices with the Christian Brothers European Province. (See Appendix I)

“Sexually oriented contact” refers to vaginal intercourse, anal intercourse, oral intercourse or contact with an erogenous zone of another (including but not limited to the thighs, genitals, buttocks, pubic region or chest) for the purpose of sexually arousing or gratifying either person.



Section 1

Standards of Conduct for Ministry with Minors

Hospitality and friendship are traditional values of the Christian Brothers and it extends to the young people to whom the Members minister. The following standards are offered to support and guide positive and prudent relationships between Members or co-workers and young people, to protect the fragile development of minors, and to minimize the opportunity for false accusations.

1. As adult ministers to youth, Members are sincere, concerned, cheerful, nonjudgmental, respectful and responsible. When dealing with students or other minors, Members, like other adults who care for the formation of young people, are competent and prepared to offer guidance, set a Christian example, and correct inappropriate behaviour. Within such a life-giving relationship, some behaviours and signs of affection are appropriate if they are genuinely affirming of the young person and if they take place in a public area that can be clearly and readily visible to others.
2. Members of the Christian Brothers are appropriately screened upon entrance to the Congregation. Education on child safety is conducted.
3. Below are examples of behaviours prohibited by this policy:
 - Using, possessing, or being under the influence of illegal drugs while in the presence of minors
 - Using, possessing, or being under the influence of alcohol or impairing drugs that might impair the Member while supervising minors
 - Providing alcohol to, or allowing the use of alcohol by, anyone in their care under the legal drinking age; providing or allowing the use of illegal drugs
 - Using profanity or obscenity in the presence of minors
 - Discussing sexual activities with minors unless it is a specific job requirement and the Member is trained to discuss these matters
 - Engaging in any sexually-oriented conversations with minors unless the conversations are part of a legitimate pedagogical lesson and discussion for teenagers regarding human sexuality issues. On such occasions, the pedagogical lessons will be conducted in classrooms by properly trained educators and will, when appropriate, convey to youth the Church's teachings on these topics. If the youth have further questions not answered or addressed by their individual teachers, they should be referred to their parents or guardians for clarification or counselling
 - Being nude in the presence of minors
 - Possessing sexually oriented materials, such as magazines, cards, videos, films, clothing, etc.
 - Sleeping in the same beds, sleeping bags or small tents with minors
 - Engaging in sexual contact with minors



- Wrestling, tickling, and piggyback rides with minors; putting one's hands in another's pocket, and touching of chest, buttocks, or genital area or any touch unwanted by youth
 - Kissing on the mouth
 - Signs of affection that may in any way lead to greater intimacy or may be perceived as leading to greater intimacy are always inappropriate, even if initiated by the young person
 - Inappropriate or lengthy embraces
 - Showing affection in isolated areas such as bedrooms, closets, staff-only areas or other private rooms
 - Touching knees or legs of minors
 - Massage given by minor to adult
 - Massage given by adult to minor
 - Any form of unwanted affection
4. Appropriate affection between Members and minors constitutes a positive part of Church life and ministry. The following forms of affection are regarded as appropriate examples for a Member or co-worker in ministry roles with minors:
- pats on the shoulder or back
 - handshakes
 - "high-fives" and hand slapping
 - verbal praise
 - arms around shoulders
 - holding hands while walking with small children
 - sitting beside small children
 - kneeling or bending down for hugs with small children
 - holding hands during prayer
 - pats on the head when culturally appropriate (for example, this gesture should typically be avoided in some Asian or Hispanic communities)
5. A Christian Brothers' residence attached to or in proximity with a school offers unique opportunities in the Members' ministry to their students. However, such an opportunity requires unique guidelines. Students and other minors may be invited into the Christian Brothers' residence in a group, on school business, for guidance, for academic assistance, or for hospitality-related circumstances: a phone call home, shelter from inclement weather, etc. Under all circumstances, contact with students or other minors should take place in public areas or in areas that are clearly and readily visible by others. Members, like other adults, should meet with minors in offices or parlours that have transparent, uncovered windows or that have open doors. Notwithstanding the above, ordinarily, ministerial activities should not be conducted in the Brothers' residence.
6. Members are prohibited from having minors stay at their residences. Requests for exemptions should be addressed to the Province Leader in writing two weeks prior to the visit. Prior approval of the parent or guardian in addition to the approval of the Province Leader for the exemption is required before having minors stay at Members' residences. This applies to all minors, including family members.

**Off-site events**

1. Members are prohibited from transporting minors without the written permission of their parents or guardian.
2. Minors should be transported directly to their destination with no unplanned stops.
3. Changing and shower facilities or arrangements for Members and other adults must be separate from facilities or arrangements for minors.
4. Members, like other responsible adults, are prudent in social situations with minors. In all circumstances, Members must not abandon their role as the adult who remains concerned for young people's genuine human and Christian development.
5. Members enter the homes of minors only when another adult is present and only with explicit parental permission.
6. Members participate with minors in other social situations – attend a concert, attend a sports or other social event – only with parental consent and only in a group. A Member must not partake in social situations that are primarily for minors unless the situation is ministry related and the Member is a chaperone (school dances, parish socials, etc.).

Physical contact – Appropriate & Inappropriate Behaviours & Warning Signs

1. Because of his humanness and because of his respect and love for the young people with whom he works, a Member, like other adults in youth ministry, may become close to a young person. This in itself is not dangerous, as here, too, the Member's concern for the youth's genuine development dominates the relationship. However, there are warning signs that a relationship is approaching an inappropriate level and that boundaries may have been violated.
 - The adult's contact with a minor becomes secretive, furtive or clandestine.
 - The adult becomes defensive about a relationship with a minor.
 - The adult spends an inordinate amount of time with a minor.
 - The adult singles out a particular minor by giving gifts or money to the minor.
 - The friendship an adult has with a minor becomes a primary or exclusive friendship.
 - The friendship an adult has with a minor develops at the expense of adult relationships
 - In the presence of a minor, the adult tells off-colour or suggestive stories or allows them to be told.
 - In the presence of a minor, the adult uses obscene or other inappropriate language, uses obscene or other inappropriate gestures, and allows such language or gestures.
 - The adult makes sexually-oriented printed, audio or videotaped material available to a minor.
 - The adult wears inappropriate or revealing clothing in the presence of a minor.
 - The adult finds maintaining a responsible role with a minor awkward.
 - The adult fails to enforce standard rules or policies, or helps a minor avoid consequences of his/her behaviour.
2. When a Member or any adult notices any of these signs in his own relationship with a young person, he must take all steps necessary to immediately bring the relationship back to an appropriate level or terminate the relationship. However, the last person to notice these signs may be the adult himself. In such a case, and out of concern for the adult and the young person, others who notice these signs assist the adult in challenging the appropriateness of the



relationship and in taking corrective measures. Suspicious or inappropriate behaviours (including boundary violations and/or policy violations) often precede incidents of sexual abuse and require a consistent response to interrupt potential untoward behaviour. This serves to preserve professional relationships with minors, to protect minors from sexual abuse, and to protect members from false allegations of sexual abuse. When a Member suspects that a boundary violation may have occurred, the Member can respond directly to the adult in violation. The intervening Member will also inform the ministry site leader, the Community Leader/Contact Person, and a member of the Province Leadership Team. The Province Leadership Team will respond to the Member in violation. Written documentation will be maintained of any inappropriate behaviour. In situations where boundary violations have been identified or in which a minor may be in danger, a written plan or protocol for ensuring on-going cessation of the behaviours will be implemented and monitored. Should the inappropriate behaviour continue, the Province Leadership Team will act in an appropriate manner to ensure that it ceases. All incidents of boundary violations will be reported to the Safeguarding Management Committee for review.

3. At all times, Members are prohibited from using physical discipline or corporal punishment in any way for behaviour management of minors. No form of physical discipline or corporal punishment is acceptable. This prohibition includes spanking, slapping, punching, hitting or any other physical force as retaliation or correction for inappropriate behaviours by minors.
4. In this age of new and vastly changing technology, Members must always act with prudence and good judgment when distributing personal e-mail and/or cell phone numbers to minors. All communications with minors, including text messaging, e-mails, phone calls, Twitter, Facebook, and all other forms of social media must be appropriate to the Member's role as a responsible adult. Interaction with minors via electronic communications and/or social media is ordinarily reserved for professional, ministry-related purposes. At all times, Members are prohibited from using such technology to interact with minors on issues of sexuality, including, but not limited to, conversation and the viewing and/or distribution of sexually motivated materials.

Training for Members who work with minors

1. In order for Members and co-workers to be in active ministry, they shall review both the *Ethics in Ministry Policy and Procedures for Positive Relationships between Members and Minors and Vulnerable Adults* and the *Policy for Maintaining Ethical Ministry with Adults* and agree in writing that they have received, read, and understood the policies and that they will comply with all procedures listed therein.
2. Members, who work with minors, must participate in training, updated a minimum of five hours every five years, that addresses their role in protecting minors. Members and co-workers will comply with any vetting requirements provided for by national law.



