CARITAS THAILAND
SAFEGUARDING POLICY

COVERING OFFICES WITHIN THE EPSICOPAL SOCIAL COMMISSION OF THE CATHOLIC BISHOPS' CONFERENCE OF THAILAND

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CARITAS THAILAND SAFEGUARDING POLICY

(Adapted from the Safeguarding Policies of Trocaire (Caritas Ireland), Caritas Germany, COERR Foundation and integrated with Caritas Thailand's theological and organizational commitments)

This Policy is approved by the Board of Directors of Caritas Thailand and enters into force on 4 February 2026, remaining valid until it is revised or replaced.

1. INTRODUCTION

Caritas Thailand – or the Episcopal Social Commission of the Catholic Bishops' Conference of Thailand, together with its Desks, Departments, and organizations within its structure [Annex 1] - affirms that every human person possesses inherent dignity and worth, rooted in God's creation of humanity in His own image and likeness and fulfilled in our re-creation in Christ.

Guided by Catholic Social Teaching and inspired by the Gospel, Caritas Thailand recognizes safeguarding as a moral, pastoral, and institutional imperative. The protection of children, young people, and vulnerable adults is central to the Caritas mission and essential to the credibility and integrity of our service.

In alignment with the Caritas Internationalis Safeguarding Framework and relevant international human rights instruments, including the United Nations Convention on the Rights of the Child (CRC), Caritas Thailand is committed to fostering environments that are safe, respectful, and free from all forms of abuse, exploitation, neglect, and misuse of power.

This Safeguarding Policy was developed through consultation with Caritas Thailand staff, partner organizations, and relevant stakeholders. It reflects the lived realities, cultural context, and safeguarding risks present in Caritas Thailand's programs and pastoral work.

Caritas Thailand is committed to:

- the care, nurture, and respectful pastoral ministry of all children, young people, and adults;
- safeguarding and protecting all children, young people, and vulnerable adults, particularly when they are at heightened risk;
- establishing safe and caring communities where vigilance, accountability, and transparency prevent abuse and harm;
- the careful recruitment, vetting, and ongoing training of all personnel, in accordance with the recruitment principles and procedures of the Catholic Bishops' Conference of Thailand (CBCT);
- responding promptly, seriously, and compassionately to all safeguarding concerns and complaints, and cooperating fully with relevant civil and ecclesial authorities;
- providing appropriate pastoral care and support to survivors of abuse, respecting their dignity, rights, and wishes;
- challenging all forms of abuse of power, especially when committed by persons in positions of trust;
- offering pastoral support, supervision, and referral to proper authorities for any member of Caritas Thailand who is alleged or known to have offended;
- acting at all times in accordance with applicable laws, Church norms, and recognized good safeguarding practice.

2. SCOPE

This policy applies to all Caritas Thailand activities, programs, and operations and to all individuals associated with and all who represent Caritas Thailand, including:

- All Caritas Thailand staff[1] and associates[2]
- Individuals deployed through Caritas Thailand-mandated support mechanisms
- Staff and associates of Caritas Thailand member organizations and partners implementing activities with Caritas Thailand support
- Representatives of Diocesan Caritas and Desks/Departments within Caritas Thailand structure

All are expected to uphold safeguarding commitments in their professional and personal lives, meaning this Policy applies at all times, both during and outside working hours, whenever an individual is acting in a Caritas Thailand-related capacity. Compliance includes signing the declaration forms [Annex 4] attached to this policy and adherence to the Safeguarding Code of Conduct [Annex 3].

3. PURPOSE

The purpose of this Safeguarding Policy is to articulate Caritas Thailand's organizational commitment, responsibilities, and procedures to prevent and respond to all forms of abuse, exploitation, neglect, and harm affecting children, young people, and vulnerable adults.

Caritas Thailand recognizes that power imbalances may arise in humanitarian, development, pastoral, and advocacy work, and that such imbalances can increase the risk of abuse and exploitation. This Policy therefore seeks to promote a culture of accountability, integrity, and respect, and to ensure that safeguarding responsibilities are clearly understood and upheld across the organization.

This Policy aims to:

- Set clear standards of behavior and professional conduct that uphold respect for the dignity and rights of all people.
- Prevent all forms of abuse, exploitation, harassment, human trafficking, and other safeguarding misconduct.
- Ensure that safeguarding concerns are reported promptly through appropriate, accessible, and confidential mechanisms.
- Support Caritas Thailand to be a safe, supportive, and caring community, particularly for children, vulnerable adults, survivors of abuse, and those affected by abuse.
- Strengthen alignment with the Catholic Bishops' Conference of Thailand (CBCT) Children and Young People Protection Policy (2016), the Caritas Internationalis Safeguarding and Child Protection Policy Framework, relevant international standards, and applicable Thai law.

This Policy establishes clear expectations for the conduct of all Caritas Thailand staff and associates, and affirms safeguarding as a fundamental component of Caritas Thailand's accountability to affected populations, communities, and all persons with whom it works, serves, or advocates.

This Safeguarding Policy replaces the Safeguarding Children, Young People and Vulnerable Adults Policy (2020) and operates in conjunction with Caritas Thailand's Code of Conduct (CoC), the Policy to Prevent and Respond to Sexual Exploitation, Abuse, and Harassment (PSEAH), and other relevant organizational policies and procedures that promote a safe and respectful working environment.

4. DEFINITIONS

- **Child:** Anyone under the age of 18, irrespective of local definitions.

[1] Staff refers to all Caritas Thailand staff, volunteers, interns and governance members.

