

**The Order
Of The
KNIGHTS OF ST COLUMBA**



**Head Office
Curical Office
196 Clyde Street
Glasgow G1 4JY**

**SAFEGUARDING OF CHILDREN: YOUNG PERSONS
AND VULNERABLE PERSONS
POLICY**

Amended August 2025

The Order of the Knights of St. Columba.
Curical Offices 196 Clyde Street. Glasgow. G1 4JY

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Introduction

The Order of the Knights of St. Columba ("KSC") ("The Order") is an organization which delivers inter school sports and arts programmes to children and young people and Vulnerable Adults. Children are defined in the Childrens Act 1989 as young people under the age of 18 years, (England & Wales and Under 16 in Scotland) K.S.C's Competitions currently targets young people between the ages of 5 and 18 years.

The Minimum age for Membership of the Order is 16 years.

The welfare, protection and safety of the children and young people and Vulnerable Adults is of paramount importance.

KSC recognizes that all children, young people and vulnerable adults, whatever their race, religion, first language, gender or sexuality, age, health or disability, location or placement, criminal behaviour, political or immigration status, have the right to be safeguarded from abuse and exploitation. A suspicion or allegation of abuse will be taken seriously and responded to swiftly and appropriately, involving the relevant statutory agency at the earliest possible opportunity.

This Policy provides both a clear explanation of the basic principles of Safeguarding and a workable handbook for all those connected with the Order. The contents are in line with the Children Act 1989.

It highlights those issues which are likely to be most relevant to the Order's Members/Members of Staff and Volunteers and to present the information in terms which will enable them to know what procedures must be followed.

The information and guidelines set out in this Policy document will be supported by relevant training, including that offered by the Catholic Safeguarding Standards Agency (CSSA) and available via its online portal. All members in Welfare and Youth roles must, as a minimum, follow the CSSA Level 3 Training Module and all members, regardless of role must follow CSSA Level 1 Training Module, as a minimum.

Further guidance is available at all times to The Orders Members/Members of Staff or Volunteers, by contacting the National Safeguarding Officer by telephoning 07786 003737 or via Head Office by telephoning 0141 883 5700 or by emailing safeguarding@ksc.org.uk

Or writing to

The Order of the Knights of St.Columba
Head Office
Curical Offices
196 Clyde Street
Glasgow
G1 4JY

Scope of this Policy

This Safeguarding Policy relates to all sports and arts programmes run by KSC in any environment utilised by KSC whether these take place in schools as part of the curriculum or after school and whether they take place at other premises to which the KSC has access. It also applies to any transportation to and from facilities where the KSC undertakes this.

Applicability of the Policy

This Policy applies to all the order's Members/Members of Staff and Volunteers whether paid or unpaid and to the order's Members/Members of Staff involved in the programmes and sites.

The Order's Purpose and Objectives

The main purpose of this Safeguarding Policy is to ensure the welfare, protection and safety of children, young people and vulnerable adults who come into contact with The Order. KSC provides training to all its staff on the information and guidelines set out in this Policy and a course on this Policy is part of the induction process for all new members. It is vital for both the staff and the children, young people and vulnerable adults with whom they come into contact for all staff to be fully conversant with this Policy and the procedures which is set out in this document.

The welfare, protection and safety of the children, young people and vulnerable adults are issues which KSC considers to be its first priority. All the Order's Members/Members of Staff have a responsibility to take appropriate action to safeguard the children/young people and vulnerable adults in their care. The Order's Members/Members of Staff aim is to ensure good practice at all times in order to ensure this.

The Order will also give support to any of it's Members/Members of Staff who are found to be a victim of false allegations.

A safer recruitment process will be followed for all Members and volunteers. All staff Members and Member of the KSC must be committed to adhere to the Safeguarding Policy of the Bishops of Scotland and the CSSA's Safer Recruitment Policy found on the CSSA website here: [Search Results Safer recruitment \(catholicsafeguarding.org.uk\)](http://www.cssa.org.uk/search-results/safer-recruitment)

Parental Permission

The KSC do not run events held outside of the school day such as after school activities or residential events. However, for all activity undertaken during school time a Parental Consent Form (page 21) or Available from Head Office/Worthy Provincial Grand Knight/Worthy Grand Knight or downloaded from KSC Website at <http://www.ksc.org.uk> must be filled in and signed by the child's Parent/Guardian and verified by their school or organization or in the case of an individual by the local Youth Officer of the sponsoring KSC Council.

To Do... Good Practice

One of the first, and most important general rules of good practice is for staff to make a written record as soon as practicable after an incident has occurred. It is extremely important to make prompt, written records.

However, nothing relating to allegations or suspicions of Abuse should ever be written in the presence of the child; young people or vulnerable adults concerned.

Two forms, an Incident Report Form and a Safeguarding Form, are attached to this Policy and wherever possible, these forms should be used. However, the lack of availability of these forms is not a sufficient reason for failing to make a written record and, if the forms are not used, the reason for this should also be recorded.

