



Safeguarding Children and Young People

Diocesan Policy



DIOCESE OF GALWAY, KILMACDUAGH AND KILFENORA

Diocese of Galway, Kilmacduagh and Kilfenora

Safeguarding Children and Young People

Diocesan Policy

Galway, 2010

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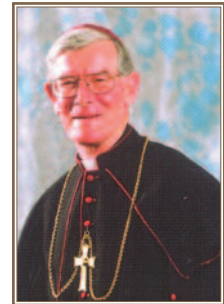
Abbreviations and conventions employed in this document

Safeguarding Children. The National Board for Safeguarding Children in the Catholic Church's publication *Safeguarding Children: Standards and Guidance Document for the Catholic Church in Ireland* (2008) will be referred to several times in the pages that follow. To avoid repetition of its long title, it will generally be cited as *Safeguarding Children*.

Children and Young People. While the policy area covered in this document has traditionally been referred to as "child protection", the provisions of the policy extend far beyond the age range to which the term "child" generally applies in ordinary discourse. Recognising the sensitivities of teenagers to being classified as "children", this policy statement will usually employ the convention "children/young people" when referring to the target group it seeks to protect, that is boys and girls who have not yet reached their eighteenth birthday.

Parents and Guardians. Some authors now maintain that the term "parent" should be used to refer not only to biological and adoptive parents, but also to other individuals that take on the parenting role in some cases. In this document the convention "parent/guardian" is retained to refer to whoever acts in the parenting role for a particular child/young person.

Church-related activities. The phrase "Church-related activities" is used in this document to refer to all situations that would be viewed by parents/guardians as being in some way related to Church, including not only liturgy but also activities such as outings, youth clubs, drama groups and sporting events organised by Church personnel whether clerical or lay, employees or volunteers.



1. Foreword by Bishop Martin Drennan

A Christian is someone who sees as Jesus sees. Jesus looks on each one of us with a look of love, seeing our dignity as children of God and wanting us to become the best we can be. His call to us is to be actively responsible in caring for each other and in helping one another to grow to our full potential. His pattern of care sets the standard for us. Painfully aware of mistakes made in the past, we focus again on Jesus and his ideals. As Church we humbly admit serious failures in the care and protection of children and young people. We want to walk with those who were neglected and abused, we want to help in their healing, we want their experience of Church to be positive and wholesome.

The Lord does not wish us to become prisoners of our past. Rather, he desires that we learn from our story and make decisions that give clear direction for the future. To give positive shape to our future this booklet sets out diocesan policy for the safeguarding of children and young people. If the policies set out here are carefully implemented then the Church will be a safer place for all. Trust grows where people feel safe. If our Church and society are to function well then we need trust. The trust that has been damaged will take time to recover. Every contribution to making the Church a safer place nurtures trust and makes a significant difference to the quality of life in our parishes and in our diocese.

I want to thank the many people, and in particular the volunteers, who give so generously of their time, expertise and sense of community, to create safe environments within the Church for children to meet, to pray, to play and to grow in the joy of our faith. May the splendid work being done, along with the policies and structures put forward in this booklet, encourage us to play our particular part in promoting the safety of young people for the good of the Church and therefore also for the good of society. May the blessing of God be with us every step of the way as we work towards the goals that we have set out for ourselves in this policy document.

Martin Drennan

Bishop of Galway, Kilmacduagh and Kilfenora

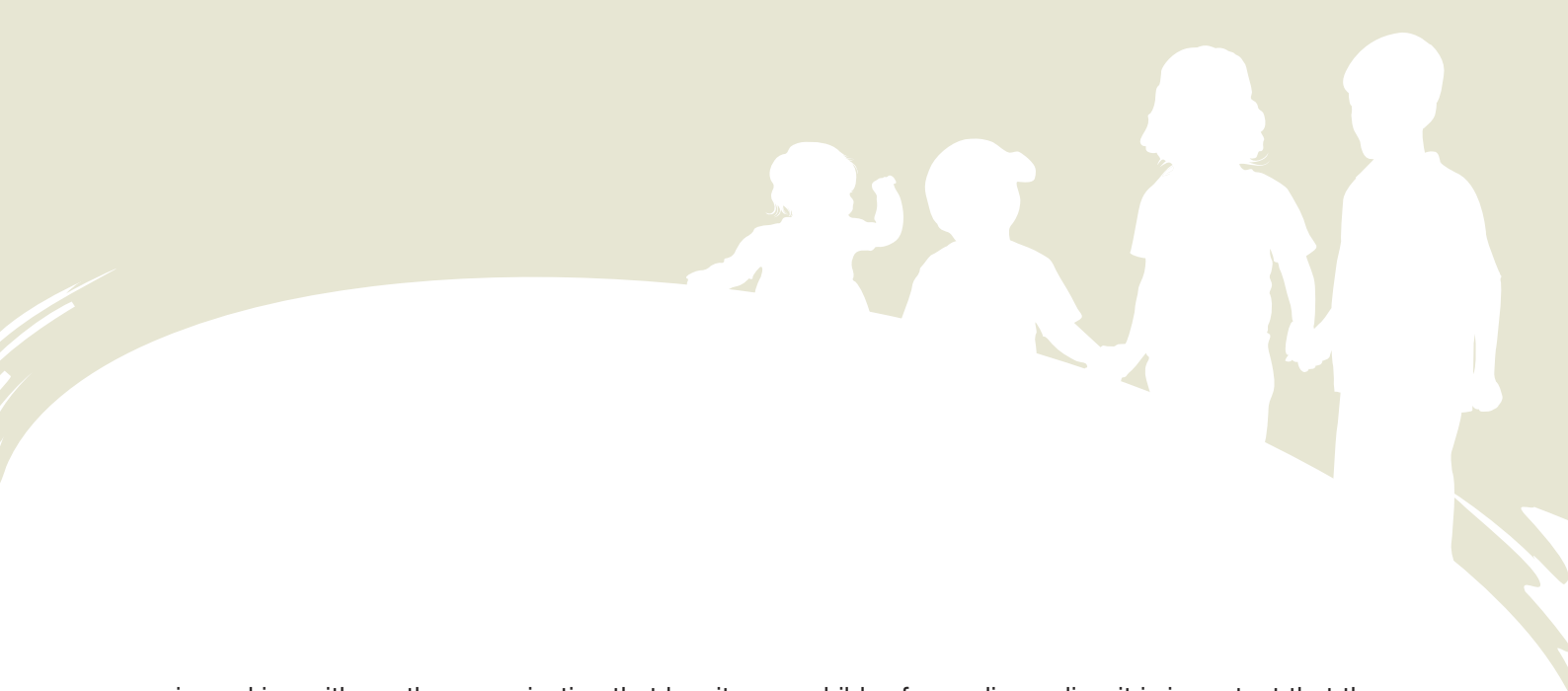


2. Introduction

In presenting its first Child Protection Policy in 2007, the Diocesan Child Protection Committee referred to the document as “an initial statement of policy and procedures which will be revised in response to experience and evolving practice”. Since then, the National Board for Safeguarding Children in the Catholic Church published *Safeguarding Children: Standards and Guidance Document for the Catholic Church in Ireland* in 2008. Endorsing that document and requesting that its standards should be applied, the Sponsoring Bodies (the Irish Bishops’ Conference, the Conference of Religious in Ireland and the Irish Missionary Union) indicated that it should become “an essential point of reference for all those concerned with safeguarding children within the Church in Ireland” and the standard to be employed in updating all existing policies.

