

BSIN

Bruder und Schwester in Not

(Brother and Sister in Need)

Safeguarding Policy

Policy for Protection against Violence, Abuse, Exploitation, Neglect
and Discrimination

**BRUDER UND
SCHWESTER
IN NOT**



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Elisabeth Rathgeb and Marika Eisner

This safeguarding policy draws on the guidelines provided by the Diocese of Innsbruck and the Coordination Office of the Austrian Bishops' Conference (KOO) and is informed by the safeguarding policies of Caritas Austria and horizont3000.

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1. Introduction

1.1. Background and Classification

The aim of this safeguarding policy is to protect children, young people, and vulnerable adults in at-risk situations from any harm to their physical, psychological, or moral integrity, and to respond appropriately to any suspected violation of this duty of protection.

Bruder und Schwester in Not der Diözese Innsbruck (BSIN) has zero tolerance for any form of abuse, exploitation, or violence that could arise through contact with our organisation. BSIN expects all our staff, volunteers, partner organisations, external contractors and other relevant stakeholders to act in accordance with the Code of Conduct and to follow their duty to report if they witness abuse, assault, violence, or suspect that such incidents have occurred or could occur.

As a church-based solidarity organisation, BSIN is guided by the vision of a world where peace, justice, social and environmental care are lived responsibly. Our work is founded on the belief in the inviolable dignity of every human being and the right of all people to live a life of dignity. Therefore, BSIN sees it as its mission to stand in solidarity with marginalized people and people affected by poverty.

BSIN strongly condemns all types of violence, abuse, exploitation, neglect or discrimination, and constantly takes measures for prevention, safeguarding and providing clarification. Every complaint is reviewed, assessed and documented and might lead to internal or external investigations and consequences. We want to foster a culture in which assaults are identified and reported, where background clarification is provided, and where such incidents are prevented to the greatest extent possible.

1.2. National and international Law

This document follows the (criminal) law provisions on violence, abuse, exploitation, neglect and discrimination applicable in Austria, including but not limited to:

- The European Convention on Human Rights.
- The Charter of Fundamental Rights of the European Union.

- The Council of Europe Convention on Preventing and Combating Violence against Women and Domestic Violence (Istanbul Convention).
- The Austrian Federal Constitutional Act for Implementation of the Optional Protocol to the Convention against Torture and other Cruel, Inhuman or Degrading Treatment or Punishment (OPCAT).
- The Austrian Federal Constitutional Act on the Rights of Children.
- The Austrian Federal Equal Opportunities Act.
- The Austrian Act on Equal Treatment.
- The Austrian Criminal Code.
- The Austrian Civil Code (ban on violence, child welfare).
- Framework Regulation of the Catholic Church in Austria "The Truth Will Set You Free".
- Canon Law (Codex Iuris Canonici).

1.3. Applicability

1.3.1. Levels and Types of Abuse and Violence

Exploitation, discrimination, intimidation, violence, harassment, abuse, mistreatment and neglect have many facets and levels. The following definitions do not claim to be exhaustive but are intended to provide orientation for a better understanding.

Levels of Violence

- *A boundary violation* occurs when individuals cross someone else's personal boundaries through words, gestures, or behaviour. These violations can happen (un-)intentionally. What matters in assessing whether a boundary has been crossed is the personal experience of the affected person. If someone feels hurt, humiliated, or devalued, a boundary has been crossed.
- *Invasive Behaviour* is deliberate and intentional. It occurs when individuals do not change their boundary-violating behaviour and deliberately repeat it. Invasive behaviour is not accidental and disregards the defensive reactions of those affected. Additionally, behaviour that significantly exceeds a boundary violation even on the first occurrence is also considered invasive.
- *Criminal Behaviour* includes all assaults that are listed in the criminal code (e.g., bodily harm, sexual coercion, sexual extortion).

Types of Abuse and Violence

Exploitation means any actual or attempted abuse of a position of vulnerability, differential power or trust to profit monetarily, socially or politically.

This may include but is not limited to the following:

- *Sexual exploitation* means any actual or attempted abuse of a position of vulnerability, differential power or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another.
- *Child labour* (economic activity performed by a person under the age of 15) may constitute exploitation.
- *Trafficking in human beings* means the recruitment, transportation, transfer, harbouring or receipt of children, young people or vulnerable adults for the purpose of exploitation, such as, e.g., for labour, prostitution or sexual purposes.
- *Survival sex* means a situation where a child or vulnerable adult living in poverty or in an emergency situation chooses to engage in sex as a last resort for survival. It is transactional sex in exchange for food, water, drugs, shelter, money or other essential needs for integral human survival.

Discrimination means less favourable treatment, disparaging or exclusion of a person or group on account of actual or ascribed characteristics. Discrimination may take the most different forms. It starts with generally disparaging comments or deliberate insults. Harassment or bullying may be a form of discrimination. Negative discrimination may also be the starting point of structural violence. This must be distinguished from "positive discrimination", which is sometimes used to support people who are particularly marginalised (e.g. preferring a person with disabilities for a job in the case of equal qualification).

Intimidation means terrifying or discouraging others by means of words, gestures or acts.

Violence means overstepping marks, takes many shapes and it can also constitute a criminal offense. Some of them are described here:

- *Physical violence* means acts against the physical integrity of a person, including, e.g., the criminal offence of bodily injury.
- Psychological violence includes all acts and omissions that frighten or overstrain people, make them feel worthless and impede their emotional and/or physical development. This also includes, e.g., the criminal offences of threat, defamation, duress and insulting.

- *Structural violence* means (social or institutional) impediment of satisfying basic human needs or diminished individual opportunities for self-fulfilment and/or development caused by the system. For example: deprivation from access to education that would be adequate to a person's abilities because children or young people live in institutions; loss of any personal property whatsoever in institutions; establishing conformity for organisational reasons (everybody wearing the same kind of clothes because it is easier to organise). Structures may not only lead to direct violence but may also be the cause of individual misconduct.
- *Economic/property-related violence* means lack of respect for personal or public property and/or no access to resources and property. This includes, e.g., criminal offences such as theft, damage to property, fraud and embezzlement, or denial of access to personal property, e.g. that of women and/or their economic exploitation. Withholding presents or pocket money or distributing individual property to a group may also constitute property-related violence.
- *Institutional violence* means a depersonalised form of violence. In this case violence, be it physical or psychological, is not exercised by a specific person against another but, e.g., by representatives of the government or an institution; coercive measures of a physical or psychological nature are threatened or carried out. This serves the purpose of creating a collective relationship of submission and dependence for the members of the organisation.

Harassment refers to any unwanted, aggressive, or inappropriate behaviour – verbal, physical, or psychological – that targets an individual or group and creates an intimidating, hostile, or offensive environment. It often involves repeated actions, but even a single incident can qualify as harassment. This can include threats, insults, discrimination, or unwelcome advances.

Abuse means any actual or threatened act which may cause harm to another person, be it through violence, coercion or an imbalance of power. This includes physical abuse as well as emotional or sexual abuse and neglect. It also includes abuse online and/or via mobile technologies.

There are different types of abuse, including:

- *Sexual abuse* means any actual or threatened sexual act undertaken by force, coercion or under unequal conditions. Examples of sexual abuse are rape, abusive sexual contact, such as unwanted touching, non-contact sexual abuse, such as sexting (private communication about sexual topics via

mobile messaging), watching pornographic films or viewing magazines, and verbal or behavioural sexual harassment.

