

THE EQUESTRIAN ORDER OF THE HOLY SEPULCHRE OF JERUSALEM

LIEUTENANCY OF ENGLAND AND WALES

SAFEGUARDING POLICY FOR ADULTS AT RISK AND CHILDREN

Background

In formulating this safeguarding policy of Adults at Risk and children, the Equestrian Order of the Holy Sepulchre of Jerusalem demonstrates the Charity's ongoing commitment to safeguarding and ensuring the rights, well-being and safety of any children and Adults at Risk that those representing the Order come into contact with, both in the United Kingdom and abroad. We are committed to the support, protection and care of the most vulnerable because of age, illness or disability or who may be vulnerable because of current or past life experiences.

The Latin Patriarchate of Jerusalem, the church authority responsible for the parishes and schools that the Lieutenancy visits when on pilgrimage in the Holy Land, has its own safeguarding policy, but we recognise that everyone within it has a responsibility to safeguard and promote the wellbeing of those that join us for an activity facilitated by the Order, and that the Charity must have its own safeguarding policy and procedures in place.

The Charity also has regard to the safeguarding policy of the Catholic Bishops' Conference of England Wales. It is the Policy of the Catholic Church of England and Wales to safeguard the welfare of all children, young people and Adults at Risk by protecting them from neglect and from physical, sexual, emotional and psychological harm. The Charity also has regard to regular guidance issued by the Charity Commission.

The occasions when members of the Charity might come into contact with children and Adults at Risk are usually confined to occasions on pilgrimages to the Holy Land when visits are made to parishes, churches and schools. On such occasions our visits are generally supervised by members of staff accompanying us and our members are almost never alone with children or Adults at Risk either as a group or as individuals.

The Charity does not work with children or Adults at Risk or alongside them, and members' status on such contact is that of visitor. Although the Charity does not engage in regulated activities (teaching, instructing, close or personal tasks such as washing, dressing, or accompanying to the lavatory) with Adults at Risk or children and therefore are not eligible for an enhanced DBS check. Nonetheless all potential candidates for membership of the Charity will be required to go through all steps of safer recruitment, including obtain a basic Disclosure and Barring System certificate. Failure to do so will result in that candidate's application being considered no further. The Charity will continue to keep abreast of any further legislative changes from the DBS. Members will also recognise their duty of care and to act appropriately at all times.

The Charity recognises that this policy applies not just to visits to the Holy Land but to any situation and activity of its members whether in this country or abroad.

Policy

The Charity will ensure that all members are aware of this policy and what is required of them to ensure that it is embedded within the culture of the Charity and observed at all times. The Charity

recognises that it is the responsibility of each one of us to assist in preventing the physical, sexual, spiritual, financial or emotional abuse and neglect of any child or Adult at Risk. All members will also understand their duty to report any safeguarding concern that is disclosed, witnessed or suspected.

The Charity commits itself to co-operating fully with the appropriate statutory and non-statutory services both here and abroad when they are conducting official investigation into the abuse and neglect of adults at risk, child or young people (whether perpetrated by an adult or a young person).

This policy will be brought to the attention of all existing and potential new members as part of their induction programme, and any amendments will be brought to the attention of all members. This policy will be placed on the Charity's website where all members can have access to it, and it will be reviewed annually.

Definitions for Safeguarding of Adult at Risk & Children Policy

The Charity accepts the Charity Commission's definition of safeguarding as :-

- protecting from maltreatment
- preventing impairment of health or development
- ensuring children are growing up in circumstances consistent with the provision of safe and effective care.

Adult at Risk : An adult, who is, or may be, in need of community care services i.e. adult social services, because of mental health, disability, age or illness, and/or who is unable to care for themselves or unable to protect themselves from significant harm or exploitation.

In England and Wales: The safeguarding duties in the Care Act apply to an adult who:

- (a) has needs for care and support (whether or not the local authority is meeting any of those needs)
- (b) is experiencing, or at risk of, abuse or neglect
- (c) as a result of those care and support needs is unable to protect themselves from either the risk of, or the experience of abuse or neglect.

