

Society of St Vincent De Paul (Scotland)

Reg. Charity No. Scotland: SC006526
Registered Company No: SC347803

Safeguarding Policy

**Children and Vulnerable Adults in
Scotland**

2025 - 2026

Updated: 14th July 2025

For Trustees Review: 14th July 2025

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INTRODUCTION TO POLICY

The Society of St Vincent de Paul Scotland (thereafter referred to as the Society) is committed to safeguarding and protecting the welfare of all those it serves, particularly but not exclusively to children and vulnerable adults at risk.

This policy is based on the principle that each child and vulnerable adult has a right to expect the highest level of care and protection, encouragement and respect. This policy should be read in conjunction with 'In God's Image' (Revised Feb 2025)

In order to provide as safe and secure a service as possible, the Society has developed appropriate structures and processes through which it seeks to prevent safeguarding incidents from occurring, and through which it can respond effectively should any issue arise.

This policy takes into account:

- Children and Young People (Scotland) Act, 2014
- Adult Support and Protection (Scotland) Act, 2007
- Protection of Vulnerable Groups (Scotland) Act, 2007
- Disclosure (Scotland) Act 2020 *

In applying this policy, the Society seeks to work within Scottish law, national and local safeguarding policies and procedures, together with recent recommendations of the Roman Catholic Church in Scotland, its Manual and Rule and to comply in all respects with statutory and Church agencies to ensure that any allegations of abuse are promptly and properly dealt with, victims supported and perpetrators held to account.

The purpose of this policy is to ensure that all trustees, members, employees and volunteers in The Society are:

- I. Aware of their role and responsibilities for safeguarding children and vulnerable adults.
- II. Understand the processes and procedures to follow to ensure a safe environment for children and vulnerable adults.
- III. Understand the action to take in the event of becoming aware of or having concerns that abuse has occurred or is occurring.

When a trustee, member, employee or volunteer works / volunteers for a third-party organisation, diocese or charity, they must ensure that they have read and has a working knowledge of its Safeguarding Policy.

POLICY STATEMENT

It is the policy of the Society to protect children and vulnerable adults from abuse, neglect, all forms of exploitation **as explained in Appendix B and C** and provide a safe environment for them.

Safeguarding children and vulnerable adults is everybody's responsibility: **doing nothing is NOT acceptable.**

This commitment flows from our common belief in the dignity and uniqueness of every human life.

Policy Context

This policy has been takes into account the following documents which should be referred to for further information:

- Society of St Vincent de Paul Scotland Manual & Rule(revised 2017)
- 'In God's Image' (revised February 2025)
- Disclosure Scotland Act (2020)

SCOPE

This policy applies to everyone carrying out any activity on behalf of the Society including paid staff, locum workers, agency staff, trustees or other volunteers and students.

This policy is intended to ensure the effective safeguarding and protection of children and vulnerable adults.

For the purposes of this policy, the following definitions are applied:

- The Children and Young People (Scotland) Act, 2014 defines a child as a person who has not attained the age of 18 years.
- The Adult Support and Protection (Scotland) Act, 2007 defines adults at risk as adults who:
 - Are unable to safeguard their own wellbeing, property, rights or other interest.
 - Are at risk of harm due to: Another person's conduct is causing (or is likely to cause) the adult to be harmed The adult is engaging (or is likely to engage) in conduct which causes (or is likely to cause) self-harm.
 - Because they are affected by disability, mental disorder, illness or physical or mental infirmity, are more vulnerable to being harmed than adults who are not so affected.

POLICY OBJECTIVES

To ensure that all trustees, members, employees and volunteers:

- Are able to **identify** a safeguarding or potential safeguarding issue.
- Understand their **role and responsibilities** in relation to the safeguarding of children and vulnerable adults experiencing harm or abuse.
- Understand **when and how** to raise a safeguarding concern.
- Understand **how to access advice and support** in regard to individual cases.

