



GOOD SAMARITAN OUTREACH CENTER

Safeguarding Procedures

A. Purpose:

These Procedures are based on the Professional Standards Safeguarding Policy of the Sisters of the Good Samaritan and the Safeguarding Policy and Code of Conduct for the Good Samaritan Ministries in the Philippines.

In addition to the Sisters of the Good Samaritan Safeguarding Policy and Code of Conduct, all Sisters, staff, employees and Partners at the Outreach Centre must follow these Procedures.

B. Procedures:

1. If there are specific activities involving children:

- Secure a letter of consent, from parents/guardians to permit children to participate in an activity.
- Conduct an orientation session for all parents regarding the program and the children's involvement in the program.
- Appoint a focal person responsible for the children in any activity.
- Ensure a conducive and safe environment for any activity involving children.
- Assess risk and ensure the safe participation of children in activities.
- Properly inform partners concerned (e.g. Sisters, volunteers, Parish, etc.) regarding activities done in and outside the parish or activity area
- Personally accompany (preferably with another staff member) children back home or otherwise communicate with the parents/guardian to collect the child.

2. Receiving Visitors

- Be courteous and hospitable.
- Invite them to sign in and out.

3. Safety precautions in GSOC

- In the group orientation session draw attention to the boundaries; for example, kitchen.
- Make sure the center is tidy and clutter free to avoid any accidents.
- All activities are to be supervised by the team members.

4. Home Visitation

- There shall be no visitation without prior notice to the family.
- There shall be no visitation when a minor is alone.
- Observe a reasonable time limit.
- Do not enter any bedroom.
- When visiting, the staff in-charge should bring a Sister or should be accompanied by another staff member.
- When visiting, the Director should be notified.
- Make sure to conduct the visitation in an open area where everyone in the house can see you. Thus, avoid conversing or spending time in private rooms with particular household members.
- There shall be no special treatment of any members of the family.

- Do not give gifts nor request for snacks to/from an individual family member.
- Observe prudence in dealing with minors in the family.
- Observe modesty in clothing.

5. Street Feeding and Nutrition Program

- Ensure that the food prepared is compliant with the standard of Food and Safety Protocols.
- When working with food ensure everyone is wearing gloves and a mask.
- Assist the people receiving food, especially children.
- Ensure the children are accompanied when crossing the road.
- Ensure the driver parks the car somewhere safe.
- Make sure that there are no children chasing the van.
- There should be no special treatment except for the elderly.
- Clean as you go.

6. Scholarship Program

- In giving allowances ensure the doors and windows are open.
- Ensure there is no physical contact when dealing with the scholars.
- Ensure confidentiality of the scholars' information.
- Ensure the scholars are aware of the Outreach Center's need for confidentiality.
- Ensure there is always another adult present when disbursing allowances.
- Ensure the elementary/high school scholars are not alone whenever gatherings are scheduled.
- Ensure the college scholars have parents' consent for all activities.
- Ensure the scholars' room is always supervised by at least two staff members.

7. Orphanage

- Sign in and out of the orphanage.
- Ensure the children do not enter the kitchen.
- Ensure the prepared food is compliant with the standard of Food and Safety Protocols.
- Ensure the food served is nutritious.
- Observe first in first out policy for food in the fridge.
- Report to the person in authority when any accident or incident occurs.
- Do not take photos without the consent of the person in authority. If permitted ensure that photos taken are for internal use only.
- Make sure to ask permission of the person in authority when conducting any activities.
- Ensure there are always two adults present in the kitchen.
- Ensure the doors and windows are always open.
- Do not enter the children's dormitories.
- Always ensure confidentiality.

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Approved by:	Superior and Council
Approval date:	
Review date:	

C. REVIEW OF THIS PROCEDURE

We are committed to continually strengthening our approach to safeguarding.

This Procedure will be reviewed every year before the end of the year. It will also be reviewed following any safeguarding incidents to make sure it is working well.

Staff will re-sign the Declaration every year before the end of the year.

D. DECLARATION

I, _____, have received, read and understand the Sisters of the Good Samaritan Philippines Outreach Centre Safeguarding Procedure, which is a document specific to the Outreach Centre that supports the implementation of the Sisters of the Good Samaritan Children and Vulnerable Adults Safeguarding Policy and Code of Conduct.

I understand that I must adhere to both the Policy and the Procedure.

Signature: _____

Date: _____

Please remove the declaration and provide a signed copy to the Kiribati Safeguarding Coordinator. Retain the copy of the Policy for your reflection and record.

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