Child: A child is anyone aged between 0-18 years old.

Abuse

Abuse is a form of maltreatment and can either be inflicted by others or self-inflicted. Abuse can take place at home, education or within any physical environment. It can also happen in an online or virtual environment such as social media or gaming apps. An abuser can be anyone, but they are often known by the young person or Adult at Risk. Although children, young people and Adults at Risk can experience the same types of harm and the causes are often similar, Adults at Risk may have a right to make a choice in regards to the Charity's safeguarding leads' actions. Where a child has suffered or is at risk of suffering significant harm, statutory agencies will be informed, whether the parents/carers agree or not. Sometimes Adults at Risk may not wish for statutory agencies to be informed. Therefore concerns in regards to Adults at Risk that reach the safeguarding threshold for reporting must be referred into the safeguarding lead and they will assess the concern, liaise and take appropriate action.

Types of abuse

Physical abuse is an act of another party involving contact intended to cause feelings of physical pain, injury, or other physical suffering or bodily harm.

Sexual abuse is forcing undesired sexual behaviour by one person onto another.

Emotional abuse is any kind of abuse that is emotional rather than physical in nature. It can include anything from verbal abuse and constant criticism to more subtle tactics, such as intimidation, manipulation, and refusal to ever be pleased.

Neglect is the ongoing failure to meet a person's basic needs.

Financial abuse is the misuse of a person's money, property or assets through theft or fraud.

Spiritual abuse takes place when leaders to whom people look for guidance and spiritual nurture use their positions of authority to manipulate, control and dominate

This list is not exhaustive and members are invited to visit the links below for further information:

NSPCC (<https://www.nspcc.org.uk/what-is-child-abuse/>)

Gov.uk <https://www.gov.uk/government/publications/safeguarding-policy-protecting-vulnerable-adults/sd8-opgs-safeguarding-policy>

Implementation

The Charity must plan all work and activities so as to minimise situations where the abuse of children or Adults at Risk might occur, and have clear reporting procedures if members are concerned, witness or are disclosed to, in regards to any form or abuse or neglect.

Although the number of people who actively seek to abuse vulnerable children or adults is small, the Charity can reduce opportunities for abuse in various ways. We will, for instance

- Arrange that an adult is never left alone with a child or Adult at Risk. All interactions with children and Adults at Risk should be where a member can be observed by others. This good practice can both safeguard the child/Adult at Risk and the adult assisting.
- Make sure the Safeguarding Officers receive correct and up-to-date training and this is disseminated throughout the Charity, along with the understanding that safeguarding is everyone's responsibility.
- Ensure that the appropriate statutory agency is informed of any safeguarding allegations, incidents or concerns. This includes the Local Authority, LADO and Police.
- If a report or concern occurs abroad, a nominated safeguarding lead must be informed, so that the matter can be dealt with appropriately and safely in-line with the country's legislation and with understanding of individual country's norms and potential risk.
- Ensure that the Charity Commission is informed of any suspicions, allegations and incidents of abuse or mistreatment of vulnerable beneficiaries. (The Charity Commission's 'Serious Incident' guidance will be followed: <http://bit.ly/1vpfv4B>)
- Encourage a culture of transparency, ensuring that members feel able and empowered to report any suspicious or concerning behaviour.

Designated Safeguarding Officer

The Charity has a Designated Safeguarding Officer (DSO) who is responsible for dealing with any concerns about the protection of an Adult at Risk or child, whether members of the Charity or not, arising from any contact between them and any member of the Charity in the course of any activity by the Charity either in this country or abroad. The DSO can be contacted in the first instance via the Secretary of the Charity.

If an incident of concern in relation to the protection of children or Adults at Risk arises during a pilgrimage abroad, the matter should be referred to the nominated safeguarding lead as soon as possible who will give appropriate directions as to how it should be dealt with. (If the concern relates to the safeguarding lead, the team leader should be notified and liaise with the DSO).