In this second edition, the Diocesan Child Protection Committee aims to provide a fairly brief policy document, taking account of *Safeguarding Children*. The Committee urges that all who have responsibility for implementing the Church’s safeguarding policy and procedures should refer to *Safeguarding Children* as the more comprehensive guidance document for best practice. A copy has been provided to each Parish Priest in the diocese. The Department of Health and Children’s *Children First: National Guidelines for the Protection and Welfare of Children* (1999) must also be followed.

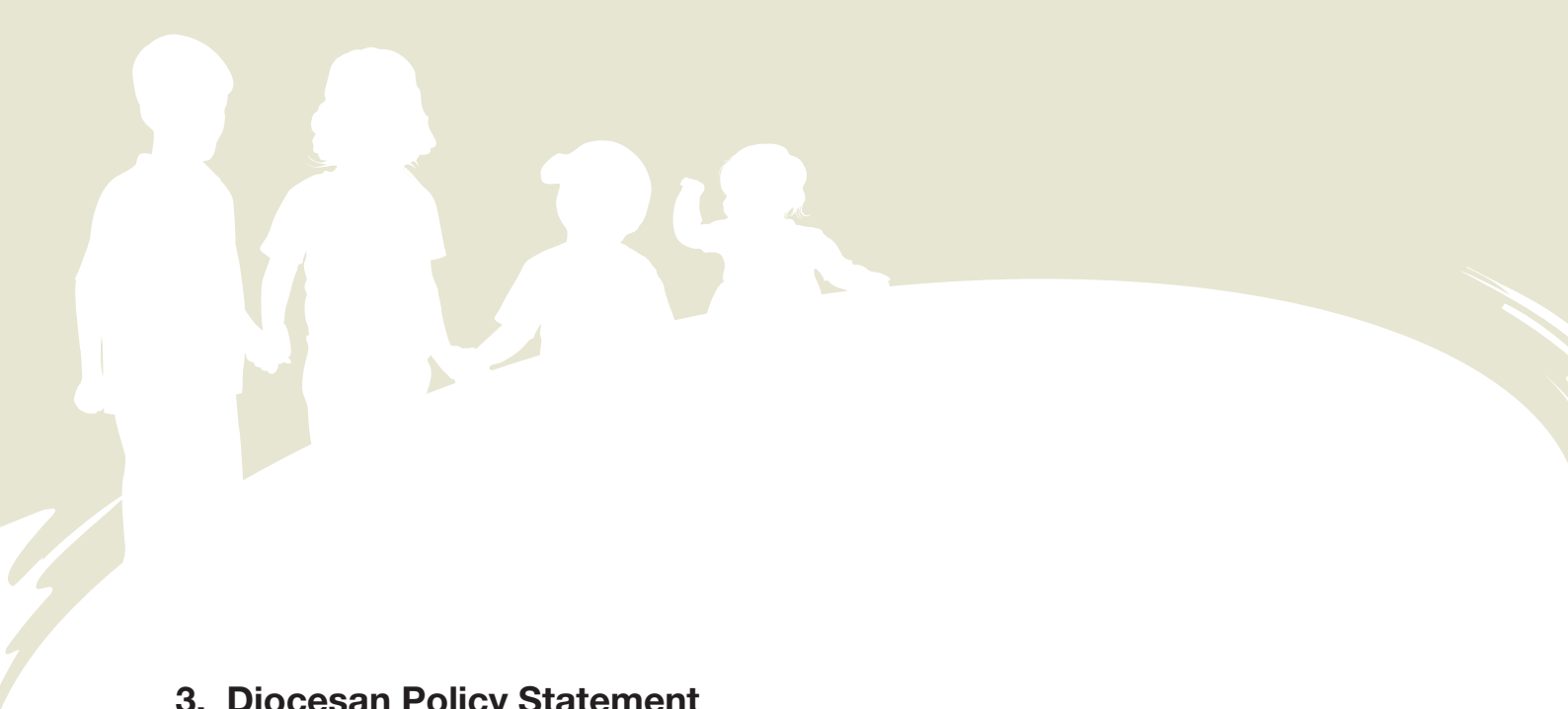
In preparing this policy, the Child Protection Committee gratefully acknowledges its indebtedness to the National Board for Safeguarding Children in the Catholic Church’s *Safeguarding Children* and to policy statements published by other dioceses. The policy is intended for people working with a specific group and in a particular context, that is, with children and young people in Church-related activities. Other organisations have developed safeguarding policies and procedures appropriate for people working in other contexts (e.g. sporting organisation) or with other vulnerable groups (e.g. adults with intellectual disability). The Child Protection Committee recommends that workers and volunteers should follow the procedures appropriate for the context in which they are engaged. If Church personnel become involved



in working with another organisation that has its own child safeguarding policy, it is important that they clarify in advance which child safeguarding policy will be followed.

The procedures and practices set out in the sections that follow exemplify what is currently regarded as best practice. However, no document can be exhaustive or anticipate all situations in which issues relating to the safeguarding of children and young people might arise. Individuals faced with issues not referred to in the document must exercise their best judgment, taking account of the principles, practices and intention of this diocesan policy document.

The procedures being recommended may seem tedious to some, particularly those who generously volunteer their services. However, the Committee asks them to bear in mind the precious goal the procedures are intended to serve – safeguarding children and young people from sexual, physical, and emotional abuse as well as from neglect. Unfortunately, in the past many children and young people had their lives blighted by abuse. Sadly, some of that abuse occurred when their parents/guardians were confident that their children were safe because they were involved in Church-related activities. The Committee expects co-operation from all concerned in implementing the diocesan standards and procedures as the best means of preventing future child abuse; good will is not enough. Following agreed policy and practices also provides those who work with children and young people with a measure of protection against possible misunderstandings and false or unfair allegations.



3. Diocesan Policy Statement

Safeguarding Children and Young People **Policy Statement of the Diocese of Galway, Kilmacduagh and Kilfenora**

The Diocese

values and encourages the participation of children and young people in the life of the Church, including liturgy and other activities that contribute to their spiritual, physical, social and emotional development;

commits itself to ensuring that when children and young people take part in Church-related activities, their safety and well-being will be of paramount importance;

recognises that all – but especially those who work with children and young people in Church-related activities – have a duty to provide a safe environment that fosters their dignity as children of God and respects their human rights;

co-operates with parents/guardians and relevant agencies in promoting the well-being of children and young people;

responds in accordance with the best practice procedures set out in the National Board for Safeguarding Children in the Catholic Church's *Safeguarding Children: Standards and Guidance Document* (2008) to any reported concern about the safety of children and young people in the context of Church-related activities.



