

**THE ORDER  
OF THE  
KNIGHTS OF ST COLUMBA**



**75 Hillington Road South  
Glasgow GA52 2AE**

**SAFEGUARDING OF CHILDREN  
AND VULNERABLE PERSONS  
POLICY**



**The Order of the Knights of St Columba.  
75, Hillington Road South.  
Glasgow. GA52 2AE.**

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## **Introduction**

The Order of the Knights of St Columba (“K.S.C”) (“The Order”) is an organisation which delivers inter school sports and arts programmes to children and young people. Children are defined in the Children Act 1989 as young people under the age of 18 years,(in England and Wales under 16 in Scotland) K.S.C’s Competitions currently targets young people between the ages of 5 and 18.

The Minimum age for membership of the Order is 16

The welfare, protection and safety of the children and young people are of paramount importance.

K.S.C recognises that all children and young people, whatever their race, religion, first language, gender or sexuality, age, health or disability, location or placement, criminal behaviour, political or immigration status, have the right to be safeguarded from abuse and exploitation. Any suspicion or allegation of abuse will be taken seriously and responded to swiftly and appropriately, involving the relevant statutory agency at the earliest possible opportunity.

This Policy provides both a clear explanation of the basic principles of Safeguarding and a workable handbook for all those connected with the Order. The contents are in line with the Children Act 1989.

It highlights those issues which are likely to be most relevant to the Order’s members/members of staff and volunteers and to present the information in terms which will enable them to know what procedures must be followed.

The information and guidelines set out in this Policy document will be supported by relevant training. Further guidance is available at all times to The Orders Members / Members of Staff or Volunteers by contacting The National Safeguarding Officer, via Head Office, by telephone on 0141 883 5700 or by

e-mail on [headoffice@ksc.org.uk](mailto:headoffice@ksc.org.uk)

or in writing to

**The Order of the Knights of St Columba  
75 Hillington Road South  
Glasgow  
GA52 2AE.**

## **Scope of this Policy**

This Safeguarding Policy relates to all sports and arts programmes run by K.S.C in any environment utilised by K.S.C, whether these take place in schools as part of the curriculum or after school, and whether they take place at other premises to which K.S.C has access. It also applies to any transportation to and from facilities where K.S.C undertakes this.

## **Applicability of Policy**

This Policy applies to all the Order's members/members of staff and volunteers whether paid or unpaid and to The Order's members/members of staff involved in the programmes and sites.

## **The Order's purpose and objectives**

The main purpose of this Safeguarding Policy is to ensure the welfare, protection and safety of children and young people who come into contact with The Order. K.S.C provides training to all its staff on the information and guidelines set out in this Policy and a course on this Policy is part of the induction process for all new members. It is vital for both the staff and the children and young people with whom they come into contact for all staff to be fully conversant with this Policy and the procedures which are set out in this document.

The welfare, protection and safety of the children and young people are issues which K.S.C considers to be its first priority. All The Order's members/members of staff have a responsibility to take all appropriate action to safeguard the children and young people in their care. The order's members/members of staff aim is to ensure good practice at all times in order to ensure this.

The Order will also give support to any of it's members/Staff who are found to be a victim of false allegations.

## **Parental Permission**

At events held outside the school day and precincts, wether an after school activity or some other occasion, or in case of a residential event, such as the young person's seminars or youth competitions held under the supervision of members / staff of the K.S.C a personal consent form (available from Head Office or downloaded from the K.S.C website at <http://www.ksc.org.uk> ) must be filled in and signed by the child's Parent / Guardian and verified by their school or organisation or in the case of an individual by the local Youth Officer of the sponsoring K.S.C Council.

## To do...good practice

One of the first, and most important, general rule of good practice is for staff to make a written record as soon as practicable after an incident has occurred. It is extremely important to make prompt, written records.

**However, nothing relating to allegations or suspicions of abuse should ever be written in the presence of the child or young person concerned.**

Two forms, an Incident Report Form and a Safeguarding Form, are attached to this Policy and, wherever possible, these forms should be used. However, the lack of availability of these forms is not a sufficient reason for failing to make a written record and, if the forms are not used, the reason for this should also be recorded.

