

Lead Sponsor Logo



# **Community Sponsorship Scheme**

## **Safeguarding & Promoting Welfare**

### **National Policy and Procedures**

### **For Non-Diocesan Charities**

**Name of Community Sponsorship Project:**

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**Project Contact Details:**

<b>Lead Sponsor</b>	<i>Caritas Diocese of xxxx</i>	<i>Oxxx xxx xxxx</i>
<b>Community Sponsor (CS)</b>	<i>St Alphonsus, xxxxxx</i>	
<b>Lead Sponsor Coordinator</b>		
<b>Lead Sponsor Safeguarding Lead</b>		
<b>CS Project Lead</b>		
<b>CS Safeguarding Lead</b>		

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## **2. SCOPE OF POLICY**

The following Policy has been developed jointly by <insert name of Lead Sponsor here>, Caritas Social Action Network and the Catholic Safeguarding Advisory Service, specifically for Community Sponsorship Schemes, and is congruent with the safeguarding policy and procedures of the Catholic Church in England and Wales.

This policy and related procedures apply to all those who are actively involved, in whatever role or function, in the provision of resettlement support to a refugee family arriving in the UK under the Community Sponsorship Scheme ('the Scheme').

The purpose of this policy is to safeguard refugee family members, whether children or adults, receiving resettlement support under the Scheme, and Caritas and/or Diocesan staff and volunteers supporting families under the Scheme.

This policy creates a framework within which safeguarding concerns will be assessed and considered, in a manner which respects the dignity, humanity and right to privacy of all those involved in the resettlement process, whilst promoting the welfare and human flourishing of every individual family member being supported under the Scheme.

All Caritas and/or Diocesan staff and volunteers involved in the Community Sponsorship Scheme will be expected to read, understand and adhere to this safeguarding policy and to participate in any ongoing training that may be required.

## **3. POLICY STATEMENT**

Safeguarding goes to the very heart of Christian ministry and mission, which is about nurturing individuals to fulfil their potential, whilst ensuring everyone is safe and protected from harm and abuse.

Every human being has a value, which we acknowledge as coming directly from God's creation in his own image and likeness. We believe therefore that all people should be valued, supported and protected from harm. We especially recognise the personal dignity and rights of people whose needs or circumstances place them at risk, and towards whom the Church has a special responsibility.

We will undertake appropriate steps to maintain a safe environment, by practising fully and positively Christ's Ministry towards families whom we support under the scheme, responding sensitively and compassionately to their needs in order to help keep them safe from harm.

We are committed to safeguarding as an integral part of the life and ministry of our scheme and the 'best interests' or 'paramountcy principle', which underpins and is enshrined in adult and child protection legislation, shall be the primary consideration in all matters of safeguarding.

We will always report allegations of abuse to the statutory agencies, ensuring they are dealt with promptly and properly, and where appropriate, perpetrators are held to account. We will act in an open, transparent and accountable way in working in partnership with social care services, the Police, health agencies, probation services and other relevant agencies to safeguard children and adults at risk and assist in bringing to justice anyone who has committed an offence against a child or adult.

#### **4. KEY PRINCIPLES & VALUES**

The following principles and values underpin Catholic-managed and supported Community Sponsorship Schemes in England and Wales:

- We recognise that everyone has the right to live their life free from violence, fear and abuse and to be protected from harm and exploitation;
- We recognise that adult family members have the right to their own independence and agency, and that our role is to promote and facilitate the empowerment and self-sufficiency of the families we support as soon as possible;
- We embrace our role in supporting children to achieve their full potential in an environment where they are protected from exploitation, abuse and maltreatment;
- We will act constructively within the guidance as set out in Working Together to Safeguard Children 2018, Keeping Children Safe in Education 2018, the Care Act 2014, the Social Services and Well-being Act (Wales) 2014, and with associated statutory and good practice guidance;
- We will be proactive and intervene when it appears that children need to be made safe from harm, whether the risk of harm is neglect, sexual abuse, physical abuse, emotional abuse, online abuse, domestic abuse, female genital mutilation, grooming, child sexual exploitation, bullying and cyber-bullying or child trafficking;
- We will work in partnership with other agencies and not act alone;
- We will act in an open, transparent and accountable way in working in partnership with Children's Social Care Services, Adults' Social Care Services, the Police, Health Agencies, Probation Providers and other agencies to safeguard children and assist in bringing to justice anyone acting in the name of the Church who has committed an offence against a child or adult;
- We will share information and work in partnership with diocesan safeguarding offices where there are concerns about individuals who have, or are believed to have, other roles within the Church that bring them into contact with children or adults who may be at risk;

- We will respond sensitively, respectfully and seriously to anyone who brings concerns or allegations to its attention;
- We will make pastoral support available to children and their families being supported by the scheme where there have been concerns and allegations of some form of harm or maltreatment of a child.

## **5. ROLES & RESPONSIBILITIES OF CS VOLUNTEERS**

### **Safeguarding Responsibilities**

- to safeguard and promote the welfare of children and adults being resettled under the scheme;
- to be aware of the signs and indicators of abuse and know what to do, and to whom to speak, if they become concerned about a child or adult, or if a child or adult discloses abuse;
- to be familiar with all r policies, procedures and documents that relate to the scheme, whether produced and /or referred to by CSAS, Caritas Social Action Network or the CSAN member charity or Diocese acting as Lead Sponsor for the CS project for which they are a volunteer;
- to comply with the applicable Memorandum of Understanding for the CS project for which they are a volunteer;

### **CS Project Lead**

The CS group will appoint a Project Lead to lead and coordinate all aspects of the project, from preparing an application through to delivery of the group's Resettlement Plan. The Project Lead acts as the group's spokesperson with the Lead Sponsor, Home Office, Local Authority and other agencies, and will also have an ongoing support role with the family.

### **CS Safeguarding Lead**

The CS group will appoint a designated Safeguarding Lead who will offer ongoing support and advice to the group on safeguarding matters, reporting into and working co-operatively at all times with the Safeguarding team for the Lead Sponsor.

The group's Project Lead and Safeguarding Lead will be jointly responsible for:

- ensuring familiarisation with this Policy and that it is understood and followed by all members of the group
- liaising with the family and the Lead Sponsor Safeguarding Lead following any safeguarding concern, issue or incident, in line with the Policy;
- ensuring all group members receive appropriate safeguarding training as required by the Lead Sponsor;
- liaising with the Lead Sponsor to facilitate timely processing of DBS checks for all applicable members of the group as directed by the Lead Sponsor;

### **Family Welfare, Education and Family Support Teams**

The Community Sponsorship group will appoint suitable people, in each of these categories, sufficient to enable the family to settle within their new community, access health, welfare, financial and educational services, develop English language skills and become familiar with all local services and amenities. More detailed role descriptions are set out in **Appendix A – CS Group Roles: Enhanced DBS.**

### **Accommodation, Finance and Work & Benefits Teams**

The Community Sponsorship group will appoint suitable people, in each of these categories, sufficient to source and furnish suitable family accommodation, administer the group's Sponsorship Fund, support and enable the family to manage their own finances, receive welfare benefits and find suitable voluntary and paid employment. More detailed role descriptions are set out in **Appendix B – CS Group Roles: No DBS.**

### **Chair, Secretary, Fundraising and Other Back-Office Roles**

The Community Sponsorship group will appoint suitable people in these and other roles, as necessary, sufficient to help ensure effective planning, preparation and delivery of the two-year project. More detailed role descriptions are set out in **Appendix B – CS Group Roles: No DBS.**

## **6. SCHEME RECRUITMENT**

### **Equality and Diversity**

It is against the law to discriminate against anyone because of their age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, pregnancy and maternity (known as protected characteristics). In addition to our legal responsibilities, we are committed to building and reinforcing a culture where people value each other and treat each other with dignity and respect.

We recognise that people from different backgrounds can bring fresh ideas and skills. We value diversity and welcome interest from all sections of the community. We aim to ensure that people with disabilities are given an equal opportunity to become Community Sponsorship volunteers. In so doing, we will fully consider making reasonable adjustments to operating practices, equipment and premises to ensure that a disabled person is not put at a substantial disadvantage due to their disability. In addition, where someone becomes disabled, every effort will be made, through reasonable adjustment, retraining or redeployment as appropriate, to enable them to remain in the service of our scheme.

Appointment to a specific role within the scheme will be determined by personal merit and suitability, in context with our missionary purpose and goals. All applicants will be recruited through the same safe recruitment procedures.

As part of our commitment to ensuring that children, young people and adults are kept safe from harm, we will apply robust selection and appointment processes to anybody who is applying to a role that gives them direct access to children or adults. Where the role is eligible for a criminal record check, we will not make any appointment to the role until a satisfactory DBS disclosure has been received. If subsequent to appointment, the appointee is convicted of an offence, allegations are made or safeguarding concerns arise, the appointee is required to inform the Lead Sponsor's Safeguarding Lead so that interim safeguarding arrangements can be made.

### **Stage 1 – Pre-selection and appointment**

For all volunteer recruitment to the scheme, the need for the appointment and the nature of the role will be clarified and confirmed by the Community Sponsorship coordinator for the Lead Sponsor (Lead Sponsor Coordinator) along with the applicable safe recruitment procedures, including DBS disclosure, for the role applied for.

Where a DBS disclosure is required, applicants will be provided with a Policy Statement on the Recruitment of Ex-Offenders.



The role description will include:

- a summary description of the work that reflects the specific nature of the role;
- the specific aspect of the role that justifies the requirement for a DBS Disclosure (where appropriate);
- a list of responsibilities, including the responsibility to become familiar with the policies and procedures of our scheme;
- *the duty to create a safe environment and to promote safe practice, minimise all risks of abuse and act to report concerns and/or allegations.*

The applicant must complete a Volunteer Registration Form that has been approved for use by their Lead Sponsor. The applicant will be asked to confirm their eligibility to volunteer in the UK and provide the details of two referees from whom permission has been obtained for the purpose of providing a reference.

The applicant must also complete a self-declaration in respect of any currently ongoing criminal proceedings or investigations and/or any previous criminal convictions or cautions.

### Stage 2 – Interview/formal discussion

Volunteers applying for key roles, such as Project Lead and Safeguarding Lead, may be required to attend an interview or formal discussion to assess their suitability for the role, including experience and skills, motivation and attitude. The interview/formal discussion will also be used to inform the applicant about the requirements of the role, expectations, time-commitment, training and support provisions.

### Verification of identity

This will take place either at interview/formal discussion or as part of the DBS application process. For roles that are not eligible for DBS Disclosure, the appointing person should verify the identity of the applicant in line with the [DBS identity verification guidelines](#) and using this form for [DBS3a - applicants from the UK or EEA & volunteers from outside the UK or EEA](#) or this form for [DBS3b - applicants from outside the UK or EEA \(not volunteers\)](#).