ROLE AND ACCOUNTABILITY OF TRUSTEES

The Society is registered with the Office of the Scottish Charity Regulator (OSCR) SC052894 and with Companies House SC347803

The Trustees of the Society are ultimately responsible for ensuring that those benefitting from, working with or belonging to the Society are not harmed in any way through contact with it. The trustees have a legal duty to act prudently and take all reasonable steps within their powers to ensure that this does not happen. They have a duty to ensure that there is an appropriate Safeguarding Policy in place, which is updated annually and monitored by a designated person responsible for Safeguarding. The Policy will be updated within the year should there be significant developments or changes. An amended policy will be approved by the trustees prior to its distribution throughout its membership.

The Trustees will report to the Office of the Scottish Charity Regulator (OSCR) and other relevant Legislative Bodies, any serious incident which could adversely affect the Society's beneficiaries, work, financial position or reputation.

The Society is covered by a Public Liability Insurance Policy. The trustees have a responsibility to ensure that the terms of the Public Liability Insurance Policy are complied with and that these national procedures are fully operational.

THE SOCIETY'S COMMITMENTS

The Society will:

- Apply the Principles and Procedures demanded by national legislation, as well as those laid out by the Scottish Catholic Safeguarding Standards Agency (SCSSA), the Bishops' of Scotland Conference 'In God's Image'(revised Feb 2025) and the SSVP Scotland Manual & Rule (Revised 2017)
- Adopt the necessary means to create and maintain a safe environment for children and vulnerable adults in its care and/or in receipt of its services.
- Ensure that all trustees, members, staff and volunteers, undergo checks required for the roles they are carrying out with Protection of Vulnerable Groups (Scotland) and / or police checks.
- Attend initial and ongoing Safeguarding Training for all trustees, members, employees and volunteers and ensure that all trustees, members, employees & volunteers have read and have access to the Safeguarding Policy.
- Ensure regular monitoring and updating of the application of all the above elements, insofar as they relate to the protection of children and vulnerable adults for whom the trustees, members, employees and volunteers are responsible or are in contact with.

LEGISLATION-UPDATE

Disclosure Scotland made changes to its services on 1 April 2025. This was to implement the Disclosure (Scotland) Act 2020.

The Disclosure (Scotland) Act 2020 aimed to:

- focus on protecting the public, while balancing the need for people to move on from offending
- simplify the process for disclosing criminal history information

DEFINITIONS:

Child: While a “child” can be defined differently in different legal contexts, the universal law of the Church understands a child (‘minor’) to be: “any person under the age of 18, or who is considered by law to be the equivalent”

Protected Adult: In terms of Disclosure Scotland and the PVG scheme, a “protected adult” is defined as an individual aged 16 or over with particular needs who is provided with a type of care, support or welfare service. A “particular need” is defined as a specific requirement an individual may have arising from either physical or mental illness, or physical or mental disability which may disadvantage that person when compared to the rest of society.

Vulnerable Adult: In the context of safeguarding, “vulnerable adult” can be understood to refer to an adult whose ability to protect himself or herself from violence, abuse, neglect or exploitation is significantly impaired due to personal limitation or life situation and due to the exploitation of a power imbalance in a relationship by the person with power, authority or status.

Regulated roles: There are two types of regulated roles – those which involve activities with children and those which involve activities with protected adults. Regulated roles include caring responsibilities, teaching or supervising children and/or protected adults, providing personal services to children and/or protected adults or working directly with children and/or protected adults.

Disclosure Scotland : An executive agency of the Scottish Government, providing criminal records disclosure services for employers and voluntary sector organisations.

Changes to PVG scheme memberships

From 1 April 2025, PVG membership became a legal requirement for all regulated roles with children and protected adults.

From 1 April 2026, lifetime PVG scheme membership will end. Disclosure Scotland are replacing this with a time limited membership. PVG scheme membership will last 5 years before it needs to be reviewed.

SAFEGUARDING CHILDREN

Safeguarding is the action that is taken to promote the welfare of children and protect them from harm.

Safeguarding means:

- Protecting children from abuse and maltreatment
- Preventing harm to children's health or development
- Ensuring children grow up with the provision of safe and effective care
- Taking action to enable all children and young people to have the best outcomes.

Child protection is part of the safeguarding process. It focuses on protecting individual children identified as suffering or likely to suffer significant harm. This includes child protection procedures which detail how to respond to concerns about a child.