[2] Associates refers to consultants and contractors

- **Vulnerable Adult:** Any adult who may be unable to protect themselves from harm or exploitation due to age, disability, illness, economic, social, or spiritual factors.
- **Abuse:** Includes physical, emotional, sexual, financial, spiritual or institutional abuse, neglect, and abuse through online/digital means.
- **Exploitation:** Abuse of a position of vulnerability, power or trust for monetary, sexual, social or political gain.
- **Safeguarding Concern:** A suspicion or allegation that a breach of this policy has occurred or may be at risk of occurring.
- **Survivor/Victim:** The person alleged to have been subjected to abuse or exploitation.

(See [Annex 2] *for expanded definitions.)*

5. SAFEGUARDING GUIDING PRINCIPLES

5.1 **Shared Safeguarding Principles**

- **Zero tolerance** of abuse and exploitation
- **Do No Harm** in all actions and decisions
- **Accountability** and timely response to safeguarding concerns
- **Non-discrimination** in protection and assistance
- **Confidentiality** and information-sharing on a need-to-know basis

5.2 **Child-Specific Safeguarding Principles**

- The **best interests of the child** shall be a primary consideration in all actions affecting children
- Children have the right to participate meaningfully in decisions affecting them, appropriate to their age and maturity
- Children must be protected from all forms of physical, emotional, sexual abuse, neglect, and exploitation

5.3 **Young People Safeguarding Principles**

- Young people have the right to **participate meaningfully in programs and decisions** affecting them, appropriate to age and maturity
- Young people must be protected from abuse, neglect, exploitation, and harassment, including peer-to-peer risks
- Safeguarding responses should support developing autonomy while providing guidance and protection from foreseeable risks

5.4 **Vulnerable Adult Safeguarding Principles**

- Vulnerable adults have the right to **dignity, autonomy, and informed consent**
- Safeguarding responses should respect the wishes and agency of the vulnerable adult unless there is a serious risk of harm
- Particular attention must be paid to power imbalances, dependency, coercion, and manipulation

6. ROLES & RESPONSIBILITIES

Senior Leadership (Board & Directors)

- Provide governance and oversight of safeguarding.
- Ensure safeguarding policies and systems are in place.
- Ensure staff and representatives understand their responsibilities.

Managers & Coordinators

- Implement safeguarding within their areas.
- Identify and mitigate safeguarding risks.
- Ensure safeguarding messages reach staff, partners and communities.

All Staff & Representatives

- Model respectful behavior.
- Report safeguarding concerns immediately.
- Promote open, safe environments.

Safeguarding Focal Persons

Caritas Thailand appoints **Fr. John Patrick Murray, OSA** as a Safeguarding Adult Representative and Safeguarding Children Coordinator for English language matters, and **Ms. Jirapat Pilachan** (a registered social worker) as a Safeguarding Adult Representative and Safeguarding Children Coordinator for Thai language matters. The role includes:

- Supporting and advising Directors of Desks/Departments and Diocesan Caritas.
- Serving as a point of reference for safeguarding issues.
- Liaising with CBCT's Deputy Secretary General.
- Promoting best safeguarding practices in dioceses and local churches.

7. PROTECTION FROM ABUSE AND EXPLOITATION

Caritas Thailand strictly prohibits the following conduct by staff, associates, and representatives:

- Sexual activity with children (persons under 18), regardless of consent or mistaken belief about age.
- Any form of physical, emotional, psychological, or spiritual abuse, neglect, or exploitation of children or vulnerable adults.
- Exchange of money, employment, goods, services, or assistance for sex or sexual favors (including survival sex).
- Financial exploitation, coercion, or manipulation of vulnerable adults.
- Humiliating, degrading, discriminatory, or exploitative behavior.
- Abuse of power or position, including withholding assistance or granting preferential treatment.
- Trafficking in human beings in any form.

Note: Sexual relationships between staff or associates and persons receiving assistance are strongly discouraged due to inherent power imbalances and may constitute misconduct.

8. PREVENTION MEASURES

Caritas Thailand endeavors to create the safest possible environment for all people, especially children and vulnerable adults. This is achieved through the following measures:

8.1 **Safeguarding Code of Conduct**

- All staff, volunteers, consultants, and partners must sign and adhere to Caritas Thailand's Safeguarding Code of Conduct and Compliance Form [Annexes 3 & 4].
- Substantiated breaches may result in disciplinary action, including termination of employment or referral to legal authorities.

8.2 **Safe Recruitment**

- Recruitment includes safeguarding clauses in contracts, reference checks, self-declaration forms, and police clearance where appropriate [Annex 8].
- Recruitment of consultants requires signing the Safeguarding Code of Conduct's policy declaration forms [Annex 4] and self-declaration forms [Annex 9].
- Members of clergy or religious must provide letters of good standing from their Bishop or Congregation/Order leader, in addition to standard safe recruitment procedures.

8.3 **Induction & Training**

- Safeguarding induction is mandatory for all staff and representatives.
- Regular refresher training ensures clarity of roles, responsibilities, and confidence in safeguarding practices.

8.4 **Risk Assessment and Safe Programming**

- All programs, whether or not specifically focused on children or vulnerable adults, must conduct safeguarding risk assessments.
- A "Do No Harm" approach is applied throughout design, implementation, monitoring, and evaluation of programs.
- Safe and accessible complaint mechanisms are ensured for all stakeholders.

8.5 **Data Protection**

- Personal data, images, and stories related to safeguarding concerns are handled confidentially and respectfully.
- Informed consent is required for all data collection and dissemination.
- Processing of personal data follows relevant laws, including GDPR where applicable.

8.6 **Concerns in the Community**

- Concerns not involving Caritas Thailand staff or representatives will be referred to the appropriate child protection or adult services in line with Thai law and Church protocols.
- Allegations involving clergy are referred to the Bishop President; those involving religious are referred to their congregation leader, in line with Canon Law.