Section 2

Procedures for Reporting Abuse of Minors

1. All allegations will be taken seriously. The primary concern in the response will be the pastoral care of both the alleged victim and the accused Member or co-worker. Other concerns include the mission of the Christian Brothers and the welfare of the wider community.
2. Members shall report without delay historical and current sexual abuse of minors, including known or suspected possession, distribution, downloading and/or intentional viewing of real or virtual child pornography to the Designated Person or Deputy Designated Person, or in their absence, to a member of the Province Leadership Team, or a member of the Safeguarding Management Committee. In accordance with the Province mandatory reporting policy the civil and statutory authorities will be notified without delay. Members and co-workers should also be aware of any mandatory reporting requirements to the appropriate authorities of State and Church that may apply in the country in which they are based.

The reporting of actual or suspected sexual abuse of a minor is the responsibility of the one who has knowledge of the sexual abuse of a minor or of the criminal activity in regard to the acquisition and/or use of real or virtual child pornography.

3. In addition to reporting to the civil authorities and a member of the Province Leadership Team, Members may report any suspected current abuse of minors that may have been perpetrated by a Member to any of those listed below. Reports of suspected or known abuse may be made confidentially unless otherwise required to be disclosed by civil or Canon Law.
 - The local Community Leader/Contact Person
 - The leader/administrator of the ministry site, one's direct supervisor or ministerial authority
4. All allegations of sexual abuse that may have been committed by a Member shall be reported without delay to civil authorities (with full cooperation from the Province) in the jurisdiction in which the alleged incident occurred if the alleged victim is a minor at the time the allegation is being made. If the alleged victim is an adult at the time the allegation is being made, he/she will be advised of his/her right to report the alleged abuse to the appropriate civil authorities by the person receiving the allegation. This shall be the case regardless of whether the accused Member is living or dead, or whether he is a current or former Member, and regardless of whether the allegations are believed to be credible at the time they are received.
5. An anonymous, specific and verifiable letter of concern may be sent to anyone listed in Number 2 or 3 above in this section. An anonymous concern will be investigated to the extent that is feasible and based on known information.
6. As indicated in Number 2 above, Members, in accordance with their professional role and responsibilities, shall report to civil authorities, in accordance with state/province mandatory reporting laws, all known or suspected possession, distribution, downloading and/or intentional viewing of real or virtual child pornography. Child pornography is a graphic sexually explicit depiction of a minor and is considered sexual abuse of a minor.
7. If abuse of a current minor is confirmed through investigation, civil authorities shall be re-contacted and a follow-up report will be submitted, if requested. If further investigation



indicates the allegation is not credible, civil authorities will be contacted to provide the additional information.

8. If the alleged victim is a minor at the time the allegation is received, his or her identity will be provided to civil authorities. If the alleged victim is an adult at the time the allegation is received, he/she will be advised of his/her right to report the alleged abuse to the appropriate civil authorities.
9. Files of allegations will be created at the time the allegation is received and will contain information about how the allegation was handled.
10. The Province will collaborate with other organizations as appropriate: the local diocese (in the case of a diocesan institution), ministry sites, insurance providers, solicitors for the accused, and other organizations. A response person will be designated to handle inquiries from the press.

Section 3

Responding to Incidents and Allegations of Sexual Abuse

GENERAL STATEMENT

Allegations of sexual abuse may come from a variety of sources, including alleged victims or their family members, diocesan offices, police, social services, solicitors, Members, a colleague in the workplace or from a perpetrator. Because each case is distinct, the following is a general outline of the response system for allegations of abuse but is not a procedure that is to be followed in the same way for each unique case. The process is to be modified according to the nature of the allegation, the needs of the alleged victim and the circumstances of the accused Member. In every case, the Province commits itself to dealing pastorally with all those involved and to protecting their rights.

Initial Response

1. The Designated Person shall receive allegations of sexual abuse and coordinate assistance to anyone who brings an allegation of abuse by a Member.

When an allegation is made, the Designated Person will consult with the Response Team, which will determine further actions to be taken. While the facts are being gathered, preliminary steps will ordinarily involve referring the victim to professional counselling services, and, as appropriate, prescribing evaluation and/or professional counselling for the accused. Civil authorities will be notified in the case of a current minor, and of an historical case, and as required by law, and the procedures outlined above will be applied accordingly. The following notifications will also take place:

- 1) The Parents/legal guardians of the minor;
- 2) The following may be notified depending on circumstances and direction from civil authorities: (a) employer where abuse took place; (b) current employer

Ordinarily, the accused will be removed from ministry while an investigation is taking place. Once the investigation has been completed, the facts of the case will be presented to the Safeguarding Management Committee. The Committee will review the steps taken and make recommendations for further action, if necessary, to the Province Leadership Team.

2. When an allegation of abuse is first received, the Designated Person shall gather available information to complete a preliminary report. The information will include the following (see the Child Protection Recording Form in the appendices):
 - Name of the alleged victim;
 - Age of the alleged victim or age at the time of the alleged abuse;
 - Address and phone number of the alleged victim;
 - Name of the alleged perpetrator;
 - Approximate dates of alleged abuse;
 - Nature, type and location of alleged abuse;
 - Any additional relevant details.



3. Upon receipt of an allegation of sexual abuse of a current minor, the Designated Person will promptly follow Province reporting procedures and report the alleged abuse to the proper civil authorities, as well as ensure that proper mandatory reporting laws have been followed by those involved in the initial reporting.
4. Province Leadership will cooperate fully with any investigation by civil authorities.
5. A designated member of the Province Leadership Team or of the Safeguarding Management Committee will offer to meet in person with the alleged victim (and in the case of a minor with his or her parents/legal guardian) if he or she so desires. The response will be compassionate and pastoral regardless of the demeanour of the alleged victim, recognizing that the experience of abuse and difficulty of coming forward may bring out strong emotions.
6. An Assistance Coordinator may be assigned to assist with the immediate and ongoing needs of individuals and their families who have experienced abuse.
7. The Designated Person will notify the accused Member of the allegation and its substantive details. He will take steps to ensure that the accused Member receives the support and assistance he needs while the allegation is being investigated. This support may take the form of assigning a mentor for the accused.
8. The Designated Person will inform the accused Member of his right to seek Canonical and civil counsel before any further conversation into the matter. The Province recognizes that the Member may need assistance to engage such counsel.

Internal Inquiry

1. During the inquiry by civil authorities or by the Province, the Member who is the subject of the inquiry will ordinarily be removed from ministry responsibilities and duties. The civil and Canon Law rights of both the accuser and the accused will be respected at all times.
2. Should the allegation be found credible, the Province will offer to provide for the pastoral care of the victim, ordinarily in the form of professional counselling.
3. In the case of a professed Brother accused of or found guilty of sexual misconduct, the Province will also provide for pastoral care and treatment of the Brother, offering fraternal support in whatever penalties are imposed by the legal system or restrictions imposed by the Province.
4. Should an allegation be unsubstantiated, the Province will reinstate to ministry any accused Member who had been removed from ministry, and will work towards the restitution of his good name.
5. Province inquiries and investigations will be documented. Documentation will be stored in Province files for the Protection of Minors and Vulnerable Adults.
6. Documentation of inquiries and investigations is the property of the Province and shall remain with the office of the Province Leader following the appointment of a new Province Leader.
7. A designated member of the Province Leadership Team will maintain contact with the accused Member throughout the entire process.
8. When he has received the completed inquiry or investigation report, the designated member of the Province Leadership Team will present the results to the Member for response.

Decision Making

Non-perpetually professed Members, about whom an established accusation of sexual abuse has been made, will, at this point, have their association with the Province terminated.



Upon the conclusion of the inquiry or investigation, the Province Leader will exercise his judgment in delivering an appropriate response. If the accused perpetually professed Member has admitted to the substance of the allegation, or in those cases where the allegation has been established, the Province Leader's response should include one or more of the following:

- Psychological and medical assessment and intervention
 - Restrictions on community life and personal activities
 - Limitations imposed on employment and on ministerial activities, including total removal from public ministry
 - Withdrawal or dismissal from the Congregation
3. In cases where an allegation of sexual abuse of a minor has been established, the Member may not return to public ministry.
 4. If an allegation is deemed to be without merit, the Province Leader will coordinate communication with all appropriate parties so that reconciliation can take place where possible, and repair of damage to reputations can be undertaken.
 5. In all instances, the final disposition of the matter rests with the Province Leader, always recognizing the rights afforded the Member by Canon Law, and his right to appeal to the Congregation Leader. It is the Province Leader's responsibility to ensure that the outcome of the investigation be appropriately communicated to the person who made the complaint, to the Member involved, and to other parties as necessary and appropriate.
 6. If at any time during the course of implementing these procedures, civil or criminal proceedings are initiated against the accused Member, these procedures may be suspended immediately, to be resumed, if deemed necessary, only after the completion of civil or criminal proceedings. In such a case the Province Leadership Team and/or the Safeguarding Management Committee shall recommend to the Province Leader a possible course of action with respect to the accused Member, in keeping with the intention of these procedures and the interests of justice.
 7. Because many incidents of alleged sexual abuse are reported long after the abuse is alleged to have taken place, all reports of alleged abuse will be documented and retained in Province files as designated by the Province Leader for future reference should a particular case resurface at a later date.



Section 4

Supervision and Care of Members about Whom an Allegation of Sexual Abuse has been Established

These procedures describe the elements of a pastoral care framework which will be developed for each perpetually professed Member of the Province about whom an established accusation of sexual abuse has been made. Non-perpetually professed Members will, at this point, have had their association with the Province terminated. Most of these procedures address cases where the accusation is that of abuse of a minor.