Safeguarding children and child protection applies to all children up to the age of 18.

Taken from the NSPCC website updated April 2024.

SAFEGUARDING VULNERABLE ADULTS

'Safeguarding means protecting an adult's right to live safely, free from abuse and neglect. It is about people and organisations working together to prevent and stop both risk and experience of abuse or neglect, while at the same time making sure that the adult's wellbeing is promoted including, where appropriate, having regard to their views, wishes, feelings and beliefs in deciding on any action. This must recognise that adults sometimes have complex interpersonal relationships and may be ambivalent, unclear or unrealistic about their personal circumstance.

Care and Support Statutory Guidance, Department of Health, updated March 2024

CATEGORIES OF ABUSE

The following tables are examples of types of abuse of children and adults at risk. trustees, members, employees and volunteers should not be limited in their view of what constitutes abuse or neglect. They should seek further advice and guidance if they see or come to know of a situation which makes them feel uncomfortable.

EXAMPLE OF ABUSE OF CHILDREN

Bullying and Cyberbullying	Female Genital Mutilation (FGM)
Child Sexual Exploitation (CSE)	Neglect
Child Trafficking	Physical Abuse
Domestic Abuse	Radicalisation of Children & Young Adults
Emotional Abuse	Sexual Abuse
Spiritual Abuse	

Appendix A contains more details on each of the above types of abuse pages 11 - 13

EXAMPLE OF ABUSE IN ADULTS

Disability Hate	Organisational Abuse & Institutional Abuse
Discriminatory Abuse	Physical Abuse
Domestic Abuse (including 'Honour' based violence)	Restraint
Emotional & Psychological Abuse	Self-Neglect
Financial & Material Abuse	Sexual Abuse
Modern Slavery & Trafficking	Spiritual Abuse
Neglect & Acts of Omission	

Appendix B contains more details on each of the above types of abuse pages 13 - 16

PROCEDURE FOR DEALING WITH A SAFEGUARDING ALLEGATION

RESPONDING TO THE PERSON MAKING AN ALLEGATION

On hearing / learning about an allegation that person will listen and will take the allegation very seriously; they will not express disbelief. They will explain the actions that are required by the Society and keep the person updated. They will not promise confidentiality, but state that the alleged victim's wishes will be considered by professionals.

The immediate safety of the child or adult at risk is paramount. If there is an obvious need for medical attention and/or the assailant is in the immediate area, call 999

Receive:

Listen to what is being said without displaying shock or disbelief.
Take it seriously.

Reassure:

Reassure the child/adult at risk, but only in as far as is honest and reliable and do not make promises which cannot be kept.
Don't promise confidentiality. You have a duty to report your concerns.

React:

Listen quietly, carefully and patiently. Do not assume anything – don't speculate or jump to conclusions.
Do not investigate
Remember that an allegation of abuse may lead to a criminal investigation
Let the child/adult at risk explain to you in his or her own words what happened, don't ask leading questions.
Do ask open questions like "Is there anything else that you want to tell me?"
Do not ask the child/adult at risk to repeat what they have told you to another trustee, member, employee or volunteer.
Explain what you have to do next and whom you have to talk to.

Record:

Make some brief notes at the time and write them up in detail as soon as possible. Do not destroy your original notes which may be required by a court.

Record the date, time, place and words used by the child/adult at risk and how the child/adult at risk appeared to you – be specific.

Record the actual words used; including swear words or slang.

Record statements and observable things, not your interpretations or assumptions – keep it factual.

Report:

Report directly, to the designated safeguarding person .

This must be done as soon as practicable and in all cases within 4 hours.

The Designated Safeguarding representative/s for the Society will be the Trustee / SSVP Diocesan President for the Diocese where the allegation of abuse was instigated.

Email: safeguarding@ssvpscotland.com

Also complete the Allegation of Abuse Form (Appendix C) and send to the designated safeguarding person of the Diocese where the allegation of abuse was instigated.