All The Order's members/members of staff must at all times themselves behave properly and in accordance with this Policy when dealing with children and young people, and this –and observing the following guidelines – will help protect them from any unjustified allegations of abuse being made against them: -

1. Always work with children and young people in an open environment, avoiding being with them in private and unobserved places;
2. Encourage open communication, avoiding any type of secrets;
3. Maintain a safe and appropriate distance from participants in the programmes;
4. Where any form of help or support is required, it should be provided openly, in accordance with guidelines issued by the relevant sporting body and with the prior agreement of the child or young person. If the activity is one where contact is inevitable, consider first consulting parents, guardians or carers and obtaining their prior written approval;
5. Ensure that you are fully aware of the medical condition and needs of all participants and that satisfactory arrangements are in place for administering any medicines which might be required. Remember that, in the event of any emergency, the preservation of life is the priority and the emergency services should be called immediately;
6. Encourage the involvement of parents, guardians or carers wherever and as soon as possible, particularly in the circumstances outlined in 4 and 5 above;
7. If supervision is required in changing rooms, for example in the case of certain special needs children, involve same gender supervision of children by parents, guardians or carers; if this is not possible and staff supervision is required, always ensure that there are at least two people supervising of the same gender as the child;
8. It is not appropriate to have an intimate relationship of any sort nor to share a room with a child or young person;
9. Make activities as enjoyable and as much fun as possible;
10. Always promote fair play; winning and achieving goals should never compromise this principle;
11. Encourage participants by praising them and recognising their achievements; criticism should take the form of positive feedback rather than negative comment;
12. Always recognise the needs and capacities of individual children and young people and set goals for them which they are capable of achieving; never push them against their will and avoid excessive training or competition;
13. Try to build up balanced relationships with participants based on mutual trust and to involve them in the decision-making process;
14. Treat all young people equally and with dignity and respect and encourage them to behave in the same way towards staff and visitors to the programmes and sites;

15. Act at all times as a role model for the children and young people; avoid smoking, drinking alcohol, taking drugs, or the use of swearing, foul language or inappropriate behaviour in their presence;
16. Always be well prepared for the programme in which you are involved;
17. In the event of any accident or injury, make a written record of the circumstances and any action taken or treatment given.

***These guidelines are not intended to cover every situation which may occur.***

***All the Order's members / members of staff must adhere to them and should, if appropriate, consult a colleague or the Senior Officer present if in any doubt, before acting.***

## Not to do...

There are situations which should be **avoided** – **except in emergencies**. For example, the Order's members/members of staff should avoid: -

- spending time with children and young people alone and away from others.
- transporting children and young people to or from events, especially in the case where there is no other adult present.

In the event that an emergency should occur, for instance a child or young person being taken to hospital, you should endeavour first to obtain appropriate consent from the parent, guardian or carer and, if at all possible, you should only do so with the full knowledge and consent of the senior Officer present. The preservation of life and the welfare and protection of the child remain the priorities.

However, in no circumstances, should a member of staff ever: -

1. engage in rough play with a child or young person;
2. permit or engage in any form of inappropriate touching or permit such behaviour between the children and young people themselves;
3. allow children or young people to swear or use foul language without challenging them;
4. use any inappropriate language or words to or in front of a child or young person, even in fun or as a joke;
5. reduce a child or young person to tears as a form of control;
6. allow any allegation of abuse to go unchallenged, unreported or ignored;
7. do things of a personal nature for a child or young person which he/she is capable of doing for himself/herself.

It is sometimes necessary for staff to help a child or young person by doing something of a personal nature for him/her, particularly if he/she is young or suffers from a disability. In this case, this should only be done with the full prior written agreement and the understanding of the child's or young person's parent, guardian or carer.

On occasions, there may be no alternative but to restrain a child or young person physically; restraint should only be used if it is in the interests of the child's safety or the safety of others. Only reasonable force should ever be used. The restraint should continue only as long as necessary and the situation is under control and safe; such restraint should be used only when it is likely to succeed and it should never be used in anger.



## The Order's members / members of staff

K.S.C also considers the protection of its staff and visitors to its programmes and sites to be of paramount importance. Awareness of, and adherence to, this Policy and the guidelines set out will help to protect them against allegations being made against them.

Occasions may however arise when a child makes an allegation of abuse involving a members/members of staff; **these are serious allegations and they will be treated as such.**

In addition, if a members/members of staff has a concern that a colleague is abusing a child or a young person, he/she has a responsibility to make his/her concerns known.

These concerns or allegations must immediately be reported to The Order's National Safeguarding Officer, who will take such steps as he considers necessary to protect the child or young person. In this situation, as in all others, the welfare, protection and safety of the child or young person are the first priority.

The Order's National Safeguarding Officer will also make an immediate decision regarding the immediate steps to be taken regarding the person against whom the allegation is made. Again, it is the welfare, protection and safety of the child or young person which are the paramount considerations.

An allegation or complaint of abuse against a member / member of staff may lead to a police enquiry and criminal proceedings, a Safeguarding investigation, a disciplinary or misconduct investigation and / or civil proceedings. Any allegations or complaints against members/members of staff will be taken seriously.

## Incidents to be recorded and reported

A written record must be made if any of the following should occur – and they must also be reported as soon as possible to The order's National Safeguarding Officer. If for any reason the National Safeguarding Officer is not immediately available, the senior Officer present should be informed of the incident – or if no other Officer is present, please inform the most senior member/member of Staff present.

If possible, the attached Incident Report Form should be used.

These incidents should also be reported to the child's or young person's parent, guardian or carer. if a child or young person is accidentally hurt or injured

- if a child or young person seems particularly distressed
- if a child or young person misunderstands or misinterprets something you have said or done
- if physical restraint has had to be used
- if a child or young person has had to be seriously disciplined by, for example, being sent home or banned from further participation

In the highly unlikely event that there should be a fatal incident, this must immediately be reported to the Police and/or other emergency services as appropriate and, as soon as possible thereafter, to The order's National Safeguarding Officer or another senior person at K.S.C if the Safeguarding Officer is not immediately available. The member / member of staff should follow instructions and guidance given by the Police. In this case, an accurate written record should be made as soon as the circumstances permit, if possible using the attached Incident Report Form.

## Different types of Child Abuse and Recognition

The term “Child Abuse” is widely used to describe all the different ways in which a person may harm a child or young person. It can happen wherever there are young people of any age, can be inflicted by a range of adults, another young person or other young people, and can and does occur both within and outside the family setting. Young people with disabilities are at increased risk of abuse. Abuse includes both inflicting harm and the failure to act to prevent harm.

Although there has been a particular emphasis in recent times on sexual abuse, abuse can of course take a variety of different forms and these are summarised below.

Recognising abuse is not necessarily easy. There are a number of indicators and staff need to be aware of these potential signs and symptoms of abuse – which might alert them to the fact that a child is being abused. Observing the child or young person is important in order to ascertain whether his/her behaviour is normal or whether it indicates the possibility that he/she is being abused. The factors described below can be **risk indicators**; they are frequently found in cases of child abuse. Their presence is not proof that abuse has occurred but:

- must be regarded as indicators of the possibility of significant harm
- justifies the need for careful assessment and discussion with the National Safeguarding Officer

The absence of these indicators does not mean that abuse or neglect has not occurred.

In an abusive relationship, the child may appear frightened of the parents, guardians or carers and/or act in a way that is inappropriate to his/her age and development.

The parent, guardian or carer may:

- persistently avoid child health promotion services and treatment of the child’s episodic illnesses
- have unrealistic expectations of the child
- frequently complain to or about the child and may fail to provide attention and praise
- be absent or misusing substances or be involved in domestic violence

There are four broad categories of abuse in Children and Young persons which may come to the notice of members / members of staff these are

- **physical abuse**
  - **neglect**
  - **sexual abuse**
- **emotional abuse**

## **1. Physical abuse**

This may take many forms, for example hitting, shaking, throwing, burning or scalding, drowning or suffocating a child.

It may also be caused when a parent or carer feigns the symptoms of, or deliberately causes, ill-health to a child or young person. This unusual and potential dangerous form of abuse is now described as fabricated or induced illness.

### **Recognising physical abuse**

The following are often regarded as indicators of concern:

- an explanation which is inconsistent with an injury
- several different explanations provided for an injury
- unexplained delay in seeking treatment
- parents/guardians/carers are uninterested or undisturbed by an accident or injury
- repeated occurrence of minor injuries
- reluctance to give information or mention previous injuries

### **Bruising**

Children can have accidental bruising but the following must be considered as no accidental unless there is evidence or an adequate explanation provided:

- two simultaneous bruised eyes, without bruising to the forehead
- repeated or multiple bruising on the head or on sites unlikely to be injured accidentally
- variation in colour indicating injuries caused at different times
- the outline of an object used, for example belt marks, hand or hair brush prints, or grasp marks
- bruising or tears around or behind the earlobes indicating injury by pulling or twisting
- bruising around the face
- bruising on the arms, buttocks or thighs may be an indicator of sexual abuse

### **Bite marks**

These can leave clear impressions of the teeth. Human bite marks are oval or crescent shaped; those over 3cm in diameter are more likely to have been caused by an adult or older child.