The purpose of this framework is to:

- assure the Church and the public, especially children and minors, that all reasonable measures to prevent any future occurrences of abuse are being taken
- provide a structure within which the Member can continue his life in the Congregation as a vowed Member of a religious community should such be deemed the best way forward.
- provide appropriate care for the Member and the opportunity for such personal conversion and rehabilitation as may be needed
- guide Leaders, the Member, and others in determining work, place of residence, and other activities
- encourage local communities in the European Province in welcoming and supporting the Member in his desire to continue his life in the community.

It is intended that all of the elements below be adapted in a Safety Plan or Care Plan for each accused Member, depending on such factors as severity of the accusation(s), age and health of the Brother, and the recommendations of the Province's Safeguarding Management Committee. The framework, however, sets out the elements to be developed in writing for each Member, reviewed by the Safeguarding Management Committee, and shared with the Brother, his superiors, and, as appropriate, Brothers of his local community. The Plan shall be signed by the Member, the Province Leader, and the Community Leader.

Risk Assessment

All Members on Safety Plans or Care Plans will normally undergo a risk assessment to determine the future level of risk for re-offending; that is, the prediction of the degree of possibility of re-offence for someone with a known history of sex offences.

Evaluation and Therapy

1. A Member about whom an established accusation has been made may be asked to submit to a professional evaluation as to his psychological condition and proclivity to harmful behaviour in the future.
2. The Member is free not to undergo an evaluation. If he agrees to undergo an evaluation, the Province Leader will make the necessary arrangements.
3. Subsequent to that evaluation, the Member may be asked to participate in such in-patient and/or out-patient treatment as recommended by the evaluating professionals, as well as such



other physical, psychological, and spiritual rehabilitation as may be recommended by such professionals or the Safeguarding Management Committee, as well as the terms of the Safety Plan.

4. Refusal to undergo an evaluation and subsequent recommendations will affect community and ministry assignments.
5. The Member may be required to report to the Province Leader in writing periodically (e.g., monthly, quarterly or annually, as appropriate to the situation), describing his progress in terms of work, therapy, spiritual direction, community life, and such other matters as may be appropriate.
6. Any information about a Member or co-worker who has been accused of abuse shall be kept confidential by those receiving it, except as required by law to be revealed.

Public Ministry as a Brother

Annual communication is required with all organizations in which a Brother volunteers, is employed or is in public ministry. In documenting communication, the Province Leader must be identified, and information must be given as to how to contact the Province Leader should a problem arise with a Brother. A Member found to have abused a minor or vulnerable adult would not be allowed to function in any ministry associated with minors or in any Church related public ministry under the auspices of a Bishop, or in any work involving minors and vulnerable adults.

Appropriate Work

1. If physically and mentally able, the Member who has been removed from Church related public ministry under the auspices of a Bishop may engage in appropriate work in support of the ministries of the Province or in other service to people in need (as approved by the Province Leadership Team in consultation with Safeguarding Management Committee).

Such employment might include the following:

- internal work in a community of the Province, such as a place of retirement
 - administrative work for the Province or other congregations
 - remunerative non-ministerial work to support the ministries of the Province
 - service to people in need, such as writing to prisoners, taping books for the sight-impaired, working in a food bank or soup kitchen, or some other form of supervised social service where minors are not present and that are not public ministry of the Church under the auspices of a bishop.
2. Where appropriate, Brothers restricted or removed from public ministry may need vocational assessment and/or occupational counselling to assist in determining meaningful and useful work. The Province Leader should consult with the Brother involved to determine his interests and capacities, to promote his initiative in developing work opportunities, where appropriate, and to assist him as needed.
 3. In all cases, the service of prayer for the Congregation and the Church would be a valuable contribution.

Place of Residence

Any Member on a Safety Plan or Care Plan may only be allowed to live in a Province community or other appropriate supervised place of residence, as determined by the Province Leader. He may not reside in a ministerial setting serving minors.



Community Support and Community Roles

1. The local community can and should play an important part in helping a Member on a Safety Plan or Care Plan who wishes to continue in community.
2. After a Member has submitted to evaluation and appropriate treatment, local communities are encouraged to welcome the Brother into the community.
3. It may also be appropriate for a mentor to be appointed for the Member who could assist and support him in his efforts to maintain his program of care and treatment. This would be in addition to his Safety Plan or Care Plan supervisor.
4. A Member on a Safety Plan or Care Plan within the community is permitted to lead community prayer, perform community jobs and other responsibilities as indicated in his Plan.
5. A member on a Safety Plan or Care Plan needs the permission of the Province Leader to serve in any community position of responsibility.
6. On the recommendation of the Province Leader, the Community Leader/Contact Person shall, as appropriate, inform the community in which such a Member shall live of the fact that he has a Safety Plan or Care Plan and the appropriate specific terms of the Plan, so that the community can assist him in achieving its goals.
7. A Community may need the advice and consultation of appropriate professionals to assist the community in readying itself to receive a Member on a Safety Plan or Care Plan and to provide him the necessary care and support.

Contact with Others

Contact with minors for a Member with an established allegation of abuse will be stipulated in his Safety Plan. Safety Plans and Care Plans will be evaluated on a yearly basis, or sooner if deemed necessary by Province Leadership, the Designated Person or the Safeguarding Management Committee. Changes to Safety Plans and Care Plans will be made as warranted by existing circumstances.

1. Under no circumstances will a Member with an established allegation of abuse of a minor be allowed contact with minors at a Christian Brother or other public ministry site without the presence and/or ongoing supervision of other adults who are fully aware of said Member's circumstances.
2. The above restriction concerning contact with minors includes meals in restaurants, going to the movies, riding in automobiles, or private conferences in parish or community offices, community parlours, and in bedrooms.
3. Any restrictions imposed by Public Authorities, e.g. restrictions in accordance with the Sex Offenders Register must be adhered to.

Travel, Vacation, Retreat for High Risk Offenders

A Safety Plan or Care Plan will normally address any restrictions on travel, vacations, and retreats. The Plan will define parameters regarding location, supervision, the need for a companion, and other areas. The Plan may also prescribe restrictions for visits and vacations involving the Member's family.

Driving

1. Restrictions may be placed on driving alone or having use of a personal vehicle.



2. Members on Safety Plans or Care Plans may be required to request specific permissions for use of house cars from the Community Leader or to drive only with other Brothers. Additionally, some Members on Safety Plans or Care Plans may be required to keep a log of all driving activity.

Publications and Publicity

1. Restrictions on publications, letters to the editor, web-pages, radio and television appearances, and email may be appropriate.
2. Sensitivity for victims dictates caution with regard to photographs of Members displayed in Province publications and institutions, especially those in service to minors.
3. In some cases a Brother's use of mail, computer, and telephone may need to be regulated.

Information for Brothers and Others

1. The Province Leader, in consultation with the Safeguarding Management Committee, will determine whether and/or how to inform the Province Membership—in general terms—of those Members who are on Safety or Care Plans.
2. The Province Leader, in consultation with the Safeguarding Management Committee, will determine whether and/or how to inform others who may have a need to know—in general terms—of those Members who are on Safety Plans or Care Plans.



**CONGREGATION OF CHRISTIAN BROTHERS
EUROPEAN PROVINCE**

ETHICAL MINISTRY WITH ADULTS

**PROTECTION POLICY
AND PROCEDURES**

July 2013



Terms

“**Member**” is a perpetually professed religious, an annually professed religious, a novice, a residential candidate or a residential volunteer of the European Province.

“**Co-worker**” refers to any person – not a member of the Congregation of Christian Brothers – in an employed or voluntary capacity who works with the Christian Brothers and who will be appropriately subject to this ethical policy, its terms and procedures.

All references to “**Province Leader**” in this policy statement are understood to mean “Province Leader or his delegate”.

Section 1

Standards of Conduct for Ministry with Adults

A pastoral relationship is a relationship between a Member or a co-worker and any person to whom such Member or co-worker provides pastoral care which includes, but is not limited to, counselling, spiritual direction or spiritual guidance and/or when a Member has received confidential or privileged information. All educational and outreach ministries of the Christian Brothers and co-workers are considered pastoral relationships for the purpose of this document. The following are guidelines for maintaining integrity in pastoral relationships with adults.

A. Boundaries in Ministry

1. For the purposes of this policy, **sexually oriented physical contact** is defined as vaginal intercourse, anal intercourse, oral intercourse or the touching of an erogenous zone of another (including but not limited to the thighs, genitals, buttocks, pubic region or chest) for the purpose of sexually arousing or gratifying either person.
2. It is considered to be **sexual exploitation** whenever sexual contact occurs between a Member and a person with whom the Member has a pastoral relationship. The nature of the relationship is exploitative, regardless of who initiates the sexual contact.
3. Members must never engage in sexually oriented physical contact with the persons with whom they have a pastoral relationship. This includes consensual contact, forced physical contact, and sexually oriented conversations not related to counselling issues. Consecrated religious brothers are required in all circumstances to live a celibate lifestyle as prescribed by the vow of chastity.
4. Members assume the full burden for setting and maintaining clear, appropriate boundaries in all pastoral relationships.
5. Physical contact in pastoral relationships should be respectful and consistent with the intent to provide a safe and comfortable environment.
6. Ministry should be conducted in appropriate settings at appropriate times and should not be held at places or times that would tend to cause confusion about the nature of the relationship for the person being counselled.
7. Ministry should not be conducted in private living quarters or bedrooms.