9. REPORTING AND RESPONDING TO SAFEGUARDING CONCERNS

- All concerns, suspicions, or allegations of abuse, exploitation, or neglect must be reported immediately [Annex 12].
- Depending on context, safeguarding cases are handled by the Safeguarding Focal Person and/or a Safeguarding Committee.
- The Safeguarding Committee acts as the decision-making body for complex or high-risk cases.
- Each office will designate a Safeguarding Focal Point or Safeguarding Committee to respond. The designated contact person does not replace the Safeguarding Focal Point but supports reporting and coordination at office level.
- Initial risk assessment and protective measures are implemented without delay.
- Reports are handled promptly, confidentially, and in a survivor-centered and trauma-informed manner.
- Mandatory reporting obligations to national authorities are followed for cases involving children.
- A Safeguarding Committee will convene within 24 hours of receiving a report.
- Safeguarding reporting information must be visibly displayed in offices and programme locations.
- In addition to internal reporting mechanisms, safeguarding concerns may also be reported to appropriate Church authorities or relevant civil authorities, in accordance with Canon Law and applicable Thai law.

10. MONITORING AND REVIEW

- Caritas Thailand's Board of Directors approves this Policy.
- The Policy will be reviewed at least every three years or earlier if organizational, legal, or contextual changes require.
- Monitoring ensures compliance with safeguarding procedures, effectiveness of prevention measures, and alignment with best practice standards.

- Lessons learned from safeguarding cases, audits, and monitoring activities shall inform ongoing improvements to safeguarding policies, procedures, training, and risk mitigation measures.
- Caritas Thailand will seek to ensure, within available resources, that adequate financial and human resources support the implementation of this Safeguarding Policy. Safeguarding considerations shall be integrated into programme planning, implementation, and budgeting processes.

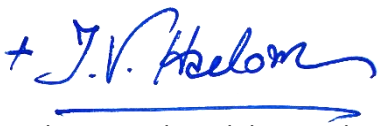
11. CARITAS THAILAND COMMITMENTS

Caritas Thailand commits itself to:

- Respond without delay to any allegation of abuse.
- Challenge abuse of power at every level.
- Support, listen to, and work for healing with survivors, offenders, communities and those affected.
- Provide training and support for lay, clergy and religious.
- Affirm and give thanks for all workers with children and vulnerable adults.

Date: 4 February 2026

Approved by:



Bishop Joseph Vuthilert Haelom
President of Caritas Thailand
with the endorsement of the Caritas Thailand Executive Committee

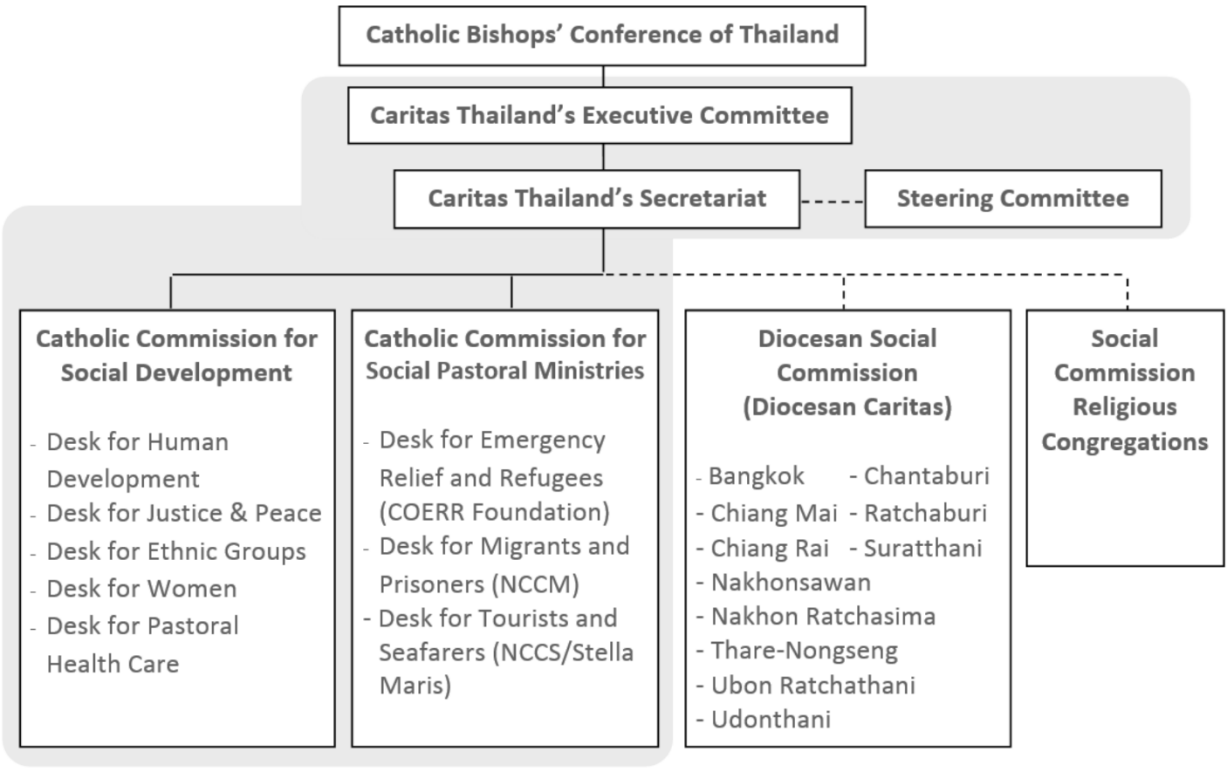
ANNEX 1: ORGANIZATIONS WITHIN THE STRUCTURE OF CARITAS THAILAND

Caritas Thailand is the Episcopal Social Commission, the body responsible for the social action of the Thai Catholic Church, under the Catholic Bishops' Conference of Thailand (CBCT).

