

<Name of the Province>

Keeping Children Safe - Setting Standards for Child Protection

POLICY DOCUMENT

<Date>

(DRAFT)

<Province Emblem or similar Marist Symbol>



CONTENTS

	Page
Forward by Br Provincial	2
Acknowledgement	2
Introduction	3
Description of the Province	3
Policy Statement	3
Guiding principles, including Marist Principles	3
Why set standards	5
Definitions of abuse	6
Meeting the Standards:	
Standard 1: A written policy on keeping children safe	7
Standard 2: Preventing harm to children	8
Standard 3: Written guidelines on behaviour towards children	11
Standard 4: Meeting the standards in different locations	12
Standard 5: Education and training for keeping children safe	13
Standard 6: Communicating the 'keep children safe' message	14
Standard 7: Access to advice and support	15
Standard 8: Responding to child abuse allegations and suspicions	16
Standard 9: Implementing and monitoring of the standards	19
Appendices	
1. The Convention on the Rights of the Child	21
2. Aspects of Child Abuse	23
3. Standards of conduct for ministry with minors	26
4. Confidential application form	28
5. Confidential reference form	30
6. Confidential declaration form	31
7. Recording form for receiving allegations and suspicions of abuse	32
8. Guidelines for the Province Safeguarding Delegate for recording allegations and suspicions of abuse and follow up procedures	37
9. The self-audit tool	38
10. Glossary of terms	42

FORWARD**(this section is for a message from the Provincial)**

 This policy document is validated by the Provincial of <name of Province or District> on

 / /

Date:

 Signature

 Name of Provincial (PRINT)

=====

ACKNOWLEDGEMENT

Since 2001, a number of aid and development agencies based in the UK and Switzerland, along with the National Society for the Prevention of Cruelty to Children (NSPCC), have been working together on issues of child protection, in order to share experience and knowledge and to identify a common approach to child protection. These agencies make up the **“Keeping Children Safe Coalition”**. In 2006 the coalition produced a set of documents called “Keeping Children Safe – Standards for Child Protection”. We wish to acknowledge our extensive use of their publication in developing our own set of standards for the Marist Brothers Institute and are grateful to this coalition for the work they have done in this area and for making their publications available to all organizations who work towards making the world a safer place for children.

INTRODUCTION

This document contains the written policy on keeping children safe for <name of the province>. It outlines the responsibilities and expected behaviours we consider are necessary to keep children safe while in our care. The policy adopts the definition of a child or young person in accord with the Convention on the Rights of the Child as anyone who is under the age of 18. We recognize the necessity of having a child protection policy which reflects the values and principles of the Marist Brothers and we are committed to ensuring that a safe and positive environment is provided in which the children under our care may grow and develop.

DESCRIPTION OF THE PROVINCE

Name of the province, e.g. the number of countries in the province and other details that may help describe the nature of its works, especially with children. Say that the policy is sensitive to the various cultural expressions and sensitivities of countries within its borders.

POLICY STATEMENT

In 2009 the XXI General Chapter of the Marist Brothers recommitted the Institute to having a *highly significant presence among poor children and young people*. Accompanying this renewed emphasis to work with children, especially the poor and underprivileged, <name of the province> is committed to ensuring the safety and wellbeing of children under its care, to do its best to champion their rights and to protect them from all forms of harm, exploitation and abuse. The steps to safeguard children under our care are outlined in the set of standards that follow.

GUIDING PRINCIPLES

Our Child Protection Policy reflects the Gospel values of freedom, justice and respect for all children and young people. It promotes our underlying belief that the rights of all children must be promoted and protected, that all children are to be treated equally with love and respect and that their dignity as a person is never diminished. Children are among the most vulnerable in any society and can be easy targets of victimization, exploitation and abuse. Their safety and protection will always be our highest priority while under our care.

We take as our guide **the Convention the Rights of the Child** (CRC - United Nations, 1989) which stipulates the rights of all children. This Convention has been ratified by virtually every country in the world and so has world-wide recognition and support. We confirm our commitment to upholding these rights for all children and give special attention to those children who come under our care in our province ministries of work.

There are many protection articles in the UNCRC and article 19 makes it very clear the responsibilities of the State and other Institutions that deal with children:

“States Parties [and other organizations responsible for the care, development and wellbeing of children] shall take all appropriate legislative, administrative, social and educational measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment or exploitation, including sexual abuse, while in the care of parent(s), legal guardian(s) or any other person who has the care of the child.” [\(See Appendix 1\)](#)

Marist Principles

What follows is a set of principles that informs our policy on safeguarding children. They are consistent with gospel values, our mission and with our professional commitment:

- a. The Marist Brothers’ first responsibility is to create safe environments for children and young people and to protect them from any form of harm or abuse. “Marcellin loved children and was fierce in his protection of them. We can do no less.” (Br Sean Sammon, Superior General, 2001-2009)
- b. Duty of Care: everybody has a responsibility to support the care and protection of children.
- c. It is essential that each Province has a written policy on the protection of children and young people and this policy should be approved by the Superior General and his Council.
- d. The safeguarding of children and the prevention of abuse are highly dependent upon appropriate and thorough education of the Brothers. Their initial and ongoing formation programs must include these elements.
- e. All children have equal rights to protection from abuse and exploitation. Culture or other reasons notwithstanding, we must intervene on behalf of any child suspected of being abused.
- f. The complainant must be listened to attentively and offered a compassionate and just response when making an allegation of abuse. The Province has a responsibility of care both to the “victim” and to his or her family.
- g. The person accused of abuse also deserves to be treated with compassion.
- h. Honesty and transparency should characterize all of our actions.
- i. An independent investigation needs to be conducted into any allegation of abuse.
- j. The Province commits itself to adhere to the legislation in their country (countries) with regard to the reporting of allegations of abuse and to cooperate fully and promptly with the appropriate civil and church authorities.

- k. Upon receiving an allegation of abuse the person accused must be stood down from active external ministry until an independent investigation has been concluded, unless it is clearly evident that the allegation has no substance.
- l. Confidentiality should be maintained throughout the process of dealing with an allegation of abuse.
- m. If the person accused either admits to having abused a minor or an independent investigation indicates that he has done so, if he is a Brother, he shall not be permitted to engage in any future ministry or activity involving children or young people. In the case of a lay person, this person shall be dismissed from their employment.

WHY SET STANDARDS?

Standards are used in many different areas of life. They describe the basic level of performance that is required for a service to be effective and for people within the organization to carry out their role in a proper manner.