For roles that are eligible for DBS disclosure, identity will be verified as part of the DBS application process that will be conducted by the Lead Sponsor or applicable Diocesan safeguarding office for the project.

### Uptake of satisfactory references

Two references will be sought (from referees other than relatives or the current Parish Priest or Deacon) directly from the referees using the applicable Volunteer Reference Form. Generic references or those addressed for example "to whom it may concern" will not be accepted.

References will be checked to ensure they are authentic, and will be followed up with the referee by telephone or face to face discussion where there are doubts about authenticity, or where there are negative or ambiguous statements, or gaps in the information provided that indicate further information is required, or inconsistent information that requires clarification.

Where they are not the same person, the Lead Sponsor Safeguarding Coordinator will consult with the Diocesan Safeguarding Coordinator, and vice versa where applicable, in relation to any safeguarding concerns that arise on a reference, for example where an individual is a volunteer for the Community Sponsorship Scheme as well as within a parish.

### DBS Disclosure

The Lead Sponsor has overall responsibility for ensuring appropriate criminal record and other background checks are undertaken, including checks via the Disclosure & Barring Service (DBS), for all scheme volunteers. DBS checks are usually undertaken by the Lead Sponsor. However, where the Lead Sponsor is a separate charity from the Catholic Diocese in which the scheme operates, or the Lead Sponsor is a Caritas initiative of the Diocese itself, the Diocesan safeguarding team may undertake the appropriate DBS checks on behalf of the Lead Sponsor, provided this is by mutual agreement.

DBS disclosure applications for <name of scheme> will be processed by <name of Lead Sponsor> or <name of Diocese>.

The need for the appropriate level of criminal record check for each volunteer will be determined in accordance with the national role list (See Appendices A & B) for Catholic Community Sponsorship Schemes.

The applicant will be required to give their prior consent to the processing of a DBS application using the DBS17 Form in the [CSAS national safeguarding procedures forms library](#)

The DBS application process will only commence once the need for the role, and the potential suitability of the prospective volunteer, has been provisionally confirmed by the Lead Sponsor. Where DBS checks are to be carried out by the Diocesan safeguarding team, the CSAS National Database will be checked before any new application is made to the DBS, to determine whether an existing suitable check has already been made and whether relevant risk information is available. The details of any new application will be added to the National Database.

### Self-disclosure of convictions

In accordance with the DBS Code of Practice, anyone seeking to work with children or adults, whether in a paid or unpaid capacity, must be provided with an opportunity to self-disclose relevant conviction information. Self-disclosure would normally be included within the applicable Volunteer Registration Form for the project.

The Lead Sponsor's Safeguarding Lead may discuss the content of any self-disclosure with the volunteer applicant before proceeding with the DBS disclosure application. The Lead Sponsor's Safeguarding Lead may make a recommendation to the Lead Sponsor Coordinator for the scheme, in respect of proceeding further with the appointment.

The Catholic Safeguarding Advisory Service (CSAS) can be contacted for advice in the event there is uncertainty about how to proceed in light of information declared on a safeguarding self-declaration form.

### Disclosure results

Once a Disclosure application has been processed by the DBS, the Disclosure certificate will be sent to the applicant directly from the DBS.

For paper applications (applications not processed via E-bulk) the applicant must provide the original certificate to the Lead Sponsor, who will advise the Project Lead whether they can proceed with the appointment.

E-bulk applications are notified electronically to the Lead Sponsor, or Diocesan safeguarding office where applicable, when they have been completed by the DBS, and the disclosure outcome will also be made available electronically. If the electronic notification of the outcome is 'clear' then there is no need to see the original certificate and the Lead Sponsor will advise that the appointment can proceed.

If the electronic notification of the outcome advises that the original certificate must be seen, then the applicant must submit the original certificate to the Lead Sponsor.

Whether a paper or E-bulk application, if the disclosure certificate is blemished, the Lead Sponsor's Safeguarding Lead will risk assess the content and make a recommendation about the appointment.

Where it is necessary to see the DBS Disclosure Certificate, individuals must submit their original certificate to the Lead Sponsor or Diocesan safeguarding office within 28 days from the date of issue stated on the certificate and be asked to confirm the accuracy of the Disclosure information. Failure to submit the Disclosure to the counter-signatory within this timeframe will require that a new Disclosure application be completed because the accuracy of the former Disclosure will not be assured after 28 days.

The applicant will be notified by the Lead Sponsor that they cannot commence in the role until the disclosure has been further assessed and reviewed and a final appointment decision reached.

Where the disclosure certificate provides information that suggests the individual might be a risk to children or adults as a consequence of their involvement with the scheme, the Lead Sponsor Safeguarding Coordinator will consider what other actions need to be taken. Information will be shared with the Diocesan Safeguarding Coordinator if the individual holds dual roles within a Diocese.

Conviction information will be assessed in accordance with the national safeguarding policy and procedures for managing [blemished SSDs and disclosure certificates](#).

### Stage 3 – Appointment

Appointments will **not** be confirmed until a satisfactory DBS Disclosure has been received.

Volunteers are required to sign a Volunteer Agreement to indicate that they have received and understood their job/role description and Volunteer Handbook. This will include a signed Memorandum of Understanding ('MoU') between the Lead Sponsor and the Community Sponsorship group for which they are a volunteer. The Volunteer Agreement will also confirm that the volunteer agrees to adhere to the MoU, including familiarisation and compliance with all applicable safeguarding and all other policies and procedures as set out in the Volunteer Handbook.

Volunteer Agreements and signed MoUs will be retained by the Lead Sponsor for the lifetime of the project.

## **7. TRAINING**

All volunteers and paid roles participating in our scheme who have direct contact with children and adults, are required to complete the free EduCare national training to inform and support their practice.

Depending on the role, different levels of awareness of safeguarding practice will be required:

- if the role involves contact with or access to children and young people or their information, **the Safeguarding Children & Young People e-Learning Pathway must be followed;**
- if the role involves contact with or access to adults at risk, **the Adults at Risk e-Learning Pathway should be followed;**
- if the role involves contact with or access to both children & young people *and* adults at risk, including access to their information, **both e-Learning Pathways should be followed concurrently.**

In addition, all roles will be required to complete the Home Office's e-learning training on Prevent:

<https://www.elearning.prevent.homeoffice.gov.uk/edu/screen1.html>

For further information about protecting people from radicalisation and PREVENT, see **Appendix C**.

All roles are also advised to be aware of Home Office guidance in relation to individuals who may be at risk of being drawn into Serious & Organised Crime:

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/408585/6\\_162\\_HO\\_SOC\\_PI\\_Guidance\\_Mar2015\\_v10\\_FINAL\\_270215\\_WEB\\_2\\_.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/408585/6_162_HO_SOC_PI_Guidance_Mar2015_v10_FINAL_270215_WEB_2_.pdf)

In addition to online training, volunteers in lead roles will be required to attend locally arranged resettlement training delivered by Reset Communities & Refugees, including modules on cultural awareness and on scenarios common to working with resettled refugees.

The Lead Sponsor will also deliver, or make available, face-to-face basic safeguarding training for Community Sponsorship volunteers, prior to them working with refugee families.

## **8. INFORMATION SHARING & DATA PROTECTION**

### Confidentiality

Volunteers may, in the course of fulfilling their role become aware of personal or other confidential information, some of which may fall within the scope of the General Data Protection Regulation (2016) and the Data Protection Act (2018). The confidentiality of this information must be respected by all volunteers.

Volunteers must not use information obtained in the course of their work for personal gain or benefit, nor should they pass it on to others who might use it in such a way.

### Confidentiality and reporting concerns and allegations

When a report is made about risks of harm to a child or an adult, the person making the allegation or raising the concern is often concerned to do so 'in confidence'. It needs to be made clear that full confidentiality can never be promised. It is important to explain why, as well as how the information that is about to be shared will be managed.

Reassurance should be given that the information will be shared only with people who need to know, and only in order to take action to intervene and protect the child or adult.

Additionally, reassurance about the security of records and the security of the information sharing process and record keeping should be given.

Refugee families should be provided with a Data Consent Form within one week of their arrival in the UK. The Data Consent Form sets out what family members can expect to be done with their personal information, and will require families' signed consent for their personal information to be recorded, including via daily or regular online log reports that will be held securely and may be shared, where strictly necessary in the family's best interests, with external agencies.

Confidentiality is often confused with secrecy and remaining anonymous in reporting and referring concerns or allegations. Anonymity can be agreed where the report is coming from a parishioner or other member of the local community and is being passed to the statutory authorities via the Safeguarding Coordinator, but only and in agreement with the statutory authorities e.g. the Police or Children's Social Care Services /Adult Social Care Services. Total anonymity cannot be agreed as the circumstances may develop into a criminal process.

If there are concerns about the safety of the person reporting, this must be clearly recorded and taken into full account when reaching an agreement with the Social Care Services and the Police.

Where a person in a formal role within the Lead Sponsor organisation or the Church raises a concern or reports an allegation, they cannot do so anonymously.

### Information Sharing

The general principle is that the subject's informed consent will always be sought for the sharing of information pursuant to delivery of the scheme. The exceptions to this include where to seek consent would:

- place the child or others at increased risk of Significant Harm, or
- place an adult at significant risk of serious harm, or
- undermine the prevention, detection or prosecution of a serious crime (i.e. any crime which causes or is likely to cause Significant Harm to a child or serious harm to an adult or which involves dishonesty, unfitness or incompetence, or other seriously improper conduct), or
- undermine the ability to seek legal advice or enable others to seek legal advice or conduct legal or other regulatory proceedings.

This may be the case where making a referral to Children's Social Care Services, Adult Social Care Services or the Police.

The safety and welfare of a child or an adult must be the primary consideration when making decisions on whether to share information about the child or adult. Where there is concern that the child has suffered, or is likely to suffer Significant Harm, the child's safety and welfare must be the overriding consideration. Similarly, where there are concerns about the safety of

an adult, their welfare takes precedence and information must be shared where a crime is suspected.

Where information is shared, those doing so must ensure it is accurate and up-to-date, necessary for the purpose for which they are sharing it, minimised, shared only with those people who need to see it, and shared securely.

- before sharing information, the following questions should be considered. Does the person:
  - need to know the information?
  - need to know *all* the information?
  - for what purpose does the person need to know the information?

## **9. WORKING WITH FAMILIES**

All visits to families will be scheduled, and the family will know who is due to visit, when they are visiting and the purpose of the visit.

Scheme volunteers are not permitted to make unscheduled visits to families, on behalf of the scheme, without the prior agreement of the Lead Sponsor Coordinator, and must adhere to any specific conditions required by the Lead Sponsor when giving their consent for unscheduled visits.

### Home visiting and community visits

Volunteers are required to abide by the Code of Conduct that has been approved for use with their project by the Lead Sponsor Coordinator, both in every interaction with families and in scheme activities more broadly.

To safeguard the interests of family members and volunteers, at the outset all visits are to be made in pairs, and this will continue for a *minimum* of two calendar months from the family's arrival date.

This may be reviewed at an appropriate juncture thereafter, but only with the agreement of the Lead Sponsor and at their sole discretion. Lead Sponsor consent for visits by lone volunteers will be subject to a full Risk Assessment, and volunteers must adhere to any specific conditions as required by the Lead Sponsor when making lone volunteer visits.

In exceptional circumstances, it may be necessary for an individual volunteer to visit the family alone within the first two months. Any such visit, or series of visits, should only be made after a need-specific Risk Assessment has been undertaken by the Lead Sponsor Safeguarding Lead, and following their agreement and that of the Lead Sponsor Coordinator.

A written record must be made of the decision of the Lead Sponsor Coordinator, and the log record for all such visits must make clear that the visit was made by an individual rather than a pair. If circumstances or arrangements change, the situation should be subject to a further Risk Assessment by the Lead Sponsor Safeguarding Lead.

Children should be chaperoned by their parent so that they are not in a 1:1 situation with volunteers.

It is recognised that for religious and cultural reasons, opposite-gender visiting may not be appropriate in some instances. Volunteers are expected to be sensitive to this and ensure that wherever necessary same-gender only visits will be undertaken.

### Financial Gain

Any gifts from families must be immediately notified to the CS Project Lead and must be handled in accordance with the approved Code of Conduct for the project.

Individual volunteers must not receive any material or monetary gain from their activity as a volunteer. It is inappropriate to take any form of personal payment for services, or to benefit personally from significant gifts from the resettled family. Receipt by any volunteer of payments or "significant" gifts from a resettled family member will result in a safeguarding investigation.

If the resettled family expresses a wish to make a gift to a volunteer then the volunteer should encourage the family member to pray for them, their family and for our scheme instead.

Where a low value gift is received that it would seem churlish to return, such as a box of chocolates or pot plant etc., this should be accepted but declared on the log report for that visit, shared with the CS group as a whole and minuted at the next CS group meeting. Money should never be accepted. Any gift of greater value than £20 would generally be considered "significant".

### Families Sending Money to Family Members Abroad

Sponsors should be aware that there are security and safeguarding concerns around families sending money back home to relatives, particularly in the Middle East and North Africa (MENA) region and other conflict zones and volatile regions around the world. Volunteers are required to be particularly vigilant to the issue. If families want to send money to their relatives overseas, volunteers should explain to them that this must not be to the detriment of meeting their own family's needs here in the UK. Families must also be advised to use regulated legal money transfer processes only. Sponsors should contact their Home Office Contact Officer for advice or if they have any concerns.



## Online Log Reports

Volunteers are required to complete a secure online log report after every visit to or other planned interaction with the resettled family. A log report is required for all visits to the family home, as well as all external appointments or other planned activities with the family e.g. shopping, bank, Jobcentre Plus, GP surgery. Basic factual information only is required in the log report. In the event of a safeguarding incident or concern arising during the visit or interaction, the appropriate safeguarding escalation procedures should be followed, including completion of a separate safeguarding incident report form (IRF) where advised by the Lead Sponsor Safeguarding Lead.

In those circumstances, the log report should briefly refer to the incident or concern and confirm that a separate IRF has been completed, and by whom, with full details of the incident or concern.

## **10. HEALTH & SAFETY**

The Lead Sponsor has overall responsibility for health and safety, and for ensuring that all schemes for which they act as Lead Sponsor comply with their legal responsibilities.

It is the duty of the Lead Sponsor and their registered volunteers to adhere to the applicable Health & Safety policy and procedures, and the Lead Sponsor is responsible for ensuring the necessary funds and resources are provided in order to fulfil its legal responsibilities.

The Lead Sponsor, their paid staff and volunteers shall be committed to ensuring all their interventions with families are safe, and will do whatever they can to ensure the health, safety and welfare of families and volunteers, as well as any visitors to families and Community Sponsors pursuant to the scheme, including ensuring any potential risks are identified and minimised.

For more information about Health and Safety Legislation follow this link:

[Health and Safety at Work etc Act 1974 - legislation explained](#)

## Risk Assessment

Risk Assessments are an integral part of creating safe environments. A risk assessment is a written evaluation of what might cause harm to people and the steps being taken to prevent harm.

When planning support for a family, a risk assessment for the project will be completed and brought to the attention of all volunteers, who will also be made aware of their areas of responsibility, relevant health and safety procedures and safeguarding procedures.

Risk Assessments will be completed by the Lead Sponsor Safeguarding Lead in consultation with the Lead Sponsor Coordinator, and will take account of the following:

- types of activity;
- premises where support is being provided – health and safety; fire safety;
- equipment;
- transport;
- participants;
- volunteer to family ratios;
- procedures;
- financial risk;
- contingency and emergency planning.

In the absence of an existing Risk Assessment form, templates and further information can be obtained from <http://www.hse.gov.uk/risk/index.htm>

The Lead Sponsor Safeguarding Lead will ensure that the premises where support is being provided and interventions with the family are risk assessed in line with current relevant legislation. Completed Risk Assessments will be reviewed annually, and additional Risk Assessments will be made in the event of any:

- significant incident that suggests a change in practice is required;
- change in legislation;
- change of premises;
- significant changes in work carried out;
- transfer to new technology; or
- other reason that warrants a new Risk Assessment;
- other reason that renders the previous Risk Assessment invalid;

#### Reporting health and safety concerns

Volunteers are expected to work safely and take care of themselves and others who may be affected by their actions or omissions.

Volunteers must report all unsafe situations, accidents or near-misses to the Lead Sponsor Coordinator, who will ensure a record is made in the Lead Sponsor's accident/incident book.

If the matter is not resolved, the concern must be escalated to the Lead Sponsor Safeguarding Lead.

## **11. FORMS OF CONTACT WITH FAMILIES**

### Use of interpreters

Face-to-face and telephone communication between volunteers and the resettled family should be facilitated either via a professional interpreting service or via a local interpreter who is known to the volunteers, is a registered Lead Sponsor volunteer and has undergone the necessary safe recruitment procedures, including a cleared enhanced DBS for child workforce.

It is essential that interpreters are asked to only translate back and forth, and not to offer their own views or interpretations of what was said by a family member or a scheme volunteer. Interpreters should be clear that any information gleaned about family members and volunteers during the course of their engagement with the scheme must be treated in strictest confidentiality. This is particularly the case where knowledge of the family's circumstances would put them at risk in any way.

All interpreters will be required to sign a Confidentiality Agreement before they engage with families and volunteers as an interpreter under the scheme. Professional interpreting services will normally have their own Confidentiality Agreement in place for all interpreters. Evidence of this must be checked prior to using their services.

### Social engagement

Social engagement is an integral part of volunteer activity under the scheme. We recognise that in supporting resettlement and integration, it may be appropriate for volunteers to participate in informal social visits or activities with families, outside of volunteering duties undertaken during the 2-year lifetime of the project. Any social contact outside of the scheme between families and volunteers should be discussed by the group and agreed with the Project Lead. Care must be taken to differentiate between volunteer activity as part of the scheme, and social contact outside of the scheme.

Socialising visits or outings with the resettled family, either in the community or the volunteer's own home, are not part of the expectations or required commitment to the scheme. If volunteers choose to socialise with the family in this way, this must be recorded on the official reporting log system as 'personal activity', to differentiate it from scheme organised activity. During these privately organised activities, the volunteer is acting for himself/herself, is not insured through the scheme and may be personally liable for any claims made. *Note to individual schemes – you are strongly advised to check the insurance situation with your individual insurers.*

Similarly, socialising with the family in their own home is a non-volunteer activity and not part of our Community Sponsorship expectations/commitments. If volunteers are invited and choose to socialise with the family in the family's home, this must be recorded on the official

reporting log system as 'personal activity' in order not to clash with formal aspects of the scheme's work.

During these privately organised activities, the volunteer is acting for himself/herself, is not insured through the scheme and may be personally liable for any claims made. *Note to individual schemes – you are strongly advised to check the insurance situation with your individual insurers.*

Families must be made aware that they are not obliged to encourage or agree to any social visits or outings outside of the formal scheme arrangements, and that they can cease such contacts at any time.

Personal contact via social media must be distinct from any scheme organised social media contact arrangements, so as to clearly differentiate for the family what is being organised under the auspices of the scheme and what is being privately arranged with individuals. Private social media contact must always be appropriate e.g. not sexualised, not include profane language, and never between an adult and a child.

#### Physical contact between volunteers and children

Physical contact must be strictly limited to social and cultural norms for formal social engagement, such as the shaking of hands only with a family member of the opposite gender.

Any physical contact should always take account of cultural and religious needs. For example, it may be inappropriate in some cultures for men and women to touch at all.

There are circumstances where touch may be unavoidable such as needing to support someone with mobility issues, or when a child initiates minor and fleeting physical contact, such as touching your hand while giving you something. However, volunteers must not initiate physical contact, and wherever possible should conduct activities with a family member where they can be seen by others.

Situations such as first aid or the prevention of imminent injury may warrant increased physical contact. In these situations, a clear record of the treatment administered must be made on the reporting log system.

Volunteers must not undertake any intimate care of a child, vulnerable adult or any member of the resettled family, nor be present when the children or any members of the family are in a state of undress, except where this is a normal aspect of a scheduled event such as a swimming trip, and must avoid any physical contact with family members in such circumstances.

If a child seeks inappropriate physical contact from a volunteer, it is the responsibility of the volunteer to sensitively deter the child and help them understand the importance of personal boundaries.

### Physical contact between volunteers and adults

If you are helping, comforting or reassuring an adult who is in distress and this requires physical contact, always ask for permission first, remain self-aware at all times and ensure that the contact is not threatening, intrusive or subject to misinterpretation. Record and minute any situation that may give rise to concern.

If you are concerned about the physical contact between a volunteer and a member of the resettled family, you must talk to the Lead Sponsor Safeguarding Lead about your concerns.

### Sexual contact

There are no circumstances in which it is acceptable for a volunteer to engage in sexual contact with any person within a resettled family.

Any form of sexual relationships with members of a family will be viewed as an abuse of trust. These will be reported to the police, and the accused person may face criminal prosecution under the Sexual Offences Act (2003) if the sexual contact is with a child, young person, or is considered vulnerable *or at risk*; even if the sexual contact begins after the child has turned 18 (the earlier relationship will be viewed as grooming).

Volunteers must not:

- have sexual relationships with children, young people and adults within the resettled family;
- have any form of communication with a child or young person or adult which could be interpreted as sexually suggestive or provocative;
- make any physical or sexual remarks to, or about, a child/young person or adult;
- discuss their own sexual relationships with or in the presence of children or young people or adults within the resettled family.

## **12. SUPPORTING PEOPLE WHO MAY BE EXPERIENCING DOMESTIC ABUSE & VIOLENCE**

People experience domestic abuse regardless of their social group, class, ethnicity, age, disability or sexuality. Where domestic abuse occurs, it is entirely the responsibility of the abuser and there are no acceptable excuses.

Children in the family are also victims of domestic abuse, directly and indirectly. Section 120 of the Children and Adoption Act 2002 defines 'harm' to include 'impairment from seeing or hearing the ill-treatment of another'. Being a victim or witness of domestic abuse can have a severe effect on a child's behaviour, health and educational attainment, including low self-esteem, withdrawal or anxiety, and behavioural problems, being overly anxious to please and unnaturally well-behaved.

Children are often more aware of the abuse than their parents realise.

In nearly all scenarios there are steps that can be taken to increase safety for the survivor and other members of the household, such as children, who may be affected.

If you become aware that someone in the resettled family is experiencing domestic violence or abuse, then a response is always required.

Where there are children in the household, you must bring your concerns to the attention of the Lead Sponsor Safeguarding Lead.

A report to statutory authorities will be made by the Lead Sponsor Safeguarding Lead, where there is reasonable cause to believe that a child or young person may be suffering or may be at risk of suffering significant harm.

### Recognising domestic violence and abuse

Domestic violent and abusive behaviour covers a broad remit and can be:

- physical such as, hitting, pushing, retraining, kicking, punching, imprisoning, forced use or removal of drugs/medication, assault with implements, etc. Domestic abuse also refers to 'female genital mutilation', forced marriage and 'honour'-based violence;
- psychological such as, blaming, demeaning, shouting, frightening, ignoring, humiliating, threatening harm to children, using the children as a weapon, ridiculing appearance and skills, setting rules about sleep, leisure time, contact with others, isolating from family and friends, threatening suicide or self-harm, and 'gaslighting' (manipulating someone by psychological means into doubting their own sanity);
- financial such as, illegal or unauthorised use of someone's property, money, keeping in poverty, demanding to know what they spend, taking over finances etc;
- sexual such as, forcing sexual activity without consent, sexual name calling, imposition of dress codes, knowingly passing on sexually transmitted infections, involving partner in sex trade or pornography etc.
- neglect such as depriving someone of food, shelter, access to medical care etc;
- spiritual such as not allowing worship, using faith as a weapon for abuser's personal pleasure or gain, using religious teaching to justify abuse or to compel forgiveness.

### Guidance on supporting someone experience domestic violence or abuse

- talk to the person and help them to open up. You may have to try several times before they will confide in you;
- try to be direct and start by saying something like, "I'm worried about you because ...." or "I'm concerned about your safety...";
- do not judge the person;
- listen to and believe what the person tells you – too often people do not believe the person when they first disclose abuse;

- reassure the person that the abuse is not their fault and that you are there for them;
- if the person has not spoken to anyone else, encourage them to seek the help of a local domestic violence agency that understands what they are going through and offers specialist support and advice;
- do not tell the person to leave or criticise them for staying. Although you may want the person to leave, they have to make that decision in their own time (research shows an abused woman is at most risk at the point of separation and immediately after leaving an abusive partner). Leaving takes a great deal of strength and courage. An abused person can face huge obstacles such as nowhere to go, no money and no-one to turn to for support;
- talk about how the person can keep themselves and their children safe;
- talk about how it isn't children's responsibility to protect their parent, but in an emergency, they could call for help from the police, go to a neighbour, or a relative or someone they trust;
- suggest a code word or action that is only known to the person and somebody who is supporting them so they can signal when they are in danger and cannot access help themselves;
- find out information about local services and suggest they identify somebody that can keep spare sets of keys or important documents, such as passports and benefit books in a safe place so that they can access them quickly in an emergency;
- focus on supporting the person and building their self-confidence;
- acknowledge their strengths and frequently remind them that they are coping well with a challenging and stressful situation;
- where appropriate, provide religious guidance emphasizing aspects of our faith which prioritise equality, the dignity of our lives, the rights to be free of violence and intimidation;
- be patient; it can take time for someone to recognise that they are being abused and even longer to take be able to take safe and permanent decisions about what to do. Recognising the problem is an important first step.

### Privacy and Confidentiality

It is important to create safe times and places for people to have an opportunity to talk about what is happening to them. When a report is made about risks of harm to a child or an adult the person making the allegation or raising the concern is often concerned to do so 'in confidence'. It needs to be made clear that full confidentiality can never be promised. Reassurance should be given that the information will be shared only with people who need to know in order to take action to intervene and protect the child or adult.

## Protection in the Family Court

If an individual needs to apply for court action to prevent abuse ongoing, there are two types of injunctions that they can apply for in the Family Courts:

- 1) an occupation order to exclude someone from their home
- 2) a non-molestation order to prevent someone from being violent, threatening violence, harassing or intimidating them

The thresholds are high for these orders so victims and survivors may need to be supported in producing appropriate evidence for the authorities.

For advice about eligibility for and support in seeking these, the individual should contact the National Centre for Domestic Violence.

## **13. MANAGEMENT OF CONCERNS & ALLEGATIONS**

Concerns and allegations must be reported to the Lead Sponsor Safeguarding Lead using the referral form at **Appendix D** the same day that the information is received by the volunteer.

If a safeguarding referral form is to be completed via e-mail the referral form must be encrypted with a password, for security reasons, with the password also being provided to the DSO via a separate method e.g. text message or over the phone.

### Children – management of concerns and allegations arising within the family

Where there is concern that a child might be suffering or is suffering from significant harm then a referral must be made to the Local Authority Children's Services Department which has a duty to find out whether there are grounds for concern that a child may be suffering or is at risk of suffering significant harm and deciding what action should be taken.

It is always good practice to seek consent from parents to share information with the local authority, but where it is considered that the child is suffering or likely to suffer significant harm, consent is not required by law. Consent should not be sought where to do so, could place the child at further risk of harm or compromise a police investigation. Examples of these circumstances include but are not limited to:

- allegations of sexual abuse by parents;
- suspicions of fabricated or induced illness by parents;
- concerns about 'honour' based violence such as forced marriage and female genital mutilation.



Working Together 2018 requires that settings refer safeguarding concerns to local authorities before they reach crisis point and request early intervention or early help support. The aim is to prevent escalation of problems to significant harm and child protection.

Unlike child protection referrals, these early intervention concerns do require the consent of families prior to referral.

If you are concerned about the welfare of a child within a resettled family, you must immediately discuss this with the Lead Sponsor Safeguarding Lead in respect of making a referral to the statutory authorities.

If a child is at immediate risk of harm a referral should be made directly to the Police and you must inform the Lead Sponsor Safeguarding Lead as soon as possible afterwards but within the same day.

#### Children – management of concerns and allegations in respect of all roles supporting the scheme

It is the policy of <insert Lead Sponsor name here> to report to the statutory authorities, all allegations of abuse made against those working in the name of the charity, regardless of whether the allegations or concerns relate to a person's behaviour in relation to their role within the charity or within another setting.

This procedure must be applied in all situations where it is alleged that somebody involved in the Community Sponsorship Scheme, whether as a member of a Catholic community or as someone engaged by a Diocese or by a member charity of the Caritas Social Action Network, on either a voluntary or paid basis:

- has behaved in a way that has harmed or may have harmed a child;
- may have committed a criminal offence against or related to a child; or
- has or may have behaved towards a child in a way that indicates they may pose a risk of harm to children.

Allegations or concerns may be about current events or something that happened in the past but is only now being reported. In either case, the response must be the same. This is particularly necessary as events in the past may have current relevance to the safety of others that might need protecting.

When a person's conduct towards a child may impact on their suitability to work with or continue to work with children, this must be referred to the local authority's designated officer (LADO) for safeguarding children. If the accused person is deceased, the LADO must still be informed because the allegation may have implications for others who continue to work with children e.g. a spouse who may have been aware of the alleged abuse but did not take action to report the matter. Where it is believed that a criminal offence may have taken place, the

matter must also be referred to the Police, regardless of whether the accused person is living or deceased.

If concerns are raised or allegations are made, the person receiving the information should observe the following practice:

- listen to the information and acknowledge what is heard without passing judgement or minimising the information;
- do not put words into the child's mouth;
- take into account the child's age and level of understanding, their culture and use of language;
- do not interrogate the child but be calm and reassuring;
- do not make promises you cannot keep e.g. not to tell anyone else;
- explain what you will do next;
- tell the child who you will need to contact i.e. the Lead Sponsor Safeguarding Lead;
- do not promise total confidentiality but explain that the information will be treated with great care and, where necessary to safeguard the child or others, the information may be shared appropriately with others who need to know;
- make careful notes as soon as you can and include dates, times of the incident and when the recording was made, who was present and sign the notes. Also make sure the form or notes are kept securely;
- provide the child with some means to contact you and be clear about how and when you will contact them to feed back what will happen next;
- never leave a child to wait to hear from someone, e.g. a Police officer or social worker, without any idea of timescale;
- do not contact the adult about whom the concerns are being raised to tell them about the information, you could be putting a child or other adult in danger, e.g. where there is domestic violence taking place, and/or prejudice any form of investigation.

#### Procedure for dealing with a concern or an allegation

<Insert Lead Sponsor Safeguarding Lead name & contact details here>

If a child is at immediate risk of harm, a referral should be made directly to the Police and the following reporting processes followed as soon as possible afterwards.

In cases where the child is not considered to be at immediate risk of harm, the person receiving the information about alleged harm must discuss the matter with the Lead Sponsor Safeguarding Lead who is responsible for making the referral to statutory authorities. If the Lead Sponsor Safeguarding Lead or their delegate cannot be contacted, the information must be passed directly to the statutory authorities and inform the Lead Sponsor Safeguarding Lead as soon as possible afterwards.

The person about whom the allegation is made must not be informed or contacted about the matter until such time that the statutory authorities have agreed this.

A decision will be taken by the Lead Sponsor Safeguarding Lead, in consultation with the statutory authorities, as to whether the role holder needs to be stood aside from their role whilst an investigation takes place. The role holder will be informed of this decision by Lead Sponsor Safeguarding Lead.

#### Allegations about conduct that do not meet the threshold for implementing safeguarding procedures

Concerns about conduct which do not meet the criteria for referral to statutory agencies must be referred to the Lead Sponsor Safeguarding Lead for consideration as to whether any further action is required to address the matter. Consideration must always be given to whether it is necessary to notify the Diocesan Safeguarding Coordinator of the matter, for example if the individual is linked to a parish or Catholic organisation within the diocese.

For more information about safeguarding within the Catholic Church in England and Wales visit: <https://www.csas.uk.net/safeguarding-resources/>

#### Adults – management of concerns and allegations in respect of all roles supporting the scheme

It is the policy of <insert Lead Sponsor name here> to report to the statutory authorities, all allegations of abuse made against those working in the name of the Church, regardless of whether the allegations or concerns relate to a person's behaviour in relation to their role within the charity or within another setting.