4. Providing safe environments for children and young people

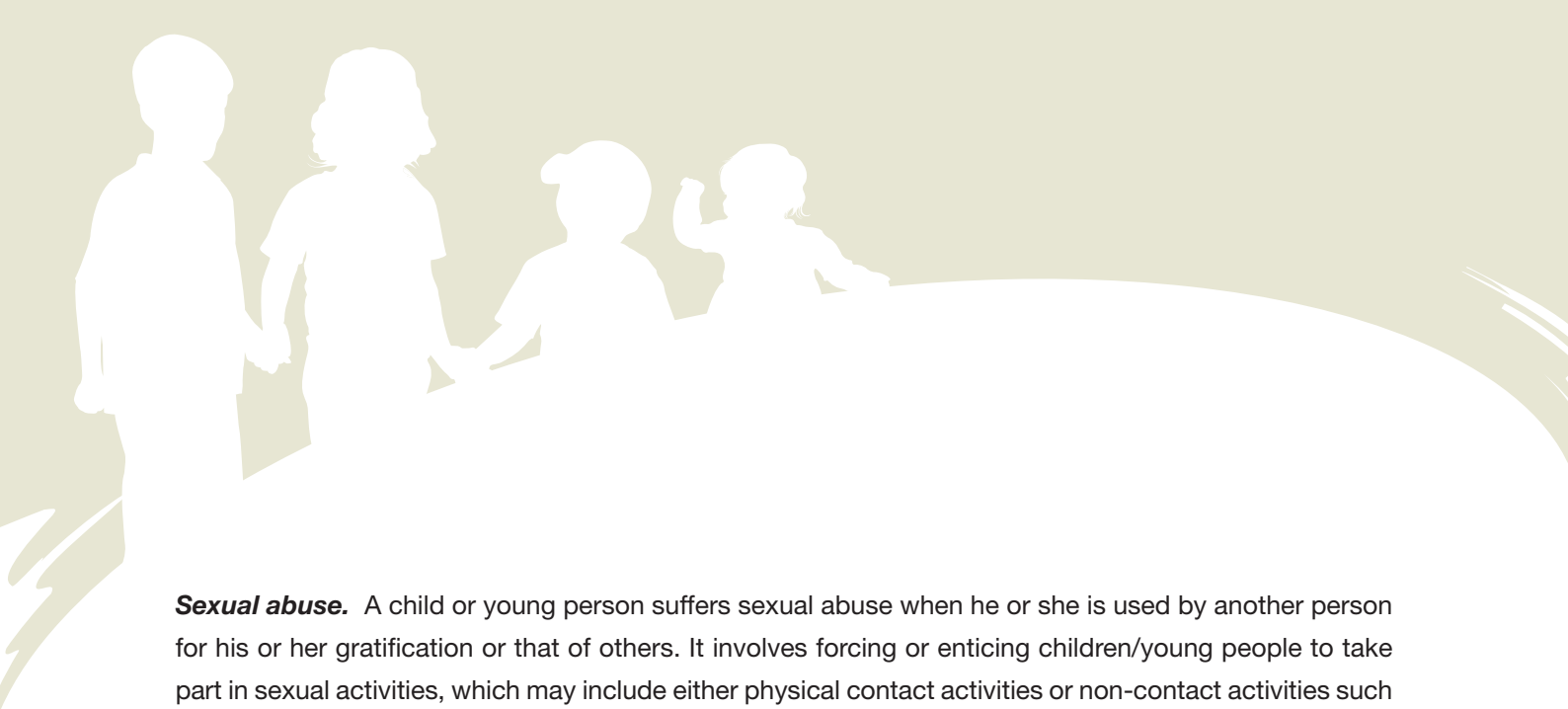
Over the past few decades revelations about the sexual, physical and emotional abuse of children and young people and about child neglect have caused widespread concern. Community organisations in which children and young people were presumed to have been safe have been shown to have betrayed the trust placed in them. Abuse that took place in residential centres, sporting organisations, families and Church-run services has had devastating and long-lasting effects on the children and young people concerned and has damaged their trust as well as that of parents/guardians and the wider community. The fact that abuse and especially sexual abuse has either involved Church personnel or has occurred in institutions run by the Church has been particularly shocking.

It is against that background that the Diocesan Child Protection Committee was set up to put in place policies and procedures designed to prevent such abuse occurring in the future and to safeguard children and young people particularly when they participate in Church-related activities in the Diocese.

(a) Social, Personal and Health Education. Abuse was facilitated in the past by the inability of children and young people who were being abused to report the matter to anybody. The Diocesan Child Protection Committee welcomes the age-appropriate programmes now being provided in first and second level schools designed to enable children and young people to recognise abusive behaviour and to have the language and trust to report their concerns to their parents or other adults. The Committee endorses these programmes and recognises them as a very important contribution to the prevention of abuse. A generation of young people who have been so empowered to report their concerns to trusted adults or to the responsible authorities should be less likely to be the victims of would-be abusers.

(b) Parish Representatives. To promote awareness of the need to safeguard children and young people and to ensure the implementation of this Diocesan Policy at parish level, each parish in the Diocese has at least one Local Parish Representative who has taken a special training course in relation to the policies and procedures involved. The role of Local Parish Representatives is outlined in Section 9 of this document.

(c) Recognising abuse. To maintain a safe and secure environment for the children/young people in their care all Church personnel need to be clear as to what is meant by child sexual abuse and the other main forms of abuse that children and young people may suffer – physical abuse, emotional abuse and neglect. All too often individuals experience more than one type of abuse.



Sexual abuse. A child or young person suffers sexual abuse when he or she is used by another person for his or her gratification or that of others. It involves forcing or enticing children/young people to take part in sexual activities, which may include either physical contact activities or non-contact activities such as looking at pornography. Encouraging children/young people to behave in a sexually inappropriate way can also be classified as sexual abuse. Boys and girls (including infants and toddlers) can be sexually abused by men and/or women or by other young people. Sexual abuse can be difficult to detect. Perpetrators are from all walks of life and are often people that are trusted by the child or young person and/or by their parents/guardians. They have been shown to be clever and devious and usually coax or threaten their victims into a conspiracy of silence and guilt. Carers need to be sensitive to the possible implications of changes in the behaviour of a child/young person and to listen and take seriously any tentative effort they make to tell.

Physical abuse. Physical abuse is any form of non-accidental injury, or injury which results from wilful or neglectful failure to protect a child. It may involve hitting, shaking, throwing, pulling ears or hair, burning or scalding or otherwise causing physical harm to a child/young person. Physical abuse includes not only acts of deliberate harm but also harm resulting from an adult's failure to prevent or to protect.