- *Sexual assault of children or young people* means a child/young person is made to participate in any form of sexual activity, irrespective of whether the child is aware of what is happening and consents to the activity or not. Sexual abuse may also be committed by siblings or other family members, or by people who do not belong to the family.
- *Physical abuse* means the actual or likely physical injury to a child or adult, such as hitting, kicking or shaking.
- *Emotional abuse* means harm done by persistent or severe emotional maltreatment or rejection, such as degrading punishment, threats, bullying and not giving care and affection. This also includes grooming (trying to gain trust and affection in order to sexually exploit/abuse the victim later).
- *Spiritual abuse of power* means a form of emotional abuse in which religious content is used to pressure or manipulate individuals. It occurs when religious content or spiritual authority is used to exert pressure and restrict freedom, create and exploit dependency, or influence a person's thinking to such an extent that they are no longer able to make free decisions.

Mistreatment means any inappropriate treatment of another which detrimentally affects that person's physical or mental integrity more than only insignificantly.

Neglect may harm children, young people and vulnerable adults in the same way as mistreatment. Neglect means permanent or repeated lack of care, such as insufficient care and supervision or failure to protect from dangers or to provide medical care, etc. Neglect may also include emotional forms, e.g. lack of attention or emotional warmth.

1.3.2. Target Groups

The present Policy has been developed to ensure that the rights of children, young people and vulnerable adults will be safeguarded during activities, projects and programs of BSIN, and that they will be protected against all forms of violence, abuse, exploitation, neglect and discrimination. **This Policy shall apply to** staff, volunteers, partner organisations, external contractors and other relevant stakeholders.

- *Children and young people* means everyone under the age of 18 who come into contact with the work of our organisation.
- *Vulnerable adults* means all adult individuals who are involved in our work in Austria and abroad. Adults are considered to be in situations of vulnerability

when, due to specific circumstances or the way society responds to their living conditions, they are at increased risk of experiencing violence. This may include people with disabilities, individuals in need of care, LGBTQI+ persons, refugees, migrants, people living in poverty or difficult social conditions, individuals with mental health issues and many others.

Definitions of target groups:

- *Staff and volunteers* means all staff or volunteers, irrespective of their position, whether paid or unpaid.
- *Partner organisations* means independent entities that collaborate BSIN to achieve common goals, share resources, or deliver joint projects or services.
- *External contractors* means all external contractors who have a direct connection to cooperation partners, project participants, and service providers and are present during events, visits, and networking meetings.
- *Other relevant stakeholders* refers to people/entities who have a direct connection to cooperation partners, project participants, and service providers and are present during events, visits, and networking meetings (e.g., third-party funders, diocesan representatives, journalists).

Formalities to be observed for target groups:

- All target groups must adhere to the Code of Conduct. All target groups will be informed about the Safeguarding Policy and the Code of Conduct by the BSIN Safeguarding Officer (see Section 3.1. Safeguarding Officer). During project trips, accompanying participants are required to sign the Code of Conduct (see Section 2.2. Code of Conduct).
- All target groups are subject to the reporting obligation. This applies immediately in the event of incidents and at the latest within 24 hours. For cases that occurred earlier and of which the target groups become aware, a report must also be submitted. The target groups will be informed about the Safeguarding Policy and the reporting obligation by the BSIN Safeguarding Officer (see Section 3.4.2. Duty to report).
- Staff and volunteers must additionally
 - sign the Diocesan Data Protection Agreement and the declaration of commitment to the safeguarding framework,
 - provide Criminal record certificate as well as a special criminal record certificate for child and youth welfare,

- participate in training sessions
 - and regularly reflect on safeguarding topics within the BSIN team (see Section 3.2. Recruitment and 3.3. Training and Staff development).
- Partner organisations have the safeguarding policy as an annex to the contract and is therefore considered binding in spirit. In addition, according to the BSIN safeguarding policy, partner organisations must develop their own safeguarding policy and case management procedures (See Section 3.5. Cooperation with Partner Organisations).

Consequences for target groups:

Non-compliance with the regulations applicable to the defined target groups under this policy will result in appropriate consequences, which may vary depending on the nature and severity of the violation.

- All target groups must expect legal action if they disregard statutory regulations.
- Staff may be subject to warnings, suspensions, and terminations in accordance with applicable laws.
- For volunteers, the collaboration may be paused or terminated.
- Partner organisations, external contractors and other relevant stakeholders may face contractual termination, formal warnings, and/or cessation of cooperation.

2. Foundations of Ethical and Responsible Practice

2.1. Our Organisational Culture

An open culture in which all safety, security and safeguarding concerns are shared is a key factor in creating a safe environment. However, this is an area where written statements and daily practice can often diverge significantly. Nevertheless, BSIN takes many steps to cultivate such an open culture: through various types of training (whether on technical topics or to raise awareness of safety issues), through respectful leadership, through efforts to ensure good working conditions, by accepting mistakes as opportunities for learning and development, through mindful criticism and the willingness to accept it openly. Furthermore, BSIN regard their safeguarding policy as a living process that is continuously reviewed, improved, and updated.

2.2. Code of Conduct

The following specific rules of conduct are mandatory for all staff, volunteers, partner organisations, external contractors and other relevant stakeholders:

- BSIN helps everyone who wants to make use of its services, irrespective of their origin, ethnic origin, religion, ideology, age, disability, gender, sexual orientation or personal situation.
- BSIN treats everyone with respect, irrespective of their origin, ethnic origin, religion, ideology, age, disability, gender, sexual orientation or personal situation.
- In all activities, projects and programmes of BSIN safeguarding the well-being of children and vulnerable adults must be given priority.
- BSIN stands up for those in need of protection, above all, children, young people and vulnerable adults, and against any forms of violence whatsoever.
- BSIN create an environment where good communication and reflection is possible. Good communication means, among other things, taking people's different communication abilities into account and using the necessary means of communication (e.g. augmentative and alternative communication).
- BSIN creates an appreciative and protective environment for children, young people and vulnerable adults, embody inclusion and ensure that everyone is safe.
- In the presence of children, young people or vulnerable adults, BSIN act with sensitivity and especially mind our language. Bad language, expletives or verbal humiliation must be avoided. When we touch someone or use gestures we act with sensitivity and make sure that they cannot be misinterpreted.
- BSIN refrains from contact with children, young people and vulnerable adults from our working environment when we are off duty.
- Inviting children, young people or vulnerable adults from our working environment to our home is prohibited.
- BSIN do not contact children, young people or vulnerable adults via their personal contact details (social media or other private communication channels) and use the contact details of parents or those entitled to custody. BSIN preferably uses formal means of communication (phone, email, personal) via the employer's equipment and/or the job email address.
- BSIN generally refrain from any conduct that may harm the reputation of the organisation.

- BSIN is required to observe the laws of the country of our abode.
- If necessary, BSIN supports the required legal and social measures which are appropriate in the local context with regard to violations of the Policy.
- Violence, abuse or (sexual) exploitation constitute incidents of severe misconduct and are therefore when proven grounds for summary dismissal.
- Offering or exchanging money, employment, goods or services in consideration of sex, including sexual favours or other forms of humiliation, degradation or exploitation, are prohibited. Likewise, using assistance services to which the persons under care are entitled as a mean of pressure to enforce one's own interests in terms of sexual acts or other forms of power abuse is prohibited.
- Sexual acts with children, young people or vulnerable adults under care are prohibited irrespective of the age of majority/consent applicable under local laws. The erroneous assumption that the child concerned is of age is no excuse.
- In addition, any form of power abuse, duress, neglect, discrimination, humiliation, emotional or verbal abuse, intimidation, preferential treatment or other exploitative relationship with vulnerable persons is prohibited.
- BSIN is compliant with safeguarding investigations and shares any necessary information available.
- BSIN is exercising due care in all matters of official business and will not disclose any confidential information related to colleagues, work-related matters, or any sensitive information unless legally required to do so. This obligation also applies when participating in safeguarding investigations.
- BSIN maintains confidentiality regarding investigations and complaints, sharing information only with authorized individuals on a strict need-to-know basis or when obliged by law to follow up on certain allegations, e.g., with authorities in case of potential criminal offense.
- Retaliation against anyone involved in an investigation is strictly prohibited. Any act of retaliation may result in disciplinary action by BSIN, up to and including termination.

