

# **SAFEGUARDING POLICIES**

**DIOCESE OF LIBMANAN**



**2023**

<b>TITLE</b>	<b>PARISH SAFEGUARDING AND PROTECTION DESK (PSPD) MANAGEMENT</b>
<b>POLICY STATEMENT</b>	<p>We believe that all children whatever their age, culture, disability, gender, language, racial origin, socio-economic status, religious belief and/or sexual identity have the right to protection from all forms of harm &amp; abuse.</p> <p>The Office of the Parish Safeguarding and Protection Desk (PSPD) ensures that children and vulnerable adults in our Parish through its (<i>Saradit na Kristiyanong Komunidad</i>) Basic Ecclesial Communities are safeguarded and protected from harm and from all forms of abuse and exploitation.</p> <p>As Priests, Religious, Volunteers, staff, workers, contractors we commit ourselves to work together to protect and respect the rights of children, youth and vulnerable adults to promote a safe self, safe Ministry and safe community.</p>
<b>INTRODUCTION</b>	
	<p><b>RATIONALE</b></p> <p>The Office of the Parish Safeguarding and Protection Desk (PSPD) is committed to promote and secure the dignity of women and children who come into contact with the Parish from all forms of abuse or exploitation and the responsibility of all personnel to embed these at the activity level to ensure that the parish is a child and adult safe institution.</p> <p>The Parish Safeguarding and Protection Desk (PSPD) must do everything it can, within its control, to safeguard children and vulnerable adults by strengthening responsiveness and liability, employing defensive child and adult safeguarding policies and procedures, supporting staff and partners to implement these and immediately responding to and reporting issues that pose the risk to the security and/or safety of a child and adult.</p>
	<p><b>VISION</b></p> <p>Local na SIMBAHAN, Nagtatalubo pasiring sa KABORONYOGAN, asin BUhay na Pagsaksi sa KAHADEAN.</p>
	<p><b>MISSION</b></p> <p>MAPAAROG NIN Pusog na Liderato Moral sa Lindong kan Ministeryo nin Pagtatarabangan Matogdas nin Pusof na mga Estructura asin Mapasunod nin mga Patakaran na Nagheheras nin Katongdan sa Banawaan Mapaorog nin Dusay na Pamamahala na Nagpapatalubo nin mga Komunidad asin Nakikisumaro sa Kasaraditan.</p>
	<p><b>GOALS</b></p> <p>TO set up a structure in the parish/community that would ensure the</p>

	<p>safety and protection of children and vulnerable adults.</p> <p>To devise a system that would oblige parish stakeholders to comply with safety and protection protocols.</p>
<b>SCOPE</b>	<p>* This policy applies directly to the following categories:</p> <ol style="list-style-type: none"> <li>1. All Priests, parish Staff, regular, appointed, and probationary in nature;</li> <li>2. All Volunteers and religious association working in the parish;</li> <li>3. External parties, including sponsors, donors, visitors, Suppliers, Contractors, partners, and others affiliated with partners or contractors.</li> </ol> <p>* This policy is focused on protecting all children anywhere from harm caused by the Parish employees and affiliates, and protecting adults form harm caused by the parish employees and affiliates as of part of the program presence.</p> <p>This policy applies equally in emergency relief and development programs of the parish.</p>
<b>POLICY</b>	<b>PROTECTING CHILDREN AND VULNERABLE ADULTS</b>
	<p>Diocese of Libmanan prohibits all forms of exploitation and abuse, namely:</p> <ol style="list-style-type: none"> <li>1. Priests, Parish Staff, Volunteers, and religious associations are prohibited from engaging in sexual activity with children (persons under the age of 18) and vulnerable adults mistaken belief regarding the age of a child is not construed a defence;</li> <li>2. Priests, Parish Staff, Volunteers, and religious associations are prohibited from causing any physical, emotional, or verbal harm to children or vulnerable adults;</li> <li>3. Priest, parish Staff, Volunteers, and religious associations are prohibited from the exchange of money, employment, goods, or services for sex, including sexual favors;</li> <li>4. Priests, parish Staff, Volunteers, and religious associations are prohibited from any form of humiliating, degrading, or exploitative behavior toward children, women, persons with disabilities, older persons, and vulnerable adults;</li> <li>5. Priest, parish Staff, Volunteers, and religious associations are not to use their power or position to withhold assistance or services, or to give preferential treatment;</li> <li>6. Priests, parish Staff, Volunteers, and religious associations are prohibited from using their power or position to request or demand payment, privilege, or any other benefit;</li> <li>7. Priests, parish Staff, Volunteers, and religious associations are prohibited from engaging in trafficking of human beings,</li> </ol>