B. Supervision

1. Members who provide counselling to others shall be required to have ongoing professional supervision or to refer them to professional counselling after four sessions have been held.
2. Members practicing formal spiritual direction shall submit that ministry to peer or supervisory review with a spiritual advisor.



3. Members in pastoral relationships are responsible for seeking the counsel and pastoral guidance of a person of spiritual wisdom should they find themselves at risk of acting on sexual or romantic attraction to a client or counselee.
4. Members who provide counselling shall maintain a log of the times and places of sessions with each person being counselled as well as a record of the session.
5. Members who provide counselling shall see to it that they are covered by professional indemnity insurance.

C. Confidentiality

1. Information disclosed to a Member during the course of counselling, advising, or spiritual direction shall be held in confidence whenever possible.
2. A breach of confidentiality occurs when a Member discloses privileged information in the absence of compelling professional reasons or as required by law.
3. A Member should discuss the nature of confidentiality and its limitations with each person in counselling.
4. Information obtained in the course of sessions shall be confidential, except for compelling professional reasons or as required by law.
 - If there is clear and imminent danger to the client or to others, the Member is to disclose the information necessary to protect the parties involved and to prevent harm.
 - Before disclosure is made, if feasible, the Member should inform the person being counselled about the disclosure and the potential consequences.
 - Disclosure of historical or current sexual abuse which may be reported in accordance with the Protection of Children and Vulnerable Adults Policy Statement and Procedures.
5. Knowledge that arises from professional contact may be used with permission in teaching or other public presentations as illustrative examples to enhance lessons. In such instances, measures should be taken to absolutely safeguard both the individual's identity and the confidentiality of the disclosures.

D. Conflicts of Interest

1. Conflict of interest exists when a Member takes advantage of a pastoral relationship in order to further his own personal, religious, political, or business interests.
2. A Member should avoid situations that might present a conflict of interest between a counsellor and a person being counselled. Even the appearance of a conflict of interest can call integrity and professional conduct into question.
3. If a conflict of interest exists or arises, the Member should inform all parties. Resolution of the issues must protect the person being counselled.
4. The Member must establish clear, appropriate boundaries with anyone with whom there is a business, professional, or social relationship.
5. Members shall not step beyond their competence in counselling situations and shall refer the person they are counselling to other professionals when appropriate.

E. Responsibilities in Ministry

1. Members are responsible for recognizing and respecting the power of the ministerial role.
2. Members are responsible for giving, and accepting feedback from, others.
3. Members are responsible for developing resources to meet their own spiritual and emotional needs.



4. Members are responsible for taking care of their own health in order to avoid the serious impairment of judgment that is associated with sleep deprivation, nutritional deficiencies and excessive workloads.
5. Members are responsible for not becoming sexually involved with those they serve in ministry – regardless of who initiates the contact.
6. Members never use profanity or obscenity in the presence of those they serve in ministry.
7. Members never speak graphically about sexual activities or allow others to do so.
8. Members avoid showing sexually oriented materials to those they serve in ministry.
9. Members are responsible for maintaining boundaries with those they serve in ministry at all times.
10. Members never use their role in ministry to degrade or humiliate another person.
11. Members are responsible for communicating to a superior when they have concerns about their own or others' relationships.
12. Members are responsible for recognizing the warning signs of boundary violations. Some of these warning signs include the following:
 - Wearing special clothes when going to see a certain person.
 - Spending extra time grooming when going to see a certain person.
 - Finding ways or reasons to be alone with a certain person.
 - Keeping aspects of a relationship with a person secret from others (such as how often one talks on the phone or sees the other alone).
 - Giving to and receiving special gifts from a certain person.
 - Neglecting to spend time with others because one wants to spend more time with a certain person.
 - Sharing personal information about others with a certain person.
 - Sharing personal information or seeking help with personal problems from a certain person.
 - Excessively looking forward to seeing a certain person.
 - Fantasizing or daydreaming about a certain person.

Section 2

Reporting Misconduct (Sexual Contact or Sexual Exploitation) with Adults

- A. Members and co-workers are responsible for ensuring the ethics of ministry in the Province. Communication with the Province Leader regarding misconduct (sexual contact or sexual exploitation) by Members or co-workers in ministry with adults is essential for the continuing integrity of these ministries.
- B. Members and co-workers shall report misconduct (sexual contact or sexual exploitation) with adults to the Province Leader. Reports of suspected or known misconduct (sexual contact or sexual exploitation) may be made confidentially (unless otherwise required to be disclosed by Canon Law) to any of the following:
 - a) The Local Community Leader/Contact Person
 - b) The Province Leader
 - c) The Congregation Leaderor
An anonymous, specific and verifiable letter of concern may be sent to any of the above. Anonymous concerns will be investigated to the extent that is feasible based on known information.



CONGREGATION OF CHRISTIAN BROTHERS

EUROPEAN PROVINCE

KEEPING CHILDREN SAFE

**SAFEGUARDING CHILDREN
AND
VULNERABLE ADULTS**

**PROTECTION POLICY
AND PROCEDURES**

APPENDICES

July 2013

Appendix 1



CONGREGATION OF CHRISTIAN BROTHERS EUROPEAN PROVINCE

Statement from the Province Leadership Team

This document has been commissioned and produced by the Leadership Team of the European Province of Christian Brothers. It is a revised and updated version of our Child Protection Policy and Procedures of 2010. It outlines the policy of the European Province of Christian Brothers on the safeguarding of children and the agreed procedures to implement it.

This document constitutes the written policy on keeping children safe within the ministries of the European Province of Christian Brothers. It is derived from our belief that the dignity and bodily integrity of each child to whom we minister is protected and that a safe and positive environment is provided in which they may grow and develop.

As a Church organisation working directly or indirectly with people under the age of 18, we recognise the necessity of having a child protection policy which reflects the commitment of the Church to keeping children safe. Therefore in drafting the document, the standards and guidelines issued by the National Board for Safeguarding Children in September 2008 were followed as the definitive reference for all those involved in ministry within the Church across the island of Ireland. The document also sets out to incorporate and complement the best practice contained in the child protection legislation in the Republic of Ireland, Northern Ireland, and the United Kingdom.

The document has been approved by the Province Leadership Team and signed by the Province Leader as their official child protection policy. The document clearly describes the understanding and definitions of abuse within the European Province and all personnel who work within the organisation are required to comply with them. In unambiguous terms the policy states that all current child protection concerns must be fully reported to the civil authorities without delay.

In publishing these policies and procedures we do not attempt to address every facet of the issue of child protection and we recognise the need for a review on a regular basis to monitor the procedures in practice and to update the content.

Signed

Province Leader

Date 1st July 2013



Appendix 2

Aspects of Child Abuse

Physical Abuse

This includes any actions that cause physical harm to children. It also involves the failure to act to protect children

Emotional Abuse

Involves any persistent emotional ill-treatment of children

Sexual Abuse

This involves forcing or enticing a child or young person to take part in sexual activities.