In this policy, the standards are provided to establish a safe environment for children and to minimize any possibility of child abuse. The standards required for our policy to be effective contain the following:

1. Having a written policy on child protection: *'keeping children safe'*.
2. Steps to be taken to help minimize any harm to children.
3. Written guidelines on behaviour towards children.
4. Meeting the standards in different locations.
5. That there is education and training for staff and volunteers for keeping children safe.
6. Publicising and making aware the child protection policy around the province.
7. Structures for access to advice and support for the protection of children.
8. Responding appropriately to child abuse allegations and suspicions.
9. Implementation, monitoring and evaluation of the policy and its standards.

Applying the standards locally

The standards have been written in a way that makes them relevant and achievable. At the same time, it should be recognised that they may be more difficult or challenging to apply in some countries and local contexts than in others. There is enormous variation in local practice and circumstances and so it is important that provinces adapt the standards and guidelines to fit the local context in which they will be applied.

However, the principles that underpin these standards should always be adhered to and the standards should not be changed such that children are not protected as a result.

Advantages of implementing child protection standards

1. Children are protected

No standards can offer complete protection for children, but following these standards minimises the risk to children of abuse and exploitation.

2. Province representatives are protected

By implementing these standards, all representatives will be clear about how they are expected to behave with children and what to do if there are concerns about the safety of a child.

3. The organisation is protected

By implementing these standards organisations make clear their commitment to keeping children safe. The standards will help them to move towards best practice in this area and deter potential abusers from joining the organization.

DEFINITION OF ABUSE

There are four main categories of child abuse, namely, physical abuse, sexual abuse, emotional abuse and neglect.

1. Physical Abuse: This includes any actions that cause physical harm to children. It also involves the failure to act to protect children.
2. Sexual Abuse: This involves forcing or enticing a child or young person to take part in sexual activities.
3. Emotional Abuse: Involves any persistent emotional ill-treatment of children.
4. Neglect: Any omission where a child suffers significant harm or impairment of their development.

(See [Appendix 2](#) for a more detailed explanation regarding forms of abuse and indicators for recognising or suspecting abuse.)

Meeting Standard 1: Having a written policy on child protection: *‘keeping children safe’*.

The existence of this written policy on “Keeping Children Safe” fulfils the standard set for this section. Having a written policy make it easier for the province to communicate its required standards and expectations for all people who work with children under the auspices of the province. It applies to each ministry within the province that works directly or indirectly with children (i.e. anyone under the age of 18) as well as with young adults.

The province requires every province ministry that has children in its care, to have its own “Keeping Children Safe” policy which must be presented to the provincial and his council for approval.

SAFEGUARDS

To ensure that this policy has been formally approved, its adoption is discussed and approved by the provincial and his council. The document carries the signature of the Brother Provincial and his council, confirming its approval as a province policy document.

A copy of this province policy, *Keeping Children Safe*, is provided for the Superior General, as confirmation that the province has carried out the directive of the Superior General that each province and district of the Institute must have a written policy on child protection.

This province policy is to be publicized and distributed to every brother in the province and promoted in all province ministries that deal with children.

All brothers and candidates for the brotherhood are required to comply with the policy as are employees of the brothers and volunteers – there are no exceptions¹.

This policy is reviewed at the beginning of a provincial’s mandate (i.e. every three years) and is adapted whenever there is a significant change in the province or if there are any legislative changes.

The policy clearly describes the province’s understanding and definitions of abuse ([appendix 2](#)).

Where there are different languages within a province, because the province embraces several countries, the policy must be provided in the official language of those countries.

=====

¹ It is important that the brothers are aware that this policy applies to them not only in their ministry role but in their relationship with their friends and families as well.

Meeting Standard 2: Preventing harm to children

Procedures are set out in this policy in order to help minimize the possibility of children being abused by those in positions of trust. It is necessary to have this standard because there are people who pose a risk to children and as such we need to take precautionary measures to vet those who are entrusted to work with children in our province.

Whilst it is not possible to give an absolute guarantee to ensure the safety of the children under our care, all possible measures are taken through this policy to help minimize such dangers.

Child protection policies for province ministries must conform to the standards of this policy.

The province sets up structures and appoints people to be responsible for protecting children. In this province the two main structures at province level are the formation of a province advisory board and the appointment of a province child safeguarding delegate. Their roles are as follows:

The Province Advisory Board

- Assists the Provincial and/or the Province Child Safeguarding Delegate in overseeing the complaints process
- Supports those making the complaints
- Advises the appropriateness of the person accused remaining in pastoral assignment
- Advises on how to uphold the rights of an accused person
- Advises on risk assessment of the accused person
- Advises on the appropriate measures to provide support and protection to the alleged victim
- Ensures the needs of the wider community are met (i.e. the school or other ministry, parents of children in the school, the community where the brother resides [should it be a brother that has been accused], brothers in the province,)
- Provides guidance on establishing a reporting procedure based on local child protection systems and resources, being sensitive to different cultural and local situations in different countries.

The Province Child Safeguarding Delegate

- Hears all the allegations of child abuse and reports to the relevant authorities
- Keeps the person who reports abuse informed about progress of the inquiry
- Liaises with the Provincial
- Carefully records all steps in the procedure
- Takes steps to provide / offer support for the victim
- Where needed, gives guidance to province ministries on establishing a reporting procedure based on local child protection systems and resources

- Oversees the communications procedure so that everyone in the province knows about the province’s “keeping Children Safe” policy, and that they are asked to contribute to the development of the policy as it is being developed
- For province ministries, the Province Child Safeguarding Delegate relies on the Child Protection Coordinator of each ministry to ensure that staff and volunteers of their ministry are aware of the structures, policies and procedures for child protection.

SAFEGUARDS

The policy provides a code of behavior for all who work with children in our province (see [appendix 3: Standards of Conduct for Ministry with Minors](#)).

There are vetting procedures for recruiting staff, volunteers, consultants and assessing their suitability to work with children. These forms are to be used by all province ministries when engaging staff (see [appendix 4: Confidential Application Form](#); [appendix 5: Confidential Reference Form](#); and [appendix 6: Confidential Declaration Form](#), which is to be completed by all staff, including brothers, and volunteers).

When someone presents himself to be considered as a candidate for the Marist Brothers, the province formation program must carry out careful screening of these candidates for their suitability. As well, awareness and formation on issues surrounding child protection and abuse is to be incorporated into the formation program.

The province has appointed a *Child Safeguarding Delegate* who acts on behalf of the provincial to deal with any issues of child abuse. This person’s role is outlined above. A more detailed description is provided in [appendix 7](#). Anyone is able to raise concerns, confidentially if necessary, about unacceptable behaviour towards children by other members of the province, or by paid or voluntary staff in province ministries.

