

Daughters of Charity of St Vincent De Paul (CIO)

Provincial House, The Ridgeway, Mill Hill, London, NW7 1RE

Reg. Charity No. England & Wales: 1204513

Reg. Charity No. Scotland: SC052894

Safeguarding Policy

**Children and Vulnerable Adults in
England and Scotland**

2025 - 2026

Updated: May 2025

For Trustees Review: June 2025

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AIM

The Daughters of Charity of St Vincent De Paul (subsequently referred to as 'The Charity') are committed to safeguarding and promoting the welfare of children and adults at risk.

All Sisters, employees and volunteers have a duty to be alert to potential vulnerabilities in children and adults at risk, and know what to do if they have concerns.

All Sisters, employees and volunteers are expected to be aware of and implement The Charity's Safeguarding Policy and Procedures.

When a Sister, employee or volunteer works / volunteers for a third-party organisation, diocese or charity, she/he must ensure that she/he has read and has a working knowledge of its Safeguarding Policy.

PURPOSE

The purpose of this policy is to ensure that all Sisters, employees and volunteers in The Charity are:

- I. Aware of their role and responsibilities for safeguarding children and adults at risk.
- II. Understand the processes and procedures to follow to ensure a safe environment for children and adults at risk.
- III. Understand the action to take in the event of becoming aware of or having concerns that abuse has occurred or is occurring.

OBJECTIVES

To ensure that all Sisters, employees and volunteers.

- Are able to **identify** a safeguarding or potential safeguarding issue.
- Understand their **role and responsibilities** in relation to the safeguarding of children and adults at risk experiencing harm or abuse.
- Understand **when and how** to raise a safeguarding concern.
- Understand **how to access advice and support** in regard to individual cases.
- Ensure Care Home employees have access to **more detailed policies and guidance** to cover specific circumstances and environments in which they work.

THE POLICY STATEMENT

It is the policy of The Charity to protect children and adults at risk from abuse, neglect, all forms of exploitation as **explained in Appendix A and B** and provide a safe environment for them.

Safeguarding children and adults at risk is everybody's responsibility: **doing nothing is NOT acceptable.**

This commitment flows from our common belief in the dignity and uniqueness of every human life.

The policy is based on the principle that each child and adults at risk has a right to expect the highest level of care and protection, encouragement and respect.

ROLE AND ACCOUNTABILITY OF TRUSTEES

The Charity is registered with the Charity Commission of England & Wales – Charity Registration Number 1204513 and with the Office of the Scottish Charity Regulator (OSCR) SC052894

The Trustees of The Charity are ultimately responsible for ensuring that those benefitting from, working with or belonging to The Charity are not harmed in any way through contact with it. The Trustees have a legal duty to act prudently and take all reasonable steps within their powers to ensure that this does not happen. They have a duty to ensure that there is an appropriate Safeguarding Policy in place, which is updated annually and monitored by the Safeguarding Team at Provincial House, Mill Hill. The Policy will be updated within the year should there be significant developments or changes. An amended policy will be approved by the Trustees prior to its distribution throughout the Province.

The Trustees will report to the Charity Commission of England and Wales and the Office of the Scottish Charity Regulator (OSCR) and other relevant Legislative Bodies, any serious incident which could adversely affect The Charity's beneficiaries, work, financial position or reputation.

The three Care Homes run by The Charity will report all safeguarding referrals to the Daughters of Charity H.R. Manager and Health and Care Co-ordinator, as well as to their own legislative body, as stated in their own Safeguarding Policy.

The Trustees receive a Quarterly Report from each Care Home and review and approve their Safeguarding Policies on an annual basis.

The Charity is covered by a Public Liability Insurance Policy. The Trustees have a responsibility to ensure that the terms of the Public Liability Insurance Policy are complied with and that these National Procedures are fully operational.

