

**FOCOLARE MOVEMENT  
Safeguarding Children and Adults  
Policy**

# Focolare Movement

## Safeguarding Children and Adults Policy

### Introduction

The Focolare, together with the Catholic Church in England and Wales and other Christian churches is striving towards a culture of safeguarding where all are safe from harm and abuse and where every person is encouraged and enabled to enjoy the fullness of life in Jesus Christ through the prayerful, caring, nurturing, supportive and protective endeavours of the Christian community, both individually and collectively.

This policy and the related procedures underpin and are embedded in our mission to share God's love with all.

*The Focolare Movement is an international movement which takes as its inspiration Jesus' prayer to the Father "May they all be one" (Jn 17:21). For over seventy years it has drawn together people of all Christian traditions and from many of the world's religions, alongside people with no formal faith, who share the aim of building a united world.*

This policy should be read alongside the CSAS Procedure Manual <http://www.csasprocedures.uk.net/index.html> and the Focolare Good Practice Guidelines for helpers.

**Focolare Movement**  
**Safeguarding Children and Adults Policy**

**Contents**

<b>Statement of Commitment</b> .....	<b>4</b>
<b>Key Principles and Values</b> .....	<b>6</b>
<b>Key Legislation and Guidance</b> .....	<b>7</b>
<b>Key terms</b> .....	<b>9</b>
<b>Organisational Structure and Key Roles</b> .....	<b>10</b>
UK Safeguarding Team .....	10
The person responsible for the Focolare community house .....	11
Gen Assistants .....	11
Helpers .....	12
<b>Training</b> .....	<b>12</b>
<b>Procedure for reporting concerns</b> .....	<b>13</b>
<b>Safe recruitment</b> .....	<b>13</b>

**Focolare Movement**  
**Safeguarding Children and Adults Policy**

**Statement of commitment**

Every human being has a value which we acknowledge as coming directly from God's creation of male and female in his own image and likeness. We believe therefore that all people should be valued, supported and protected from harm. We recognise the personal dignity and rights of vulnerable people towards whom the Church has a special responsibility.

The Focolare and its individual members will undertake appropriate steps to maintain a safe environment for all, by practising fully and positively Christ's ministry towards children, young people and adults and responding sensitively and compassionately to their needs in order to help keep them safe from harm. This is demonstrated by the provision of carefully planned activities for children, young people and adults.

Focolare helpers and staff undertake to create a safe environment for children, young people and any vulnerable adults who take part in any of our day or residential events. Focolare will collectively manage risks and reduce the possibility of abuse by:

- having robust safe recruitment and selection procedures;
- implementing safe working practices;
- providing induction and training for all 'staff' and volunteers
- providing up to date safeguarding policies and procedures that reflect current safeguarding legislation and guidance in respect of safeguarding children and vulnerable adults; and
- developing and maintaining a culture of risk management.

Focolare will also promote effective and early identification of:

- safeguarding concerns in children and vulnerable adults; and

all Focolare groups are required to adopt these procedures and commit themselves to work with other agencies in the development and implementation of policies and in the provision of services for victims and offenders.

These policies apply to all Focolare activities, regardless of location, and are therefore applicable to all Focolare activities taking place in the UK and overseas and both on and off Focolare owned premises.

## **Focolare Movement Safeguarding Children and Adults Policy**

Focolare is committed to providing support to all those involved with our work in volunteering and working with children, young people and vulnerable adults and to provide a clear structure of safeguarding accountability.

Focolare will ensure that it has arrangements in place to fulfil its commitment to safeguard and promote the welfare of children, young people and vulnerable adults in the same way as statutory bodies and the public sector.

It will liaise closely with statutory agencies to ensure that any such concerns or allegations of abuse are promptly and properly referred to the appropriate local statutory safeguarding agencies, that victims are supported and that abusers are held to account.

