



Sisters of Charity
of St Paul the Apostle

SAFEGUARDING POLICY

May 2026

Document Title:	Safeguarding Policy
Author:	Liz Jones
Authors Designation:	Safeguarding Lead
Consultation Group:	Leadership Team / Trustees
Date Ratified:	May 2026
Review Date:	May 2027

Your Safeguarding Lead is Liz Jones

Tel: - 07935 992226

Email: - lizjones.supervision@gmail.com

This policy is approved by the Sisters of Charity of Saint Paul the Apostle Trustees and will be subject to an initial review in May 2027 and then annually or sooner, where there is a significant change to the organisational infrastructure processes or the relevant legislation

Contents

POLICY OVERVIEW	4
SCOPE	4
TRAINING.....	4
ROLES AND RESPONSIBILITIES	5
PRACTICE GUIDANCE	6
PROCEDURE	7
WHISTLEBLOWING	9
RECORDING AND STORAGE OF SAFEGUARDING CONCERNS AND CASE	9
FILES.....	9
SAFER RECRUITMENT PRACTICE GUIDANCE	10

POLICY OVERVIEW

The Congregation of the Sisters of Charity of St. Paul the Apostle is committed to safeguarding all children and adults. For Sisters of Charity of St. Paul the Apostle, this commitment directly relates to the fact that we are all made in the image of God and to the Church's common belief in the preciousness, dignity, and uniqueness of every human life. We start from the principle that each person has a right to expect the highest level of protection, love, encouragement and respect. Following the safeguarding reviews in 2020, we are committed to the One Church Approach to safeguarding by implementing the necessary changes and ensuring we respond to victims/survivors promptly and compassionately.

SCOPE

This policy and procedure apply to all workers within the Sisters of Charity of St. Paul the Apostle, Religious, and Employees, regardless of their roles or activities.

It is the responsibility of all Sisters of Charity of St. Paul the Apostle members to prevent, whether by action or omission, abuse. Abuse in this policy refers to: physical, sexual, emotional, spiritual, neglect, self-neglect, organisational, material, psychological, financial, domestic, or verbal. Additionally, behaviour which effectively results in modern-day slavery or where there is evidence of discrimination or radicalisation, needs to be recognised and addressed as a safeguarding issue, in accordance with the procedures outlined in Section 6.

TRAINING

All Sisters of Charity of St. Paul the Apostle members will undergo Safeguarding Training in relation to both Children and Adults as well as any other training relevant to their role. Listed below are the minimum standards for training in each role:

- Congregational Leader – RLG Leader Training

- Safeguarding Trustee RLSS Advanced training
- Safeguarding Lead – Safeguarding Lead Training
- Trustees -Trustee Training
- Community Members in active ministry – RLSS Safeguarding Training
- Community members who are not in active ministry – RLSS Safeguarding Training

The Sisters of Charity of St. Paul the Apostle and the Trustees will undertake refresher training every two years.

ROLES AND RESPONSIBILITIES

The Sisters of Charity of St. Paul the Apostle Trustees

The Trustees have a duty to maintain appropriate governance and oversight of Safeguarding in line with this policy and national guidelines. Certain functions of the Board will be delegated to congregation/staff members, as indicated below.

The Congregational Leader

The Congregational Leader is responsible for ensuring that appropriate policies, procedures, and best practices are in place to support the effective delivery of safeguarding, including any related due diligence checks. Certain functions of the Congregational Leader will be delegated to members, as indicated below.

The Safeguarding Lead

The Safeguarding Lead has direct oversight of The Sisters of Charity of St. Paul the Apostle safeguarding policy and guidance, including management and oversight of documentation, case progression/management and the secure, legally compliant storage of safeguarding reports and related material, as well as oversight of the relationship with and input on the work of the RLSS.

The Safeguarding Lead may delegate some of this responsibility to the RLSS by passing the case to them, but will remain the key contact for the duration of the case unless another individual is identified to assume responsibility. The Safeguarding Lead will keep the Congregational Leader and Trustee Lead informed when deemed appropriate.

All other roles

All members have an obligation to ensure they know how to respond to safeguarding concerns by being familiar with the content of this policy and the procedure contained within it, and any other associated policies/procedures.

General

Everyone involved in the work of The Sisters of Charity of St. Paul the Apostle has a duty to disclose to the Safeguarding Lead any safeguarding concerns raised about them.