Emotional abuse. Emotional abuse is normally to be found in the relationship between a caregiver and child rather than in a specific event or pattern of events. It occurs when a child's needs for affection, approval, consistency and security are not met. Unless other forms of abuse are present, it rarely manifests itself in terms of physical signs or symptoms. The threshold of significant harm is reached when abusive interactions dominate and become typical of the relationship between the child/young person and the parent/guardian or any other person in regular contact with a child/young person.

Neglect. Neglect can be defined in terms of omission, where the child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults or appropriate health care. Neglect becomes apparent when the health and development of the individual compares very unfavourably with that which can reasonably be expected of a child or young person of the same age. A suspicion of neglect emerges over a period of time rather than at one specific point.

Readers are referred to *Safeguarding Children*, pages 73-78 for a more extensive account of the various forms of abuse and how they can be recognised.



5. Procedures for personnel involved in Church-related activities

To implement the Diocesan policy set out in Section 3, personnel (clergy, religious, diocesan employees and volunteers) who organise groups of children and young people in Church-related activities must adhere to the procedures set out in the sections that follow.

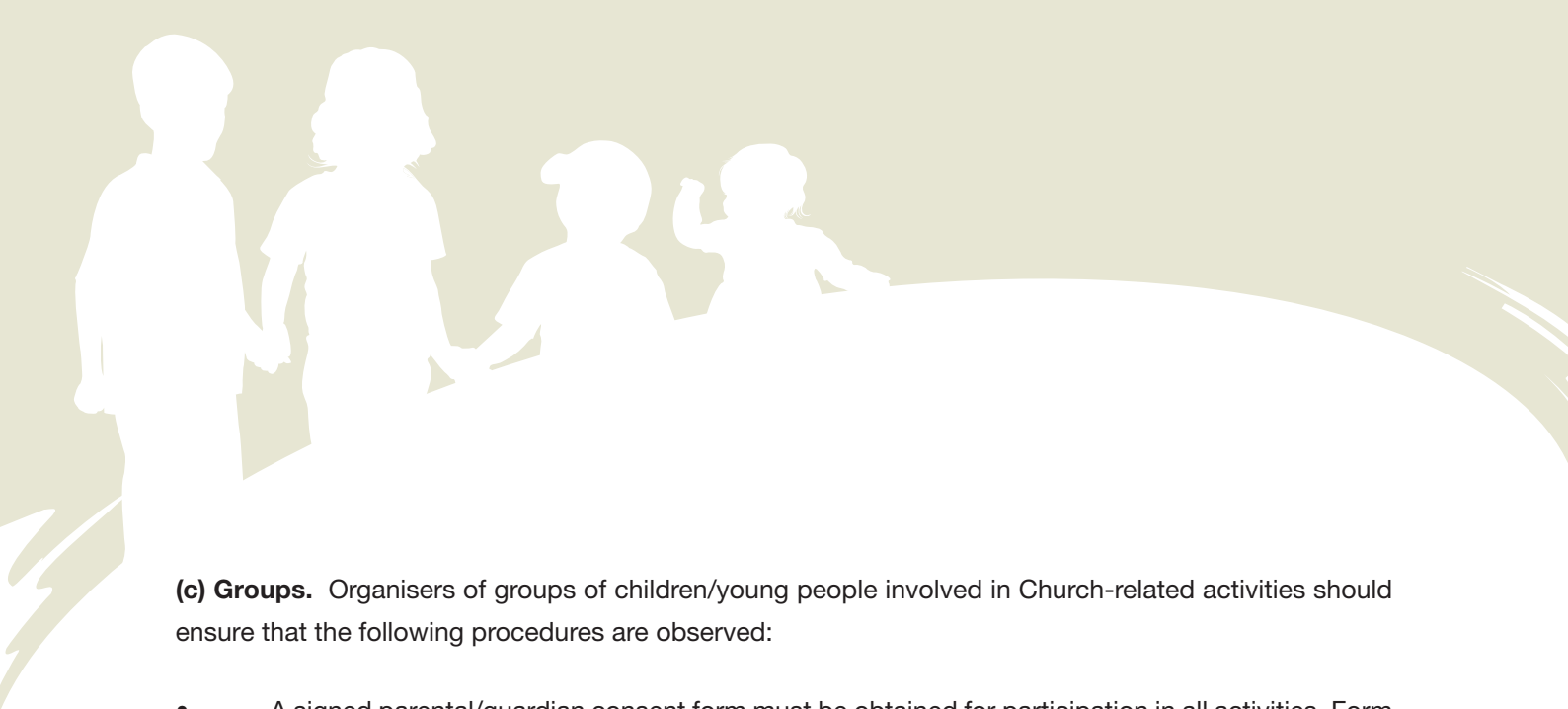
(a) Recruitment. Recruiting personnel to work with children/young people will involve the following procedures:

- Developing clear job/role descriptions.
- Inviting applications for all positions (paid or voluntary) in appropriate public media.
- Using application forms for recruitment to all positions. (See Form 1 as an example.)
- Requiring applicants to provide the names of two referees who can attest to their suitability for work with children/young people.
- Requiring all applicants to complete a Declaration Form (Form 2) and an application form for Garda vetting (Form 3).

Applications for Garda vetting for a young person in the age range 16 to 18 years (volunteering to be an Assistant Leader, for example) must be accompanied by the written consent of his or her parent/guardian.

(b) Training. The Diocese

- Will provide appropriate training in safeguarding children/young people for all Local Parish Representatives as well as regular opportunities to update their skills and knowledge.
- Will provide induction training for all personnel undertaking work with children/young people taking part in Church-related activities. The training will be based on this Diocesan Policy Document and individuals will be required to sign a personal commitment to adhere to its principles and procedures (Form 4).
- Will provide supervision and support for personnel.
- Requires that up-to-date files in respect of all personnel be kept in a safe place.