This procedure must be applied in all situations where it is alleged that somebody involved in the Community Sponsorship Scheme, whether as a member of a Catholic community or as someone engaged by a Diocese or by the Lead Sponsor, on either a voluntary or paid basis:

- has behaved in a way that has harmed or may have harmed an adult at risk;
- may have committed a criminal offence against or related to an adult at risk; or
- has or may have behaved towards an adult in a way that indicates they may pose a risk of harm to adults at risk.

Allegations or concerns may be about current events or something that happened in the past but are only now being reported. In either case, the response must be same.

This is particularly necessary as events in the past may have current relevance to the safety of others that might need protecting.

When a person's conduct towards an adult at risk may impact on their suitability to work with or continue to work with adults, this must be referred to the local authority's designated officer for safeguarding adults.

If the accused person is deceased, the local authority's designated officer for safeguarding adults must still be informed because the allegation may have implications for others who work with adults at risk e.g. a spouse who may have been aware of the alleged abuse but did not take action to report the matter. Where it is believed that a criminal offence may have taken place, the matter must also be referred to the Police, regardless of whether the accused person is living or deceased.

If a concern or allegation is raised by the adult themselves, the person receiving the information should observe the following practice:

- listen and acknowledge what is being said without passing judgement or minimising the information;
- be reassuring and calm;
- be aware that the person's ability to recount their concern or allegation will depend on age, culture, language and communication skills and disability;
- do not promise full confidentiality;
- ask their consent to take up their concerns;
- explain what you will do next;
- if they do not agree consult with your Lead Sponsor Safeguarding Lead;
- try to encourage and support them to share their information;
- give them your contact details and those of the Lead Sponsor Safeguarding Lead;
- give them a timescale for when and how you or the Lead Sponsor Safeguarding Lead will contact them again. Never leave an adult to wait to hear from someone, e.g. a Police officer or social worker, without any idea of timescale;
- do not contact the adult about whom the allegation or concerns are being raised to tell them about the information, you could be putting an adult in danger, e.g. where there is domestic violence taking place, and/or prejudice any investigation.

If the concerns or allegations are raised by another person or follow from observations made by a volunteer, make notes of the information and contact the Lead Sponsor Safeguarding Lead immediately.

If the information about abuse towards an adult is given by the abuser him or herself, the person who receives the information must make it clear to the person that the information must be passed to the Lead Sponsor Safeguarding Lead.

## Consent from adults to make a referral to statutory agencies

If a competent adult explicitly refuses the making of a referral, the matter must be immediately referred to the Lead Sponsor Safeguarding Lead for consideration as to how to proceed.

The British Medical Association (BMA) adult safeguarding toolkit (2011) states that where a competent adult explicitly refuses any supporting intervention, this should normally be respected.

Exceptions to this may be where a criminal offence may have taken place or where there may be a significant risk of harm to a third party. If for example there may be an abusive adult in a position of authority in relation to other vulnerable adults it may be appropriate to breach confidentiality and disclose information to an appropriate authority. Information about the allegation and the alleged abuser can be shared without naming the alleged victim.

Statutory adult safeguarding duties apply whether or not the adult lacks mental capacity. If the adult has the mental capacity to make informed decisions about their safety and they do not want any action to be taken, this does not preclude the sharing of information with relevant professional colleagues. This is to enable professionals to assess the risk of harm and to be confident that the adult is not being unduly influenced, coerced or intimidated and is aware of all the options. This will also enable professionals to check the safety and validity of decisions made. In addition, consideration must be given to whether other adults, or children, might be at risk. It is good practice to inform the adult that this action is being taken, unless doing so would increase the risk of harm.

Where there is risk to a child or another adult, adult safeguarding services should involve local authority children's safeguarding colleagues as well as any relevant partners e.g., Police, NHS or other persons relevant to the case.

## Mental capacity

The Mental Capacity Act 2005 is a law that protects vulnerable people over the age of 16 around decision-making. It has 5 main principles that we must always operate under when working with adults at risk:

- a presumption of capacity;
- an effort to support decision-making in those at risk;
- a respect for the right of individuals to make decisions that we might consider to be unwise or wrong;
- always considering the individual's best interests, and
- always selecting the least restrictive option.

An adult is deemed to have mental capacity provided they can make their own decisions, including the ability to understand information given to them, and:

- retain that information long enough to be able to make the decision;
- weigh up the information available to make the decision;
- communicate their decision – this could be by talking, using sign language or even simple muscle movements such as blinking an eye or squeezing a hand.

### Concerns and allegations relating to adults who do not meet the statutory threshold for being considered as an ‘adult at risk’

In addition to recognising the statutory threshold for determining that an individual is considered to be an ‘adult at risk’, <insert name of Lead Sponsor here> recognises that at different times and in different contexts, adults can be vulnerable.

Where allegations are made in relation to adults who are considered vulnerable but do not meet the statutory threshold, the matter should be referred to the Lead Sponsor Safeguarding Lead who will consider whether it is appropriate to implement the safeguarding procedures to address the matter.

Providing early help is more effective in promoting the welfare of an adult than reacting later. Early help means providing support as soon as a problem emerges, at any point in an adult’s life. Early help can also prevent further problems arising.

### Procedure for dealing with a concern or an allegation

If an adult at risk is at immediate risk of harm a referral should be made directly to the Police and the following reporting processes followed as soon as possible afterwards.

In cases where the adult is not considered to be at immediate risk of harm, the person receiving the information about alleged harm must discuss the matter with the Lead Sponsor Safeguarding Lead or their delegate. If neither can be contacted the information must be passed directly to <Insert relevant contact details here>.

The person about whom the allegation is made must not be informed or contacted about the matter until such time that the statutory authorities have agreed this.

A decision will be taken by the Lead Sponsor Safeguarding Lead, in consultation with the statutory authorities, as to whether the role holder needs to be stood aside from their role whilst an investigation takes place. The role holder will be informed of this decision by the Lead Sponsor Safeguarding Lead.

### Allegations about conduct that do not meet the threshold for implementing safeguarding procedures

Concerns about conduct which do not meet the criteria for referral to statutory agencies should be referred to the Lead Sponsor Safeguarding Lead for consideration as to whether any further action is required to address the matter. Where the Diocesan Safeguarding Coordinator is not

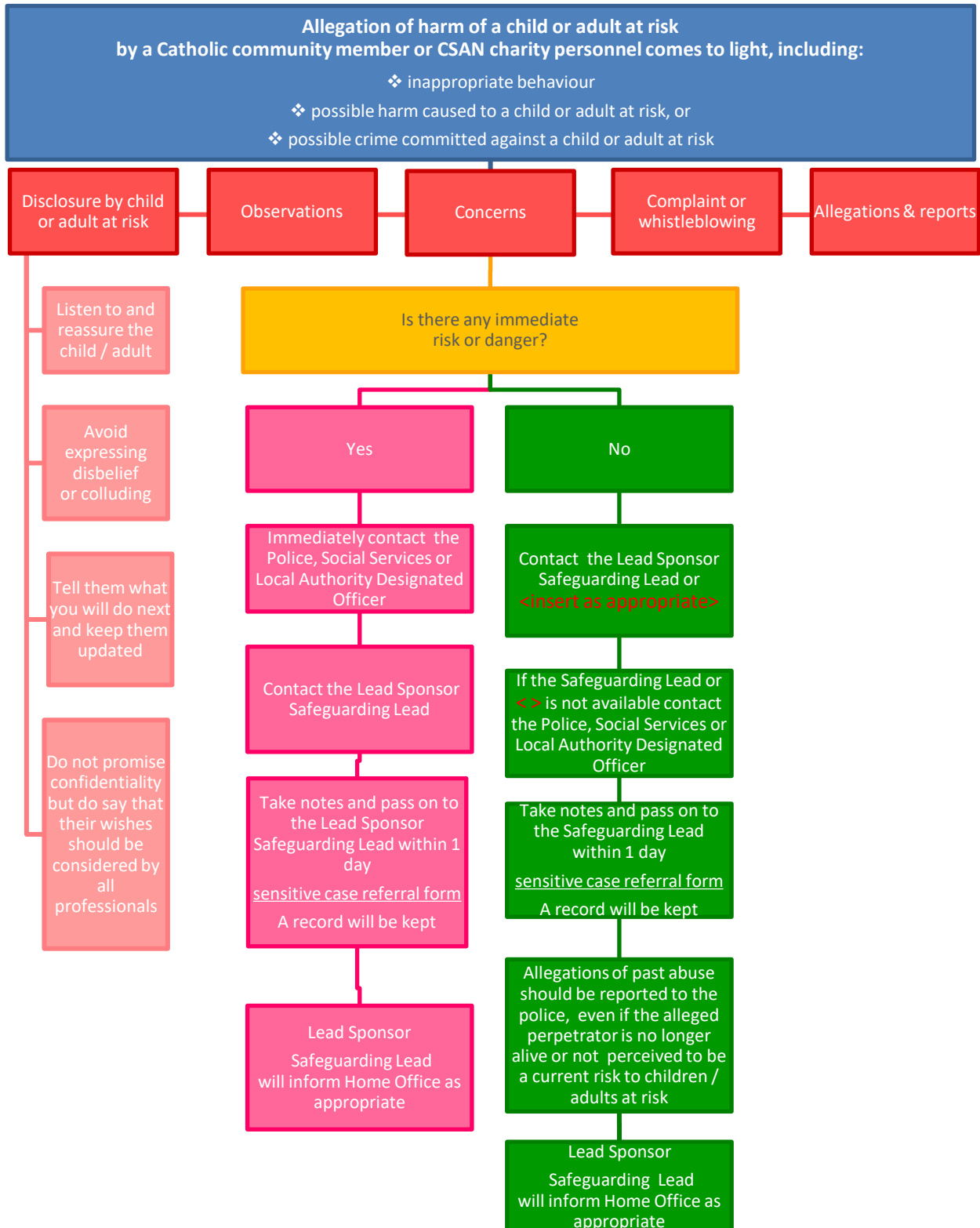
the same person, consideration must always be given to whether it is necessary to notify them of the matter, for example if the individual is linked to a parish or Catholic organisation within the diocese.

### **Adults - management of allegations and concerns**

In all cases of child or adult abuse the Lead Sponsor Safeguarding Lead will inform the Home Office using the Cases of Interest notification form (see GUIDANCE ON MANAGING & REPORTING CASES OF INTEREST – p32).

## 14. FLOWCHART- RESPONDING TO ALLEGATIONS OF ABUSE OR CONCERNS ABOUT CHILDREN AND ADULTS AT RISK

All concerns must be brought to the Lead Sponsor Safeguarding Lead. **Never delay taking action.** If you are unable to contact the Lead Sponsor Safeguarding Lead or their delegate, you can contact the Catholic Safeguarding Advisory Service (CSAS) if you require advice.





## **15. CASE RECORDING & RECORD-KEEPING**

The person receiving the information about the allegation must make a detailed written record of what they have been told and by whom in addition to completing the Cases of Interest notification form. This written record must be provided to the Lead Sponsor Safeguarding Lead by noon the following working day.