At national level, Caritas Thailand consists of two main Catholic commissions;

- **Catholic Commission for Social Development**; comprised 5 offices as follows;
  - Desk for Human Development
  - Justice and Peace Department
  - Desk for Women
  - Desk for Ethnic Groups
  - Desk for Health Pastoral Care

- **Catholic Commission for Social Pastoral Ministries**; comprised 3 offices as follows;
  - Desk for Emergency Relief and Refugees (COERR Foundation)
  - Desk for Migrants and Prisoners (NCCM)
  - Desk for Seafarers and Tourism (Stella Maris)



ANNEX 2: EXPANDED DEFINITIONS OF ABUSE AND EXPLOITATION

This Annex provides expanded definitions of key terms used within the Caritas Thailand Safeguarding Policy. It integrates international standards, Catholic Church teaching, Caritas Internationalis frameworks, Canon Law obligations, and Thai legal context.

1. Child

Any person under the age of 18 years. This definition is consistent with the United Nations Convention on the Rights of the Child (CRC), the Child Protection Act of Thailand (B.E. 2546, amended 2019), and Canon Law (CIC can. 97 §1–2). Regardless of national laws or local customs, Caritas Thailand affirms that all persons under 18 years of age are entitled to equal protection.

2. Young people

referring to adolescents within the child age group (under 18), whose developmental stage requires tailored safeguarding responses.

3. Vulnerable Adult

An individual aged 18 years or over who is at increased risk of harm or exploitation due to factors such as age, gender, disability, physical or mental health conditions, poverty, inequality, displacement, crisis situations, social isolation, or dependency on others for care or services. Vulnerability may be temporary or permanent, visible or invisible.

4. Safeguarding

The responsibility of Caritas Thailand and its partners to ensure that staff, operations, and programs promote the welfare and dignity of children, young people, and vulnerable adults, and do not expose them to harm, abuse, exploitation, or neglect. Safeguarding is an overarching concept that includes child safeguarding, child protection, and PSEAH.

5. Child Safeguarding

All actions taken by Caritas Thailand and its partners to prevent harm to children and to promote their welfare while they participate in, or are in contact with, Caritas Thailand-supported programs, services, or activities.

6. Protection

Measures and responsibilities aimed at preventing and responding to abuse, exploitation, and neglect of children and vulnerable adults. This includes awareness-raising, training, safe recruitment, reporting and responding to complaints, monitoring protection systems, and individual accountability.

7. Child Protection

Efforts to prevent and respond to violence, exploitation, abuse, and neglect against children, including sexual exploitation and abuse, trafficking, child labour, and harmful practices.

8. PSEAH (Protection from Sexual Exploitation, Abuse, and Harassment)

All measures taken to prevent and respond to sexual exploitation, abuse, and harassment perpetrated by Caritas Thailand staff, partners, or associates against crisis-affected or programme-participating communities.

9. Abuse

Any act, omission, or misuse of power that causes or is likely to cause harm to another person. Abuse may occur in person or online and includes:

- **Physical abuse:** Infliction or failure to prevent physical injury (e.g. hitting, kicking, burning, shaking).
- **Emotional or psychological abuse:** Persistent or severe emotional harm, including humiliation, threats, bullying, intimidation, rejection, or deprivation of care.

- **Sexual abuse:** Any actual, attempted, or threatened sexual act carried out through force, coercion, manipulation, or abuse of power, including contact and non-contact acts, online abuse, and sexual harassment.
- **Neglect:** Failure to meet basic physical, emotional, medical, or protective needs.
- **Spiritual abuse:** Misuse of religious authority, sacramental ministry, or theological teaching to control, exploit, or harm a person, recognized by the Catholic Church as a grave violation of trust and conscience.

9. Exploitation
Any actual or attempted abuse of a position of vulnerability, power imbalance, or trust for personal, social, political, or financial gain. Forms of exploitation include:

- **Sexual exploitation:** Abuse of vulnerability or power for sexual purposes, including transactional or survival sex.
- **Labour exploitation:** Coercion, deception, or undue pressure resulting in unfair, harmful, or forced work.
- **Human trafficking:** Recruitment, transportation, transfer, harboring, or receipt of persons for exploitation through coercion, deception, or abuse of power.
- **Child labour:** Economic activity performed by a child contrary to international labour standards.

10. Harassment
Unwanted conduct, whether verbal, non-verbal, physical, or digital, that creates an intimidating, hostile, degrading, humiliating, or offensive environment.

- **Sexual harassment:** Unwelcome sexual advances, requests for sexual favors, or sexual conduct that violates dignity.
- **Workplace harassment:** Bullying, intimidation, or discrimination based on protected characteristics, contrary to Catholic Social Teaching and applicable labour laws.

11. Grooming
A process by which an individual builds trust with a child or vulnerable adult, online or in person, in order to prepare them for abuse or exploitation. Grooming may involve manipulation, gifts, secrecy, emotional dependency, or coercion.

12. Online Abuse and Exploitation
The use of digital technologies to abuse, harass, groom, or exploit children or vulnerable adults, including cyberbullying, online grooming, and the production or distribution of child sexual abuse material (CSAM).

13. Institutional Abuse
Harm resulting from systemic failures, neglect, misuse of authority, or abusive practices within an institution, including failure to implement safeguarding measures, covering up abuse, or misuse of clerical or organizational power.

14. Conflict of Interest
A situation in which personal, financial, or relational interests interfere, or appear to interfere, with professional duties and responsibilities.

15. Fraud and Corruption
Intentional acts of deception or misuse of entrusted power for private gain, including bribery, embezzlement, financial profiteering, nepotism, influence peddling, and misuse of project funds.

16. Feedback
Information provided by programme participants or stakeholders regarding their experience with Caritas Thailand or its partners, including opinions, suggestions, or concerns.

17. Complaint

A formal expression of dissatisfaction regarding Caritas Thailand or its partners.