LEGISLATION

In applying this policy, The Charity seeks to work within English and Scottish law, national and local safeguarding policies and procedures, together with recent recommendations of the Roman Catholic Church in England and Wales and Scotland, and to comply in all respects with statutory and Church agencies to ensure that any allegations of abuse are promptly and properly dealt with, victims supported and perpetrators held to account.

THE CHARITY'S COMMITMENTS

We will:

- Apply the Principles and Procedures demanded by national and local legislation, as well as those laid out by the Catholic Safeguarding Standards Agency (CSSA) and the Religious Life Safeguarding Service (RLSS) in England & Wales and The Scottish Catholic Safeguarding Standards Agency (SCSSA)
- Adopt the necessary means to create and maintain a safe environment for children and adults at risk in our care and/or in receipt of our services.
- Ensure that all Sisters in active ministry, staff and volunteers, undergo checks required. Disclosure and Barring Service (England and Wales); Protection of Vulnerable Groups (Scotland)
- Provide initial and ongoing Safeguarding Training for all Sisters, employees and volunteers and ensure that all Sisters, employees & volunteers have read and have access to the Safeguarding Policy.
- Ensure regular monitoring and updating of the application of all the above elements, insofar as they relate to the protection of children and adults at risk for whom the Sisters, employees and volunteers are responsible or are in contact with.

SAFEGUARDING CHILDREN

Safeguarding is the action that is taken to promote the welfare of children and protect them from harm.

Safeguarding means:

- Protecting children from abuse and maltreatment
- Preventing harm to children's health or development
- Ensuring children grow up with the provision of safe and effective care
- Taking action to enable all children and young people to have the best outcomes.

Child protection is part of the safeguarding process. It focuses on protecting individual children identified as suffering or likely to suffer significant harm. This includes child protection procedures which detail how to respond to concerns about a child.

Safeguarding children and child protection applies to all children up to the age of 18.

Taken from the NSPCC website updated April 2024.

SAFEGUARDING ADULTS AT RISK

'Safeguarding means protecting an adult's right to live safely, free from abuse and neglect. It is about people and organisations working together to prevent and stop both risk and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstance.

Care and Support Statutory Guidance, Department of Health, updated March 2024

CATEGORIES OF ABUSE

The following tables are examples of types of abuse of children and adults at risk. Sisters, employees and volunteers should not be limited in their view of what constitutes abuse or neglect. They should seek further advice and guidance if they see or come to know of a situation which makes them feel uncomfortable.

EXAMPLE OF ABUSE OF CHILDREN

Bullying and Cyberbullying	Female Genital Mutilation (FGM)
Child Sexual Exploitation (CSE)	Neglect
Child Trafficking	Physical Abuse
Domestic Abuse	Radicalisation of Children & Young Adults
Emotional Abuse	Sexual Abuse
Spiritual Abuse	

Appendix A contains more details on each of the above types of abuse pages 15 - 16

EXAMPLE OF ABUSE IN ADULTS

Disability Hate	Organisational Abuse & Institutional Abuse
Discriminatory Abuse	Physical Abuse
Domestic Abuse (including 'Honour' based violence)	Restraint
Emotional & Psychological Abuse	Self-Neglect
Financial & Material Abuse	Sexual Abuse
Modern Slavery & Trafficking	Spiritual Abuse
Neglect & Acts of Omission	

Appendix B contains more details on each of the above types of abuse pages 17 - 19

PROCEDURE FOR DEALING WITH A SAFEGUARDING ALLEGATION

RESPONDING TO THE PERSON MAKING AN ALLEGATION

The person receiving an allegation will listen and will take the allegation very seriously; they will not express disbelief. They will explain the actions that are required by The Charity and keep the person updated. They will not promise confidentiality, but state that the alleged victim's wishes will be considered by professionals. Pastoral support will be offered.

The immediate safety of the child or adult at risk is paramount. If there is an obvious need for medical attention and/or the assailant is in the immediate area, call 999

Receive:

Listen to what is being said without displaying shock or disbelief.