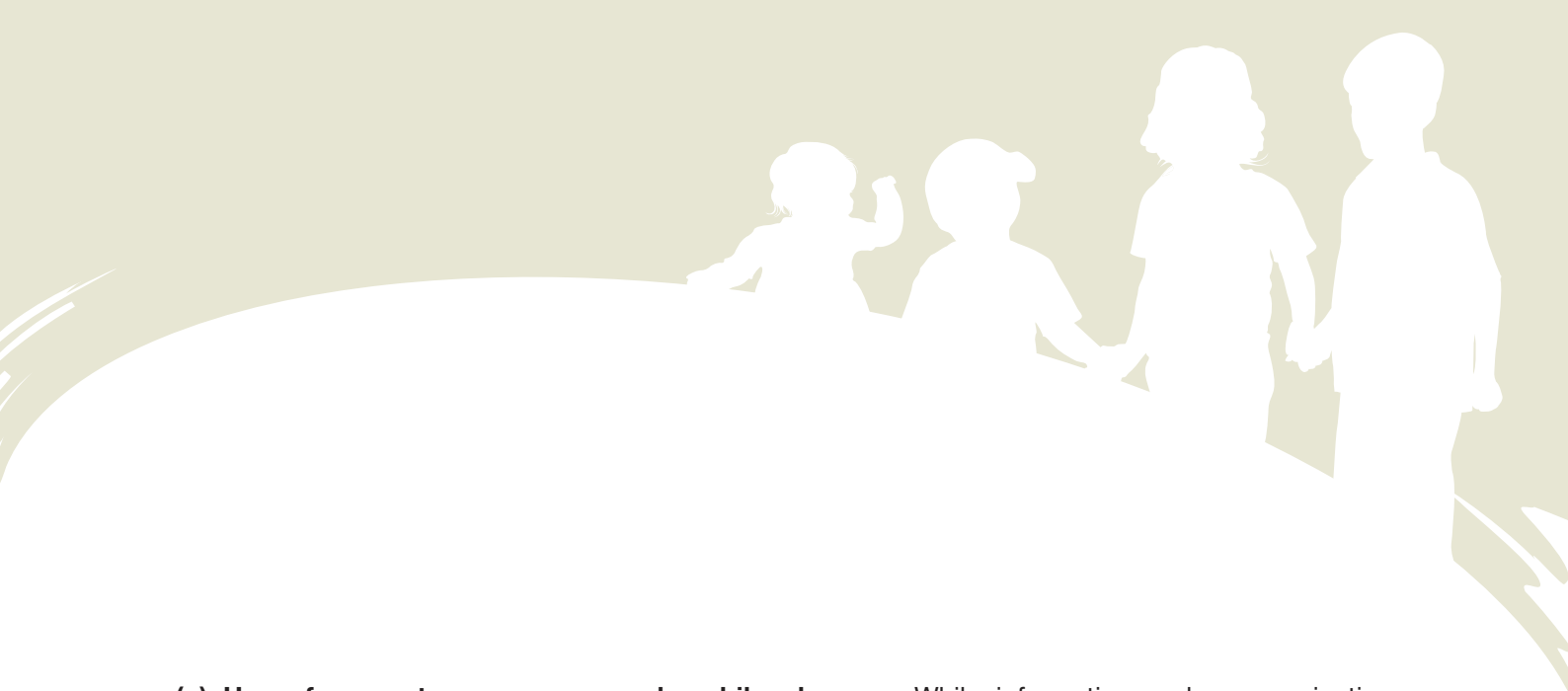
(c) Groups. Organisers of groups of children/young people involved in Church-related activities should ensure that the following procedures are observed:

- A signed parental/guardian consent form must be obtained for participation in all activities, Form 5 when a child/young person is joining a group such as a choir or altar servers and Form 6 when a child/young person is attending a specific event or activity such as an outing or a concert.
- Group leaders must have the contact details of parents/guardians.
- A signed duty roster must be drawn up to ensure adequate supervision of children/young people and the presence of at least two adult leaders at all times. See Appendix A. It is envisaged that some groups (for example, youth clubs) may also involve 16 or 17-year-olds as assistant leaders.
- Parents/guardians must be given timely and adequate information about planned events.
- Attendance records must be maintained, including the time of arrival and departure of all individuals involved.
- Appropriate medical information (for example, about epileptic or asthmatic conditions) and permissible treatments for children/young people must be available to their leaders.
- Personal details of children/young people should be held by only one named leader.
- If circumstances arise where an individual child/young person has to leave a group activity, his or her parent/guardian should be contacted and asked to provide transport if appropriate.

(d) Health and safety. Leaders must ensure that the environment in which their group operates is safe and that ordinary health and safety guidelines are followed. That includes, for example, having adequate First Aid supplies available to cope with minor accidents and eliminating environmental hazards or defective equipment that might put people at risk. Leaders should try to anticipate and prevent situations involving avoidable risks and be prepared to cope with unfortunate incidents that might still occur. Accident or incident report forms must be available for completion by leaders. A sample accident or incident report form is attached as Form 7.

(e) Children and young people with disabilities. The Diocese encourages the involvement of children and young people with disabilities in various activities and recognises that their successful integration makes extra demands on organisers. Appendix B sets out guidelines that should be followed to ensure that their special needs are met.

(f) Trips away from Home. Trips away from home offer a valuable opportunity for the personal and social development of children and young people but they must be carefully planned and organised. Appendix C sets out the diocesan guidelines that must be adhered to when children/young people take part in pilgrimages and other “away from home” activities.



(g) Use of computers, cameras and mobile phones. While information and communication technologies offer children/young people many benefits, parents/guardians are becoming increasingly conscious of the need for supervision in this area. Recognising the risks involved, the organisers of Church-related activities which involve access to the internet, photographic images or the sending of email or text messages need to ensure that a clear policy is in place to prevent possible abuse. See Appendix D.

(h) Prevention of bullying. Recognising that bullying may occur in any group and have a devastating effect on its victims, a specific anti-bullying policy must be developed for each group of children and young people involved in Church-related activities. Bullying takes many forms, including for example, teasing, fighting, threatening, ignoring, spreading rumours or sending unauthorised photographs or hostile text and email messages. Getting children and young people involved in drawing up or in revising the anti-bullying policy for their group helps to create awareness of the problem of bullying and contributes to its prevention. See Appendix E.

(i) General Complaints Procedure. Complaints will be taken seriously and dealt with fairly and confidentially. Efforts will be made to quickly and informally resolve complaints through discussion with the parents/guardians and members of staff as appropriate. Parents, young people/children, staff and volunteers will be made aware that there is a complaints procedure in operation and will receive a copy of the complaints form included as Form 8 in this Policy Document.

If a parent, guardian, child, young person, staff member or volunteer worker has a complaint about any aspect of the running of a particular activity or the behaviour of any individual involved in that activity, he or she should first seek to resolve the issue informally by discussion with the person in charge of the activity or his or her immediate superior, where appropriate. If the issue is unresolved or recurs, the complaint should be put in writing to the Parish Priest or other person who has overall responsibility. A meeting may then be organised with the complainant to try and resolve the issue. Written records should be kept of agreements reached and copies made available to parents/guardians (as appropriate).

It is expected that most complaints will be resolved at this stage. However, if there are other or more serious issues arising from the complaint then both sides may agree that third party mediation is needed.



6. Code of behaviour for leaders working with children and young people

- a. Leaders must treat children and young people courteously, respecting their dignity and right to privacy.
- b. Leaders must interact with children and young people in an open manner, avoiding any impression of favouritism.
- c. Leaders must be conscious that bullying may occur in any group context and must ensure that they are aware of the scope of bullying and of how to cope with the problem. Appendix E elaborates on how bullying may be identified and prevented.
- d. In so far as possible, it is advisable to avoid situations in which a leader would be alone with an individual child or young person. If one-to-one discussions are necessary, the meetings should take place in sight of others and a record of the purpose and timing of the discussion should be kept.
- e. Leaders must take care not to have inappropriate physical contact or engage in rough play with children and young people in their care.
- f. Except where necessary, leaders should not engage in intimate tasks of a personal nature for children or young people.
- g. In no circumstance should leaders permit the use of alcohol, tobacco or illegal drugs by children or young people under their supervision nor should they themselves use these substances while they are leading a group.
- h. Leaders must not use language that is generally regarded as inappropriate, offensive or abusive and should never use sexually suggestive comments to each other or in interacting with children and young people.
- i. Discriminatory behaviour or language in relation to race, culture, age, gender, disability, religion, sexual orientation or political views is not acceptable.
- j. Children and young people should normally be contacted through their parents/guardians. Personal communication between leaders and the children and young people in their groups should be limited to the context of organised group activities.
- k. Unless they have obtained permission from parents/guardians, leaders should not take photographs of children or young people in their group.



