



EPISCOPAL CONFERENCE OF MALAWI

CHILD AND VULNERABLE ADULTS SAFEGUARDING POLICY

.....
JUNE 2021

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F O R E W O R D

The demand for safeguarding children and vulnerable adults in Malawi has been an outstanding development in our time. In response to the signs of the times and recognition of the importance of safeguarding children and vulnerable adults, the Government of Malawi developed the Child Care Justice and Protection Act (2010) and called on stakeholders including Church organizations to help implement the strategies within it.

We, the Catholic Bishops, as Pastors and in our continual fulfillment of the evangelising mission of the Church, have published this Child and Vulnerable Adult Safeguarding Policy which seeks to provide guidelines, coordination, and support for children and vulnerable adult safeguarding in all Catholic institutions in Malawi.

This Policy contributes to fulfilling the mission of the Catholic Church in creating awareness and empowering people at the grassroots level to undertake development that is sensitive to children and vulnerable adults' welfare in order to ensure that children and vulnerable adults are protected in all spheres of life. The Church takes seriously issues that promote care, justice, human dignity and protection of children and ensures that the rights of children and vulnerable adults are protected and promoted in accordance with the Gospel values.

Ministry to children and vulnerable adults is an essential and honoured part of the Church's mission and activity, given to us by Jesus himself. Children also have the right to participate in the life of the Church. Happily, so many do so and experience the joy of the Gospel. By working together to implement the standards and guidelines in this document, especially diocese, parish and community level, everyone can contribute to a Church in which every child feels valued and safe. In this way, the Church community also gives its support to parents who have the primary responsibility

for ensuring the safety and well-being of their children as well as vulnerable adults.

We are, therefore, calling upon all the Directorates, Commissions, Departments and all Catholic Church institutions in Malawi to implement it and ensure that their activities are sensitive to childcare, justice and protection in order to accomplish the mission of Christ which is indeed the mission of the Catholic Church: *“Let the children come to me. Don't stop them! For the Kingdom of Heaven belongs to those who are like these children”* (Mat.19:14).

In practice, this document now becomes an essential point of reference for all those concerned with safeguarding children and vulnerable adults within the Church in Malawi. We wholeheartedly endorse this document and ask all those with the responsibility of safeguarding children and vulnerable adults in the Church in Malawi to always adhere to these Standards and Guidelines at all times.

May the good Lord bless all of you abundantly!



+ Most Rev. Thomas Msusa
PRESIDENT - EPISCOPAL CONFERENCE OF MALAWI

P R E F A C E

“You are the light of the world. A city set on a hill cannot be hidden” (Mt. 5:14). Our Lord Jesus Christ calls every believer to be a shining example of virtue, integrity and holiness. All of us are called to give concrete witness of faith in Christ in our lives and our relationship with others.

Pope Francis has made it clear that the Church must hold the protection of minors amongst her highest priorities. The Episcopal Conference of Malawi will respect all children and vulnerable adults as equal in the sight of God, with their individual opinions and gifts, and in the course of work will create a positive environment in which children and vulnerable adults are encouraged to express their God-given uniqueness and potential.

The Episcopal Conference of Malawi has formulated this Child and Vulnerable Adults Safeguarding Policy within the context of its mission statement which is grounded upon Jesus' mission captured in Luke 4:18-19. Fully aware that He was anointed and that the Spirit of the Lord was upon Him, Our Lord Jesus Christ announced that He was sent to bring Good News to the poor, to proclaim liberty to captives, to give new sight to the blind and to set the down-trodden free.

With this Policy, the Catholic Church in Malawi hopes to contribute to creating a safe environment for children and vulnerable adults, building on the fundamental principle that each person is made in the image of God and has unique dignity as a human being created by God (cf. Gen. 1: 26-27).

The Child and Vulnerable Adults Safeguarding Office will work proactively with all Directorates, Commissions, Departments and Catholic institutions in Malawi towards ensuring that reasonable measures are taken to minimize the risk of harm to children and vulnerable adults in our institutions, programmes, ministries, and activities. We will also work proactively and reactively, responding to concerns and allegations of abuse of children and vulnerable adults and liaising with all Catholic institutions and statutory agencies to ensure that cases of child abuse are properly dealt with.

The Policy seeks to advance sensitivity in our work and life in keeping children and vulnerable adults safe. The denial or no-recognition of abuses on children and vulnerable adults not only perpetrates injustices against our children and vulnerable adults, but also promotes harmful attitudes, beliefs and habits that are carried to the family, the workplace, social-political life, place of worship and all human relationships, thereby adversely affecting children and vulnerable adults' holistic development.

This Policy provides guiding principles in the designing, implementation and management of interventions and activities in programmes and projects of Catholic institutions. The Policy shall demand changes in certain rules and regulations at the community and local Church level in view of promoting safeguarding children and vulnerable adults.

Therefore, we hope that this Policy will assist all institutions under the Episcopal Conference of Malawi including Institutes of Consecrated Life and Societies of Apostolic Life, and the various ecclesiastical circumscriptions to better understand and implement the requirements of justice.

I wish to thank all members of staff and individuals who committed their time to the formulation of this policy. Special gratitude goes to the Catholic Bishops of the Episcopal Conference of Malawi as a whole and individual Bishops for their commitment and support to the process.

I would also like to acknowledge input and policy guidance from our partners Porticus, and for funding the process. This is a living document that shall be reviewed periodically to make sure that emerging issues are incorporated at every stage of its implementation.

God bless you all!



Very Rev. Fr. Dr. Henry Saindi

SECRETARY GENERAL - EPISCOPAL CONFERENCE OF MALAWI

A C R O N Y M S

AU:	African Union
CCJA:	Child Care Justice Act
DSO:	Diocesan Safeguarding Officer
ECM:	Episcopal Conference of Malawi
HIV:	Human Immuno-deficiency Syndrome
ILO:	International Labour Organisation
MEAL:	Monitoring, Evaluation, Accountability and Learning
NSB:	National Safeguarding Board
SFP:	Safeguarding Focal Person
SST:	Sacramentorum Sanctitatis Tutela
UNCRC:	United Nations Convention on the Rights of a Child
WHO:	World Health Organisation
CSFP:	Child Safeguarding Focal Persons

DEFINITION OF TERMS

Abuse: refers to any form of maltreatment of children and vulnerable adults including physical, emotional, and sexual assaults and neglect as well as cases where the standard of care does not adequately support the child's and vulnerable adult's health or development.

Bullying: any unsolicited or unwelcome act that humiliates, intimidates or undermines an individual and includes cyber-bullying through repeated verbal, physical and/or social behaviour that intends to cause physical, social and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening

Child and Vulnerable Adults Safeguarding Policy: system put in place to ensure children and vulnerable adults are protected from harm and abuse.

Traffic in Human Persons: Trafficking in human persons is the recruitment of, transfer, harbouring or receipt of persons by through threat or use of force or other forms of coercion, of abduction, of fraud, of deception, of the abuse of power or of a position of vulnerability or the giving or receiving of payments or benefits to achieve the consent of a person in having control over another person for exploitation (United Nations International Children Fund).

Child: anyone under the age of eighteen years, in line with the United Nations Convention of the Rights of the Child¹. This is consistent with the Canonical legislation on sexual abuse of minors clearly defined by Pope John Paul II in 2001 in his: *Motu Proprio Sacramentorum Sanctitatis Tutela* (SST) on sexual abuse of minors under 18 years of age committed by a cleric.²

¹ UN Convention on the Rights of the Child 1989; Constitution of Malawi

² *Motu Proprio Sacramentorum Sanctitatis Tutela* (SST), 30th April 2001.

Church Institutions: means those organizations and facilities recognized by the ECM and local ordinaries as operating under the auspices of the ECM or diocese.

Civil Authorities: means all employees of Malawi government such as officers from the Judiciary, Malawi Police Services; Ministry of Gender Community Development and Social Welfare; government-based Child Protection organizations; the Directorate of Public Prosecutions and Legal Aid Bureau.

Complainant: A person who brings an allegation of abuse to the ECM and dioceses following established procedures.

Contact Person (s) indicates persons appointed by the Bishop in terms of: In this Policy, unless the context indicates otherwise, all persons” interacting with a child or vulnerable adult on behalf of the ECM, diocese, parish or Catholic Institution include Clergy, Religious, Employees, Extraordinary Ministers of Holy Communion, Catechists, Youth Leaders, Choir Leaders, altar server trainers, as well as anyone interacting with children and vulnerable adult not included in one of these categories

Do No Harm - a principle used in the humanitarian and development field which refers to organization's responsibility to minimize the harm they may be doing inadvertently as a result of their organisational activities. **Do no harm** refers to avoid exposing people to additional risks through our action.

ECM Code of Conduct refers to the Code of Behaviour in this safeguarding policy (refer to Appendix 11) and applicable laws in Malawi.

ECM's Safeguarding Policy sets a clear standard regarding our moral and legal obligations and guides how we can actively prevent, address, and respond to all forms of harassment, abuse, and

exploitation, including all forms of sexual misconduct and human trafficking.

Grooming: involves behaviour in which a potential abuser, in a subtle manner, prepares a child for what could develop into sexual abuse.

Harassment: subjecting a person to any unwanted physical, verbal or non-verbal conduct, which has the purpose or effect of violating his or her dignity or creating an intimidating, hostile, terrorizing, degrading, humiliating, annoying or offensive environment for them.

Misconduct: means willful violation of established code of conduct, gross negligence and willful disobedience of the lawful order and deemed to prejudice the interests of the ECM.

Procedures: steps guiding ECM and diocese response to child protection allegations and suspicions.

Respondent: means any person who interacts with children on behalf of a Parish or diocesan body and has an allegation of misconduct against him or her.

