



“FSSP ENGLAND”: SAFEGUARDING POLICY

1. POLICY OVERVIEW

Fraternitas Sacerdotalis Sancti Petri Limited (“FSSP England”) is committed to safeguarding all children and adults. For Fraternitas Sacerdotalis Sancti Petri Limited this commitment directly relates to the fact that we are all made in the image of God and the Church's common belief in the preciousness, dignity and uniqueness of every human life. We start from the principle that each person has a right to expect the highest level of protection, love, encouragement and respect. Following on from the safeguarding reviews in 2020 we are committed to the One Church Approach to safeguarding by implementing the changes needed and ensuring we respond to victim/survivors promptly and compassionately.

2. SCOPE

- 2.1 This policy and procedure applies to all clergy, seminarians, lay volunteers or employees within Fraternitas Sacerdotalis Sancti Petri Limited, regardless of their role or the activities they undertake.
- 2.2 It is the responsibility of all clergy, seminarians, lay volunteers and employees of Fraternitas Sacerdotalis Sancti Petri Limited to prevent, whether by action or omission, abuse. Abuse in this policy refers to: physical; sexual; emotional; spiritual; neglect; self-neglect; organisational; material; psychological; financial; domestic or verbal. Additionally, behaviour which effectively results in modern day slavery or where there is evidence of discrimination or radicalisation, needs to be recognised and addressed as a safeguarding issue, in accordance with the procedures outlined in Section 6.

3. TRAINING

- 3.1 All clergy, seminarians, lay volunteers or employees who work with or around children or adults at risk for Fraternitas Sacerdotalis Sancti Petri Limited, as well as Board members based in England & Wales will undergo Safeguarding Training in relation to both Children and Adults as well as any other training relevant to their role. Listed below are the minimum standards for training in each role:

- House Superiors – Advanced Safeguarding Training, delivered by RLSS.
- Safeguarding Lead – Safeguarding Lead Training delivered by RLSS
- Board members – Trustee Training delivered by RLSS.
- Local Safeguarding Reps – Advanced Safeguarding Training delivered by RLSS.
- All clergy as well as staff or volunteers who work with children or adults at risk – Level 3 Safeguarding training for Volunteers in the Catholic Church.



3.2 Fraternitas Sacerdotalis Sancti Petri Limited clergy, staff and volunteers, as well as Board members based in England and Wales will undertake yearly refresher training (or every 3 years if a volunteer with limited contact with minors, e.g. adult altar servers not operating in a leadership role or choir directors of choirs with a minority of children singing). Ideally, this will be face to face training delivered by RLSS (either 'live' or via video conferencing) once every two years, with online refreshers in-between, either using CSSA's Level 3 Safeguarding training course or training resources that will be available on RLSS's website Members Area.

4. ROLES AND RESPONSIBILITIES

5.1.1 The Board of Fraternitas Sacerdotalis Sancti Petri Limited

The Board has a duty to maintain appropriate governance and oversight of Safeguarding in line with this policy and national guidelines. Certain functions of the Board will be delegated to clergy, volunteers or employees as indicated below.

4.2 The Bursar

The Bursar is responsible for ensuring appropriate policy, procedures and best practice are in place for the effective delivery of safeguarding, including any related due diligence checks. Certain functions of the Bursar will be delegated to clergy, staff members or volunteers], as indicated below.

4.3 The Safeguarding Lead

The Safeguarding Lead has direct oversight of Fraternitas Sacerdotalis Sancti Petri Limited's safeguarding policy and guidance, including management and oversight of documentation, case progression/management and the secure, legally compliant storage of safeguarding reports and related material as well as oversight of the relationship with and input on the work of the RLSS.

4.2.1 The Safeguarding Lead may delegate some of this responsibility to the RLSS by passing the case to them but will remain as key contact for the case duration unless another individual is identified to assume case responsibility.

4.3 Safeguarding Rep: Each full-time apostolate of Fraternitas Sacerdotalis Sancti Petri Limited will have a Rep who is responsible for the matters appertaining to Safeguarding at its location(s). These are the named persons who parishioners or other members of the public can approach with any safeguarding issues or concerns. They report to the Safeguarding Lead.

5.1.2 All other roles

All clergy, staff and volunteers who work with or around children and/ or vulnerable adults have an obligation to ensure they know how to respond to safeguarding concerns by being familiar with the content of this policy and the procedure contained within it and any other associated policies/procedures.

5.1.3 General



Everyone involved in the work of Fraternitas Sacerdotalis Sancti Petri Limited has a duty to disclose to the Safeguarding Lead any safeguarding concerns that have been raised about them.

5 PRACTICE GUIDANCE

5.2 Action must be taken if a concern is raised that a child or adult is suffering or is likely to be suffering from significant harm. This includes, but is not limited to:

- Someone who is at serious risk of harm from self or others
- Someone who poses a serious risk of harm to someone else
- A concern about a child or vulnerable adult at risk of harm from someone else
- Concerns over someone's mental capacity

5.3 Action must also be taken in line with the Church's mandatory reporting policy. This means that action must be taken if there are reasonable grounds to suspect or believe, that someone who holds any type of role within the Church is going to or has committed a crime, is going to or has caused harm, poses a risk or is otherwise unsuitable to work in a public facing role.