- **Operative complaint:** Non-sensitive issues related to programme delivery.
- **Sensitive complaint:** Allegations of abuse, exploitation, misconduct, corruption, or negligence requiring confidential and urgent handling.

18. Whistle-blower / Whistleblowing

A whistle-blower is any person who reports suspected or actual wrongdoing in good faith. Whistleblowing refers to the act of reporting such concerns in accordance with Caritas Thailand policies.

19. Suspect / Subject of Complaint (SOC)

An individual alleged or suspected to have committed abuse, exploitation, or misconduct, pending investigation.

20. Retaliation

Any adverse action taken against a person for reporting concerns or participating in an investigation, including intimidation, harassment, discrimination, or career-related harm.

21. Survivor / Victim

Caritas Thailand uses the term "survivor" to affirm the dignity, resilience, and agency of persons affected by abuse. The term "victim" may be used in legal or canonical processes. The preference of the person concerned shall always be respected.

22. Canonical and Legal Context

This Policy is implemented in accordance with:

- **Canon Law:** including *Vos Estis Lux Mundi* (2019) and *Sacramentorum Sanctitatis Tutela* (2001, updated 2010), clerics and religious are strictly prohibited from committing abuse, and bishops/major superiors have a duty to report and investigate allegations.
- **Thai Law**, including:
    - Criminal Code of Thailand (provisions on sexual offences, assault, exploitation)
    - Child Protection Act B.E. 2546 (2003, amended 2019)
    - Anti-Human Trafficking Act B.E. 2551 (2008)
    - Domestic Violence Victim Protection Act B.E. 2550 (2007)
    - Personal Data Protection Act B.E. 2562 (2019)

ANNEX 3: CARITAS THAILAND SAFEGUARDING CODE OF CONDUCT

CARITAS THAILAND SAFEGUARDING CODE OF CONDUCT

I understand that Caritas Thailand has zero tolerance for abuse and exploitation

- I will work actively to promote the best interests of children and adults.
- I recognize and will uphold Caritas Thailand's safeguarding commitment in both my professional and personal life.
- I will act in line with Caritas Thailand's Safeguarding Policy I will encourage children and adults to feel comfortable enough to point out attitudes and behavior they do not like and to know where and how to make a complaint where necessary
- I will support an environment that is open to receiving safeguarding concerns and complaints and be aware of how I should respond in the event of a safeguarding disclosure to me [see Annex 5]
- I will report any safeguarding concerns in accordance with the Safeguarding Policy.

I understand and will abide by:

- Staff and associates are prohibited from causing any physical or emotional harm to children or vulnerable adults.
- Staff and associates are prohibited from engaging in sexual activity with children (persons under the age of 18, regardless of the age of majority or age of consent locally). Mistaken belief regarding the age of a child is not a defence.
- Staff and associates are prohibited from the exchange of money, employment, goods, or services for sex, including sexual favours.
- Staff and associates are prohibited from engaging in sexual relationships with program participants.
- Staff and associates are prohibited from any form of humiliating, degrading, or exploitative behaviour toward children, women, and adults who may be vulnerable.
- Staff and associates are not to use their power or position to withhold assistance or services, or to give preferential treatment.
- Staff and associates are prohibited from using their power or position to request or demand payment, privilege, or any other benefit.
- Staff and associates are prohibited from engaging in trafficking in human beings, in all forms.

Specific considerations for children:

- Treat all children with respect
- not use language or behaviour towards children that is inappropriate, harassing, abusive, sexually provocative, demeaning or culturally inappropriate
- not engage children under the age of 18 in any form of sexual intercourse or sexual activity, including paying for sexual services
- wherever possible, ensure that another adult is present when working near children
- not invite unaccompanied children into private residences, unless they are at immediate risk of injury or in physical danger

- not sleep close to unsupervised children unless absolutely necessary, in which case the supervisor's permission must be obtained, and ensuring that another adult is present if possible (noting that this does not apply to an individual's own children)
- never use any computers, mobile phones, video cameras, cameras or social media to exploit or harass children, or access child exploitation material through any medium
- not use physical punishment on children
- not hire children for domestic or other labour: which is inappropriate given their age or developmental stage; which interferes with their time available for education and recreational activities; or which places them at significant risk of injury
- comply with all relevant legislation, including labour laws in relation to child labour
- immediately report concerns or allegations of child exploitation and abuse and policy non-compliance in accordance with appropriate procedures
- immediately disclose all charges, convictions and other outcomes of an offence that relates to child exploitation and abuse, including those under traditional law, which occurred before or occurs during association with Caritas Thailand
- be aware of behaviour and avoid actions or behaviours that could be perceived by others as child exploitation and abuse

These behaviours are not intended to interfere with normal family interactions

When photographing or filming a child or using children's images for work-related purposes:

- take care to ensure local traditions or restrictions for reproducing personal images are adhered to before photographing or filming a child
- obtain informed consent from the child and parent or guardian of the child before photographing or filming a child. An explanation of how the photograph or film will be used must be provided
- ensure photographs, films, videos and DVDs present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive
- ensure images are honest representations of the context and the facts
- ensure file labels, meta data or text descriptions do not reveal identifying information about a child when sending images electronically or publishing images in any form

ANNEX 4: POLICY DECLARATION FORM

POLICY DECLARATION FORM

The following declaration must be signed by all Caritas Thailand representatives:

Please return completed Declaration Forms to:
Secretariat Office of Caritas Thailand - caritasthailand@cbct.net

I have read and fully understand the following:	Please tick if you have read.
- ***Caritas Thailand Safeguarding Policy***	☐
- ***Caritas Thailand Safeguarding Code of Conduct***	☐

I agree to accept and apply the above Safeguarding Policy and Code of Conduct in their entirety.
I understand the potential consequences if I do not follow the above Safeguarding Policy and Code of Conduct. There will be disciplinary action which may include termination of my contract. This will apply for any breach including if I:

- do not follow this Code of Conduct
- fail to keep people safe from harm or abuse
- fail to report incidents (whether suspected, alleged or witnessed)
- fail to report any form of sexual exploitation or abuse by others.