Safeguarding: the term used to describe the responsibilities and activities undertaken to prevent or stop children and vulnerable adults from being abused or maltreated. Safeguarding involves preventing and responding to specific situations where children and vulnerable adults are at risk of, subject to abuse, violence, torture, armed conflict, trafficking, physical abuse, sexual mental and emotional abuse, exploitation, harassment, bullying, discrimination, persecution, exclusion, neglect, or deprivation of parental or other family care to end the abuse.

Sexual exploitation: means any 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.

Standards: Statements that are used as a basis of comparison in measuring quality, value, or quantity.

Survivor: a person who has been experienced abuse, neglect, violence or exploitation. It infers the individual has resilience and with support will recover from the incident.

Volunteer: A person who is engaged in any activity involving spending time, unpaid except for travelling and other approved out-of-pocket expenses, doing something which aims to benefit someone (individuals or groups) other than or in addition to close relatives or any person, excluding Clergy and Religious, involved in both commissioned and informal ministries and those who give time to the Parish or diocesan body in any way in the name of the Parish or diocesan body.

Vulnerable Adult: any person in a state of infirmity, physical or mental deficiency, or deprivation of personal liberty which, in fact, even occasionally limits their ability to understand or to want or otherwise resist the offence (SST). This is consistent with the Motu Proprio SST (21 May 2010), which states that a person who habitually has the imperfect use of reason is to be considered equivalent to a minor (cf. art. 6 § 1, 1° SST).

Whistleblower: one who raises a concern about the wellbeing of a child or adult at risk

Zero Tolerance: every single concern is fully responded to and where necessary prompt action (including investigating and taking disciplinary action, if applicable) is taken as well as hold our people to account against the same standards and subject them to the same processes, like everyone else regardless of their position or reputation.

C H A P T E R O N E

INTRODUCTION, POLICY BACKGROUND, GUIDING PRINCIPLES AND LINKAGES

1.1 Introduction

The Episcopal Conference of Malawi (ECM) considers it very important that the safeguarding of minors and vulnerable adults is seen as an integral part of the mission of the church and that it is firmly rooted in the belief that everyone has a unique worth created in the image and likeness of God. The safeguarding of minors and vulnerable adults is an integral part of the mission of the Catholic Church. We believe that each individual is created in the image and likeness of God (Genesis 1:27) God created human beings, making them be like himself. He created them male and female. Children are our present and our future. They have the right to grow and to develop their full potential holistically, recognizing their physical, social-emotional, intellectual, and spiritual needs.

The mission, vision, values, and programs of the Episcopal Conference of Malawi (ECM) have a central core that is serving the most vulnerable - including children and adults. Therefore, ECM has reviewed its 2014 Child Protection Policy to be inclusive of vulnerable adults regarding protecting them from all forms of abuse and neglect. The Policy has been renamed Child and Vulnerable Adults Safeguarding which will act as a guide to ensure that all people who come into direct or indirect contact with children and vulnerable adults while working with or for ECM adhere to the stipulated guidelines.

The purpose of the ECM Child and Vulnerable Adults Safeguarding Policy is to establish standards, practices, procedures, and responsibilities to protect children³ and vulnerable adults⁴ from abuse

³ECM's defines a child as any person under the age of 18, regardless of local age limits.

⁴Vulnerable adults include women and other vulnerable adults who are at greater risk due to factors such as age, sex, disability, or other vulnerabilities.

and exploitation. The Policy provides the ECM constituencies with the information to be able to implement the policy that helps to identify and respond appropriately to concerns of abuse and neglect and to understand their role in the safeguarding of children and vulnerable adults.

The principles of the guidelines are based on our moral and ethical duty to ensure all children and vulnerable adults flourish and develop in a safe environment and as such they reflect current best practices. The guidelines are consistent with, but subject to, the Constitution of the Republic of Malawi, regulations, and all policy directives of the Pontifical Commission for the Protection of Minors and Vulnerable Adults. These guidelines must be interpreted in accordance with the Constitution of the Republic of Malawi. To the extent that there is any inconsistency between these guidelines and the Constitution, the Constitution will prevail.

1.2 Policy Background

1.2.1 The ECM Child and Vulnerable Adults Safeguarding Policy has been revised to effectively respond to contemporary needs and trends at the national and global levels. This is in fulfillment of the Church's evangelization mission of love and justice.

1.2.2 The Episcopal Conference Malawi is wholly committed to ensuring the safety, well-being and dignity of all children and vulnerable adults. ECM provides policy, protocol, guidelines, advice, training, and resource materials to ensure safe dioceses, parishes, and Small Christian Communities provided a secure nurturing environment for children and vulnerable adults.

The Policy shall inform and direct all child safeguarding and vulnerable adults' procedures within the Catholic Church in Malawi and take into

account the local and international legislations that promote the safeguarding of children and vulnerable adults such as Canon Law, United Nations Convention on Rights of the Child, and the Constitution of the Republic of Malawi.

- 1.2.3 The Policy shall ensure that children and vulnerable adults are protected from all forms of abuse.

1.3 A Commitment by the Church

The Catholic Church is committed to the care, nurture of, and respectful ministry with all children, young people and adults; the safeguarding of all children, and vulnerable adults and the establishment of safe, caring communities which provide a loving environment where there is an informed vigilance as to the dangers of abuse. In places of worship, we are entrusted with the care of children and vulnerable adults. ECM and dioceses also aim to safeguard its clergy, religious, laity, and associates who may themselves experience harm in the workplace. The ECM Child and Vulnerable Adults Safeguarding Policy shall ensure that the provision of care and support services is in the best interest of the child and vulnerable adult in line with the Gospel values.

1.4 A One-Church Policy

This Policy sets out a one-Church approach to safeguarding. It shall ensure that the underlying principles and procedures for safeguarding children and vulnerable adults and for responding to allegations or suspicions of child and vulnerable adult abuse operate at every level and in every place throughout the Catholic Church in Malawi. The care and safeguarding of children and vulnerable adults is the responsibility of the whole Church and is a requirement that applies regardless of the nature of activities in which children are involved. Everyone who participates in the life of the Church has a role to play in creating an environment in which children can develop and be safe.

1.5 Guiding Principles

The ECM Child and Vulnerable Adults Safeguarding Policy will be fulfilled through the following guiding principles:

- 1.5.1 Inspiration from Gospel values, which demonstrate and manifest love and protection for children: “Let the children come to me; do not stop them; for it is to such as these that the Kingdom of God belongs.” (Mark 10:13-15).

The Policy is also inspired by the Episcopal Conference of Malawi's mission statement of creating a family of God filled with the Holy Spirit that is committed to holistic evangelization and integral development. A family which recognizes the safety and welfare of children and vulnerable adults as key components to human development.

- 1.5.1 Furthermore, this Policy abides by the guidelines as provided for by the Pontifical Commission for the Protection of Minors which obliges reference to the guidance given to priests, religious, staff and volunteers which deals with appropriate boundaries in pastoral relationships.

1.6 The United Nations Convention on the Rights of the Child

Article 19 of the United Nations Convention on the Rights of the Child (UNCRC) states that children should be protected from all forms of physical or mental violence, injury or abuse, neglect or negligent treatment, maltreatment, or exploitation, including sexual abuse. This Policy is designed to ensure that ECM takes every possible measure to prevent abuse, and it also reflects ECM's commitment to good practices in all interactions with children in line with the principles stipulated in the UNCRC.

1.7 The policy applies to all Catholic Church Institutions in the territory covered by the Episcopal Conference of Malawi. It has been published in English and translated into Chichewa and Tumbuka.

In view of the above, ECM as a state partner of the government of Malawi has a moral and a legal responsibility to safeguarding children and vulnerable adults from all forms of abuse and harm.

1.8 Statement of the Problem

Despite many efforts to improve the situation of children in Malawi, the child protection situation remains dire. The Violence Against Children (VAC) and Young Women in Malawi Survey (2013) established that 2 out of 3 Malawians experience violence in their childhood; 1 in 5 girls was sexually abused before the age of 18; 1 in 7 boys was sexually abused before the age of 18; 40% girls and 64% boys suffered physical abuse during their childhood. Data from the VAC study shows that at the family level, nearly 1 in 3 children are physically abused by an adult family member, and at school, peers are frequent perpetrators of physical violence. In the year 2015, there was a sudden increase in the number of violent attacks of people, especially children living with albinism.

Pope Francis emphasises that not addressing the problems of sexual abuse offend Our Lord, cause physical, psychological, and spiritual damage to the victims and harm the community of the faithful. So that these phenomena, in all their forms, never happen again, a continuous and profound conversion of hearts is needed, attested by concrete and effective actions that involve everyone in the Church, so that personal sanctity and moral commitment can contribute to promoting the full credibility of the Gospel message and the effectiveness of the Church's mission.

This becomes possible only with the grace of the Holy Spirit poured into our hearts, as we must always keep in mind the words of Jesus: “Apart from me you can do nothing” (John 15:5). Even if so, much has already been accomplished, we must continue to learn from the

bitter lessons of the past, looking with hope towards the future (Motu Proprio Vos Estis Lux Mundi).

1.9 Rationale

The Church loves all her children like a loving mother but cares for all and protects with a special affection those who are smallest and defenseless to ensure that children and vulnerable adults are safe and realise their best potential. This is the duty that Christ himself entrusted to the entire Christian community. Aware of this, the Church is especially vigilant in protecting children and vulnerable adults (Pope Francis, 2016).

1.10 Objectives

The Child and Vulnerable Adults Safeguarding Policy seeks to:

- 1.10.1 ensure that the rights of children and vulnerable adults are protected and promoted in accordance with the Gospel values of our Lord Jesus Christ.
- 1.10.2 fulfill the mission of the Catholic Church in creating awareness and empowering people at the grassroots to undertake development that is sensitive to safeguarding children and vulnerable adults in all spheres of life.
- 1.10.3 adhere to the principles of natural justice for both the survivors and perpetrators through efficient and effective case handling procedures.