	<p>in all its forms;</p> <ol style="list-style-type: none"> <li>8. Priests, parish Staff, Volunteers, and religious associations are prohibited to engage and tolerate in sending and receiving sexually explicit content (sexting) from children and vulnerable adults regardless of reason;</li> <li>9. Priests, parish Staff, Volunteers, and religious associations are prohibited to take photos and videos for posting to any social marketing sites without the consent of the child or vulnerable adults;</li> <li>4. Diocese of Libmanan is committed to prevent Priest, parish Staff, Volunteers, and religious associations and other external parties, including sponsors, donors, visitors, Suppliers, Contractors, partners, and others affiliated with partners or contractors from working with children if they pose an unacceptable risk;</li> </ol> <p>In the same spirit, Priest, Parish Staff, Volunteers, and religious associations is strongly discouraged to engage in sexual relationships with people they work with since they are based on inherently unequal power dynamics. Such relationships are contrary to Diocese of Libmanan principles and values and undermine the credibility and integrity of its mission.</p>
<b>Context</b>	<p>Safeguarding is everyone’s business and is the fundamental shepherding task entrusted to us by the Lord as in Psalm 23:1 <b><i>“The Lord is my shepherd, there is nothing I shall want”</i></b>. As pastors we do have the accountability to take care of the souls in our parish.</p> <ol style="list-style-type: none"> <li>1. Sacred Scriptures (Psalm 23)</li> <li>2. Canon Law</li> <li>3. CCC &amp; CFC</li> <li>4. Church Documents</li> <li>5. Social Teachings of the Church</li> <li>6. Philippine Laws       <ol style="list-style-type: none"> <li>a. RA PD 603 Child and Youth Welfare Code of 1974</li> <li>b. RA 8043 Inter-Country Adoption Law</li> <li>c. RA 8552 Domestic Adoption Law</li> <li>d. RA 7610 Child Protection Act OF 1992</li> <li>e. RA 9231 Eliminating the Worst form of Child Labor</li> <li>f. RA 9262 Anti-Violence Against Women and their Children</li> <li>g. RA 9208 Anti-Trafficking Law</li> <li>h. RA 9344 Juvenile Justice and Welfare Act</li> <li>i. RA 9745 Anti-torture Act</li> <li>j. RA 11930 Anti-Online Sexual Abuse or Exploitation of Children (OSAEC) and Anti-Child Sexual Abuse or Exploitation Materials (CSAEM) Act</li> <li>k. RA 10627 Anti-Bullying Act</li> <li>l. RA 9775 Anti-Pornography Act</li> </ol> </li> <li>7. Episcopal Commissions</li> </ol>

	8. Diocesan Policy
<b>Core Values</b>	<p><b>Accountability</b> Each of us is responsible for our words, our actions, and their results. Along with transparency, it also promotes a workplace culture where the everyone accepts responsibility for one’s actions.</p> <p><b>Partnership</b> A long-term vow to an approved purposes that is based on shared principles, approaches and evidence. It is categorized by authentic report and feedback, collaborative strategies, clarity, accompaniment, and accountability on both sides, and a sincere and understanding to the feelings, expertise, needs, experience, and wisdom. It is based on mutual respect, trust, goodwill and creates harmony among all the members of the organization and journey together so that the vision, mission and goals will come to its full realization.</p> <p><b>Protection</b> Support and representation for those in greatest need.</p> <p><b>Prevention</b> Is taking action before any harm occurs.</p> <p><b>Proportionality</b> The least intrusive response appropriate to the risk presented.</p> <p><b>Empowerment</b> Is helping people advance and recognize their capacities to its full potential, and build mutual respect and improve their quality of life. Empowerment and wholistic formation will develop a powerful and active communities in which members play a vital role as well-mannered citizen.</p>
<b>Code of Conduct</b>	<p><b>A. DO’S</b></p> <ul style="list-style-type: none"> <li>• Treat all children and vulnerable adults with respect and dignity.</li> <li>• Provide opportunities for Child's growth in order to know their distinct role</li> <li>• Be a perfect example to the children.</li> <li>• Maintain boundaries</li> <li>• Be aware that contact may be misconstrued</li> <li>• Be sensitive to culture, religion, gender</li> <li>• Consider Health and Safety Regulations</li> <li>• Announce intention if entering a changing room</li> </ul>

	<ul style="list-style-type: none"> <li>• Avoid remote and secluded areas</li> <li>• Dress safely and appropriately for the tasks and place that you are in</li> <li>• Observe all relevant Philippine and local laws.</li> <li>• Immediately disclose all charges, decision and other outcomes of an offence that relates to child exploitation an abuse, including those traditional law.</li> </ul> <p><b>B. DON'TS</b></p> <ul style="list-style-type: none"> <li>• Adults must not have sexual relationships with children and vulnerable adults</li> <li>• Adults must not communicate with children in ways that could be interpreted as sexually suggestive or provocative</li> <li>• Adults must not make sexual remarks to children and vulnerable adults</li> <li>• Adults must not discuss their own sexual relationships with pupils children and vulnerable adults</li> <li>• Do not disclose personal contact details</li> <li>• Do not access Social Networking Sites with children</li> <li>• Do not use force as punishment</li> <li>• Do not assume that all children seek physical comfort if they are distressed</li> <li>• Never touch a child in a way that might be considered indecent</li> <li>• Avoid physical contact when children that are in a state of undress</li> <li>• Avoid visually intrusive behaviour</li> <li>• Do not change in the same place as children</li> <li>• Do not share showers/bathrooms</li> <li>• Do not use mobile phones to take pictures</li> <li>• Do not take pictures in secret</li> <li>• Do not engage in sexual activity or have a sexual relationship with anyone under the age of 18 years regardless of the age of majority or consent locally. Mistaken belief in the age of a child is not defense.</li> <li>• Do not engage with children under the age of 18 in any form of sexual intercourse or sexual activity, in exchange of money, position, and other favors including paying for sexual services; Wherever possible, ensure that another adult is present when working near children</li> <li>• Do not invite unaccompanied children into private-residences, unless they are at immediate risk of injury or in physical danger.</li> </ul> <p>Take and post pictures and videos without the consent of the child/vulnerable adults</p> <p>.</p>
<p><b>Policy Implementation</b></p>	<ol style="list-style-type: none"> <li>1. Visible &amp; Accessible Mission – Vision</li> <li>2. PSPD Orientation for the staff, volunteers, Partners, Stakeholders, Collaborators</li> <li>3. PSPD Orientation (diocesan Level) Commissions, Ministries, Clergy &amp; other institutions</li> <li>4. PSPD Orientation (Vicarial &amp; Parochial Level) Schools &amp; Parishes</li> <li>5. PSPD Orientation (LGU Level) Municipalities, PSPD, VAWC Desks etc.</li> </ol>

	<p>6. All concerned persons will have access to the PSPD</p> <p>7. Staffing &amp; Recruitment will be based of the Code of Conduct Guidelines stated in the PSPD for suitability in working with children</p> <p>8. Oath taking of staff &amp; volunteers PSPD</p> <p>9. Contact details on Display</p>
<p><b>Monitoring, Review &amp; Planning</b></p>	<p>1. Yearly General Assembly of Partners, Stakeholders &amp; Collaborators</p> <p>2. Quarterly Vicarial &amp; Parochial Visitation</p> <p>3. Quarterly Meeting with the PSPD officers</p> <p>4. Child Protection Policy Checklist</p> <p>5. Evaluation through FGDs</p> <p>6. Documentation of the actions taken, progress &amp; flaws of the implementation of the PSPD</p> <p>7. Annual Review/ Assessment on the implementation &amp; monitoring of the PSPD</p>
<p><b>Roles &amp; Functions of Focal Persons</b></p>	<p><b>COMPOSITION.</b></p> <p><u>DIOCESAN LEVEL</u></p> <p>The Diocesan Complaint Desk shall be composed (initially) of three members;</p> <ol style="list-style-type: none"> <li>1. the <b>Vicar General</b> of the Diocese who heads the office</li> <li>2. an <b>Alternate</b>, and the</li> <li>3. <b>Chancellor of the Diocese</b>, who acts as the Secretary</li> </ol> <p><b>Vicar General.</b> Is the head of the diocesan office and the primary point person—the contact person—in the filing of a report or complaint.</p> <p><b>Alternate.</b> When the Vicar General is unable, and there are a number of complaints being filed, he may be assisted by the Alternate.</p> <p><b>Chancellor.</b> The chancellor takes charge of the necessary documentation and in helping the complainant put into writing his/her complaint (i.e., the Bill of Complaint).</p> <p>Before a report is submitted to the Bishop, all three members meet to discuss and evaluate all details relative to the complaint and agree on what to state in the report.</p> <p><i>Tenure.</i> All three members shall hold office for a term of five (3) years—from date of appointment—which may be renewed for another term at the discretion of the Bishop.</p> <p><i>Office.</i> The Diocesan Complaint Desk shall hold a permanent office at the Diocesan Chancery at 243 Station Church Site, Libmanan (Camarines Sur). To ensure confidentiality, however, subsequent interviews after the initial encounter, may be held in another suitable place, as determined by both the complainant and the receiver of the</p>