Each province ministry that has children in its care, such as a school, must appoint a local *child protection coordinator* and where necessary has a *local ministry safeguarding committee* to provide assistance. Their roles include the following:

Local Child Protection Coordinator

- Raises awareness about child protection and ensures that staff and volunteers are aware of the structures, policies and procedures for child protection for that ministry
- Provides children with advice and support on keeping themselves safe
- Disseminates information on the child protection policy of the ministry
- Monitors all activities of the ministry (e.g. the school)
- Is the main person for children or adults to go to for making an allegation of abuse
- Informs the Province Child Safeguarding Delegate of any reports of abuse.

The Local Ministry Safeguarding Committee

- Supports the role of the Local Child Protection Coordinator

- Provides training
- Oversees the recruitment of volunteers
- Creates, maintains and monitors a safe environment.

Ministry policies must contain structures to provide proper supervision of children under their care at all times. Where appropriate, guidelines are put in place for such things as transporting children or taking them on trips and appropriate use of information technology (such as email, digital cameras, videos, websites, internet) to reduce the risk of children being exposed to abuse or exploitation.

=====

Meeting Standard 3: Written guidelines on behaviour towards children

Children should feel safe in our care. Our written standards of behaviour define what is acceptable and not acceptable behaviour of adults towards children. These requirements help minimize opportunities of abuse and help prevent false allegations being made against staff and other adults. They apply to all province ministry settings, whether they be schools, places of residential care or other situations.

[Appendix 3](#) details the standards of conduct expected, including prohibited behaviours, guidelines for transportation and off-site events and examples of physical contact – both acceptable and unacceptable.

Physical (corporal) punishment or other forms of humiliating or degrading treatment or language is forbidden. There are alternative, positive ways of managing the behaviour of children that do not involve such forms of discipline. We must always respect the dignity of the child.

SAFEGUARDS

Everyone who works with children are to be made aware of these guidelines.

For province ministry policies:

- there is to be guidance on expected and acceptable behaviour of children towards other children
- ministry leaders and senior staff are to promote a culture that ensures children are listened to and respected as individuals
- the consequences of not following policy guidelines must be clear and linked to the [organization's \(e.g. a school\) disciplinary processes](#).

=====

Meeting Standard 4: Accommodating the standards in different locations

Province ministries work in a number of different cultural settings that may have variations in understandings and arrangements for child protection. There are sometimes different understandings of what child abuse means. Because of this, the province gives guidance on how the child protection policy is to be adapted and applied practically in these different circumstances. The guidelines must be applied in ways that are sensitive to different cultures but without condoning practices that are harmful to children. Attention to the best interests of the child is paramount.

SAFEGUARDS

- The province requires its ministries to be aware of the legal, social welfare and child protection arrangements in the contexts in which they work.
- This policy document and ministry policy documents are to include relevant articles from the UN Convention of the Rights of the Child (CRC) as well as its regional equivalent (e.g. the African Charter on the Rights and Welfare for Children) and are clearly identified as the basis for child protection.
- There is a participatory process of dialogue and discussion for resolving differences between what is acceptable behaviour locally and what is acceptable in accordance with Marist principles and the Convention on the Rights of the Child.
- Guidance exists through the Province Advisory Board and the Province Child Safeguarding Delegate on establishing a reporting procedure based on local child protection systems and resources.

=====

Meeting Standard 5: Education and training for keeping children safe

This standard caters for the many learning opportunities for brothers and others engaged in province ministries to develop and maintain the necessary attitudes, skills and knowledge for keeping children safe.

The province has an obligation to ensure the brothers and lay people in ministry with children are properly trained in child protection. It requires province ministries with children to bear the responsibility of providing training and development opportunities for their staff and to ensure that children are also included in programmes to learn more about keeping children safe.

SAFEGUARDS

- The brothers and those in candidacy are to have training in a holistic formation on sexuality: affective, spiritual, psychological and physical elements, and an education for healthy celibate chastity.
- All those who serve in province ministries with children must have training in child protection, which includes an introduction to the organisation's child protection policy and procedures. This is the responsibility of the leader of the province ministry and the local Child Safeguarding Coordinator.
- All members of staff and volunteers are to be provided with opportunities to learn about how to recognize and respond to concerns of child abuse. [Appendix 2](#) offers assistance here.
- Children are provided with advice and support on keeping themselves safe. Once again, this is the role of the local Child Safeguarding Coordinator.
- Staff members and volunteers with special responsibilities for keeping children safe are to have the relevant training.
- Training is provided to those responsible for dealing with complaints and disciplinary procedures in relation to child abuse and inappropriate behaviour towards children.

In order to ensure these training opportunities are given, there should be a line in both the province's and local ministry's annual budget to cater for this.

Evidence to show that this standard has been met can come from the following:

- a copy of training plans and/or programmes
- records of course attendance
- induction documentation/guidance
- course evaluations.

=====

Meeting Standard 6: Communicating the ‘keep children safe’ message

Policies and procedures established by the province to keep children safe are only effective if people are aware of them, can contribute to their development and have the opportunity to express their views on how they are working.

Therefore it is the responsibility of the *Province Child Safeguarding Delegate* to oversee the communications procedure so that everyone in the province knows about the province’s “Keeping Children Safe” policy and that they are asked to contribute to the development of the policy.

For province ministries, the Province Child Safeguarding Delegate relies on the *Child Protection Coordinator* of each ministry to ensure that staff and volunteers are aware of the structures, policies and procedures for child protection.

SAFEGUARDS

The following safeguards are put in place to ensure that the child protection policy, its structures and process are widely known by the province community:

- Information about the province’s commitment to keeping children safe is openly displayed and available to everyone.
- Children are made aware of their right to be safe from abuse.
- Information for the children’s parents/guardians is made available about where to go for help in relation to child abuse.
- Information is made available in a format and language that can be easily understood by everyone, including children.
- Everyone in the province knows who has the special responsibility for child protection and how to contact them.
- Contact details are readily available for the civil child protection services, such as advocacy services, national authorities, emergency medical help and local telephone helplines.
- Steps are taken to find out the views of children on our policies and procedures and how they are working².

The processes for developing a province or ministry ‘Keeping Children Safe’ policy are to ensure that children are consulted and listened to, that their voices are heard and that their views inform and influence the development of protection measures.

=====

² Article 12 of the Convention on the Rights of the Child says that children have the right to say what they think should happen when adults are making decisions that affect them and have the right to have their opinions taken into account. See **Appendix 1** for some other articles in the Convention on the Rights of the Child.