### **Key Principles and Values**

## **Focolare Movement Safeguarding Children and Adults Policy**

The Focolare embraces its role in supporting children and adults to achieve their full potential in an environment where they are protected from exploitation, abuse and maltreatment;

All adults within the Focolare have a responsibility to act and intervene when it appears that children or adults need to be made safe from harm, whether the risk of harm is Neglect, Sexual Abuse, Physical Abuse or Emotional Abuse;

The Focolare will act in an open, transparent and accountable way in working in partnership with social care services, the Police, health agencies, probation services and other relevant agencies to safeguard children and adults at risk and assist in bringing to justice anyone who has committed an offence against a child or adult.

Anyone who brings concerns or allegations to the notice of the Focolare will be responded to sensitively, respectfully and seriously. All concerns and allegations will be dealt with within the national procedures and in a timely manner;

The Focolare is fully committed to acting within the guidance as set out in *Working Together to Safeguard Children 2015* and acknowledges that the Church must work in partnership with other agencies and not act alone;

Pastoral care will be made available to children and their families and to other relevant people where there have been concerns and allegations of some form of harm or maltreatment of a child; and

where services and support are provided to an adult, who has acted to harm a child, safeguards should be put in place to manage the risk that the adult may harm another child.

Focolare will support and promote sound risk management for those situations that require more complex consideration. Such high risk activities will be robustly risk assessed, focussing on the needs of the individual, as well as the skills of the helper, to justify decisions made and actions taken.

As a registered charity, Focolare is regulated by the Charity Commission and the Office of the Scottish Charity Regulator ("OSCR"). The Charity Commission and OSCR have statutory objectives to ensure trustees comply with their legal obligations in managing charities and to increase public trust and confidence in charities.

### **Key Legislation and Guidance**

## **Focolare Movement**

### **Safeguarding Children and Adults Policy**

Focolare follows the guidance and policies of the National Catholic Safeguarding Commission (NCSC) and the Catholic Safeguarding Advisory Service (CSAS) which draws up their policies on the basis of law and guidance that seeks to protect children which are as follows. Focolare does not specifically work with adults who may be vulnerable.

#### **Children**

Children Act 1989;

Children Act 2004;

Working Together to Safeguard Children 2015;

Children and Families Act 2014 aspects apply to adults as well;

Safeguarding Children and Young People from Sexual Exploitation 2009;

Safeguarding Children who may have been Trafficked 2011;

Safeguarding Children in Whom Illness is Fabricated or Induced 2008;

'What to Do If You Are Worried a Child Is Being Abused' 2015;

Guidance for Safe Working Practice for Adults who work with Children and Young People 2009;

Keeping Children Safe in Education - Statutory Guidance for Schools and Colleges (September 2016); and

Safeguarding Children from Abuse Linked to a Belief in Spirit Possession 2007;

The Anti-Social Behaviour, Crime and Policing Act 2014, which includes Sexual Harm Prevention Orders and Sexual Risk Orders;

Licensing Act 2003.

Focolare does not specifically organise activities for adults who may be vulnerable but we are mindful that we need to have policies in place for every day or residential meeting or event we hold. We follow the National Catholic Safeguarding Commission (NCSC) and CSAS guidance which draw their policies from the following legislation and guidance:

#### **Adults**

## **Focolare Movement Safeguarding Children and Adults Policy**

The Care Act 2014;

Care and Support Statutory Guidance issued under the Care Act 2014;

Local Authority Responsibilities for Sharing Information under the Care Act 2014;

The Common Law Duty of Confidentiality;

The Human Rights Act 1998, Article 8 (the right to respect for private life);

The Data Protection Act 1998;

The Crime and Disorder Act 1998;

Sexual Offences Act 2003;

Action on Elder Abuse Report 2005;

The Mental Capacity Act 2005;

The Mental Health Act 2007; and

Safeguarding Vulnerable Groups Act 2006.

Legislation and Guidance in Wales

Safeguarding -on the Welsh government website;

Care and Support in Wales;

All Wales Child Protection Procedures Review Group;

Social Services and Well-being (Wales) Act 2014.