7. Code of behaviour for children and young people

Children/young people need to know the limits appropriate to their own behaviour and that of others in their groups. To meet that need, a code of conduct phrased in age-appropriate language and specific to each group should be drawn up in consultation with the children and young people concerned. The code should include the following key elements:

- a.** Respectful behaviour, reflecting the dignity and rights of each child and young person, should be required.
- b.** Inappropriate language or sexually suggestive comments are not acceptable in the group.
- c.** Inappropriate physical contact should be excluded as well as rough play except in the context of the recognised rules of particular sports.
- d.** Children and young people are not permitted to consume tobacco, alcohol or illegal drugs.
- e.** Children and young people should be aware of and respect the code of conduct that governs their leaders' behaviour.
- f.** Children and young people should be aware of and adhere to their group's anti-bullying policy. Please refer to Appendix E.




8. Reporting and responding to concerns about abuse

Every citizen has a responsibility to do what he or she can to ensure that children and young people grow up in an environment that fosters their physical, emotional, social and spiritual development. Anybody who has reason to believe that a child or young person is being abused while taking part in Church-related activities or elsewhere has a duty to ensure that their concern is reported to the Health Services Executive and/or the Garda Síochána so that the matter can be fully investigated.

The Protection for Persons Reporting Child Abuse Act, 1998 provides protection from civil liability for any person who is acting “reasonably and in good faith” in reporting a concern about the abuse of a child or young person to an appropriate person.

It needs to be emphasised that a person who has a concern/complaint about the abuse of children/young people should not get involved in investigating the matter. Instead he or she should adhere to the following procedures:

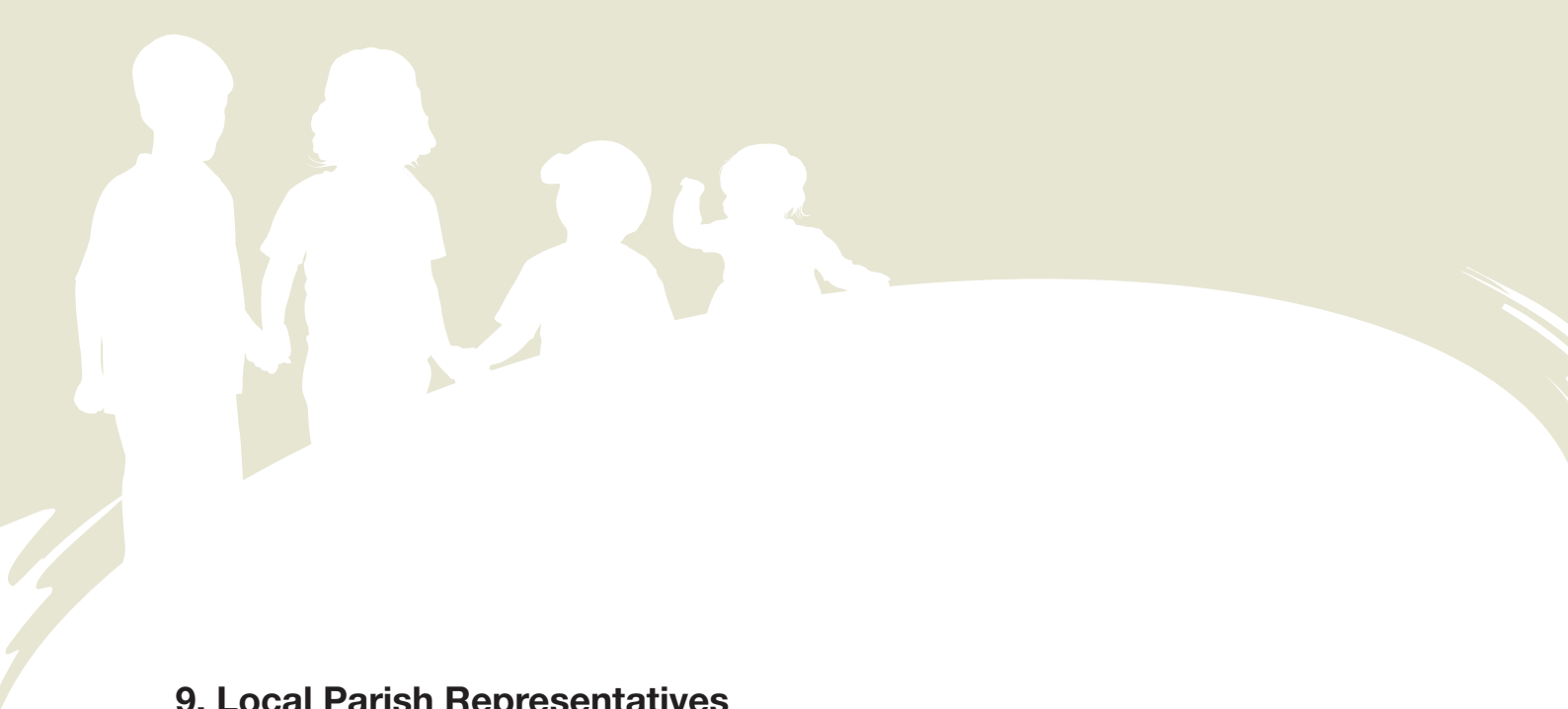
- a. The matter should be reported as soon as possible to one of the Diocesan Designated Persons who will refer all complaints/concerns about abuse to the civil authorities without delay. The contact details of the current Designated Persons are listed on the noticeboard of all churches in the Diocese. See Appendix G.
- b. In cases of emergency, where a child appears to be at serious and immediate risk, the matter should be reported to the Health Services Executive or the Garda Síochána as a matter of urgency.
- c. Not all persons raising a concern will wish to go through the process of reporting. However, information about the existence of a potential allegation must always be communicated to one of the Diocesan Designated Persons who has a responsibility to report to the statutory authorities.
- d. When a child or young person has enough trust to disclose to an adult that he or she has suffered abuse, the adult has a responsibility to handle the situation with the greatest sensitivity. It is recommended that the adult should remain calm and concentrate on carefully listening to their disclosure. A written record of the child/young person’s disclosure should be made as soon as possible afterwards. The Child Protection Recording form included as Form 9 should be used in recording the matter. The DOs and DON’Ts set out in Appendix F summarise the recommended approach to a person disclosing abuse.