Signed: _____

Name (capital letters): _____

Title: _____

Date: _____

Official Use Only:
Form received by _____
Date: _____

Signature: _____

ANNEX 5: SAFEGUARDING STANDARD OPERATING PROCEDURES (SOP)

SAFEGUARDING STANDARD OPERATING PROCEDURES (SOP)

A. Purpose of the SOP
These SOPs provide clear, practical guidance on how Caritas Thailand staff and partners must prevent, identify, report, and respond to safeguarding concerns involving children and vulnerable adults.

B. Roles and Responsibilities
- **All Staff and Associates**: Duty to prevent harm and report concerns immediately
- **Safeguarding Focal Point (SFP)**: Receive reports, ensure confidentiality, initiate response
- **Management**: Ensure survivor safety, support investigations, take disciplinary action
- **Human Resources**: Support investigations, manage staff-related actions

C. Identification of Safeguarding Concerns
Safeguarding concerns may include:
- Direct disclosure by a child or vulnerable adult
- Observation of concerning behavior or injuries
- Third-party reports or rumors (subject to verification)
- Breaches of the Code of Conduct

D. Reporting Procedure
1. **Immediate Safety**: Ensure the safety of the affected person
2. **Report Promptly**: Report to the Safeguarding Focal Point within 24 hours
3. **Confidentiality**: Do not investigate independently or share information unnecessarily

E. Response and Case Management
- The Safeguarding Focal Point logs the concern confidentially
- Immediate protective measures are implemented
- Management determines next steps, including investigation and referral
- Survivors are supported in a respectful and trauma-informed manner

F. Referral to Authorities
Cases involving criminal acts, especially those involving children, will be reported to relevant authorities in accordance with national laws and Caritas Thailand policies.

G. Documentation and Data Protection
All safeguarding records will be securely stored and accessed only on a need-to-know basis.

H. Non-Retaliation
Caritas Thailand prohibits retaliation against anyone who raises safeguarding concerns in good faith.

I. Review and Learning
Safeguarding cases will inform continuous improvement of policies, training, and risk mitigation measures.

ANNEX 6: INVESTIGATION AND DISCIPLINARY PROCEDURE

(Safeguarding Allegations)

1. Purpose

This procedure sets out the steps for receiving, assessing, investigating, and responding to safeguarding allegations involving children, young people, or vulnerable adults, ensuring a survivor-centered, confidential, and accountable process.

2. Guiding Principles

- Survivor-centered and trauma-informed approach
- Best interests and safety of the affected person as the primary consideration
- Confidentiality and need-to-know principle
- Presumption of innocence until allegations are substantiated
- Zero tolerance for retaliation
- Timely, fair, and impartial handling

3. Receipt of Allegation

- Any safeguarding concern or allegation must be reported immediately through designated reporting channels.
- Reports may be made verbally or in writing and may come from staff, beneficiaries, partners, or third parties.
- The Safeguarding Focal Point (SFP) or Safeguarding Committee records the report securely.

4. Initial Risk Assessment and Immediate Action

Within 24 hours of receiving a report:

- Assess immediate risks to the survivor and others.
- Put protective measures in place where necessary (e.g. suspension of activities, reassignment, temporary separation).
- Provide information on available support services.
- Determine whether mandatory reporting to national authorities is required (especially in cases involving children).

5. Assessment of Plausibility

- The SFP or Safeguarding Committee conducts a preliminary assessment to determine whether the allegation is:
  - Safeguarding-related
  - Credible and plausible
  - Within the mandate of Caritas Thailand
- This assessment does not determine guilt but guides next steps.

6. Investigation Process

If investigation is warranted:

- An investigation team is appointed, ensuring independence and absence of conflict of interest.
- The investigation follows a clear plan, including:
  - Collection of relevant information and documentation
  - Interviews conducted sensitively and respectfully
  - Secure record-keeping
- Information is shared strictly on a need-to-know basis.

7. Escalation and Reporting

Depending on the nature of the allegation:

- Cases may be escalated to senior management, the Board of Directors, Church authorities, or external partners.
- Allegations involving clergy or religious are referred to the competent ecclesiastical authority in accordance with Canon Law.
- Cooperation with civil authorities is ensured where required by law.

8. Disciplinary Measures

Where allegations are substantiated:

- Disciplinary actions may include warning, suspension, termination of employment or contract, and/or referral to legal authorities.
- Disciplinary measures are proportionate, documented, and consistent with labour law, Canon Law (where applicable), and organizational policies.

9. Closure and Follow-up

- All parties are informed of the outcome, respecting confidentiality.
- Survivor support continues as needed.
- Lessons learned are documented to strengthen safeguarding systems.

ANNEX 7: SURVIVOR SUPPORT AND REFERRAL PATHWAY

1. Purpose
This annex outlines Caritas Thailand's approach to supporting survivors of safeguarding violations and referring them to appropriate services based on their needs, consent, and best interests.

2. Survivor-Centered Approach
- Survivors are treated with dignity, respect, and compassion.
- Support is provided with informed consent, except where mandatory reporting applies.
- The wishes, safety, and well-being of the survivor guide all decisions.

