

## Glossary

Glossary item	Definition
<b>Abuse</b>	A form of maltreatment of a child or a vulnerable adult. Somebody may abuse a person by inflicting, or by failing to act to prevent, significant harm to the person. People may be abused in a family or in an institutional setting, by those known to them or, more rarely, by a stranger. The main types of abuse are: PHYSICAL, EMOTIONAL, SEXUAL, NEGLECT.
<b>ALMA (Association of Lourdes Motherwell Aid)</b>	This Association, in the Diocese of Motherwell, has two distinct but integral functions. One branch of ALMA works in the community with people who have additional support needs, providing regular social activities. The other branch is a group of young volunteers who accompany the diocesan pilgrimage to Lourdes, giving essential support to the sick, elderly and infirm.
<b>Adult at risk</b>	<p>Section 3(1) of the Adult Support and Protection Act 2007 defines "adults at risk" as persons aged 16 or over who:</p> <ul style="list-style-type: none"> <li>• are unable to safeguard their own well-being, property, rights or other interests;</li> <li>• are at risk of harm; and</li> <li>• 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.</li> </ul> <p>The presence of a particular condition does not automatically mean an adult is an "adult at risk". Someone could have a disability but be able to safeguard their well-being etc. It is important to stress that all three elements of this definition must be met. It is the whole of an adult's particular circumstances which can combine to make them more vulnerable to harm than others.</p>
<b>Allegation of Abuse</b>	An ALLEGATION of ABUSE relating to a Church activity or to Church personnel is the disclosure of the abuse of a child or vulnerable adult, either recently or in the past by a bishop, priest, religious, seminarian, Church employee or volunteer. The disclosure may be made by the abused person, by a family member or friend or by another person. An allegation may be made initially without the knowledge or consent of the victim.

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<b>Apostolic Nuncio</b>	Sometimes referred to as “Papal Nuncio”, he is the Holy See’s representative to the Church in the nation that he serves. A permanent diplomatic representative of the Holy See to a state, having the rank of an ambassador extraordinary and plenipotentiary, and the ecclesiastical rank of titular Archbishop.
<b>Bishop</b>	An ordained minister who holds the fullness of the sacrament of holy orders and is responsible for teaching doctrine, governing Catholics in his jurisdiction, sanctifying the world and representing the Church. A bishop oversees a diocese, which is a collection of local parishes; and an archbishop administers an archdiocese.
<b>Bishops’ Conference of Scotland (BCOS)</b>	The forum in which the Roman Catholic bishops in Scotland work together to undertake nationwide initiatives through their commissions and agencies. The members of the Bishops’ Conference are the bishops of the eight Scottish Dioceses.
<b>Canon law (Code of)</b>	The codified Universal Law of the Church. The present Code was first issued in 1983 with various amendments having since been published. It applies to the Latin Rite Church.
<b>Celebret</b>	A document issued by a Catholic bishop or major religious superior to testify that the bearer is a priest and asking that he be permitted to celebrate Mass in dioceses other than his own.
<b>Child</b>	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” (Vos Estis Lux Mundi, Art.1, §2, a, Apostolic Letter promulgated by Pope Francis, 7th May 2019).
<b>Child Abuse</b>	A form of maltreatment of a child. Somebody may abuse a child by inflicting, or by failing to act to prevent, significant harm to the child. Children may be abused in a family or in an institutional setting, by those known to them or by a stranger. The main types of abuse of children are: physical, emotional, sexual, neglect.
<b>Child Pornography</b>	Any representation of a minor, regardless of the means used, involved in explicit sexual activities, whether real or simulated, and any representation of sexual organs of minors for primarily sexual purposes. (VELM, Art. 1, §2, c)

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<b>Church Personnel</b>	In this context, this term refers to clergy, religious, lay employees and volunteers who act on behalf of the Church to safeguard others.
<b>Clergy / Cleric</b>	An ordained man: bishop, priest or deacon.
<b>Complaint</b>	In the context of safeguarding, this refers to a report of dissatisfaction with how the Church has responded to an allegation of abuse.
<b>Complaints Policy (Safeguarding)</b>	A written explanation of how someone can report their dissatisfaction with how the Church (a diocese or a religious institute) has responded to an allegation of abuse. The policy also explains how a complaint will be responded to within a certain timescale.
<b>Concern (Safeguarding)</b>	A safeguarding concern relating to a Church activity or to Church personnel may arise from the observation of the conduct of Church personnel/volunteers, or from worrying signs in the behaviour or appearance of a child or vulnerable adult.
<b>Confessor</b>	A priest given faculties by a bishop or major religious superior to celebrate the Sacrament of Penance (Confession) with penitents. Such faculties are usually universal i.e. can be used anywhere.
<b>Congregation of the Doctrine of the Faith (CDF)</b>	The CDF is the body that deals with serious sexual offences perpetrated by clerics against minors. The Apostolic Constitution on the Roman Curia Pastor Bonus states: "The duty proper to the Congregation for the Doctrine of the Faith (CDF) is to promote and safeguard the doctrine on the faith and morals throughout the Catholic world: for this reason, everything which in any way touches such matter falls within its competence".
<b>Convent</b>	A type of religious house where a group of religious brothers or sisters live by their proper constitutions. A religious house, which is established in a diocese with the express permission of the diocesan bishop, is subject to the authority of a major religious superior.
<b>Criminal Justice (system)</b>	A system of practices and institutions of governments directed at upholding social control, deterring and mitigating crime, or sanctioning those who violate laws with criminal penalties and rehabilitation efforts.