Meeting Standard 7: Access to advice and support

Child abuse is distressing and can be difficult to deal with. The province leadership team and its ministry leaders have a duty to ensure that advice and support is available to help people play their part in protecting children. Children need someone to turn to when they are being abused, as do victims of past abuses and often they do not know where to go for help. The province, therefore, appoints a *Province Child Safeguarding Delegate* to be in charge of this area. As well, each province ministry with children appoints a *local child safeguarding coordinator*.

The province provides training for the Province Child Safeguarding Delegate to carry out his/her job effectively, including the necessary education and support in responding to allegations of abuse and professional training for dealing with the media. The leader of each province ministry does the same for the local child safeguarding coordinator.

It is to these people that children who are victims of abuse or victims of past abuses can go for help.

SAFEGUARDS

So that people are aware of who to tell if they wish to make an allegation of abuse, the following procedures and support structures are put in place:

- Provinces and their ministries publicize who people (both children and adults) can go to for help and advice.
- Brothers and/or staff members with special responsibilities for keeping children safe know where to get specialist advice, support and information on child protection.
- Contacts are established at a national and/or local level with the relevant child protection or welfare agencies that can give information, support and assistance to children and staff.
- Arrangements are in place to support individuals – for those who make an allegation, the victim, and if necessary staff members, during and following an incident or allegation of abuse or a complaint.

=====

Meeting Standard 8: Responding to allegations and suspicions of child abuse

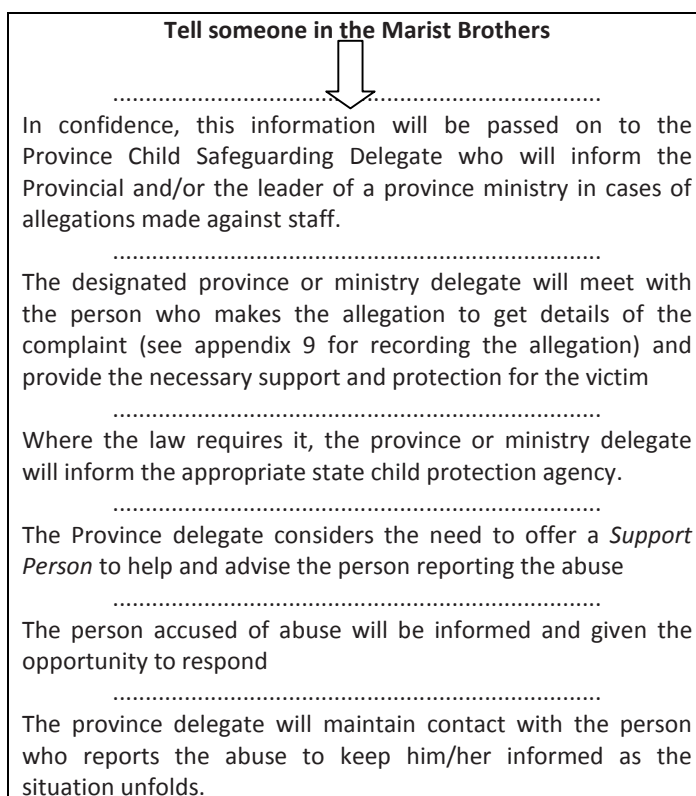
Clear procedures and guidance help to make sure there is a prompt response to concerns about a victim's safety and welfare. They also help the province to meet any pastoral, legal or procedural requirements. Thus this province policy outlines what to do when an allegation of abuse is made (whether the incident is past or present).

In establishing guidelines for responding to child abuse, the province ensures that child protection procedures are available to everyone (i.e. to all the brothers and to the leadership teams of province ministries that deal with children) and are actively promoted. Consideration should be given to language, different ways of communicating and making sure that everyone can find the information easily.

Essentially there are three paths to go down:

- Tell someone whom you trust;
- Go to the local government agency for child protection or tell the police;
- Tell someone in the Marist Brothers.

For the third option, the following procedures are followed:



Practical advice

In the event of a child or young person disclosing an incident of abuse to someone they trust, it is essential that it is dealt with sensitively and professionally by the brother, staff member or volunteer involved. The following are guidelines to assist the person who receives the allegation:

- React calmly;
- Listen carefully and attentively; take the young person seriously;
- Reassure the young person that they have taken the right action in talking to you;
- Do not promise to keep anything secret;
- Ask questions for clarification only; do not ask leading questions;
- Check back with the child/young person that what you have heard is correct and understood;
- Do not express any opinions about the alleged abuser;
- Record the conversation as soon as possible, in as much detail as possible. Sign and date the record (Use the recording form in [Appendix 7](#));
- Ensure that the child/young person understands the procedures which will follow;
- Pass the information to the Province Child Safeguarding Delegate or Child Protection Coordinator (as appropriate), do not attempt to deal with the problem alone;
- Treat the information confidentially.

Action to be taken when an allegation is made against a brother, staff member or volunteer

In the case of an allegation being made against a brother, a member of staff or volunteer, the Province Child Safeguarding Delegate or Child Protection Officer will follow the normal reporting procedure and brings the matter to the attention of the provincial or head of the province ministry. Steps are taken to ensure that the safety of the child is paramount. An initial first step is to withdraw the person accused from active duty, which could entail re-assignment to other duties that do not have direct contact with children/young people, or to work under increased supervision during the period of investigation or other measures as deemed appropriate – depending on the seriousness of the allegation.

An independent investigation is conducted into the allegation. The outcome depends on the findings of the investigation.

SAFEGUARDS

In the province ‘Keeping Children Safe’ policy, the following structures are set in place:

- The policy indicates who one can go to if he/she wishes to make an allegation or complaint about the abuse of a child.
- The policy outlines what steps are taken once an allegation is made.

- The child protection procedures are consistent with international standards and good practice for the protection of children and take into account of different country contexts.
- The Province Child Safeguarding Delegate has clearly defined responsibilities for child protection, as does the local ministry Child Protection Coordinator. These are the people who are responsible responding to allegations or reports of abuse.
- There is a process for recording incidents, concerns and referrals and storing these securely, so that confidential information is locked away. (see [appendix 8](#))
- For province ministries that relate to children, there is a process for dealing with complaints by parents/carers and by young people about unacceptable and/or abusive behaviour towards children, with clear timelines for resolving the complaint.
- The Province Child Safeguarding Delegate provides guidance on confidentiality and information-sharing which makes clear that the protection of the victim is the most important consideration.
- The province and its ministries publicize the state's statutory responsibilities about reporting and protection.
- The province has clear procedures about how to respond to allegations of current or past abuses.

=====

Meeting Standard 9: Implementing and monitoring of the standards

Once the province policy on ‘keeping children safe’ has been finalized, it is to be promulgated among the brothers and province ministries. Awareness sessions should be conducted in different parts of the province. The province sets up a plan of action to do this, as well as to monitor the effectiveness of the steps it is taking to keep children safe. The action plan takes account of the human and financial resources necessary for its implementation.