1.11 Scope: Linkages with Other Policies and Strategies

The policy considers international, domestic legislation and church's law). It also abides by the UNCRC, which Malawi ratified in 1991, and states, in the preamble, that “The child, for full and harmonious development of his/her personality, should grow up in a family environment in an atmosphere of happiness, love and understanding.”

1.11.1 Church

The Holy See is the signatory to the UNCRC. Article 3.1 of the UNCRC Para 3.1 states “In all actions concerning children, whether undertaken by public or private social welfare institutions, courts of law, administrative authorities or legislative bodies, the best interests of the child shall be a primary consideration.”

1.11.2 Government

The Constitution of Malawi adopted in 1994, provides for the protection of children from any form of abuse. In addition to the constitution, there are other pieces of legislation which address violence against children for example the Child Care Justice Act 2010, Malawi Children Policy of 2019, Electronic Transactions and Cyber Security Act 2016, Malawi Social Protection Policy, Malawi National Registration Act 2010, Trafficking in Persons Act 2016, Marriage Divorce and Family Relations 2015, the Employment Act 2000.

1.11.3 International Bodies

Malawi ratified the Protocol to African Charter on Human and People's Rights on the Rights of the Older persons in Africa (Older Persons Protocol) in 2021. Malawi is also a signatory to several international human rights instruments for example, the African Charter on the Rights and Welfare of the Child, the Convention on the Rights of the Child and the International Labour Organisation's conventions on the minimum age for employment and worst forms of child labour among other international instruments.

- 1.11.4 Linkages with other ECM policies
- a. ECM Terms and Conditions of Service
 - b. ECM Gender Policy
 - c. ECM Catholic Education Policy
 - d. Sexual and Reproductive Health Rights
 - e. Seminarians Formation Handbook

1.11.5 Do No Harm Approach

As part of its safeguarding procedures, ECM and dioceses are committed to adopting a Do No Harm approach in its programming and will ensure that the operating context adheres to international best practices on effective and ethical development practice.

C H A P T E R T W O

2.0 UNDERSTANDING CHILD AND VULNERABLE ADULT ABUSE

Abuse is a form of maltreatment inflicted on children and vulnerable adults of all ages, ethnicity, and social backgrounds, abilities, religious beliefs, and political persuasion. The Catholic Church seeks always to work in ways that are culturally sensitive and respectful of the diverse nature of the people we work with. There are many ways of thinking and taking care of children and vulnerable adults and making sure they are protected. The ECM has a clear Zero tolerance for all forms of abuse including bullying, harassment and sexual exploitation, trafficking in persons, fraud, and abuse of power

Child and vulnerable adults abuse takes different forms. It constitutes all forms of physical and/or emotional ill-treatment, sexual abuse, neglect, or negligent treatment for commercial or other exploitation resulting in actual or potential harm to the child's and vulnerable adults' health, survival, development, or dignity in the context of a relationship of responsibility, trust, or power (World Health Organisation - WHO). The main categories of abuse as defined by WHO are Physical , Emotional , Neglect and Negligent Treatment, Sexual Abuse, and Exploitation. Canon Law covers sexual abuse to include vulnerable adults as amended in 2010.

2.1 Forms of Abuse

2.1.1 Physical Abuse:

Physical abuse includes hitting, shaking, kicking, throwing, poisoning, burning, or scalding, drowning, or suffocating, or otherwise causing physical harm to a child. Bullying is also a form of abuse as it is an act of aggressive behavior to intentionally hurt another person or persons, mentally, physically, and or sexually.

2.1.2 Emotional or Psychological Abuse

Emotional or psychological abuse includes humiliating and degrading treatment such as bad name-calling, constant criticism, belittling, persistent shaming, solitary confinement, isolation, sarcasm, degrading punishments, threats and not giving love and affection, which can have adverse effects on the behaviour and emotional development of a child and vulnerable adult. It conveys to children and vulnerable adults that they are worthless and unloved, inadequate, or valued only so far as they meet the needs of another person.

It can also involve age or developmentally inappropriate expectations being imposed on children and vulnerable adults or causing them frequently to feel frightened or in danger. Some level of emotional abuse is involved in all types of ill-treatment of a child and vulnerable adult, though emotional abuse can also occur alone.

2..1.3 Neglect

This is the persistent failure to meet the child's and vulnerable adult's basic physical, spiritual, and or psychological needs, likely to result in the serious impairment of their physical, spiritual, or cognitive development. For example, inadequate care and supervision leaves them in a dangerous situation where they could be harmed amounts to neglect.

2.1.4 Sexual abuse and exploitation

Sexual abuse includes all forms of sexual violence including incest, early and forced marriage, rape, involvement in pornography, and sexual slavery. Sexual abuse may also include indecent touching or exposure, using sexually explicit language, and showing children and vulnerable adults pornographic material. Other types of abuse commonly recognized such as commercial sexual

exploitation, child labor, and trafficking in persons, are complex manifestations of a combination of the above four categories.

Sexual relations (consensual or nonconsensual) such as physical contact for sexual gratification, exhibitionism, masturbation, the production of pornography, inducement to prostitution, conversations, and propositions of a sexual nature, which can also occur through various means of communication are also forms of sexual abuse (Sacramentorum Sanctitatis Tutela).

2.1.5: Cyber Abuse: The use of information technology, computers, phones, etc., to bully or abuse another using text, sound, or image.

These types of abuse apply equally to children and vulnerable adults with mental and/or physical challenges, but the abuse may take slightly different forms e.g., where there is a lack of supervision, or where restraints are used to confine a child and vulnerable adults to a wheelchair or bed.

CHAPTER THREE

3.0 PRINCIPLES AND STANDARDS UNDERPINNING THE (CHILD AND VULNERABLE ADULTS SAFEGUARDING) POLICY

3.1 Principles

Several key principles underpin the implementation of the ECM Child and Vulnerable Adults Safeguarding Policy. The Policy is committed to and guided by the principles of:

- 3.1.1 The best interests of the child and vulnerable adult⁵ are paramount and shall be the primary consideration in all decision-making.
- 3.1.2 The rights-based approach to keeping children and vulnerable adults at the heart of all planning and implementation. Some of the worst abuses have happened when staff has lost sight of the child and their rights to be protected.
- 3.1.3 Equality of opportunity to ensure that all children and vulnerable adults participate in all activities safely regardless of sex, ability, race, ethnicity, or age. Children and vulnerable adults will require attention to optimize their safety needs and promote their access to important opportunities.
- 3.1.4 Taking responsibility to meet the obligations regarding the duty of care towards children and vulnerable adults where they are at risk or harm.
- 3.1.5 Recognizing and acknowledging that an element of risk exists, and while it may not be possible to remove this, all necessary action must be taken to reduce it or limit its impact.

⁵ Best interests or best interests of the child is a child rights principle, which derives from Article 3 of the UNCRC, which says that “in all actions concerning children, whether undertaken by public or private social welfare institutions, courts of law, administrative authorities or legislative bodies, the best interests of the child shall be a primary consideration”

- 3.1.6 Honesty and transparency by informing all personnel, including children and vulnerable adults, about the Policy.
- 3.1.7 Confidentiality to protect sensitive personal data: Information shall only be shared and handled on a *need-to-know basis*, that is, access to information must be necessary for the conduct of one's official duties. Only individuals who have legitimate reasons to access the information can receive it.
- 3.1.8 Supporting and training those working in Church Institutions to recognize and respond to child and vulnerable adult safeguarding risks and incidences.
- 3.1.9 Multisectoral approach and partnership with others to safeguard children and vulnerable adults. This includes involving law enforcement and specialist children and vulnerable adults welfare agencies as appropriate. The best interests of a sexual abuse or exploitation survivor are served when protection agencies and service providers work together to provide holistic care.
- 3.1.10 The 'Do No Harm' principle is in response to a growing recognition of the potential negative effects of our work in humanitarian response or any other. Through the Do No Harm approach, programs and management will maximize the positive impacts of their interventions.
- 3.1.11 Monitoring the implementation of the Child and Vulnerable Adults Safeguarding Policy will be reviewed every three years (refer to Appendix 9).

3.2 Standards

The universal safeguarding minimum standards refer to four key areas namely policy, people, procedures, and accountability available. These standards represent the expected level of safeguarding commitment and performance. The standards listed below are integral and vital elements in ensuring best practice.

Standard		Criteria for upholding Minimum Standard
1. Policy	<p>Minimum Standard 1: A written policy on safeguarding is in place - There is a safeguarding policy in place that is clear and easily understood. It defines and promotes the principles and practices of maintaining a safe environment for children and vulnerable individuals. It commits ECM and its staff to reducing risk and harm, and to effectively addressing safeguarding incidents in line with national frameworks and guidance.</p>	<ol style="list-style-type: none"> 1. The Policy has been approved by the leadership 2. The Policy identifies the vulnerable population (i.e., children or vulnerable individuals) 3. The Policy identifies the context wherein the grantee works 4. The Policy identifies and defines risks to vulnerable population 5. The scope of the Policy is clear 6. The Policy presents a procedure for confidential reporting and addressing safeguarding violations 7. The Policy is accessible to all.