ACTION TAKEN ON RECEIPT OF AN ALLEGATION MADE AGAINST A TRUSTEE, MEMBER, EMPLOYEE OR VOLUNTEER

On receipt of an allegation whether historic or current, made against a trustee/member/ employee/volunteer of the Society (current or past) the SSVP Designated Safeguarding Person for the Diocese where the allegation arose from will inform the following:

- The Police
- Diocesan Safeguarding Team (in Diocese where allegation of abuse took place)
- The Office of the Scottish Charity Regulator (OSCR)
- The SCSSA
- Insurer
- Solicitor (where appropriate)

• **RESPONDING TO THE VICTIM OF ABUSE**

Pastoral support and / or counselling will be offered to the victim of abuse, as and when appropriate. Other forms of support will also be considered in consultation with the victim.

• **RESPONDING TO A TRUSTEE / MEMBER/ EMPLOYEE / VOLUNTEER AGAINST WHOM AN ALLEGATION HAS BEEN MADE**

The designated person for safeguarding will speak with the person concerned, to inform him / her of the allegation and allow him / her the opportunity to recall the person making the allegation, the venue and his /her memory of that time.

The procedures outlined 'In God's Image' will be followed.

• **RESPONDING TO A CURRENT EMPLOYEE AGAINST WHOM AN ALLEGATION HAS BEEN MADE**

The SSVP designated person for safeguarding for that diocese will speak with the named employee to inform him/her of the allegation and allow him/ her opportunity to recall the person making the allegation, the venue and his/her memory of that time.

Pastoral support will be offered to the employee.

The procedures outlined 'In God's Image' will be followed.

- **RESPONDING TO AN ALLEGATION AGAINST A DECEASED /FORMER TRUSTEE / MEMBER/ EMPLOYEE / VOLUNTEER /EMPLOYEE**

The procedures outlined 'In God's Image' will be followed.

- **PROCEDURE FOR DEALING WITH WITNESSING A SAFEGUARDING ISSUE**

If a SSVP Trustee / member / employee / volunteer witnesses a Safeguarding issue then this must be reported to:

- The Police
- Diocesan Safeguarding Team
- The SSVP Diocesan President or named person from the SSVP within the Diocese where they witnessed the abuse taking place.

The procedures for responding to an allegation of abuse as outlined in the above sections will be followed.

SAFE PRACTICE

To ensure that the Society operates as safely as possible for all those working and / or, volunteering with the Society including our beneficiaries, The Society implements the following practices:

Appropriate Recruitment

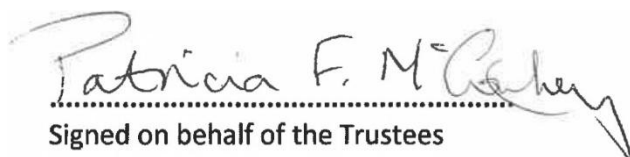
- The Society has in place a Staff Recruitment and Selection Policy which outlines how it ensures that it does not employ people unsuitable to work with children or adults at risk. This includes requesting a check of criminal records and the adults and children's barred lists through Disclosure Scotland, the Executive Agency of the Scottish Government who operates the Protecting Vulnerable Groups (PVG) scheme.
- Prior to joining / working or volunteering with the Society an application form with two written references is required.

Ongoing Training and Support

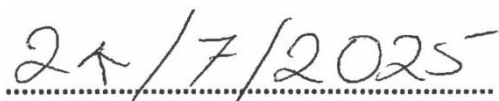
The Society recognises its responsibility to ensure that Trustees, members, employees and volunteers involved in delivering its service receive regular, up-to-date training on best practice in safeguarding and protecting children and vulnerable adults. This is delivered by Diocesan Safeguarding teams.