All The Order's Members/Members of Staff must at all times themselves behave properly and in accordance with this Policy when dealing with children, young people and vulnerable adults, and this – observing the following guidelines – will help protect potential victims from abuse and also Members them from unjustified allegations of abuse being made against them:-

1. Always work with children, young people or vulnerable adults in an open environment, avoid being alone with them in private and unobserved places.
2. Encourage open communication, avoiding any types of secrets.
3. Maintain a safe and appropriate distance from the participants in the programme.
4. Where any form of help or support is required, it should be provided openly, in accordance with the guidelines issued by the relevant supporting body and with the prior agreement of the child, young person or vulnerable adult. If the activity is one where contact is inevitable, consider first consulting the parents, guardians or carers of the child or vulnerable adult and obtaining their prior written consent/approval.
5. Ensure that you are fully aware of the medical condition and needs of all participants and that satisfactory arrangements are in place for administering any medicines which might be required. Remember that, in the event of any emergency, the preservation of life is the priority and the emergency services should be called immediately.
6. Encourage the involvement of Parents, Guardians or Carers wherever and as soon as possible, particularly in the circumstances outlined in 4 and 5 above.
7. If supervision is required in the changing rooms, for example in the case of certain special needs children, young people or vulnerable adults, involve same gender supervision of children, young people or vulnerable adults, by parents, guardians or carers. If this is not possible and staff supervision is required, always ensure that there are at least two people supervising of the same gender as the child, young person or vulnerable adult.

8. It is not appropriate and could constitute a criminal offence to have an intimate relationship of any sort nor to share a room with a child; young person or vulnerable adult. Non-compliance with this clause may constitute an abuse of power in England and Wales under the Sexual Offences Act 2003, and in Scotland under the Sexual Offences (Scotland) Act 2009.

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9. Make activities as enjoyable and as much fun as possible
10. Always promote fair play; winning and achieving goals should never compromise this principle.
11. Encourage participants by praising them and recognizing their achievements; criticism should take the form of positive feedback rather than negative comment.
12. Always recognise the needs and capacities of individual children; young person or vulnerable adults and set goals for them which they are capable of achieving; never push them against their will and avoid excessive training or competition.
13. Try to build up a balanced relationship with participants on mutual trust and to involve them in the decision - making process.
14. Treat all children; young persons and vulnerable adults equally and with dignity and respect and encourage them to behave in the same way towards staff and visitors to the programmes and sites.
15. Act at all times as a role model for the children; young person and vulnerable adult; avoid smoking; drinking alcohol; taking drugs; or the use of swearing; foul language or inappropriate behaviour in their presence.
16. Always be well prepared for the programme in which you are involved.
17. In the event of any accident or injury, make a written record (see safeguarding incident report forms at the end of this document) of the circumstances and any action taken or treatment given, as soon as practical following the incident. Records containing personal details must be stored in accordance with GDPR regulations and retained for a minimum period of ten (10) years. Completed incident forms should be forwarded to:

The National Safeguarding Officer
The Order of the Knights of St. Columba
Head Office
Curial Offices
196 Clyde Street
Glasgow
G1 4JY

Or by e-mail to: headoffice@ksc.org.uk

18. Brothers may need to identify to their Council Officer for Membership and Youth Officer instances / future appointments where they consider such safeguarding will come into play so as to pre-empt any potential conflicts or shortcomings and gain

support of other brothers to escort them / be present as a chaperone etc. A risk assessment may be needed on such occasions.

These guidelines are not intended to cover every situation which may occur. All the Order's Members/Members of Staff must adhere to them and should, if appropriate, consult a colleague or the Senior Officer present if in any doubt, before acting.

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Not to Do...

There are situations which should be **avoided – except in emergencies**. For example, the Order's Members/Members of Staff should avoid:-

- Spending time with children; young person or vulnerable adults alone and away from others.
- Transporting children, young people or vulnerable adults to or from events, especially in the case where there is no other adult present.

In the event that an emergency should occur, which necessitates, for instance a child, young person or vulnerable adult being taken to hospital, you should endeavour first to obtain consent from parent, guardian or carer and, if at all possible, you should only do so with the full knowledge and consent of the Senior officer present. In such circumstances the child, young person or vulnerable adult should be seated, securely, in the rear of the vehicle. The preservation of life and the welfare and protection of the child, young person or vulnerable adult remain the priority.

However, in no circumstances, should a Member of Staff ever:-

1. Engage in rough play with a child; young person or vulnerable adult.
2. Permit or engage in any form of inappropriate touching or permit such behaviour between the children, young person or vulnerable adults themselves.
3. Allow children; young person or vulnerable adults to swear or use foul language without challenging them.
4. Use any inappropriate language or words to or in front of a child, young person or vulnerable adult, even in fun or as a joke.
5. Reduce a child, young person or vulnerable adult to tears as a form of control.
6. Allow any allegation of abuse to go, unreported or ignored.
7. Do things of a personal nature for a child or young person who is not their own, or for any vulnerable adult which he/she is capable of doing for himself/herself.

Notwithstanding 7. Above, It may sometimes be necessary for staff to help a child, young person or vulnerable adult by doing something of a personal nature for him/her; particularly if he/she is young or suffers from a disability. In this case, this should only be done with the full prior written consent/agreement and the understanding of the child's;

young person's or vulnerable adults parent, guardian or carer.