As the policies, procedures and plans are implemented across all parts of the province, monitoring procedures are needed to ensure it is being followed. We note that the views of those involved inside and outside the province or their ministries can help to improve the effectiveness of any measures taken.

SAFEGUARDS

- The province has a written plan showing what steps are to be taken to keep children safe, who is responsible for implementing these measures and when these will be completed.
- The human or financial resources necessary for implementing the plan are made available.
- Policies and practices are reviewed at the beginning of the provincial’s mandate and revised based on changes in needs, legislation, guidance and practical experience within the organisation.
- Processes are in place to involve all stakeholders in the development and ongoing revision of policies and practices for keeping children safe.
- All incidents, allegations of abuse and complaints are recorded and monitored.
- Arrangements are in place to monitor compliance with child protection policies and procedures.
- Regular management meetings such as supervision and appraisal sessions and team meetings are held to provide an opportunity for ongoing monitoring of policy implementation. A self-audit tool is provided in [appendix 9](#).
- Included in the monitoring are ways of consulting with children on how safe they feel in our place of ministry and what they would do if they had a complaint.

APPENDICES

Appendix 1

The Convention on the Rights of the Child

The Convention the Rights of the Child (CRC - United Nations, 1989) articulates the rights of all children. Virtually all countries of the world have ratified the Convention, signalling their intention to abide by its statements about the Rights of Children.

The *Preamble* of the CRC notes that for the full and harmonious development of the child, he/she should grow up in a family environment and in an atmosphere of love and understanding. 'Family spirit' is one of the cornerstones of the Marist tradition. And all Marist ministries dealing with children promote this ideal.

The following articles (a simplified version) of the CRC refer specifically to the *wellbeing, safety* and *protection* of all children and their rights. We provide them here for your information.

Article 2

All children have rights, no matter who they are, where they live, what their parents do, what language they speak, what their religion is, whether they are a boy or girl, what their culture is, whether they have a disability, whether they are rich or poor or the type of family they come from.

Article 3

In all actions concerning children, the best interests of the child shall be a primary consideration.

Article 12

Children have the right to say what they think should happen, when adults are making decisions that affect them, and have the right to have their opinions taken into account.

Article 16

1. No child shall be subjected to arbitrary or unlawful interference with his or her privacy, family, or correspondence, nor to unlawful attacks on his or her honour and reputation.
2. The child has the right to the protection of the law against such interference or attacks.

Article 17

Children have the right to get information that is important to their wellbeing, from radio, newspapers, books, computers and other sources. Adults should make sure that the information they are getting is not harmful, and they help children find and understand the information they need.

Article 19

1. Those who are responsible for the care and wellbeing of children shall take all appropriate measures to protect the child from all forms of physical or mental violence, injury or abuse, neglect, maltreatment or exploitation, including sexual abuse, while under their care.

2. Such protective measures should, as appropriate, include effective procedures for the establishment of social programs to provide necessary support for the child and for those who have the care of the child.

Article 28

2. In the educational setting, authorities shall take all appropriate measures to ensure that school discipline is administered in a manner consistent with the child's human dignity and in conformity with the present Convention.

Article 33

States governments and other relevant parties shall take all appropriate measures, including legislative, administrative, social and educational measures, to protect children from the illicit use of narcotic drugs and psychotropic substances as defined in the relevant international treaties, and to prevent the use of children in the illicit production and trafficking of such substances.

Article 34

States governments and other relevant parties shall undertake to protect the child from all forms of sexual exploitation and sexual abuse.

Article 36

States governments and other relevant parties shall protect the child against all other forms of exploitation prejudicial to any aspects of the child's welfare.

Article 37

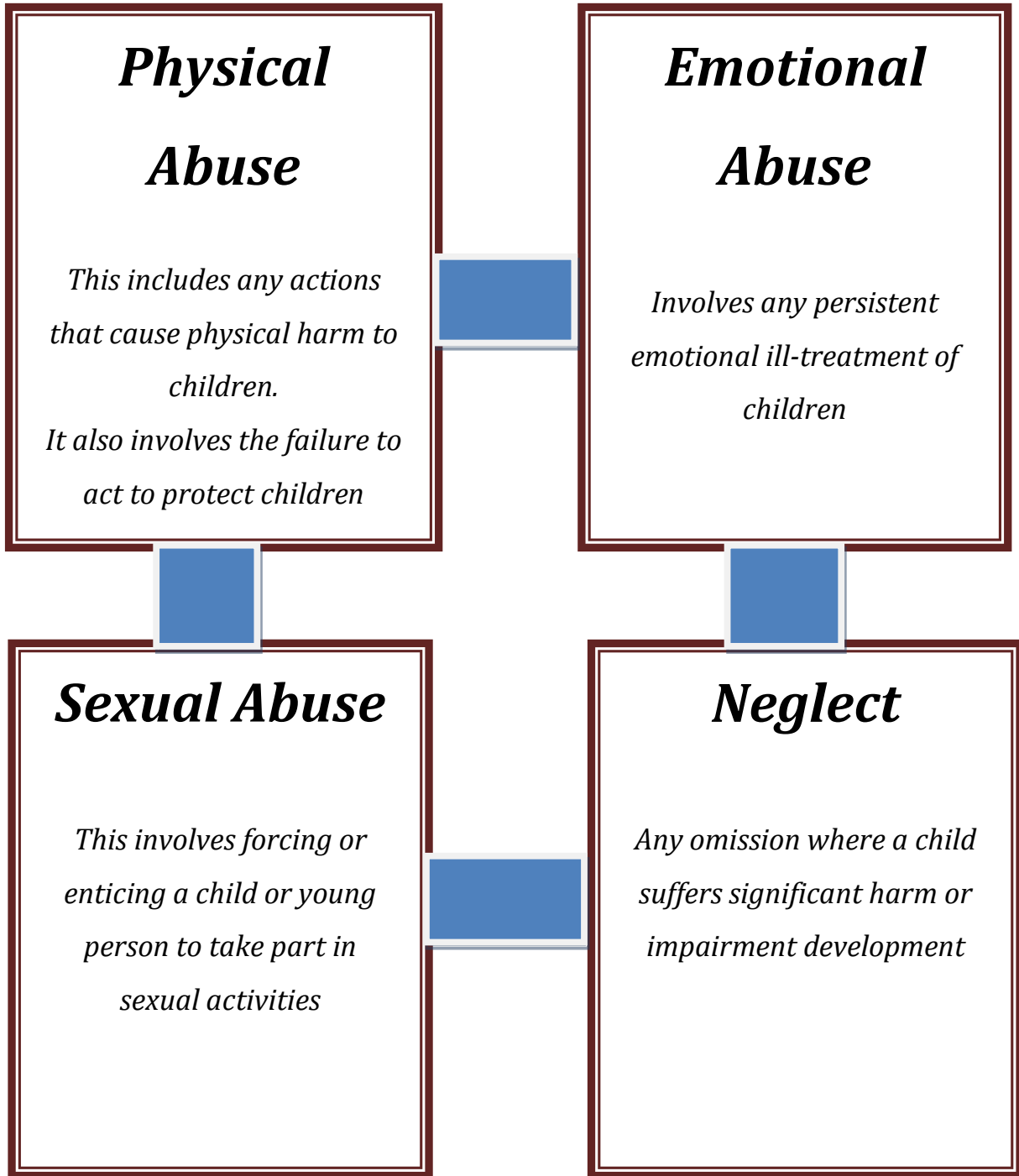
Children who break the law shall not be subjected to torture or other cruel, inhuman or degrading treatment or punishment.