<p>2. People</p>	<p>Minimum Standard 2: People understand and uphold the policy - All staff and beneficiaries are aware of the reason for the policy and can support its implementation. The organization places clear responsibilities and expectations on its staff and associates and supports them in understanding and acting in line with these.</p>	<ol style="list-style-type: none"> 1. There is a policy or procedure on the safe recruitment of all staff, including consultants, interns, and volunteers. 2. All human resources are recruited safely and are suitable for their roles particularly if they are to work with children and vulnerable adults. 3. All recruitment of staff will include a full induction to the safeguarding policy and code of conduct, including procedures to follow should any safeguarding concern arise. 4. A written code of conduct; evidence of this being shared to staff and volunteers 5. All employment contracts require staff to abide by safeguarding measures and include guidelines on appropriate behaviour. 6. All staff has regular training and opportunities to share and discuss learning on safeguarding at least once a year. 7. The ECM and Dioceses are obliged to provide appropriate child and vulnerable adult safeguarding training for all those who work with children and vulnerable adults or have a designated child and vulnerable adult safeguarding role.
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		<ol style="list-style-type: none"> 8. The ECM shall ensure that this Policy is communicated to all constituents including all diocesan structures up to Small Christian Communities. 9. A designated safeguarding officer (DSO) is identified – refer to Appendix 2.
<p>3. Procedures</p>	<p>Minimum Standard 3: There are clear procedures in place to prevent and respond to safeguarding violations - The written policy outlines clear procedures, protocols, and processes to uphold safeguarding measures, which considers the interests of children and responds to the needs of the survivors.</p>	<ol style="list-style-type: none"> 1. There is a policy or procedure on safe recruitment of all staff, including consultants, interns, and volunteers 2. All employment contracts require staff to abide by safeguarding measures and include guidelines on appropriate behaviour. 3. All staff shall have an annual training and learning opportunities safeguarding. 4. A designated safeguarding officer (DSO) is identified – (Refer to Appendix 2). 5. Legal requirements are included in policies 6. Evidence of safeguarding issues in project proposals and plans.

<p>4. Accountability</p>	<p>Minimum Standard 4: The organisation is accountable for safeguarding -The organisation is regularly monitoring and reporting compliance to safeguarding. The organization has governance mechanisms to enforce and review its safeguarding policy.</p>	<ol style="list-style-type: none"> 1. The implementation of the Safeguarding Policy and its procedures is monitored and measured: ECM and dioceses are obliged to provide implementation, monitoring, evaluation learning and accountability of the policy to attain its desired outcomes. 2. The Safeguarding Policy and related procedures are reviewed at least every 3 years. 3. The annual review includes knowledge and attitudes towards the Safeguarding Policy and its related procedures. 4. Management creates commitment and culture to safeguarding.
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3.3 Obligation to Report

All ECM and dioceses staff are obligated to report any concerns or suspicions of any forms of harassment, abuse, and exploitation involving its staff, affiliates, partners, program participants, visitors, suppliers, service providers or aid workers, associated with another organization. The concern may be a result of witnessing the incident, being told of it, or being the object of it. All people should report all concerns through the channels provided in the whistle blower facility.

The ECM Whistle-blower Facility is designed to combat acts of fraud, corruption, and integrity issues including sexual harassment related to ECM, dioceses, implementing organizations and service providers (and their respective employees). All implementing entities are obligated to inform their clergy, religious, laity and service providers regarding the ECM whistle-blower procedure, this will be attained by publicly displaying the ECM's whistle-blower policy (and contact address for example appendix 4) or other suitable means.

It is not the responsibility of clergy, religious, or staff to decide whether child abuse has taken place. All clergy, religious, and staff, however, have a responsibility to act on any concerns by reporting these to the safeguarding structures.

CHAPTER FOUR

4.0 INSTITUTIONAL FRAMEWORK FOR IMPLEMENTATION

The overall policy holder is the Episcopal Conference of Malawi. The ECM, dioceses and all Catholic institutions in Malawi shall be responsible for the implementation of the policy. Designated officers shall be appointed by relevant authorities to discharge specific roles necessary for the attainment of the goals of the Policy per the safeguarding policies and practices (Refer to ECM organizational structure Appendix 1).

4.1 National Level

4.1.1 Responsibilities of Episcopal Conference of Malawi and Office of the Secretary-General

- 4.1.1.1 Ensuring that information about keeping children and vulnerable adults safe is disseminated through designated persons (see Standard 3; people- on communication, education and training)
- 4.1.1.2 Overseeing the monitoring, evaluation, accountability and learning of this policy using data from all catholic dioceses and institutions in Malawi and via the child protection office.
- 4.1.1.3 Considering and signing off changes and updates to policy and procedures which shall be reviewed every three years.
- 4.1.1.4 Ensuring that child and vulnerable adults safeguarding is aligned with the systems and processes of all Catholic institutions, e.g., parishes, schools, hospitals, and all organizations under their auspices. For example, the

ongoing pastoral formation of clergy, religious and catechists includes safeguarding children and vulnerable adults.

4.1.1.5 Facilitate any channel of communication from local ordinaries to Bishop Chairman for safeguarding focal point at national level

4.2 Oversight – The National Child and Vulnerable Adults Safeguarding Board

4.2.1 There shall be a national board of between 5 and 9 persons (odd numbers) that functions as a confidential consultative body to the ECM and that oversees the work of the National Safeguarding Office. Most of its members are to be laypersons not in the employ of the Catholic Church and at minimum 40% of its members⁶ shall be female.

ECM shall appoint the board to ensure its integrity, its independence, its capacity to consider and represent all stakeholders equally and without discrimination to understand and have experience working with the safeguarding issues of child and vulnerable adults.

This board shall ensure the independence of safeguarding processes for children and vulnerable adults in procedures of the Catholic Church, to review and challenge the child and vulnerable adults safeguarding work of the Church and to hold the ECM and the National Safeguarding Office to account for the faithful implementation and regular review of this policy.

⁶ The 40%-60% sex representation quota in the Gender Equality Act 2013 should be reiterated in the composition of the National Child and Vulnerable Adults Safeguarding Board

4.2.2 The board performs its child and vulnerable adults safeguarding role by:

4.2.1 Assisting with the development of policy, procedures, and practices across the Catholic Church in Malawi.

4.2.2 Offering advice on best practice, including training, case management and implementation of national standards and guidance

4.2.3 Monitoring the practice of child safeguarding across the Catholic Church in Malawi.

4.3 National Safeguarding Officer

The National Safeguarding Officer ensures the prevention of, and timely, appropriate responses to any situation raising children and vulnerable adults safeguarding concerns.

The post of the NSO may be filled by one person or a team of people and shall be under the Office of the ECM Secretary- General.

The National Safeguarding Office shall discharge the following duties:

4.3.1 Receive referrals of allegations and suspicions of child abuse from diocese and parishes as appropriate.

4.3.2 Liaise closely with the office of the Secretary-General regarding specific cases.

4.3.3 Liaise with the civil authorities and ensure that they are involved with appropriate speed.

4.3.4 Take account of the immediate danger to children and vulnerable adults and recommend appropriate action.

- 4.3.5 Provide professional expertise and support regarding decision- making in individual cases.
- 4.3.6 Ensure appropriate steps are taken concerning an accused person while inquiries are under way.
- 4.3.7 Provide support with the delivery of training.
- 4.3.8 Provide support in the delivery of social care.
- 4.3.9 Support the dioceses in the discharge of their responsibilities about safeguarding.
- 4.3.10 Liaise effectively with and provide information to the Secretary-General on all issues related to safeguarding.
- 4.3.11 Mobilize resources for the National Safeguarding Office.
- 4.3.12 Responsible for ensuring policy renewal and adaptation whenever there is a significant change in the agency or if there are any legal changes.
- 4.3.13 In collaboration with appropriate departments or units he/she is responsible for safeguarding training to Catholic Secretariat.

4.4 At the Diocesan Level

4.4.1 The Bishop or Major Superior

Responsibility for dealing with child abuse reports by agents of the Catholic church of Malawi lies with Bishops or Major Superiors – they shall act as Safeguarding Officers and shall always work with the advice of their Safeguarding Officer and Diocesan Safeguarding Committee. They shall consult the Episcopal Conference of Malawi for guidance.

Where there have been any concerns or complaints about child abuse, even where these remain unsubstantiated and unless they have been proven to be malicious or unfounded, must be passed on by the Bishop or Major Superior.

4.5 Diocesan Safeguarding Committee

Under the overall direction of the Bishop, the Safeguarding Committee plays a critical role concerning quality- assuring diocesan compliance with the Child and Vulnerable Adults Safeguarding Policy for the Catholic Church in Malawi. It meets formally on four occasions annually to review progress; it works to a standardized agenda and proceedings are recorded. The Diocesan Safeguarding Officer attends committee meetings as appropriate but is not a member of the committee. The committee does not involve itself in any executive matter or any complaint or case.

Each diocese shall constitute a Diocesan Safeguarding Committee of no less than 5 and no more than 9 persons (odd numbers). The Bishop shall appoint the committee from the Safeguarding Focal Persons (SFPs) in Parishes or Catholic Institutions.

4.5.1 This body shall act as a technical resource both for themselves and for their respective diocese. To promote safeguarding by:

4.5.1.1 Advising the local ordinary on all stages of the investigative process into alleged child abuse

4.5.1.2 Keeping a record of all its recommendations to the Church authority

4.5.1.3 Upholding the four standards in practice and behaviour

4.5.2 The responsibilities of the Diocesan Safeguarding Committee shall largely be discharged through the Diocesan Safeguarding Officer and shall include:

4.5.2.1 Ensuring that the diocese or local religious congregation implements the guidelines

- contained in this document and civil procedures.
- 4.5.2.2 Ensuring that information about child protection is readily accessible in parishes and Church organizations.
 - 4.5.2.3. Ensuring that referrals are made promptly to the National Safeguarding Office following complaints of child abuse.
 - 4.5.2.4 Ensuring that appropriate pastoral care is provided to complainants and their respective families, to accused persons and their families and colleagues, and parishes.
 - 4.5.2.5 Ensuring that there is proper planning and delivery of training in child protection for all Church personnel in the diocese or religious congregation.
 - 4.5.2.6 Liaising with the National Safeguarding Office for arrangements and procedures related to child abuse.
 - 4.5.2.7 Publishing an annual report outlining developments regarding each element of the Diocesan Safeguarding Committee's responsibilities.
 - 4.5.2.8 The committee shall ensure that there is coordination, collaboration, co-location, and networking with other like-minded organizations working on safeguarding matters.
 - 4.5.2.9 Mobilize resources for the Diocesan Safeguarding Office.
 - 4.5.2.10 Conduct an inquiry into the concerns and complaints.
 - 4.5.2.11 Conduct the initial interview with the respondent.
 - 4.5.2.12 Facilitate safeguarding sensitization meetings.