In extreme circumstances (for instance if a person has a weapon and is threatening to harm/is harming themselves or others) where non-physically interventions will not prevent harm or in the event of an emergency, it may be necessary to physically prevent someone from committing to harm, or to act in self-defence. As with any such situation as a member of the general public, only reasonable force at the minimum possible level should be used to contain the harm posed.

If a risk of extreme circumstances, such as those described above, is perceived, then as a minimum the adult or teacher responsible for the child, young person or vulnerable adult should be called and, where also deemed necessary, the police and other emergency services should also be called.

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The Order's Members/Members of Staff

KSC also considers the protection of its staff and visitors to its programmes and sites to be of paramount importance. Awareness of, and adherence to this Policy and the guidelines set out will help to protect them against allegations being made against them.

Occasions may however arise when a child; young person or vulnerable adult makes a complaint or allegation of abuse involving a Member/Member of Staff, **these are serious allegations and they will be treated as such.**

In addition, if a Member/Member of Staff has a concern that a colleague is abusing a child, young person or vulnerable adult, he/she has a responsibility to make his/her concerns known.

The concerns, complaints or allegations must immediately be reported to the Order's National Safeguarding Officer, and the Diocese Safeguarding Coordinator local to where the abuse is alleged to have taken place who will take such steps considered necessary to protect the child; young person or vulnerable adult. In this situation, as in all others, the welfare, protection and safety of the child; young person or vulnerable adult is the first priority.

After reporting the abuse to the statutory authorities, the Order's National Safeguarding Officer will also make an immediate decision regarding the immediate steps to be taken regarding the person against whom the complaint or allegation is made. Again, it is the welfare, protection and safety of the child; young person or vulnerable adult which are the paramount consideration.

Any allegation or complaint of abuse against a Member/Member of Staff may lead to a Police Enquiry and Criminal Proceedings, a Safeguarding Investigation, a Disciplinary or Misconduct Investigation and / or Civil Proceedings. Any allegations or complaints against a Member/Member of Staff will be taken seriously.

Incidents to be Recorded and Reported

A written record must be made if any of the following should occur – and they must also be reported as soon as possible to The Order's National Safeguarding Officer; and the Diocese Safeguarding Coordinator. If for any reason the National Safeguarding Officer is

not immediately available, the Senior Officer present should be informed of the incident – or if no other Officer is present, please inform the most Senior Member/Member of Staff present.

If possible, the attached Incident Report Form should be used.

These incidents should also be reported to the child's, young person's or vulnerable adult's parent, guardian or carer: (unless they are the alleged perpetrator). Be aware that, where any of the circumstances bullet-pointed below occur on school premises or in conjunction with a school event, the school will have its own safeguarding procedures.

- If a child; young person or vulnerable adult seems particularly distressed.
- If a child; young person or vulnerable adult misunderstands or misinterprets something you have said or done.

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- If physical force has had to be used.
- If a child; young person or vulnerable adult has had to be disciplined, for a serious matter for example, by being sent home or banned from further participation.

Different Types of Child Abuse and Recognition

The term "Child Abuse" is widely used to describe all different ways in which a person may harm a child, young person or vulnerable adult. It can happen wherever there are young people of any age, can be inflicted by a range of adults, another young person or other young people, and can and does occur both within and outside the family setting. Young people and Vulnerable Adults with disabilities are at increased risk of abuse. Abuse includes both inflicting harm and the failure to act to prevent harm.

Although there has been a particular emphasis in recent times on sexual abuse, abuse can of course take a variety of different forms and these are listed below.

Recognizing abuse is not necessarily easy. There are a number of indicators and staff need to be aware of these potential signs and symptoms of abuse – which might alert them to the fact that a child, young person or vulnerable adult is being abused. Observing the child, young person or vulnerable adult is important in order to ascertain whether his/her behaviour is normal or whether it indicates the possibility that he/she is being abused. The factors described below can be **risk indicators**; they are frequently found in cases of child abuse. Their presence is not proof that abuse has occurred but:

- Must be regarded as indicators of the possibility of significant harm
- Justifies the need for careful assessment and discussion with the National Safeguarding Officer.

The absence of the indicators does not mean that abuse or neglect has not occurred.

In an abusive relationship, the child, young person or vulnerable adult may appear frightened of the parent, guardian or carers and/or act in a way that is inappropriate to his/her age and development.

The parent, guardian or carer may;

- Persistently avoid the child, young person or vulnerable adults health promotion services and treatment of the child's, young person's or vulnerable adults episodic illness
- Have unrealistic expectations of the child, young person or vulnerable adult.
- Frequently complain to or about the child, young person or vulnerable adult and may fail to provide attention and praise.
- Be absent or misusing substances or be involved in domestic violence.

There are broadly four main categories of abuse in Children, Young Persons and Vulnerable Adults which may come to the notice of Members/Members of Staff, and these are:

- **Physical Abuse**
- **Neglect**

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- **Sexual Abuse**
- **Emotional Abuse :**

but may also include

- **Financial Abuse**
- **Spiritual Abuse**
- **Domestic Abuse**
- **Modern-Day Slavery.**

Physical Abuse

This may take many forms, for example hitting, shaking, throwing or scalding, drowning or suffocating.

It may also be caused when a parent; guardian or carer feigns the symptoms of, or deliberately causes ill-health to a child, young person or vulnerable adult. This unusual and potential dangerous form of abuse is now described as fabricated or induced illness.