	<p>complaint or the contact person.</p> <p><b><u>PARISH LEVEL</u></b></p> <p><b>PSPD Chairman.</b> Is the Focal point person in the parish. S/he must be:</p> <ol style="list-style-type: none"> <li>1. accountable to the matters related to Safeguarding in coordination of the Safeguarding Advisor.</li> <li>2. Collaborate with the Safeguarding Advisor, ensure proper implementation of the Safeguarding in line with the diocesan policy in handling/Accountability guidelines.</li> <li>3. Coordinate in the facilitation of planning, assessment, orientation on Safeguarding with the safeguarding Advisor.</li> <li>4. Work with the Complaint Desk that requires inquiry especially on sensitive issues.</li> <li>5. Ensure to record along the process and what is needed.</li> <li>6. Attends meeting, trainings related to Safeguarding.</li> </ol> <p><b>PSPD Safeguarding Advisor.</b></p> <ol style="list-style-type: none"> <li>1. Provides and initiates technical support on Safeguarding related concerns.</li> <li>2. Increase awareness on the Safeguarding and Protection including PSEA by providing training and capacity building to the PSPD Focal Persons in the diocese in coordination and collaboration with the diocesan Complaint Desk and the PSPD Focal persons.</li> <li>3. Initiate Planning and Review of the Safeguarding Policies</li> <li>4. Ensure that Safeguarding guidelines is in implemented accordingly</li> <li>5. Attends meetings and trainings on Protection Against Sexual Exploitation and Abuse.</li> </ol> <p><b>Fact Finding Committee Composition:</b></p> <ol style="list-style-type: none"> <li>1. Member of the PSPD.</li> <li>2. Facilitates/Calls/presides hearing with the PSPD Focal Person and the Safeguarding Advisor</li> <li>3. Prepares documentation of final decision on the complaint. Serves decision to the complainant.</li> </ol>
<p><b>RESPONSIBILITY TO REPORT</b></p>	<p>Diocese of Libmanan Priests, Parish Staff, Volunteers, and religious associations are obliged to report any concern or suspicion of exploitation and abuse of a child or vulnerable adult. Failure to report may put the victim and Diocese of Libmanan at risk and is a breach of this Safeguarding Policy of the Parishes of the Diocese of Libmanan Manual of Operations and Code of Conduct.</p> <p>Diocese of Libmanan Priests, Parish Staff, Volunteers, and religious associations is the designated safeguarding focal point person: VICAR GENERAL</p>



	<p style="text-align: center;"><b>PARISH PRIEST AS PSPD CHAIRMAN</b></p> <p>Matters of investigations, deliberations, and decisions on cases filed (via email, written letter, text message, verbal, and from a third party) shall be deliberated on by the Safeguarding Committee, which shall automatically within 3 working days from receipt of any complaints:</p> <ol style="list-style-type: none"> <li>1. THE PARISH PRIEST (if not directly involved), as the Focal Person and Lead</li> <li>2. THE VICE CHAIRMAN OF THE PSPD, as Member</li> <li>3. THE SECRETARY OF THE PSPD, as Member</li> </ol> <p>Confidentiality in all deliberations shall be maintained at all times. Mechanics of such deliberations shall be governed by Section 4 on Human Resource Management (Professional Ethics and Code of Conduct, Classification of Offenses, Sanctions, Application of Disciplinary Actions, and Right to Appeal) of the Caritas Diocese of Libmanan (CDL), Inc. approved Manual of Operations.</p> <p>A Monthly Report of Cases on Safeguarding highlighting nature of abuse and disposition of cases shall be forwarded to the Secretary of the Board and discussed in regular Quarterly Meetings.</p> <p>It is essential to notify the Safeguarding Focal Person of the concerned organization immediately even if one is not sure that the offending behaviour can be considered harassment. Any incidents of harassment must be immediately reported to the Safeguarding Focal Person. Appropriate investigation and, if warranted, disciplinary action will be taken, with reference to Section 4 of the Organizational Manual more particularly on Sections 4.1-4.1.10.</p> <p>All reports will be promptly investigated with due diligence highly respectful of the privacy of everyone involved in accordance with the Parish Safeguarding and Protection Policy.</p>
<p><b>PREVENTION</b></p>	<p>Diocese of Libmanan is adhering to the highest human resource and recruitment standards to safeguard people we work with against exploitation and abuse. This includes, which shall not be limited to the following:</p> <ol style="list-style-type: none"> <li>1. <b>SAFE RECRUITMENT</b></li> </ol> <p>Referencing and screening prospective applicants with emphasis on faultless track record in carrying out their work in conformity with the Code of Conduct;</p> <p>The person appointed to this role should:</p> <ol style="list-style-type: none"> <li>1. Be reliable, a good communicator, trustworthy and discreet.</li> <li>2. Be a regular member of the parish community.</li> <li>3. Demonstrate a commitment to safeguarding children and</li> </ol>