The above rules of conduct shall apply equally to personal contacts between people and all forms of postal, medial and electronic forms of communication (online and offline). Using BSIN's work equipment for gaining access to or disseminating data material which is insulting, discriminatory, abusive, exploitative, vulgar or has sexual connotations is also prohibited.

With the declaration of commitment, the Diocese of Innsbruck provides a safe and reliable framework for respectful interactions with particularly vulnerable individuals,

dependent persons, and among each other. The declaration of commitment must be signed by all BSIN staff members and volunteers. The declaration of commitment can be found in the annex.

2.3. Risk Assessment

As part of the risk analysis, special attention was given to specific situations. Several risks were identified during this process. Corresponding safeguarding measures have already been developed to address these risks.

Risk	Safeguarding measures
Staff of partner organisation visiting BSIN/Innsbruck/Austria	• Provide interpreters or bilingual staff and prepare translated materials in advance to ensure inclusive communication. • Brief interpreters thoroughly beforehand. • Set clear boundaries and expectations regarding respectful and equitable interactions. • The accommodation selected for guests should be as comfortable as possible, ideally located near the office. Guests should feel safe and at ease. They must be informed that if the accommodation does not meet their expectations or feels unsuitable, it can be changed. Guests should be actively encouraged to speak up if any issues arise and should be informed about the appropriate points of contact.
BSIN staff, volunteers and staff of partner organisations interacting with students during school visits	• Ensure in advance that the teacher is aware they hold the duty of supervision. • Provide guests, interpreter and volunteers with a briefing

	beforehand on appropriate conduct when engaging with students.
BSIN staff, multipliers, volunteers and other accompanying travellers travel to partner countries for official purposes	• All regulatory requirements for the trip must be followed (e.g. regulations regarding car travel, accommodations, medications, etc.). • Staff members must complete the preparation diligently, including all items on the checklist and the safety, security and safeguarding briefing with management before the start of the trip. • The safety questionnaire must be completed in advance in order to identify potential risks and determine which measures can be taken to minimize them. • Staff members must be familiar with the safety protocol and be able to activate it when necessary. • Staff members can participate in a security training before the trip. • Staff members must be informed about how to respond to potentially harmful situations they may observe during their trip and who to contact in such cases.
Volunteers	• Volunteers must be informed about expected behaviour and boundaries. • Provide a short introduction to safeguarding policies and reporting procedures. • Maintain a respectful, inclusive, and harassment-free atmosphere.

Despite the thorough examination of potential risks within work processes, residual risks can never be completely ruled out. It is also important to emphasize that, depending on the circumstances, additional risks may arise in the work environment. Therefore, regular engagement with the safeguarding policy, as well as its ongoing development – particularly in the area of risk analysis – is essential.

3. Procedures and Responsibilities

3.1. Safeguarding Officers

The Director of BSIN appoints a Safeguarding Officer from among all staff members.

The main responsibilities of the person designated as Safeguarding Officer are:

- Promoting and organizing the implementation of this policy.
- Handling safeguarding concerns and incidents responsibly.
- Managing minor safety concerns.
- Informing diocesan safeguarding office of all moderate and serious safeguarding concerns.
- If applicable ensuring that the horizont3000 office joins the case management team.
- Raising awareness of safeguarding issues within the organisation.
- Ensuring that all target groups are informed about the contents of the Safeguarding Policy, particularly regarding the required formalities, reporting obligations, and potential consequences.
- Monitoring and documenting the implementation of the policy.
- Initiating the evaluation and adaptation of the safeguarding policy.
- Expanding their own safeguarding knowledge through regular training and education.
- Ensuring that each case is well documented and that documentation complies with data protection procedures.

3.2. Recruitment

BSIN is responsible for the selection and hiring of staff and, like the Diocese of Innsbruck, applies the following employment requirements:

- Relevant qualifications.

- Criminal record certificate as well as a special criminal record certificate for child and youth welfare.
- Declaration of commitment to the safeguarding framework.
- Data protection declaration.
- Addressing the topic of safeguarding and discussing previous prevention experience during application or selection interviews.

The Director and the Executive Manager of BSIN are responsible for both employed staff and volunteers. They are tasked with selecting professionally competent individuals, obtaining the required documents and declarations, and storing them in compliance with data protection regulations.

3.3. Training and Staff development

All staff members should have a basic understanding of topics such as boundaries, power, forms of violence and action guidelines. They are required to complete a violence prevention training within their first half year of employment. Ideally, this training is updated regularly. Knowledge leads to awareness and, in turn, to greater mindfulness. Further training in violence prevention equips staff with the skills to act and gives them greater confidence when dealing with suspicions and observations.

Staff development includes all measures aimed at promoting, qualifying and further educating employees, such as:

- Introducing and enabling spaces for reflection (e.g. supervision/intervision, regular team meetings, spiritual guidance, etc.).
- Prevention and a culture of mindfulness are regularly addressed and relevant events and educational opportunities are highlighted or offered directly.
- Regular employee reviews.

Structural measures include:

- Clear descriptions of areas of responsibility and transparent criteria for carrying out tasks.
- Job/role descriptions.
- Probationary period.

3.4. Reporting and support Services

Through a low-threshold counselling and complaints system, children, adolescents, vulnerable adults, and dependent persons know whom they can turn to when they

have concerns or complaints, when something happens to them, or when they observe something. It is also important for all target groups to know who the Safeguarding Officer is, where they can report and where they can seek for support if needed. The Safeguarding Officer will be publicly listed on the organisation's website.

3.4.1. Reporting obligations

The following reporting obligations have been established for BSIN:

- Safeguarding matters should primarily be addressed to the Safeguarding Officer at BSIN. If there are issues of trust or if the officer is directly affected by the concern, such matters can also be reported to any other staff member or to the Director of BSIN.
- BSIN Safeguarding Officer informs BSIN Director.
- When moderate or serious safeguarding concerns are reported within BSIN:
 - BSIN Safeguarding Officer informs Ombudsperson for victims of sexual abuse of the diocese of Innsbruck.
- When moderate or serious safeguarding concerns are reported within a partner organisation:
 - BSIN Safeguarding Officer is checking whether the partner organisation itself or a co-financing partner can take the lead in case management and set up a team for that purpose.
 - If the partner organisation and no co-financing partner can take the lead in case management, BSIN Safeguarding Officer will ask horizont3000 whether they can provide the lead in case management as a service (as stipulated in the agreement intended for this purpose).