Take it seriously.

Reassure:

Reassure the child/adult at risk, but only in as far as is honest and reliable and do not make promises which cannot be kept.

Don't promise confidentially. You have a duty to report your concerns.

React:

Listen quietly, carefully and patiently. Do not assume anything – don't speculate or jump to conclusions.

Do not investigate

Remember that an allegation of abuse may lead to a criminal investigation

Let the child/adult at risk explain to you in his or her own words what happened, don't ask leading questions.

Do ask open questions like "Is there anything else that you want to tell me?"

Do not ask the child/adult at risk to repeat what they have told you to another member of staff.

Explain what you have to do next and whom you have to talk to.

Record:

Make some brief notes at the time and write them up in detail as soon as possible. Do not destroy your original notes which may be required by a court. Record the date, time, place and words used by the child/adult at risk and how the child/adult at risk appeared to you – be specific.

Record the actual words used; including swear words or slang.

Record statements and observable things, not your interpretations or assumptions – keep it factual.

Report:

Report directly, to the designated safeguarding team for 'The Charity'.

This must be done as soon as practicable and in all cases within 4 hours.

The Safeguarding Representative is **Sister Eileen Glancy**

The Safeguarding Administrator is **Mrs. Siobhan Fairclough**

Email: safeguarding@dcmillhill.org

Phone **020 8238 8412** Out of hours Sister Eileen's mobile **07791 234024**

Also complete the Allegation of Abuse Form (page 20 - 22 appendix C) and send to Safeguarding Office

ACTION TAKEN ON RECEIPT OF AN ALLEGATION MADE AGAINST A SISTER, EMPLOYEE OR VOLUNTEER

On receipt of an allegation whether historic or current, made against a Sister also known as a Daughter of Charity (living or deceased) or an employee/volunteer of The Charity (current or past)

The Safeguarding Team will inform the following:

- Safeguarding Trustee – Sister Ruth O’Neill
 - The Police
 - The RLSS/CSSA/ SCSSA
 - The Charity Commission for England & Wales
 - The Office of the Scottish Charity Regulator (OSCR) if the origin of the allegation is Scotland
 - Solicitor (where appropriate)
 - Insurer
- **RESPONDING TO THE VICTIM OF ABUSE**
Pastoral support and / or counselling will be offered to the victim of abuse, as and when appropriate. Other forms of support will also be considered in consultation with the victim.

 - **RESPONDING TO A SISTER AGAINST WHOM AN ALLEGATION HAS BEEN MADE**
The Provincial will speak with the named Sister, to inform her of the allegation and allow her the opportunity to recall the person making the allegation, the venue and her memory of that time.
The Provincial will offer pastoral support to the Sister.
The procedures outlined by RLSS will be followed.

 - **RESPONDING TO A CURRENT EMPLOYEE AGAINST WHOM AN ALLEGATION HAS BEEN MADE**
A member of the Safeguarding Team will speak with the named employee to inform him/her of the allegation and allow him/ her opportunity to recall the person making the allegation, the venue and his/her memory of that time.
Pastoral support will be offered to the employee.
The procedures outlined by RLSS will be followed.

 - **RESPONDING TO AN ALLEGATION AGAINST A DECEASED SISTER/FORMER SISTER/EMPLOYEE**
The procedures outlined by RLSS will be followed.

 - **RESPONDING TO AN ALLEGATION WITHIN THE SETTING OF A CARE HOME**
The policy of the particular Home will be followed

PROCEDURE TO FOLLOW IF A DAUGHTER OF CHARITY WITNESSES ABUSE OF A SISTER BY ANOTHER DAUGHTER OF CHARITY

If a Daughter of Charity witnesses any behaviour between Sisters, which could be classed as 'abuse', for example bullying and/or controlling behaviour, she must:

- Inform the Safeguarding Representative by phone or email as soon as possible after the incident.
- Outline what she saw and /or heard, in as much detail as possible.
- The Safeguarding Representative will keep a record of all details that are given and will inform the Provincial.