vulnerable adults.

4. Have a knowledge of the principles of Safeguarding and Protection.
5. Have a knowledge of diocesan policies and codes of conduct relating to children and vulnerable adults.
6. Have an understanding of the legal requirements relating to the reporting of child abuse.
7. Training in safeguarding and child protection.
8. The appointment is for a period of three years.

## **2. INDUCTION**

Priests, Parish Staff, Volunteers, and religious associations have completed a formal Orientation on the Code of Conduct, Complaints and Handling Policy and Procedures of Child and Vulnerable Adults Safeguarding Policy and Standards of Behavior toward Children.

## **3. ACKNOWLEDGMENT**

Priests, Parish Staff, Volunteers, and religious associations must read, understand, and signed the Child and Vulnerable Adults Safeguarding Policy and Code of Conduct.

### **Parish Safeguarding and Protection Committee:**

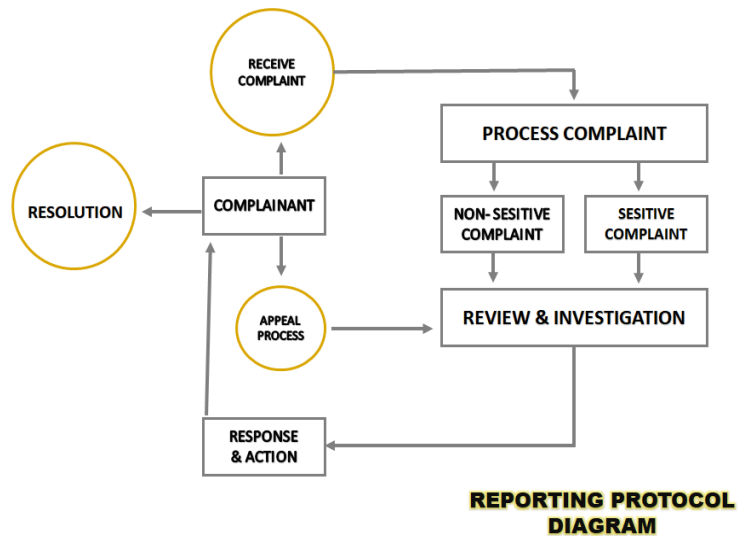
The role of the Parish Safeguarding and Protection Committee is to provide support, advice and information on all matters concerning the safeguarding and protection of children and vulnerable adults in the parish.

### **The duties of the Parish Safeguarding Committee are as follows:**

1. Understand Diocesan safeguarding policies and Code of Conduct.
2. Raise the profile of safeguarding in the parish and report concerns to the coordinator about the implementation of diocesan policies and code of conduct.
3. Assist the Parish to develop protocols to ensure that organizations which use parish premises in the conduct of children's activities are Checked, monitored and supervised.
4. Provide assistance to parishioners in undertaking any training programs, for example, the online training module about protecting children and vulnerable adults.
5. Assist with proactive measures to safeguard children and vulnerable adults.
6. Assist in the parish audit of safeguarding practices and the management of the implementation of statutory/policy requirements.