Paper records must be kept securely in a locked filing cabinet and shared only with people who are entitled to have the information, in accordance with the requirements of the General Data Protection Regulation 2016 and the Data Protection Act 2018.

### **Standards for recording concerns or allegations**

- when a disclosure or allegation is made in person, whenever possible and practical, notes are to be taken during the conversation;
- where it is not possible or appropriate to take notes at the time, a written record must be made as soon as possible afterwards and always before the end of the day, using the Safeguarding Incident Referral Form.
- the person making the disclosure or allegation must be advised at the time that a written record will be made and the importance of making a record of information must be explained;
- the person making the disclosure must be informed that they can have access to the record made in respect of their own information;
- the context and background leading to the disclosure must be recorded;
- as much information as possible must be recorded and fact, hearsay and opinion must be distinguished in the record. Assumptions and speculation are to be avoided;
- for all methods used to make a disclosure or allegation, the time, date, location, format of information e.g. letter, telephone call, direct contact and persons present must be recorded;
- records must be signed and dated by the person receiving the information;
- a log of actions must be maintained, and times, dates and names of people contacted and spoken to as well as their contact details must be recorded;
- the log must include full details of referrals to the Children's or Adults' Social Care Services and the Police;
- where appropriate for the purpose of sharing information to protect others, all original records, including rough notes, must be provided by the Lead Sponsor Safeguarding Lead to the Diocesan Safeguarding Coordinator by noon the next working day;
- all records will be kept in a confidential and secure place and shared only in order to safeguard a child or adult at risk, in line with the information sharing protocol and requirements of the General Data Protection Regulation 2016 and the Data Protection Act 2018.

The monthly safeguarding monitoring return form (**Appendix F**) is completed monthly by the Lead Sponsor Safeguarding Lead for the purpose of tracking all safeguarding concerns and allegations and will be used to update Community Sponsorship group meetings.

## **16. GUIDANCE ON MANAGING AND REPORTING CASES OF INTEREST**

The Full Community Sponsorship Agreement sets out a requirement to establish a process for managing and reporting Cases of Interest to the Secretary of State for the Home Department. Cases of Interest comprise any incidents involving members of a resettled family as a victim, perpetrator or observer, where the outcome or consequence is likely to result in:

- serious harm to any individual;
- significant impact on a community;
- significant impact on public confidence in the scheme;

The definition below relates specifically to cases that warrant a report to the Home Office under the Cases of Interest process. If you have concerns or need support on a case that does not meet this definition, you must speak to your Home Office Contact Officer and/or email the Community Sponsorship team, who will offer you the advice and support you need.

### **Definition of a Case of Interest**

The Cases of Interest Process is designed to capture very serious cases. In most cases this is expected to be because a refugee has:

- been arrested for an offence involving violence; weapons; terrorism/extremism; sexual offences (criminality);
- been subjected to a hate crime (hate crimes);
- had a PREVENT referral made regarding them (PREVENT referral);
- suffered a serious negative impact (or perceives they have) because of an act or omission by the Home Office and/or local authorities/delivery partners' (perceived failing);
- been involved in any other incident which the media is aware of (potential media coverage).

The Lead Sponsor Coordinator will also report to the Community Sponsorship team at [communitysponsorship@homeoffice.gov.uk](mailto:communitysponsorship@homeoffice.gov.uk) where there is a risk that the relationship between the Community Sponsor group and the resettled family might break down, or where the relationship has actually broken down.

If you are unsure whether an incident or concern warrants a referral to the Home Office as a Case of Interest, you should discuss the case with your Home Office Contact Officer as soon as possible. Please note that the process applies to all refugees resettled under the scheme, regardless of date of arrival.

When deciding whether a refugee has been a victim of a hate crime, we will apply the police and CPS definition:

*"Any criminal offence which is perceived by the victim or any other person, to be motivated by hostility or prejudice, based on a person's disability or perceived disability; race or perceived race; or religion or perceived religion; or sexual orientation or perceived sexual orientation or transgender identity or perceived transgender identity."*

<https://www.cps.gov.uk/hate-crime>

The Lead Sponsor Coordinator will notify the Home Office within one working day by:

- completing the Cases of Interest notification form and emailing it to the Cases of Interest inbox [ResettlementCol@homeoffice.gov.uk](mailto:ResettlementCol@homeoffice.gov.uk), copying in the Home Office Contact Officer, local authority lead and the community sponsorship team at [communitysponsorship@homeoffice.gov.uk](mailto:communitysponsorship@homeoffice.gov.uk).
- telephoning the Home Office Contact Officer to inform them that we have submitted a notification, if we have not already discussed the case with them.

The Lead Sponsor Coordinator will keep the Home Office informed about what is happening on a case. The Home Office will inform us if our notification is being treated as a Case of Interest once a decision has been taken.

Regardless of the outcome of the notification, we will report all significant new developments and any concerns about a case to our Contact Officer, the Cases of Interest inbox and community sponsorship team.

The Home Office Cases of Interest Reporting Form is attached as **Appendix E**.

## **17. WHISTLEBLOWING**

Volunteers are often the first to realise that there may be something seriously wrong within our scheme. They may not, however, express their concerns because they feel that speaking up would be disloyal to their colleagues or to the Church. They may also fear harassment or victimisation. In these circumstances it may feel easier to ignore the concern rather than report what may just be a suspicion of malpractice.

This whistleblowing policy is intended to encourage and enable anyone with a serious concern, to raise concerns without fear of victimisation, subsequent discrimination or disadvantage.

The scope of this policy covers any volunteers making qualifying disclosures about safeguarding matters within our scheme.

However, if there is already a Lead Sponsor whistleblowing policy in place, this can be used as an alternative to this section.

### Defining Whistleblowing

Whistleblowing is a term used to refer to the internal or external disclosure of malpractice as well as illegal acts, or omissions, at work.

### Policy Statement

<name of Lead Sponsor> is committed to:

- conducting itself ethically, with honesty and integrity;
- the highest possible standards of openness, probity and accountability;
- good practice and high standards regardless of role within the scheme, and
- being supportive of volunteers.

It is recognised that this might not always be achieved, and that genuine and serious concerns might need to be raised through this whistleblowing policy.

In line with these commitments, volunteers and others who have serious concerns are encouraged to come forward and voice concerns about safeguarding practice. It is recognised that some cases will have to proceed on a confidential basis.

<name of Lead Sponsor> will not tolerate any harassment or victimisation (including informal pressures) and will take appropriate action to protect you when a concern is raised in good faith.

Any investigation into allegations of potential malpractice will not influence or be influenced by any other procedures such as grievance, disciplinary etc. which may already affect the person reporting concerns but will be treated on its own merits.

## Aim of the policy

This policy aims to:

- encourage you to feel confident in raising serious concerns and to question and act upon concerns about practice;
- provide an effective way for concerns to be raised;
- ensure that feedback is received by the person raising serious concerns, on any action undertaken because of the concerns being raised;
- provide reassurance about protection from possible reprisals or victimisation if concerns are raised in good faith.

## Scope of the policy

The policy will apply equally, and with equal confidentiality to any volunteers making qualifying disclosures about safeguarding matters within our scheme.

The section below details the types of concerns that can be raised under this policy.

## Protecting individuals using this policy

The Public Interest Disclosure Act amended the Employment Rights Act 1996, provides protection for individuals who raise concerns about specified matters, outlined below. These are known as qualifying disclosures.

A qualifying disclosure is one made in good by an individual who has a reasonable belief that the following is being, has been or is likely to be committed:

- a criminal offence (including fraudulent and corrupt behaviour, e.g. theft, fraud or malpractice);
- a miscarriage of justice;
- an act creating risk to health and safety;
- an act causing damage to the environment;
- a breach of any other legal obligation, or
- concealment of any of the above.

It is not necessary to have proof that such an act is being, has been or is likely to be committed. However, the worker must have a reasonable belief that the information shows that one of the categories of wrongdoing listed in the legislation has occurred or is likely to occur, and the concern must be raised in the correct way.

If a protected disclosure is made, the person making the disclosure has the right not to be dismissed from role, subjected to any other detriment, or victimised. This is the case even if it became evident that the person making the disclosure was genuinely mistaken.

Although volunteers are not afforded the same legal protection that is afforded to employees, as far as possible, all individuals making a disclosure will be treated in the spirit of the Public Interest Disclosure Act 1998.

#### Untrue or Malicious Allegations

If you make an allegation in good faith, but it is not confirmed by the investigation, no action will be taken against you. If, however, you make an allegation frivolously, maliciously or for personal gain, action may be taken against you in respect of your role within the scheme.

#### Non-Whistleblowing Concerns

This policy is only to be used in the circumstances outlined above. There will be other Lead Sponsor, Diocesan or organisational policies and procedures that will be relevant in other circumstances. This may include, but is not limited to:

- management of allegations and concerns relating to children;
- management of allegations and concerns relating to adults at risk;
- grievance;
- disciplinary;
- harassment and bullying;

#### How to Raise a Concern

You should raise your whistleblowing concern as soon as possible. Early reporting can make it easier to act and resolve any problems.

Your concern can be made in writing or verbally. A written account is preferable because it can make managing the process more efficient and effective.

Your account of concerns should include:

- any relevant background and context;
- dates, times, names and venues;
- a description of the concern and why the situation caused concern.

When raising a concern, it must be stated if the concern is being raised using the whistleblowing policy and if the identity of the person raising the concern is to be kept confidential. Whilst every effort will be made to deal with concerns confidentially, this may not always be possible. If concerns cannot be dealt with anonymously then the person raising the concern will be informed and provided with the reasons why.

Anonymous disclosures will be considered but are discouraged because anonymity can make it difficult to investigate, protect those concerned, or provide feedback on outcomes.

### Who should concerns be raised with?

Concerns should always be raised with the Lead Sponsor Coordinator or person to whom the person making the complaint is accountable, in the first instance. If this is not appropriate because they may be involved in the alleged wrongdoing, malpractice, illegal acts or omissions in some way, the concern should be raised with the named individual for the Lead Sponsor, normally the Director or Chief Executive of the charity.

If you are not sure who to contact due to the seriousness or sensitivity of the issue, or the identity of the individual who is suspected of malpractice, you should seek advice from <insert appropriate name & contact details here>.

### Response to Concerns Raised

The action taken will depend upon the nature of your concerns. Remember that testing out your concerns is not the same as either accepting or rejecting them. The matters raised may be subject to, but not limited to:

- internal investigation;
- referral to the statutory authorities (Police or Social Care Services);
- consideration under an existing Disciplinary or Grievance Procedure;
- notification to insurers;
- notification to the Charity Commission.

Initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take. Concerns or allegations which fall within the scope of the 'Responding to allegations and concerns' procedures will be referred for consideration under those procedures.