The following website gives you access to the Convention of the Rights of the Child in over 50 languages

<http://www.unicef.org/magic/briefing/uncorc.html>

Appendix 2

Aspects of Child Abuse



Recognizing Child Abuse

Definition and Possible Physical and Behavioural Indicators of Child Abuse

Physical

Physical abuse is any form of non-accidental physical injury or injury which results from wilful or neglectful failure to protect a child.

Possible indicators of this type of abuse are:

- Frequent bruising, fractures, cuts, burns and other injuries
- Torn clothing
- Bite marks burns or welts
- Bruises in places difficult to mark e.g. behind ears, groin
- Undue or unnecessary fear
- Aggressiveness or withdrawn
- Absconding frequently from home

Sexual

Sexual abuse occurs when a child is used by another person for his or her gratification or sexual arousal or for that of others.

Possible indicators of this type of abuse are:

- Over affectionate or inappropriate sexual behaviour
- Age inappropriate sexual knowledge given the child's age, which is often demonstrated in language, play or drawings
- Fondling or exposure of genital areas
- Hints about sexual activity
- Unusual reluctance to join in normal activities which involve undressing, e.g. games, swimming

Emotional

Emotional abuse is normally to be found in the relationship between a care-giver and a child rather than in a specific event or pattern of events. It occurs when a child's need for affection, approval, consistency and security are not met. Unless other forms of abuse are present, it is rarely manifested in terms of physical signs or symptoms.

Possible indicators of this type of abuse are:

- Unreasonable mood and/or behavioural changes
- Aggression, withdrawal or an "I don't care attitude"
- Lack of attachment
- Low self esteem
- Attention seeking
- Depression or suicide attempts
- Persistent nightmares, disturbed sleep, bedwetting, reluctance to go to bed
- A fear of adults or particular individuals e.g. family member, baby-sitter or indeed excessive clinginess to parents/carers
- Panic attacks.

Neglect

Neglect can be defined in terms of an omission, where the child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, medical care. Neglect generally becomes apparent in different ways over a period of time rather than at one specific point.

Possible indicators of this type of abuse are:

- Frequent minor or serious injuries
- Untreated illness
- Hunger, lack of nutrition
- Tiredness
- Inadequate and inappropriate clothing
- Lack of supervision
- Low self esteem
- Lack of peer relationships

Indicators of Abuse are Not Facts

It is important to stress that no one indicator should be seen as conclusive in itself of abuse; it may indeed indicate conditions other than child abuse. A cluster or pattern of signs is likely to be more indicative of abuse. Signs must also be considered in the child's social and family context as child abuse is not restricted to any socio economic group, gender or culture. It is important to always be open to alternative explanations for possible physical or behavioural signs of abuse.

Reasonable Grounds for Concern

The statutory authorities should always be informed when a person has reasonable grounds for concern that a child may have been abused, or is being abused, or is at risk of abuse. A suspicion that is not supported by any objective indicator of abuse or neglect would not constitute reasonable grounds of for concern.

The following examples would constitute reasonable grounds for concern:

- 1) specific indication from the child that s/he was abused;
- 2) an account by the person who saw the child being abused;
- 3) evidence such as injury or behaviour which is consistent with abuse and unlikely to be caused in any other way;
- 4) an injury or behaviour, which is consistent both with abuse and with an innocent explanation but where there are corroborative indicators supporting the concern that it may be a case of abuse. An example of this would be a pattern of injuries, an implausible explanation, other indications of abuse, dysfunctional behaviour;
- 5) consistent indication, over a period of time, that a child is suffering from emotional or physical neglect.

A suspicion, not supported by any objective indication of abuse or neglect, does not constitute a reasonable suspicion or reasonable grounds for concern.

(Children First 1999, 4.3.2 and 4.3.3)

Appendix 3

Standards of Conduct for Ministry with Minors

Any form of discrimination, prejudice, or oppressive behaviour or language by adults towards children or children towards other children, in relation to any of the following are not acceptable: race, culture, age, gender, disability, religion, sexuality or political views where relevant.

The following list of behaviors are examples of what is acceptable and not acceptable behavior.

1. Prohibited Behaviours

- a. Using, possessing, or being under the influence of illegal drugs while in the presence of minors.
- b. Using, possessing, or being under the influence of alcohol while supervising minors.
- c. Providing or allowing minors to consume alcohol or illegal drugs.
- d. Swearing in the presence of minors.
- e. Speaking to minors in a way that is or could be construed by any observer as harsh, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.
- f. Discussing sexual activities with minors unless it is a specific job requirement and the person is trained to discuss these matters.
- g. Engaging in any sexually oriented conversations with minors unless the conversations are part of a legitimate lesson and discussion for teenagers regarding human sexuality issues. On such occasions, the lessons will convey to youth the Church's teachings on these topics.
- h. Being nude in the presence of minors.
- i. Possessing sexually oriented or morally inappropriate printed materials (magazines, cards, videos, films, clothing, etc.).
- j. Sleeping in the same beds, sleeping bags or small tents with minors.
- k. Engaging in sexual contact with minors. For the purposes of this policy, sexual 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. Transportation and off-site events

- a. It is prohibited to transport minors without written permission of their parent or guardian.
- b. It is prohibited to have unnecessary and/or inappropriate physical contact with minors while in vehicles.
- c. Minors should be transported directly to their destination. No unplanned stops should be made.

- d. It is prohibited to have minors spend the night at a brother's residence or that of a layperson working in the ministry without parental/guardian prior approval.
- e. Changing and showering facilities or arrangements for adults must be separate from facilities or arrangements for minors.