Safe Environment

Consent will always be sought from the parents or carers of a child before photographs or video footage is taken or used


Signed on behalf of the Trustees

Dated



APPENDICES

Appendix A: Types of Child Abuse	pages 11- 13
Appendix B: Types of Adult Abuse	pages 13 - 16
Appendix C: Form used to report/record a Safeguarding Concern/Allegation	pages 16 -18
Appendix D: Safeguarding training	page 19

APPENDIX A TYPES OF CHILD ABUSE

TYPES OF ABUSE	
Bullying & Cyber bullying	Bullying is behaviour that hurts someone else. It usually happens over a lengthy period of time and can harm a child both physically and emotionally. Cyberbullying takes place online and can involve social networks, games and mobile devices.
Child Sexual Exploitation (CSE)	<p>Is a form of sexual abuse. Young people in exploitative situations and relationships receive things such as gifts, money, drugs, alcohol, status or affection in exchange for taking part in sexual activities.</p> <p>Young people may be tricked into believing they're in a loving, consensual relationship. They often trust their abuser and don't understand that they're being abused. They may depend on their abuser or be too scared to tell anyone what's happening. They might be invited to parties and given drugs and alcohol before being sexually exploited. They can also be groomed and exploited online.</p>
Child Trafficking	Involves recruiting and moving children who are then exploited. Many children are trafficked into the UK from overseas, but

	children can also be trafficked from one part of the UK to another.
Domestic Abuse	Is any type of controlling, bullying threatening or violent behaviour between people who are or were in an intimate relationship. Domestic abuse can happen in any relationship regardless of age, sexuality, gender identity, race or religious identity.
Emotional Abuse	Is persistent and, over time, it severely damages a child's emotional health and development
Female Genital Mutilation (CSE)	Is the partial or total removal of external female genitalia for non-medical reasons. It is also known as female circumcision or cutting.
Neglect	Is the persistent failing to meet the child's basic physical and/or psychological needs usually resulting in serious damage to their health and development
Physical Abuse	This happens when a child is deliberately hurt, causing injuries such as cuts, bruises, burns and broken bones. It can involve hitting, kicking, shaking, throwing, poisoning, burning or suffocating
Radicalisation of Children & Young Adults	<p>Radicalisation</p> <p>Radicalisation is defined as the process by which people come to support terrorism and extremism and, in some cases, to then participate in terrorist groups.</p> <p>There is no obvious profile of a person likely to become involved in extremism or a single indicator of when a person might move to adopt violence in support of extremist ideas. The process of radicalisation is different for every individual and can take place over an extended period or within a very short time frame.</p> <p>Extremism</p> <p>Extremism is vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs.</p> <p>We also include in our definition of extremism calls for the death of members of our armed forces, whether in this country or overseas (HM Government Prevent Strategy 2011). Violent extremism is a real threat to all communities - violent extremists actively aim to damage community relations and create division. That is why it is vital that we all work together to support those who are vulnerable in this way.</p>
Sexual Abuse	Is forcing or enticing a child to take part in sexual activities. It doesn't necessarily involve violence and the child may not be aware that what is happening is abuse.
Spiritual Abuse	In human relationships there are areas of legitimate authority. When power or control is exercised beyond the appropriate boundaries of such authority, whether in the context of a religious

	<p>organisation or in individual relationships where spiritual authority is claimed, this constitutes spiritual abuse. This can happen when spiritual authority is misused to manipulate peoples' emotional responses (such as fear, guilt or shame) or loyalty, for the benefit of the church, institution or of another individual. Spiritual abuse may also include or underlie other forms of abuse such as sexual, physical, verbal, psychological or emotional abuse when these take place within the context of a religious organisation.</p>
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APPENDIX B

TYPES OF ADULT ABUSE

TYPE OF ABUSE	
Disability Hate	<p>The Criminal Justice System defines a disability hate crime as any criminal offence, which is perceived, by the victim or any other person, to be motivated by hostility or prejudice based on a person's disability or perceived disability. The Police monitor five strands of hate crime, Disability; Race; Religion; Sexual orientation; Transgender.</p>
Discriminatory Abuse	<p>Discrimination on the grounds of race, faith or religion, age, disability, gender, sexual orientation and political views, along with racist, sexist, homophobic or ageist comments or jokes, or comments and jokes based on a person's disability or any other form of harassment, slur or similar treatment. Excluding a person from activities on the basis they are 'not liked' is also discriminatory abuse</p>
Domestic Abuse (Including 'Honour' based violence)	<p>The government definition of domestic violence and abuse is: "Any incident of controlling, coercive, threatening behaviour, violence or abuse between those aged 16 or over who are, or have been intimate partners or family members regardless of gender or sexuality. The abuse can encompass, but is not limited to: psychological, physical, sexual, financial, and emotional.</p> <p>Honour based violence and abuse can take many forms, e.g. threatening behaviour, assault, rape, kidnap, abduction, forced abortion, threats to kill and false imprisonment committed due to so called 'honour'. Murders in the name of 'so-called' honour, (often called Honour killings) are murders in which predominantly women are killed for actual or perceived immoral behaviour which is deemed to have brought shame on the family. Some examples nationally of honour based murders have been for trivial reasons for example, dressing or behaving too westernised, falling in love with somebody not chosen by their family, rejecting forced marriage or being LGBT.</p>