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<b>CRS</b> (Conference of Religious in Scotland)	CRS members represent the different Catholic religious orders, congregations and societies in Scotland. CRS aims to promote the welfare of religious institutes and societies of apostolic life in Scotland while respecting the autonomy, nature and spirit of each.
<b>CRSSC</b> (Conference of Religious in Scotland Safeguarding Commission)	Works in collaboration with the Scottish Catholic Safeguarding Standards Agency to support religious institutes in complying with the safeguarding standards of the Catholic Church in Scotland.
<b>Data Protection Act (DPA)</b>	Controls how personal information can be used and your rights to ask for information about yourself.
<b>Diocese</b>	A territorial area administered by a bishop.
<b>Diocesan Risk Assessment and Management Team (DRAMT)</b>	The purpose of the DRAMT is to advise the bishop on: the management of allegations against clergy and diocesan personnel; the risks posed by convictions on PVGs and those who are Listed and Barred or are being considered for such; the monitoring of Safe Worship plans; design of Welfare Monitoring plans. In all these matters they assess any potential risks and make recommendations to the bishop for further action.
<b>Diocesan Safeguarding Adviser (DSA)</b>	The role of the DSA is to assist the bishop with the development and management of Diocesan Safeguarding approaches. Has a central role in providing support and may also chair the DSAG meetings (and any subgroups thereof).
<b>Diocesan Safeguarding Advisory Group (DSAG)</b>	Its purpose is to ensure that the bishop has available to him the necessary advice, support and expertise in relation to child protection and vulnerable adult issues. The core membership of the group includes relevant experts and representatives from appropriate diocesan agencies.
<b>Diocesan Safeguarding Officer</b>	A person who supports the DSA and the DSAG in relation to the safe recruitment of volunteers and the provision of Safeguarding training in the Diocese.
<b>Disclosure Scotland</b>	An executive agency of the Scottish Government, providing criminal records disclosure services for employers and voluntary sector organisations.

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<b>Disqualified from Working with Adults List (DWAL)</b>	A list maintained by Disclosure Scotland for those barred from working with adults.
<b>Disqualified from Working with Children List (DWCL)</b>	A list maintained by Disclosure Scotland for those barred from working with Children.
<b>Harm</b>	<p>Harm” is any detrimental effect of a significant nature on a person’s physical, psychological or emotional wellbeing.</p> <p>“Risk of harm” refers to the likelihood that a person may suffer physical, psychological or emotional harm as a result of what is done (physical, sexual or psychological abuse) or not done (neglect) by another person.</p> <p>“Significant harm” is harm that is not minor or trivial and may reasonably be expected to cause a substantial, negative impact on a person’s safety, welfare or wellbeing.</p>
<b>HCPT (Hosanna House &amp; Children’s Pilgrimage Trust)</b>	A charity offering pilgrimages to Lourdes for disabled and disadvantaged children and young people from around the UK and further afield.
<b>High Risk Offender</b>	In this context, this term refers to sex offenders and other offenders, such as violent offenders, who may pose a risk.
<b>Holy See</b>	The Holy or Apostolic See is the jurisdiction of the Bishop of Rome (the Pope) and the central governing organ of the universal Roman Catholic Church. In international law it enjoys an international juridic personality.
<b>Independent Review Group (IRG)</b>	Established by the Bishops’ Conference of Scotland in response to one of the recommendations made by the McLellan Commission to ensure external and independent scrutiny of the Safeguarding policies and practices of the Catholic Church in Scotland.
<b>Information Commissioner’s Office</b>	An independent regulatory office (dealing with the Data Protection Act 1998 and the Privacy and electronic Communications (EC Directive) Regulations 2003 across the UK.