3. Types of Support and Referral
Depending on the survivor's needs, referrals may include:

a) Medical Support
- Emergency medical care
- Sexual and reproductive health services
- Referral to hospitals or qualified health providers

b) Psychosocial Support
- Psychological first aid
- Counseling or mental health services
- Referral to qualified social workers or counselors

c) Legal and Protection Support
- Information on legal rights and options
- Referral to police or legal aid services where appropriate
- Support during reporting or legal proceedings, if requested

d) Pastoral and Spiritual Support
- Pastoral accompaniment by trained Church personnel
- Spiritual support respecting the survivor's beliefs and wishes

e) Safety and Protection Measures
- Temporary protective arrangements
- Referral to shelters or safe spaces, where available

4. Referral Pathway
- The Safeguarding Focal Point facilitates referrals in coordination with relevant service providers.
- Local service mapping is maintained and updated at diocesan or programme level.
- Referrals are documented confidentially.

5. Confidentiality and Data Protection
- Survivor information is shared only with consent and on a need-to-know basis.
- Records are stored securely in line with data protection laws and organizational policy.

6. Follow-Up
- Caritas Thailand follows up, where appropriate, to ensure survivors can access services.
- Survivors may decline or withdraw from support at any time.

ANNEX 8: SAFE RECRUITMENT CHECKLIST

SAFE RECRUITMENT CHECKLIST

Position _____ Candidate_____ Date_____

No	Activity	Considerations	Yes/ No/ N/A	Signature & Date of person confirming
During the recruitment phase (*prior to appointment*)				
1	**JOB ANALYSIS**	a) Level of access to vulnerable groups b) Level of responsibility to implement Safeguarding and Complaints Follow-up		
2	**JOB ADVERT**	a) Has a line on Safeguarding (and Code of Conduct) and the Inter-agency misconduct disclosure scheme where relevant been included in the advert		
3	**JOB DESCRIPTION**	a) As a minimum has a line on safeguarding and code of conduct been included in the Job Description b) Has the job description reflected responsibilities specific to safeguarding implementation c) Is the level of contact with vulnerable people clearly defined		
4	**INTERVIEW QUESTIONS**	a) Have questions (relevant to the role) on Safeguarding been included in order to establish the candidates understanding and attitudes to safeguarding		
5	**INTERVIEW – CLOSING**	a) Has the candidate been reminded of our policies and that she/he will be expected to sign and commit to these b) Has the candidate been given informed consent to carrying out safeguarding background checks (i.e. suitability to work with vulnerable groups) c) Where relevant has the candidate been reminded of police vetting		
6	**REFERENCES**	a) 2 references received (at a minimum a reference from the previous employer must be received before finalizing recruitment) b) Has the referee's identity been confirmed (through organization, organization e-mail) c) Have relevant questions on Safeguarding been included as part of reference checks		
7	**CHECKING IDENTITY AND OTHER ITEMS**	a) Have you asked to see the successful candidates original photo ID (Passport or Driver's License) b) Have you asked to see relevant certificates of qualifications		

No	Activity	Considerations	Yes/ No/ N/A	Signature & Date of person confirming
8	**VETTING**	a) Received signed Self-Declaration Form[3] b) Has police vetting relevant to the role been processed? c) Police Vetting Risk Assessment		
9	**CONFIRMING APPOINTMENT**	a) If deployment must proceed before full background checks have been carried out, contract states that employment is subject to satisfactory background checks and contract will be terminated if checks are not satisfactory. b) Contract for volunteers and temporary staff contains clause stating that misconduct will result in immediate termination of contract		
After appointment (*during the induction period*)				
10	**SIGNING DECLARATION FORMS**	a) Received signed Children and Vulnerable Adults Safeguarding Policy Acknowledgment form		
11	**SIGNING CODE OF CONDUCT**	a) Received signed Code of Conduct		
12	**RISK ASSESSMENT**	a) If the results of the police check have not yet been received, consider limiting duties of the candidate in the meantime e.g. only supervised access to children and young people b) Regular performance appraisals		
13	**FURTHER REFERENCES**	a) Has the second reference been received? If following the Misconduct Disclosure Scheme, references should cover past 5 years.		
14	**TRAINING**	a) Has the candidate been enrolled for induction on the Code of Conduct and Safeguarding Policies		

[3] Self-declaration involves requiring an individual to provide information to be used as part of a decision on their suitability for a particular role with children.

ANNEX 9: SELF-DECLARATION FORM

SELF-DECLARATION FORM

In order to comply with Caritas Thailand Safeguarding Policy and Code of Conduct, this form must be completed and signed by all employees, representatives and third parties and returned to the office of Caritas Thailand, prior to engagement: (If you would like to discuss the form or your responses, please contact Mr. Jirawat Chenpasuk: jirawat@caritasthailand.net)

Full Name (capital letters): _____

Address (capital letters): _____

_____

Date of Birth: _____ **Place of Birth:** _____

1. Do you have any prosecutions pending or have you ever been charged or convicted of a criminal offence relating to the exploitation or abuse of a child or adult?
   Yes ☐ No ☐

   If yes, please state below the nature and date(s) of the offence(s)
   Date of offence: _____
   Nature of offence: _____

2. Have you ever been the subject of disciplinary procedures, or have left or been asked to leave employment or voluntary activity due to inappropriate behavior? (Please tick)
   Yes ☐ No ☐

   If yes, please give details including date(s) below:
   Name of Employer: _____ Date of incident(s): _____
   Nature of incident(s)/inappropriate behavior: _____

Declaration:

I understand that, if it is found that I have withheld information or included any false or misleading information above, I may be removed from my post whether paid or voluntary, without notice. I understand that Caritas Thailand will keep this information securely in accordance with Data Protection best practice/legislation. I hereby declare the information I have provided above is accurate.

Signed: _____ Date: _____

For recording official receipt of signed declaration:

Received by: _____

Date Received: _____

ANNEX 10: POSTER TEMPLATE (HOW TO REPORT CONCERNS)

Caritas Thailand

…it's everyone's responsibility - including yours!