Emotional & Psychological Abuse	Emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, blaming, controlling, intimidation, coercion, harassment, verbal abuse, cyber bullying, isolation or unreasonable and unjustified withdrawal of services or support networks.
Financial & Material Abuse	<p>Theft, fraud, internet scamming, postal and doorstep scams, coercion in relation to an adult's financial affairs or arrangements, including in connection with wills, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits are all forms of financial abuse and are more often than not targeted at adults at risk.</p> <p>The adult at risk can be persuaded to part with large sums of money and in some cases their life savings. Financial abuse can have serious effects including loss of income and independence and harm to health, including mental health. Where the abuse is perpetrated by someone who has the authority to manage an adult's money, the relevant body should be informed, e.g. the Office of the Public Guardian for deputies and attorneys and DWP for appointees.</p>
Hate Crime	The police define Hate Crime as 'any incident that is perceived by the victim, or any other person, to be racist, homophobic, transphobic or due to a person's religion, belief, gender identity or disability'. It should be noted that this definition is based on the perception of the victim or anyone else and is not reliant on evidence. In addition, it includes incidents that do not constitute a criminal offence.
Modern Slavery & Trafficking	<p>Modern Slavery is the term used within the UK and is defined within the Modern Slavery Act 2015. The Act categorises offences of Slavery, Servitude and Forced or Compulsory Labour and Human Trafficking (the of which comes from the Palermo Protocol). These crimes include holding a person in a position of slavery, servitude forced or compulsory labour, or facilitating their travel with the intention of exploiting them soon after.</p> <p>Although human trafficking often involves an international cross-border element, it is also possible to be a victim of modern slavery within your own country.</p>
Modern Slavery & Trafficking continued	<p>There are several broad categories of exploitation linked to human trafficking, including:</p> <ul style="list-style-type: none"> • Sexual exploitation • Forced labour • Domestic servitude • Organ harvesting • Child related crimes such as child sexual exploitation, forced begging, illegal drug cultivation, organised theft, related benefit frauds etc • Forced marriage and illegal adoption
Neglect & Acts of Omission	Ignoring medical, emotional or physical care needs, failure to provide access to appropriate health, social care or education services, and the withholding of the necessities of life such as medication, adequate nutrition and heating. Neglect also includes a