The Safeguarding Representative will then:

- Contact the Sister who was allegedly abused, to listen to her version of events.
- **If the Sister does not wish to make a complaint**, or if the situation was misinterpreted:
 - The matter will not be taken any further.
 - The notes of both conversations will be kept confidentially by the Safeguarding Representative.
 - The Safeguarding Representative will inform the Sister who made the allegation, that no further action is being taken.
 - The Safeguarding Representative will also update the Provincial on this.
- **If the Sister does wish to make a complaint:**
 - the Safeguarding Representative will take a statement from her.
 - The Safeguarding Representative will then meet with the named Sister to inform her of the allegation against her and allow her the opportunity to recall the incident(s) and her memory of what took place.
 - The Safeguarding Representative will take notes of this conversation.
 - The Safeguarding Representative will then arrange to meet the Provincial to update her and to discuss the way forward.

- The Provincial and Safeguarding Representative will reflect on the situation to carefully consider the best response to both Sisters.
- The Safeguarding Representative will meet with the Sisters individually once a decision is reached, to discuss the outcome and way forward.
- Depending on the severity of the situation and / or the outcome, it may be the Provincial who meets with the Sisters individually.
- The Provincial and Safeguarding Representative will offer both Sisters ongoing personal support or support from a person of their choosing.
- If the Sisters remain in the same local community, the Safeguarding Representative will inform the local Sister Servant who will carefully monitor the ongoing relationship between the two Sisters.

PROCEDURE TO FOLLOW IF A DAUGHTER OF CHARITY EXPERIENCES ABUSE FROM ANOTHER DAUGHTER OF CHARITY

If a Daughter of Charity experiences any behaviour from another Sister, which could be classed as 'abuse', for example bullying and/or controlling behaviour, she must:

- Inform the Safeguarding Representative by phone or email as soon as possible after the incident.
- Outline what she experienced in as much detail as possible.
- The Safeguarding Representative will meet with this Sister to give her an opportunity of talking through what happened.
- The Safeguarding Representative will keep a record of all details given.
- The Safeguarding Representative will then meet with the named Sister to inform her of the allegation against her and allow her the opportunity to recall the incident(s) and her memory of what took place.
- The Safeguarding Representative will make notes of this meeting and inform the Provincial.
- The Safeguarding Representative will then arrange to meet the Provincial to update her and to discuss the way forward.

Safeguarding Guidelines for Staff in a Community House

The Daughters of Charity of St Vincent de Paul base their lives on Christian Values and those of their founders, St Vincent de Paul and St Louise de Marillac.

The atmosphere within the local community house is one of happiness, respect, trust and patience.

We hope and expect that as a member of staff/volunteer, you will experience this from the Sisters.

If you experience behaviour to the contrary from a Sister which upsets you, please speak with the Sister Servant, who will hopefully resolve the situation.

If the Sister upsetting you is the Sister Servant, please speak with one of the other Sisters who will help you.

If you are not satisfied with the response you receive, or if any form of abusive behaviour towards you continues, please contact the Safeguarding Office on 0208 238 8412 or email: safeguarding@dcmillhill.org

**PLEASE SIGN BELOW WHEN YOU HAVE READ THE POLICY
THANK YOU**

NAME OF HOUSE: _____

Staff Signatures

SIGNATURE	DATE

Date approved by the Trustees	JUNE 2025
Date updated	MAY 2025
Next review date	JUNE 2026
Responsibility for Monitoring this policy	Safeguarding Representative & Administrator