- 4.5.2.13 Facilitate the review of the Child and Vulnerable Adults Safeguarding Policy.
- 4.5.2.14 Ensure publishing of names and focal persons and their contacts in the diocesan bulletins.

4.6 Diocesan Safeguarding Officer

Each Bishop and Major Superior shall appoint a Safeguarding Officer. This appointment shall be made with the support and advice of the Diocesan Safeguarding Committee, which shall oversee the work of the Safeguarding Officer

The Diocesan Safeguarding Officer shall have the personal qualities, interests and life experience required for him or her to undertake the tasks involved. The Officer need not be professionally qualified legal counsel or be employed full-time on safeguarding matters.

Initially, DSOs are expected to commit one day per week to their role. However, in some of the larger dioceses and religious congregations, or depending on the risk or threat of children and vulnerable adults safeguarding issues in the diocese, employment of a DSO for more time may become necessary. He or she shall be given a role specification, be required to undergo training and shall also be able to draw on expert help and support from the National Safeguarding Office.

4.6.1 The responsibilities of the DSO shall include:

Undertaking training themselves as required by the Child and Vulnerable Adults Safeguarding Policy. This should include:

- 4.6.1.1 Understanding children and vulnerable adults safeguarding issues.
- 4.6.1.2 Code of Conduct.
- 4.6.1.3 Signs of abuse.
- 4.6.1.4 Case handling procedures.
- 4.6.1.5 Setting up and maintaining complaints mechanisms

- 4.6.1.6 Monitoring, Evaluation, Accountability, Learning and Reporting
- 4.6.1.7 Training of trainers.
- 4.6.1.8 Training in psychosocial support of survivors.
- 4.6.1.9 Pastoral care with abusers and offender supervision to manage risk.
- 4.6.1.10 Establishing local complaints mechanisms including a phone line and suggestion boxes.
- 4.6.1.11 Facilitate identification of Safeguarding Focal Persons and ensuring that there are suggestion boxes in all parishes and Catholic institutions.
- 4.6.1.13 Rolling out training locally to CSFPs in parishes and institutions.
- 4.6.1.14 Awareness raising and community advocacy and contributing to the resources for this (posters, radio, workshops etc.) supported by the NSO.
- 4.6.1.15 Advising the Bishop, Major Superiors, and the Diocesan safeguarding Committee on redressing grievances and responding to complaints.
- 4.6.1.16 Ensuring that psychosocial support is provided to survivors – either by themselves, the SFPs or other local organizations.
- 4.6.1.17 Reporting to the National Safeguarding Officer.
- 4.6.1.18 Networking with government agencies and other Safeguarding actors locally.

4.7 At the Parish Level

4.7.1 Parish Priest

Each parish priest will appoint at least one and ideally two Parish

Safeguarding Focal Persons after appropriate consultation and agreement with the local ordinary and shall support them in their roles.

At least, one of the focal Persons will be female to increase the accessibility of the role for potential complainants.

4.7.2 Responsibilities of the Parish Priest shall include:

- 4.7.2.1 Ensure that patrons and matrons of youth groups (Stephano, Liturgical dancers, Parish Youth Movement, Choir, Animators of children, Marriage Counsellors) are oriented on safeguarding matters.
- 4.7.2.2 Maintain a register for members of the youth groups, Sunday School/Holy Childhood members.
- 4.7.2.3 Advising the Parish and Institutional Safeguarding Committee on redressing grievances and responding to complaints.
- 4.7.2.4 Networking with government agencies and other Safeguarding actors within the Deanery

4.8 Safeguarding Focal Persons

Safeguarding Focal Persons for the parish, catholic institutions or Small Christian Communities shall have the personal qualities, interests and life experience fitting to the tasks involved. Being responsible to the parish priest or local superior to promote child and vulnerable adults safeguarding and upholding the eight standards in practice and behaviour.

4.8.1 Responsibilities of the Safeguarding Focal Persons, as specified by the Diocesan Safeguarding Committee, shall include:

- 4.8.1.1 Promoting awareness of the Church's child safeguarding policies, as outlined in this document. Ensuring Church activities are

- provided in a way that ensures the safety and well-being of the children involved
- 4.8.1.2 Ensuring that the public has ready access to a contact should they wish to report a concern or complaint, including the contact details the Safeguarding Officer
 - 4.8.1.3 Facilitating anyone in the parish or institution in bringing an allegation or suspicion of child abuse to the attention of the Safeguarding Officer, should they wish to have such support.
 - 4.8.1.4 Receiving information about abuse concern or allegation of violence/abuse
 - 4.8.1.5 Drawing on expert help and support from the Diocesan Safeguarding Committee.
 - 4.8.1.6 Ensuring that referral procedures have been followed, including referrals to civil authorities such as victim support units, police, and health services
 - 4.8.1.7 Creating a Child and Vulnerable Adults Safeguarding records
 - 4.8.1.8 Explaining procedures to person raising concern
 - 4.8.1.9 Contacting emergency services where a child and vulnerable adult appears to be at immediate risk
 - 4.8.1.10 Informing management and Parish Safeguarding Committee of complaints and concerns raised
 - 4.8.1.11 Contributing to the training needs analysis carried out by the safeguarding committee
 - 4.8.1.12 Ensuring that the essential whistle blower contact details are widely publicized.

4.9 Senior Managers of Catholic Institutions

Every Catholic Institution in Malawi that has regular contact with children and vulnerable adults shall be required by ECM to appoint at least one, and ideally two, Safeguarding Focal Persons. At least one of the focal Persons will be female to increase the chance of females reporting abuses.

Senior managers of Catholic Institutions are expected to appoint Safeguarding Focal Persons and support them in their roles.

4.10 Children and Vulnerable Adults involved with Catholic Institutions

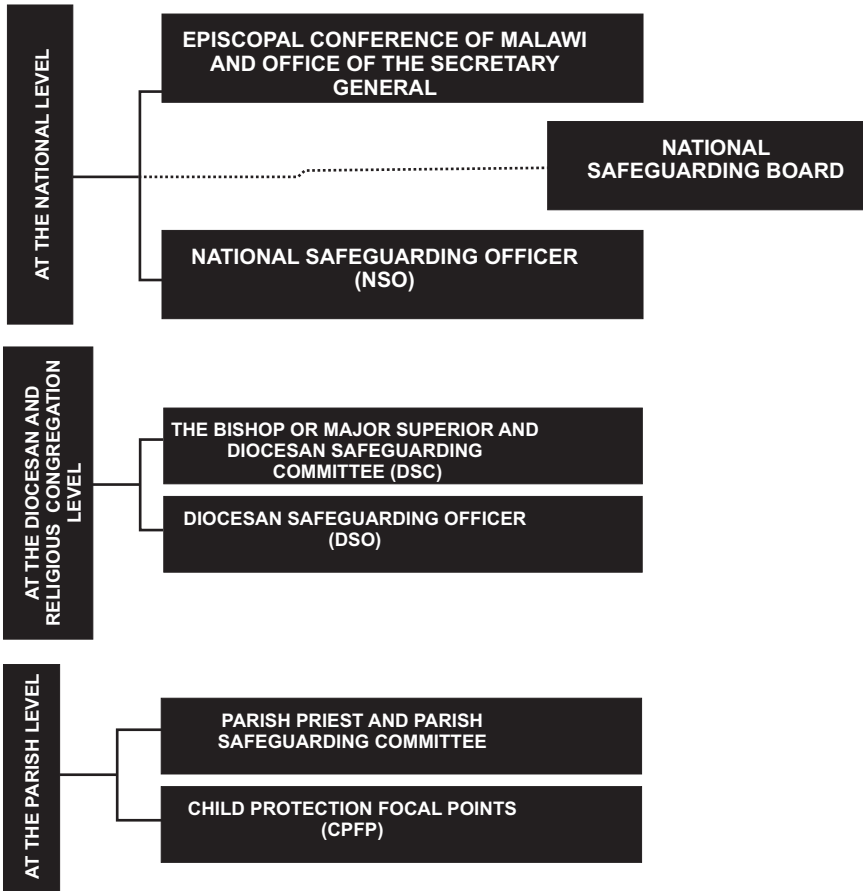
Where it is age-appropriate (usually from 14 years upwards), children in activities under the auspices of the Catholic church of Malawi may be asked to take certain responsibilities for their own safety and the safety of others, including:

4.11 Responsibilities of the Children and Vulnerable Adults involved in Catholic Institutions shall include:

- 4.11.1 Never place themselves in or cause situations that could result in danger
- 4.11.2 Never hit or hurt others physically
- 4.11.3 To not insult or put down others (our staff or your peers)
- 4.11.4 Never damage or break property
- 4.11.5 Don't surf the Internet for any inappropriate sites like chatrooms, sexual or violent sites, or anything else that it's clear wouldn't be approved of.
- 4.11.6 Always wear a seatbelt in cars
- 4.11.7 Always ensure parent or carer's permission if under 14 years of age

APPENDICES

Appendix 1: ECM Safeguarding Structures



Appendix 2: Reporting Procedures

This Appendix shall be used with reference to Appendix 7: Procedures for allegations of misconduct related to children and vulnerable adults made against everyone.

To ensure that all such situations are handled appropriately and effectively, a reporting mechanism for all concerns has been created as follows:

- i All allegations and concerns of abuse shall be taken seriously, irrespective of the identity of the alleged perpetrator and victims, and regardless of how 'unbelievable' the situation may seem.
- ii All clergy, religious, and staff are obliged to report situations to relevant focal persons concerning any allegation of or concern about actual or suspected staff misconduct involving the abuse of children and vulnerable adults. (refer to Appendix 7).
- iii In general, the Catholic Church will seek to discuss the concern with the child or vulnerable adult in a way that is appropriate to their age and understanding, and with their parents/guardians, and seek their agreement if making a referral to a specialist agency.