7. Ensure that child safeguarding and protection is a standing agenda item at Parish Council meetings.

**REPORTING PROTOCOL and PROCESSES**



*Figure 1: Flow diagram for reporting Abuses*

1. The Fact Finding Committee (Parish Safeguarding and Protection Desk Focal Person) must Receive Complaints using the complaint Form. Complaints may also be face to face, text message or call.
2. Log and Acknowledge Complaints. The PSPD Officer and the focal person or his/her duly representative must record the complaint using a log book. He/She sends the confirmation to the Chairman through Letter and via email to acknowledge the receipt of the complaint and action is to be taken. In the event that the complainant is anonymous, complaint is acknowledged via bulletin.
3. Consult, Review & Investigate Complaints  
The PSPD Officer checks and verifies to gather reliable information. Non-sensitive complaint can be addressed by the program concerned. While sensitive complaint is managed differently and requires investigation.
4. Response and Action must be treated seriously depending on the gravity of the abuse and on who committed the abuse.

If the Abuse is done by the:

1. Bishop, Priests, and Deacons
2. Guest-Priests (Diocesans and Religious)
3. Religious (Men and Women)
4. Priests residing within the Diocese, or
5. those performing ministry in the Diocese

In accordance with the CBCP Protocol, and in carrying out the first

three steps of this protocol during the Preliminary Phase must be done:

**Step One:**

- a) The Diocesan Complaint Desk, through the contact person, is to receive complaints of abuse as described above. The complaint may be filed by the victim himself/herself, or by support persons representing the victim.
- b) After the initial complaint has been received, the contact person acts as a support person for the complainant and where necessary, facilitate communication between complainant and Church authority. The contact person shall listen fully, honestly and compassionately to the complainant, both concerning the facts of the situation and its emotional, psychological and spiritual effects. Though providing such support, the contact person should always bear in mind that he does not act as the complainant's counsellor, neither his/her therapist—which is beyond his competence.
- c) The contact person is to act on the complaint seriously and promptly: "No complaint shall be dismissed without at least a minimum of prompt and serious attention" (CBCP Guidelines, II, B, no. 2).
- d) Anonymous complaints are to be treated prudently. The accused should always be presumed innocent until proven guilty.

**Step Two:**

- e) Upon receipt of the complaint, the receiver of the complaint is to inform the Bishop immediately. After a group deliberation on the complaint, the Diocesan Complaint Desk submits its official report (including the Bill of Complaint) to the Bishop. If required by law, the same report is to be submitted to civil authorities.
- f) At this stage, the Diocesan Complaint Desk may never offer to settle cases of clerical misconduct nor any form of cover-up. On the contrary, it may even encourage the filing of a formal complaint when it sees fit, i.e., when it sees the complaint/accusation to be credible, even if the complainant might hesitate to do so.

**Step Three:**

- g) The Diocesan Complaint Desk assists the complainant file the Bill of Complaint, or to put the complaint into writing, and to make sure that the complaint is duly signed by the complainant to make it a legally credible document.
- h) At this initial stage, confidentiality as regards the identity of the complainant may be observed—especially if requested by the complainant himself/herself. The identity of the accused is not to be covered by confidentiality if the accusation is deemed credible.
- i) In the preparation of the Bill of Complaint, the Diocesan

Complaint Desk must make sure that it “include(s) as many particulars as possible, such as indications of time and place of the facts, of the persons involved or informed, as well as any other circumstance that may be useful in order to ensure an accurate assessment of the facts.” (Motu proprio Art. 3, § 4)  
The complaint should include the following elements:

- j) it is addressed to the Bishop
- k) it describes the identity of the accused
- l) it describes the nature of the offense, the time and place of the acts.
- m) it describes the special circumstances surrounding the acts (e.g., use of drugs, alcohol, with force/threats, gifts/promises)
- n) it is signed and dated by the complainant
- o) it is notarized by the Chancellor
- p) The Diocesan Complaint Desk is to explain to the complainant the next steps (procedure), if the case is to move forward. The complainant is to be made to understand that the process will eventually entail revealing his/her identity. Thus, the Diocesan Complaint Desk, through the contact person, should make sure the complainant gives his or her consent to proceeding on the basis laid down in the Bill of Complaint.
- q) The Diocesan Complaint Desk (i.e., the contact person) is to inform the accused of the existence of a complaint against him, and when possible and appropriate, offer initial fraternal correction to the accused. This option is taken, most especially when it is determined that the complaint does not concern conduct which is reserved to the Holy See, or the behavior in question does not represent a serious breach of pastoral ethics and one that could be dealt with by correction and apology. In this case, the complainant is advised to take other means of addressing the issue.