It is also important that counselling centres and support services are well known and actively utilized. The following counselling and support services in Austria are relevant for BSIN:

Guidance and Help	Contact
Independent Ombudsman Office of the Diocese of Innsbruck	M +43 676 8730-2700 E ombudsstelle@dibk.at
Department for the Prevention of Violence and Abuse of the Diocese of Innsbruck	T + 43 512 2230-2710 M +43 676 8730-2710 und M +43 676 8730-2720 E schutzundsicher@dibk.at
Child Protection Center Innsbruck	Museumstraße 11, 2. Stock, 6020 Innsbruck T +43 512 5837 - 57

	E innsbruck@kinderschutz-tirol.at
Tyrol Violence Protection Centre	Maria-Theresien-Straße 42a, 6020 Innsbruck T +43 512 5713 - 13 E office@gewaltschutzzentrum-tirol.at
Rat auf Draht	T +43 147
kids-line	T +43 800 234 123
Case Management Team of horizont3000	T +43 1 5030003 44 https://app.loupe.link/whistleblowing/b065fb8b-f015-4561-98b6-237b0742ae68

3.4.2. Duty to report

- If staff members, volunteers, partner organisations, external contractors and other relevant stakeholders have reason to believe that a person who works for BSIN has committed an act of violence, abuse, (sexual) exploitation or other violation of the Safeguarding Policy, they must make a report to the Safeguarding Officer of BSIN immediately, i.e. within the next 24 hours.
- Staff, volunteers, partner organisations, external contractors and other relevant stakeholders must also report incidents that happened long ago and which become known only at a later point in time.
- A violation of the duties to report also constitutes a violation of the present policy.
- Reporting people will be protected from negative consequences of their report in the best possible way, provided that the suspicion has been uttered in good faith. Knowingly making false accusations constitutes a disciplinary offence and will be treated as such.
- Partner organisations will ensure that all necessary steps will be taken for reporting safeguarding incidents and investigation of the same. If the relevant mechanisms cannot be warranted within the partner organisation temporarily, they may apply the guidelines and procedures of BSIN analogously.

3.5. Cooperation with Partner Organisations

In our collaboration with partner organisations in the Global South, it is of great importance to BSIN that the topic of safeguarding is an integral part of the partnership. The safeguarding policy is included as an annex to the standard contract and is therefore considered binding in spirit. Furthermore, it is mandatory for our partner organisations to engage independently with the topic of safeguarding and to develop their own safeguarding policy and case management.

These documents must also be submitted to BSIN. There is the option to include this as a cost item in the budget. For ongoing projects without a safeguarding policy, there is the possibility to have this financed through an additional resolution.

If a partner organisation is unable to create a safeguarding policy within the current project period due to well-founded reasons, it is required to do so in the following project phase. Additionally, BSIN project officers are available to assist with any questions regarding the development of a safeguarding policy.

3.6. Case Management

Robust case management in safeguarding is essential to protect vulnerable individuals, maintain trust, and ensure compliance with organisational and legal standards. It provides a structured approach for handling allegations, coordinating investigations, and implementing corrective measures, thereby minimizing risks and reinforcing accountability across all levels of the organisation.

3.6.1. General Guidelines

- In case management, the well-being of the affected child or vulnerable adult is the top priority in all decisions.
- BSIN listens to the affected child or vulnerable adult and take their opinions and wishes into account.
- When children are affected, BSIN involves their parents or legal guardians in the case handling process, provided this does not conflict with the child's best interests.
- BSIN offers appropriate support to children/adults affected by violence (psychological/therapeutic/social counselling, financial assistance, legal support) within BSIN but not for partner organisations.
- BSIN treats the affected children or vulnerable adults, as well as the accused individuals, with respect throughout the entire process.
- In cases of false or unjustified accusations, BSIN takes the necessary steps to rehabilitate the person who was previously accused of misconduct.
- BSIN takes appropriate action in response to acts of violence (disciplinary measures, suspension of the accused employee, termination of contract, etc.), in accordance with labour law.
- BSIN documents and follow up on all reports of safeguarding concerns.

- BSIN conducts case management with a high level of confidentiality. Information (especially regarding victim-survivors of violence and accused individuals) is shared within the case management team only. Beyond that, it is only disclosed to individuals who need to know it as part of the case management process. BSIN comply with data protection regulations in accordance with the EU General Data Protection Regulation (GDPR) at all times.
- BSIN keeps the person who made the report informed about the situation and the steps taken, for as long as necessary and as long as it serves the best interest of the affected child, adolescent, or adult and respects their privacy.

3.6.2. Case Management Team

A case management team is convened to investigate reports of moderate or serious safeguarding concerns. The following individuals are members of the case management team:

- Safeguarding Officer at BSIN.
- Safeguarding Officer from partner organisations and/or co-financing organisations.
- If applicable Safeguarding Officer from horizont3000.
- If applicable Ombudsperson for victims of sexual abuse of the diocese of Innsbruck.

3.6.3. Main tasks of the Case Management Team

- If a partner organisation is involved, a decision must be made on who will take over case management:
 - If the case concerns a partner organisation, they can take over the case if they have a safeguarding policy and a defined procedure for case management.
 - Contacting the partner organisation and reporting to the responsible person where the incident is alleged to have occurred.
 - Regularly informing staff involved in the incident, where appropriate and with the victim-survivor's consent.

- Reviewing the measures taken by the partner organisation and communicating if they are deemed inadequate.
 - Possibly organizing support if it is desired and needed.
 - Documenting the key findings of the case management for the partner organisation.
 - Preparing decisions regarding possible consequences for future cooperation.
- If the partner organisation does not have a safeguarding policy and a defined procedure for case management, or if the accused person is a member of the management or board of the partner organisation, then BSIN, horizont3000 or the co-financing organisation in the lead will take over and form an extended case management team.
 - If needed experts in the field of violence will be consulted as part of the response process.
 - Division of responsibilities: contact with the affected child/adult and contact with the accused person.
 - Further internal or external investigations.
 - If applicable contacting authorities (youth welfare offices; for certain groups of vulnerable adults, social services, police).
 - If applicable, contacting relevant media, possibly in cooperation with the public relations officer.
 - Preparing decisions regarding:
 - the accused person
 - the area/facility/organisation where the incident is alleged to have occurred
 - reporting to the police
 - notifying youth or social welfare authorities
 - organisational adjustments to prevent similar cases in the future.
 - If necessary, regularly inform the person who reported the concern.

- If necessary, conduct a final conversation with the person who reported the concern.
 - Regularly informing staff involved in the incident where appropriate and with the victim-survivor's consent.
 - Conducting a final conversation with the staff and team involved in the incident.
- If a BSIN staff member is accused of violence, the following questions must be clarified:
 - Is it necessary to temporarily suspend the person from work?
 - Is it necessary to issue a warning to the person?
 - Is it necessary to terminate the employment contract on short notice?
 - Is it necessary to report the person to the police?
 - If a child is affected, contact the parents or legal guardians.
 - If an adult is affected, is it appropriate and legally permissible to contact their family or other support structures? (For example, in the case of individuals with learning difficulties or those in care, it may be helpful under certain circumstances to inform their family).
 - Organize support for the affected child/adult (measures within BSIN to ensure the child/adult feels safe, medical assistance, psychological or therapeutic counseling, etc.).
 - Organize support for affected staff/colleagues.
 - Is it necessary to inform the public about this case?
 - Will additional training be arranged or offered for the accused person or the team?
 - Will supervision be arranged or offered for the accused person or the team?
 - Is it necessary to agree on additional regulations for the person's work?
 - What measures are required to support beneficiaries in the area where the incident occurred?
 - Are organisational adjustments necessary to prevent similar cases in the future?

- If the accused person is either a member of the case management team or a member of the executive management or board, they must no longer be involved in handling the case and must be replaced by another person.
- If BSIN Staff Members and volunteers report safeguarding concerns within a partner organisation abroad the following questions must be clarified:
 - Has the partner organisation been informed about the safeguarding concerns?
 - What measures has the partner organisation taken?
 - Has the response of the partner organisation been appropriate so far?
 - Decide:
 - Is it sufficient to support the staff member directly?
 - Will the partner organisation be contacted?
 - Has support been offered to the staff member: supervision, psychotherapeutic counselling, etc.?
 - Could the staff member be at risk due to their safeguarding report?
 - Should the staff member be offered or instructed to return to Austria?
 - Contact the partner organisation and ask:
 - Are they responding appropriately to the safeguarding concerns?
 - Is the support for the affected child/adult adequate?
 - Can support be offered to improve the safeguarding structures of the partner organisation?
 - Has the organisation contacted the authorities if such contact is appropriate?
 - Is the partner organisation part of a structure or network where a higher-level organisation can be contacted?
 - Can a supervisory board of the partner organisation be contacted?
 - Can the authorities of the host country be involved?
 - How can BSIN continue to cooperate with the partner organisation?