However, there will be situations where this may place them in danger. A decision to refer to a specialist agency without informing the child and without obtaining the consent of their parents/guardians should always be taken by the Safeguarding Officer in consultation with the Office of the Local Ordinary.

- iv Reports shall be made, and decisions and actions taken, according to the reporting procedures.
- v The Catholic Church is not an ultimate legal investigative authority. Referrals must be made, following the reporting

procedures to the relevant child welfare and law enforcement agency to ensure that appropriate protection and support is given to the child and that any evidence is collected following the law.

- vi A written record of all safeguarding reports, including any decisions made, shall be kept up to date.
- vii All sensitive and personal data shall be kept confidential and be shared on a strictly 'need to know basis.'
- viii Referrals shall be made to a specialist child welfare and law enforcement agency when sufficient evidence exists that an allegation or concern is a serious welfare and/or criminal matter, according to the reporting procedures. Apart from referrals to social welfare and law enforcement agencies, no details regarding the circumstances of children and vulnerable adults and their families will be passed to other individuals or organizations without the express permission of the survivors and parents or guardians.
- ix Where a member of staff is the subject of an investigation (but not when making a report), an Internal Investigation Committee shall be convened by the Safeguarding Officer. The committee shall work alongside any formal police investigation. The composition of the committee depends on the gravity of the allegation or concern but will routinely consist of a representative from the office of the Local Ordinary
- x In situations where nonlocal staff (e.g., ECM-employed expatriates) are suspected to be involved, either as the victim or the perpetrator, the local relevant Embassy or direct supervisor shall be informed regardless of diplomatic status.
- xi When a safeguarding investigation involving a staff member concludes, decisions and actions shall be taken per the reporting guidelines
- xii If a report of abuse is made, or concerns are raised, even if the situation is ultimately found to be untrue, no retaliatory action shall be taken against the person making the report in line. The Line manager in consultation with the Human Resource Officer will decide on the next steps relating to disciplinary

action. And the falsely accused person should be at liberty to seek redress. The victim must be protected and assisted to start accessing rehabilitation facilities immediately.

- xiii. A person with suspicions about clergy, religious or staff, is obliged to inform the relevant focal person at the national, diocese, or parish level as appropriate, made public in respective bulletins and online.

A) Diocese Level

- i. DSO receives safeguarding concerns from complainants or whistle blowers
- ii. DSO immediately assesses the risk and act for the safety of the victim and the reporting person or whistle blower
- iii. DSO records the case based on the appropriate template
- iv. DSO assesses the case according to the safeguarding protocols
- v. DSO Reports the case to the Bishop or Major Superior as appropriate
- vi. Based on the gravity of the case, refer the matter to the Police.

If the alleged abuser is not under ECM, report the matter to Police and his/her organisation. ECM will approach the organisation's senior manager to pass over concerns, request a proper response and monitor the developments as appropriate.

B) Parish Level

- i. CSFP receives safeguarding concerns from complainants or whistle blowers
- ii. CSFP immediately assesses the risk and act for the safety of the victim and the reporting person or whistle blower
- iii. CSFP records the case based on the appropriate template
- iv. CSFP assesses the case according to the safeguarding protocols
- v. CSFP reports the case to the Parish Safeguarding Focal Person or Diocesan Safeguarding Committee as appropriate

C) Institutional Level

- i. CSFP receives safeguarding concerns from complainants or whistle blowers
- ii. CSFP immediately assesses the risk and act for the safety of the victim and the reporting person or whistle blower
- iii. CSFP records the case based on the appropriate template
- iv. CSFP assesses the case according to the safeguarding protocols
- v. CSFP reports the case to the Parish or Diocesan Safeguarding Committee as appropriate
- vi. In the case of the National Catholic Secretariat, as an institution, report the case to the Secretary- General who will in turn report to the Bishop Chairman for Safeguarding.
- vii. Based on the gravity of the case, refer the matter to the Police.

D) Concerns regarding the Clergy and Religious

All allegations concerning the clergy and religious will be reported to the Local Ordinary or Major Superior. Accordingly, the management of cases concerning sexual abuse of minors by the clergy will follow the procedures as outlined in the “*Vademecum*” on *Certain Points of Procedure in Treating Cases of Sexual Abuse of Minors Committed by Clerics*, compiled by the Congregation for the Doctrine of the Faith on 16.07.2020

Appendix 3: Indicators of Child and Vulnerable Adult Abuse

A. Physical Abuse:

- i. unexplained bruising, or marks of injuries on any part of the body including hand or finger marks.
- ii. cigarette burn/s.
- iii. bite marks.
- iv. broken bones.
- v. scalds.

CHANGES IN BEHAVIOUR – fear of a parent or other possible abuser being approached, temper outburst, flinching when approached or touched, aggression, reluctance to get changed into sports gear, etc., depression, becoming withdrawn, running away.

B. Emotional abuse:

- i. failure to thrive, particularly if the child puts on weight in other circumstances e.g., when away from home.
- ii. sudden speech disorders.
- iii. developmental delay - physically or emotionally.

CHANGES IN BEHAVIOUR – sulking, hair twisting, rocking, unable to play, fear of making mistakes, self-harm, the fear of parent, or another possible abuser, being approached regarding their behaviour.

C. Sexual abuse:

- i. pain, itching, bruising, or bleeding in the genital area.
- ii. sexually transmitted infections
- iii. vaginal discharge or infection.
- iv. discomfort when walking or sitting down.
- v. stomach pains.
- vi. pregnancy.

CHANGES IN BEHAVIOUR – unexplained aggression, becoming withdrawn, fear of being left with a specific person/people, nightmares, running away, inappropriate sexual knowledge and

behaviour, drawings or language beyond age, bedwetting, eating problems, self-harm sometimes leading to suicide attempts, secrets they cannot share, substance or drug abuse, unexplained sources of money, showing evidence of being prevented from having friends, sexually explicit actions towards adults.

D. Neglect:

- i. constant hunger – sometimes stealing food from other children.
- ii. constantly 'dirty' or smelly.
- iii. constant underweight or loss of weight.
- iv. being left alone or unsupervised.
- v. inappropriate dress for conditions.

CHANGES IN BEHAVIOUR – tiredness, not seeking medical assistance and/or failing to keep appointments, having few friends.

E. Cyber Abuse

- i. The indicators for Cyber abuse may include a combination of indicators for Emotional and Sexual Abuse.
- ii. Important Note - Children will at times exhibit some of these indicators without this necessarily being evidence of abuse.

Appendix 4: Essential Whistle Blower Contact Information

Name of Diocese, Parish, or Institution:

ECM Diocese/ Parish/Catholic Institution contact persons	Focal Person	Land line
		Cell
		E-mail
		Fax
		Website
	Focal Person	Land line
		Cell
		E-mail
		Fax
		Website
	Focal Person	Land line
		Cell
		E-mail
		Fax
		Website
Malawi Police Service	Land line	
	Cell	
	E-mail	
	Fax	
	Website	
Children Helpline	Land line	
	Cell	
	E-mail	
	Website	

Appendix 5: Personnel Form: Declaration of Suitability

This Declaration applies to: Pastoral Council members, Extraordinary Ministers of Holy Communion, catechists, youth leaders, choir leaders, altar server trainers as well as those working with children and vulnerable adults and not in one of these categories.

This is a CONFIDENTIAL form. It is to be handled ONLY by the bishop, Parish priest, or the designated administrator of diocesan institutions.

The best interest of the child and the vulnerable adults must be the primary consideration. The Parish, Diocese, or Institution therefore requires that everyone interacting with children on its behalf or handle personal details of children complete and sign this declaration:

A. Do you have any prosecutions pending or have you ever been convicted of a criminal offence relating to the abuse of children or vulnerable adults? Yes No

If yes, please state below the nature and date(s) of the offence(s)
Date of offence:

Nature of offence:

B. Has a Protection Order in terms of the Domestic Violence ever been issued against you?

Yes No

If yes, particulars must be furnished

C. Have you ever been the subject of disciplinary procedures or been asked to leave employment or voluntary activity due to inappropriate behaviour towards a child or vulnerable adults? Yes No

If yes, please give details including date(s) below:

Full name (print): _____

Any surname previously known by: _____

Address: _____

Date of Birth: _____ Place of Birth: _____

DECLARATION:

I understand that, if it is found that I have withheld relevant information or included any false or misleading information above, I shall be removed from my post whether paid or voluntary, without notice be removed by the local ordinary from interacting with children or vulnerable adults. I understand that the information shall be kept secure by the Church.

I hereby declare that the information I have provided is accurate.

Signed: _____ Date: _____

Appendix 6: Activity Permission Form for Persons Under 18 years and Vulnerable Adults

1. Name of diocese or Catholic Institution: _____
Venue/Activity/ Group/Event _____
Date/Time _____
Name of person responsible _____
Contact Number of Person Responsible _____

2. Name of child _____
Date of Birth _____
Address _____

Child or Vulnerable Adult Telephone Number

_____ Give details of any medical condition of which the organizers ought to be aware. Please include details of any medication which has to be taken or any dietary requirements (This information shall be treated in confidence) _____

3. I have read all the information provided concerning the programme of the above activity. I hereby give permission for my son/daughter/ward to participate in the above activity.

4. I acknowledge that _____ does not accept liability or responsibility for an incident or accident unless there is proven negligence or breach of statutory duty of the organisation, its servants or agents.

