



**Bishops' Conference of Scotland
NATIONAL OFFICE FOR THE PROTECTION OF
CHILDREN AND VULNERABLE ADULTS**

AWARENESS & SAFETY IN OUR CATHOLIC COMMUNITIES

A Summary of Good Practice for Paid and Voluntary Workers

National Information Line: 0141 353 1177



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YOU MUST.....

- 1.** Treat all children, young people and vulnerable adults with respect.
- 2.** Provide an example of good conduct you wish others to follow.
- 3.** Ensure that there is more than one adult present during your organisation's activities with children, young people or vulnerable adults or at least that you are within sight or hearing of others. If this is not possible then the reasons should be recorded.
- 4.** Respect an individual's right to personal privacy.
- 5.** Be available as a listening ear and if necessary refer for more appropriate help.
- 6.** Try to remember that your actions may be interpreted differently from your intention.
- 7.** Be aware that even caring physical contact with a child, young person or vulnerable adult may be misinterpreted.
- 8.** Show understanding when dealing with sensitive issues.
- 9.** Seek advice in any situation where you feel unsure.



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YOU MUST NOT.....

- 1.** Have inappropriate physical or verbal contact with others.
- 2.** Permit abusive behaviour such as bullying, ridiculing or taunting.
- 3.** Make suggestive or derogatory remarks or gestures in front of children, young people or vulnerable adults.
- 4.** Allow yourself to be drawn into inappropriate attention seeking behaviour such as "crushes".
- 5.** Show favouritism to any individual.
- 6.** Jump to conclusions about others without checking the facts.
- 7.** Exaggerate or trivialise abuse issues.

"As a Church community we accept that it is the responsibility of all of us, ordained, professed, paid and voluntary members, to work together to prevent the physical, sexual or emotional abuse of children, young people and vulnerable adults."



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WHAT TO DO.....

***If you suspect a child, young person or vulnerable adult is being
abused physically, sexually or emotionally –***

Share your concerns with the head of your group/organisation, the Priest or the Diocesan Adviser.

***If a child, young person or vulnerable adult discloses to you abuse by
someone else -***

1. Keep calm, don't be shocked and try to act normally.
2. Accept what the individual says.
3. Offer immediate support, understanding and reassurance, explaining that you cannot keep it a secret.
4. Reassure the child, young person or vulnerable adult that they have done the right thing by telling you.
5. Let them know that you need to talk to someone else. Do not promise them confidentiality.
6. Let the person speak freely. Do not push for information.
7. Let them know what you are going to do next and that you will let them know what happens.

In all cases –

Record everything that was said, including dates and times of conversation and any incidents disclosed.

Your must refer. You must not investigate.