PRACTICE GUIDANCE

Action must be taken if a concern is raised that a child or adult is suffering, or is likely to suffer, significant harm. This includes, but is not limited to:

- Someone who is at serious risk of harm from self or others
- Someone who poses a serious risk of harm to someone else
- A concern about a child or vulnerable adult at risk of harm from someone else
- Concerns over someone's mental capacity

Action must also be taken by the Safeguarding Lead in line with the Church's mandatory reporting policy. This means that action must be taken if there are reasonable grounds to suspect or believe that someone who holds any role within the Church is going to or has committed a crime, is going to or has caused harm, poses a risk, or is otherwise unsuitable to work in a public-facing role.

PROCEDURE

If the Sisters of Charity of St. Paul the Apostle Safeguarding Lead becomes aware of a safeguarding issue, they should contact the RLSS Safeguarding Team and immediately pass the concern and all associated records to them. Ensure the person who made you aware of the issue knows you are doing this.

The RLSS or Safeguarding Lead at the Sisters of Charity of St. Paul the Apostle, who has casework responsibility, should:

- Ensure the victim/survivor or individual has been informed of the next steps
- Explain what will happen, give them options if possible and an indicative timescale
- Contact any relevant bodies
- Complete the safeguarding paperwork and ensure appropriate record keeping of all communications, including phone calls, meetings and discussions in relation to the case are recorded

- Inform the Congregational Leader and Trustee Lead of the new safeguarding referral.
- All referrals/reports outside of the RLSS should be made within 24 hours of receiving the information, unless there are exceptional circumstances to postpone making this referral/report.
- The decision to delay a referral/report must be authorised by the Congregational Leader

When the concern needs to be reported to a statutory agency, the individual making the referral must be informed that all information about safeguarding will not be kept confidential, and that the details must be passed on to the police and any other appropriate body, but they may be able to remain anonymous depending on the circumstances. Members should be supportive of the individual making the disclosure, but should not seek more details than necessary for an initial statutory referral.

The RLSS will make recommendations on when to report to safeguarding bodies or external agencies, based on risk and need and the national policy guidance supplied by the CSSA.

Safeguarding Bodies (not exhaustive)

- Internal Safeguarding Structures within the Catholic Church
- Local authority Safeguarding team – Adults
- Local authority Safeguarding team – Children
- Police 999
- Police 101
- GP
- Crisis Team
- RLSS Out of Hours Team
- Community Psychiatric Nurse
- Charity Commission

- CSSA
- Local Authority Designated Officer (LADO)
- NSPCC
- DBS

WHISTLEBLOWING

The Sisters of Charity of St. Paul the Apostle will encourage and enable anyone with a serious concern to raise the concern without fear of victimisation or disadvantage.

If that concern relates to malpractice, illegal acts, or omissions at the Sisters of Charity of St. Paul the Apostle or another religious institution regarding safeguarding, the RLSS should be made aware.

The action taken by the RLSS will depend upon the nature of the concern referred. However, an investigation will be undertaken if appropriate, followed by appropriate action, and written feedback will be provided, including a rationale for the identified actions. This can be delegated to RLSS.

RECORDING AND STORAGE OF SAFEGUARDING CONCERNS AND CASE FILES

The primary responsibility for the management of documents and the safeguarding of case files rests with the Safeguarding Lead / RLSS, who will ensure that an accurate, auditable, and secure record of any safeguarding concern or allegation referred to the Sisters of Charity of St. Paul the Apostle is maintained.

This record will include:

- Relevant contact details

- Details of how/when the concern or allegation was received.
- Details of the concern itself
- Relevant historical information
- Identified past and present risk factors
- Any actions or investigations undertaken, including those by Sisters of Charity of St. Paul the Apostle or RLSS, and from statutory agencies.
- Rationale for actions and or outcome of case

All records are potential evidence in a criminal trial, civil case, or statutory/public Inquiry and must be stored in a safe and retrievable format with an auditable record of provenance and integrity.

SAFER RECRUITMENT PRACTICE GUIDANCE

The Sisters of Charity of St. Paul the Apostle will ensure that staff are subject to the appropriate Disclosure and Barring Service (DBS) checks (including enhanced DBS) in line with both statutory and Catholic Church requirements.

Appointments will be based on the person's experience, skills and ability to meet the set criteria and job specification for the specific role. It is essential to ensure that all documentation relating to the applicant is stored securely and remains confidential.

Appointment to a role will not be confirmed until a satisfactory DBS Disclosure check has been received and previous employment references have been confirmed as acceptable.

On appointment, all new employees should be provided with, and sign to confirm they understand, all relevant policies and procedures, including a copy of this document with their responsibilities highlighted.

All persons seeking to work with children or adults, whether in a paid or unpaid capacity, must be provided with the opportunity to self-disclose relevant conviction information. This is a DBS Code of Practice requirement and applies to anyone being asked to have an Enhanced Disclosure.