Parent/Guardian details

Name _____ Tel _____

Address _____

(If different from the child's address above)

Signed _____ Date _____ (Parent/Guardian)

Any additional telephone numbers during the period of the activity: _____

Address _____

(If different from the child's address above)

Signed _____ Date _____ (Parent/Guardian)

Any additional telephone numbers during the period of the activity

Appendix 7: Procedures for Allegations of Misconduct Related to Children and Vulnerable Adults made against Laity.

This appendix is an integral part of the ECM Child and Vulnerable Adults Safeguarding Policy. It applies only to the laity who interacts with children on behalf of the ECM, Diocese, Parish, or Catholic Institution. It is emphasized that the **legal obligation to report** the abuse of children and vulnerable adults to the civil authorities is supreme.

- i. The ECM, Diocese, Parish, or Catholic Institution has a number of Focal Persons. These Focal Persons are the primary Church contacts for complaints or allegations related to child abuse or if there is evidence of misconduct in terms of the Child and Vulnerable Adults Safeguarding Policy.
- ii. If a complaint or allegation is made or evidence of misconduct is brought to anyone else within the diocese, that person should:
 - a. Immediately notify one of the Focal Person of the complaint and pass on whatever details they have received.
 - b. Acknowledge receipt of the complaint, inform the complainant that their concern will be dealt with by a Focal Person and assure them that the Focal Person will be in touch with them forthwith.
- iii. On receipt of a complaint or allegation or evidence of misconduct, the Focal Person must immediately inform the Safeguarding Officer.
- iv. If the Police are investigating a case of abuse of a child or vulnerable adult or a judicial process has been instituted against a respondent:
 - a. Nothing shall be done that could obstruct or influence the civil proceedings.
 - b. The early conclusion of Church procedures is encouraged without diminishing the importance of (iv) above.

- v. The Focal Person arranges a meeting with the complainant without delay, preferably within 24 hours of receiving the complaint.
- vi. If the complainant is a child, the parent, guardian, or another appropriate adult must be present at any meeting.
- vii. A written record of the meetings between the Focal Person and the complainant is made. It must be signed by the Focal Person and the complainant or accompanying adult, if applicable.
- viii. The Focal Person must inform the complainant of the process that this procedure follows.
- ix. If a complaint or allegation is made against a lay person who is not interacting with children on behalf of the Parish or diocesan body:
 - a. This Procedure is not applicable.
 - b. The complainant is advised that the matter must be reported to the civil authorities.
- x. Reporting:
 - a. The Focal Person informs the complainant of the legal obligation to report to the civil authorities.
 - b. If the matter requires reporting and the complainant is reluctant to do so, the Focal Person must indicate that he/she then has the obligation to report it.
 - c. The Focal Person then reports the case to the civil authorities.
 - d. Where the complainant indicates that he/she will report the matter, the Focal Person must monitor that this does happen. If the Focal Person is unable to establish whether it has been reported or not, the Focal Person must do so forthwith and inform the complainant of this. This should happen within 48 hours of the meeting with the complainant.
 - e. The Focal Person must obtain a receipt of acknowledgement from the civil authorities as evidence of having reported the matter.

- xi. As soon as possible after meeting the complainant, the Focal Person meets with the Safeguarding Officer and the Child Safeguarding Committee.
- xii. Based on the information available, the meeting determines if there is a warranted suspicion of misconduct. If so, the respondent must be placed on administrative leave forthwith. Further information is gathered if required.
- xiii. Administrative leave is automatically applied if the matter has been reported to the civil authorities.
- xiv. The Safeguarding Officer informs the Local Ordinary of the case and the decision regarding administrative leave.
- xv. The Local Ordinary informs the respondent:
 - a. of the allegation.
 - b. the decision regarding administrative leave.
 - c. and the process to be followed.
- xvi. If the respondent is to be placed on administrative leave, the Safeguarding Officer monitors that this has been carried out. If it has not, the Local Ordinary shall take the necessary action to enforce it.
- xvii. The Local Ordinary informs the respondent of a disciplinary hearing to determine whether he/she is guilty of misconduct in terms of the ECM Code of Conduct of the Child and Vulnerable Adults Safeguarding Policy.
- xviii. The Safeguarding Officer/ his assistant chairs the hearing. Note that this must be the assistant not yet exposed to any details of the case.
- xix. The hearing to be conducted as per terms and conditions of employment or as per the Labour Relations Act⁷ and any other applicable law in Malawi.

xx. Hearing outcome:

⁷ Labour Relations Act No. 16 of 1996

- A. If the respondent is found guilty of misconduct in terms of ECM code of conduct of the Child Safeguarding Policy he or she
 - 1. May be summarily dismissed.
 - 2. May be withdrawn from interacting with children on behalf of the Parish or diocesan body.
 - 3. May be presented with a different outcome, commensurate with the circumstances of the case.
- B. In considering the outcome mitigating and aggravating factors must be considered, starting with the greater level of importance:
 - 1. The past impact on the complainant or victim, if applicable.
 - 2. The impact the outcome may have on the complainant or victim, if applicable.
 - 3. The safety of children and vulnerable adults in the Diocese, Parish or Catholic Institution.
 - 4. The integrity of this ECM Safeguarding policy.
 - 5. The respondent's track record in the diocese.
 - 6. The impact that the outcome may have on the respondent.
 - 7. The respondent's receptiveness to counselling.

C. The Safeguarding officer informs the respondent of the outcome.

- xxi If the respondent is an employee of the Parish or diocesan body, he or she may appeal the findings of the hearing to the next level of an appeal in the diocese, parish within 15 days of receiving the complaint.
- xxii. If the respondent is a volunteer:
 - a. He or she may appeal the findings of the hearing to the Local Ordinary.
 - b. The Local Ordinary, at his discretion, may grant an appeal and set up an independent appeal hearing to hear the matter.
- xxiii. The Safeguarding Officer informs the complainant of the outcome of the appeal.
- xxiv. The Safeguarding Officer executes the outcome.
- xxv The Local Ordinary monitors the execution of the outcome.
- xxvi. If the outcome is not executed, the Local Ordinary shall take the necessary steps to enforce it.
- xxvii. The Church must investigate all allegations and suspicions of misconduct and process them following its procedures. This must be done expeditiously and in the context of each case.
- xxviii. Anonymous allegations of abuse must be treated sensitively and with caution, with the child and vulnerable adult's interests always emphasized.

Annex 8: Allegations of Abuse Report Form

(To be filled out by the designated person when he/she receives a concern)

1. Details of Child: Name: _____
Male Female Date of Birth _____

2. Service/Program _____

3. Details of Parents/Guardians:
Name of Parent/guardian: _____ Telephone Number: _____

4. Details of staff member making report/ raising concern:
Name: _____ Position: _____

Date of Report: _____

Time of Report: _____

Any additional relevant information: _____

5. Incident/Disclosure Details: (Please record client's verbatim statement). Describe as fully as possible the nature of the problem or incident being reported, giving details of times and dates of the individual incident(s), the circumstances in which they occurred, any other persons who were present at the time, and their involvement.

Please clarify whether you are expressing your own concerns or those of someone else and clearly distinguish between what is fact, opinion or hearsay. Describe any evidence of harm that may be evident in the client/child presently – if necessary, use a body chart and affix it to this report.

6. Details of person allegedly causing harm to the child/vulnerable adult

Name: _____ Age (if Known) ___ Male: Female:

Address: _____

Relationship to the child/vulnerable adult: _____

Occupation: _____

7. Other relevant information _____

Signed: _____ Date: _____

Designated Person: _____

Date Report Received: _____ Time received: _____

Intervention carried out by the diocese/catholic institution

Appendix 9: Child and Vulnerable Adults Safeguarding Service Directory

Diocese: _____

District _____

Name of the service provider	Type of services offered	Target group	Project Period	Contact details							
				Contact person and position	Email	Phone	Physical and postal	T/A/ Township	GVH	Village	

APPENDIX 10: Code of Conduct

Agents of the Catholic Church:

- 1 Will behave in ways that reflect the Church's principles of the **respect of the dignity of the human being**. They will always create and maintain an environment that minimizes the likelihood of all forms of abuse and exploitation.

2 Child labour

Agents of the Catholic Church:

- 2.1 Will not condone the employment or employ any children or vulnerable adults in the worst forms of child labour. This includes but is not limited to: all forms of slavery, trafficking of children and vulnerable adults, forced or compulsory labour, recruitment of children or vulnerable adults for use in armed conflict, commercial sexual exploitation of children, children used by adults in the commission of crime (including the trafficking or production of drugs) and any work which by its nature is likely to harm the health, safety or morals of children and vulnerable adults.
- 2.2 Will not employ children or vulnerable adults to labour for money under the age of 14 or employ those over 14 to the detriment of them completing their education
- 2.3 Will take responsibility to report acts associated with worst forms of child labour

3 Supervision

Agents of the Catholic Church:

- 3.1 Will ensure that all activities connected to the Church and involving children and vulnerable adults unaccompanied by parents are supervised adequately. The number of staff shall be determined according to the age and capacity and sex of the children (female

or at least same-sex supervisors are preferred. Male supervisors for girls are least preferred).

- 3.2 Will endeavour to ensure that all their contact with children, and vulnerable adults whether by phone, email, or direct contact) is supervised, accompanied, or at least in sight of other adults.
- 3.3 ECM recognizes that some of the work of agents of the Church is such that there is a regular practical need for them to have lone contact with a child or children (for instance this may often be the case for teachers). All such contact should occur within strict parameters (time, place, and purpose) agreed with the line manager so that potential abusers cannot establish secretive relationships. As far as possible environmental controls should reduce the possibility of secrecy, (e.g., clear panels in doors of school classrooms). Situations may also arise where lone contact with a child or vulnerable adult must take place for urgent reasons and in such cases, the line manager should be informed upfront or as soon as possible.
- 3.4 Will not take children or vulnerable adults with whom they have contact through their work to their home where they will potentially have lone contact with the child.
- 3.5 Will not sleep in the same room as a child or vulnerable adult unless they are the parent or guardian. They will not share the same bed as a child or vulnerable adult that they have come into contact with through their work.