A nominated safeguarding lead will be the point of contact for the team leader and will be available for any child or Adult at Risk to speak to should they feel the need to talk with someone about an incident which has happened either within or outside Charity. All such matters will be dealt with seriously and expeditiously.

Within the eight Sections that make up the Lieutenancy, the safeguarding officer of the section will be the section almoner who will refer any issue referred to him/her to the national safeguarding officer.

Recording

On receipt of any concern, the Safeguarding Officers/lead and group leaders will make notes and keep confidential records of any disclosure or concerns they or another member has and seek advice from the relevant Social Services Department or the Police if appropriate.

Those involved will ensure that their recording of disclosures, incidents, assessments, referrals and case discussions are all sufficient, accurate, concise, up-to-date, legible, dated, and factual. When recording details, it is important not to jump to conclusions or judge the situation and to remember that the role of the safeguarding officer is to refer to appropriate agencies, not to undertake an investigation. Concerns should be noted carefully and supported by factual evidence. Opinions should be kept to a minimum and distinguished from any factual evidence. These records must be stored in an individual file and held securely in a manner that safeguards the individual's right to privacy and security. These records are available to authorised individuals on request and may be used as evidence in any subsequent proceedings or in civil or criminal prosecutions.

Note: once those involved have passed on their records, they have no right to know what happens next. They will only receive more information about the case if they are required to be part of civil or criminal proceedings e.g. as a witness. They must refrain from talking to other team members or outside persons about the safeguarding concern (with the exception of the Safeguarding Officers, the Police or Social Services).

Disclosure of Abuse

Where a member receives a disclosure of abuse from a child or vulnerable adult they must:

1. Ensure they **do not promise confidentiality** to anyone wishing to share a secret. This is important as all safeguarding matters must be shared with the Safeguarding Officer, the Police or Social Services.

2. **Listen**-if the disclosure is particularly complicated it may be appropriate to ask permission to make notes as the disclosure is made to ensure nothing is missed. The team member hearing the disclosure can ask the child or adult to repeat something if it has not been said clearly, but must only ask questions to clarify information-not to investigate.
3. **Reassure**-making a disclosure of abuse can be a frightening process and often the child or adult is afraid that they won't be believed. Reassuring them that they have been brave and that the information will be passed on is vitally important.
4. **Record**-notes should be made as soon after the disclosure as possible. The notes should reflect what the child or adult at risk has said in their own words. The record should be signed and dated.
5. **Report**-the record must be passed on to a Safeguarding Officer at the earliest possible opportunity and the child or adult at risk told what will happen next.
6. Where a complaint is made by or against an ecclesiastical member, the Safeguarding Officer will refer it to the Lieutenant who will refer it to the Grand Prior for further directions and if appropriate, for referral to local diocesan procedures.

The Safeguarding Officers will ensure that the trustees of the Charity are informed of any incident, concern or allegation of abuse. If a matter reaches the threshold, the trustees must also notify the Charity Commission, following the Commission's 'Serious Incident' guidelines in the event of an incident, or suspected incident, during or resulting from a Charity activity.

Where a child or adult at risk makes a disclosure of abuse to a member of the Charity team they must **never**:

1. Trivialise, minimise. dismiss or ignore allegations of abuse.
2. Assume that somebody else will take responsibility for reporting/addressing concerns and making referrals.
3. Explore the details, other than to gain enough details to report on the matter.
4. Seek to prevent them from disclosing the information.
- 5.

It is important that everyone in the Charity is aware that the person who first encounters a case of alleged or suspected abuse is not responsible for deciding whether or not abuse has occurred. That is a task for the professionals involved in working in the protection of children or Adults at Risk, or the Police.

If a child begins making a disclosure of abuse to a member who feels unable to cope with what they are hearing, they should gently halt the conversation and contact a Safeguarding Officer immediately. If the Safeguarding Officer is unavailable, the team leader should take over the conversation.

The wellbeing of members is of great importance. If a disclosure has been made which has caused upset to the person hearing it, the Charity will endeavour to offer or facilitate counselling or support if requested.