- Are there specific steps to be taken?
- Should the cooperation be suspended (i.e., paused until the case is clarified)?
- Should the cooperation be terminated?
- Has the host organisation contacted the authorities if such contact is appropriate?

3.6.4. Decisions of the Director of BSIN

The director of BSIN makes decisions regarding:

- The accused person.
- Measures to be taken in the area/facility/organisation where the incident is alleged to have occurred.
- Who should be informed (authorities, colleagues, media, etc.).
- Possible consequences for continued cooperation with the partner organisation in cases of inadequate case management.

3.6.5. Guidelines for conversations

- Stay calm!
- Tell affected individuals that it is very courageous to share their story.
- Express gratitude/appreciation for getting in touch and reporting.
- Let them tell their story.
- Do not ask leading questions!
- Avoid asking too many (guiding) questions.
- Make sure the conversation partner is aware of the limits of your confidentiality.
- Keep in mind: The fewer conversations affected individuals have about what happened to them before being interviewed by trained and authorized officials/psychologists, the more credible their testimony will be in court.
- Assure them that it is not their fault.

- Explain that victim protection is an important issue for us and that we accept the victim's wishes as far as possible.
- Inform the affected or reporting person that you cannot keep this conversation confidential because it is a serious matter and that you must report this to the responsible safeguarding persons within the organisation.
- Document your conversation as thoroughly as possible using the documentation form.
- Try to gather the necessary information to determine where the incident occurred, which department or team is involved, etc.
- Do not investigate on your own.
- Explain the next steps you will take.
- Try to support your conversation partner with what they need at the moment.

3.6.6. Documentation of Suspected or Actual Cases of Violence

1. Who is reporting the incident or suspicion? (If they want: Full name, including contact details if it is an external person)
2. Who is the affected person? (Full name, including contact details if it is an external person)
3. Who is the accused or suspected person? (Full name, including contact details if it is an external person)
4. Is any of these individuals a minor, particularly vulnerable, or traumatized (due to the incident)? If yes: What is their age or reason for vulnerability? Is specific action required to protect this person?
5. If the affected person is not the reporter: What is the relationship between the reporter and the affected person?
6. What is the relationship between the accused and the affected person?
7. What is the relationship between the reporter and the accused?
8. What happened?

9. When did the incident occur? (Date, time, or time period)
10. Where did the incident occur?
11. Is the affected person particularly vulnerable? In what way?
12. Who else was involved?
13. Are there any witnesses? If yes, who and how many?
14. Has the incident been repeated? If yes, how often and over what period of time?
15. Does anyone else know about the incident? If yes, who? Since when? Have they given any recommendations?
16. Has the incident been reported? Why (or why not)? If yes, to which authority or organisation?
17. What further measures or actions have been taken or are planned?
18. Other important information:
19. Documentation Record 1: Has anything been changed or added to the initial documentation afterwards? If yes, what was changed? By whom? Why? When?
20. Documentation Record 2: If further actions are taken (reporting, conversations, protective measures, police report, etc.), these must be documented additionally.

3.7. Regular Monitoring, Review and Updates

BSIN has established procedures for the regular monitoring of the effective implementation of safeguarding measures. In addition, BSIN has set up a documentation system for reporting safety concerns or incidents. This system records the initial report, the steps taken as part of case management along with their rationale, and the decisions made and implemented thereafter.

Based on this documentation, an annual report is submitted to the director of BSIN and subsequently discussed again within the team following feedback.

The documentation, monitoring, and annual reporting are intended to support a learning process within the organisation and contribute to the ongoing development of the safeguarding policy. BSIN safeguarding policy is considered a "living document" and can be adapted as needed.

3.8. Dissemination of the Safeguarding Policy

The dissemination of the safeguarding policy is carried out as follows:

- The Diocese of Innsbruck receives the safeguarding policy for review and informational purposes.
- All staff, volunteers, partner organisations, external contractors and other relevant stakeholders are familiar with the contents of the safeguarding policy and request revisions when necessary.
- All partner organisations receive the safeguarding policy as an annex to the contract, making it binding in spirit.
- BSIN highlights the safeguarding policy on the website.

4. Annexes



Betriebsvereinbarung gegen Gewalt und Missbrauch

Präambel

Die Achtung der Menschenwürde ist vorrangiges Prinzip unseres Handelns. Der Schutz von Kindern, Jugendlichen, schutzbedürftigen Erwachsenen und abhängigen Personen steht im Vordergrund. Gelingt deren Schutz in allen kirchlichen Institutionen, sind damit auch der Schutz der Mitarbeiterinnen und Mitarbeiter sowie der Schutz der Einrichtung vor Pauschalverdächtigungen und Vertrauensverlust gegeben. Grundsätzlich braucht es eine Kultur der Achtsamkeit, der konstruktiven Auseinandersetzung und Intervention, eine „Kultur des Hinschauens“. Der Schutz von besonders schutzbedürftigen Personen¹ sowie abhängigen Personen² kann nur gelingen, wenn alle Mitarbeitenden ihn als gemeinsames Anliegen und gemeinsame Verantwortung sehen. Daher ist jede Form von physischer, psychischer, sexualisierter oder spiritueller Gewalt an anderen Menschen zu unterlassen bzw. zu verhindern.

1. Geltungsbereich

Diese Betriebsvereinbarung gilt für alle Dienstnehmerinnen und Dienstnehmer, für die der Betriebsrat „Diözese Innsbruck“ oder der Betriebsrat „Caritas“ zuständig sind.

2. Zielsetzungen

Ziel der folgenden Vereinbarung ist es, einen sensiblen, achtsamen und verantwortungsbewussten Umgang mit besonders schutzbedürftigen und abhängigen Personen zu fördern sowie Missbrauch und Gewalt zu verhindern. Eine grundsätzliche Sensibilität und positive Grundhaltung in der Beziehungsgestaltung, die von Respekt und Wertschätzung getragen ist, wird von allen Mitarbeiterinnen und Mitarbeitern eingefordert. Das Referat für Prävention von Gewalt und Missbrauch unterstützt die Mitarbeitenden bei der Erreichung dieser Zielsetzungen.

3. Anstellung von Mitarbeiterinnen und Mitarbeitern, Anstellungsvoraussetzungen

- 3.1** Bei Anstellung einer neuen Mitarbeiterin/eines neuen Mitarbeiters muss die Dienstgeberin die Vorlage einer aktuellen Strafregisterbescheinigung gem. §10 Abs. 1 Strafregistergesetz und die Strafregisterbescheinigung Kinder- und Jugendfürsorge gem. §10 Abs. 1a und die Strafregisterbescheinigung Pflege und Betreuung gem. § 10 Abs. 1c Strafregistergesetz verlangen.
- 3.2** Für Personen, deren künftige Tätigkeit in erheblichem Ausmaß in der Arbeit mit besonders schutzbedürftigen oder abhängigen Personen liegt, wird im Rahmen der gesetzlichen Möglichkeiten empfohlen, die Einschätzung von Bezugspersonen aus dem Umfeld der Kandidatinnen und Kandidaten einzuholen (s. Rahmenordnung, Auswahl und Aufnahme von Mitarbeiterinnen und Mitarbeitern). *In Bewerbungs- bzw. Auswahlgesprächen wird das Thema Gewaltschutz thematisiert und bisherige Präventionserfahrungen können angesprochen werden.*



3.3 Von allen Mitarbeitenden kann überdies in regelmäßigen Abständen (mindestens 2 Jahre) die Strafregisterbescheinigung Kinder- und Jugendfürsorge sowie Pflege und Betreuung verlangt werden. Etwaige Kosten für die Beschaffung dieser Bescheinigung trägt die Dienstgeberin, die Zeit für die Beschaffung der Bescheinigung gilt als Arbeitszeit.