Theresa Tighe

 Signed on behalf of the Trustees

21/7/2025

 Dated

OTHER POLICIES RELATING TO ABUSE AND PROTECTION

- HR 1.2 IT
- HR 1.3 Data Protection
- HR 1.4 Social Media
- HR 2.1 Recruitment and Selection
- HR 2.2 Recruitment of Ex-Offenders
- HR 4.3 Code of Conduct
- HR 4.4 Equality and Diversity
- HR 4.9 Whistleblowing – Public interest Disclosure
- HR 5.3 Grievance
- DOC Health and Safety

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APPENDIX A

TYPES OF CHILD ABUSE

TYPES OF ABUSE	
Bullying & Cyber bullying	Bullying is behaviour that hurts someone else. It usually happens over a lengthy period of time and can harm a child both physically and emotionally. Cyberbullying takes place online and can involve social networks, games and mobile devices.
Child Sexual Exploitation (CSE)	<p>A form of sexual abuse. Young people in exploitative situations and relationships receive things such as gifts, money, drugs, alcohol, status or affection in exchange for taking part in sexual activities.</p> <p>Young people may be tricked into believing they're in a loving, consensual relationship. They often trust their abuser and don't understand that they're being abused. They may depend on their abuser or be too scared to tell anyone what's happening. They might be invited to parties and given drugs and alcohol before being sexually exploited. They can also be groomed and exploited online.</p>
Child Trafficking	Involves recruiting and moving children who are then exploited. Many children are trafficked into the UK from overseas, but children can also be trafficked from one part of the UK to another.
Domestic Abuse	Any type of controlling, bullying threatening or violent behaviour between people who are or were in an intimate relationship. Domestic abuse can happen in any relationship regardless of age, sexuality, gender identity, race or religious identity.
Emotional Abuse	Is persistent and, over time, it severely damages a child's emotional health and development
Female Genital Mutilation (CSE)	The partial or total removal of external female genitalia for non-medical reasons. It is also known as female circumcision or cutting.
Neglect	The persistent failing to meet the child's basic physical and/or psychological needs usually resulting in serious damage to their health and development
Physical Abuse	Occurs when a child is deliberately hurt, causing injuries such as cuts, bruises, burns and broken bones. It can involve hitting, kicking, shaking, throwing, poisoning, burning or suffocating
Radicalisation of Children & Young Adults	<p>Radicalisation</p> <p>Radicalisation is defined as the process by which people come to support terrorism and extremism and, in some cases, to then participate in terrorist groups.</p> <p>There is no obvious profile of a person likely to become involved in extremism or a single indicator of when a person might move to adopt violence in support of extremist ideas. The process of</p>

	<p>radicalisation is different for every individual and can take place over an extended period or within a very short time frame.</p> <p>Extremism</p> <p>Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.</p> <p>We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas (HM Government Prevent Strategy 2011). Violent extremism is a real threat to all communities - violent extremists actively aim to damage community relations and create division. That is why it is vital that we all work together to support those who are vulnerable in this way.</p>
Sexual Abuse	<p>Forcing or enticing a child to take part in sexual activities. It doesn't necessarily involve violence and the child may not be aware that what is happening is abuse.</p>
Spiritual Abuse	<p>In human relationships there are areas of legitimate authority. When power or control is exercised beyond the appropriate boundaries of such authority, whether in the context of a religious organisation or in individual relationships where spiritual authority is claimed, this constitutes spiritual abuse. This can happen when spiritual authority is misused to manipulate peoples' emotional responses (such as fear, guilt or shame) or loyalty, for the benefit of the church, institution or of another individual. Spiritual abuse may also include or underlie other forms of abuse such as sexual, physical, verbal, psychological or emotional abuse when these take place within the context of a religious organisation.</p>