### **Burns and scalds**

It can be difficult to distinguish between accidental and non-accidental burns and scalds, and it will always require experienced medical opinion. However, any burn with a clear outline, such as a circular burn from a cigarette or linear burns from a hot metal rod or electrical fire element, may be suspicious.

### **Fractures**

may cause pain, swelling and discolouration over a bone or a joint. Non –mobile children rarely sustain fractures. There are grounds for concern if the history provided is vague, non-existent or inconsistent with fracture type or there are associated old fractures.

### **Scars**

A large number of scars or scars of different sizes or ages, or on different parts of the body, may suggest abuse.

## 2. Neglect

Involves the persistent failure to meet a child's or young person's basic physical and/or psychological needs, likely to result in the serious impairment of his/her health or development.

This may involve failure to provide adequate food, shelter, warmth or clothing, failure to provide protection from physical harm or danger, or failure to ensure access to appropriate medical care or treatment. It may also include neglect of a child's or young person's basic emotional needs.

### **Recognising neglect**

Evidence of neglect is built up over a period of time and can cover different aspects of parenting. Indicators include:

- failure by parents, guardians or carers to meet the basic essential needs, such as adequate food, clothes, warmth, hygiene and medical care
- a child seems to be listless, apathetic and unresponsive with no apparent medical cause
- failure of a child to grow within normal expected pattern, with accompanying weight loss
- the child thrives away from home environment
- the child is frequently absent from school
- the child is left with adults who are intoxicated or violent
- the child is abandoned or left alone for excessive periods

### 3. Sexual abuse

Involves forcing or enticing a child or young person to take part in sexual activities, whether or not the child is aware of what is happening and includes penetrative – i.e. vaginal or anal rape or buggery – and non-penetrative acts.

It may also include non-contact activities, such as involving children in looking at, or in the production of, pornographic materials, watching sexual activities or encouraging children to behave in sexually inappropriate ways.

#### **Recognising sexual abuse**

Boys and girls of all ages may be sexually abused and are frequently scared to say anything due to guilt / fear. This is particularly difficult for a child to talk about and full account should be taken of cultural sensitivities of any individual child / family.

Recognition can be difficult, unless the child discloses the abuse and is believed. There may be no physical signs and indicators are likely to be behavioural or emotional.

Some behavioural indicators associated with sexual abuse are:

- inappropriate sexualised conduct
- sexually explicit behaviour, play or conversation, inappropriate to the child's age
- self-harm (including eating disorders) and self-mutilation
- involvement in prostitution or indiscriminate choice of sexual partners
- an anxious unwillingness to remove clothes, for example at sports events (although this may be related to cultural norms or physical difficulties)

Some physical indicators associated with sexual abuse are:

- pain or itching of genital area
- blood on underclothes
- pregnancy in a younger girl where the identity of the father is not disclosed
- physical symptoms such as injuries to the genital or anal area or bruising to buttocks, abdomen and thighs

#### 4. Emotional abuse

Is the persistent emotional ill treatment such as to cause severe and persistent effects on the child's or young person's emotional development, and may involve

- conveying to children that they are worthless or unloved, inadequate, or valued only insofar as they meet the needs of another person;
- imposing developmentally inappropriate expectations;
- causing children to feel frightened or in danger, by for example witnessing domestic violence;
- exploitation or corruption of children

Some level of emotional abuse is involved in most types of ill-treatment of children, though emotional abuse may occur alone.

#### **Recognising emotional abuse**

Emotional abuse may be difficult to recognise, as the signs are usually behavioural rather than physical. The manifestations of emotional abuse might also indicate the presence of other kinds of abuse.

The indicators of emotional abuse are often also associated with other forms of abuse; the following may be indicators:-

- developmental delay
- abnormal attachment between a child and parent, guardian or carer, for example, anxious, indiscriminate or no attachment
- indiscriminate attachment or failure to attach
- aggressive behaviour towards others
- scape-goated within the family
- low self-esteem and lack of confidence
- withdrawn or seen as a "loner", difficulty in relating to others

## Bullying

In some cases of abuse, it is important to recognise that it may not always be an adult abusing a child or young person. In the case of bullying particularly, the abuser may often be another young person or group of young people. Bullying has been defined as “repeated or systematic aggressive verbal, psychological or physical conduct by an individual or group against another person or persons”.

Although anyone can be the target, the victims of bullying are typically shy, sensitive or anxious and insecure people, or a person who may have been singled out for physical reasons, being particularly small, overweight, having a disability or belonging to a different race, faith or culture.