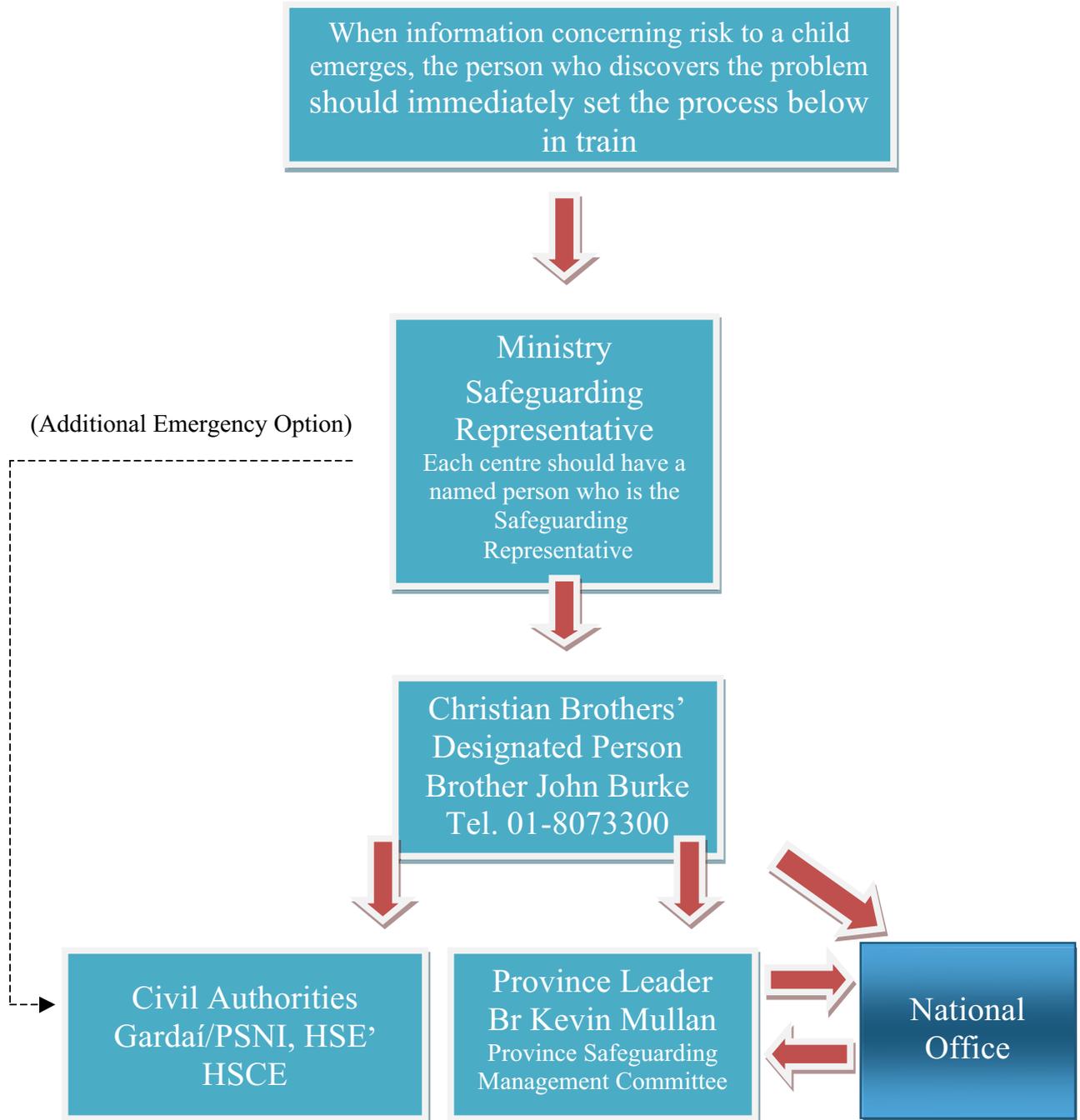
Neglect

Any omission where a child suffers significant harm or impairment of development.



Appendix 3

What Happens when child abuse is discovered?





Appendix 4

SAFEGUARDING CHILDREN CHRISTIAN BROTHERS EUROPEAN PROVINCE

The Role of the Province Designated Person

The post holder should have a competent level of knowledge of the presenting indicators of child abuse and an appreciation of the nature of risk.

The Designated Officer should be widely identified so that everyone knows who to go to in the event that they have a concern about a child or other safeguarding issue, and for children disclosing abuse.

The role of the Designated Officer will be:

To hear and document any concerns relating to safeguarding, including any disclosures or allegations of abuse, and take responsibility for managing the response to that concern or disclosure, from start to finish. This would include the preliminary internal inquiry and referral to the Health and Social Services/the police authorities, any subsequent internal investigations, and maintaining written records of the above.

1. To ensure that the person raising a concern, disclosing abuse, or making an allegation and anyone who is implicated by that are regularly informed about the progress of the inquiry process.
2. To explain the procedures for addressing the concern, allegation or disclosure to the person who has raised the concern.
3. To ensure that the person who has raised the concern signs the data protection declaration of consent.
4. To see to the support of the person making the complaint.
5. To meet with respondent, to inform him of the complaint. If the complaint has been made in writing a copy of the written complaint is shown to the respondent. He is invited to respond while pointing out his right to seek legal advice. The details of the meeting with the respondent are recorded, and he is offered support (including the services of an advisor). A written record of the interview must be prepared, agreed with the respondent, signed and dated.
6. To liaise with the National Office and have an overview of all matters dealt with under these procedures within the congregation.



7. To carefully record all steps undertaken as part of these procedures.
8. To create a child protection case file for every referral that includes a log of actions, events and information received using the dedicated form for this purpose.
9. To take possession of any written records made by any person in connection with the case and place them in the Child Protection Case File.
10. To inform the Province Leader that a complaint has been made and make a recommendation to the Province Leader about any immediate actions that may need to be taken in order to ensure the safety of children.
11. To make inquiries to identify the present and previous appointments of the respondent in order to establish whether there are any previous concerns about his practice, or any current grounds for concern in relation to the safety and well-being of children.
12. To bring concerns or questions about child protection to the Safeguarding Management Committee.
13. To follow the advice of the Health and Social Services and the Police Authorities where a child protection concern has been referred to them.
14. To seek an update from the Health and Social Services and the Police Authorities about the outcome of their investigations.
15. To see to the training of the Brothers and lay colleagues with regard to child protection issues. Annual updates on child protection issues will be arranged by the Designated Officer.
16. To respond to civil claims and to maintain the legal files for such claims.



Appendix 5

SAFEGUARDING CHILDREN CHRISTIAN BROTHERS EUROPEAN PROVINCE

Safeguarding Management Committee

Members of the Committee:

Brother John Burke (Designated Person)

Mr Shane Cowley

Brother Edmund Garvey

Brother Mark McDonnell (Chairperson)

Ms Miriam Monks (Deputy Designated Person, Secretary)

Terms of Reference

The Management Committee shall:

1. Oversee the implementation of the protocols relating to child protection
2. Review the handling of civil and criminal cases including finance
3. Report and recommend at regular intervals to the Province Leadership Team
4. Liaise with our solicitor and meet with him when necessary
5. Support the Designated Person in the fulfilment of his role
6. Identify other roles that the Designated Person may need to undertake
7. Liaise with those working in legal office



Appendix 6

SAFEGUARDING CHILDREN CHRISTIAN BROTHERS EUROPEAN PROVINCE

Recording of Allegations and Suspicions of Abuse

1. Create a child protection case file for every referral that includes a log of actions, events and information received, using the dedicated form for this purpose. Entries should be made as soon as possible after the event but before the end of the day. They must be timed, dated and signed by the author.
2. Take possession of any written records made by any person in connection with the case and place them on the Child Protection Case File.
3. Explain the procedures for addressing the allegations of abuse to the person who has raised the issue, and ensure that they sign the data protection declaration of consent. Note that consent is not required to make referrals to the authorities.
4. Inform the respondent of the details of the allegation and record the content of his/her response. This record should be prepared, agreed with the respondent, and then signed and dated.
5. When the Designated Officer seeks advice from the Health Service or the Police whether to make a referral or not, he should keep a written record of the outcome of the consultation with the authorities.
6. Maintain a dialogue with the investigating Officer or Social Worker to monitor the progress of the case. Details of the contacts made should be recorded chronologically on the Child Protection Case File.
7. Ask in writing for an update from the health and police authorities about the outcome of their investigations.
8. Detailed records should be kept of the progress of the investigation and this should be supplied to the respondent to avoid leaving him/her 'in limbo'.
9. A secure location should be acquired in which all paper based records created or received by the organisation are retained. This should only be accessible to assigned staff members.



Appendix 7

SAFEGUARDING CHILDREN CHRISTIAN BROTHERS EUROPEAN PROVINCE

Child Protection Recording Form

1. About the disclosure/concern

Date of disclosure/concern _____

Time of disclosure/concern _____

How was information received? (attach any written information to this form)

Telephone Letter Email In person

2. Details of person making disclosure/raising concern

Name _____

Address _____

Tel _____ Mobile _____

Email _____

Relationship to child or alleged victim _____

3. Details of child or alleged victim

Name _____

DOB _____

Address _____

Tel _____ Mobile _____

Ethnic origin _____

Language (interpreter/ signer needed?) _____

Disability _____

Special needs _____

Parish / Order (if applicable) _____



4. Parent / Carer details (where appropriate)

Name _____

Address (if different from above) _____

Tel _____ Mobile _____

Are they aware of the allegation, suspicion or complaint?

Yes No

5. Details of alleged perpetrator

Name _____

Address _____

Tel _____ Mobile _____

Relationship to child/ victim (parent/Priest/teacher etc) _____

Position in Church/ Order _____

Address at time of incident(s) _____

Current contact with children if known (sit on board of governors of school, runs youth activities etc) _____

Any additional information _____



6. Details of concern, allegation or complaint

(Include dates / times and location the incident(s) occurred, witnesses, if known. Does the child / victim know this referral is being made?)

7. Action taken

Has the matter been referred to civil authorities?

Yes No

If yes:

Date _____ Time _____

If no, explain why _____

To whom was it referred?

Name _____

Designation _____

Address _____

Tel _____ Email _____

Has the matter been referred to a member of the Church?

Yes No

If yes:

Date _____ Time _____

If no, explain why _____

To whom was it referred?

Name _____

Designation _____

Address _____

Tel _____ Email _____



8. Next Steps

What actions were agreed and by whom when the matter was referred on to civil / Church authority?

Are there any immediate child protection concerns? If so please record what they are and state what actions have been taken by whom to address them:

9. Designated Officer details:

Date form sent _____

10. Details of person completing the form

Name: _____

Tel _____ Mobile _____

Email _____

Position in Church _____

Parish/Order _____

Form completed :

Date _____ Time _____

Signed: _____

(A copy must be retained by the recipient and filed in a secure location, and a copy must be sent to the designated officer and civil / statutory authorities)



Appendix 8

SAFEGUARDING CHILDREN CHRISTIAN BROTHERS EUROPEAN PROVINCE

Procedures for Recruiting Staff/Volunteers

The procedures for recruiting personnel require that:

1. All vacancies (paid or voluntary) should be openly advertised
2. A clear job description is developed
3. Applicants must complete the following forms
 - Application form
 - Declaration form
 - Police Vetting forms
4. Applicants must provide proof of photo Identification
5. Applicants must submit names of two referees (*not family members*) who can provide references. References must be received in writing. Verbal contact must be made with all referees
6. Up-to-date files in respect of all personnel be kept in the ministry centre . These would include application forms, references and other relevant documentation
7. An interview takes place with at least two interviewers present
8. All personnel must undertake a recognised programme of Child Protection Training

Please note that training support and all relevant forms are provided during the courses, organized by the Province Designated Officer for local safeguarding representatives.