APPENDIX B

TYPES OF ADULT ABUSE

TYPE OF ABUSE	
Disability Hate	The Criminal Justice System defines a disability hate crime as 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. The Police monitor five strands of hate crime, Disability; Race; Religion; Sexual orientation; Transgender.
Discriminatory Abuse	Discrimination on the grounds of race, faith or religion, age, disability, gender, sexual orientation and political views, along with racist, sexist, homophobic or ageist comments or jokes, or comments and jokes based on a person's disability or any other form of harassment, slur or similar treatment. Excluding a person from activities on the basis they are 'not liked' is also discriminatory abuse
Domestic Abuse (Including 'Honour' based violence)	<p>The government definition of domestic violence and abuse is: "Any incident of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to: psychological, physical, sexual, financial, and emotional.</p> <p>Honour based violence and abuse can take many forms, e.g. threatening behaviour, assault, rape, kidnap, abduction, forced abortion, threats to kill and false imprisonment committed due to so called 'honour'. Murders in the name of 'so-called' honour, (often called Honour killings) are murders in which predominantly women are killed for actual or perceived immoral behaviour which is deemed to have brought shame on the family. Some examples nationally of honour based murders have been for trivial reasons for example, dressing or behaving too westernised, falling in love with somebody not chosen by their family, rejecting forced marriage or being LGBT.</p>
Emotional & Psychological Abuse	Emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or support networks.
Financial & Material Abuse	Theft, fraud, internet scamming, postal and doorstep scams, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits are all forms of financial abuse and are more often than not targeted at adults at risk. The adult at risk can be persuaded to part with large sums of money and in some cases their life savings. Financial abuse can

	<p>have serious effects including loss of income and independence and harm to health, including mental health. Where the abuse is perpetrated by someone who has the authority to manage an adult's money, the relevant body should be informed, e.g. the Office of the Public Guardian for deputies and attorneys and DWP for appointees.</p>
Hate Crime	<p>The police define Hate Crime as 'any incident that is perceived by the victim, or any other person, to be racist, homophobic, transphobic or due to a person's religion, belief, gender identity or disability'. It should be noted that this definition is based on the perception of the victim or anyone else and is not reliant on evidence. In addition, it includes incidents that do not constitute a criminal offence.</p>
Modern Slavery & Trafficking	<p>Modern Slavery is the term used within the UK and is defined within the Modern Slavery Act 2015. The Act categorises offences of Slavery, Servitude and Forced or Compulsory Labour and Human Trafficking (the of which comes from the Palermo Protocol). These crimes include holding a person in a position of slavery, servitude forced or compulsory labour, or facilitating their travel with the intention of exploiting them soon after. Although human trafficking often involves an international cross-border element, it is also possible to be a victim of modern slavery within your own country.</p>
Modern Slavery & Trafficking continued	<p>There are several broad categories of exploitation linked to human trafficking, including:</p> <ul style="list-style-type: none"> • Sexual exploitation • Forced labour • Domestic servitude • Organ harvesting • Child related crimes such as child sexual exploitation, forced begging, illegal drug cultivation, organised theft, related benefit frauds etc • Forced marriage and illegal adoption
Neglect & Acts of Omission	<p>Ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, social care or education services, and the withholding of the necessities of life such as medication, adequate nutrition and heating. Neglect also includes a failure to intervene in situations that are dangerous to the person concerned or the others, particularly when the person lacks the mental capacity to assess risk for themselves</p>
Organisational Abuse & Institutional Abuse	<p>The mistreatment, abuse or neglect of an adult by a regime or individuals in a setting or service where the adult lives or that they use. Such abuse violates the person's dignity and represents a lack of respect for their human rights.</p>
Physical Abuse	<p>Assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.</p>

Self-Neglect	<p>Whilst there is currently no standard definition of self-neglect, in addition to the Care Act (2014) definition above, research has suggested that there are three recognised forms of self-neglect which include:</p> <ul style="list-style-type: none"> • Lack of self-care – this may involve neglecting personal hygiene, nutrition and hydration or health. This type of neglect would involve a judgement to be made about what is an acceptable level of risk and what constitutes wellbeing. • Lack of care of one’s environment – this may result in unpleasant or dirty home conditions and an increased level of risk in the domestic environment such as health and safety and fire risks associated with hoarding. This may again be subjective and require a judgement call to determine whether the conditions within an individual’s home environment are acceptable. • Refusal of services that could alleviate these issues – this may include the refusal of care services, treatment, assessments or intervention, which could potentially improve self-care or care of one’s environment
Sexual Abuse	<p>Rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.</p>
Sexual Exploitation	<p>Involves exploitative situations, contexts and relationships where adults at risk (or a third person or persons) receive ‘something’ (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities. It affects men as well as women. People who are sexually exploited do not always perceive that they are being exploited. In all cases those exploiting the adult have power over them by virtue of their age, gender, intellect, physical strength, and/or economic or other resources. There is a distinct inequality in the relationship. Signs to look out for are not being able to speak to the adult alone, observation of the adult seeking approval from the exploiter to respond and the person exploiting the adult answering for them and making decisions without consulting them.</p>
<p>Spiritual Abuse</p> <p>Spiritual Abuse cont.</p>	<p>In human relationships there are areas of legitimate authority. When power or control is exercised beyond the appropriate boundaries of such authority, whether in the context of a religious organisation or in individual relationships where spiritual authority is claimed, this constitutes spiritual abuse. This can happen when spiritual authority is misused to manipulate peoples’ emotional responses (such as fear, guilt or shame) or loyalty, for the benefit of the church, institution or of another individual. Spiritual abuse may also include or underlie other forms of abuse such as sexual, physical, verbal, psychological or emotional abuse when these take place within the context of a religious organisation.</p>

Appendix C
Example of form used to record the incident(s) of abuse

REPORT OF ABUSE
Name of the victim :
All Contact details of the victim:
Venue where abuse took place:
Date(s):
Name of perpetrator of the abuse (if known):
Nature of abuse – Physical/Emotional/Sexual/ Spiritual/Neglect/Historical/Other
Summary of abuse:
Can be continued on another page if hand written or extend the box is completed on a computer

DETAILS OF PERSON REPORTING THE ALLEGATION

How did the victim report the allegation to you? (In person/phone/letter/email)

Your name:

Your address:

Best contact Tel No for you:

Your email:

Date and time reported.

Signature of person reporting

**Please return this form immediately to the
Safeguarding Office**

Date and time received in the Safeguarding office:

Daughters of Charity Safeguarding Representative: **Sister Eileen Glancy**

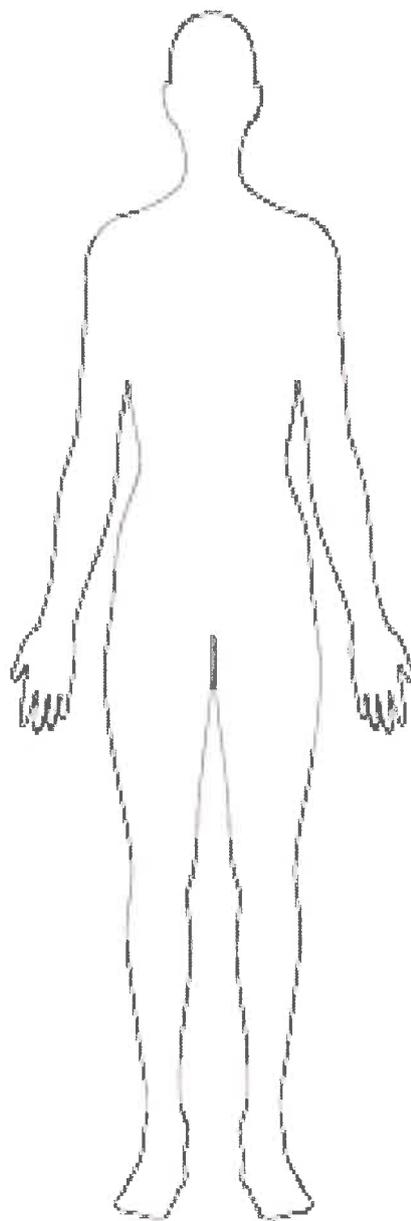
Daughters of Charity Safeguarding Administrator: **Mrs Siobhan Fairclough**

Phone number: 0208 238 8412 **Out of hours Sister Eileen's mobile 07791 234024**

Email address: safeguarding@dcmillhill.org

Safeguarding Office
Provincial House
The Ridgeway
Mill Hill
NW7 1RE

**BODY OUTLINE TO IDENTIFY ANY PARTS OF THE BODY THAT
HAVE BEEN HARMED**



APPENDIX D

SAFEGUARDING TRAINING

- **All Sisters** in active ministry will read and have an understanding of the Safeguarding Policy of The Charity.
- They will initial the policy to show that they have done this.

They will receive Safeguarding Training on an annual basis and any refresher training as and when required. This will be led by the RLSS

They will know where to access the Safeguarding Policy kept in their local community house.

The Sister Servant of each local house will ensure that any employee within the house has read, signed and understood the Safeguarding Policy.

- **All employees in the Care Establishments** will read and have an understanding of the Safeguarding Policy of The Charity as well as the Safeguarding Policy of the Care Home in which they work. They will initial the policy to show that they have done this.

They will have access to this Policy at all times.

They will receive Safeguarding Training on an annual basis and any refresher training as and when required.

- **All administration and housekeeping staff** will read and have an understanding of the Safeguarding Policy of The Charity. They will initial the policy to show that they have done this.

They will have access to this Policy at all times.

They will receive Safeguarding Training on an annual basis and any refresher training as and when required.

- **All volunteers** will read and have an understanding of the Safeguarding Policy of The Charity. They will initial the policy to show that they have done this.

They will have access to this Policy at all times.

They will receive Safeguarding Training on an annual basis and any refresher training as and when required.

APPENDIX E

DAUGHTERS OF CHARITY COMMUNITY HOUSES ENGLAND AND SCOTLAND

London and Greater London Houses
London, Mill Hill, Provincial House
London, Carlisle Place
London, Horseferry Road
Greater London, Erith (Abbey Wood)
Brentwood, Seton Care, Warley
Brentwood, Donworth House

Northern England
Liverpool, Christopher Grange
Manchester, Hulme
Southport, Santa Barbara
Southport, St Vincent's

Houses in Scotland
Glasgow, Pollokshields
Glasgow Drumover Drive
Lanark, St Catherine's/Gavel Lane

APPENDIX F

DAUGHTERS OF CHARITY MINISTRIES AND SERVICES

Administration

Chaplaincy to Homeless People

Hospital Chaplaincy

Ministry to Homeless People / Young People / Elderly People

Pastoral Ministry and Catechesis in parish settings

Support of Asylum Seekers and Economic Migrants

'The Listening Heart'

Support of all DC Services –

The Louise Project, Glasgow

St Joseph's Services for people with learning disability, Midlothian

Out There, support of Families of Prisoners, Manchester

St Vincent's Family Centre, London

Vincentian Care Plus, Domiciliary Care, London

Marillac Neurological Care Centre, Essex

CARE COMMUNITIES

- Seton Care, Warley, Brentwood
- St Vincent's, Southport
- St Catherine's, Lanark

Seton Care

Seton Care is a Care Home for up to 10 elderly Daughters of Charity; it is registered with the Care Quality Commission (CQC). It is managed by a Registered Manager

St Vincent's, Southport

St Vincent's is a Care Home for 10 elderly Daughters of Charity. It is registered with the CQC. It is managed by a Registered Manager.

St Catherine's, Lanark

St Catherine's supports 10 elderly residents and has two respite beds. It is registered with Social Care Social Work Improvement Scotland (SCSWIS). The majority of its residents are Daughters of Charity. It is managed by a Registered Manager.