When the case involves clerics and the religious, the report can be presented directly to the Bishop, either orally or in writing.

As soon as all of the above are carried out, the case is to proceed following the usual course as outlined by the **CBCP 2016 Guidelines**.

If the Abuse is done by the:

1. Lay Collaborators directly connected with Diocesan Organizations,
2. Ministers,
3. Offices Staff and Other Parish Personnel
4. Volunteers and religious associations and
5. Seminarians

5. Complainant must be informed or given a hard copy of the Response, Action and Resolution taken by the PSPD or the DCD.

**Note: There must be always a provision for an appeal.**

	<p>The suspected victim, or his or her guardians, or any person claiming to have knowledge about the abuse may report to the parish priest or to the Parish Safeguarding and Protection Desk (whensoever is present) either verbal or in writing.</p> <p>All reports must be given great care and confidentiality in order to protect the rights of the alleged victims.</p> <p>When claims are not proven true, the PSPD officers should assist the accused and the whole community to restore his/her faith and reconstruct the ecclesiastical and apostolic relationships. Particular attention will be given to the thoughts, feelings, fears, and concerns of the accused.</p>
<p>Annex 1 Appendices Processes Glossary &amp; Definition of Term</p>	<p><b>CHILD</b> Any person under the age of 18.</p> <p><b>VULNERABLE ADULT</b> Vulnerable adults are individuals aged 18 years and over who are at greater risk of significant harm due to factors such as gender, age, mental or physical health, disability, or as a result of poverty, inequality or experience of displacement or crisis.</p> <p><b>SAFEGUARDING</b> The responsibility that organisations have to make sure their Staff and Programmes promote the welfare of children and vulnerable adults and do not expose them to the risk of harm and abuse.</p> <p><b>PSEA (Prevention of Sexual Exploitation and Abuse)</b> Child protection comes under this umbrella term. All measures that protect people more evident from crisis-affected communities from sexual exploitation and abuse by Staff.</p> <p><b>PROTECTION</b> The responsibility and measures taken to prevent and respond to abuse and exploitation of a child or vulnerable adult. This includes, but may not be limited to, building awareness, promoting training, identifying and responding to all complaints, monitoring and evaluating protection structures, and taking personal responsibility.</p> <p><b>CHILD PROTECTION</b> Child protection is about preventing and responding to violence, exploitation and abuse against children including sexual exploitation and abuse, trafficking, child labor, and harmful traditional, cultural, and religious practices. It is part of the broader area of work known as Safeguarding.</p> <p><b>ABUSE</b> Any action or inaction that causes harm to another person. It can</p>

include physical abuse, emotional abuse, sexual abuse and neglect. It also includes abuse online and/or through mobile technology. There are various types of abuse including:

**Sexual Abuse:** Any actual or threatened sexual act of violence perpetrated against a child or adult, whether by force or under unequal or coercive conditions. Examples of sexual abuse include rape, abusive sexual contact like unwanted touching and non-contact sexual abuse such as sexting and verbal or behavioral sexual harassment;

**Physical Abuse:** The actual or likely physical injury to a child or adult, such as hitting, kicking or shaking, where there is definite knowledge, or reasonable suspicion, that the injury was inflicted or knowingly not prevented;

**Emotional Abuse:** Harm done by persistent or severe emotional ill-treatment or rejection, such as degrading punishments, threats, bullying, and not giving care and affection; and

**Neglect:** Refers to the failure of a caregiver to protect a child from actual or potential harm or to fulfil that child's rights to survival, progress, and wellbeing. An act may be considered as neglectful whether or not the caregiver intends to harm the child.

#### **EXPLOITATION**

Any actual or attempted abuse of a position of vulnerability, differential power or trust to profit monetarily, socially or politically. There are various types of exploitation including:

**Sexual Exploitation:** The actual or attempted abuse of a position of vulnerability, differential power or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another;

**Child Labor:** The term "child labour" generally refers to any economic activity performed by a person under the age of 15;

**Trafficking:** The recruitment, transportation, transfer, harboring or receipt of children or vulnerable adults for the purpose of exploitation such as for labor, prostitution or sexual exploitation;

**Survival Sex:** Occurs when a child or vulnerable adult living in poverty or in an emergency situation chooses to engage in or is coerced into sex as a last resort for survival. It is transactional sex in exchange for food, water, drugs, shelter, money and any other essential needs for integral human survival.