Safeguarding Children provides useful materials to assist the recruitment process.



Appendix 9

CONFIDENTIAL CHRISTIAN BROTHERS EUROPEAN PROVINCE

Paid and Voluntary Staff Application Form

MINISTRY CENTRE _____

Surname: _____

First Name: _____

Address: _____

Date of Birth: _____ Tel. no.: _____ Email: _____

Are you: (please tick)

Employed Unemployed Student

Homemaker Retired Other

Previous Work Experience: _____

Have you previously been involved in voluntary work: Yes No

If yes, please give details:

Why do you want to get involved with this ministry? _____



Have you previously received any training for working with children? Yes No

If yes, please give details:

List your spare time hobbies, interests or activities: _____

Any other relevant information _____

Is there any medical or other reason why you may be deemed unsuitable to work with young people? Yes No

If yes, please give details _____

Please provide the names and addresses of two people (not relatives) whom we could contact for a reference, preferably people who are familiar with your work with children

Name _____ Name _____

Address _____ Address _____

Tel. No. _____ Tel. No. _____

Email _____ Email _____

I declare that the above information is true and that I am fit to serve in paid employment or as a volunteer in this ministry centre. I agree to abide by and accept the terms and conditions of participation and accept and abide by the Code of Conduct as outlined in the Christian Brother Policy Document. I will also provide photo ID and comply with Garda Vetting requirements.

Signed: _____

Date: _____

Adapted from: Dept of Health and Children *Our Duty to Care: the Principles of Good Practice for the Protection of Children and Young People*. Dublin Stationery Office 2001 pp 41-2.



Appendix 10

CONFIDENTIAL CHRISTIAN BROTHERS EUROPEAN PROVINCE

Paid and Voluntary Staff Reference Form

_____ has expressed an interest in working in the
_____ Ministry Centre and he/she has nominated you as
a referee.

The position involves substantial access to children / young people and as an organisation being committed to the welfare and protection of children, we are anxious to know if you have any reason to be concerned about this person's suitability to work with children and/or young people.

Yes No

If you have answered 'yes', we will contact you in confidence.

If you complete this reference, the contents will remain confidential, and will be shared only with the applicant's immediate supervisor. We would appreciate complete candour in your evaluation of this person.

How long have you known this person? _____

In what capacity? _____

List the applicant's attributes which makes you consider him/her suitable for the position

Describe the Applicant's personality:



Please rate this person on the following:

	Poor	Average	Good	V/Good	Excellent
Responsibility					
Maturity					
Self-Motivation					
Ability to motivate					
Energy					
Trustworthiness					
Reliability					

Signed: _____ Date: _____

Position: _____



Appendix 11

CHRISTIAN BROTHERS EUROPEAN PROVINCE

Paid and Voluntary Staff Declaration Form

Surname: _____

First name _____

Address _____

Tel. _____ Mobile _____

Date of Birth _____ Place of Birth: _____

Previous addresses in the last 3 years

Any other name by which you are known: _____

Do you have any prosecutions pending or have you ever been convicted of a criminal offence or been the subject of a caution or of a bind-over order?

Yes No

If yes, please state below the nature and date(s) of the offence(s), the court responsible for dealing with the matter, and the approximate date of the court hearing

Nature of offence: _____

Date of offence: _____

Court: _____

Court Date: _____

Signed: _____ Date: _____



Appendix 12

SAFEGUARDING CHILDREN

CHRISTIAN BROTHERS EUROPEAN PROVINCE

Design and Implementation of Programmes On-going Formation and Development of Staff/Volunteers

1. Consultation in the design stage with the National Board to ensure compliance with current legislation, best knowledge and practice
2. Identification of training needs using templates of the type given in *Safeguarding Children*
3. Familiarisation with the *Safeguarding Children* document and the Christian Brothers' guidelines
4. Development of the knowledge, skills and beliefs of the participants of the type outlined in the reflection questions of the *Safeguarding Children* document
5. Development of the ability to recognise the signs of child abuse in the *Safeguarding Children* document
6. Design sets of guidelines to inform practice in the ministry centre on such issues as:
 - Personal intimate care of children with disabilities
 - Time with children spent away from home
 - Supervision protocols
 - Appropriate use of information technology – mobile phones, email, digital camera, websites and internet
 - The expected and acceptable behaviour of children towards other children
 - The appropriate/expected behaviour of adults towards children
 - Dealing appropriately with unacceptable behaviour, including bullying, of children
 - Creating an environment where concerns about child protection issues can be raised



Appendix 13

SAFEGUARDING CHILDREN CHRISTIAN BROTHERS EUROPEAN PROVINCE

Sample Code of Positive Behaviour

Adapted from *Safeguarding Children*

It is important for all employees and volunteers and others in contact with children to:

- treat all children with respect
- provide an example of good conduct they wish others to follow
- operate within the State and Church principles and guidance and any specific procedures
- be visible to others when working with children whenever possible
- challenge and report potentially abusive behaviour
- develop a culture where children can talk openly about their contacts with staff and others
- respect each child's boundaries and help them to develop an awareness of their rights and what to do if they have a problem

In general, it is inappropriate to:

- spend excessive time alone with children
- take children to their own home
- be alone with a child without the necessary professional safeguards

Employees, volunteers and others must never:

- hit or otherwise physically assault or physically abuse children
- develop sexual relationships with children
- develop relationships with children which could in any way be deemed exploitative
- act in ways that may be abusive or may place a child at risk of abuse.

Employees, volunteers and others must avoid actions or behaviour that could be construed as poor practice or potentially abusive. For example, they should never:

- use language, make suggestions or offer advice which is inappropriate, offensive or abusive
- behave physically in a manner which is inappropriate or sexually provocative
- have a child/ children with whom they are working to stay overnight at their home unsupervised
- sleep in the same room or bed as a child with whom they are working
- do things for children of a personal nature that they can do for themselves
- condone, or participate in, behaviour of children which is illegal, unsafe or abusive
- act in ways intended to shame, humiliate, belittle or degrade
- discriminate against, show different treatment, or favour particular children to the exclusion of others.



Appendix 14

SAFEGUARDING CHILDREN CHRISTIAN BROTHERS EUROPEAN PROVINCE

Inclusive Anti-Bullying Policy

Children and young people are to be consulted about drawing up an all inclusive anti-bullying and anti-racist policy

The following are some examples of bullying. However, this list is not exhaustive and the children and young people will have many other points to list:

- Name Calling
- Fighting/kicking/punching
- Making suggestive comments
- Intimidation
- Threatening
- Ignoring/excluding
- Damaging property
- Spreading rumours
- Negative and destructive use of social media

From the *Kerry Diocesan Committee Draft Document* (2009) for Safeguarding Children p.9.



Appendix 15

SAFEGUARDING CHILDREN CHRISTIAN BROTHERS EUROPEAN PROVINCE

Trips Away From Home Basic Guidelines

1. All trips need careful advance planning including adequate provision for safety in regard to transport, facilities, activities and emergencies. Adequate insurance must be in place
2. Written parental consent must be obtained well in advance specifically for each trip and related activities
3. A copy of the itinerary and contact telephone numbers should be made available to parents or guardians
4. There must be adequate and, where possible, gender-appropriate, supervision for boys and girls
5. Arrangements and procedures must be put in place to ensure that rules and appropriate boundaries are maintained in the relaxed environment of trips away
6. Particular attention should be given to ensuring that the privacy of young people is respected when they are away on trips
7. Sleeping areas for boys and girls should be separate and supervised by two adults of the same gender as the group being supervised
8. If, in an emergency situation, an adult considers it necessary to be in a children's dormitory or bedroom without another adult they should (a) immediately inform another adult in a position of responsibility and (b) make a diary note of the circumstances
9. The roles and responsibilities of young people must be clearly communicated to them having first been outlined and agreed upon with them and their parents/guardians prior to departure
10. The task required of young helpers will be appropriate to their age and capacity. Young people will not be asked to carry out personal care tasks
11. Care will be taken to ensure that leaders do not work alone with young people
12. There must be a named person from the ministry centre to whose immediate attention all concerns and/or complaints can be brought
13. All concerns and/or complaints will be followed through in a timely and efficient manner.



Appendix 16

SAFEGUARDING CHILDREN CHRISTIAN BROTHERS EUROPEAN PROVINCE

Protocol for Community Leaders

Introduction

In the context of safeguarding children, responsibility for implementing agreed standards and protocols needs to be exercised at every level. The level of responsibility is very much a function of the role that each brother is called to fulfil. Overall responsibility for nurturing a culture that prioritises the safety and wellbeing of children within the Province rests with the Province Leadership Team (PLT). The Safeguarding Management Committee, appointed by the PLT, has a particular role to play. Every brother also shares in this responsibility depending on his ministry and how, in the exercise of that ministry, he adheres to Province policy and protocols.

Role of the Community Leader

The most basic responsibility of the Community Leader is to foster among community members a healthy, fraternal environment where individual Brothers are encouraged and enabled to live out their commitment to religious life in the tradition of the Christian Brothers.