Recognising Physical Abuse

The following are often regarded as indicators of concern:

- An explanation which is inconsistent with an injury.
- Several different explanations provided for an injury.
- Unexplained delay in seeking treatment.
- Parent/guardian/carers are uninterested or undisturbed by an accident or injury.
- Repeated occurrence of minor injury.
- Reluctance to give information or mention previous injuries.

Bruising

Children, young people or vulnerable adults can have an accidental bruising but the following must be considered as **NOT** accidental unless there is evidence or an adequate explanation provided:

- Two simultaneous bruised eyes, without bruising to the forehead.
- Repeated or multiple bruising on the head or on sites unlikely to be injured accidentally.
- Variation in colour indicating injuries caused at different times.
- The outline of an object used, for example belt marks, hand or hair brush prints or grasp marks.
- Bruising or tears around or behind the earlobes indicating injury by pulling or twisting.
- Bruising around the face.
- Bruising on the arms, buttocks or thighs may be an indicator of sexual abuse.

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Bite Marks

These can leave clear impressions of the teeth. Human bite marks are oval or crescent shaped; those over 3cm in diameter are more likely to have been caused by an adult or older child.

Burns/Scalds

It can be difficult to distinguish between accidental and non-accidental burns/scalds, and it will always require experienced medical opinion. However, any burn with a clear outline, such as a circular burn from a cigarette or linear burns from a hot metal rod or electrical fire element, may be suspicious.

Fractures

May cause pain, swelling and discolouration over a bone or a joint. Non-mobile children, young people or vulnerable adults rarely sustain fracture. These are grounds for concern if the history provided is vague, non-existent or inconsistent with fracture types or they are associated with old fractures.

Scars

A large number of scars, or scars of different sizes or ages, or on different parts of the body, may suggest abuse.

Neglect

Involves the persistent failure to meet a child's, young person's or vulnerable adult's basic physical and/or psychological needs, likely to result in the serious impairment of his/her health or development.

This may involve failure to provide adequate food, shelter, warmth or clothing, failure to provide protection from physical harm or danger, or failure to ensure access to appropriate medical care/treatment. It may also include neglect of a child's, young person's or vulnerable adult's basic emotional needs.

Recognising Neglect

Evidence of neglect is built up over a period of time and can cover different aspects of parenting. Indicators include:

- Failure by parents, guardians or carers to meet basic essential needs, such as adequate food, warmth, personal hygiene and medical care.
- A child, young person or vulnerable adult to grow within normal expected pattern, with accompanying weight loss.
- The child, young person or vulnerable adult thrives away from home environment.
- The child, young person is frequently absent from school.
- The child, young person or vulnerable adult is left with adults who are intoxicated or violent.
- The child, young person or vulnerable adult is abandoned or left alone for excessive periods of time.

Sexual Abuse

Involves forcing or enticing a child, young person or vulnerable adult to take part in sexual activities, whether or not the child, young person or vulnerable adult is aware of what is happening and includes penetrative – i.e. vaginal or anal rape or buggery – and non-penetrative acts.

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It may also include non-contact activities, such as involving children, young people or vulnerable adults in looking at or in production of, pornographic materials, watching sexual activities or encouraging children, young people or vulnerable adults to behave in sexually inappropriate ways.

Recognising Sexual Abuse

Boys and girls of all ages may be sexually abused and are frequently scared to say anything due to misplaced guilt/ fear. This is particularly difficult for a child, young person or vulnerable adult to talk about and full account should be taken of cultural sensitivities of any individual child, young person or vulnerable adults family.

Recognising can be difficult, unless the child, young person or vulnerable adult discloses the abuse and is believed. There may be no physical signs and indicators are likely to be behavioural or emotional.

Some behavioural indicators associated with sexual abuse are:

- Inappropriate sexualized conduct.
- Sexually explicit behaviour, play or conversation, inappropriate to the child's, young person's or vulnerable adults age.
- Self-harm (including eating disorders) and self-mutilation.
- Involvement in prostitution or indiscriminate choice of sexual partners.
- An anxious unwillingness to remove clothes, for example at sports events (although this may be related to cultural norms or physical difficulties).

Some Physical Indicators Associated with Sexual Abuse:

- Pain or itching of genital area.

- Blood on underclothes.
- Pregnancy in a younger girl.
- Physical symptoms such as injuries to the genital or anal area or bruising identity and bruising to buttocks, abdomen and thighs.

Emotional Abuse

Is the persistent emotional ill treatment such as to cause severe and persistent effects on the child's, young person's or vulnerable adult's emotional development and may involve:

- Conveying to children, young people or vulnerable adults that they are worthless or unloved, inadequate, or valued on in so far as they meet the needs of another person.
- Imposing developmentally inappropriate expectations.
- Causing children, young people or vulnerable adults to feel frightened or in danger, by for example witnessing domestic violence.
- Exploitation or corruption of children, young people or vulnerable adults.

Some level of emotional abuse is involved in most types of ill-treatment of children, young

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people or vulnerable adults, though emotional abuse may occur alone.

