



# Safeguarding Policy

## 1. Policy Information

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### Version Control and Amendment Log

<b>Version No.</b>	<b>Type of Change</b>	<b>Date</b>
0.1	New draft policy created	06/06/2025
0.2	Section extensively revised to ensure consistency with related policies and to present information in a clearer, more concise format.	11/04/2026
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## 2. Policy Statement

- 2.1 The Institute of Christ the King Sovereign Priest in Great Britain (ICKSP GB Province) is committed to the National Safeguarding Policies of the Catholic Church in England and Wales.
- 2.2 We take all reasonable steps to prevent abuse, respond promptly to concerns, work openly with statutory agencies, support victims and survivors, and hold alleged sources of harm to account.
- 2.3 This commitment applies to all clergy, Sisters Adorers, trustees, volunteers, and anyone acting on behalf of the Institute.

## 3. Scope

- 3.1 This policy applies to all individuals within the ICKSP GB Province, regardless of role or activity.
- 3.2 Abuse includes physical, sexual, emotional, spiritual, psychological, financial, material, domestic, verbal, organisational, neglect, and self-neglect.
- 3.3 Behaviour linked to modern slavery, discrimination, or radicalisation is also considered a safeguarding concern.

## 4. Objectives

- 4.1 Create a safe and supportive environment.
- 4.2 Prevent abuse, neglect, and exploitation.
- 4.3 Promote a culture of safeguarding.
- 4.4 Ensure compliance with law and Catholic safeguarding standards.

## 5. Safeguarding Principles As defined in the Care Act 2014.

- 5.1 Empowerment
- 5.2 Prevention
- 5.3 Proportionality
- 5.4 Protection
- 5.5 Partnership
- 5.6 Accountability

## 6. Responsibilities and Roles

### 6.1 General Responsibilities

- 6.1.1 Ensure safeguarding policies and procedures are understood and followed.
- 6.1.2 Report concerns promptly.
- 6.1.3 Maintain a robust safeguarding culture.
- 6.1.4 Ensure trustees fulfil legal safeguarding duties.
- 6.1.5 Ensure children and adults at risk are always accompanied appropriately.

## **6.2 Governance Roles**

### **6.2.1 Trustees**

Hold overall safeguarding governance responsibility.

### **6.2.2 Prior General & Vicar General**

Provide international oversight and may issue global safeguarding directives.

### **6.2.3 Provincial (Designated Safeguarding Lead)**

Responsible for safeguarding policy, procedures, and practice across the Province.

### **6.2.4 Vice Provincial**

Deputises for the Provincial.

### **6.2.5 Safeguarding Trustee**

Ensures safeguarding remains a standing priority.

### **6.2.6 Clergy**

Priests in charge of apostolates are accountable for local safeguarding governance.

### **6.2.7 Safeguarding Representatives**

Act as the link with RLSS and diocesan safeguarding teams.

### **6.2.8 Volunteers**

Must familiarise themselves with this policy and associated procedures.

## **7. Practice Guidance**

**7.1** Action must be taken whenever a child or adult is experiencing, or is likely to experience, significant harm.

**7.2** Mandatory reporting obligations of the Catholic Church must be followed.

**7.3** Concerns include:

- Risk of harm to self or others
- Harm caused by another person
- Mental capacity concerns
- Abuse, neglect, exploitation

## **8. Safeguarding Response Procedure**

### **8.1 Reporting a Concern**

**8.1.1** Concerns must be reported immediately to RLSS and/or the relevant Diocesan Safeguarding Team, notwithstanding that they may be considered as Low Level (see S.15)

**8.1.2** Form CM1 should be used.

**8.1.3** The person raising the concern must be informed that a referral is being made.

## **8.2 Actions by RLSS, Diocesan Teams, or the Provincial**

- 8.2.1** Inform the individual of next steps.
- 8.2.2** Explain processes and timescales.
- 8.2.3** Contact relevant bodies.
- 8.2.4** Maintain accurate, auditable records.
- 8.2.5** Inform the House Superior and Safeguarding Representative.
- 8.2.6** Ensure external referrals occur within 24 hours.
- 8.2.7** Document any authorised delay.

## **8.3 Confidentiality and Statutory Reporting**

- 8.3.1** Safeguarding information cannot remain confidential where statutory reporting is required.
- 8.3.2** Clergy, staff, and volunteers must not seek more detail than necessary.

## **8.4 Investigations**

- 8.4.1** The ICKSP will conduct investigations in partnership with statutory agencies.
- 8.4.2** Form CM2 will be used for case recording.

## **8.5 Support for Individuals**

- 8.5.1** Support will be provided to victims, survivors, and individuals at risk.

## **9. Safer Recruitment**

- 9.1** The ICKSP GB Province operates a comprehensive Safer Recruitment Policy that sits alongside this safeguarding policy. It provides detailed procedures for advertising roles, assessing suitability, conducting background checks, and ensuring that all recruitment decisions prioritise the safety and welfare of children and adults at risk. Readers should refer to the separate Safer Recruitment Policy for full procedural guidance, mandatory steps, and role-specific requirements.

## **10. Safeguarding Training**

- 10.1** All clergy, seminarians, lay volunteers and employees who work with or around children or adults at risk for the ICKSP GB Province must undertake safeguarding training appropriate to their role. One non-clergy trustee should also undertake such training. This includes training relating to both children and adults, alongside any additional modules required for their specific responsibilities. A distinct Safeguarding Training Policy exists which sets out the full procedural framework, mandatory training pathways, renewal periods, and record-keeping requirements.