As a consequence of the focus on child abuse issues in Ireland and elsewhere over the past fifteen years, a number of brothers in the European Province have had complaints of child sexual abuse levelled against them. Until the allegation has been definitively dealt with, and a determination of guilt or innocence established, an individual brother finds himself in “no man’s land” where he must remain until the allegation has been dealt with appropriately. A resolution could take years or may never happen. We must also always remember that an allegation is just that – it is not a determination of guilt.

The Community Leader is not a gaol keeper, nor is the community some kind of prison. There is need to respect and honour the dignity of each individual brother while, at the same time, prioritising the safety and wellbeing of children and ensuring that the good name of the Province is not put at risk.

From the perspective of the Community Leader, the presence of Brothers with an allegation in community has certain implications. These obligations include the following:

1. The Community Leader needs to be familiar with Province protocols in relation to safeguarding children, and in particular, with their implications for all of the Brothers in his community, but especially for those under investigation.
2. Fraternal charity requires that all Brothers in community are treated with parity of esteem regardless of their circumstance.



3. The Community Leader is responsible for ensuring that all community members abide by Province protocols.
4. These protocols require the Community Leader to ensure that in the case of brothers under investigation:
 - There is no involvement in ministry outside of the community.
 - Within the community, ministry is confined to the internal affairs of the community.
 - There is no involvement with schools or any kind of school activities
 - There is no involvement with children or vulnerable adults
 - There is no involvement in any kind of activity involving young people e.g. juvenile athletics, football, hurling, etc. etc.,
5. In the case of a brother who has been found guilty of child sexual abuse, the Community Leader needs to ensure that all of the Province protocols relating to this Brother's situation are adhered to. If in doubt, the Community Leader should consult with the Designated Person.
6. The Community Leader encourages all community members to live a healthy balanced life style, where spiritual, emotional, social and health needs are met.
7. The Community Leader needs to be aware of certain kinds of "red flag" behaviour which may indicate that an individual Brother is under stress. The following may be "red flag" Issues:
 - Frequent unexplained absences from the community
 - An excessive use of alcohol
 - An unduly secretive and furtive way of behaving
 - An inability to communicate at an adult level
 - Displaying signs of depression and withdrawal

Supports for the Community Leader

1. The Community Leader needs to be in possession of all of the information necessary to enable him to fulfil his role.
2. The Community Leader needs to have a copy of any safety plan or continuing care plan between an individual Brother in his community and the PLT.
3. Province policy specifies what other members of the community need to know in relation to a brother in community who is under allegation.
4. In dealing with a Brother who has an allegation against him, the Community Leader has recourse to the Designated Person for advice and support when necessary.



Appendix 17

SAFEGUARDING CHILDREN CHRISTIAN BROTHERS EUROPEAN PROVINCE

Protocol Sharing Information with Community Members in Dealing with CSA Cases

As a general principle, all Brothers need to be aware of the Province Protocols for safeguarding children. Brothers need to ensure that all aspects of community life are in harmony with these protocols

This protocol covers two distinct situations:

- a) Community members against whom allegations have been made
- b) Community members who have been found guilty by the judicial process

Case a) A member of a community has an allegation against him which has not been resolved

The following norms apply:

- i) Until proved otherwise, a Brother under allegation is presumed innocent, and is entitled to his good name.
- ii) A Brother under allegation may wish to share this fact with the community. In these circumstances, the community needs to respect the confidentiality of the Brother's disclosure.
- iii) The Community Leader informs other members of the community of an individual Brother's circumstances on a need to know basis.
- iv) In the event of a case going to court, or if it is in danger of attracting public attention for some other reason, members of the community are informed of the situation well in advance of any real or threatened public disclosure so that they can be prepared for different possible outcomes.

Case b) A community member has been found guilty by the judicial process.

The following norms apply:

- i) The community needs to know in general terms the nature of any agreement that an individual Brother has entered into with the PLT.
- ii) Out of concern for the welfare of children, and for the welfare of the individual Brother and for the welfare of the congregation in general, the community needs to support the Brother in honouring his commitments.
- iii) If a Brother becomes aware of anything untoward, he should consult with the Community Leader who should seek the advice of the Province Designated Person.



Appendix 18

SAFEGUARDING CHILDREN CHRISTIAN BROTHERS EUROPEAN PROVINCE

Simplified Version of the Convention on the Rights of the Child

The aim of the Convention is to set standards for the defence of children against the neglect and abuse they face to varying degrees in all countries every day. It is careful to allow for the different cultural, political and material realities among states. The most important consideration is the best interest of the child. The rights set out in the Convention can be broadly grouped in three sections:

Provision: the right to possess, receive or have access to certain things or services (e.g. a name and a nationality, health care, education, rest and play and care for disabled and orphans).

Protection: the right to be shielded from harmful acts and practices (e.g. separation from parents, engagement in warfare, commercial or sexual exploitation and physical and mental abuse).

Participation: The child's right to be heard on decisions affecting his or her life. As abilities progress, the child should have increasing opportunities to take part in the activities of society, as a preparation for adult life (e.g. freedom of speech and opinion, culture, religion and language).

Article 1: Definition of the child

Every human being below 18 years unless majority is attained earlier according to the law applicable to the child.

Article 2: Non discrimination

All rights must be granted to each child without exception. The State must protect the child without exception. The State must protect the child against all forms of discriminations.

Article 3: Best interests of the child

In all actions concerning children, the best interest of the child shall be the major consideration.

Article 12: Expression of opinion

The right of the child to express his or her opinion and to have this taken into consideration.

Article 16: Privacy, honour, reputation

No child shall be subjected to interference with privacy, family, home or correspondence.

Article 17: Access to information and media

The child shall have access to information from a diversity of sources; due attention shall be paid to minorities and guidelines to protect children from harmful material shall be encouraged.

**Article 19: Abuse and neglect (while in family or care)**

States have the obligation to protect children from all forms of abuse. Social programmes and support services shall be made available.

Article 20: Alternative care for children in the absence of parents

The entitlement of the child to alternative care with national laws and the obligation on the State to pay due regard to continuity in the child's religious, cultural, linguistic or ethnic background in the provision of alternative care.

Article 28: Education

The right to free primary education, the availability of vocational education, and the need for measures to reduce the drop-out rates.

Article 29: Aims of education

Education should foster the development of the child's personality and talents, preparation for a responsible adult life, respect for human rights as well as the cultural and national values of the child's country and that of others.

Article 31: Play and recreation

The right of the child to play, recreational activities and to participate in cultural and artistic life.

Article 32: Economic exploitation

The right of the child to protection against harmful forms of work and against exploitation.

Article 33: Narcotic and psychotic substances

Protection of the child from their illicit use and the utilisation of the child in their production and distribution.

Article 34: Sexual exploitation

Protection of the child from sexual exploitation including prostitution and the use of children in pornographic materials.

Article 37: Torture, capital punishment, deprivation of liberty

Obligation of the State vis-a-vis children in detention.

The titles of articles are for ease of reference only. They do not form part of the adopted text. (UNICEF - UK)

Source: *Resource Centre: First Steps: A manual for starting human rights education*



Appendix 19

SAFEGUARDING CHILDREN CHRISTIAN BROTHERS EUROPEAN PROVINCE

Safeguarding Standards – One Church Approach The National Board for Safeguarding Children in the Catholic Church in Ireland

Standard 1

A written policy on keeping children safe

Each child should be cherished and affirmed as a gift from God with an inherent right to dignity of life and bodily integrity which shall be respected, nurtured and protected by all.

What is the Standard?

All Church organisations that work directly or indirectly with people under the age of 18 have a written policy on keeping children safe. This is generally known as a **child protection policy**. The policy communicates the principle derived from the Gospel that the Church is committed to keeping children safe. It makes clear to everyone that children must be protected, helps to create a safe and positive environment for children and shows that the Church is taking its duty of care seriously.

Standard 2

Procedures – how to respond to child protection allegations and suspicions

Children have a right to be listened to and heard: Church organisations must respond effectively and ensure any allegations and suspicions of abuse are reported both within the Church and to civil authorities.

What is the Standard?

All Church organisations must provide clear guidance on what to do when a concern arises.

Clear procedures and guidance will help to make sure there is a prompt response to allegations and suspicions about a child's safety or welfare. They also enable the Church to meet all national and international legal and practice requirements or guidance.



Standard 3

Preventing harm to children

Children should have access to good role models they can trust, who will respect and nurture their spiritual, physical and emotional development. They also have a right to an environment free from abuse and neglect.

What is the Standard?

Church organisations develop a culture of safety that minimises risk to children. Some people who work in, or who seek to work in Church organisations (whether it is paid or voluntary work) pose a risk to children and young people. Church organisations can minimise the risk of children and young people being abused by:

- safe recruitment and vetting practices – helping prevent those who pose a risk to children from holding positions of trust
- codes of behaviour – having clear guidelines that set out what is and is not acceptable behaviour as an essential part of keeping children safe
- operating safe activities for children – can help ensure a safe environment for children.

Standard 4

Training and education for keeping children safe

All Church personnel should be offered training in child protection to maintain high standards and good practice.

What is the Standard?

There are opportunities for all Church personnel to develop and maintain the necessary attitudes, skills and knowledge to keep children safe. Everyone in the Church who comes into contact with children has a role to play in their protection. To carry out this role confidently and effectively they need to be aware of child protection issues and to have the necessary knowledge and skills to keep children safe.

Standard 5

Communicating the Church's safeguarding message

Children are welcomed, cherished and protected in a manner consistent with their central place in the life of the Church.