Some concerns may be resolved by agreed action without the need for investigation. If urgent action is required, this will be taken before any investigation is conducted.

If you are required to give evidence in criminal or disciplinary proceedings, you should consult with the named individual for the Lead Sponsor in relation to advice about procedure and support arrangements.

The scheme accepts that you need to be assured that the matter has been properly addressed. Thus, subject to legal constraints, you will be informed of the outcome of any investigation.

If you are not satisfied with the way your concern has been managed, you should refer to the Chair of Trustees for the Lead Sponsor.

At no stage should a volunteer contact the media without the written permission of the named individual for the Lead Sponsor. Such action would be a breach of confidentiality and could result in disciplinary proceedings against the volunteer.

## **18. RESOURCES**

### **Online Resources**

- Online Training for Safeguarding Children & Adults - EduCare  
<http://www.myeducare.com/login/index.php>
- Prevent e-learning [www.elearning.prevent.homeoffice.gov.uk](http://www.elearning.prevent.homeoffice.gov.uk)
- Preventing individuals from being drawn into serious and organised crime  
[www.gov.uk/government/publications/individuals-at-risk-of-being-drawn-into-serious-and-organised-crime-a-prevent-guide](http://www.gov.uk/government/publications/individuals-at-risk-of-being-drawn-into-serious-and-organised-crime-a-prevent-guide)

### **Useful Telephone Numbers -Local**

- Home Office Contact Officer:
- Lead Sponsor Coordinator:
- Lead Sponsor Safeguarding Lead:
- Diocesan safeguarding office:
- Parish Safeguarding Representative:
- Children's Social Care - First Response Team (including Early Help):
- Local Authority Designated Officer (LADO): Tel: {NUMBER}, email: {EMAIL},
- Social Care, Out of Hours: Tel: {NUMBER};
- Police: 101 (999 in case of emergency)

### **Useful Telephone Numbers –National**

- NSPCC: Tel: 0800 800 5000 [www.NSPCC.org.uk](http://www.NSPCC.org.uk)
- Childline: Tel: 0800 11 11 [www.childline.org.uk](http://www.childline.org.uk)
- Kidscape Bullying Helpline: Tel: 0845 1205 204
- Childnet: [www.childnet.com](http://www.childnet.com)
- Female Genital Mutilation: Tel: 0800 0283550, Email: [fgmhelp@nspcc.org.uk](mailto:fgmhelp@nspcc.org.uk)
- Samaritans: Tel: 0845 790 9090
- [CEOP](http://www.Thinkuknow.co.uk) (Child Exploitation and Online Protection) [www.Thinkuknow.co.uk](http://www.Thinkuknow.co.uk)



- Foreign and Commonwealth Office Tel: 0207 008 0151 (Forced Marriages Section)
- Crimestoppers: Tel: 0800 555 111
- Channel /Prevent/Protect: Tel: 01494 421371 (Anti – Radicalisation)
- Internet Matters: [www.internetmatters.org](http://www.internetmatters.org)
- Parenting in the Digital Age: [www.PitDa.co.uk](http://www.PitDa.co.uk)
- Professionals Online Safety Helpline: [www.swgfl.org.uk/about/UK-Safer-Internet-Centre/Professionals-Online-Safety-Helpline](http://www.swgfl.org.uk/about/UK-Safer-Internet-Centre/Professionals-Online-Safety-Helpline)

Further information about help with privacy settings, and blocking and reporting unwanted contacts, can be found in the support areas of different platforms e.g.

[www.facebook.com/safety](http://www.facebook.com/safety)

### **Additional Resources**

CSAS <https://www.csas.uk.net/>

NCSC <http://www.catholicsafeguarding.org.uk/> **Abuse and neglect in adults**

**Adult safeguarding - six key principles**

**Abuse of children**

**Trafficking and modern slavery**

**Protecting people from radicalisation and PREVENT**

### **Template Forms**

**Volunteer registration form**

**Volunteer reference**

**Safeguarding self-declaration - SSD**

**Case recording log**

**Written agreement for volunteers**

**Session recording sheet**

**Consent to the safe use of images**

**Parental consent for an activity**

**Incident report form**

## **18.1 Appendix A – CS GROUP ROLES: ENHANCED DBS**

### **Community Sponsorship Scheme Group Roles - Ongoing Family Support**

#### **Role Options: Project Lead, Family Welfare, Education, Family Support**

##### **Purpose of Role(s)**

To support and enable the family to be able to make timely progress towards managing their own affairs by:

- Assisting the family to access health, welfare, financial and educational services.
- Befriending, offering advice and support to enable community orientation, improve English language skills and facilitate access to all relevant services and amenities.
- (Project Lead) Providing ongoing advice and support to the family as required.

***Family Welfare and Family Support Volunteers will work as part of a team rota and may undertake any or all of the Core Tasks listed below, as agreed with the Project Lead. Volunteers should not undertake any Core Task for which they have not signed up in advance.***

##### **Core Tasks**

*The following tasks may entail visiting members of the family at home, accompanying or driving them to appointments etc.*

1. Assist family to register with core health services including GP and dentist, and provide support to access these and other health care services as and when required.
2. Assist family to claim all applicable UK benefits, open and manage bank accounts, understand their responsibilities as claimants and account holders.
3. Assist the family with practical aspects of finding their way around local amenities e.g. shops, transport links etc.
4. Assist all members of the family with developing English Language skills.
5. Support children/young people in the family to enrol and integrate into appropriate schools or colleges.
6. Facilitate opportunities for the family to participate in local community life and to access age and culturally appropriate social and religious groups.

## **Personal Characteristics**

- Be reliable and committed to carrying out all agreed tasks and support visits.
- Able to discern the appropriate level of involvement with the family and when to step back in order to encourage and foster independence.
- Understand the limits of your role and competence and recognise when to seek further advice from suitably qualified people.
- Able to communicate sensitively, listen, observe and engage appropriately with a family with limited or no English at the outset, who may have endured very difficult experiences.
- Respect and delight for religious and cultural diversity.
- Enjoy working as part of a team.

## **Safeguarding Responsibilities**

- When supporting under 18s, to ensure another authorised adult is present.
- To adhere to the Safeguarding Policy in relation to children, young people and adults at risk.
- If an adult family member is elderly, ill or disabled, volunteers should limit their involvement to “teaching, advising or guidance” and visits should not be more than three per month.
- To refer any concerns about the safety and wellbeing of a child, young person or adult to the Lead Sponsor Safeguarding Lead.
- To consult the Lead Sponsor Safeguarding Lead if you are concerned for your own safety or wellbeing when undertaking activities relating to this role.
- To undertake basic safeguarding induction training as advised by the Lead Sponsor.

**Responsible to:** Project Lead

## **Safe Recruitment DBS Checks**

***This role is subject to an Enhanced DBS Check - Child Workforce & Child Barred List***

Where there is a disabled or elderly family member requiring care, please consult the Lead Sponsor Safeguarding Lead who will determine whether an enhanced adult workforce DBS is required.

## **18.2 Appendix B – CS GROUP ROLES: NO DBS**

### **Community Sponsorship Scheme Group Roles – Indirect or Limited Contact Support**

#### **Role Options: Chair, Secretary, Finance, Fundraising, Accommodation, Work & Benefits**

##### **Purpose of Role(s)**

- To ensure effective and efficient planning, preparation and delivery of the scheme.
- To provide, furnish and fit out suitable family accommodation.
- To ensure sound financial administration of the Sponsorship Fund and advise family members to enable them to manage their own finances.
- To assist adult family members to identify suitable voluntary work and training opportunities, leading to secure paid employment.

These functions are critical to the success of the scheme. The applicable roles are generally either back-office or require only limited ongoing visits to the family, and no supervision, care or teaching of under 18's. The one exception is the role of Project Lead, hence this role also falling within 'Ongoing Family Support'.

##### **Specific Roles**

1. **Chair:** Chairs all meetings of the Community Sponsorship group, including both the core group and the wider group.
2. **Secretary:** Responsible for preparing and distributing the agenda for all meetings, taking minutes, communicating with the wider group on behalf of the core group, and maintaining records of meetings and activities of the group.
3. **Finance:** Responsible for all aspects of the financial administration of the group (e.g. collation and disbursement of all monies, budgeting plans, financial reporting, financial projections and contingency planning). Finance is also responsible for providing money and budgeting information, advice and support to the family at the outset.
4. **Fundraising:** Responsible for devising, coordinating and promoting the group's fundraising activities in support of the project.
5. **Accommodation:** Responsible for identifying a suitable family property and for securing location consent from the Police. Responsible for overseeing the

preparation, furnishing and fit-out and general upkeep of the accommodation, and for liaising between the group, the landlord and the family with a view to ensuring the family's safety, well-being and comfort at home.

6. **Work & Benefits:** Responsible for helping the family navigate the benefits system, claim and receive applicable benefits, fulfil their claimant commitments, identify any suitable volunteering opportunities and relevant training leading to secure paid employment.

### **Personal Characteristics**

- Be reliable and committed to carrying out all agreed tasks.
- Bring the necessary qualifications or experience for advising in specialist areas such as finance, benefits and housing.
- Understand the limits of your role and competence and recognise when to seek further advice from suitably qualified people.
- Have respect and delight for religious and cultural diversity.
- Enjoy working as part of a team.

### **Safeguarding Responsibilities**

- No regular or unsupervised contact with a family member under the age of 18 years.
- To adhere to the Safeguarding Policy in relation to children, young people and adults at risk.
- To refer any concerns about the safety and wellbeing of a child, young person or adult to the Lead Sponsor Safeguarding Lead.
- To consult the Lead Sponsor Safeguarding Lead if you are concerned for your own safety or wellbeing when undertaking activities relating to this role.
- To undertake basic safeguarding induction training as advised by the Lead Sponsor.

**Responsible to:** Project Lead

### **Safer Recruitment DBS Checks**

A DBS check is not required for any of the above roles, with the exception of Project Lead. However, volunteers in these roles may choose to *also* be available to provide 'Family Support' if needed, in which case an enhanced DBS check is required.

1. A Lead Sponsor volunteer registration form should be completed indicating the specific role applied for.
2. References will be sought, and where relevant public, professional registers checked e.g. NMC, HCPC.
3. If the volunteer undertaking any of the roles listed above wishes to combine this with more frequent, ongoing contact with family members, Lead Sponsor authorisation for this change of role is required in advance.

*This change of role MUST be requested in advance by the Project Lead.*

The volunteer should also familiarize themselves with **Appendix A - 'Group Roles - Ongoing Family Support'**.

***PLEASE NOTE:*** *In this instance an enhanced DBS will be required. The volunteer will **not** be authorised to undertake this additional support role unless and until a satisfactory enhanced DBS has been received and confirmed by the Lead Sponsor.*

To check DBS eligibility, use the [DBS eligibility tool](#)

### **18.3 Appendix C - Protecting people from radicalisation & PREVENT**

Radicalisation simply means the process where someone is led to adopt extreme political, social and religious ideals and aspirations. This can lead to people supporting terrorism or getting involved in extremist activity.

