Today we can be grateful for so many in our Shrewsbury Diocese who serve the Church’s mission in safeguarding, helping to make the home and family of the Church the safest of places for the young and the most vulnerable. We are thankful too for the invaluable network of volunteers and team of professionals at parish and diocesan level who help us all put safeguarding into practice in our communities and remind us of our shared responsibilities.

With my thanks to everyone who is part of the Church’s safeguarding mission today.

Bishop Mark Davies

Diocese of Shrewsbury
Serve one another in works of love, since the whole Law is summarised in a single command; ‘Love your neighbour as yourself’ (Gal 5:13b-14).

Diocesan Safeguarding CODE OF CONDUCT

“Serve one another in works of love, since the whole Law is summarised in a single command; ‘Love your neighbour as yourself’ “ (Gal 5:13b-14).

Volunteers at all times are expected to act in consistency with the teaching of the Roman Catholic Church:

**Promote Wellbeing**
- Ensure the safety of all including children, young people, and adults at risk by ensuring group sessions are safely planned and effectively supervised.
- Foster teamwork and co-operation between everybody, promoting trust and mutual respect.
- Discourage and prevent rough or dangerous play, bullying, inappropriate language, or other inappropriate behaviours.
- Treat all children and young people fairly and not show favouritism.
- Be positive, approachable and offer praise to promote the objectives of the group always.
- Listen sensitively and encourage communication between adults and children or young people.
- Respond to concerns and allegations promptly and appropriately in line with the national Catholic Church policy and procedures.

**Promote Autonomy & Dignity**
- Promote the full participation and involvement of all children, young people, and adults at risk, recognising and addressing the additional needs of some such as disabilities and learning needs.
- Constructively challenge all discrimination and encourage all to not discriminate on the grounds of age, gender, ability, social class, race, cultural background, religious beliefs, or sexual identity.
- Respect, promote and support the rights of children, young people, and adults at risk to make their own choices and decisions, provided this does not threaten the rights, safety, and legitimate interests of others.
- Respect and listen to the opinions of all. Respect the right of children, young people, and adults to personal privacy.
- Encourage children and young people to take responsibility for their own self-care as far as possible assistance with toileting and dressing;
- Encourage children, young people, and adults at risk to point out behaviours or attitudes that they do not like.
- Ensure that sanctions do not humiliates or harm a child or young person.
- Administer first aid in the presence of others and without removing the clothing of a child, young person, or adult at risk unless necessary to prevent further injury.

**Personal Conduct**
- Act always in accordance with the core values of the Catholic faith and ensure that their behaviour does not bring the Church into disrepute.
- Provide an example you wish others to follow. Work in a way that is honest, reliable, and transparent, never seeking to deceive or manipulate.
- Refrain from using blasphemous, violent, discriminatory, or offensive language and behaviours.
- Refrain from smoking, vaping, consuming alcohol or using illegal substances whilst responsible for the care of others.
- Seek help to address issues such as addictions to alcohol, prescribed medicine, other substances, gambling, and so on where these matters affect the adult’s role.
- Not engage in any form of sexual relations (including verbal banter, flirtation, using one’s gaze to signal attraction, etc.) with children, young people, or adults for whom you have a supervisory or supportive role.

**Boundaries and Power**
- Establish appropriate boundaries between pastoral care and personal lives in relationships with other leaders, helpers, children, young people, and adults at risk.
- Not to abuse the position of trust for personal benefit e.g. financial gain, sexual gratification. Be conscious of explicit and implicit power vested in the role of group leader, supervisor of adult helper.
- Acknowledge the limitations of time, experience, skills, and competence – know where and how to ask for support when needed.
- Work to people’s strengths, and never bully, abuse, manipulate or denigrate.

Any breaches of the Code of Conduct will be addressed by the group leader or Parish Priest. Information may also be shared with the Safeguarding Office for advice and guidance.

All concerns or allegations in relation to the abuse of a child or adult at risk will be dealt with using diocesan safeguarding policy and procedures in relation to the management of allegations and concerns.
Diocesan Safeguarding
ROLE DESCRIPTION
MC Altar Server Coordinator

ROLE PURPOSE
- To work with altar servers in the Parish, assisting at Mass, other liturgies and recruiting and training new servers.

MAIN RESPONSIBILITIES
- To work with servers and others to ensure the availability to assist at the liturgy as required.
- To ensure the ministry of the servers is conducted in line with National and Diocesan safeguarding procedures.
- To arrange for parents/carers to be informed of the role of an altar server and its responsibilities.
- To prepare the venue and ensure the safety and wellbeing of the children and young people serving.
- To be familiar with CSSA national policies and support safeguarding practices, ensuring they are followed during activities.
- To maintain appropriate boundaries and facilitate a safe and supportive environment.
- To refer and concerns or allegations about a child, young person, or adult at risk to the Parish Priest, Parish Safeguarding Representative or the Safeguarding Office.
- To complete role relevant CSSA Learning Management System e-learning as guided by the Safeguarding Office and access regular training opportunities where available internally and externally of the diocese.

PERSON SPECIFICATION
- The ability to relate and interact with children/young people in a respectful and confident manner.
- To enjoy working with children/young people and demonstrating commitment to the teachings of the Catholic Church and ethos of the Parish.
- Availability to assist with activity planning, preparations, and meetings.
- Volunteers for this role must be over 18 years of age.

DBS- This role is subject to an enhanced DBS with a check against the children’s workforce and children’s barred list. This role should not be taken up until the volunteer has completed the DBS process, and a letter of appointment has been received from the Safeguarding Office.

Responsible to: Parish Priest & Safeguarding Office.
If you are concerned about the welfare of a child or adult at risk, do not delay in contacting the police, using 999 if a child or adult is believed to be in immediate danger.

It is the policy of the Catholic Church in England and Wales to report all allegations of abuse to statutory authorities, regardless of whether the abuse occurred recently or in the past, or whether the accused person is living or deceased. If you are in any role within the Catholic Church in England and Wales, you must refer allegations directly to the safeguarding office for your diocese or religious congregation, or directly to the Police.

If you are a member of the public, please refer allegations directly to the police and also to the safeguarding office in your diocese. You can also contact Catholic Safeguarding Standards Agency (CSSA) by telephoning 0207 901 1920 or via email at admin@catholicsafeguarding.org.uk

Diocesan Safeguarding Office

Curial Office, 2 Park Road South, Prenton, Wirral, CH43 4UX.

0151–652–9855 (Mon–Fri 9am–5pm)

safeguarding@dioceseofshrewsbury.org

Diocese of Shrewsbury