3.4. Verpflichtungserklärung

Mit der Verpflichtungserklärung auf die Rahmenordnung „Die Wahrheit wird euch frei machen“ gibt die Diözese Innsbruck einen sicheren und verlässlichen Rahmen für einen wertschätzenden und grenzachtenden Umgang mit besonders schutzbedürftigen und abhängigen Menschen sowie untereinander vor. Die Verpflichtungserklärung wird von allen Mitarbeiterinnen und Mitarbeitern unterschrieben.

3.5. Präventionsschulungen

Um Mitarbeitende für das Thema Gewaltschutz zu sensibilisieren und ihnen Handlungskompetenz sowie Wissen zu diözesanen Anlaufstellen zu vermitteln, sind alle Mitarbeiterinnen und Mitarbeiter verpflichtet, die Basisschulung Gewaltprävention zu absolvieren. Der Besuch weiterer Schulungen orientiert sich am Aufgabenbereich und der Leitungsverantwortung.

4. Umgang mit besonders schutzbedürftigen und abhängigen Personen

Die katholische Kirche in Österreich fördert die Rechte von Kindern, Jugendlichen, schutzbedürftigen Erwachsenen sowie abhängigen Personen. Darum sind alle Mitarbeiterinnen und Mitarbeiter im Rahmen ihrer Tätigkeit zu folgendem Umgang mit besonders schutzbedürftigen und abhängigen Personen verpflichtet:

- mit Respekt, Wertschätzung und Verantwortung begegnen
- sie als eigenständige, schutzwürdige Persönlichkeiten sowie selbstständige Träger von Rechten anzuerkennen
- ihre Persönlichkeit im Kontext ihres jeweiligen Umfeldes zu erfassen versuchen
- mit ihnen kooperativ, respektvoll und verantwortungsbewusst zu arbeiten
- sich mit ihnen so zu befassen, dass ihre Fähigkeiten, Talente und Kompetenzen gefördert werden
- ihre Gedanken und Überlegungen gelten zu lassen und ihre Aussagen ernst zu nehmen
- sie bei Entscheidungen, die sie selbst betreffen, angemessen einzubinden
- sie vor jeder Form von Gewalt und Missbrauch (körperlich, psychisch, sexuell, spirituell) bestmöglich zu schützen
- jegliche Form von Gewalt und Missbrauch (körperlich, psychisch, sexuell, spirituell) an, vor oder mit ihnen zu unterlassen
- ihr Recht am eigenen Bild zu wahren

5. Vorgehensweise bei Verdacht auf Gewalt und Missbrauch



- 5.1** Bei Verdacht auf und bei Beobachtungen von Gewalt und Übergriffen oder wenn Kinder, Jugendliche, schutzbedürftige Erwachsene oder abhängige Personen sich anvertrauen, sind Mitarbeitende zunächst angehalten, sich an die unabhängige diözesane Ombudsstelle für Betroffene von Gewalt und sexuellem Missbrauch, das diözesane Referat für Prävention von Gewalt und Missbrauch oder an eine andere geeignete Beratungseinrichtung zu wenden (z. B. Kinderschutzzentrum, Ombudsstelle für Kinder und Jugendliche, KIZ Tirol, Gewaltschutzzentrum Tirol, Mannsbilder), um sich beraten zu lassen.
- 5.2** Erhärtet sich der Verdacht im Zuge der Beratung, sind alle Mitarbeiterinnen und Mitarbeiter verpflichtet, Verdachtsfälle, Beobachtungen und Missbrauchsfälle im kirchlichen Bereich bei der unabhängigen diözesanen Ombudsstelle zu melden – auch dann, wenn schon eine Anzeige oder Meldung bei anderen Stellen gemacht worden ist. Die Meldung kann direkt oder über die/den Vorgesetzte:n gemacht werden, welche:r die Meldung unverzüglich an die unabhängige diözesane Ombudsstelle weiterleitet. Diese behandelt jede Meldung vertraulich und informiert bei einem begründeten Verdacht und mit Einverständnis der betroffenen Personen die diözesane Kommission für Betroffene von körperlicher, psychischer und sexueller Gewalt.
- 5.3** Nach Prüfung des Sachverhalts berichtet die diözesane Kommission dem Diözesanbischof und dem Generalvikar bzw. der/dem Ordensobere:n über die Meldung. Handelt es sich bei der beschuldigten Person um eine:n hauptamtliche:n Mitarbeiter:in, informiert der Generalvikar unverzüglich die/den dienstrechtlich verantwortliche:n Vorgesetzte:n und den zuständigen Betriebsrat.
- 5.4** Erweist sich ein Verdacht als unbegründet, ist eine gegebenenfalls ausgesprochene Dienstfreistellung aufzuheben und es sind nötigenfalls Maßnahmen zur Wiederherstellung des guten Rufes der/des Beschuldigten zu setzen.
- 5.5** Mitarbeiterinnen und Mitarbeiter, die einen Verdacht oder eine Beobachtung an die diözesane Ombudsstelle melden, sind vor ungerechtfertigten Anschuldigungen und Diffamierung zu schützen. Das bedeutet, dass der/dem Mitarbeiter:in auf persönlichen Wunsch hin eine Rechtsberatung durch die Diözese Innsbruck organisiert und die Kosten für Rechtsvertretung sowie ein etwaiges Gerichtsverfahren von ihr übernommen werden (Fürsorgepflicht der Dienstgeberin). Hauptamtlichen Mitarbeitenden darf aus der Tatsache der Meldung eines Verdachts oder einer Beobachtung kein beruflicher Nachteil entstehen.



6. Datenschutz

- 6.1** Die von der diözesanen Ombudsstelle für Betroffene von Gewalt und sexuellem Missbrauch in der katholischen Kirche bzw. von der diözesanen Kommission für Betroffene von körperlicher, psychischer und sexueller Gewalt erfassten Daten werden ausschließlich auf verschlüsselten Datenträgern (USB, externe Festplatten) gespeichert. Für die Speicherung und Sicherung der Daten sind einzig die diözesane Ombudsstelle bzw. die diözesane Kommission zuständig.
- 6.2** Um einen Datenverlust zu vermeiden, werden die Daten regelmäßig auf verschlüsselten Sicherungsdатenträgern gespeichert und diese Datenträger werden in gesicherten Tresoren (besonders versperrten Schränken) aufbewahrt.
- 6.3** Dokumentationen mit personenbezogenen Daten sind eingeschrieben per Post bzw. über gesicherte Datenleitungen zu versenden.
- 6.4** Die diözesane Mailadresse darf als Posteingang und zur Versendung datenschutzrechtlich unbedenklicher Mails verwendet werden.
- 6.5** Die Mitarbeitenden der diözesanen Ombudsstelle und der diözesanen Kommission müssen eine Verpflichtungserklärung auf den Datenschutz unterschreiben. Zudem sind die allgemeinen datenschutzrechtlichen Vorschriften (DSG, DSGVO, kirchliche Datenschutzverordnung) sowie die gesetzlichen Verschwiegenheitspflichten und die Vorgehensweise laut Rahmenordnung für die katholische Kirche „Die Wahrheit wird euch frei machen“, einzuhalten.