Recognising Emotional Abuse

Emotional abuse may be difficult to recognise as the signs are usually behavioural rather than physical. The manifestations of emotional abuse might also indicate the presence of other kinds of abuse. The indicators of emotional abuse are often associated with other forms of abuse; the following may be indicators:

- Development delay.
- Abnormal attachment between a child, young person or vulnerable adult with a parent, guardian or carer, for example, anxious, indiscriminate or no attachment.
- Indiscriminate attachment or failure to attach.
- Aggressive behaviour towards others.
- Scape-goated within the family.
- Low self-esteem and lack of confidence.
- Withdrawn or seen as a "loner", difficulty in relating to others.

Bullying

In some cases of abuse, it is important to recognise that it may not always be an adult abusing a child, young person or vulnerable adult. In the case of bullying particularly, the abuser may often

be another young person or group of young people. Bullying has been defined as “repeated or systematic aggressive verbal, psychological or physical conduct by an individual or group against another person or persons.”

Although anyone can be the target, the victims of bullying are typically shy, sensitive or anxious and insecure people, or a person who may have been singled out for physical reasons, being particularly small, overweight, having a disability or belonging to a different race, faith or culture,

It can take many forms, such as physical assaults, name-calling, sarcasm, teasing, racist or homophobic belonging, humiliating, ridiculing, ignoring or tormenting.

More on Recognition

The list of risk given above is of course not exhaustive and the presence of one or more of these factors does not necessarily prove that the child, young person or vulnerable adult is suffering abuse; they should however cause the coach and /or volunteer to observe the child, young person or vulnerable adult carefully.

There are other ways in which concerns might be raised that a child, young person or vulnerable adult may be suffering abuse; for example:

- He/she might tell you.
- He/she might report soreness.
- Another person might express concerns about the welfare of a child, young person or vulnerable adult.
- The child, young person or vulnerable adult may be attending the Accident & Emergency Department frequently.

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- The child, young person or vulnerable adult describes what seems to be an abusive act involving him/herself.

Members / Members of Staff should however be aware that there are a number of factors which may prevent children, young person or vulnerable adults from disclosing the fact that they are being abused. They may be concerned about your reaction or attitude towards them or that you will not believe them; they may feel loyalty to the abuser; they may not be able to find the right words to explain; they may not want to be thought of as being different; they may believe the behaviour to be normal; they may feel guilty or that it is their fault; they may think that already know; or they may fear the consequence either to themselves or to their family.

Action to be taken in the event of a Disclosure or Allegation of or Concern about abuse

Staff should remember that it is not their responsibility to decide that the child, young person or vulnerable adults abuse is occurring but they have a responsibility to **report any concerns**. They must not assume that someone else will help the child, young person or vulnerable adult. In the event that a child, young person or vulnerable adult discloses that he/she is suffering abuse, or an allegation of abuse is made:

- Try to react calmly so as not to frighten or deter them.
- Reassure the child, young person or vulnerable adult that he/she is not to blame and that he/she did the right thing to tell you.

- Listen and show the child, young person or vulnerable adult that you are taking him/her seriously.
- Keep any questions to an absolute minimum; ensure that you fully understand what has been said; it is not your role to seek evidence or to investigate the matter.
- Explain that it is your responsibility to talk to someone else; do not promise to keep the matter secret or confidential.
- Do not make any promises you cannot be certain of keeping.
- Involve a second person.
- As soon as circumstances permit (but never in front of the child, young person or vulnerable adult) write down an accurate and as full account as possible of the conversation using the child's, young person's or vulnerable adult's own words – do not interpret what you think the child, young person or vulnerable adult said – on the attached Safeguarding Form, and if possible, get it witnessed.
- Report the situation as soon as possible to **The Order's National Safeguarding Officer, Sean Smith** or, in his absence, to the most Senior Officer present.
- In the event the allegation concerns him, report it to the Supreme Knight, **in writing** and mark Strictly Confidential and send via Head Office whose details are as follows:

The Order of the Knights of St. Columba
Head Office.
Curical Offices,
196 Clyde Street. Glasgow.
G1 4JY

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- **Try not to panic: nor to appear shocked.**
- **Do not** ask questions other than for the purpose of clarification
- **Do not** engage in any speculation, make accusations, nor suggest alternative scenarios or explanations.
- **Do not** make any comment about the alleged abuser.
- **Do not** approach the alleged abuser. But reassure them you only share relevant information with people who need to know.
- **Do not** agree to keep secrets.
- If an allegation is made, **always report it.**

In the event that a Member/Member of Staff has knowledge or concerns that a child, young person or vulnerable adult is suffering abuse, he/she should:

- Write a full and detailed report of the reasons and/signs which have caused you to have such concerns utilizing the attached Safeguarding Form.
- Report the situation immediately to The Order's National Safeguarding Officer and/or the Diocese Safeguarding Coordinator or in his absence report it to the most Senior Officer in attendance.

- If an allegation is made against a Member/Member of Staff or volunteer the Police, Local Authority Designated Office (LADO) and the Diocesan Safeguarding Coordinator should be informed.