Whistleblowing

Members are encouraged to act when suspicious that abuse is occurring during the course of pilgrimage activity, no matter what the setting, who the perpetrator is or who the victim is. The Charity will respect and not penalise those who stand up for anyone who is suspected of being abused.

Members have a responsibility to report any occurrences or suspicions of abuse. Staff who report abuse may be protected by the Public Interest Disclosure Act 1998.

Domestic Abuse

Where a report is received of an incident of domestic abuse which has taken place whilst a child or Adult at Risk is in the home, this must be treated as a disclosure of abuse and should be passed on to the Safeguarding Officers with immediate effect. Where an incident of domestic abuse is reported and there is no child or Adult at Risk present, staff and volunteers must refer the matter to the safeguarding officer, so that they can ensure that the appropriate action is taken in liaison with the individual subject to the domestic abuse. Where Charity staff or volunteers witness an act of domestic violence, they must contact the Police immediately.

For advice or information about anything relating to domestic violence the Safeguarding Officer should contact the National Domestic Violence Helpline on: 0808 2000 247.

Use of Images

The Charity recognises that protecting and upholding the rights of children and Adults at Risk is of paramount importance and this includes on the internet and other promotional materials. The Charity endeavours to present children and Adults at Risk in a positive, empowering and dignified manner. Furthermore, images will only be used where the child or adult at risk and their parents/guardians/carers give their informed consent. The following principles will be adhered to:

- On visits to parishes and school's permission to take images will be sought from the parish priest, relevant teacher or other senior person.
- The Charity will explain to the subject and their parent/guardian how and where the images will be used and will adhere to this.
- Images used on the Charity website and social media pages will not be used on personal social media pages.

(NB: External media, television crews and journalists are usually responsible for obtaining their own informed consent from clients.)

- Applying agreed procedures for protecting children and adults at risk to all those who visit them.

While the majority of those who come into contact with children and Adults at Risk, in the course of the Charity's activities are safe individuals, it is imperative that we learn from the safeguarding concerns raised regarding the Catholic Church historically, and do not assume that anyone involved with the Charity is automatically safe to be with children or adults at risk. Therefore, everyone must always be vigilant, ensure safer recruitment is completed fully, be confident to report any concerns and take sensible measures to protect children and adults at risk to minimise risk. This will include both the planning, preparation and in practice across the work of the Charity.

If any member of a visiting group has concerns, they should raise them with the Safeguarding Officer or group leader. If it is felt that the matter has not been managed effectively, the issue can be reported to the trustees of the Charity, or report the matter directly to statutory agencies.

Displaying Information

The Charity will ensure that this policy is displayed on its website and that any changes to the name and contact details of the Safeguarding Officers are updated.

Disclosure of Information

Any allegation by or in respect of an ecclesiastical member, alongside our statutory duties, will be referred to the Grand Prior, (The Charity's senior ecclesiastical member, who currently is the Catholic Archbishop of Southwark) for directions ,and referred to appropriate episcopal procedures for investigation.

All safeguarding information received by the Charity will be treated with confidentiality. The information will only be disclosed to third parties such as statutory agencies when it is necessary to do so to keep people safe, report a concern or other legislative requirements.

Personal and/or private information about members will remain confidential to the Charity and will only be shared with others when it is required due to:-

- Permission is given by the person about whom the information is held, or
- There is an overriding justification to share information without the person's consent or
- government legislation demands
- Statutory agencies' request
- Another agency such as a diocese requests the information and it meets the threshold for sharing under GDPR.

For further information on the management and handling of data please see our GDPR policy.

Criminal convictions

The Charity conducts its own investigations in relation to safeguarding principles concerning every potential candidate for admission. All applicants for membership of the Charity must complete a voluntary application form before admission. Details of criminal convictions (except those 'spent' under the Rehabilitation of Offenders Act 1974 and driving matters) must be provided so an adequate risk assessment can be undertaken. The Charity reserves the right to refuse membership should they feel it is necessary.

A copy of this policy is placed on the public section of the Charity's website.

Signed.

Michael D Byrne

Position in the Charity: Lieutenant

Dated: 17 September 2023