It can take many forms, such as physical assaults, name-calling, sarcasm, teasing, racist or homophobic taunts, threats, graffiti, gestures, unwanted physical contact, abusive comments, stealing or hiding belonging, humiliating, ridiculing, ignoring or tormenting.

## More on Recognition

The list of risk indicators given above is of course not exhaustive and the presence of one or more of these factors does not necessarily prove that the child or young person is suffering abuse; they should however cause the coach and/or volunteer to observe the child or young person carefully.

There are other ways in which concerns might be raised that a child or young person may be suffering abuse; for example:-

- he/she might tell you
- he/she might report soreness
- another person might express concern about the welfare of a child
- the child or young person may be attending the Accident & Emergency department frequently
- the child or young person describes what seems to be an abusive act involving him/herself

Member / Member of staff should however be aware that there are a number of factors which may prevent children and young people from disclosing the fact that they are being abused. They may be concerned about your reaction or attitude towards them or that you will not believe them; they may feel loyalty to the abuser; they may not be able to find the right words to explain; they may not want to be thought different; they may believe the behaviour to be normal; they may feel guilty or that it is their fault; they may think that you already know; or they may fear the consequences either to themselves or to their family.

## Action to be taken in the event of a disclosure or allegation of, or concerns about, abuse

Staff should remember that it is not their responsibility to decide that child abuse is occurring but they have a responsibility to **report any concerns**. They must not assume that someone else will help the child.

In the event that a child or young person discloses that he/she is suffering abuse, or an allegation of abuse is made: -

- try to react calmly so as not to frighten or deter them
- reassure the child or young person that he/she is not to blame and that he/she did the right thing to tell you
- listen and show the child or young person that you are taking him/her seriously
- keep any questions to an absolute minimum; ensure that you fully understand what has been said; it is not your role to seek evidence or to investigate the matter
- explain that it is your responsibility to talk to someone else; do not promise to keep the matter secret or confidential
- do not make any promises you cannot be certain of keeping
- involve a second person as soon as possible
- as soon as circumstances permit (but never in front of the child) write down as accurate and full an account as possible of the conversation using the child's own words - do not interpret what you think the child said – on the attached Safeguarding form, and if possible, get it witnessed
- report the situation as soon as possible to The Order's National Safeguarding Officer, John Kenyon or to the most senior Officer present in his absence
- 
- in the event the allegation concerns him, report it to the Supreme Knight, **in writing** and marked **Strictly Confidential** and sent via Head Office whose details are as follows:-  
**Address: 75 Hillington Road South, GLASGOW GA52 2AE**
- **Try not to panic; nor to appear shocked;**
- **do not** ask questions other than for the purposes of clarification;
- **do not** engage in any speculation, make accusations, nor suggest alternative scenarios or explanations;
- **do not** make any comment about the alleged abuser;
- **do not** approach the alleged abuser;
- **do not** agree to keep secrets.

If an allegation is made, **always report** it. Remember that a child who makes an allegation may possibly be revealing problems of abuse elsewhere which may need exploring.

**In the event that a Member / Member of staff has knowledge or concerns that a child is suffering abuse, he/she should:-**

- Write a full and detailed report of the reasons and/or signs which have caused you to have such concerns utilising the attached Safeguarding form
- Report the situation immediately to The Order's National Safeguarding Officer, or in his absence, report to The most senior Officer in attendance.
- If an allegation is made against a member of Staff, That person should be advised to make a written record at the time the allegation is made.



### **If a child is in immediate danger**

If a Member / Member of staff believes that a child or young person is **in immediate danger**, that child or young person should immediately be removed from any possible risk of harm. The staff member should contact the relevant emergency services on 999 or the local Social Services as a matter of urgency, who will advise on the action to be taken. He/she should then inform

**The Order's National Safeguarding Officer-  
John Kenyon, either personally or by telephone  
Telephone numbers are obtainable through Head Office**

and follow his instructions.

Expert advice can also be obtained from the

**NSPCC Helpline on 0808 800 5000  
or from  
Childline 0800 1111.**

There is an overriding duty to ensure the safety of the child or young person; if he/she is in need of immediate medical treatment, call an ambulance; the doctors or other medical personnel should be informed of any concerns and be made aware that there may be a Safeguarding issue. In this event, inform The order's members/members of staff Safeguarding Officer as soon as possible of the action being taken and the reasons for taking this action – and, as soon as practicable (but never in front of the child), write a full and detailed factual report of the circumstances utilising the attached Safeguarding form.