If a Child, Young Person or Vulnerable Adult is in immediate danger

If a Member/Member of Staff believes that a child, young person or vulnerable adult is in **immediate danger**, the child, young person or vulnerable adult should immediately be removed from any possible risk of harm. The Member/Member of Staff should contact the relevant emergency services on 999 or the local Social Services as a matter of urgency, who will advise on the action to be taken. He/she should then inform

The Order's National Safeguarding Officer – Sean Smith, either personally or by telephone
Telephone Numbers are obtainable via Head Office

and follow his instructions. Expert advice can also be obtained from the Diocesan Safeguarding Coordinator and Safeguarding Team or: **NSPCC Helpline on 0808 800 5000 or from Childline 0800 1111.**

There is an overriding duty to ensure the safety of the child, young person or vulnerable adult if he/she is in need of immediate medical treatment, call an ambulance, doctor or other medical person should be informed of any concerns and be made aware that there may be a Safeguarding issue. In this event, inform the Order's Member/Member of Staff Safeguarding Officer as soon as possible of the action being taken and the reasons for taking this action and, as soon as practicable, (but never in front of the child, young person or vulnerable adult), write a full and detailed factual report of the circumstances utilizing the attached Safeguarding Forms. In all circumstances where there has been abuse, or allegations or concerns over abuse, consideration should be given as to whether, and what, support and /or counselling may be appropriate for the child, young person or vulnerable adult, their parents, guardians or carer, or

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to the Order's Member/Member of Staff involved in the reporting of the occurrence.

Confidentiality

Every effort should be made to ensure that confidentiality is maintained for all concerned. Information should be handled and disseminated on a need-to-know basis only, which includes the following people:

- The Order's National Safeguarding Officer, or other KSC Member/Member of Staff as appropriate: and the Diocese Safeguarding Coordinator.
- The parent, guardian or carer of the child, young person or vulnerable adult who is the victim of the alleged abuse – if so advised by Social Services.
- The person making the allegation
- Social Services and the Police, the alleged abuser, and his/her parent, guardian if the alleged abuser is a child – but again, only if so **advised by Social Services.**
- The Diocesan Safeguarding Team.

Recording of Abuse, or of Allegations of or Concerns about Abuse

Any information recorded must be as accurate as possible. It is for this reason that a record must be made at the time of the incident or as soon as possible thereafter. Notes during a disclosure should be avoided if possible to encourage interaction.

Ideally, the attached Safeguarding Forms should be used, as this provides guidance to the relevant information. However, in practice, this may not be available and as far as possible the following information should be included:

- Details of the alleged victim of the abuse – full name, address, telephone number, gender, age/date of birth, ethnic background, disabilities (if any), parent responsibility/relationship to the alleged abuser.
- Details of the alleged abuser if known – full name, address, telephone number, gender, age/date of birth, ethnic background, marital status, position/job title, connection to KSC (if any), any other allegations or previous incidents.
- Facts regarding the alleged incident –
 - (a) Either details of abuse or detailed reasons for allegations or concerns, including in all cases date(s), time(s), location, and any witness details and evidence (if applicable).
 - (b) If allegations have been made by the child, young person or vulnerable adult, his/her account of the incident(s) in their own words.

If an allegation is made against a Member/Member of Staff, advice from the Police and or LADO should always be sought first. The alleged abuser should not normally be told about the allegation.

Use of Photographic/Filming Equipment

Consideration of the Data Protection Act 2018 (“the Act”). It is likely that the Act will not apply in many cases where photographs are taken in a KSC context, for example, it does not apply to personal use (for instance where a parent is taking a photograph of his/her child for a family album or grandparents taking a video of a play in which their grandchild appears) nor does it apply where KSC has agreed to photographs being taken for a local newspaper and the child’s,

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young persons or vulnerable adults parent, guardian or carer have signed the KSC Parental Consent Form, before a photograph can be taken.

However, the Act will apply where, for instance, photographs are being taken of the children for security passes or to be used in marketing material. In such cases, compliance will usually be satisfied if the photographer obtains permission before taking the photograph.

People have used sporting or other events involving children, young people or vulnerable adults as an opportunity of taking inappropriate photographs or film footage of children, young people or vulnerable adults. All Members/Members of Staff must be vigilant and report any concerns they may have to the Order’s National Safeguarding Officer.

Videos can be used as a legitimate coaching aid, but both participants and parents, guardians and carers should be made aware of, and consent to this. Furthermore, if videos are used for this purpose, they will from time to time be viewed by the Order’s National Safeguarding Officer or a Senior Member of the Order to ensure that they are appropriate and in line with the Order’s Policy.

If a professional photographer is being commissioned or the press is invited to a programme, it is important that they should be given guidelines and be made aware of their responsibilities in

relation to Safeguarding.

They should:-

- Be given a clear brief regarding what is considered appropriate both in terms of their conduct and in respect of any filming or photography.
- Display identification at all times.
- Not have unsupervised access to participants or film/take photographs on a one-to-one basis.
- Not to undertake any photographic sessions outside the programme.

Furthermore, participants should be advised that a photographer will be present and a Parental Consent Form must be obtained both from participants, parents, guardians, or carers before any filming or photographs which are to be published. Written details of any photograph will be retained by the Order.

Responsibilities of Safeguarding Officer

The Order's Officer of National Safeguarding is **Sean Smith**

The Safeguarding Officer has the following responsibilities:

- To be the point of contact within the KSC for all matters relating to Safeguarding.
- To ensure the use of Safer Recruitment Practices.
- To undertake and to provide training in all Safeguarding matters.
- To be available for consultation or discussions to all Members/Members of Staff and others, and to make his knowledge available to them.
- To develop knowledge and skills in recognizing child/young people or vulnerable adult abuse.