3. Physical Contact

- a. Adults serving in ministry are prohibited from using physical discipline in any way for behavior management of minors. No form of physical discipline is acceptable. This prohibition includes spanking, slapping, pinching, hitting, or any other physical force as retaliation or correction for inappropriate behaviors by minors.
- b. Appropriate affection between adults serving in ministry and minors is normal human behaviour. The following forms of affection are regarded as appropriate examples for those in ministry roles with minors:
 - Hugs.
 - Pats on the shoulder or back.
 - Hand-shakes.
 - "High-fives" and hand slapping.
 - Verbal praise.
 - Touching hands, faces, shoulders and arms of minors.
 - 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 communities).
- c. Some forms of physical affection used by adults are considered inappropriate contact with minors. In order to maintain the safest possible environment for minors, the following are examples of affection that are **not** to be used by adults in ministry roles with minors:
 - Inappropriate or lengthy embraces.
 - Kissing on the mouth.
 - Holding minors over four years old on the lap.
 - Touching buttocks, chests or genital areas.
 - Showing affection in isolated areas such as bedrooms, closets, staff-only areas or other private rooms.
 - Being in bed with a minor.
 - Touching knees or legs of minors.
 - Wrestling with minors.
 - Tickling minors.
 - Any type of massage given by minor to adult.
 - Any type of massage given by adult to minor.
 - Any form of unwanted affection.
 - Sexual innuendos relating to physique or body development.

Appendix 4

Confidential Application Form

Paid and Voluntary Staff in the Ministries of the Marist Brothers

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 in recent years _____

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 children or 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. I agree to abide by and accept the terms and conditions of participation and accept and abide by the policies of the Marist Brothers. I will also provide photo ID and comply with Police requirements for working with children and young people.

Signed: _____ Date: _____

Adopted from: *Our duty to Care: the Principles of Good Practice for the Protection of Children and Young People.* (Dept. Of Health and Children, Dublin, Stationary Office 2001)

Appendix 5: Confidential Reference Form

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

The position involves substantial access to children/young people, and, as an organisation committed to the welfare and protection of children, we want 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 _____

Do you have any reservations about the Applicant for this work? (if so, please comment)

Please rate this person on the following:

	Poor	Average	Good	Very Good	Excellent
Responsibility					
Maturity					
Self-motivation					
Ability to motivate					
Energy					
Trustworthiness					
Reliability					

Signed: _____ Date: _____ Position: _____

Appendix 6

Confidential Declaration Form

To be completed by Brothers, Staff and Volunteers

Surname _____

First Name _____

Address _____

Tel. _____ Date of Birth: _____ Place of Birth: _____

Previous addresses in the last 3 years _____

Any other name by which you are/have been known: _____

Do you have any prosecutions pending, or have been subject of any police investigation, or have been ever convicted of a criminal offence? 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 7

Recording Form for receiving allegations of abuse

1. About the disclosure/concern

Date of disclosure/concern _____

Time of disclosure/concern _____

How was information received? (attached 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 (is interpreter/ signer needed) _____

Disability _____

Special needs _____

Parish / Order *(if applicable)* _____

4. Parent / Guardian 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/Religious Brother/teacher etc)* _____

Position in Church/ Order _____

Address at time of incident(s) _____

Current contact with children if known *(is 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 _____

Who was it referred to:

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 _____

Who was it referred to:

Name _____

Designation _____

Address _____

Tel _____

Email _____

8. Next Steps

What actions were agreed and by whom when the matter was referred onto 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. Province Child Safeguarding Delegate details:

Date form sent to the Provincial _____

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 designed officer and to the civil / statutory authorities, where appropriate)

Appendix 8

Guidelines for the Province Safeguarding Delegate for recording allegations and suspicions of abuse and follow up procedures

1	Using the dedicated form, create a child protection case file for every referral that includes a log of actions, and information received. 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 in the Child Protection Case file, this includes e-mail communications.
3	Explain the procedures for addressing the allegations of abuse to the person who has raised the issue. Note that consent may not be required to make referrals to the authorities.
4	Ensure support structures are put in place to protect the victim. A support person may be appointed to accompany the victim, professional counselling may be offered. Keep the victim informed of what is happening as the investigation continues and record these times.
5	Inform the accused person of the details of the allegation, and record the content of his/her response. This record should be agreed with the person accused, and then signed and dated. If the person accused does not agree, then write your own notes for filing.
6	When the Province Child Safeguarding Delegate 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.
7	Maintain a dialogue with the person conducting an independent investigation to monitor the progress of the case. Details of contacts made should be recorded chronologically on the Child Protection Case file.
8	Ask in writing for an update from the health and police authorities about the outcome of their investigations.
9	Detailed records should be kept of the progress of the investigation and this should be supplied to the person accused to avoid leaving him/her 'in limbo'.
10	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 personnel.

Appendix 9

The self-audit tool

This self-audit tool is an ideal way to measure how far (or near!) your organization is from meeting the standards on making children safe, and where you need to improve.

The approach is based on the work of George Varnava with the former Forum on Children and Violence, NCB (National Children's Bureau). With permission from the authors, the NSPCC has adapted the material for use as an audit tool for child protection.

Using Checkpoints

The checkpoint questions below are designed to draw out the minimum requirements (criteria) that all agencies committed to protecting children should be striving to meet. However, depending on the nature of your organisation's work with children and the context, environment and conditions you work in, some of the checkpoints may seem more relevant than others. This self-audit tool will be a useful guide and you may wish to delete or add criteria to ensure relevance to your particular activity .

Before you start, take a copy of the questionnaire, date the copy and then follow the steps outlined below. You can then keep a record in order to review your progress at a later date.

The self-audit tool asks you to think about six different areas of your organisation:

1. children and the organisation
2. policies and procedures
3. preventing harm to children
4. implementation and training
5. information and communication
6. monitoring and review.

There are six statements/standards within each area. Read each statement and decide whether each statement is:

- A: in place
- B: partially done
- C: not in place

Tick the A, B or C box as appropriate.

Children and the organization		A	B	C
1.	The organisation is very clear about its responsibility to protect children and makes known this to all who come into contact with it.			
2.	The way staff and other representatives behave towards children suggests that they are committed to protecting children from abuse.			
3.	There is good awareness of the UN Convention of the Rights on the Child (UNCRC) or other children's rights instruments and this is seen as a basis for child protection in the organization.			
4.	Managers and senior staff ensure that children are listened to and consulted and that their rights are met.			
5.	The organization makes it clear that all children have equal rights to protection.			
6.	The organization manages children's behaviour in ways which are non-violent and do not degrade or humiliate children.			