In all circumstances where there has been abuse, or allegations or concerns over abuse, consideration should be given as to whether, and what, support and/or counselling may be appropriate to the child or young person, their parents, carers or guardians, or to The order's member /member of staff involved in reporting the occurrence.

### **Confidentiality**

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need to know basis only, which includes the following people:-

- The Order's National Safeguarding Officer, or other K.S.C Members / Members of staff as appropriate
- 
- the parents of the child or young person who is the victim of the alleged abuse – if so advised by Social Services
- 
- the person making the allegation
- 
- Social Services and the Police , the alleged abuser, and his/her parents if the alleged abuser is a child – but, again, only if so **advised by Social Services**

## **Recording of Abuse, or of allegations of or concerns about abuse**

Any information recorded must be as accurate as possible. It is for this reason that a record must be made at the time of the incident or as soon as possible thereafter. However, the report should not be written nor any notes made in the presence of the child or young person.

Ideally, the attached Safeguarding Form should be used, as this provides guidance to the relevant information. However, in practice this may not be available and as far as possible the following information should be included:-

1. Details of the alleged victim of the abuse – full name; address; telephone number; gender; age/date of birth; ethnic background; disabilities (if any); parental responsibility; relationship to the alleged abuser.
2. Details of the alleged abuser if known– full name; address; telephone number; gender; age/date of birth; ethnic background; marital status; position/job title; connection to K.S.C (if any); any other allegations or previous incidents.
3. Facts regarding the alleged incident –
  - a) Either details of abuse or detailed reasons for allegations or concerns, including in all cases date(s); time(s); location; and any witness details and evidence (if applicable)
  - b) If allegations have been made by the child, his/her account of the incident(s) (in the child's own words)

If an allegation is made against a member of staff, that person should be advised to make a written record at the time the allegation is made.

## **Use of photographic / filming equipment –**

Considerations of the Data Protection Act 1998 (“The Act”)

It is likely that the Act will not be apply in many cases where photographs are taken in a K.S.C context; for example, it does not apply to personal use (for instance, where a parent is taking a photograph of his/her child for a family album or grandparents taking a video of a play in which their grandchild appears) nor does it apply where K.S.C has agreed to photographs being taken for a local newspaper and the child's parents have been notified that a press photographer will be present.

However, the Act will apply where, for instance, photographs are being taken of children for security passes or to be used in marketing material. In such cases, compliance will usually be satisfied if the photographer obtains permission before taking the photograph..

People have used sporting or other events involving young people as an opportunity of taking inappropriate photographs or film footage of children. All members of staff must be vigilant and report any concerns they may have to The Order's National Safeguarding Officer.

Videos can be used as a legitimate coaching aid but both participants and parents, guardians and carers should be made aware of, and consent to, this. Furthermore, if videos are used for this purpose, they will from time to time be viewed by The order's National Safeguarding Officer or a senior member of the Order to ensure that they are appropriate and in line with The Order's policy.

If a professional photographer is being commissioned or the press is invited to a programme, it is important that they should be given guidelines and be made aware of their responsibilities in relation to Safeguarding.

They should:

- a) Be given a clear brief regarding what is considered appropriate both in terms of their conduct and in respect of any filming or photography;
- b) Display identification at all times;
- c) Not have unsupervised access to the participants or film/take photographs on a one-to-one basis;
- d) Not undertake any photographic sessions outside the programme.

Furthermore, participants should be advised that a photographer will be present and consent must be obtained both from participants and from parents, guardians or carers to any filming or photography which is to be published. Written details of any photographers will be retained by the Order.

### Responsibilities of Safeguarding Officer

The Order's National Safeguarding Officer is **John Kenyon**.

The Safeguarding Officer has the following responsibilities: -

1. To be the point of contact within the K.S.C for all matters relating to Safeguarding;
2. To ensure the use of Safer Recruitment Practises"
3. To undertake and to provide training in Safeguarding matters;
4. To be available for consultation or discussion to all member / member of staff and others, and to make his knowledge available to them;
5. To develop knowledge and skills in recognising child abuse;
6. To be aware of the procedures involved in reporting cases of child abuse;
7. To manage the process of referring allegations, concerns or suspicions of child abuse to Social Services Departments or other relevant authorities by:-
  - a) Ensuring that all the members / member of staff know the identity of the Order's National Safeguarding Officer;
  - b) Ensuring that all The Order's members / members of staff are aware of the contents of this Policy so that they know that all allegations, concerns or suspicions of abuse are reported to him – or to which other member of the Order's members / members of staff in his absence;
  - c) Deciding what course of action is most appropriate in the event of an allegation, concern or suspicion of abuse being reported, and whether further information should first be sought;
  - d) Ensuring that all incidents, allegations, concerns and suspicions are recorded in writing, and similarly that all decisions and the reasons for such decisions are similarly recorded;
  - e) Referring cases as appropriate to Social Services Departments and/or other relevant authorities;
  - f) Confirming referrals in writing;
8. To decide what action should be taken (for example, suspension) about a member of staff against whom an allegation of abuse is made;
9. To identify the need for support for any member of staff who may be involved in a case of abuse, and to liaise with any relevant party qualified to provide such support.

