Notre Dame de France
Church for French Speaking Catholics

NDF Safeguarding Policy
Protecting children and vulnerable adults
(Approved version 06/03/2026)

Notre Dame de France CIO recognises that all children and vulnerable adults (CVAs) have a right to protection from abuse. It is everyone's responsibility to protect them from abuse. It is generally acknowledged that there are four types of abuse:

- Physical abuse may involve hitting, shaking, throwing or otherwise causing physical harm to someone. Bullying may come into this category;
- Emotional abuse is treatment causing severe and persistent adverse effects to someone's emotional development. It occurs when they are repeatedly made to feel that they are inadequate, worthless or unloved, or valued only in so far as they meet someone else's needs, or when someone causes them to feel frightened or in danger. It may involve their exploitation or corruption. Some degree of emotional abuse is present in all forms of abusive behaviour;
- Sexual abuse involves forcing or enticing someone to take part in sexual activities, whether or not they are aware of what is happening. The activities may involve contact, including penetrative or non-penetrative acts. They may include non-contact activities, such as involving children or young people in looking at pornographic material or watching sexual activities, or encouraging them to behave in sexually inappropriate ways;
- Neglect is the persistent failure to meet someone's basic physical and psychological needs and is likely to result in serious impairment of their health or development. It may involve a parent or carer failing to provide the child or young person with adequate food, shelter or clothing, failing to protect them from physical harm or danger, failing to ensure they have access to appropriate medical care or treatment, or failing to meet their basic emotional needs.

It is not your responsibility to identify abuse, but it is your responsibility to report any concerns you may have. The examples given below are indicators of abuse:

- the individual says that they are being abused;
- someone else says they believe that abuse is occurring;
- the individual has an injury for which the explanation seems inconsistent;
- behaviour changes without obvious causes – for example, they become withdrawn or aggressive;
- the individual does not seem to trust people to whom they would normally be close;
- the individual does not seem able to sustain relationships;
- the individual becomes increasingly careless of appearance;
- the individual loses or puts on weight for no apparent reason;
- the individual demonstrates inappropriate sexual awareness and behaviour.

You should examine the way they act and take every possible precaution to avoid situations which could be misinterpreted or lead to false allegations of abuse. You must always:

- respect an individual's right to personal privacy;
- remember that someone else might misinterpret their actions, no matter how well intentioned;
- recognise that caution is needed in sensitive situations when individuals are upset;
- plan activities so that more than one person is present or they are in sight or hearing of others;
- treat individuals with respect;
- make sure, whenever possible, that another adult is present.

You should never:

- contact individuals outside the group;
- allow abusive peer activity such as bullying;
- allow or engage in suggestive remarks;
- make gestures or touching of a kind which could be misunderstood;
- do things of a personal nature that individuals could do for themselves;
- allow physically rough or sexually provocative games, or inappropriate talking or touching;
- be drawn into inappropriate attention-seeking behaviour such as tantrums or crushes;
- show favouritism to any individual;
- believe 'It could never happen to me'.

It is not your responsibility to decide whether a CVA is being abused, but you must act on any concerns as follows:

- make a detailed note of what has been seen or heard and pass on the information without delay to your safeguarding officer;
- contact one of the Parish Safeguarding Representatives (details on next page);
- in an emergency, contact the police;
- if the concern is about someone connected with the Trust, inform the Safeguarding Officer.

At all stages, the matter must be dealt with confidentially in relation to:

- the identity of the complainant;
- the identity of the person against whom the complaint is made;
- the nature of the complaint.

If a CVA says they are being abused:

- stay calm;
- do not promise to keep it to yourself, but stress that it was right to tell;
- listen to what is being said and take it seriously;
- only ask questions to clarify what is being said - do not ask about explicit details;
- pass on the information without delay to your Safeguarding Officer.

If you think someone has breached these regulations you should contact the Safeguarding Officer who will assess the situation, conduct an investigation in confidence and, if necessary, take appropriate action.

The welfare and safeguarding of our children and vulnerable adults is a matter of concern for us all. Our parish is committed to the care of all our parishioners.

The Notre Dame de France Parish Safeguarding Team comprises 5 Parish Safeguarding Representatives (PSRs) who are: the Rector, the Head of Operations, the Parish Secretary, the Chaplaincy co-ordinator, and also a member of the parish who is involved in the SGDF scout group.

This team meets on a regular basis: once every trimester in order to share on the needs of the parish in terms of safeguarding, the current safeguarding issues if any, and to prepare a report to the Board meeting. At this meeting the Safeguarding representative of SUF scout group is also invited to improve communication and awareness.

NDF PARISH SAFEGUARDING REPRESENTATIVES

If you have any questions about Safeguarding or are concerned about a child or adult at risk, then please contact a member of the Notre Dame Safeguarding Team below:

Marie-Astrid Raux:	**020 7584 3006**	**Chaplaincy Co-ordinator**
Theophile Letort:	**020 7440 2643**	**Parish Secretary**
Fr Pascal Boidin:	**020 7440 2647**	**Rector**
Laure Sauve:	**020 7437 9363**	**SGDF (application in progress)**
Zyg Rakowicz:	**020 7440 2663**	**Head of Operations (application in process)**

If you are concerned about the immediate safety of a child or adult at risk, please telephone the Police on 999.
Alternatively, you can contact the Police on 101
or your local children or adult services via your local Council website.

Westminster Safeguarding Service Contact Information		
	Email:	Telephone: 020 7798 9352
Report past or present safeguarding concerns	safeguarding@rcdow.org.uk	Option 1
Safe Recruitment/DBS Queries	dbsadmin@rcdow.org.uk	Option 2
Submit safe recruitment forms for DBS applications	dbssubmissions@safeguardrcdow.org.uk	
PSR and parish safeguarding	safeguardingsupport@rcdow.org.uk	Option 3
Training and general queries	safeguardingadmin@rcdow.org.uk	Option 4
Website: https://rcdow.org.uk/safeguarding/		

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