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- e. In the case of an adult making a retrospective disclosure about abuse in his or her early years, where possible and practicable the person receiving the concern/complaint should take notes during the conversation. Permission to take notes should be obtained and the importance of recording all information should be explained to the person reporting the concern.
 - f. Parents/guardians must be informed that a referral has been made to the Health Services Executive/An Garda Síochána except in circumstances where that information would obviously not be in the best interest of the child/young persons involved.
 - g. Reports should not be selective; details which may seem irrelevant should be included as they may prove invaluable at a later stage of an investigation.
 - h. All original records, including rough notes, must be passed to one of the Diocesan Designated Persons. Copies of records retained must be kept secure and confidential.
 - i. A child/young person raising a concern should be told what will happen next and who will be made aware of the information given by him or her. The contact details of the Diocesan Designated Person should be provided in case the referrer needs to ask questions later.
 - j. It is important not to discuss an incident/concern with anyone other than the agencies and individuals specified in these procedures.
 - k. A person who is the subject of an investigation may be asked to step aside from his or her duties for the duration of the investigation. However, while the matter is pending, the person is entitled to the presumption of innocence and the right to his or her good name.

To facilitate members of the Church community in reporting concerns about the abuse of children or young people whether in the context of Church-related activities or otherwise a notice appears on the noticeboard of each church in the Diocese giving the contact details of the relevant personnel.

If a person is dissatisfied with the way their concern or report about the abuse of a child or young person is handled by the Diocese, he or she should contact the Health Services Executive directly or the National Office for Safeguarding Children at St. Patrick's College, Maynooth, Phone No. 01 5053124.

The Diocese is committed to a compassionate and just response to those whose youth was blighted by abuse while taking part in Church-related activities. The Diocese offers appropriate pastoral care, including professional counselling to help them rebuild their lives.



9. Local Parish Representatives

Each parish will have at least one Local Parish Representative to promote awareness of the need for safeguarding children and young people. Where a parish includes more than one church, it is desirable that each church community should have its own Parish Representative. The Parish Representatives will be responsible for:

- a.** Promoting awareness of the diocesan policy for safeguarding children and young people.
- b.** Ensuring that the public has ready access to contact details for the Designated Diocesan Persons, the Health Services Executive and the Garda Síochána.
- c.** Ensuring that Church-related activities run within the parish are organised in a manner which promotes the safety and well-being of the children/young people involved.
- d.** Ensuring that all Church personnel who work with children/young people receive induction training based on this Diocesan Policy Document
- e.** Facilitating anyone in the parish in bringing an allegation or suspicion of child abuse to the attention of the Designated Diocesan Person should they wish to have such support.

The Diocese will ensure that appropriate training and support is provided for the Local Parish Representatives.



10. Diocesan Designated Persons

The Diocese of Galway, Kilmacduagh and Kilfenora has appointed two Diocesan Designated Persons whose contact details are listed on a noticeboard in each church of the Diocese. See Appendix G. The role of the Diocesan Designated Person is:

- a. To receive all concerns relating to the safeguarding of children/young people, including any disclosures or allegations of abuse and to take responsibility for managing the response to that concern or disclosure, from start to finish, including referral to the Health Services Executive and An Garda Síochána;
- b. To ensure that the person raising a concern, disclosing abuse, or making an allegation is informed about the progress of the inquiry process;
- c. To liaise with the Health Services Executive, An Garda Síochána, Diocesan authorities and the National Safeguarding Office, informally and formally as deemed necessary;
- d. To carefully record all steps undertaken as part of these procedures;
- e. To be part of the management of any internal Church investigation in relation to Church personnel/volunteers.
- f. In the event of a Diocesan Designated Person receiving an allegation through a third party (for example, a Local Parish Representative) to let the third party know that the matter is being reported to the Statutory Authorities.

If a Diocesan Designated Person is not available or when a child is at immediate risk, contact should be made with the local Health Service Executive's Duty Social Worker or during "out of duty-social-worker hours" with local Gardaí. See the Display Notice included as Appendix G.



11. Confidentiality Statement

The Diocese recognises peoples' right to confidentiality and is committed to keeping all personal information about children/young people and their families confidential and secure.

However, an exception will be made in a situation where there is serious concern about safeguarding a child or young person. In that context,

- The paramount importance of the best interest of the child/young person will be given precedence;
- Information will be shared on a need-to-know basis with Diocesan Designated Persons and/or statutory authorities; and

Parents/Guardians will be informed that a report is being made to the Health Services Executive or An Garda Síochána except in circumstance where so informing the parents/guardians would be likely to put the child/young person at further risk.

All confidential information about children/young people and their families will be kept in a secure manner in accordance with the Data Protection Acts.



Appendix A

Recommended supervision ratios

An important factor in ensuring the safety and well-being of children/young people taking part in activities is the quality and number of adult supervisors. Because the appropriate supervision ratio will depend on several factors including the nature of the activities and the age of the children/young people involved, it is difficult to be prescriptive. In general, the following supervision ratio should be aimed for, with a minimum of two supervisors in each case:

0 to 2 years	1 supervisor to 3 children
2 to 3 years	1 supervisor to 4 children
3 to 7 years	1 supervisor to 8 children (6 children for outdoor activity)
8 years and over:	1 supervisor to 10 children/young people (8 children/young people for outdoor activity) plus 1 supervisor for every 10 additional children/young people.



Appendix B

Children and young people with disabilities

Every effort should be made to include children/young people who have disabilities in all Church activities, including trips away from home.

1. Children/young people with a disability may depend on adults more than other children for their care and safety, and so sensitivity and clear communication are particularly important.
2. Plans to support the inclusion of children/young people with disabilities in activities should be discussed with them and with their parents/guardians when they are joining an activity, particularly in relation to areas such as medication, access, personal care and establishing communication.
3. Where it is necessary to carry out tasks of a personal nature for a child/young person, this should be done with the full understanding and consent of the child/young person and of his or her parents/guardians.
4. In carrying out such personal care tasks, sensitivity must be shown to the child/young person and the tasks should be undertaken with the utmost discretion.
5. Any care task of a personal nature, which a child or young person can do for himself or herself, should not be undertaken by the worker/volunteer.
6. In an emergency situation where this type of help is required, parents/guardians should be fully informed as soon as reasonably possible and an Accident/Incident Report Form should be completed (Form 7).
7. Leaders/volunteers should be aware that vulnerable children may be more likely than other children to be bullied or subjected to other forms of abuse. They may also be less clear about physical and emotional boundaries.

It is particularly important that vulnerable children should be carefully listened to, recognising that they may have difficulty expressing their concerns.



Appendix C

Trips away from home

Preparations for away from home trips must ensure that the following guidelines are understood and accepted by all concerned, that is, the leaders, the children and young people going on the trip and their parents/guardians.