Policies and procedures that help keep children safe		A	B	C
1.	The organization has a written child protection policy or has some clear arrangements to make sure that children are kept safe from harm.			
2.	The policy or arrangements are approved and endorsed by the relevant province authority (e.g., senior management board, executive, committee).			
3.	The policy or arrangements have to be followed by everyone.			
4.	There are clear child protection procedures in place that provide step-by-step guidance on what action to take if there are concerns about a child's safety or welfare.			
5.	There is a named child protection person/s with clearly defined role and responsibilities.			
6.	The child protection procedures also take account of local circumstances.			

Preventing harm to children		A	B	C
1.	There are policies and procedures or agreed ways of recruiting staff/volunteers and for assessing their suitability to work with children, including where possible police and reference checks.			
2.	There are written guidelines for behaviour or some way of describing to staff and volunteers what behaviour is acceptable and unacceptable especially when it comes to contact with children.			
3.	The consequences of breaking the guidelines on behaviour are clear and linked to the organization's disciplinary procedures.			
4.	Guidance exists on appropriate use of information technology such as the internet, websites, digital cameras, mobile phones, etc to ensure that children are not put at risk.			
5.	Where there is direct responsibility for running/providing activities, including residential care, children are adequately supervised and protected at all times.			
6.	There are well-publicised ways in which staff/ volunteers can raise concerns, confidentially if necessary, about unacceptable behaviour by other staff or volunteers.			

Implementation and training		A	B	C
1.	There is clear guidance to staff and volunteers on how children will be kept safe			
2.	Child protection must be applied in ways that are culturally sensitive but without condoning acts that are harmful to children.			
3.	There is a written plan showing what steps will be taken to keep children safe.			
4.	All members of staff and volunteers have training on child protection when they join the organization which includes an introduction to the organization's child protection policy and procedures where these exist.			
5.	All members of staff and volunteers are provided with opportunities to learn about how to recognise and respond to concerns about child abuse.			
6.	Work has been undertaken with other relevant organizations (e.g. diocesan authorities) to agree on good practice expectations based on these standards.			

Information and communication		A	B	C
1.	Children are made aware of their right to be safe from abuse.			
2.	Everyone in the organisation knows which named staff member has special responsibilities for keeping children safe and how to contact them.			
3.	Contact details are readily available for local child protection resources, safe places, national authorities and emergency medical help – where they exist.			
4.	Children are provided with information on where to go to for help and advice in relation to abuse, harassment, bullying or other forms of harm.			
5.	Contacts are established at a national and/or local level with the relevant child protection/welfare agencies as appropriate.			
6.	Staff members with special responsibilities for keeping children safe have access to specialist advice, support and information.			

Monitoring and review		A	B	C
1.	Arrangements are in place to monitor compliance with child protection measures put in place by the organization.			
2.	Steps are taken to regularly ask children and parents/carers their views on policies and practices aimed at keeping children safe and the effectiveness of these.			
3.	The organisation uses the experience of operating child protection systems to influence policy and practice development.			
4.	All incidents, allegations of abuse and complaints are recorded and monitored.			
5.	Policies and practices are reviewed at regular intervals, ideally at least every three years.			
6.	Children and parents/carers are consulted as part of a review of safeguarding policies and practices.			

Appendix 10 Glossary of Terms

The glossary below provides an explanation of words used in the province policy document along with other terms that relate to issues of child abuse.

Advisory Board. An advisory group of individuals not employed by the Institute with unique knowledge, expertise and experience, who provide counsel and recommendations to the Major Superior in situations involving the abuse of a minor.

Allegation. A first-person accusation of abuse of a minor brought against a current Member, former Member, or deceased Member which is reported to the Institute through any form of communication, including any that are anonymous.

Aspects of child abuse

- Physical abuse: this includes any actions that cause harm to children. It also involves the failure to act to protect children.
- Emotional abuse: this involves emotional ill-treatment of children.
- Sexual abuse: this involves contact or interaction between a minor and an adult when the minor is being used for sexual stimulation of the adult. This occurs when an adult engages a minor in any sexual activity, including direct sexual contact, as well as sexual non-contact, such as frottage, exhibitionism, and the distribution, downloading, and/or intentional viewing of child pornography.
- Neglect: this involves any omission where a child suffers significant harm or impairment development.

Candidate. An individual who is applying for membership to the Institute.

Child. Anyone under the age of 18.

Child Pornography. Any activity which involves a graphic/visual depiction of a minor that is sexually explicit.

Confidential. Private information which shall be kept restricted from others and only be disclosed to an authorized person for legitimate reasons of the Institute or because the disclosure is legally required.

Confidential Documents. Documents which are given confidential status as defined by the Institute in its policies and procedures and as required by canon and civil law and whose confidential status has been communicated to the Members of the Institute.

Credible Allegation. Based upon the facts and the circumstances, it appears that the accusation has substance and it is likely that an incident of abuse of a minor has occurred.

Ephebophilia. Is a technical word used to *describe* a person who is attracted to or sexually involved with adolescents between puberty and the age of 18.

Exhibitionism. The act of behaving so as to attract attention to oneself through indecent exposure.

Frottage. The practice of rubbing against another person as a way of getting sexual pleasure.

High-Risk Member. A member who has sexually abused a minor in the past and is likely to sexually abuse a minor again if left untreated and/or unsupervised.

Institute. The Religious Congregation of the Marist Brothers: FMS

Major Superior. The leader with responsibility according to the proper law of the Institute.

Member. A person for whom the Marist Brothers Institute has responsibility according to its proper law.

Ministry.

- **Ecclesiastical Ministry.** Any ministry that is under the authority of a diocesan bishop.
- **Public Ministry.** Any ministry that is under the authority of a diocesan bishop and/or under the sponsorship of a religious Institute, and/or with the permission of the major superior.

Minor. Anyone under the age of 18.

Paedophilia. Is the technical term to describe sexual activity that involves an adult with a prepubescent child. The person who initiates the abuse must be at least 16 years of age and at least 5 years older than the child involved.

Province Child Safeguarding Delegate. This individual, usually a Brother, is delegated by the provincial to hear all the allegations of child abuse and to make reports to the relevant authorities; to keep the person who reports abuse informed about the progress of the inquiry; liaises with the Provincial; to record all the steps in the procedure; to take steps to provide/offer support for the alleged victim, where appropriate.

Report. A third-party accusation of child abuse brought against a current Member, former Member, or deceased Member which is conveyed to the Institute through any form of communication, including any that are anonymous.

Rights. Entitlements to which one has a just claim.

Safety Plan. A formal, written supervision program for an individual who, it has been established, has abused a minor.