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<b>Listing and Barring</b>	Refers to the process by which someone is considered for Listing and Barring and, if listed, is then placed on the DWCL or DWCA List or both.
<b>MAPPA (Multi Agency Public Protection Arrangements)</b>	The set of arrangements which the police service, local authority, prison service, health service and others are statutorily obliged to operate on a multiagency basis, with the objective of protecting the public from the risks that may be posed by high risk offenders, including sex offenders.
<b>Major [Religious] Superior</b>	Responsible for the leadership in a particular part of a religious institute.
<b>Metropolitan</b>	A metropolitan, who is the archbishop of his own diocese, also presides over an ecclesiastical province. The other dioceses in a province are known as suffragan. The Metropolitan has no power of governance over any suffragan bishop or diocese.
<b>McLellan Commission</b>	Established in 2013 by the Bishops' Conference of Scotland as an independent group to review the suitability and robustness of the Safeguarding procedures and protocols of the Catholic Church in Scotland.
<b>National Child Abuse Investigation Units (NCAIU)</b>	Specialist units, within Police Scotland, to support the investigation of complex child abuse and neglect across Scotland.
<b>Norms of the CDF</b>	These Norms, which are additional to the universal law of the Church, govern, amongst other things, how the CDF responds to allegations of the sexual abuse of minors.
<b>Novitiate</b>	Can refer to both the house where novices undergo their novitiate and to the process of the novitiate itself. The process is one whereby those seeking entry to a religious institute discern, and are assessed, prior to any admission to temporary profession as a member of a religious institute.
<b>Offender Management Unit (OMU)</b>	A dedicated unit within each Division of Police Scotland with specialist officers working in partnership through Multi-Agency Public Protection Arrangements (MAPPA) to manage Registered Sex Offenders.

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<b>(Permanent) Diaconate</b>	<p>A deacon is an ordained cleric with certain proper functions in the life of the Church, subject to proper ecclesiastical authority. Transitional deacons are on the way to ordination to the priesthood and take a promise of lifelong celibacy.</p> <p>Permanent deacons are ordained to fulfil the ministry and office of Deacon in the life of a diocese; they may be married men. The role of the deacon is to assist the priest in preaching, the conferral of baptism, performance of marriage, the administration of parishes and similar duties.</p>
<b>Pontifical Commission for the Protection of Minors</b>	An advisory body of international experts, established by Pope Francis to advance the commitment of the Church to ensure the protection of minors and vulnerable adults.
<b>Presbytery</b>	The residence of the priests in a parish.
<b>Propaedeutic period</b>	The time for candidates preparing to be admitted to seminary to follow the formation programme that leads to ordination to the Priesthood. The participants normally share a common life in a seminary setting under the direction of a Rector.
<b>Protected adult</b>	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.
<b>Public Protection Unit (PPU)</b>	A dedicated unit within each division of Police Scotland with specialist officers working in relation to child protection, neglect and abuse investigations, the management of high risk offenders i.e. Multi-Agency Public Protection Arrangements (MAPPA), domestic abuse, rape and sexual assault including historical sex offences and the protection of vulnerable adults.



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<b>Protection of Vulnerable Groups (PVG) scheme</b>	Managed by Disclosure Scotland, the PVG Scheme is intended to ensure that all who work with children, young people and vulnerable adults have been vetted to ensure their suitability for such work.
<b>Raphael Counselling Service</b>	A counselling service for survivors of abuse, provided by various professional bodies or qualified specialists, independent of the Catholic Church.
<b>Rite of Christian Initiation of Adults (RCIA)</b>	Through the Rite of Christian Initiation of Adults (RCIA), people who are interested in becoming members of the Catholic Church are officially welcomed by the Church as members of the faith community.
<b>Registered Sex Offender (RSO)</b>	Sex offenders, when convicted of a specified offence, are placed on the Sex Offenders Register, commonly referred to as the register. All offenders placed on the Sex Offenders Register are recorded and managed on the ViSOR database that is used by all police forces in Great Britain as well as number of other agencies including Criminal Justice Social Work and the Scottish Prison Service.
<b>Regulated Roles</b>	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.
<b>Religious, a</b>	A person (priest, deacon, brother or sister) who is a professed member of a religious institute. The term “religious” is also often analogously used to refer to members of societies of apostolic life.
<b>Religious Institute</b>	A religious institute (often referred to as a religious order) is a type of institute of consecrated life where its members take religious vows and lead a life in community with fellow members. Religious institutes are one of the two types of institutes of consecrated life; the other is that of the secular institute, where its members are “living in the world”.
<b>Respondent</b>	A person against whom safeguarding allegations have been made.
<b>Sacristan</b>	A person who prepares the Church for the celebration of the sacraments.