What is the Standard?

There are clear processes in place to disseminate the Church's child protection policy and procedures to personnel, parishioners and external agencies. Policies and procedures put in place by Church organisations to protect children are only effective if Church personnel and parishioners, including children, understand them and know how to use them.



Standard 6

Access to advice and support

Those who have suffered child abuse should receive a compassionate and just response and should be offered appropriate pastoral care to rebuild their lives. Those who have harmed others should be helped to face up to the reality of abuse, as well as being assisted in healing.

What is the Standard?

Anyone who has been abused or who has perpetrated abuse should be assisted and supported in seeking help.

Child abuse is distressing and can be difficult to deal with. Church organisations have a duty to ensure advice and support is available. Children in particular need someone to turn to when they are being abused. Often they do not know where to go for help.

Standard 7

Implementing and monitoring the Standards

To keep children safe, policies, procedures and plans have to be implemented across all Church organisations. Checks are needed to ensure this is happening consistently. The views of those involved inside and outside of Church organisations can help to improve the effectiveness of any measures taken.

What is the Standard?

The Church organisation develops a plan of action to monitor the effectiveness of the steps it is taking to keep children safe.



Appendix 20

SAFEGUARDING CHILDREN

CHRISTIAN BROTHERS EUROPEAN PROVINCE

WHISTLE BLOWING POLICY

This guidance is written for staff/volunteers (“Staff/Volunteers” includes any adult, paid or voluntary, who works directly with young people/children) within ministries of the Christian Brothers in the European Province

Staff/Volunteers must acknowledge their individual responsibility to bring matters of concern to the attention of their supervisor/superior/manager. Although this can be difficult this is particularly important where the welfare of children may be at risk.

Any person may be the first to recognise that something is wrong but may not feel able to express concerns out of a feeling that this would be disloyal to colleagues or because of fear of harassment or victimisation. These feelings, however natural, must never result in a child or young person continuing to be unnecessarily at risk. Remember it is often the most vulnerable child or young person who is targeted. They need someone to safeguard their welfare.

Don't think what if I'm wrong – think what if I'm right

Reasons for whistle blowing

- Each individual has a responsibility for raising concerns about unacceptable practice or behaviour
- To prevent the problem worsening or widening
- To protect or reduce risks to others
- To prevent oneself from becoming implicated

What stops people from whistle blowing

- Fear of starting a chain of events which spirals out of control
- Disrupting the work or project
- Fear of getting it wrong
- Fear of repercussions or damaging careers
- Fear of not being believed

How to raise a concern

- Express concerns, suspicions or uneasiness as soon as they are felt. The earlier a concern is expressed the easier and sooner action can be taken.



- Try to pinpoint exactly what practice is causing concern and why.
- Approach your immediate superior/supervisor/manager.
- If the concern is about your immediate superior/supervisor/manager then contact either the Designated Person for the Christian Brothers or, externally, the National Office for Safeguarding Children in the Catholic Church. Contact details are below.
- Make sure you get a satisfactory response - don't let matters rest.
- Ideally, put your concerns in writing, outlining the background and history, giving names, dates and places wherever possible.
- Staff/Volunteers are not expected to prove the truth of an allegation but will need to demonstrate sufficient grounds for the concern.

What happens next

- Information should be received by the person reporting the concerns on the nature and progress of any enquiries.
- The supervisor/superior/manager has a responsibility to protect the person reporting the concern from harassment or victimisation.
- No action will be taken against the person making the report of a concern if it proves to be unfounded and was raised in good faith. This is in line with the PROTECTION FOR PERSON REPORTING CHILD ABUSE ACT, 1998.
- Malicious allegations may be considered as a disciplinary offence. This is also in line with the PROTECTION FOR PERSON REPORTING CHILD ABUSE ACT, 1998.

Self reporting

There may be occasions where a member of staff/volunteer has a personal difficulty, perhaps a physical or mental health problem, which they know to be impinging on their professional competence. Staff/Volunteers have a responsibility to discuss such a situation with their line supervisor/superior/manager so professional and personal support can be offered to the member concerned. Whilst such reporting will remain confidential in most instances, this cannot be guaranteed where personal difficulties raise concerns about the welfare or safety of children.

Further advice and support

It is recognised that whistle blowing can be difficult and stressful. Advice and support is available from the Province Designated Person and/or The National Office for Safeguarding Children in the Catholic Church in Ireland (Contact details are below).

Designated Person Contact Details

Brother John Burke, Christian Brothers Province Centre, Griffith Avenue, Mario, Dublin 9. Tel: 01 8073300

National Office for Safeguarding Children in the Catholic Church

New House, St. Patrick's College, Maynooth, Co. Kildare. Tel: 01 5053124.



Appendix 21

SAFEGUARDING CHILDREN CHRISTIAN BROTHERS EUROPEAN PROVINCE

Statement of Resolution and Agreement Subsequent to an Allegation of Child Abuse

Sample Care Plan

I, the undersigned, make the following agreement and enter freely into it in order to build and maintain mutual trust and fraternal solidarity with the Brothers, and I will take part as fully as possible in the life of the Community by attending prayer, community meals and meetings. I make this agreement in respect of allegations of sexual abuse of minors concerning me and in the absence of satisfactory and acceptable resolution of the allegations to date. This agreement is made to secure the safety and well-being of all people, young and old, who are in contact with me; to secure the responsibilities of the European Province of the Christian Brothers in my regard; and to ensure that I will continue to live as a member of the Congregation and of the community to which I am assigned.

I undertake the following:

1. To cooperate fully with the supervisory arrangements and protocols made in my regard by the community and to cooperate fully with the Community Leader or the designated supervisor(s) within the community
2. To accept that the Province Designated Person, or a qualified person delegated by him/her, may inspect my computer, mobile phone and/or tablet at any time and without notice
3. To accept personal obligation and responsibility for treating members of the community and staff with due respect, courtesy and co-operation
4. Not to be away from the community overnight without informing, and obtaining permission of, the Community Leader
5. To give timely notice to the Province Leader of vacations or of absence from the community residence of longer than three nights
6. Not to carry out any public or semi-public ministry
7. Not, under any circumstances, to drive alone in a car with a minor



8. Not, in any circumstances, or by any means, to make contact or seek to make contact with any of the persons who accused me, or with members of their family circle
9. Never to access child pornography by any means whatsoever
10. Never to be alone with a minor, including my relations
11. Never to work with children and adolescents or designate them as friends
12. To accept an annual review of this agreement

I am prepared to take the consequences of breaking any of the rules outlined above. The plea of ignorance will not be an excuse for so doing, nor will excuses such that the Community Leader or other appointed person could not be located; that an emergency arose; that arrangements agreed upon were altered; or any other attempt to alter any rule or arrangement agreed upon. I accept that it is my responsibility to ensure at all times that I abide by the above terms of agreement. The European Province of the Christian Brothers, in turn, will accept me as a member of the community.

Signed _____

Date _____

Signed / Witnessed _____

Province Leader

Date _____

Signed / Witnessed _____

Community Leader

Date _____



Appendix 22

SAFEGUARDING CHILDREN CHRISTIAN BROTHERS EUROPEAN PROVINCE

Statement of Resolution and Agreement Subsequent to Conviction for Child Abuse

Sample Safety Plan

I, the undersigned, make the following agreement and enter freely into this agreement in order to build and maintain mutual trust and fraternal solidarity with the Brothers, and I will take part as fully as possible in the life of the Community by attending prayer, community meals and meetings. I make this agreement as a consequence of having been found guilty and serving a prison sentence for the sexual abuse of minors. This agreement is made to secure the safety and well-being of all people, young and old, who are in contact with me; to secure the responsibilities of the European Province of the Christian Brothers in my regard; and to ensure that I will continue to live as a member of the Congregation and of the community to which I am assigned.

I undertake the following:

1. To cooperate fully with the supervisory arrangements and protocols made in my regard by the community
2. To cooperate fully with the Community Leader or the designated supervisor(s) within the community
3. To accept that the Province Designated Person, or a qualified person delegated by him/her, may inspect my computer, mobile phone and/or tablet at any time and without notice
4. To accept personal obligation and responsibility for treating members of the community and staff with due respect, courtesy and co-operation
5. Not to leave the community residence or grounds without the explicit permission of the Community Leader, or his substitute
6. Not to be away from the community overnight without informing, and obtaining permission of, the Community Leader
7. Not to carry out any public or semi-public ministry
8. Not, under any circumstances, to drive alone in a car with a minor



- 9. Not, in any circumstances, or by any means, to make contact or seek to make contact with any of the persons who accused me, or with members of their family circle
- 10. Never to access child pornography by any means whatsoever
- 11. Never to be alone with a minor, including my relations
- 12. Never to work with children and adolescents or designate them as friends

I am prepared to take the consequences of breaking any of the rules outlined above. The plea of ignorance will not be an excuse for so doing, nor will excuses such that the Community Leader or other appointed person could not be located; that an emergency arose; that arrangements agreed upon were altered; or any other attempt to alter any rule or arrangement agreed upon. I accept that it is my responsibility to ensure at all times that I abide by the above rules. The Province of the Christian Brothers, in turn, will accept me as a member of the community.

Signed _____

Date _____

Signed / Witnessed _____

Province Leader

Date _____

Signed / Witnessed _____

Community Leader

Date _____