1. All trips need careful advance planning including adequate provision for safety in regard to transport, accommodation, facilities, activities and emergencies. Adequate insurance should be in place. A supply of Accident or Incident Report Forms should be available on each trip (see Form 7). Leaders must be properly qualified and supervised for the activities undertaken.
2. Written parental consent specifically for each trip and related activities must be obtained well in advance. Contact details for the duration of the trip are necessary. Written permission for leaders to make decisions of an emergency nature should be obtained in case of accidents.
3. A copy of the itinerary and contact telephone numbers should be made available to parents/guardians.
4. There must be adequate, gender appropriate, supervision for boys and girls. Training in the safeguarding of children and young people must be provided for all leaders.
5. Particular attention should be given to ensuring that the privacy of young people is respected when they are away on trips.
6. Sleeping areas for boys and girls should be separate and have gender appropriate supervision.
7. If children or young people are to be based at a Residential Centre, there should be advance communication with the Centre to establish if it has its own Child Protection Policy and Procedures and to clarify which policy and procedures will apply for the trip.
8. If, in an emergency situation, an adult considers it necessary to be in a dormitory or bedroom without another adult present, he or she should (a) immediately inform another responsible adult, and (b) complete an Accident or Incident Report Form (see Form 7).
9. If the private cars of leaders are used to transport children/young people on “away-from-home” trips, care should be taken to ensure that appropriate supervision and insurance are in place.
10. Children and young people with disabilities should be accommodated where possible. See Appendix B.



Appendix D

Use of computers, cameras and mobile phones

The permission of parent/guardian should be obtained if Church-related activities are to involve the use of computers or mobile phones.

Computers which can be accessed by children/young people should have appropriate filtering software.

Where the internet is being used during Church-related activities all users should source material under the leader's supervision.

Under no circumstances should the personal details of a child/young person be made available on line.

All computers in Church organisations and institutions, to which children/young people have access, should be monitored regularly to ensure that they are being used appropriately.

Guidelines on the use of photographic images

The key concerns regarding the use of images and photographs of children/young people relate to:

- The possible identification of children/young people when a photograph is accompanied by personal information and possible inappropriate use afterwards.
- The inappropriate use, adaptation or copying of images for use in child pornography or illegal website.

A common sense approach is required when deciding on what may or may not be appropriate as the Diocese does not wish to prohibit the recording of celebrations at parish level through the use of photography or recording on video equipment.

Outlining photography and recording policy at the outset will clarify matters for all concerned.

It should be noted that the Diocese has little or no influence on what photographs may be taken and published in local or national newspapers as such photography is covered by a different set of guidelines.



Appendix E

The Prevention of bullying behaviour

Bullying can be defined as repeated aggression, be it verbal, psychological, or physical, which is conducted by an individual or group against others. It may take many forms including:

- Physical, for example, punching, kicking, pushing or damaging the property of the victim.
- Verbal, for example, name calling, teasing, threats or personal, racial or sexual remarks.
- Psychological, for example, isolation, exclusion, gesturing, extortion, intimidation.
- Cyberbullying, for example, misuse of email, internet chat rooms, text messaging or camera and video facilities.

To help in preventing bullying the following strategies are suggested:

- Include children/young people in discussion as to why bullying is unacceptable and draw up a contract/code of behaviour with their collaboration.
- Have all participants sign up to the agreed code.
- Encourage children/young people to report all incidents of bullying.
- Seek to promote positive attitudes of social responsibility, tolerance and understanding among all personnel.

In responding to incidents/complaints about bullying, the following procedures are recommended:

- All incidents/complaints of bullying should be brought to the attention of the leader and recorded in an Accident or Incident Report Form (Form 7).
- The bullying behaviour should be investigated and stopped quickly.
- Parents should be informed and invited to meet with the person in charge, to discuss the problem.
- Both victim and perpetrator should be supported and helped throughout the process.



Appendix F

Recommended approach to receiving a disclosure of abuse from a child/young person

DO

- Stay Calm
- Listen
- Accept
- Reassure
- Record in writing
- Report
- Record your report

DON'T

- Panic
- Promise to keep secrets
- Ask leading questions
- Make the child repeat the story unnecessarily
- Delay
- Start to investigate

*The one thing you must not do is **nothing**.*



Appendix G

Safeguarding Children and Young People Policy Statement of the Diocese of Galway, Kilmacduagh and Kilfenora

The Diocese

values and encourages the participation of children and young people in the life of the Church, including liturgy and other activities that contribute to their spiritual, physical, social and emotional development;

commits itself to ensuring that when children and young people take part in Church-related activities, their safety and wellbeing will be of paramount importance;

recognises that all – but especially those who work with children and young people in Church-related activities – have a duty to provide a safe environment that fosters their dignity as children of God and respects their human rights;

co-operates with parents/guardians and relevant agencies in promoting the wellbeing of children and young people;

responds in accordance with the best practice procedures set out in the National Board for *Safeguarding Children in the Catholic Church's Safeguarding Children: Standards and Guidance Document* to any reported concern about the safety of children and young people in the context of Church-related activities.

Contact Details

If you have a child protection concern or wish to report an allegation of abuse involving a child or young person, please contact:

Mr Kevin Duffy,
Diocesan Pastoral Centre,
Newtownsmyth,
Galway.
085-7748324

Mrs Eileen Kelly,
Diocesan Pastoral Centre,
Newtownsmyth,
Galway.
085-1112660

If you wish to report directly to the statutory authorities please contact either your local Health Service Executive's Duty Social Worker at

091-546370/546366 in Co. Galway,
065-6863907 in Co. Clare, or
094-90 42284/42283 in Co. Mayo,

or An Garda Síochána at 1800 666111, through the emergency number 999 or your local Garda station.

Child Protection Committee

The current members of the Child Protection Committee are:

Mr Kevin Duffy (Chair)
Fr Michael Brennan, PP
Fr Desmond Foley, OSA
Mr James McLoone
Mrs Margaret McLaughlin
Sr Aileen Murphy, RLR
Mrs Mary Smith
Mairéad Uí Mhurchadha

Acknowledgement

The Child Protection Committee wishes to record its thanks to the second class pupils in the following schools who contributed to the artwork in this document and their teachers:

- (1) Scoil Shéamais Naofa, Bearna, Galway.
- (2) Scoil Cholmcille, Clouna, Ennistymon, Co. Clare.
- (3) Scoil Bhríde N.S., Shantalla, Galway.
- (4) Tullykyne N.S., Co. Galway.
- (5) Castlegar N.S., Castlegar, Co. Galway.
- (6) Rosedale School, Little Oaks Class, Woodlands, Renmore, Galway.
- (7) St. Joseph's N.S., Ballyvaughan Road, Kinvara, Co. Galway.
- (8) Glencorrib N.S., Shrile, Co. Mayo.
- (9) Scoil Caitríona Junior, Renmore, Galway.
- (10) Scoil Mhuire, An Turlach Beag, Rosmuc, Co. Galway.

The participating schools were chosen by random draw and represent parish and faith communities across our diocese.