7. Schiedsstelle

Bei Meinungsverschiedenheiten über die Auslegung dieser Betriebsvereinbarung wird eine Schiedsstelle errichtet, die sich wie folgt zusammensetzt:

- Leiter:in der diözesanen Kommission, Generalvikar, Leiter:in Zentraler Dienst Personal der Diözese Innsbruck sowie zwei Mitglieder des Betriebsrates der Diözese Innsbruck, wenn die Angelegenheit eine diözesane Mitarbeiterin oder einen diözesanen Mitarbeiter betrifft
- Leiter:in der diözesanen Kommission, Generalvikar, Caritasdirektor:in sowie zwei Mitglieder des Betriebsrates der Caritas, wenn die Angelegenheit eine Mitarbeiterin oder einen Mitarbeiter der Caritas betrifft.

Die/der Vorsitzende dieser Schiedsstelle ist die/der Leiter:in der diözesanen Kommission. Bei Stimmengleichheit entscheidet die Stimme der/des Vorsitzenden.



8. Gültigkeit

Diese Betriebsvereinbarung tritt mit 01.07.2024 auf unbefristete Zeit in Kraft und wird auf Antrag evaluiert und nötigenfalls angepasst.

Für die Dienstgeberin

Mag. Roland Buemberger
Generalvikar

**Für den Betriebsrat
Bischöfliches Ordinariat**

Stefan Kindler
Betriebsratsvorsitzender

**Für den Betriebsrat
Caritas**

Mag. Michael Glaser
Betriebsratsvorsitzer



Ad 1: Besonders schutzbedürftige Personen

Minderjährige Personen

Minderjährige sind alle Kinder und Jugendlichen unter 18 Jahren.

Schutzbedürftige volljährige Personen

Sind Personen ab Vollendung des 18. Lebensjahres, deren Fähigkeit zu verstehen und zu wollen durch Krankheit, durch physische oder psychische Beeinträchtigung eingeschränkt ist, zumindest aber die Fähigkeit, einer Schädigung Widerstand zu leisten bzw. die eigenen Interessen zu schützen.

Ad 2: Abhängige Personen

Abhängig sind Personen dann, wenn sie in einem Abhängigkeitsverhältnis stehen oder sich in einem Machtungleichgewicht bewegen. Jedes Autoritäts- bzw. Arbeitsverhältnis ist potenziell geeignet, um Personen einer physischen oder psychischen Gewalt auszusetzen.

Ein Machtungleichgewicht besteht insbesondere bei: Arbeitsverhältnissen; Ausbildungsverhältnissen; direkten pastoralen Beziehungen (z. B. Beichte, geistliche Begleitung); Aufsichtsverhältnissen; Betreuungsverhältnissen (z. B. Seniorennachmittag, Flüchtlingsbetreuung ...); pflegerischem oder therapeutischem Umgang mit Personen (z. B. Pflegeheim, Altersheim, Ordensspitäler ...)



VERPFLICHTUNGSERKLÄRUNG AUF DAS RAHMENSCHUTZKONZEPT DER DIÖZESE INNSBRUCK UND DIE RAHMENORDNUNG „DIE WAHRHEIT WIRD EUCH FREI MACHEN“

Das Rahmenschutzkonzept der Diözese Innsbruck ist ein bindendes Dokument für all ihre Priester, Diakone, hauptamtlichen Mitarbeiter:innen und Ehrenamtlichen. Die Rahmenordnung „Die Wahrheit wird euch frei machen“ der Österreichischen Bischofskonferenz ist ein verbindliches Dokument für alle Mitarbeiter:innen in der katholischen Kirche.

ICH VERPFLICHTE MICH

in meinem kirchlichen Dienst im Sinne der Regelungen und Bestimmungen zu handeln und sie in meinem Arbeitsbereich anzuwenden und einzuhalten. Besonders achte ich darauf,

- dass ich mich an den Verhaltenskodex der Diözese Innsbruck halte.
- dass ich mich an die verbindlichen Standards für die diözesane Kinder- und Jugendarbeit sowie die verbindlichen Regelungen für Foto-, Video- und Tonaufnahmen halte (Rahmenschutzkonzept Punkt 5.4 und 5.5).
- dass ich die im Rahmenschutzkonzept unter Aus- und Fortbildung verpflichtenden Schulungen absolviere (Rahmenschutzkonzept Punkt 5.3).
- dass ich meiner Meldepflicht laut Rahmenordnung nachkomme und mich bei Verdacht auf physische, psychische, spirituelle und sexualisierte Grenzverletzungen an die Unabhängige Ombudsstelle der Diözese, das Referat für Prävention von Gewalt und Missbrauch, eine:n Schutzbeauftragte:n oder die/den Verantwortliche:n/Vorgesetzte:n wende, um mit diesen das weitere Vorgehen abzusprechen (Interventionsplan der Diözese Innsbruck).

Ich bestätige, dass mir durch die/den Verantwortliche:n/Vorgesetzte:n der Verhaltenskodex der Diözese Innsbruck, die oben genannten verbindlichen Standards und Regelungen laut Rahmenschutzkonzept sowie die für mich verpflichtenden Schulungen nachweislich zur Kenntnis gebracht wurden. Detaillierte Informationen zur Meldepflicht und die Gewaltpräventionsarbeit der Diözese Innsbruck erhalte ich in der Basisschulung Gewaltprävention.

Vor- und Nachname (in Blockbuchstaben)

Kirchliche Einrichtung bzw. Funktion

Ort, Datum

Unterschrift Mitarbeiter:in

Unterschrift Verantwortliche:r/Vorgesetzte:r

Innsbruck, Stand 01.01.2026

VERPFLICHTUNGSERKLÄRUNG
GEMAESS EU-DATENSCHUTZGRUNDVERORDNUNG idgF UND
KIRCHLICHER DATENSCHUTZVERORDNUNG

Ich verpflichte mich, Daten aus Datenverarbeitungen, die mir im Zusammenhang mit meinem kirchlichen Dienst (im Rahmen eines Dienstverhältnisses aufgrund eines Dienst- oder Werkvertrages) zugänglich geworden sind, unbeschadet sonstiger Verschwiegenheitspflichten, außerhalb kirchlicher Einrichtungen grundsätzlich nur aufgrund einer ausdrücklichen und schriftlichen Anordnung eines dazu befugten kirchlichen Vertreters zu übermitteln.

Ich erkläre hiermit ausdrücklich, dass ich Daten aus gegenständlichen Datenverarbeitungen nur aufgrund der Regelung der EU - Datenschutzgrundverordnung idgF übermitteln werde, und dass ich das Datengeheimnis auch nach der Auflösung meines Dienstverhältnisses bzw. nach Beendigung meiner ehrenamtlichen Tätigkeit einhalten werde.

Mir ist bekannt, dass ein Verstoß gegen das Datengeheimnis strafrechtliche und zivilrechtliche Folgen (z.B. Schadenersatz) nach sich ziehen kann.

Mit meiner Unterschrift erkläre ich, dass ich vollinhaltlich der Kirchlichen Datenschutzverordnung — Amtsblatt der Österreichischen Bischofskonferenz, Nr. 74 vom 01.01.2018 — unterliege, deren Inhalte zur Kenntnis genommen habe und somit auf das Datengeheimnis verpflichtet worden bin.

ALLGEMEINE RICHTLINIEN UND ERKLÄRUNGEN:

Aufgabe des Datenschutzes im kirchlichen Bereich ist es, die Geheimhaltung von personenbezogenen Daten im Hinblick auf die Achtung des Privat- und Familienlebens des Betroffenen zu gewährleisten.