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- To be aware of the procedures involved in reporting cases of child, young persons or vulnerable adult abuse.
- To manage the process of referring allegations, concerns or suspicions of child, young persons or vulnerable adults abuse to Social Services Departments or other relevant authorities by:
 - (a) Ensuring that all the Members/Members of Staff know the identity of the Order's National Safeguarding Officer.
 - (b) Ensuring that all Members/Members of Staff are aware of the contents of this Policy so that they know that all allegations, concerns or suspicions of abuse are reported to him – or to which other Member of the Order's Members/ Members of Staff in his absence.
 - (c) Liaising with the Police, Social Services, Diocese Safeguarding Coordinator, LADO

and any other agencies and deciding what course of action is most appropriate.

- (d) Ensuring that all incidents, allegations, concerns and suspicions are recorded in writing, and similarly that all decisions and the reasons for such decisions are similarly recorded.
- (e) Referring cases as appropriate to Social Services Departments and/or other relevant authorities.
- (f) Confirming referrals in writing.
- To decide what action should be taken (for example, suspicion) about a Member/Member of Staff against whom an allegation of abuse is made: in partnership with the Police and LADO.
- To identify the need for support for any Member/Member of Staff who may be involved in a case of abuse, and to liaise with any relevant party qualified to provide such support.

Contact Details

The Order of the Knights of St. Columba

The Order's National Safeguarding Officer;

Sean Smith

KSC Head Office

Curial Offices

196 Clyde Street

Glasgow

G1 4JY

Telephone: 0141 883 5700

E-mail: headoffice@ksc.org.uk

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HELPLINES

NSPCC SAFEGUARDING HELPLINE:	0808 800 5000
CHILDLINE UK:	0800 1111
BRITISH ASSOCIATION FOR COUNSELLING & PSYCHOTHERAPY:	01788 550899
POLICE/AMBULANCE – EMERGENCY:	999

Review of this Policy

The Board of Directors of the Order of the Knights of St. Columba will review this policy on an annual basis and will be ratified at the Annual Supreme Council Meeting.

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KNIGHTS OF ST COLUMBA

Serving God Serving Others

FAITH - FAMILY - FRATERNITY

Parental Permission Form

PARENTAL CONSENT FORM

I hereby do/do not (please delete) give permission for **(Please Print Child's Full**

Updated 22 October 2025

Name).....'s name to be used in relation to their success in the Competition, and also a photograph of my child.

I also agree to have my child's name and photograph published in Local/National Newspaper and on Archdiocesan/Diocesan website and Archdiocesan/Diocesan/ Parish Newsletter by the Knights of St. Columba, when my child is successful in receiving an award in any competition he/she have entered organised by the Knights of St. Columba.

I am fully aware that I can withdraw my permission at any time by writing to or emailing the address below. I am also aware that if I have any concerns I can contact the address below.

Please Print the name of the school School your child attends and Year/Age Group:

.....

[] Please tick if you are happy for your child's name to be used on a one-time post on Knights of St. Columba Facebook.

Please Print Parent's Name.....

Signature of Parent.....

Relation to Child.....

Please Print Parent's Name.....

Signature of Parent.....

Relation to Child.....

Child's Signature.....

Date.....

**Only your child's name and school will be published, no home address or residential location will be published.
Once this form is signed, please return to the school.**

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KSC SAFEGUARDING INCIDENT FORM

Part 1. Details of Incident

Details of KSC Programme_____

Location of Programme_____

Time and Date of Incident_____

Full Details of Incident_____

Was the incident witnessed? YES/NO

If Yes, Details of Witness:

Full Name:_____

Address:_____

Post Code:_____

Home Telephone Number:_____

Email Address:_____

Witness' Signature_____

Date_____

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KSC SAFEGUARDING INCIDENT FORM

Part 2.

Details of Child/Young Person/Vulnerable Adult Concerned:

Full Name_____

Address_____

Post Code_____

Telephone Number Home_____ Mobile_____

Gender Male/Female Age_____ Date of Birth_____

Ethnic Background_____

Disabilities (if any)_____

Parental Responsibility_____

Part 3.

- (1) Has the incident been reported to anyone else? YES / NO

If YES, to whom has it been reported and what was said?

- (2) Has the child's/Young Person/Vulnerable Adult parent's or guardian been contacted?

If YES, please provide full details_____

- (3) Has anyone else been consulted? YES / NO

If YES, who and what was said?

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- (4) Are there any Orders in force in relation to the Child/Young Person/Vulnerable Adult?

YES / NO

If YES, please provide details_____

PART 4. CONFIRMATION

I hereby confirm that the details and facts set out above constitute a full and accurate record

Signed _____

Date _____

Print Name _____

Please hand / send this incident report form to

**Knights of St. Columba's
Safeguarding Officer**

at

**The Order of the Knights of St. Columba
Head Office
Curial Offices
196 Clyde Street
Glasgow
G1 4JY**

or by e-mail to:-

safeguarding@ksc.org.uk

abuse.

PART 1. Details of the alleged victim of abuse.