An Important Notice for Staff and others acting on behalf of Caritas Thailand

Caritas Thailand is committed to safeguarding programme participants from all forms of exploitation and abuse and expects all staff members and third parties (volunteers, visitors, consultants or other contracted parties) to share this commitment.

Your responsibilities:

1. Model and promote respectful behavior
2. Promote an environment that is open to hearing concerns
3. Report any concerns immediately to the Country Director or Safeguarding Focal Persons

Safeguarding Focal Person(s) for this office

Name	Position	Telephone	E-Mail

ANNEX 11 GUIDELINES FOR RECEIVING A DISCLOSURE

Do:

- ✓ Stay calm
- ✓ Listen carefully and take the information seriously
- ✓ Tell the person that you have taken what s/he has said seriously and that you have heard them and understand what s/he is telling you
- ✓ Only ask questions if you need to clarify what is being said to you – don't ask about explicit details
- ✓ Allow the person to tell their story at their own pace
- ✓ Reassure the individual that, in disclosing the abuse, they have done the right thing
- ✓ Let them know what you can do to help and explain the next steps you will take
- ✓ Assure that you will uphold confidentiality, but that the information will need to be shared with others and explain how it will be shared
- ✓ Make a detailed note of what you have been told using the guidelines provided within the Policy
- ✓ Use the individual's own words to describe the incident
- ✓ Report the disclosure to Caritas Thailand

Do Not:

- X Dismiss the concerns
- X Panic
- X Probe for more information or ask questions other than for clarification of facts
- X Promise not to tell anyone or say you'll keep it a secret
- X Make negative comments about the accused person
- X Make assumptions or speculate
- X Disclose details of the allegation to anyone else other than the identified person for reporting

ANNEX 12: SAFEGUARDING INCIDENT REPORT FORM

Safeguarding Incident Report Form

This form can be used to guide your conversation/quickly capture information about any actual or suspected incidents of sexual exploitation, sexual abuse, or any form of child or vulnerable adult abuse. **Note: If you are unable to complete all the sections, fill in what you do know. You must not seek to find any information that you do not know. This will form part of the follow-up process by the relevant case team.**

If there is more than one alleged survivor, please complete a separate report for each alleged survivor. The reporter's identity will not be disclosed except on a "need-to-know" basis.

This information should then be shared with your Safeguarding Focal Point or through the reporting channels as outlined in this policy.

Details of Person Completing the form	
Name	
Job Title	
Relationship to Caritas Thailand *(e.g. employee, staff, volunteer, partner staff)*	
Contact Details *(e.g. telephone number and email)*	
Locations & Dates	
Current location of the person making/who made the report to you	
Location alleged incident occurred *(as much detail as possible e.g. Country, City/Town/ Village, Address(es))*	
Today's date	
Date alleged incident was disclosed to you if different to today's date	
The victim/survivor's details	
Does the alleged survivor reporting wish to remain anonymous? *If there are concerns about confidentiality please leave the name, job title and contact details blank and refer to this individual as AS – Alleged Survivor). If not, please capture as much information as you can below.*	
Name	
Gender	
Date of birth *(if unknown, please specify if you think/know the individual(s) are under the age of 18, including actual/approximate age and sex (if known).*	

Relationship of alleged survivor to Caritas Thailand *(e.g. employee, staff, partner staff, volunteer, programme participant)*	
Job Title *(if applicable)*	
Current Location	
Contact details	
If the alleged survivor disclosed to you directly, how did you receive this information? e*.g. by telephone/email/letter/in person*	
Other relevant details about the alleged survivor: *e.g. family circumstances, physical and mental health, any communication/language difficulties.*	
Details of the person who reported this matter you (if different to the alleged survivor)	
Does the person who made the report wish to remain anonymous? *If there are concerns about confidentiality please leave the name, job title and contact details blank and refer to this individual as PR – Person Reporting) If not, please capture as much information as you can below.*	
Name	
Gender	
Date of birth *(if unknown, please specify if you think/know the individual(s) are under the age of 18, including actual/approximate age (if known)*	
Relationship of person reporting to Caritas Thailand *(e.g. employee, staff, partner staff, volunteer, programme participant)*	
Job Title (if applicable)	
Current Location	
Contact details	
If a disclosure was made to them, how did they receive this information? *e.g. by telephone/email/letter/in person*	
How was this information disclosed to the person reporting?	☐ A disclosure made directly to them by the alleged survivor? ☐ A disclosure or suspicions passed on to them from a third party? ☐ It is their own suspicions or concerns?
Details of the Implicated Person (sometimes knowns as 'subject of concern' or 'alleged perpetrator')	
If there are concerns about confidentiality please leave the name, job title and contact details blank and refer to this individual as IP – Implicated Person) If not, please capture as much information as you can below.	

Name	Gender
Position	
Other relevant details about the implicated person: *e.g. Do they line manage the alleged survivor?*	

Further information
Details of the allegation/suspicion(s). *State exactly what you were told or observed. Include details of any witnesses to the incident and any other information that could be helpful in addressing this matter. Use the persons own words as much as possible*. **Please use as much space as necessary and attach any supporting evidence:**
Time and Date alleged incident (s) occurred *(as specific as possible):*
How long has the issue being going on? *(e.g. happened once, multiple occasions, months, years):*
Has this incident been reported to external authorities? *(e.g. police). If criminal activity is suspected, please seek expert advice and ensure that the decision to report includes a risk assessment of all potential protection risks to all concerned, including the survivor and the implicated person.*
Has any immediate action been taken to provide the alleged survivor with support *(e.g. counselling, medical assistance)***? If so please describe.**
Has any immediate action been taken in respect of the implicated person? *(e.g. suspension)***? If so please describe.**
What would the alleged survivor like to happen?

Signed: _____
Full Name: _____
Job Title: _____
Date/Time: _____