Gegenstand sind alle personenbezogenen Daten, welche von kirchlichen Einrichtungen automationsunterstützt verarbeitet werden oder worden sind.

Die Weitergabe dieser Daten an andere als kirchliche Einrichtungen oder den Betroffenen ist auch nur dann zulässig, wenn diese Übermittlung beim Datenverarbeitungsregister registriert ist, oder der Betroffene der Übermittlung schriftlich zugestimmt hat. Die interne Weitergabe ist nur dann zulässig, wenn sie zur Erfüllung des kirchlichen Auftrages erforderlich ist, welche entweder der weitergebenden oder der empfangenden Einrichtung obliegt.

Unterliegen die kirchlichen Daten einem kirchlichen Dienst- oder Amtsgeheimnis, so ist die Weitergabe nur dann zulässig, wenn die empfangende kirchliche Einrichtung die Daten zur Erfüllung des gleichen Zweckes benötigt für den sie die weiterleitende kirchliche Einrichtung ermittelt hat.

Zutritt zu Anlagen, mit denen personenbezogene Daten verarbeitet oder gespeichert werden, ist grundsätzlich nur Personen gestattet, welche zur Einhaltung des Datengeheimnisses schriftlich verpflichtet worden sind. Die dafür vorgesehenen Räumlichkeiten sind in einer Weise abzuschließen, durch welche das Eindringen unbefugten Personen verhindert wird.

Mögliche Datenträger, auf denen Daten maschinell verarbeitbar gespeichert sind, müssen unter Verschluss gehalten werden. Die Verwahrung, Handhabung von Ausdrucken und Belegen, insbesondere auch die Befugnis zur Anfertigung von Kopien und Durchschlägen, ist lediglich Personen gestattet, welche auf das Datengeheimnis schriftlich verpflichtet worden sind. Im Verlauf der Verarbeitung anfallende Fehlausdrucke (auch Probedrucke oder Kontrollausdrucke) sind unverzüglich zu vernichten, wobei die Daten unlesbar zu machen sind.

Ort/ Datum

Name in Blockbuchstaben

Unterschrift

Rev. 05/2018

Verpflichtungserklärung auf das Datengeheimnis

gemäß § 6 DSG

(für **ehrenamtliche** Mitarbeiterinnen und Mitarbeiter in der Diözese Innsbruck)

Im Zuge meiner ehrenamtlichen Tätigkeit kann es sein, dass mir vertrauliche Daten zugänglich werden. Aufgabe des Datenschutzes im kirchlichen Bereich ist es unter anderem, die Geheimhaltung kircheninterner Daten im Hinblick auf die Achtung des Privat- und Familienlebens von Betroffenen zu gewährleisten.

Ich verpflichte mich zur Wahrung des Datengeheimnisses gemäß § 6 Datenschutzgesetz (DSG) i.d.g.F.

Dementsprechend habe ich

- Daten natürlicher und juristischer Personen (personenbezogene, aber auch wirtschaftliche oder steuerliche Daten), die mir auf Grund meiner ehrenamtlichen Tätigkeit anvertraut oder (aus Datenanwendungen) zugänglich gemacht wurden, unbeschadet sonstiger Verschwiegenheitsverpflichtungen, geheim zu halten, soweit kein rechtlich zulässiger Grund für eine Übermittlung dieser Daten besteht.

Diese Daten dürfen nur aufgrund einer ausdrücklichen Anordnung oder Genehmigung des/der jeweils vorgesetzten oder übergeordneten Verantwortlichen außerhalb der entsprechenden kirchlichen Einrichtung verwendet werden.

- andere Bestimmungen über den Datenschutz und die Datensicherheit ebenfalls zu beachten (z.B. den sorgsamen Umgang mit Passwörtern, Ausdrucken, Zugangsberechtigungen etc.).
- Daten zu keinem anderen als jenem zum rechtmäßigen Aufgabenvollzug gehörenden Zweck zu verwenden.
- das Datengeheimnis auch nach meinem Ausscheiden aus der ehrenamtlichen Funktion einzuhalten.

Ein Verstoß gegen das Datengeheimnis kann rechtliche Folgen nach sich ziehen (z.B. Schadenersatz).

Eine Ausfertigung dieser Erklärung wurde mir ausgehändigt.

.....
(Vor- und Zuname)

.....
(Ort und Datum)

.....
(Unterschrift)

Für **Auskünfte in Datenschutzangelegenheiten** steht der diözesane Bereichs-Datenschutzreferent zur Verfügung (Diözese Innsbruck, Riedgasse 9-11, 6020 Innsbruck, datenschutz@dibk.at)

04.02.2026

**BRUDER UND
SCHWESTER
IN NOT**



BSIN

Bruder und Schwester in Not

Code of Conduct

zum Umgang mit Bildern und Botschaften

**BRUDER UND
SCHWESTER
IN NOT**



Dieser Code of Conduct basiert auf dem Leitfaden zur Umsetzung des CONCORD-Code of Conduct
zum Umgang mit Bildern und Botschaften 2006, Fassung Februar 2012.

04.02.2026

**BRÜDER UND
SCHWESTER
IN NOT**



 DIÖZESE
INNSBRUCK

Leitgedanken und Prinzipien

Die Erstellung und Auswahl von Bildern und Botschaften soll auf der Grundlage dieser vorrangigen Prinzipien getroffen werden:

- Respekt für die Würde der betroffenen Menschen.
- Die Gleichheit aller Menschen.
- Die Anerkennung der Notwendigkeit, Fairness, Solidarität und Gerechtigkeit zu fördern.

Dementsprechend bemühen wir uns, in unserem öffentlichen Auftritt und überall dort, wo es bei der Darstellung der Realität umsetzbar und angemessen ist, Folgendes umzusetzen:

- Bilder und Botschaften auf der Grundlage von Werten wie Respekt, Gleichheit, Solidarität und Gerechtigkeit auszuwählen;
- Bilder oder beschriebene Lebenssituationen wahrheitsgemäß in ihren unmittelbaren und größeren Kontext einzuordnen, um das öffentliche Verständnis der Realität und Komplexität von EZA zu verbessern;
- Bilder und Botschaften zu vermeiden, die Menschen, Lebenssituationen oder Orte möglicherweise klischeehaft darstellen, überzeichnen oder diskriminieren;
- Bilder, Botschaften und Fallstudien mit dem vollständigen Wissen, der Beteiligung und der Erlaubnis der betroffenen Personen (bzw. ihrer Erziehungsberechtigten und SachwalterInnen) zu benutzen;
- Sicher zu stellen, dass die Personen deren Situation dargestellt werden, die Möglichkeit haben, ihre Geschichte selbst zu erzählen;
- Festzustellen, ob die betroffenen Personen genannt oder erkennbar sein möchten und immer dementsprechend zu handeln;
- Den höchsten Standards in Bezug auf die Menschenrechte und den Schutz gefährdeter Personen zu entsprechen;
- Den höchsten Standards in Bezug auf die, in der Kinderrechtskonvention vereinbarten, Kinderrechte zu entsprechen, da Kinder die am häufigsten abgebildeten Personen sind.
- Es ist sicherzustellen, dass Erwachsene bei der Anfertigung von Bild-/Videomaterial niemals alleine Zeit mit einem Kind oder vulnerablen Erwachsenen verbringen.
- Jede Beschwerde über ungebührliche oder erniedrigende Bilddarstellung muss, gleich jeder anderen Beschwerde, dokumentiert werden. Der Beschwerde muss entsprechend nachgegangen werden.