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<b>Sacristy</b>	The part of a Church where preparations are made for the celebrations in the Church. It is usually a discrete room where vestments, sacred vessels and other items are stored. It would normally be the place where those involved in celebrations congregate and vest prior to the celebration.
<b>Safe Recruitment</b>	The process by which ordained clergy, members of religious institutes, employees and volunteers are carefully selected to prevent risk when working with children and vulnerable adults.
<b>Safe Worship Plan</b>	An agreed and documented plan that enables individuals who are under supervision and may present a continuing risk to the community (including sex offenders) to participate in public worship safely.
<b>Safeguarding</b>	The actions that the Church takes to promote the welfare of children and vulnerable adults in order to protect them from harm. This includes making sure that the appropriate policies, practices and procedures are put in place.
<b>Safeguarding Learning Network</b>	This term refers to the range of training events, as well as formal and informal networking opportunities, designed to develop the safeguarding skills, knowledge and expertise of clergy, religious employees and volunteers.
<b>Safeguarding Link Co-ordinator (SLC)</b>	A member of a religious institute in Scotland who has been appointed by the institute leader to help them to ensure that all safeguarding policies approved by the Bishops' Conference of Scotland are effectively and appropriately implemented within the institute.
<b>Safeguarding risk assessment</b>	Procedures to assess potential safeguarding risk in certain environments and activities and to identify actions to mitigate such risk.
<b>Safeguarding Training Advisory Group (STAG)</b>	To be established by the Scottish Catholic Safeguarding Standards Agency, in collaboration with key stakeholders, this group will be expected to support the development of a framework of nationally agreed safeguarding training to meet specific training needs identified by various groups – bishops, clergy, religious, employees, and volunteers.

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<b>Social Care Institute for Excellence (SCIE)</b>	An agency that was commissioned by the IRG to carry out independent safeguarding audits of Catholic diocese in Scotland.
<b>Scottish Child Abuse Inquiry (SCAI)</b>	Established by the Scottish Government in October 2015 with the overall aim of raising public awareness of the abuse of children in care, covering from living memory to 2014.
<b>Scottish Government Survivor Scotland Strategy</b>	This strategic team's focus is to improve and develop workforces and the services they deliver that treat, care for and support survivors across all domains of health and well-being.
<b>Secular Institute</b>	Members of secular institutes, who live entirely in the world as lay people, are professed members of an institute of consecrated life and governed by canon law. Like all other lay people, they share the responsibility to live gospel values and attitudes in family and social relationships and in the workplace. They are also committed to being involved in the life of the Church. They are called to live their commitment through poverty, chastity and obedience.
<b>Seminarian</b>	A man who is in formation and is preparing for ordination as a priest.
<b>Seminary</b>	A place where academic, pastoral, human and spiritual formation takes place for seminarians preparing for ordination as priests.
<b>Society of Apostolic Life</b>	Members of societies of apostolic life are men or women who live in common without religious vows. They pursue the particular apostolic purpose of the society and lead a life as brothers or sisters in common, according to a particular manner of life. The members strive for the perfection of charity through the observance of their constitutions. There are also societies in which the members embrace the evangelical counsels of poverty, chastity and obedience. Societies of apostolic life can be clerical or lay, male or female.
<b>Spiritual Director</b>	Akin to a counsellor, he/she normally works on a one-to-one basis, assisting another on their spiritual journey. In seminaries and novitiates, the spiritual director has a specific role in formation of candidates.

Glossary item	Definition
<b>Special Religious Development (SPRED)</b>	A group which provides friendship, catechesis and opportunities for people with learning disabilities to be fully included in the liturgical life of the parish.
<b>Statutory Authorities</b>	Refers to a range of public services provided by: local authority social work departments, health boards and police.
<b>Survivor</b>	This term is used generically in this document to refer to someone who has experienced abuse in the Church. However, it is recognised that not everyone who has experienced abuse will identify themselves with this term.
<b>Survivor Reference Group</b>	This term is used in this document to refer to a forum that is to be established by the Scottish Catholic Safeguarding Standards Agency for the purpose of engaging with, and seeking the views of, those who have experienced abuse so that Church safeguarding policies can be informed by their perspectives.
<b>Volunteer Scotland Disclosure Services (VSDS)</b>	Volunteer Scotland Disclosure Services (VSDS) is funded by the Scottish Government to support the voluntary sector with processing disclosure checks.
<b>Vulnerable Adult</b>	<p>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.</p> <p>The universal law of the Church defines a “vulnerable adult” as: “any person in a state of infirmity, physical or mental deficiency, or deprivation of personal liberty which, in fact, even occasionally, limits their ability to understand or to want or otherwise resist the offence”. (VELM, Art.1, §2, b)</p>
<b>Welfare Monitoring Plan</b>	An agreed and documented plan that is put in place by a bishop or major religious superior to outline the actions being taken to monitor the welfare of a respondent while an allegation being investigated.
<b>Whistleblowing</b>	When someone (clergy, religious, lay employee or volunteer) reports suspected wrongdoing, 'making a disclosure in the public interest'. Someone can report things that aren't right, are illegal or if someone is neglecting their duties.