Full name of Victim:- _____

Address: _____

Post Code _____

Telephone Number: Home _____ Mobile _____

Gender: Male/Female Age: _____ Date of Birth _____

Ethnic Background: _____

Disabilities (if any) _____

Parental Responsibility: _____

Relationship to alleged abuser: _____

PART 2. Details of alleged abuser (as far as known)

Full Name: _____

Address: _____

Post Code: _____

Telephone number: Home _____ Mobile _____

Gender: Male/Female Age: _____ Date of Birth: _____

Ethnic Background: _____

Marital Status _____

Position/Title: _____

Connection to KSC (If any) _____

Any other known allegations or previous incidents: _____

PART 3. Fact regarding the incident

Details of the alleged abuse or reasons for allegations or concerns (include date(s),time(s),location etc of incident(s))

If an allegation has been made by the child/young person/vulnerable adult, their account of the incident (as far as possible in his/her own words).

Was the incident witnessed? YES / NO

IF YES, details of Witness:

Full Name; _____

Address: _____

Post Code: _____

Telephone number: Home _____ Mobile: _____

Email address: _____

Details of what happened (as far as possible in witness' own words)

Witness' Signature: _____ Date: _____

KSC CHILD SAFEGUARDING FORM

PART 4. General.

- (1) If the child/young person/vulnerable adult has not reported the incident, has the child/young person/vulnerable adult been spoken to YES / NO

IF YES, what was said?

- (2) Have the parent/guardian been contacted? YES / NO

IF YES, please provide full details? _____

- (3) Has this been reported to anyone else? YES / NO

If YES, to whom has it been reported and what was said?

- (4) Has anyone else been consulted? YES / NO

If YES, who and what was said?

- (5) Are there any Orders in force in relation to the Child/Young Person/Vulnerable Adult.

YES / NO

If YES, please provide details?

KSC CHILD SAFEGUARDING FORM

PART 5. CONFIRMATION

I hereby confirm that the details and facts set out above constitute a full and accurate record.

Signed: _____

Date: _____

Print Name: _____

Please hand / send this incident report form to

**Knights of St. Columba's
Safeguarding Officer**

at

**The Order of the Knights of St. Columba
Head Office
Curial Offices
196 Clyde Street
Glasgow
G1 4JY**

or by e-mail to:-

headoffice@ksc.org.uk

**The Order
Of The
KNIGHTS OF ST COLUMA**



**Head Office
Curial Offices
196 Clyde Street
Glasgow G1 4JY**

**VULNERABLE PERSONS
SUPPLEMENTARY**

**The Order of the Knights of St. Columba.
Head Office, Curial Offices, 196 Clyde Street
Glasgow G1 4JY**

This is a supplement to the Order's Safeguarding Policy to cover the way that Vulnerable Persons associated to the Order should be considered.

1. This policy is for the guidance of Members/Members of Staff of the Order of the Knights of St. Columba when visiting the housebound.
2. Members, the elderly and the widows and dependents of the deceased members. These dependents may or may not come under the umbrella of "Vulnerability" but should for the purpose of this document be respected as such.
3. Members/Members of Staff are advised both for the protection of the persons being visited and their own protection to avoid being left alone with the person being visited and wherever possible should go accompanied by another Member/Member of Staff or by one's spouse if appropriate.
4. The Order's Spirituality and Welfare Officers along with Members of their Committee will from time to time visit Elderly Brothers who are housebound and the Widows of Deceased Brothers who are also housebound or in a care home as representatives of their Council, these are the Vulnerable Adults for whom we require the Officer and the accompanying Brothers to have undergone a **DBS Disclosure (England)** or a **PVG Membership (Scotland)** to conform with the requirements of the legislations regarding Children and Vulnerable Persons.
5. A Brother visiting another Brother as a Personal Friend does not come into this requirement.
6. Brothers who are engaging in activities with disabled persons of any age be they Children/ Adults need to have gone through a satisfactory clearance as described in item 4 above.
7. When visiting our housebound Brothers or the widows of Brothers, Brothers or Widows of Brothers who are resident in care homes there needs to be two Brothers visiting at any one time.
8. If at all possible when visiting a brother or the Widow of a Deceased Brother it is best and safest practice not to be left alone with the person being visited, this may safeguard the Brothers visiting from any later accusations of wrongdoing: it may be prudent to suggest to the widow that chaperone is present during the meeting
9. If visiting Brothers perceive any evidence of mistreatment of the person being visited, these concerns should be passed to the Worthy Grand Knight of their Council immediately and the appropriate authority should be made aware of these concerns.
10. Brothers involved in transporting Elderly or Disabled Persons to events or on outings, whether organized by their Council or any other organization, should also be accompanied by another person and may also require a DBS/PVG check. The necessary and appropriate vehicle insurance cover should be in place when transporting elderly or disabled persons.

11. Where it is not possible to go accompanied, then the Brother or Member of Staff should avoid being left alone with the person being visited especially in the case of a person of the opposite sex or one who's vulnerability involves memory loss, this is to safeguard the visiting Brother from accusations of wrongdoing. It may be prudent to suggest to the widow that chaperone is present during the meeting from any later accusations of wrongdoing.
12. If Hospital visiting, then again it is advisable to be accompanied by Brother.

