

## **Introduction to the Procedures Manual**

Welcome to the national safeguarding policies and procedures of the Catholic Church of England and Wales which are approved for local implementation by the Bishops, Religious Leaders and Trustees in England and Wales as part of the 'One Church Approach' to safeguarding.

The Catholic Church in England and Wales provides a wide range of services for children and adults, and members of the Church have an important role in safeguarding and supporting adults, children and families. These procedures are designed to be accessible to a wide range of users from within the Church and partner agencies.

The duties and responsibilities of the Church are underpinned by legislation and government guidance which are set out in the 'Legislative Framework' section of Chapter 1. The expectations enshrined in legislation, guidance and good practice principles are reflected throughout these national safeguarding policy and procedures which are to be followed by everybody involved in working with children and adults within the Catholic Church in England and Wales.

### **Content of the manual**

The manual comprises 12 chapters which include core policy and procedures, guidance and a range of related information sheets that support the policies and procedures.

Chapter 1 – Policy statement, key principles and values, legislative framework, organisational structure and key roles

Chapter 2 – Responding to allegations and concerns

Chapter 3 – Information sharing and data protection

Chapter 4 – Creating a safer environment

Chapter 5 – Safer recruitment and safer working practices

Chapter 6 – DBS (Disclosure and Barring Service)

Chapter 7 – Protocols

Chapter 8 – Standards

Chapter 9 – Good Practice Guidance

Chapter 10 – Information sheets

Chapter 11 – Forms

Chapter 12 – Catholic key words

All forms and templates are available from CSAS in word versions so that you can add your own diocesan/congregation logos.

### **Other resources**

In addition to the core procedures and information contained within this manual, information to support ministry is located in the Resources Area of the CSAS website.

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### **Printing and retaining copies**

This manual is intended to be viewed on the CSAS website to ensure that the most up to date versions of policies, procedures and related information is accessed. The content of the manual will be periodically updated and printed copies may be out of date.

### **Regulatory compliance**

Every effort is made to ensure compliance and accuracy of the content. If you discover any errors or omissions, please contact the Director of CSAS

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