	failure to intervene in situations that are dangerous to the person concerned or the others, particularly when the person lacks the mental capacity to assess risk for themselves
Organisational Abuse & Institutional Abuse	The mistreatment, abuse or neglect of an adult by a regime or individuals in a setting or service where the adult lives or that they use. Such abuse violates the person's dignity and represents a lack of respect for their human rights.
Physical Abuse	Assault, hitting, slapping, pushing, misuse of medication, restraint or inappropriate physical sanctions.
Self-Neglect	<p>Whilst there is currently no standard definition of self-neglect, in addition to the Care Act (2014) definition above, research has suggested that there are three recognised forms of self-neglect which include:</p> <ul style="list-style-type: none"> • Lack of self-care – this may involve neglecting personal hygiene, nutrition and hydration or health. This type of neglect would involve a judgement to be made about what is an acceptable level of risk and what constitutes wellbeing. • Lack of care of one's environment – this may result in unpleasant or dirty home conditions and an increased level of risk in the domestic environment such as health and safety and fire risks associated with hoarding. This may again be subjective and require a judgement call to determine whether the conditions within an individual's home environment are acceptable. • Refusal of services that could alleviate these issues – this may include the refusal of care services, treatment, assessments or intervention, which could potentially improve self-care or care of one's environment
Sexual Abuse	Rape, indecent exposure, sexual harassment, inappropriate looking or touching, sexual teasing or innuendo, sexual photography, subjection to pornography or witnessing sexual acts, sexual assault or sexual acts to which the adult has not consented or was pressured into consenting.
Sexual Exploitation	Involves exploitative situations, contexts and relationships where adults at risk (or a third person or persons) receive 'something' (e.g. food, accommodation, drugs, alcohol, cigarettes, affection, gifts, money) as a result of them performing, and/or another or others performing on them, sexual activities. It affects men as well as women. People who are sexually exploited do not always perceive that they are being exploited. In all cases those exploiting the adult have power over them by virtue of their age, gender, intellect, physical strength, and/or economic or other resources. There is a distinct inequality in the relationship. Signs to look out for are not being able to speak to the adult alone, observation of the adult seeking approval from the exploiter to respond and the person exploiting the adult answering for them and making decisions without consulting them.
Spiritual Abuse	In human relationships there are areas of legitimate authority. When power or control is exercised beyond the appropriate boundaries of such authority, whether in the context of a religious organisation or in individual relationships where spiritual authority is claimed, this

Spiritual Abuse cont.	constitutes spiritual abuse. This can happen when spiritual authority is misused to manipulate peoples' emotional responses (such as fear, guilt or shame) or loyalty, for the benefit of the church, institution or of another individual. Spiritual abuse may also include or underlie other forms of abuse such as sexual, physical, verbal, psychological or emotional abuse when these take place within the context of a religious organisation.
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Appendix C

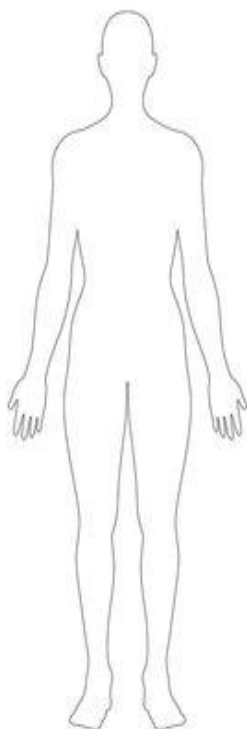
Example of form used to record the incident(s) of abuse

REPORT OF ABUSE
Name of the victim :
All Contact details of the victim:
Venue where abuse took place:
Date(s):
Name of perpetrator of the abuse (if known):
Nature of abuse – Physical/Emotional/Sexual/ Spiritual/Neglect/Historical/Other
<u>DETAILS OF PERSON REPORTING THE ALLEGATION</u>
How did the victim / witness report the allegation to you? (In person/phone/letter/email)
Your name:
Your address:

Best contact Tel No for you:
Your email:
Date and time reported.
Signature of person reporting

Summary of abuse:

**Can be continued on another page if hand written or extend the box is completed
on a computer**



**BODY OUTLINE TO IDENTIFY ANY PARTS OF THE BODY THAT HAVE
BEEN HARMED**

**Please return this form immediately to the SSVP designated
safeguarding person for the Diocese where the allegation / witness of
abuse took place.**

Date and time received:

Email address: safeguarding@ssvpscotland.com

**Safeguarding
Society of St Vincent de Paul (Scotland)
113 West Regent Street
Glasgow G2 2 RN**

APPENDIX D

SAFEGUARDING TRAINING

- All trustees, members, employees and volunteers of the Society will be informed of the contents and have an understanding of the Society's Safeguarding Policy and 'In God's Image' (revised Feb 2025)
- All trustees, members, employees and volunteers will receive initial Safeguarding Training and refresher training as and when required. This will be led by the Diocesan Safeguarding team /s for the dioceses in which the Society operates.
- A copy of the Safeguarding Policy and 'In God's Image' will be available on the SSVP Scotland website.

This appendix will be updated / revised to reflect any forthcoming changes in legislation and / or guidance from the Bishops' of Scotland Conference.