## Contact details

The Order of the Knights of St Columba

### **The Order's National Safeguarding Officer:**

**John Kenyon**  
**K.S.C Head office**  
**75 Hillington Road South**  
**GLASGOW GA52 2AE**  
**Telephone: 0141 883 5700**  
**E-mail: [headoffice@ksc.org.uk](mailto:headoffice@ksc.org.uk)**

<b>NSPCC Safeguarding Helpline:</b>	<b>0808 800 5000</b>
<b>Childline UK:</b>	<b>0800 1111</b>
<b>British Association for Counselling &amp; Psychotherapy:</b>	<b>01788 550899</b>
<b>Police/Ambulance – Emergency:</b>	<b>999</b>

## Review of Policy

The Board of Directors of Order of the Knights of St Columba will review this Policy on an annually basis and ratify it at the annual Supreme Council Meeting.

# K.S.C. SAFEGUARDING INCIDENT REPORT FORM

**PART 1. Details of incident**

**Details of K.S.C Programme**

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**Location of programme**

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**Time and date of incident**

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**Full details of incident**

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**Was the incident witnessed?      YES/NO**

**If YES, details of Witness:**

**Full Name**

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**Address**

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**Postcode**

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**Telephone Number (Home)**

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**(Mobile)**

---

**Email Address**

---

**Witness' Signature**

---

**Date**

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# K.S.C. SAFEGUARDING INCIDENT REPORT FORM

**PART 2.**

**Details of child/children concerned:**

**Full name of child /children** \_\_\_\_\_

**Address (es)** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Post Code** \_\_\_\_\_

**Telephone number**

**Home** \_\_\_\_\_

**Mobile** \_\_\_\_\_

**Gender**

Male

Female

**Age** \_\_\_\_\_

**Date of birth** \_\_\_\_\_

**Ethnic background** \_\_\_\_\_

**Disabilities (if any)** \_\_\_\_\_

**Parental Responsibility** \_\_\_\_\_

**PART 3.**

**(1) Has the incident been reported to anyone else?**

**YES / NO**

**If YES, to whom has it been reported and what was said?**

\_\_\_\_\_  
\_\_\_\_\_

**(2) Have the child's/children's parents been contacted?**

**YES / NO**

**If YES, please provide full details** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**(3) Has anyone else been consulted?**

**YES / NO**

**If YES, who and what was said?** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**(4) Are there any Orders in force in relation to the child/children?**

**YES / NO**

**If Yes, please provide details** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

# **K.S.C. SAFEGUARDING INCIDENT REPORT FORM**

## **PART 4. CONFIRMATION**

**I hereby confirm that the details and facts set out above constitute a full and accurate record**

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

**Print Name** \_\_\_\_\_

Please hand /send this incident report form to  
**The Knights of St Columba's Safeguarding Officer**  
at  
**The Order of the Knights of St Columba,**  
**75 Hillington Road South**  
**Glasgow**  
**GA52 2AE**

Or by e-mail to:-  
**[headoffice@ksc.org.uk](mailto:headoffice@ksc.org.uk)**

# K.S.C. CHILD SAFEGUARDING FORM

Please remember that this form should not be completed in the presence of the alleged victim of abuse

## PART 1. Details of alleged victim of abuse

Full name of child \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Post Code \_\_\_\_\_

Telephone number Home \_\_\_\_\_ Mobile \_\_\_\_\_

Gender Male  Female  Age \_\_\_\_\_ Date of birth \_\_\_\_\_

Ethnic background \_\_\_\_\_

Disabilities (if any) \_\_\_\_\_

Parental Responsibility \_\_\_\_\_

Relationship to alleged abuser \_\_\_\_\_

## PART 2. Details of alleged abuser (as far as known)

Full name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Post Code \_\_\_\_\_