**Volunteer.** A person who is neither employed by the diocese/parish nor legally obliged to work for the Diocese of Libmanan, but who on free will and without expectation of payment or other remuneration, contributes their time, skill, knowledge, efforts and expertise to the Diocese of Libmanan's work.

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**Diocese of Libmanan**

COMMISSION ON HEALTHY AND SAFE CHURCH ENVIRONMENT

*for children, the youth and vulnerable adults*

**ACKNOWLEDGEMENT FORM**

*All Parish Priest, Staff, Volunteers, and Associates must READ, SIGN, and ABIDE by the Caritas Diocese of Diocese of Libmanan's Children and Vulnerable Adults Safeguarding Policy which prohibits abuse and exploitation of a CHILD or VULNERABLE ADULT.*

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I \_\_\_\_\_, with the position of \_\_\_\_\_ with postal address at \_\_\_\_\_ understand fully that Diocese of Libmanan. is committed to protect the rights and dignity of children and vulnerable adults and to safeguard them from abuse and exploitation as defined in the Diocese of Libmanan's Children and Vulnerable Adults Safeguarding Policy.

I have read the Diocese of Libmanan's Children and Vulnerable Adults Safeguarding Policy in its entirety and understood the following:

- The definitions of abuse and exploitation;
- That I am required to report abuse and exploitation of a child or a vulnerable adult;
- How to report, in accordance with Diocese of Libmanan's reporting procedures, maintaining confidentiality;
- That I am required to uphold the standards of behaviour described in the Diocese of Libmanan's;
- Children and Vulnerable Adults Safeguarding Policy and Diocese of Libmanan's Code of Conduct;
- That I am required to complete an induction on the Diocese of Libmanan's Code of Conduct, Caritas Internationalis Children and Vulnerable Adults Safeguarding Policy, the Caritas Internationalis Complaints Handling Policy and Procedures and familiarize myself with related documents including:
  - Diocese of Libmanan's Code of Conduct
  - Diocese of Libmanan's Complaints Handling Policy and Procedure
  - Annex I- Glossary of Terms
  - Annex II- Standards of behaviour towards children

That if I have any questions, it is my responsibility to ask my supervisor or the Safeguarding Focal Person;

That breach of the Policy and failure to report may lead to disciplinary action including termination or dismissal.

\_\_\_\_\_  
EMPLOYEE NAME AND SIGNATURE

Date: \_\_\_\_\_

**Annex II**  
**Report Form**

**Diocese of Libmanan**  
COMMISSION ON HEALTHY AND SAFE CHURCH ENVIRONMENT  
*for children, the youth and vulnerable adults*

**REPORT FORM**

Suspicion of Abuse or Exploitation of a Child or Vulnerable Adult

**Instructions**

Any suspicion or concern of abuse or exploitation of a child or an adult involving Staff, Volunteers, and Associates of the Diocese of Libmanan must be reported as required in the Diocese of Libmanan's Complaint Handling Policy and Procedure and Children and Vulnerable Adults Safeguarding Policy. If you are unable to complete all of the sections, fill in what you do know. If there are more than one victim, please complete a separate report for each victim. The reporter's identity will not be disclosed except on a "need-to-know" basis. If the reporter believes danger is imminent to themselves or anyone involved, you should alert the Diocese of Libmanan's Safeguarding Focal Person Fr. Pablo Alejandro Bisinon at once. The Diocese of Libmanan is committed to addressing and responding to all reports.

If an immediate threat to life exists or if emergency assistance is needed, please contact your local Police Authorities and alert Senior Management at once. The purpose of this Report Form is to report any suspicious activity of abuse or exploitation for the Diocese of Libmanan to assess and determine the next course of actions.

**REPORTED BY** \_\_\_\_\_

Does the Reporter wish to be identified? Yes \_\_\_\_\_ No \_\_\_\_\_ (please check)

If yes, Reporter NAME and CONTACT INFORMATION

First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_ Last Name: \_\_\_\_\_

Phone Number: (Preferred): \_\_\_\_\_ (Alternative): \_\_\_\_\_

Email: \_\_\_\_\_

Name of Organization: \_\_\_\_\_ Job Title: \_\_\_\_\_

**VICTIM**

Is the victim a child or an adult? Child \_\_\_\_\_ Adult \_\_\_\_\_

Victim's Identity:

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Nickname \_\_\_\_\_

Unknown \_\_\_\_\_ (if identity is not known)

Approximate Age \_\_\_\_\_ Gender \_\_\_\_\_

Address of Victim \_\_\_\_\_