There is no single model for radicalisation, and the process is unique for each individual, but there are some common signs of radicalisation:

#### Possible Outward Behaviours

- Becoming increasingly argumentative and domineering in their viewpoint
- Ignoring views that contradict their own
- Refusing to listen to different points of view
- Unwilling to engage with children who are different
- Becoming abusive to children who are different
- Embracing conspiracy theories
- Feeling persecuted
- Changing friends and appearance
- Distancing themselves from old friends
- No longer doing things they used to enjoy
- Converting to a new religion
- Being secretive and reluctant to discuss their whereabouts
- Expressing feelings of an 'us and them' mentality
- Making travel plans and being vague about their arrangements

It can be hard to differentiate between normal teenage behaviour and attitudes that indicate a child may have been exposed to radicalising influences. Trust your instinct if something feels wrong.

Radicalisation can happen anywhere, by anyone, however one of the biggest platforms where it takes place is on social media.

#### Online Behaviour

- Being increasingly secretive with online activities
- Changing online identity
- Having more than one online identity
- Spending a lot of time online or on the phone
- Accessing extremist online content
- Joining or trying to join an extremist organisation

Acts of violent extremism and hate crimes are committed by a small minority of people and are not representative of the public. However, people who may be vulnerable to radicalisation may be easily influenced by radical behaviour or extremist ideology.

Who may be vulnerable?

- Those in a transitional period in their lives. This may be as a result of a bereavement, family unit change or moving home;
- People suffering with poor mental health;
- Those seeking an identity or belonging;
- People with low self-esteem or confidence;
- Victims of bullying or race / hate crime;
- People who have undergone a recent religious conversion;
- Being rejected by peer, faith social groups or family;
- People who are in regular contact with others who have extremist views.

## PREVENT

PREVENT is part of the Government's counter terrorism strategy that aims to stop people supporting terrorism or getting involved in extremist activity

PREVENT works with partner agencies to provide practical help to prevent people from being drawn into terrorism and ensures they are given appropriate advice and support. It works in a similar way to programmes designed to safeguard people from gangs, drug abuse, and physical and sexual abuse. It aims to provide early intervention, before a person gets drawn into terrorism, extremism and related criminal activity.

If you are worried about Radicalisation, terrorism or extremism don't wait until you are certain. Contact any of the following if you have concerns:

Anti-Terrorist Hotline 0800 789 321 and a confidential online form which can be found at <https://www.met.police.uk/tua/tell-us-about/ath/possible-terrorist-activity/>

Counter Terrorism Police <https://www.counterterrorism.police.uk/>

What happens when I contact the police?

When you make a report about suspicious activity or behaviour specially trained officers and police staff will take the details and pass these on for further checks. The information you provide will be kept secure and your identity will be protected. Your call is not recorded and you do not need to give your name. Don't be concerned about wasting police time.



For more support or information, you can contact the following:

NSPCC Helpline 0808 800 5000 or [help@nspcc.org.uk](mailto:help@nspcc.org.uk)

Educate Against Hate <https://educateagainsthate.com/>

Let's talk about it – <https://www.ltai.info/>

UK Safer Internet Centre - <https://www.saferinternet.org.uk/>

Your own local authority who coordinate PREVENT

PREVENT duty guidance -

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/445977/3799 Revised Prevent Duty Guidance England Wales V2-Interactive.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/445977/3799_Revised_Prevent_Duty_Guidance_England_Wales_V2-Interactive.pdf)

## **Appendix D - SAFEGUARDING INCIDENT REPORT FORM**

<b>&lt;Lead Sponsor&gt; Safeguarding Form Children, Young People and Adult at Risk</b>	
Name of Project	
Lead Parish	{CHURCH 1} and/or {CHURCH 2}
Diocese	Roman Catholic Diocese of {NAME}

<b>Strictly Confidential Concern / Allegation Report Form</b>	
Information received at (time)	
On (date)	
By (Name)	
(Role)	
Telephone number:	
Information received:	<i>(delete as necessary)</i> by telephone / letter / in person / e-mail
This form completed by:	
Date:	
All relevant documents should be retained securely and forwarded to the {TEAM NAME} and Diocesan Safeguarding Co-ordinators with this form as soon possible. Report to kept & filed for 75 years	

<b>Strictly Confidential Alleged Victim/Survivor, Child, Young Person, Adult at Risk</b>	
Name:	
Age/date of birth:	
Gender:	<i>(delete as necessary)</i> Male/Female
Ethnic Origin & Language Spoken:	
Immigration Status:	
Address:	

Telephone number:	
Name of Parent or Guardian:	
Telephone number: (children only)	

<b>Strictly Confidential Information Received From</b>	
Name:	
Role:	
Telephone number:	
<b>Person alleged to be the cause for concern / allegation</b>	
Name:	
Role:	
Age/date of birth:	
Address:	
Telephone number:	
<b>Details of allegations and/or safeguarding concerns</b>	
<i>(include description of any injuries observed, details of allegations made, details of witnesses. Include relevant dates, time, places of alleged incidents and discussions with child/parents)</i>	
<b>Does the person about whom allegations or concerns are raised still have access to children and adult at risk?</b> Yes / No	
If yes, please give details	
<b>Action Agreed by {TEAM NAME} Team Leads &amp; {TEAM NAME} &amp; Lead Sponsor Safeguarding Lead</b>	
Please give details of action	By whom and timescale

--	--

Record all actions taken and information received with times and dates. Entries to be signed

Completed by (signature) ....

.....

## 18.5 APPENDIX E – CASES OF INTEREST NOTIFICATION FORM

### Cases of Interest Notification Form

(To be completed by community sponsor groups and sent to [ResettlementCol@homeoffice.qsi.gov.uk](mailto:ResettlementCol@homeoffice.qsi.gov.uk) and [communitysponsorship@homeoffice.gov.uk](mailto:communitysponsorship@homeoffice.gov.uk))

#### Background: Information

Date	
Time	
Community sponsor group	
Name of group member referring	
Name of local authority	
Telephone number	
VPR/VCRS number	
Full name	
DOB	
Notification relates to	PRA; spouse of PRA; child of PRA; other.
Case Category	Criminality; Hate Crime; Perceived Failing by HO / LA; PREVENT referral Negative media coverage; Other (please explain)  Please state one:

Please complete one of the following sections based on the case category you have selected and delete blank sections. If intending to refer a case under the 'other' category you should speak to your Contact Officer first.



In some cases, more than one category may apply – for example, where a refugee has been arrested for a specified offence (criminality) and the media is aware of the situation (media coverage). In this scenario refer the case under the primary category (i.e. criminality).

**CRIMINALITY** – “refugee arrested for an offence involving violence; weapons; terrorism/extremism; sexual offences.”

Arrested	Yes / No
Date of arrest	
Current status	Select one from  Charged – released on bail; Charged – held on remand; Bailed pending further investigation; Released without charge; Other
Offence	
Crime Reference number	
Arresting Officer/tel number	
Next court date	
Media aware (if known)	
Any other relevant details	

**Appendix F – SAFEGUARDING MONTHLY MONITORING FORM**

<Name of Lead Sponsor> Safeguarding Monitoring Monthly Return Form

For month of:

Age / DOB	Brief Outline of concern	Date of concern / referral to Children / Adult Services	Date of Acknowledgement	Outcome	Concern / Referral Form Location	Relevant Notification e.g. Ofsted	Manager's Signature

Reviewed \_\_\_\_\_ (Team Leader)

Date: \_\_\_\_\_

## **APPENDIX G – NATIONAL CODE OF CONDUCT**

We are called to be exemplary models of moral behavior and spiritual faith.

We are committed to being positive role models and helping build the confidence of children and young people we work with in particular.

All volunteers within our scheme are expected to:

### **Promote Wellbeing**

- ensure the safety of all children, young people and adults by ensuring that family support is safely planned and effectively supervised;
- foster teamwork and co-operation between everybody, promoting trust and mutual respect;
- discourage and/or help prevent bullying, inappropriate language or other inappropriate behavior;
- treat all family members fairly and not show favoritism;
- be positive, approachable and offer praise to help promote the objectives of the scheme;
- listen sensitively and encourage communication between adults and children or young people;
- respond to concerns and allegations promptly and appropriately in line with procedures;

### **Promote Autonomy & Dignity**

- ensure the rights and responsibilities of family members are enforced;
- promote the full participation and involvement of all family members, recognizing and addressing the additional needs of some members;
- constructively challenge all discrimination and encourage families and colleagues to avoid discriminating on the grounds of age, gender, ability, social class, race, cultural background, religious beliefs or sexual identity;
- respect, promote and support the right of families to make their own choices and decisions, provided this does not threaten the rights, safety and legitimate interests of others;
- respect the right of family members to personal privacy;
- respect and listen to the opinions of family members;
- encourage families to point out behaviors or attitudes that they do not like;

## **Boundaries and Power**

- establish appropriate boundaries between resettlement support and personal lives in relationships with families and your colleagues;
- not abuse the position of trust for personal benefit e.g. financial gain, sexual gratification;
- be conscious of explicit and implicit power vested in the role of scheme volunteer;
- acknowledge the limitations of time, experience, skill and competence – know where and how to ask for support when needed;
- deal with differences in opinion with respect;
- work to people's strengths, and never bully, abuse, manipulate or denigrate.

## **Personal Conduct**

- act always in accordance with the core values of the **<insert name of Lead Sponsor>** and ensure that your behavior does not bring the scheme into disrepute;
- provide an example you wish others to follow;
- work in a way that is honest, reliable and transparent, never seeking to deceive or manipulate;
- refrain from using blasphemous, violent, discriminatory, or offensive language and behavior;
- refrain from smoking, vaping, consuming alcohol or using drugs;
- seek help to address issues such as addictions to alcohol, prescribed medicine, other substances, gambling, and so on, where any such matters may have a negative impact on your role;
- not engage in any form of sexual relations (including verbal banter, flirtation, using one's gaze to signal attraction, etc.) with children, young people, young helpers or adults for whom you have a supervisory or supportive role;
- wear clothing appropriate to your role, that is not likely to be viewed as offensive, revealing, sexually provocative, or a cause for embarrassment. Clothing should be absent of any political or otherwise contentious slogans that could be considered to be discriminatory or culturally insensitive.

Breaches of this Code of Conduct will be addressed by the Lead Sponsor Coordinator. Serious or persistent breaches may result in formal action being taken to address the concerns. All concerns or allegations in relation to the abuse of a child or adult at risk will be dealt with using policy and procedure for the management of allegations and concerns.



**I have read and understood the National Code of Conduct and agree to abide by it.**

Signature of CS Project Lead:	
Print name of CS Project Lead:	
Date:	
Signature of CS Safeguarding Lead:	
Print name of CS Safeguarding Lead:	
Date	