This policy should **be read alongside the CSAS Procedure Manual**

<http://www.csasprocedures.uk.net/index.html>

**and the Focolare Good Practice Guidelines.**

### **Key terms**

## **Focolare Movement Safeguarding Children and Adults Policy**

Statutory authorities have a range of key terms they use. A glossary of these can be found embedded in CSAS here

[http://trixresources.proceduresonline.com/nat\\_key/index.htm](http://trixresources.proceduresonline.com/nat_key/index.htm)

A list of key words used within the catholic church can be access again via CSAS here : [http://www.csasprocedures.uk.net/local\\_keywords.html](http://www.csasprocedures.uk.net/local_keywords.html)

An explanation of the terms used in the **Focolare** are:

**Gen** - young people who follow the spirituality of the Focolare and meet according to age

**Gen 4** ages 4-8    **Gen 3** ages 9-16    **Gen 2** 17 – 30

**Gen assistant** – men or women, normally living in a Focolare community who form and animate the Gen and young people

**Responsible of the Focolare** – The person who is responsible for the focolare community house and the people and geographical area entrusted to them.

**Mariapolis**- the annual 4-day residential retreat/ holiday for all ages of people. Usually 400/500 people.

## **Organisational Structure and Key Roles**

The Focolare has community houses and activities throughout the UK and each community house (in Glasgow, Liverpool, Birmingham, Welwyn Garden City and

## **Focolare Movement Safeguarding Children and Adults Policy**

London) has contact with their Diocesan Safeguarding Team and would advise them of any safeguarding concerns or allegations as well as the appropriate statutory authority.

### **UK Safeguarding Team**

The Focolare has a UK Safeguarding Team who are responsible for ensuring that Focolare is fully compliant in all matters of safeguarding legislation and for promoting best practice in all matters pertaining to safeguarding. It will report or escalate all safeguarding issues.

The Safeguarding Team will comprise of at least four members and should meet at least twice time a year and whenever a concern or safeguarding issue is raised. The Safeguarding Team include:

- The two delegate of the Focolare in UK: Frank Johnson and Liz Taite
- Two people, with experience in safeguarding: Ann Gavin and Paul Gateshill

The safeguarding team are responsible for

- promoting good and safe practices in all activities involving children, young people and adults and for providing advice on child and adult safeguarding matters within the Focolare
- ensuring understanding of and compliance with current legislation and CSAS is shared and practiced in Focolare;
- ensuring all safeguarding allegations are reported to the appropriate bodies.
- reviewing the safeguarding policies and procedures annually;
- updating the safeguarding policies and procedures when required;
- ensuring the training of all members and helpers to underpin current and future safeguarding needs.
- supporting and advising those responsible for the Focolare community houses, each group of young people and the organisers of the Mariapolis.

### **The person responsible for the Focolare community house**

The role of the person responsible for the Focolare community house is to:

## **Focolare Movement**

### **Safeguarding Children and Adults Policy**

- promote good and safe practices in all activities involving children, young people and adults
- ensure safe recruitment for all members and helpers involved in any work with children and young people
- ensure understanding of and compliance with current legislation and CSAS is shared and practiced in Focolare
- support the gen assistants in their role and ensure they have sufficient support and helpers.
- ensure all assistants complete risk assessments for any activity that involves travel or meetings away from the normal venue.
- ensure Gen assistants have sought completed all the necessary preparations to ensure a safe environment for any overnight stay or residential event including parental /medical consent and an agreed code of conduct for both children and helpers is in place.
- To advise the safeguarding team of any safeguarding concern and to ensure any concerns are documented and records kept.

#### **Gen Assistants**

The role of the Gen Assistant is to

- promote good and safe practices in all activities involving children, young people and adults
- ensure helpers have been properly briefed in their role in any Focolare gathering and are familiar with the safeguarding policies and procedures
- ensure the code of conduct is understood and followed. recognise and respond to any potential or actual safeguarding situations and concerns.;

If any Gen assistant has a concern about a child or vulnerable adult, they must refer to the safeguarding procedures and refer the matter to the Responsible of the Focolare in the first instance

#### **Helpers**

A helper is someone who assists the gen assistants in activities, residential weekends and/or in the annual Maria polis.