- 3.6 There can be no exception to the rule that staff cannot share a bed with a child or vulnerable adult. The security of the child and vulnerable adult shall always be a top priority. If the safety of the child or vulnerable adult cannot be guaranteed, staff will promptly bring back the child or vulnerable adult to its home.
- 3.7 Ideally a minimum of 2 adults will be present for overnight supervision of children. Where there is a solo adult supervising children or vulnerable adults overnight, feedback must be regularly elicited from children and vulnerable adults to ensure that the supervision is appropriate and a suggestion box must be made accessible to them, which will be opened by persons other than the supervisors.
- 3.8 Will ensure that any accommodation provided is in single-sex rooms (i.e., boys and girls not sharing rooms).
- 3.9 Will not do things of a personal nature for a child or vulnerable adult that they can do for themselves – such as accompanying them to the toilet or bathing them.
- 3.10 Will not be intoxicated under the influence of alcohol or drugs whilst children or vulnerable adults are in their care.

4 Corporal Punishment and the Treatment of Children and Vulnerable Adults

Agents of the Catholic Church:

- 4.1 Will refrain from hitting and physically abusing children and vulnerable adults (even where this is considered to be part of child discipline and /or to be

'normal' or culturally acceptable). Agents of the Church will use positive, non-violent methods to manage children's and vulnerable adults' behaviour within and outside of their work.

- 4.2 Will not shame, belittle, or degrade a child or vulnerable adult.
- 4.3 Will not show favouritism to particular children or vulnerable adults to the exclusion of others or in consistent application of rules, both within and outside of their work
- 4.4 Will treat with equal respect, warmth, and opportunity their children and any that they adopt, foster, or otherwise take into their homes.
- 4.5 Will not pick on particular children or vulnerable adults.
- 4.6 Will challenge bullying and child-to-child abuse in all its forms
- 4.7 Will provide a good example of acceptable behaviour in line with the Gospel and the Vision, Mission, and Values of ECM. As such they will use child-appropriate language and will refrain from making put-downs (demeaning comments) based on sex, ethnicity, religion, sexual orientation, or ability (physical or mental) about children, or in the presence of children and vulnerable adults. They will refrain from making suggestive remarks and avoid sexually provocative games or conversations with children and vulnerable adults.

- 4.8 Will try to equip themselves to help others learn positive ways to treat children and particularly non-violent methods of discipline.

5 Age and sex

Agents of the Catholic Church:

- 5.1 Will not engage in any type of sexual relationships with any person under the age of 18 regardless of marital status, age of majority or age of consent locally. Mistaken belief in the age of a child is not a defense.
- 5.2 Will not exchange money, employment, goods, or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour.
- 5.3 Will not use the organisation's computers or other equipment to view, download, create or distribute inappropriate material, including but not limited to pornography. They will not access exploitative images of minors either within or outside of work.
- 5.4 Will not show pornographic material to a child and will keep such materials out of reach of children and vulnerable adults.
- 5.5 Will not touch a child's or vulnerable adult's private parts unless they need to do so in undertaking their work (e.g., as a doctor or someone caring for a child who needs help bathing). Doctors and nurses should ensure that a parent or guardian is present wherever possible when examining or touching a vulnerable adult's or child's private parts.

- 5.6 Will avoid touching a child or a vulnerable adult in a manner that is considered culturally insensitive or inappropriate.
- 5.7 Will never expose their private parts to a child or vulnerable adult.
- 5.8 Will not expose children and vulnerable adults to sexual behavior – such as kissing or having sex in the presence of a child

6 Witchcraft

Exorcisms are not commonly carried out. Bishops or local ordinaries are mandated to choose credible, prayerful, and pious priests to be diocesan exorcists, who will conduct exorcisms only following a proper assessment through which obsession or possession has been established.

Outside of this exercise, rituals of spiritual deliverance can be conducted by priests or other Christians who have been accredited to do so. The following will be taken into account to ensure that child and vulnerable adult protection is mainstreamed:

Agents of Catholic Church:

- 6.1 Will not condone or commit any rituals of spiritual deliverance or exorcism upon children and vulnerable adults which could harm them in any way - physically or emotionally – such as beating out the evil spirit from the child or vulnerable adult, excessive fasting or drinking blessed oil and water or exposing children or vulnerable adults to long hours of prayer.
- 6.2 Will not label or stigmatize discriminate or accuse children or vulnerable adults of witchcraft, whether they are presented as such by their guardians, peers, or others.

- 6.3 Will find ways to perform deliverance rituals or exorcisms that do not in any way upset or harm children and vulnerable adults.
- 6.4 Will speak out against accusations of child and vulnerable adult sorcery and opt to journey with the victims - whether children, vulnerable adults, families, or individuals - in a warm and loving acceptance.

7 Images and interviews

- 7.1 Informed consent should be obtained from the child (where they are old enough and of sufficient mental health) and always also from a parent/guardian for children under 18 and vulnerable adults before any images or biographical information is used.
- 7.2 Pictures of children and vulnerable adults should be decent, dignified, and respectful, while also reflecting their real situation on the ground and their real lifestyle. We will not show children and vulnerable adults in extreme distress or dressed in ways that may be undignified within the cultures in which the image could be 'consumed'.
- 7.3 Privacy and confidentiality of children and vulnerable adults should be maintained. This will help to build the trust of the child or vulnerable adult. Identifying information - which could easily lead someone to a pictured child or vulnerable adult - should not be published.
- 7.4 Images and interviews of children and vulnerable adults should be used out of love and for their benefit by the Church and international organizations with whom the Church may share such images. Children and vulnerable adults should be assured that this is so.

8 Reporting

- 8.1 If any agent of ECM develops a concern or suspicion regarding maltreatment of children or vulnerable adults of any kind – especially but not only by a fellow worker, whether in the same agency or not, they must report such concerns immediately to their CSFP and/ or to the diocesan Safeguarding Coordinator. No clergy, religious, laity, associate or staff member shall keep information regarding actual or suspected abuse private. To do so will be considered an act of gross misconduct.
- 8.2 The subject of any child or vulnerable adult abuse concern or complaint (alleged perpetrator) and all witnesses must cooperate fully and openly with internal and statutory investigations and hearings
- 8.3 Agents of ECM must observe confidentiality and not talk about any situations of actual or suspected abuse that occurs except in accordance with this policy. This is necessary to protect the privacy of those involved.
- 8.4 Any agent of ECM who raises concerns of abuse of children and vulnerable adults will be protected as far as possible from victimisation or any other detrimental treatment if concerns are raised in good faith. Deliberate false allegations will be taken seriously and will be investigated thoroughly.

9. COMMITMENT FORM FOR CHILD AND VULNERABLE ADULTS SAFEGUARDING POLICY

I, confirm that the Episcopal Conference of Malawi Safeguarding Policy has been explained to me. I have had the opportunity to ask questions and to seek clarifications on points that were not clear to me.

I am fully aware of my obligations to act per the requirements of this Code of Conduct and the Safeguarding and Policy, including reporting instances of abuse or suspected abuse of children and vulnerable adults.

I understand the consequences and that I will take responsibility as an individual thereof if I fail to act on all matters contained in this policy.

Names (Capital Letters)

Signature.....

Date.....

Witness

Names (Capital Letters)

Signature.....

Date.....

Appendix 11: Minimum competencies for the Safeguarding Board at the National and Diocese level

Knowledge, Skills and Experience

- Individuals will be required to demonstrate that they have the necessary knowledge, skills, and attributes to undertake this role with competence and confidence. To this end, they should have a minimum of three years' professional safeguarding-related experience as a prerequisite for the post. Safeguarding and promoting wellbeing:
- The different forms of abuse and neglect and their impact on child development.
- The different forms of abuse and neglect and their impact on vulnerable adults
- How to respond to victims/survivors of abuse.

Understand legal and procedural framework including:

- The Catholic safeguarding structure, policies, and procedures.
- The Child Care Justice Act 2010.
- The Children's Policy 2019
- Electronic Transactions and Cyber Security Act 2016

Effective Communication: Have an understanding of:

- Confidentiality and ethics and importance of respect.
- Effective consultation and negotiation.

The various sources of support available Multi-Agency Working:

Have a clear understanding of:

- Own role and remit, including limitations.
- Procedures and working methods.
- The law, local policies, and procedures.

Information Sharing: have an understanding of the principles of information sharing and the importance of information sharing.

Skills and Attributes: Be able to:

- Consider and take appropriate action.
- Effectively communicate, record and report.
- Identify signs of abuse and neglect: physical, sexual, emotional, financial.
- Work as part of a team and on own initiative.
- Lead and support the team of safeguarding support staff.

Have good:

- Interpersonal skills
- Observation and judgement
- Empathy and understanding
- Assertiveness skills.

R E F E R E N C E S

AMECEA Child Safeguarding Standards and Guidelines: A Catholic Guide for Policy Development (2019), Nairobi, Paulines

Child Care, Justice Act 2010, Government Printer: Lilongwe

Constitution of the Republic of Malawi, 2019, Government Printer: Zomba

Malawi Government (2019) National Children Policy, Ministry of Gender, Community Development and Social Welfare: Lilongwe

Malawi Government and UNICEF (2011) Violence Against Child, UNICEF: Lilongwe

African Union (1990) The African Charter on the Rights and Welfare of the Child (1990) African Union: Addis Ababa

Trafficking in Persons Act, 2015, Government Printer: Lilongwe

United Nations Convention on the Rights of Children, United Nations: New York

Vademecum (2020) Holy See Press Office: Rome

Pope Francis, *Vos estis lux mundi*, 2019, www.vatican.va/content/francesco/en/motu_proprio/documents/papa-francesco-motu-proprio-20190507_vos-estis-lux-mundi.html, accessed 11 March 2021.

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