Telephone number Home \_\_\_\_\_ Mobile \_\_\_\_\_

Gender Male  Female  Age \_\_\_\_\_ Date of birth \_\_\_\_\_

Ethnic background \_\_\_\_\_

Marital Status \_\_\_\_\_

Position / Job Title \_\_\_\_\_

Connection to K.S.C (if any) \_\_\_\_\_

Any other known allegations or previous incidents  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# K.S.C. CHILD SAFEGUARDING FORM

## PART 3. Facts regarding the incident

Details of alleged abuse or reasons for allegations or concerns (include date(s); time(s); location etc of incident(s))

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If an allegation has been made by the child, the child's account of the incident (as far as possible in his/her own words)

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Was the incident witnessed? YES/NO

If YES, details of Witness:

Full Name

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Address

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Postcode

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Telephone Number (Home)

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(Mobile)

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Email Address

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Details of what happened (as far as possible in witness' own words)

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Witness' Signature \_\_\_\_\_

Date \_\_\_\_\_

# **K.S.C. CHILD SAFEGUARDING FORM**

## **PART 4. GENERAL**

**(1) If the child has not reported the incident, has the child been spoken to? YES / NO**

**If YES, what was said?**

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**(2) Have the parents been contacted? YES / NO**

**If YES, please provide full details**

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**(3) Has this been reported to anyone else? YES / NO**

**If YES, to whom has it been reported and what was said?**

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**(4) Has anyone else been consulted? YES / NO**

**If YES, who and what was said?**

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**(5) Are there any Orders in force in relation to the Child? YES/NO**

**If YES, please provide details**

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# **K.S.C. CHILD SAFEGUARDING FORM**

## **PART 5. CONFIRMATION**

**I hereby confirm that the details and facts set out above constitute a full and accurate record**

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

**Print Name** \_\_\_\_\_

Please hand /send this incident report form to  
**The Knights of St Columba's Safeguarding Officer**  
at  
**The Order of the Knights of St Columba,**  
**75 Hillington Road South**  
**Glasgow**  
**GA52 2AE**

Or by e-mail to:-  
**headoffice@ksc.org.uk**

**THE ORDER  
OF THE  
KNIGHTS OF ST COLUMBA**



**75 Hillington Road South  
Glasgow GA52 2AE**

**VULNERABLE PERSONS  
SUPPLEMENTARY**

**The Order of the Knights of St Columba.**  
**75, Hillington Road South.**  
**Glasgow, GA52 2AE.**

This is a supplement to the Order's Safeguarding Policy to cover the way that Vulnerable Persons associated to the Order should be considered.

1. This policy is for the Guidance of Members and Staff of the Order of the Knights of St Columba when visiting the house bound
2. Members, the elderly and the widows and dependants of deceased members. These dependants may or may not come under the umbrella of "vulnerability" but should, for the purposes of this document be respected as such.
3. Members and Staff are advised both for the protection of the persons being visited and their own protection to avoid being left alone with the person being visited and wherever possible should go accompanied by another member or member of staff or by ones spouse if appropriate.
4. The Order's Spirituality and Welfare officers along with members of their Committee will from time to time visit Elderly Brothers who are house bound and the widows of deceased Brothers who are also house bound or in a care home as a representative of their Council, these are the vulnerable adults for whom we require the officer and the accompanying Brother/s to have undergone a **DBS** disclosure (in England and Wales) or a **PVG membership** (Scotland) to conform with the requirements of the legislations regarding Children and vulnerable persons.
5. A Brother visiting another Brother as a Personal Friend does not come into this requirement.
6. Brothers who are engaging in activities with handicapped persons of any age be they children or adults need to have gone through a satisfactory Clearance as described in item 4 above.
7. When visiting our house bound Brothers or the Widows of Brothers, Brothers or widows of Brothers who are resident in care homes there needs to be two Brothers visiting at any one time.
8. If at all possible when visiting a Brother or the widow of a deceased brother it is best and safest practice not to be left alone with the person being visited, this may safeguard the Brothers visiting from any later accusations of wrong doing.
9. If visiting brothers perceive any evidence of mistreatment of the person being visited, these concerns should be passed to the Grand Knight of their Council immediately and the appropriate authority should be made aware of these concerns.
10. Brothers involved in transporting elderly or Handicapped persons to events or on outing whether organised by their council or any other organisation should also be accompanied by another person and the Brother at least should have had gone through the clearance process as described in item 4.
11. Where it is not possible to go accompanied then the Brother or member of Staff should avoid being left alone with the person being visited especially in the case of a person of the opposite sex or one who vulnerability involves memory loss this is to safeguard the visiting brother from accusations of wrongdoing.
12. If Hospital visiting then again it is advisable to be accompanied by another person.