## **Focolare Movement Safeguarding Children and Adults Policy**

All Gen assistants and helpers who come into contact with children, young people and vulnerable adults have a shared responsibility to:

- To contribute, as part of the Focolare, to the development of work with young people promoting the spiritual, social and fun aspects of Christian living. abide by the Code of Conduct;
- promote the welfare of children, young people and vulnerable adults;
- recognise and respond to any potential or actual safeguarding situations and concerns.;
- develop a culture of listening and engaging children and vulnerable adults.

If any helper has a concern about a child or vulnerable adult, they must refer to the safeguarding procedures and refer the matter to the Gen assistant or responsible of the Focolare in the first instance

### **Training**

All Focolare members involved with working with children and adults need to undergo the safeguarding training provided by Edu Care.

It is expected that all people involved in work with children will go through the Focolare Good Practise guidelines and will sign to say they have read and understood them.

Gen assistants and helpers receive training from two of the safeguarding team each year in preparation of the Mariapolis.

The responsible of the Focolare will keep a list of all members and helpers noting when their DBS was received and training complete.

All new members will be subject to safe recruitment and training before commencing work with children.

### **Procedure for reporting concerns**

If any member, of Focolare has any concerns over a child or an adult at risk and suspects abuse, or if a child or young person makes a disclosure, or if a person

## **Focolare Movement Safeguarding Children and Adults Policy**

external to Focolare reports to a suspicion or allegation relating to Focolare members, helpers or activities, the following steps should be taken:

1. reassure the child /adult if present
2. inform a member of the safeguarding team
3. If the child / adult is in immediate danger or risk contact the local social services or police
4. Make notes of the information you received.

### **Safe Recruitment**

Every organisation and movement within the church and society needs to have a safe recruitment policy to cover the recruitment of all volunteers.

Within the Focolare, we normally approach people to ask them to help with formation programmes for children and young people. We usually know the person well and would ask people to help in a specific role – for example with the under 7's, the 8-15 age group etc. However, this personal approach rather than advertising still comes under the remit of appointing a volunteer. Therefore, we need to follow a process to be in line with safeguarding procedure.

We have Focolare safeguarding guidelines which are drawn from the policies of CSAS. <http://www.csasprocedures.uk.net/>

Definition of a Focolare Volunteer

- Gen 2, Gen 3 and Gen 4 Assistants or young people who assist youth programmes regularly.
- Anyone helping on a residential w/e or at the Mariapolis for the children's programmes.
- Focolarina/Focolarino working at the Focolare Centre who give regular input to children or under 18 groups.

The person responsible for the *safe and effective appointment* of volunteers is the Responsible of the local Focolare: -

The Responsible of the Focolare or to whoever they delegate the task to must ensure:

- The volunteer completes a Focolare Volunteers Application form and signs the self-disclosure form.

## **Focolare Movement Safeguarding Children and Adults Policy**

- The volunteer completes a DBS form. Proof of their identification is required for this see appendix 1
- Two references are requested from people who have known the volunteer for 2 years.
- Address the references to the Responsible by name. 'To whom it may concern' is not acceptable.
- All references be verified and are acceptable and noted on the volunteer checklist.
- A face-to-face discussion with volunteers to discuss what their role involves.
- The volunteer has a job description and the Focolare safeguarding guidelines and signs their understanding and commitment to them.
- The volunteer receives training and support to enable them to undertake the role.

Applying for DBS:

The responsible of the Focolare will ensure that:

1. Their responsibilities in relation to the DBS are fully understood.
2. The volunteer completes the DBS correctly in BLACK PEN.
3. The volunteer provides their ID and proof of residence as required.
4. The form and proof of ID and residency are photocopied.
5. The completed form and photocopies of ID and residency are sent to the delegated person