### **10.2 Minimum Training Standards**

The minimum safeguarding training requirements for each role are as follows:

- 10.2.1** House Superiors – Advanced Safeguarding Training delivered by the Religious Life Safeguarding Service (RLSS).
- 10.2.2** Safeguarding Lead – Safeguarding Lead Training delivered by RLSS.
- 10.2.3** Trustee Safeguarding Training delivered by RLSS.
- 10.2.4** Local Safeguarding Representatives – Advanced Safeguarding Training delivered by RLSS.
- 10.2.5** All clergy, staff, and volunteers working with children or adults at risk – Level 3 Safeguarding Training for Volunteers in the Catholic Church.
- 10.3** Readers should refer to the separate Safeguarding Training Policy for full details of training content, renewal cycles, competency expectations, and compliance monitoring.

## 11. Whistleblowing

- 11.1** The ICKSP GB Province maintains a distinct and comprehensive Whistleblowing Policy which operates alongside this safeguarding policy. That policy sets out the formal procedures for raising concerns about malpractice, misconduct, safeguarding failures, or any behaviour that may place individuals at risk. It provides detailed guidance on protected disclosures, confidentiality, escalation routes, and the protections afforded to those who speak up in good faith. Readers should refer to the separate Whistleblowing Policy for the full procedural framework governing how concerns are reported, managed, and reviewed.

## 12. Recording and Storage of Safeguarding Concerns

- 12.1** The ICKSP maintains a dedicated Whistleblowing Policy which outlines the formal process for raising concerns about malpractice, misconduct, or safeguarding failures. This separate policy provides detailed guidance on protected disclosures, confidentiality, escalation routes, and protections for individuals who speak up. Readers should consult the Whistleblowing Policy for the full procedural framework governing how concerns are reported and managed.
- 12.2** All safeguarding records must be accurate, up to date, and securely stored.
- 12.3** Form CM2 will be used for case notes.
- 12.4** RLSS or diocesan teams will maintain secure, auditable records where they manage a case.
- 12.5** The ICKSP GB Province has a Complaints Policy that allows anyone who is unhappy or unsure about something to ask for further explanation or raise their concerns.

## 13. PREVENT

**13.1** The PREVENT strategy is a UK government initiative aimed at preventing individuals from becoming involved in extremist or terrorist activities. The need to be cognisant of such matters is important. PREVENT has the following objectives and key principles:

### 13.2 Objectives

- To identify and support individuals who may be vulnerable to extremist or terrorist influences.
- To prevent the spread of extremist or terrorist ideologies within our institute.
- To promote a culture of respect, tolerance, and understanding.

### 13.3 Key Principles

- **Respect and Inclusion:** We promote a culture of respect and inclusion, where all individuals feel valued and supported.
- **Identifying Vulnerabilities:** We identify individuals who may be vulnerable to extremist or terrorist influences and provide support and guidance.
- **Partnership Working:** We work in partnership with local authorities, police, and other agencies to prevent extremism and terrorism.

### 13.4 Procedures

All have a responsibility to report any concerns to the priest in charge of the apostolate.

Concerns about extremist or terrorist activity will be reported to the Provincial and referred to the relevant authorities.

## 14. Safeguarding Agencies and Bodies (not exhaustive)

- Internal Safeguarding Structures within the Catholic Church
- Local authority Safeguarding team – Adults
- Local authority Safeguarding team – Children
- Police 999 for immediate danger, 101 where immediate attention not required.
- General Practitioner
- Crisis Team
- RLSS Out of Hours Team/Diocesan Safeguarding Team
- Community Psychiatric Nurse
- Charity Commission
- CSSA
- Local Safeguarding Commission
- Local Authority Designated Officer (LADO)
- NSPCC
- DBS

## 15. Low-Level Concerns

- 15.1** A low-level concern is any behaviour by clergy, staff, or volunteers that falls below the expected standards of conduct but does not meet the threshold for a safeguarding referral. These concerns may relate to poor judgement, boundary issues, or behaviour that could be misinterpreted.
- 15.2 Reporting:**  
All concerns must be reported to the Safeguarding Lead verbally or in writing. A timely, factual record must be made, including names, roles, dates, and any differing accounts. Anonymity will be respected where possible but cannot be guaranteed.
- 15.3 Self-Reporting:**  
Individuals should proactively report their own actions if they may appear inappropriate, be misinterpreted, or fall short of the code of conduct. This supports a culture of openness and safeguarding.
- 15.4 Procedure:**  
The Safeguarding Lead or designated House Superior will:
- 15.4.1** Clarify the concern with the reporter.
- 15.4.2** Speak to witnesses and the individual concerned (unless advised otherwise by RLSS/statutory agencies).
- 15.4.3** Review all information to determine whether the behaviour is appropriate, a low-level concern, or a safeguarding concern.
- 15.4.4** Keep accurate, dated records of all discussions, decisions, and advice received.
- 15.5 Outcomes:**
- 15.5.1** If behaviour is appropriate, this is fed back to all parties.
- 15.5.2** If it is a **low-level concern**, it is managed internally and may result in:
- 15.5.3** Training or reflective learning.
- 15.5.4** A values-based conversation.
- 15.5.5** Policy or practice adjustments.
- 15.5.6** An action plan or risk assessment.
- 15.6** All outcomes must be recorded.
- 15.7** If the concern meets safeguarding thresholds, it must be referred to RLSS and statutory agencies (e.g., LADO, social care).

## 15. Equality Impact Statement

- 15.1** The ICKSP GB Province is committed to inclusive, fair, and accessible safeguarding practice.
- 15.2** This policy aligns with the Equality Act 2010.
- 15.3** This policy will be reviewed periodically to ensure continued inclusivity and compliance.