6 PROCEDURE

6.1 If Fraternitas Sacerdotalis Sancti Petri Limited becomes aware of a safeguarding issue, they should contact the RLSS Safeguarding Team and pass the concern and all associated records to them immediately. Ensure the person who made you aware of the issue knows you are doing this.

6.1.3 The RLSS or Safeguarding Lead at Fraternitas Sacerdotalis Sancti Petri Limited who has casework responsibility should:

- Ensure the victim/survivor or individual has been informed of the next steps
- Explain what will happen, give them options if possible and an indicative timescale
- Contact any relevant bodies
- Complete the safeguarding paperwork and ensure appropriate record keeping of all communications including phone calls, meetings and discussions in relation to the case are recorded
- Inform the House Superior and local Safeguarding Rep' of the new safeguarding referral.
- All referrals / reports outside of the RLSS should be made within 24 hours of receiving the information, unless there are exceptional circumstances to postpone making this referral/report.
- The decision to delay a referral/report must be authorised by Safeguarding Lead



6.1.3 When the concern needs to be reported to a statutory agency, the individual making the referral must be informed that all information about safeguarding will not be kept confidential, and that the details must be passed on to the police and any other appropriate body but they may be able to remain anonymous depending on the circumstances. Clergy, staff and volunteers should be supportive of the individual making the disclosure but should not seek more details than necessary for an initial statutory referral.

6.2 The RLSS will make recommendation about when to report to safeguarding bodies or external agencies based on risk and need and the national policy guidance supplied by the CSSA.

6.3 Safeguarding Bodies (not exhaustive)

- Internal Safeguarding Structures within the Catholic Church
- Local authority Safeguarding team – Adults
- Local authority Safeguarding team – Children
- Police 999
- Police 101
- GP
- Crisis Team
- RLSS Out of Hours Team
- Community Psychiatric Nurse
- Charity Commission
- CSSA
- Local Safeguarding Commission
- Local Authority Designated Officer (LADO)
- NSPCC
- DBS

7 WHISTLEBLOWING

7.1 Fraternitas Sacerdotalis Sancti Petri Limited will encourage and enable anyone with a serious concern, to raise the concern without fear of victimisation, or disadvantage.

7.1.1 If that concern is in regard to malpractice, illegal acts, or omissions at the Fraternitas Sacerdotalis Sancti Petri Limited or other religious institution relating to safeguarding, then the RLSS should be made aware.

7.2 . The action taken by the RLSS will depend upon the nature of the concern referred. However, an investigation will be undertaken if appropriate, followed by appropriate action and written feedback will be provided, including a rationale documenting the reasons why identified actions have been taken. This can be delegated to RLSS.



8 RECORDING AND STORAGE OF SAFEGUARDING CONCERNS AND CASE FILES

8.1 Primary responsibility for the management of documents and safeguarding case files sits with the Safeguarding Lead / RLSS, who will ensure an accurate, auditable, and secure record of any safeguarding concern or allegation referred to Fraternitas Sacerdotalis Sancti Petri Limited are maintained.

8.1.1 This record will include:

- Relevant contact details
- Details of how/when the concern or allegation was received.
- Details of the concern itself
- Relevant historical information
- Identified past and present risk factors
- Any actions or investigation undertaken including those by Fraternitas Sacerdotalis Sancti Petri Limited or RLSS and from statutory agencies.
- Rational for actions and or outcome of case

8.2 All records are potential evidence in a criminal trial civil case or statutory/public Inquiry and must be stored in a safe and retrievable format with an auditable record of provenance and integrity.

9 SAFER RECRUITMENT PRACTICE GUIDANCE

9.1 The Fraternitas Sacerdotalis Sancti Petri Limited will ensure that clergy, staff, volunteers and anyone else deemed necessary are subject to the appropriate Disclosure and Barring Service (DBS) checks (including enhanced DBS) in line with both statutory and Catholic Church requirements.

9.2 Appointments will be based on the person's experience, skills and ability to meet the set criteria and job specification for the specific role. It is essential to ensure that all documentation relating to the applicant is stored in a secure place and remains confidential.

9.3 Appointment to a role will not be confirmed until a satisfactory DBS Disclosure check has been received and previous employment references confirmed as being acceptable.

9.4 On appointment, all new employees should be provided with and sign to say they understand all relevant policy and procedures, including a copy of this document and their responsibilities within it highlighted.

9.5 All persons seeking to work with children or adults whether in a paid or unpaid capacity must be provided with the opportunity to self-disclose relevant conviction information. This is a DBS Code of Practice requirement and applies to anyone being asked to have an Enhanced Disclosure.



5 POLICY REVIEW

5.1 This policy is approved by the Fraternitas Sacerdotalis Sancti Petri Limited Board and will be subject to an initial review in September 2024 and then annually or sooner, where there is a significant change or need.

Policy last updated: May 2025

Name:

Date of next review: May 2026

Date: