

# Safeguarding Children

## Parish Handbook



Western Province



Safeguarding Children

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## Foreword

The Bishops of the Ecclesiastical Province of Tuam are pleased to introduce this **"Safeguarding Children Parish Handbook"** which is designed to facilitate the implementation of best practice in safeguarding children in all parishes within the six dioceses of the Western Province: **the Archdiocese of Tuam; the Diocese of Achonry; the Diocese of Clonfert; the Diocese of Elphin; the Diocese of Killala and the Diocese of Galway-Kilmacduagh-Kilfenora.**

In March 2016 The National Board for Safeguarding Children in the Catholic Church in Ireland (NBSCCCI) produced **"Safeguarding Children Policy and Standards for the Catholic Church in Ireland"** which contains a policy statement and a framework of seven child safeguarding standards and indicators which support its implementation and applies to all church personnel.

On behalf of our respective dioceses, as part of the Catholic Church in Ireland, we have committed to safeguarding children by agreeing to follow this policy of the NBSCCCI and will abide by and uphold the seven standards and applicable indicators in our entire ministry and contact with children.

The policy and standards of the NBSCCCI provide the framework for practice, through a one-Church approach to child safeguarding, ensuring that the same principles, procedures and practices for safeguarding children and for responding to allegations or suspicions of child abuse operate at every level and in every place throughout the Catholic Church in Ireland.

In addition the NBSCCCI has also produced extensive guidance on how to implement each of the seven standards. This **"Safeguarding Children Parish Handbook"** is a subset of that guidance and contains the parts which are most pertinent to safeguarding children in a parish context. However, it is not designed to be a stand-alone document or sole reference source for safeguarding children. Rather it should be read in conjunction with the NBSCCCI's **"Safeguarding Children Policy and Standards for the Catholic Church in Ireland"** and its guidance documents, the most up to date version of which will be available on the safeguarding section of our respective diocesan websites and the NBSCCCI website.

While acknowledging the immense work carried out over many years and the continued development of good practice across the Church in Ireland we want to reiterate once again our full and unwavering commitment to this work of safeguarding children. Our thoughts and prayers remain with the many victims and survivors of abuse. This is not a time to become complacent but on the contrary we must forge ahead, building on the work accomplished, while continuing to learn and improve our practice, thus ensuring the protection of children, Church personnel and the integrity of the Church and its mission.

It is our hope that this handbook will be a practical support for all in our parishes as they continue the work of safeguarding children and we thank our Priests, Local Safeguarding Representatives, Safeguarding Committees, Designated Liaison Persons, Safeguarding Trainers and Support Persons for their dedication and commitment.

We entrust the continuation of this indispensable work to the care and intercession of Our Lady and pray for a renewal of our Church especially among our young people.

† Michael Neary, Archbishop of Tuam

† Brendan Kelly, Bishop of Achonry

† John Kirby, Bishop of Clonfert

† Kevin Doran, Bishop of Elphin

† John Fleming, Bishop of Killala

Canon Michael McLoughlin, Administrator of Galway-Kilmacduagh-Kilfenora

April 2017



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# Policy Statement

## Child Safeguarding Policy Statement of the Constituent Members of the Catholic Church in Ireland



As a constituent member of the Catholic Church in Ireland, we recognise and uphold the dignity and rights of all children, are committed to ensuring their safety and well-being, and will work in partnership with parents/guardians to do this.

We recognise each child as a gift from God, and we value and encourage the participation of children in all activities that enhance their spiritual, physical, emotional, intellectual and social development.

All Church personnel (including clergy, religious, staff and volunteers) have a responsibility to safeguard children through promoting their welfare, health and development in a safe and caring environment that supports their best interests and prevents abuse.





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# Standard 1

# Safe Environments

## Standard 1 – Preventing Harm to Children



### 1.0 Safe Recruitment

- The Diocese acknowledges that safe care starts with the appointment of suitably qualified, skilled and vetted personnel who have the desired competencies and skills to carry out their function in an effective, efficient and safe manner. Whoever is employed by the Church, either in a pastoral or voluntary role, must be recruited carefully and deemed suitable for the role that they are being asked to undertake. Safe recruitment means that the Diocese will ensure that:
- All reasonable steps are taken to ensure that the Church eliminates applicants who might pose a risk to children/young people.
- Those engaged in the recruitment process are suitably trained and experienced to undertake this task.
- The Church's recruitment procedures are transparent, adhere to best practice and comply with the rules of natural justice, appropriate record-keeping and human resource management.
- The Church is committed to the policy of inclusion and equality.

#### Recruitment procedures (volunteers)

All necessary steps should be taken to ensure that all volunteers who work with children/young people in the Church are assessed as 'safe'. This includes conducting the following procedures for all volunteers:

- Vetting through the Garda Vetting Bureau (see below).
- Requiring the volunteer to sign a declaration form stating that there is no reason why they would be considered unsuitable to work with children/young people (see Appendix A – SG02 Declaration Form).
- Ensuring the volunteer is inducted in the Church's child safeguarding policy (See Standard 5 – Training and Support) and that they agree to follow the policy and the procedures of the Diocese by signing an safeguarding agreement form (see Appendix A – SG03 Safeguarding Agreement Form).
- Ensuring the volunteer agrees to work within the Church body's code of behaviour.
- Ensuring the volunteer agrees to report all safeguarding concerns to the Designated Liaison Person

(DLP) of the Church body (see Appendix C).

- Considering whether to ask the volunteer to complete an application form (see Appendix A – SG01 Application Form) in particular if they have regular and necessary contact with children/young people through their ministry.

### Recruitment Procedure (Paid)

- Use the recruitment and selection checklist to ensure that effective practices are followed (see Appendix A – Recruitment and Selection Checklist).
- Develop clear job/role descriptions.
- Openly advertise all vacancies.
- Use the application form (see Appendix A – SG01 Application Form).
- Interview suitable applicants by an interview panel of at least two people with appropriate competence and authority.
- The successful applicant will be offered a position subject to:
  - Suitable reference.
  - Signing a declaration form (See Appendix A – SG02 Declaration Form).
  - Proof of qualifications, where applicable.
  - Vetting through the Garda Vetting Bureau (see below).
  - Positive proof of identification.
- Verbal contact must be made with referees.
- Once appointed, the following elements are critical:
  - Ensure probationary periods are served, where appropriate.
  - Ensure that the member of Church personnel is inducted in the Church's child safeguarding policy (see Standard 5) and that they agree to follow the policy and the procedures of their Church body by signing an agreement form (see Appendix A – SG03 Safeguarding Agreement Form).
  - Ensure professional support, supervision and appraisals are offered to Church personnel, where appropriate (see Standard 5).
  - Provide ongoing training to Church personnel, in particular child safeguarding training detailed under Standard 5.
- Up-to-date files should be kept in respect of all personnel in line with NBSCCCI Recording and Storage of Information (see Section 1.16 Record Keeping and Storage).

### 1.1 Vetting Through the Garda Vetting Bureau

This should be read in addition to and not separate from the Vetting Guidance produced by the National Board for Safeguarding Children in the Catholic Church in Ireland (NBSCCCI).

It should be noted that any lay person who is coming to work or volunteer in Ireland, who worked or volunteered in another country for more than one year, **must provide a certificate of police clearance** from the country or countries in which they have lived for a year or more prior to coming to Ireland. Advice and support in obtaining a police clearance certificate can be found at [www.fingerscan.ca](http://www.fingerscan.ca) and also at [www.coru.ie/en/registration/police\\_clearance](http://www.coru.ie/en/registration/police_clearance).

### The National Vetting Bureau Act 2012

The 2012 National Vetting Bureau Act 2012 sets out the circumstances that require vetting as:

Any work or activity which is carried out by a person, **a necessary and regular** part of which consists mainly of the person having **access to**, or **contact with, children** and/or **vulnerable adults**.



The Act also requires:

Vetting in respect of any work or activity as a **minister** or **priest** or **any other person engaged in the advancement of religious beliefs**, to **children** and **vulnerable adults**, unless such work or activity is merely incidental to the advancement of religious beliefs to persons who are not children/young people or vulnerable adults.

A person is also required to be vetted if their ministry, work or activity is deemed relevant to children/young people or vulnerable adults. Relevant work includes the provision of training, education, treatment, supervision, therapy, counselling, transporting or conveying, giving advice or guidance, cultural, recreational, leisure, social or physical activities.

### **Interpreting the Act for the Church Context**

From the above extracted clauses, persons requiring vetting fall into three main categories. However it should be noted that anyone who is 18 or over and has any contact with children/young people or vulnerable adults which is more than incidental as part of their ministry must be vetted (see also Note 1 below).

**Category 1:** A person must be vetted if they are a minister, priest or other who engages in the advancement of religious beliefs to children/young people and vulnerable adults.

**Category 2:** A person must be vetted if he/she has necessary and regular contact with children/young people or vulnerable adults through his/her ministry, work or activity in the diocese/parish/school/diocesan agency/etc.

**Category 3:** Vetting is also required for those whose ministry, work or activity includes the coaching, mentoring, counselling, teaching or training of children/young people or vulnerable adults. This applies regardless of whether this ministry, work or activity is occasional or regular and necessary.

**Note 1:** Those who are aged 16 and 17 may be vetted, but this can only be carried out with the written consent of their parent/guardian and the young person themselves.

**Note 2:** Vetting is not required for a person if his/her ministry, work or activity with children/young people is merely incidental to his/her ministry, work or activity with others who are not children/young people or vulnerable adults. In other words, vetting is not required for Church personnel who may come into contact with, but do not minister or work directly with, children/young people or vulnerable adults, excluding those who fall into Category 1-3 above.

### **Examples of Roles that typically WILL Require Vetting (This list is not exhaustive):**

- Clergy (bishops, priests, deacons, visiting clergy who provide short to long term cover).
- Sacristans.
- Youth group leaders such as those responsible for youth choirs, parish run youth clubs, Pope John Paul II Award leaders, youth liturgy groups, etc.
- Supervisors of altar servers.
- Ancillary staff in schools e.g. SNAs, caretakers, etc.
- Communion programme "Do This In Memory Programme" leaders who have contact with children outside of the public Sunday Liturgy.
- Confirmation programme "You Shall Be My Witnesses" leaders.
- Eucharistic ministers who have been commissioned to bring the Eucharist to homes, hospitals, care homes and other institutions where there may children/young people and/or vulnerable adults present.



- Other roles that bring a person into direct contact with children/young people or vulnerable adults through his/her ministry, work or activity.

### **Examples of Roles that Typically WILL NOT Require Vetting:**

- Parish secretaries.
- Collectors.
- Car park attendants.
- Those present in the Sacristy who don't have an official role with children or vulnerable adults (however, these adults should never be left unsupervised with children or vulnerable adults).
- Readers of the Word unless they have a dual role which directly involves contact with children/young people or vulnerable adults.
- Eucharistic ministers who only distribute the Eucharist within the main body of the church during public Mass or other liturgical celebrations.
- Other roles whose contact with children/young people or vulnerable adults is merely incidental while they are carrying out their ministry, work or activities with those who are not children/young people or vulnerable adults.

### **Implications for Dioceses**

Each diocese as a constituent part of the Catholic Church in Ireland is deemed to be a Relevant Organisation with regards to the Act and therefore it shall not permit any person to undertake relevant ministry, work or activities on its behalf unless an application for vetting has been processed by the National Vetting Bureau in respect of that person.

Equally those who, under the Act, do not require vetting should not be requested to apply for vetting as to do so would be an undermining of their civil rights.

### **Vetting Process**

Applications for vetting are now submitted electronically in a process known as e-vetting. The National Vetting Bureau (NVB) is no longer accepting paper applications.

Please find below the list of relevant forms and an outline of how the e-vetting process works.

- E-Vetting Invitation Form (NVB 1) & Guidelines for Completion (See Appendix A).
- Parent/Guardian Vetting Consent Form (NVB 3) – required for applicants under 18 years of age where vetting is applicable (see Appendix A).
- Proof of Identity Check-List (see Appendix A).

### **How it works**

- A copy of the E-Vetting Invitation Form (NVB 1) and guidelines for completion should be given to the applicant and he/she should be asked to complete sections 1 and 2. Please ensure that the form is completed fully and clearly.
- Section 3 is to be completed by the organisation's contact person for the applicant, i.e. bishop/priest/chairperson of board of management/agency manager on behalf of the diocese/parish/school/diocesan agency.
- At this point the applicant's identity must be validated as per guidelines (see Proof of Identity Check-List).

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- The completed E-Vetting Invitation Form (NVB 1) should then be posted to the Western Province Vetting Office as per address on top of the form.
- The applicant will then receive an email directly from the National Vetting Bureau (NVB) which will give him/her access to their on-line Vetting Application Form (NVB 2).
- If they do not complete this form within 30 days the form will become inactive and they will have to reapply.
- Once the Vetting Application is processed by the NVB the contact person named on the E-Vetting Invitation Form (NVB 1) will receive a hard copy of the Vetting Disclosure along with a cover letter from the Western Province Vetting Service. The applicant is entitled to a copy of this if they request it.

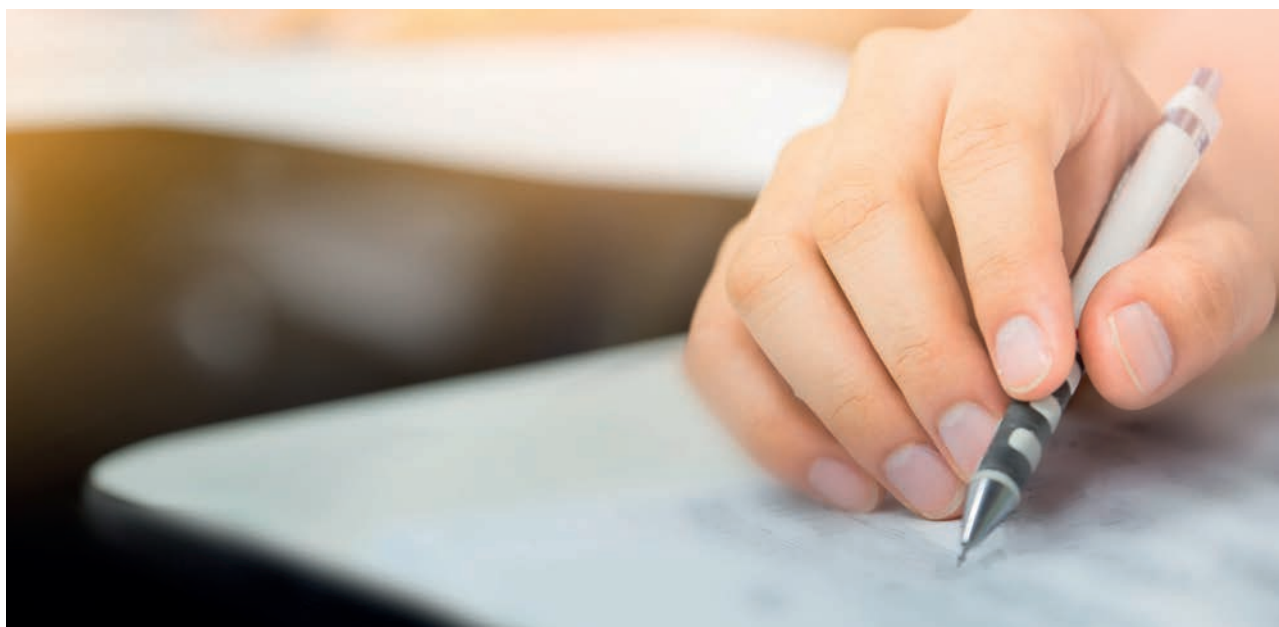
**Please note the on-line Vetting Application Form (NVB 2) is only issued to the applicant. The organisation (diocese/parish/school/diocesan agency) does not have access to this form.**

### ***Email***

The applicant must provide a valid email address. If the applicant does not have their own email address they can provide any email that they are happy for their form to be sent to. This can be the email of a friend or family member or one can be provided for them by the organisation requesting the vetting. If the applicant does not have access to an electronic device one should be provided for them for the purpose of completing their application.

**Staff in citizen information centres and public libraries have also been briefed on the e-vetting process and can provide assistance and access to computers for applicants.**

### ***Proof of Identity***



At least two forms of identification must be produced to validate the identity of the applicant when completing the E-Vetting Invitation Form (NVB 1). One of these should be photographic. There is a points system for the verification of identity where 100 points must be reached. Different forms of identification are weighted with a sliding scale of points, please see Proof of Identity Check List in Appendix A for more details. Where an individual cannot reach 100 points an affidavit witnessed by a Commissioner for Oaths will suffice. The identity is verified locally (that is, by the diocese, parish, school or diocesan agency).

Following the conclusion of the vetting process, a copy of the identity check should be retained by the organisation.

### **Relevant Work**

It is now against the law to commence 'relevant work', that is, work that involves necessary and regular contact with children/young people or vulnerable persons without first being vetted. Please provide a full description of the role being applied for on the E-Vetting Invitation Form (NVB 1). It is not sufficient to state 'volunteer'. The role must be specified, such as 'Eucharistic Minister' or 'Leader of Children's Choir'. If the applicant carries out multiple roles he/she should state the one that involves most contact with children/young people or vulnerable adults.

### **Minors**

The legislation is directed at applicants aged 18 years or over at date of signing the form. Applications can be made for those aged 16 and 17 years of age. The decision to vet 16 and 17 year olds is a policy decision for the organisation in question and this is not a legal requirement.

Where an application is being made for a 16/17 year old the consent of the parent/guardian must also be obtained. This is done by asking them to fill out the form Parent/Guardian Consent Form (NVB 3). In addition the email address and telephone number provided on the e-vetting invitation form is the email address and telephone number of the parent/guardian (not the young person). Proof of identity must also be obtained for the parent/guardian and the young person.

### **Re-Vetting**

It is recommended that applicants be re-vetted at least every three years.

## **1.2 Visiting Clergy or Visiting Persons in Any Form of Consecrated Life Seeking to Minister in the Catholic Church in Ireland.**

### ***Visiting Clergy from within or outside Ireland***

Visiting clergy should contact the local parish priest/superior of a religious house before undertaking ministry in that ecclesiastical jurisdiction.

Should the cleric be present for one event in a parish or diocese, such as a funeral, baptism or wedding, he should sign the register in the sacristy to declare his presence on a particular time and date. Furthermore, should the cleric not be incardinated in the ecclesiastical jurisdiction that he visits, he must provide his Celebret/Letter of Good Standing for inspection by the parish priest or duly delegated person, and this should be noted beside the visitor's signature in the register.

Should the cleric be present for **more than one event**, then the Parish Priest or duly delegated person **must make contact with the diocesan office** to ensure that proper protocol is followed before the visiting cleric is permitted to minister (see safeguarding section of diocesan website).

### **Visiting Person in any form of Consecrated Life from within or outside Ireland**

Should a person from any form of consecrated life wish to minister in a parish, then the parish priest or duly delegated person **must make contact with the Diocesan Office** to ensure that proper protocol is followed before the person is permitted to minister (see safeguarding section of diocesan website).

### 1.3 Codes of Behaviour

A code of behaviour is a clear and concise guide to what is and is not acceptable behaviour and practice when working with children/young people. It is an essential part of the safeguarding procedures of any Church body that has ministry with children/young people. Adults working with children/young people have a duty of care to children/young people. A key aspect of any code of behaviour is the creation of an environment where it is safe for children/young people to ask questions and express their concerns, confident in the knowledge that what they say will be heard, taken seriously and acted upon.

#### Code of Behaviour for Adults

It is important for all personnel to:

- Treat all children/young people with respect and dignity.
- Treat all children/young people equally.
- Model positive and appropriate behaviour to all children/young people they come into contact with.
- Be aware of the Church's child protection and child safeguarding policy.
- Challenge and report abusive and potentially abusive behaviour.
- Develop a culture of openness, honesty and safety.
- Develop a culture where children/young people have permission to tell and to talk about any concerns or worries that they may have.
- Respect each child's boundaries and support them to develop their own understanding and sense of their rights.
- Be aware of their responsibility for the safety of all children/young people in their care.
- Work in open environments.
- Help children/young people to know what they can do if they have a problem.
- Follow correct procedures on the appropriate use of technology (see Section 1.16 below).

Adults must never:

- Hit or otherwise physically assault or abuse children/young people.
- Develop sexual relationships with children/young people.
- Develop relationships with children/young people that could in any way be deemed exploitative or abusive.
- Act in any way that may be abusive or may place a child at risk of abuse.
- Use language, make suggestions or offer advice that is inappropriate, offensive or abusive.
- Do things for a child of a personal nature that they can do themselves.
- Condone or participate in behaviour that is illegal, unsafe or abusive.
- Act in any way that is intended to intimidate, shame, humiliate, belittle or degrade.
- Engage in discriminatory behaviour or language in relation to race, culture, age, gender, disability, religion, sexual orientation or political views.
- Consume alcohol, tobacco or illegal drugs while having responsibility for or in the presence of children/young people.

In general, it is best practice not to:

- Be alone with a child/children.
- Take a child/children to your own home/any area where they will be alone with you.
- Involve children in one-to-one contact.

The following are some examples of circumstances where one-to-one contact may occur:

- In a reactive situation, for example when a young person requests a one-to-one meeting with you without warning.
- Where a young person has had to be removed from a group as a result of a breach of the code of behaviour (see below).
- As part of a planned structured piece of work for example one-to-one music practice.

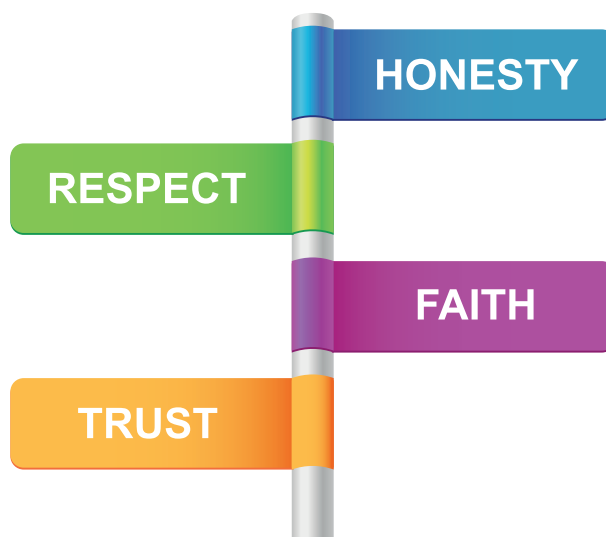
Please see Procedure **1.8 One-To-One Contact with Children/Young People** when any of these situations occur.

### Code of Behaviour for Children/Young people

Children/young people should be involved in drawing up a code of behaviour for themselves, however it is important that in working with children/young people, an appropriate adult with relevant skills and competencies participates to support them in developing the code of behaviour. The methods used in creating a code of behaviour should be age and ability appropriate, with children/young people being encouraged to avoid merely drawing up a list of prohibitions. Instead, the code should be comprised of positive statements about respect, and should consider what consequences ensue if the code is broken.

Every code of behaviour for children/young people should include the following key elements:

- Treating everyone with respect.
- Treating property with respect.
- Not consuming alcohol, tobacco or illegal drugs.
- Agreeing not to bring any physical item into the Church activity that may cause offence or harm to others.
- Acting as a good role model.
- Attending activities on time.
- Signing in and out.
- Turning off your mobile phone.
- Telling someone you trust if you feel uncomfortable with any situation or individual.
- Not using bad language.
- Never bullying anyone or sending threatening messages.



### Dealing with Breaches of Codes of Behaviour for Children/Young people and Adults

If a child/young person or an adult breaches the code of behaviour, efforts should be made to resolve the issue by:

- Discussion with and support for the adult or the child/young person.
- A child/young person or adult may be asked to apologise for their behaviour.
- In the case of a child/young person- involving their parents/guardians.
- Agreeing on sanctions.



In the case of adults when the above informal procedure doesn't resolve the issue then the **Complaints Procedure** should be used (**see 1.14 Complaints Procedure for Safeguarding Concerns that are not Allegations of Abuse**).

Sanctions may include:

- Time out of group activity.
- For children/young people - a parent/guardian may be asked to attend group activities with their child for a period of time.
- For adults - retraining in leadership skills, code of behaviour, etc. may be required.
- For children/young people - the code of behaviour should be revisited and agreed upon.
- Monitoring behaviour and support on an ongoing basis.
- In serious cases, suspension or even exclusion from the group should be considered.

**Note: If a child abuse concern emerges from the complaint the reporting procedure should be followed (see Standard 2).**

### 1.4 Dealing with Bullying

We recognise the devastating effects and long-term damage that bullying can have on children/young people and we endeavour to create safe 'bullying-free' environments for our children/young people.

#### What is bullying?

- Bullying is intentional, repeated and aggressive physical, verbal or psychological behaviour directed by an individual or group against others.
- Bullying can occur at any age, in any environment, and can be long or short term.
- Any child/young person can be a victim of bullying.
- Bullying can be perpetrated by adults towards children/young people, as well as by children/young people towards their peer group.
- Isolated incidents of aggressive behaviour, which should not be condoned, cannot be described as bullying. However, when the behaviour is systematic and ongoing it is bullying.
- Bullying results in pain and distress to the victim.

#### Bullying can be:

- Emotional/psychological: tormenting, excluding, extorting, intimidating, etc.
- Physical: pushing, kicking, hitting, punching, intimidating, damaging/stealing property or any use of violence, etc.
- Racist: racial taunts, i.e. insults about colour, nationality, social class, religious beliefs, ethnicity or use of racist graffiti or gestures.
- Sexual: unwanted physical harassment or contact, or sexually abusive comments. This may constitute actual sexual abuse, which should be reported through the designated liaison person (DLP).
- Homophobic: taunting a person of a different sexual orientation.
- Verbal: name-calling, sarcasm, spreading rumours, teasing, etc.





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- Cyber: misuse/abuse of email, mobile phones, internet chat rooms, social media, text messaging, or camera and video facilities.
- Subtle: such as an unwelcome expression or gesture that is repeated and focused on an individual.
- Perpetrated by adults. When perpetrated by adults, rather than children, bullying behaviour could be regarded as physical or emotional abuse. However, other major forms of child abuse – such as neglect and sexual abuse – are not normally comprehended by the term ‘bullying’.

### **Prevention**

To help prevent bullying, the following strategies are suggested:

- Engage children/young people in discussions about what bullying is and why it cannot be tolerated.
- Encourage children/young people to take responsibility and report any incidents of bullying to their leader/person in charge.
- Review this bullying guidance with children/young people and parents involved in parish/agency activities.
- Seek to promote positive attitudes of social responsibility, tolerance and understanding among all personnel.

### **Procedures to deal with Bullying**

- All incidents of bullying should be brought to the attention of the leader/person in charge.
- All incidents should be recorded on incident report forms and kept on file.
- Leaders should report to and seek guidance/support from the group leader/parish priest/priest in charge.
- Parents should be informed of any incidents of bullying, and should meet with the leader/person in charge to discuss the problem. A record should also be kept of same.
- The bullying behaviour or threats of bullying must be investigated and the bullying quickly stopped.
- Both the victim and alleged bully should be supported and helped throughout the process.
- If necessary and appropriate, the Gardaí should be consulted.

## **1.5 Ensuring Safe Care for Children**

In practical terms the safe care of children will include the following:

- Sign-in Register. All children/young people must sign-in when participating in Church activities. Registers for Large Groups and for use in Sacristies are available through the Diocesan Office. Group Leaders should also sign-in and date the Group Register. All present in the Sacristy who are assisting in the Liturgy should sign the Sacristy Register.
- Completing a child and parental/guardian joint consent form (see Appendix A - SG04 Child and Parental/Guardian Consent Form).
- Recording accidents and incidents (see Section 1.6).
- Ensuring adequate supervision ratios (see Section 1.7).
- Guidance on one-to-one contact with children (see Section 1.8).
- Guidance on the Pope John Paul II Award (see Section 1.9).
- Guidance on the participation of children/young people with specific needs (see Section 1.10).
- Guidance on trips away (see Section 1.11).

### 1.6 Dealing with Accidents/Incidents

It is essential that all Church personnel (clergy, religious or lay volunteers) are familiar with the procedures outlined below. If a child has an accident and injures himself/herself while attending a Church-run event, these procedures should be followed:

- Assess the injury and reassure the child. If the injury is severe or the child has lost consciousness, contact the emergency services immediately by phoning 999 or 112. You can phone 112 from a mobile that has no credit and even from a phone that has no SIM card. The 112 emergency number is a European emergency number and can be called from anywhere in Europe. If the emergency services are to be called, contact with the child's parents/guardians must be made urgently. Contact information should be found on the child's membership/consent form. If the parents/guardians are not available, it may be necessary for a leader to travel with the child to the hospital. If medical treatment is required, Church personnel may be asked about known allergies or existing medical conditions. Again, this information should be found on the Child and Parental/Guardian Consent Form.
- If the injury is minor, local application of treatment should be available from the first aid box. There should be a fully stocked first aid box to hand at all Church-related events. Remember to make a note of what has been used from the first aid box so that it can be replaced at the earliest opportunity. Medication should not be given to a child unless specific written permission has been granted by parent/guardian.
- As soon as possible after the accident, write up a report using an accident/incident report form (see SG05 - Accidents-Incidents Form in Appendix A). Once completed, this form should be stored in a safe place, in line with data protection, and treated as a confidential document.
- Always inform parents/guardians of any accident that has occurred involving their child, regardless of how minor you consider it to be. It is good practice to give a copy of the accident/incident report form to parents/guardians.
- It is good practice to keep blank copies of the accident/incident form with the first aid box so that one can be easily filled out in the event of an emergency.





## 1.7 Maintaining Adequate Supervision Ratios

In planning a trip or activity, it is critically important to consider how many adults are needed to supervise children/young people in a safe manner.

At a minimum, **two adults are required for each activity**. In addition, the minimum following ratios should be applied. These ratios may need to be reviewed depending on whether the children/young people have specific needs or requirements and on the duration of the activity.

- zero to one years = two adults for first three children plus one adult for every additional three.
- one to two years = two adults for first five children plus one adult for every additional five.
- two to three years = two adults for first six children plus one adult for every additional six.
- three to six years = two adults for first eight children plus one adult for every additional eight.
- seven to twelve years = two adults for first eight children plus one adult for every additional eight.
- thirteen to eighteen years = two adults for first ten children plus one adult for every additional ten.

If it is an overnight activity, additional staff should be considered. If the group is mixed, a gender balance should be maintained.

## 1.8 One-to-One Contact with Children/Young people

In general, Church activities should not involve one-to-one contact between an adult and a child (see Section 1.7).

However, there may be circumstances where this may occur such as:

- a. In a reactive situation, for example when a young person requests a one-to-one meeting with you without warning.
- b. Where a young person has had to be removed from a group.
- c. As part of a planned structured piece of work for example one-to-one music practice.

The points below provide some guidance in relation to these situations.

### Reactive situations

- If you need to talk to a young person alone, try to do so in an open environment, in view of others.
- If this is not possible, try to meet in rooms with visual access or with the door open or in a room/area where other people are nearby.
- You should advise another adult (parent/guardian as appropriate) that such a meeting is taking place and the reason for it. A record should be kept of these meetings – including names, dates, times, location, reason for the meeting and outcome using SG-05 Form – and stored appropriately and securely by the parish (see Section 1.17).
- Avoid meetings with individual children/young people where they are on their own in a building.
- One-to-one meetings should take place at an appropriate time, e.g. not late at night, and in an appropriate venue.

### Planned and structured pieces of work

- The particular activity should have a clear rationale and aims for involving one-to-one work.
- Parents/guardians must be fully informed as to the nature and purpose of this work, and must give

written consent (see Appendix A for SG-04 Child and Parental/Guardian Consent Form).

- A clear code of behaviour must be agreed and adhered to by both parties. This should include limits of confidentiality (see Section 2.2).

### 1.9 The Pope John Paul II Award

The Pope John Paul II Award values and encourages the participation of young people in activities that allow them to live their faith in Jesus Christ in their parish and wider community. The award is designed to facilitate involvement in school, parish, religious and community activities.

The majority of activities carried out as part of the award fall within the scope of the safeguarding policy of the Church or school, but there are other activities that do not. Therefore, it is imperative that the protocol below is strictly adhered to, especially when the activities engaged in by the participant in the award fall outside the scope and remit of safeguarding children/young people covered by the diocese, parish or school policies and procedures.

In addition to what is set out in the Pope John Paul II Award handbook, in particular its code of ethics, the following protocol applies to those who engage in the award:

- Parental/guardian and children/young people's consent is a requirement for all those participating in the award who are under eighteen years of age (see Appendix B for Application and Consent Form specific to the award).
- A completed application form must be given to the award leader prior to engagement in the award (see Appendix B for Application and Consent Form specific to the award).
- For activities associated with the award that take place within diocesan, parish or school contexts, the participant must abide by the safeguarding policy and procedures of the relevant location, including its codes of behaviour.
- Specific activities may require additional parental/guardian consent, at the discretion of either or both the Pope John Paul II Award committee/coordinator and the award leader.
- It is highly recommended that participants in the award scheme carry out their parish involvement and social awareness activities in groups of two or more.
- Where activities associated with the award fall outside the scope of the diocesan, parish or school safeguarding policy, the following procedure applies (if unsure, please contact the Pope John Paul II Award committee/coordinator):
  - a. Activities must be approved by the Pope John Paul II Award committee/coordinator. It is the responsibility of the award leader to ensure that this happens using the Parish and Social Activities Form (see Appendix B).
  - b. The external organisation must complete the Safeguarding Agreement Form (see Appendix B).
  - c. The activity cannot commence until both forms are completed and returned to the award leader.

### 1.10 Participation of Children/Young people with Specific Needs

Some children/young people have specific needs that place additional responsibilities on those who care for and work with them. Where possible, the environmental factors should be adapted to the child's needs to ensure that children/young people of all abilities are enabled to participate to their maximum potential. It is often the situational and environmental factors that disable the child, rather than the physical or intellectual difficulty the child experiences. Prohibitive attitudes need to be addressed through education and information.

Children/young people who have a disability have the same rights as any other child, in line with the UN Convention on the Rights of the Child. Points to consider when including a child with specific needs in your group:

- Work in partnership with the child, parents/guardians and any professionals involved to establish how the child can be included.
- Make sure inclusion is possible before bringing the child into the group activity.
- Make reasonable adjustments.
- Be interested in the child and build a rapport with them.
- If the child has a communication impairment, acquiring some key skills in their communication method will be useful.
- Some specific training may be useful or required, e.g. the autistic spectrum, epilepsy and others.
- Risk assessments may be necessary to ensure the safety of some children/young people with specific needs.
- Higher staff ratios may be required if the child has additional needs or behavioural problems.
- Children/young people with specific needs may be more likely than other children/young people to be bullied or subjected to other forms of abuse, and they may also be less clear about physical and emotional boundaries.
- It is particularly important that children/young people with specific needs are carefully listened to, in recognition of the fact that they may have difficulty expressing their concerns, and so that the importance of what they say is not underestimated.

### Intimate Care

Intimate care may be described as help with anything of a personal or private nature that the individual is unable to do for themselves.

**Intimate care issues:** When introducing a child with specific needs into an activity, it is important to establish if they have intimate care needs, and who should provide or assist with this if it is necessary. It is important to remember that not every child with a disability has intimate care needs. Intimate care is, to some extent, individually defined and varies according to personal experience, cultural expectations and gender.

Generally, Church personnel are not expected to be involved in the provision of intimate care of children/young people. This should be undertaken by suitably qualified people. Decisions regarding who provides intimate care for a child should be discussed and agreed by everyone concerned:

- the child's views should be ascertained.
- parents/guardians should be consulted and their consent sought.
- a rota of carers of the same sex as the child should be agreed.
- the age, stage of development and ethnicity of the child will need to be considered.

Most importantly, it should be agreed in advance who will carry out intimate care and how it should be done. Guidelines to be borne in mind when providing intimate care include:

- the sensitive nature of such tasks; the need to treat every child with dignity and respect.
- the need to ensure an appropriate degree of privacy.
- the need to involve the child as much as possible in their own care.
- the importance of trying to ensure consistency in who provides care.

If a child appears distressed or unhappy, this should be discussed with parents/guardians, if appropriate, and the activity leader. Any concerns or allegations should be reported following the procedures in Standard 2.

### 1.11 Trips Away with Children/Young people

Trips away that involve children/ young people can be an extremely rewarding and fulfilling experience for adults and children/young people involved in them. However, to do this safely and in a way that safeguards all concerned requires careful planning and consideration. Listed below are a number of areas that should be considered in planning a trip away.

#### Planning Trips Away

Have you:

- Identified the aim and outcomes of the programme?
- Followed diocesan child safeguarding policy and procedures?
- Carried out a hazard assessment (see Appendix A SG-06 Hazard Assessment Form)?
- Recruited and selected staff/volunteers using diocesan procedures?
- Selected a key staff member who has overall responsibility for the trip?
- Selected staff for the trip who are appropriately trained, qualified and vetted (if appropriate)?
- Checked the first aid kit?
- Nominated a staff member who is responsible for first aid if appropriate?
- Ensured that you have adequate and gender-based supervision in line with your safeguarding policies and procedures?
- Appointed a contact person at home who has access to all information and contact details?
- Checked your own insurance and ensured that you have coverage for all activities?
- Checked that the transport has appropriate insurance, qualified drivers and seatbelts?
- Carried out an equipment safety check?
- Made provisions for returning home early?
- Allocated a budget and contingency fund?
- Checked out the locations and accommodation of the trip away to ensure they have:
  - Appropriate safeguarding policy, practices and procedures in place?
  - Insurance cover?
  - Appropriately trained and qualified staff?
  - Changing areas for boys and girls (if required)?
  - Disability access (if required)?

Have the young people/participants:

- Been involved as much as possible in the planning of the trip?
- Agreed upon a code of behaviour?
- Agreed on boundaries around unstructured time?
- Been given information on appropriate clothing?
- Been given contact details for leaders?
- Consented to the trip away?

## Safeguarding Children

Have parents/guardians:

- Met with leaders and been informed of the programme?
- Been made aware of the Diocese safeguarding policy and procedures?
- Consented in writing?
- Given contact details, medical details including allergies, illnesses, medications and dietary requirements?
- Been given contact details of the leaders and centre?
- Been given details for pick up and drop off of young people/participants?

Have staff:

- Been trained on the Diocesan code of behaviour and child safeguarding policy, on how to deal with a disclosure, and on dealing with challenging behaviour?
- Been assigned responsibilities and scheduled for breaks?
- Been made aware of how to handle an emergency and who to contact in an emergency?
- Worked with young people to evaluate the success of the activity? If staying overnight, have you checked:
  - If there is 24/7 access to centre staff?
  - If there are appropriate sleeping arrangements for young people, i.e. separate provision for boys and girls, and separate provision for leaders (within ear shot of young people)?
  - The centre's supervision and security?





## 1.12 Use of Church Property by External Groups

In practical terms the use of Church property by external groups will fall into the following areas:

1. External Groups who use Church property.
2. Use of Church property when hired for private functions.

### External Groups who Use Church Property

It is a requirement that all groups working with children/young people in the Church body and/or using facilities owned by the Church body are insured, and that they have a child safeguarding policy in place.

The general principle is that the obligation to comply with requirements relating to insurance and child safeguarding rests with the group using Church property, and not with the Church body.

- It is the responsibility of any group using Church property to run activities involving children/young people to ensure that they comply with all applicable child safeguarding and protection legislation and guidelines.
- The group must have their own child safeguarding policy and procedures. The group is also responsible for liaising with Tusla to ensure that the policy and procedures meet the statutory requirements.
- The group must have appropriate insurance for the activity they are running.
- The Church body should at no stage assist any outside group in developing a child safeguarding policy.
- The Church body must have confirmation in writing from the group that they have a child safeguarding policy in place (see Appendix A- SG-07 External Groups Using Church Property Form). It is not the role of the Church body to validate the adequacy of the policy; that is the responsibility of Tusla.
- The Church body must have confirmation in writing from the group that they have appropriate insurance in place (see Appendix A- SG-07 External Groups Using Church Property Form).

### Guidance on Church Property when Hired for Private Functions

Individual adults (parents/guardians/family members) approaching the Diocese to use Church property for a private function do not meet the requirement for vetting by the Diocese.

All parish/congregations are insured to cover one-off private events, and it is the sole responsibility of the organisers to supervise all children/young people attending. As such, they are not required to confirm in writing that they have a safeguarding policy or appropriate insurance.

However, as a matter of good practice, each parish priest should ensure that key health and safety measures are covered prior to agreeing to the use of the property. For example, it would be good practice to draw up an agreement with a potential user (e.g. in the case of a child's private birthday party) highlighting the terms and conditions for the use of the Church property, which should include:

- That the Church body will ensure the property is safe to use, including how accidents resulting from the condition of the property should be reported.
- That the Church body is not responsible for the organisation, supervision or conduct of the children/young people or adults involved in the event.
- That the safeguarding policy of the Church body does not apply to the private party, and as such, all safeguards are the responsibility of the organiser of the event and not the Church body.

## 1.13 Whistle-Blowing

All staff and volunteers within the context and agency of the Diocese must acknowledge their individual responsibility to bring matters of concern to the attention of their supervisor/superior/manager.

This could be the parish priest, religious superior or bishop. Although this can be difficult to do, it is particularly important where the welfare of children/young people may be at risk.

You may be the first to recognise that something is wrong, but you may not feel able to express your concerns out of a feeling that this would be disloyal to colleagues, or you may fear harassment or victimisation. These feelings, however natural, must never result in a child or young person continuing to be unnecessarily at risk. Remember, it is often the most vulnerable children/young people or young people who are targeted. These children/young people need an advocate to safeguard their welfare.

**Don't think, 'what if I'm wrong?' Think, 'what if I'm right!'**

***(For more detail please see Standard 1 of Safeguarding Children Policy, Standards and Guidance on Safeguarding Section of the Diocesan Website).***

## 1.14 Complaints Procedure for Safeguarding Concerns that are not Allegations of Abuse

### Introduction

A complaint is defined as a grievance and/or the raising of a concern about breaches of codes of behaviour. Allegations or suspicions of child abuse do not fall into this category of general complaints, and should always be dealt with in accordance with Standard 2. This complaints procedure is not for use by Church personnel who would use the whistle-blowing procedure to raise their complaint.

All 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, children/young people, volunteers/members of staff and clergy, as appropriate.

Parents/guardians, young people/children, volunteers, members of staff and clergy will be made aware that there is a complaints procedure. A copy of the complaints form is available in Appendix A - SG-08 General Complaints Form.

If a parent/guardian, young person/child is not satisfied with any aspect of the running of a particular activity, or the behaviour of any individual involved in that activity, the following steps should be taken:

- Firstly, all complaints of this nature should be resolved using an open dialogue with the Church personnel involved.
- Secondly, if resolution is not possible, the following steps should be taken:
  - The Church authority should be contacted by completing a complaints form (Appendix A - SG-08 General Complaints Form).
  - The Church authority has eight weeks to consider the complaint.
  - A letter acknowledging receipt of the complaint should be sent within seven calendar days, enclosing a copy of the complaints procedure.
  - All complaints must be thoroughly investigated.
  - The Church authority may organise a meeting to discuss and hopefully resolve the complaint.
  - This communication may also take place by telephone if a meeting is not possible. This must be

- done within fourteen calendar days of sending the acknowledgement letter to the complainant.
- Within seven days of the meeting or discussion, the Church authority will write to the complainant to confirm what took place and to set out any solutions that were agreed upon.
  - If a meeting is not agreeable or possible, the Church authority will issue a detailed written reply to the complainant, setting out their suggestions for resolving the matter within twenty-one calendar days of sending the acknowledgement letter to them.
  - If the complainant is still not satisfied at this point, they should contact the Church authority again.
  - At the conclusion of this step, the Church authority may decide to take further action on the complaint. If however, the Church authority decides not to take further action, the process is completed.
  - If a meeting is not agreeable or possible, the Church authority will issue a detailed written reply to the complainant, setting out their suggestions for resolving the matter within twenty-one calendar days of sending the acknowledgement letter to them.
  - If the complainant is still not satisfied at this point, they should contact the Church authority again.
  - At the conclusion of this step, the Church authority may decide to take further action on the complaint. If, however, the Church authority decides not to take further action, the process is completed.

### **1.15 Hazard Assessment of Activities with Children/Young people**

Hazard assessment is an important part of working with children/young people. It assists with managing both health and safety issues, and the welfare of children/young people. A hazard is a potential source of harm or adverse health effect on a person or persons. This may include areas such as:

- Failure to comply with effective safeguarding practice, such as lack of supervision ratios or consent forms.
- Medical hazards, such as failure to take medication, or inappropriate intimate care practice.
- Physical hazards, such as dangerous electrical cabling, or proximity to water.

#### **In order to ensure a hazard free environment the following should be noted:**

- In places such as changing areas, toilets and showers, separate provision must be made for boys and girls.
- There must be adequate and gender-appropriate supervision of boys and girls in such areas.
- Ensure that the environment in which the group operates is safe and that ordinary health and safety guidelines are followed.
- Make sure that fire precautions are in place and that all fire extinguishers are checked regularly.
- Make sure a first aid kit is readily available. This should be regularly checked and replenished. Please note that first aid should only be administered by trained personnel.
- Access to a telephone at all times is essential in case of emergency.
- Adequate insurance must be obtained to cover all activities. In cases of uncertainty about the level of cover, check with the relevant insurance provider.
- Where the parish or parish activity provides or hires transport, make sure that drivers and vehicles meet legal requirements. Always inform parents/guardians about transport being used.
- There should be regular reviews of facilities, procedures and practices.
- Contact numbers for parents/guardians of children/young people currently involved in Church related activities should be readily available.



- Ensure that an accident/incident report form is completed in the event of any accident or incident relating to a child/young person.

Assessing hazards forms a vital part of creating a safe environment for children/young people and adults.

**(For more detail please see *Hazard Assessment Form in Appendix A in this Handbook and Standard 1 of Safeguarding Children Policy, Standards and Guidance on Safeguarding Section of the Diocesan Website*).**

### 1.16 Use of Technology

Church authorities need to assess the benefits of technology and how this can be used safely and effectively, in line with rules that respect the dignity and rights of all users, particularly children/young people. Technology typically falls into the following categories:

- a. Use of Internet
- b. Texting and Emailing
- c. Photography
- d. CCTV and Webcams

### Consent

The consent of parents/guardians and children/young people should always be sought prior to engaging in any activity that involves the use of IT equipment, such as those outlined above (see Appendix A - SG-04 Child and Parent/Guardian Consent Form).

A Church body may also seek overall consent from its adult members/group leaders.

When seeking consent for the use of images or videos for Church purposes, the following should be considered:

- The issue of consent for photography/videography for Church purposes should be addressed with parents/guardians and children/young people prior to the sacramental day, and the policy should be explained to all families who will be attending.
- In seeking consent for photos/videos, children/young people and families should be reminded about the rights to privacy and data protection of other children/young people, their families and the wider community.
- Those organising an event for Church purposes and who are seeking consent for photography/video usage, should be sensitive to the fact that many parents/guardians are reluctant to allow the general viewing of their children/young people, or of children/young people in their care, on sites such as YouTube, Facebook, etc.

### Use of Internet

It is recognised that the internet is valuable and widely used.

The following are deemed unacceptable behaviours, and must be avoided in every situation:

- Visiting internet sites that contain offensive, obscene, pornographic or illegal material.
- Using a computer to perpetrate any form of fraud or piracy.
- Using the internet or email systems to send offensive and harassing material to others.

## Safeguarding Children

- Using obscene or racist language in computer-assisted communications.
- Publishing defamatory or otherwise false material generated by oneself or by others through social networking.
- Introducing any form of malicious software into the used network.
- Intentionally damaging any information communication technology equipment.
- Using another user's password, or giving that password to a third party.

It is important that the following is made clear to all who use the internet:

- All Church personnel/volunteers/group leaders should be made aware of their responsibility and agree to the appropriate use of the internet, as part of the code of behaviour.
- Responsibility is about safeguarding children/young people, taking care of oneself, one's co-workers and group leaders.
- Anyone using a shared computer is required to have their own individual password.
- Training in appropriate and responsible internet and computer use is imperative in order to follow best practice in all activities that concern children/young people, co-workers and volunteers.

### Texting and Email

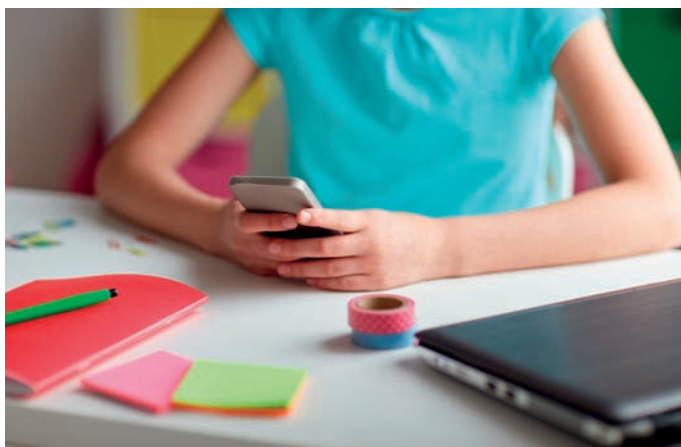
It is best practice to only make contact with children/young people through their parents/guardians. The most efficient way to do this is via bulk texting or emailing. Text and email are very quick and effective methods of communication for those involved in Church activities. However, there are certain risks associated with their safe and appropriate use, which must be managed.

The risks of text and email messaging for children/young people are:

- Inappropriate access to, use of, or sharing of personal details (names, numbers, email addresses).
- Unwanted contact with children/young people by adults with bad intent, text bullying by peers etc.
- Being sent offensive or otherwise inappropriate materials.
- Grooming for sexual abuse.
- Direct contact and actual abuse.

The risks for adults include:

- Misinterpretation of their communication with young people.
- Potential investigation (internal or by statutory agencies).
- Potential disciplinary action.



### **Using Bulk (or Bundled) Text and Email Messaging or other Forms of Social Media**

Contacting children/young people through text or email should be done through their parents.

In exceptional circumstances where children/young people need to be contacted directly bulk texting is the preferred method. This is where the same text or email message is sent to several young people who are involved with a particular activity or group.

The advantage of this approach is that it presents fewer opportunities for misuse and abuse than personal, one-to-one texting or emailing arrangements between staff or volunteers and children/young people. Therefore, one-to-one texting or emailing should be strongly discouraged and should only occur when absolutely necessary.

The following guidance is provided to minimise risk to all in such circumstances:

- Consent must be obtained prior to sending young people text or email messages. For all children/young people, specific consent must be obtained from their parents/guardians. Written consent must be obtained from the parents/guardians and young people themselves.
- The young people's mobile phone numbers should be stored in a secure manner with access only available to the staff member or volunteers identified to the young people and parents/guardians as a group leader. The numbers or details should not be shared with anyone else, and should only be used for the purposes of the text and email messaging system regarding the Church activity.
- All text and email messages must be sent via a bundle to a group of young people, i.e. the same standard text message is sent to every member of the group.
- The text and email messaging system should never be used to send text or email messages on an individual basis (i.e. to just one person).
- All text and email messages sent must make it clear to the young people receiving them who has sent the message.
- Young people should not be given the opportunity to text or email back to the system. It should only be used as a one-way communication channel.
- The text and email messages that are sent must never contain any offensive, abusive or inappropriate language.
- When this guidance is being provided in relation to Church-related activities, all of the text or email messages sent must be directly related to Church activities. The text or email messaging system and mobile phone numbers must never be used for any other reason or in any other way.
- All of the text and email messages sent should include a sentence at the bottom that provides young people with the opportunity to unsubscribe from receiving further text and email messages.

### **Use of Photography**

The use of photos on websites and in other online/hard copy publications can pose direct and indirect risks to children and young people. The Church authority wishing to use images of the children/young people they work with should be aware of the following:

- The Church has responsibility for the use of photography only if it plans to use the photographs for Church purposes. Photographs taken by families and schools at Church events such as communions, weddings or confirmations do not fall under the responsibility of the Church, unless they are being taken for Church purposes.

### Risks to Children/Young people

Even if the child's personal identity (full name, address) is kept confidential, other details accompanying the photo can make them identifiable and therefore vulnerable to individuals looking to groom children/young people for abuse. There is also a risk that the photo itself will be used inappropriately by others. Photos can easily be copied and adapted, perhaps to create images of child abuse, which can then find their way on to other websites.

### How to minimise risks

- Establish the type of images that appropriately represent the activity and think carefully about any images showing children/young people and young people on the Church website or publication.
- Never supply the full name(s) of the child or children/young people along with the image(s).
- Only use images of children/young people in suitable dress and focused on the activity, rather than one particular child.
- Obtain permission - the permission of parents/guardians and children/young people should always be sought when using an image of a young person. Parents/guardians should be aware of the Church's policy on using children/young people's images and of the way these represent the Church or activity. This must be recorded on a joint consent form for use of images of children/young people. The child's permission to use their image must also be recorded (depending on his/her age and ability to give consent). This ensures that they are aware of the way the image is to be used to represent the activity (see Appendix A - SG-04 Child and Parent/Guardian Consent Form).

### Photographers

The Church often employs photographers for certain sacramental or Church activities. When using a photographer, it is important to do the following:

- Provide a clear brief about what is considered appropriate in terms of content and behaviour.
- Provide the photographer with a form of identification that must be worn at all times.
- Do not allow unsupervised access to children/young people or one-to-one photo sessions at events.
- Do not allow photo sessions to take place away from the event, for instance, at a young person's home.
- Inform parents/guardians and children/young people that a photographer will be in attendance and ensure that they consent to both the taking and publication of photos or films.
- Seek confirmation on the extent of any publications that will be made by the photographer after the event.

**Note:** If parents/guardians and parishioners are intending to photograph or video at an organised event, they should also be made aware of what is permitted and what is not.



### Responding to concerns

Children/young people and parents/guardians should be informed that if they have any concerns regarding inappropriate or intrusive photography, these should be reported to the Church authority to ensure that any reported concerns are dealt with in the same way as any other child protection or child safeguarding issue.

### Use of CCTV and Webcams



The increasing use of CCTV and the internet has wide implications, and unless such systems are used with proper care and consideration they can give rise to concern that the individual's 'private space' is being unreasonably invaded or eroded.

Section 2 (1) c (iii) of the Data Protection Act requires that data are 'adequate, relevant and not excessive' and fit for purpose for which they are collected.

If a data controller, i.e. bishop, parish priest, etc., is satisfied that it can justify the installation of a CCTV system, it must carefully consider what it will be used for and if these uses are deemed reasonable in the circumstances.

Security of premises or other property is probably the most common use of a CCTV system and, as such, will typically be intended to capture images of intruders, or of individuals damaging property or removing goods without permission.

Using a CCTV to constantly monitor employees is highly intrusive and would need to be justified by reference to special circumstances.

The location of CCTV is a key consideration, and its use within areas where individuals would have a reasonable expectation of privacy, e.g. toilets and changing rooms, would be difficult to justify.

Cameras placed so as to record external areas should be positioned in such a way as to prevent or minimise recording of passers-by, or of another person's private property.

The following should be considered:

- If CCTV cameras are in place, it is important to have very obvious signs informing Church personnel, parishioners, volunteers and the public that this is the case.
- All uses of CCTV must be appropriate and fit for a specific purpose. As CCTV infringes the privacy of persons captured in the images, there must be a genuine reason for installing such a system.
- If installing such a system, the purpose for doing so must be displayed in a prominent place and



preferably behind a locked noticeboard where it will not be damaged or removed. In a church, an obvious place would be within the porch and at all entrances.

- Images captured should be retained for a maximum of twenty-eight days (see Section 2 [1] c [iv] of the Data Protection Act). An exception for a longer duration would be where images need to be retained specifically in the context of an investigation.
- Tapes should be stored in a secure environment, along with a log of access to tapes. Access should be restricted to authorised personnel. Similar measures should be in place when using disc storage, with the creation of automatic logs of access to the images.

### Web broadcasting

There are a number of data protection issues that must be met in relation to broadcasting on the internet. The policy should be reflective of these:

- Recording people via a web camera, and the subsequent displaying of such images over the internet, is regarded as the processing of personal data. It should never be done without the consent of the individual.
- Camera shots (images) of the congregation should be wide shots, minimising the possibility of easily identifying individuals with close-up images.
- Signs should be placed at all entrances to the church and in other prominent locations, informing those attending ceremonies or visiting the church that web cameras are in operation.
- If the Church activity being recorded involves children/young people (for example as altar servers, ministers of the word, choirs etc.) then their written consent and that of their parents/guardians is required.
- Service providers should be able to give regular and accurate information regarding the number of people who actually log in online to view. This information is important for future planning and assessing the value of web broadcasting.
- It is imperative that live broadcasts can be terminated to stop transmission. This should be done by accessing the control panel of the system. If this is not accessible by the priest from the altar, someone should be delegated to break transmission if required.



## 1.17 Record Keeping and Storage

The table below lists the types of records that need to be stored appropriately and securely in a locked cabinet in the parish office. It is the responsibility of every data controller to determine an appropriate retention period for the data that they hold based upon the principle that personal data should not be retained for longer than is necessary to achieve the purpose/purposes for which it was originally obtained (Office of Data Protection Commissioner).

Type of Record	See Appendix A
Application Form	Form SG01
Declaration Form	Form SG02
Vetting Disclosure	Letter from Vetting Office
Safeguarding Agreement Form	Form SG03
Parental/Guardian Consent Form	Form SG04
Accident/Incident Form	Form SG05
Attendance Registers (Every group must maintain its own attendance register. Completed Registers should be returned to the parish office.)	Sacristy Register General Register
Hazard Assessment Form	Form SG06
External Groups Using Church Property Form	Form SG07
General Complaints Form	Form SG08



## Safeguarding Children

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# Standard 2

## Child Protection Procedures

## Standard 2 – Procedures for Responding to Child Protection Suspicions, Concerns, Knowledge or Allegations

### 2.0 Recognising Abuse

There are four main types of abuse:

- Neglect
- Emotional
- Physical
- Sexual

Please see the safeguarding section of the diocesan website for definitions of abuse.



### 2.1 Becoming Aware of Abuse

Some ways you may become aware of Abuse:

#### **People (Adults or Children/Young people) May Tell You About:**

- Abuse that is happening to them now.
- Abuse that happened to them some time ago.
- Something they've been told by someone else.

#### **You May Witness or Another Person May Tell You About:**

- Signs of abuse.
- Something such as the behaviour of an adult to a child that makes you/them feel uncomfortable.

### 2.2 Information Sharing and Confidentiality

The Church body is committed to keeping confidential all personal information about children/young people and their families. The only exception is when child protection concerns arise. In this situation information will be shared with the relevant authorities in the best interest of the child on a need to know basis. The sharing of such information is not a breach of confidentiality.

No undertakings regarding confidentiality can ever be given when considering child protection and safeguarding matters (apart from the Sacrament of Reconciliation, see Section 2.8).

All confidential information about children/young people and their families will be kept in a secure manner in accordance with data protection requirements.

### 2.3 Reporting Allegations of Abuse

Children/young people occupy a central place in the heart of the Christian community. They have a right to be listened to and heard. The paramount consideration in all matters relating to children/young people is their safety and protection from all forms of abuse. In order to create and maintain a safe environment, Church organisations must respond effectively and ensure all allegations and suspicions of abuse are reported,

## Safeguarding Children

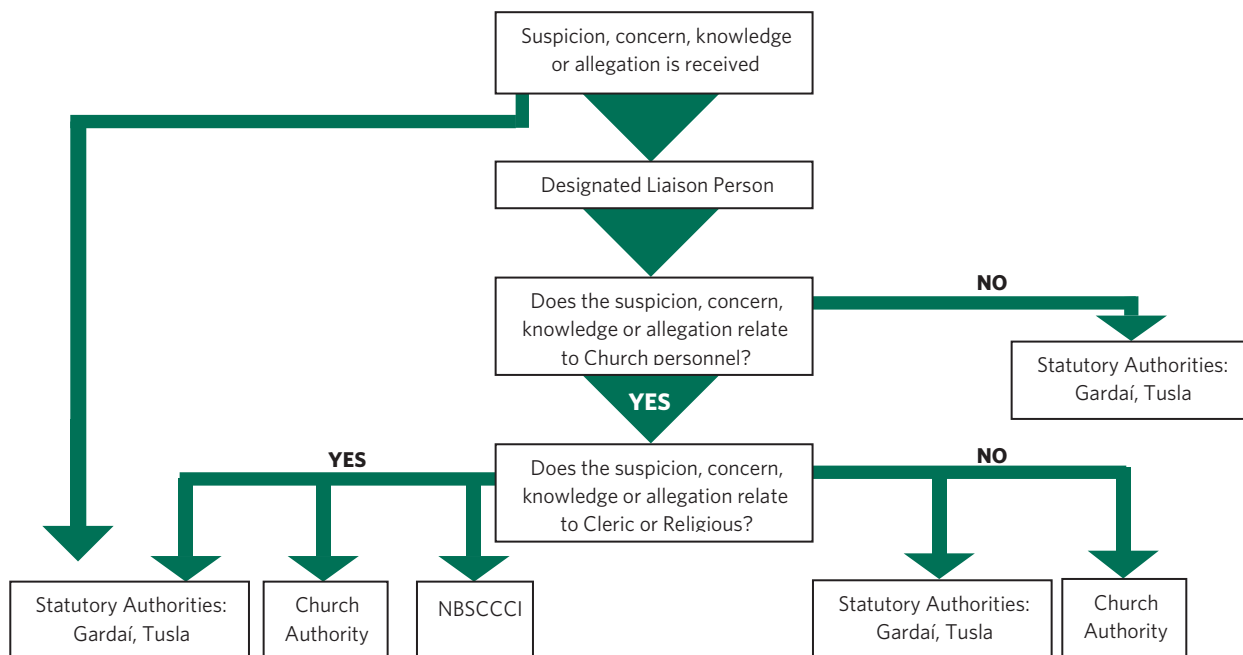
both within the Church and to the Statutory Authorities. This responsibility to report is **mandatory**, and the only exception to this rule is the receipt of any information by a priest under the sacramental Seal of Confession.

Reporting a concern can be a challenging responsibility. The procedure needs to ensure that everyone is clear what steps to take to ensure that the safety of children/young people is the paramount consideration.

It is imperative to act immediately on receipt of a suspicion, concern, disclosure or allegation of abuse, and refer the matter to the **Designated Liaison Person (DLP)** without delay. (see Contact details inside back cover).

The reporting flow chart below refers to any child protection concern, including when the concern is about a situation or person involved in the Church. It is the responsibility of everyone in the Church to ensure that children/young people who may need help and protection are not left at risk of abuse.

### Reporting Flow Chart



**Remember, it's not your role to investigate**

**Your role is to report to the DLP**

Whenever possible and practical, take notes during the conversation. Always ask permission to do this and explain the importance of recording all information. Where it is not appropriate to take notes at the time, make a written record as soon as possible afterwards or before the end of the day. Record the time, date, location, persons present and how the allegation was received, e.g. by telephone, face-to-face conversation, letter, etc. This initial recorded information will be transferred to a child protection referral form (see Appendix A - SG-09 Child Protection Referral Form) and will become the first entry in a file of information about the case that will be retained by the DLP. Please always sign and date the record.

The record would also normally include:

- Accurate identifying information of the complainant, as far as it is known. This should include the name, address and age of the complainant when the alleged abuse occurred.
- Where the person who has raised a concern/allegation is a child, details of parents/ guardians should also be given.
- Name of the individual against whom the concern/allegation is being raised, and any other identifying information.
- Dates when the concern arose, or when the incident occurred.
- The person's own words they used to describe the event or incident. Do not make assumptions about the intended meaning of the words used.
- Details of any action already taken about the incident/concern/allegation.
- Do not be selective. Include details that to you may seem irrelevant. This may prove invaluable at a later stage in an investigation. All original records, including rough notes, should be passed immediately to the relevant DLP. Any copies of retained records should be kept secure and confidential.

In cases of emergency (and/or outside normal business hours), where a child appears to be at immediate and serious risk, an urgent report must be made to Tusla (Child and Family Agency) as well as to the DLP. Where the appropriate Tusla staff are not available An Garda Síochána must be contacted to ensure that **under no circumstances a child is left in a dangerous situation.**

Explain to the person raising the concern what will happen next. You should inform the person making the suspicion, concern or allegation that their identity and the identity of the respondent and complainant will be shared with the statutory authorities. Leave contact details of the DLP if the referrer needs to ask questions later. The incident or concern should not be shared with anyone other than those who need to know, apart from the statutory authorities and appropriate Church authorities detailed in these procedures.

Written confirmation should be given to the person making the referral to the DLP that the information has been passed on to the statutory authorities. If this has not happened, an explanation should be recorded (this will not be possible when dealing with anonymous allegations).

The appropriateness of the response given to a complainant is vital to ensure that they feel heard and taken seriously.

Further guidance is provided below for:

- A child making an allegation.
- An adult making an allegation.
- An anonymous allegation.
- Someone who admits abusing a child.
- Someone who makes an allegation that does not relate to Church personnel.

### 2.4 How to Respond when a Child Discloses Abuse

Children may tell an adult whom they trust that they are being abused. This happens for many reasons but the important thing to remember is that if they do tell, they are doing so in the hope that the abuse will be stopped. This is true even if the child asks that nothing be done with the information.

If a child tells you about abuse it is important that you: **Listen, Record and Report.**

## Safeguarding Children

- Stay calm and listen - give the child time to say what she or he wants to say.
- Listen carefully and attentively, take the child seriously.
- Do not ask leading questions or make suggestions.
- Do not stop the child recalling significant events.
- Do not ask probing questions or make the child repeat the story unnecessarily.
- Do not express opinions about the child or members of his or her family.
- Reassure the child that he/she is doing the right thing.
- Where age appropriate give a clear simple explanation of the procedure that will be followed.
- Do not promise to keep it a secret.
- Explain that you will need to discuss this with someone else.
- As soon as possible afterwards record and date the disclosure carefully, outline what the child said in the language the child used.
- Remember to keep a personal note of the action you have taken.
- Remember it is not your role to investigate, but to Listen, Record and Report.
- Do not make a judgement about the disclosure.
- The Parents/Guardians of the child should be informed unless it is putting the child at further risk.
- Report the child's disclosure to the Diocesan Designated Liaison Person as soon as possible and do not discuss details with anyone else.
- **In cases of emergency, where the child appears to be at immediate and serious risk contact An Garda Síochána and Tusla.** (For contact information see inside back cover).



## 2.5 Responding to concerns/disclosures/allegations from an adult

The guidelines in the section above also apply when responding to an adult. In addition, when a person receives a child protection concern from an adult he/she should actively encourage the person who is raising the concern to report the matter themselves to the statutory authorities and designated liaison person (DLP).

- Whether or not the person raising the concern wishes to make a report, it should be explained to them that diocesan policy requires that the matter be referred to a diocesan DLP and that the person receiving the concern/disclosure/allegation will report to the DLP. The DLP will report to the statutory authorities. (For contact information see inside back cover).

## 2.6 Responding to an Anonymous Allegation of Abuse

- Anonymous complaints are to be handled carefully. Anxiety and fear may persuade some people to not immediately reveal their identity. However, all allegations, whether anonymous or not, must be reported to the designated liaison person (DLP). The DLP will follow the procedures for referral to Tusla and An Garda Síochána. (For contact information see inside back cover).

## 2.7 Responding to Someone who Admits to Abusing a Child

- It is necessary to tell a person who admits an offence against a child or young person that such information cannot be kept confidential. If such an admission is made to you, even where the admission relates to something that happened a long time ago, **you must refer the matter to the designated liaison person (DLP) without delay.** The DLP will follow the procedures for referral to Tusla and An Garda Síochána. (For contact information see inside back cover).

## 2.8 Responding to Someone who makes an Allegation that does not Relate to Church Personnel

Whether or not a child protection concern involves a person in the Church, it is still the responsibility of everyone in the Church body to report it to the designated liaison person (DLP), without delay. The DLP will follow the procedures for referral to Tusla and An Garda Síochána.

It is vital to remember that the safety and well-being of any child should be the paramount consideration in any investigation, and **children/young people must never be put at further risk of harm by delay or inaction.**

- If a concern is raised in this way, the standard reporting procedure as above applies, although no further Church inquiry procedure or formal notification to the NBSCCCI is required. (For contact information see inside back cover).

## 2.9 Reporting Abuse and the Sacrament of Reconciliation

All suspicions, concerns and allegations of child abuse must be reported to the statutory authorities through the reporting procedure. **There is one exception to this rule,** which is if abuse is disclosed during the Sacrament of Reconciliation.

The maintenance of trust in the Sacrament of Reconciliation requires the guarantee of absolute confidentiality, allowing for no exceptions. This is known as the Seal of Confession and guarantees to the penitent that anything revealed to the confessor will not be divulged to anyone else. This is outlined in Canon 983, as shown below:

***"The sacramental seal is inviolable; therefore it is absolutely forbidden for a confessor to betray in any way a penitent in words or in any manner and for any reason."***



### **Definition of Confession**

Canon law provides a clear definition of what is deemed to be appropriate with regards to the hearing of Confession. This should be used as the definition to clarify when Confession has taken place:

- Canon 964:
  - 1: The proper place to hear sacramental Confessions is a church or oratory.
  - 2: The conference of bishops is to establish norms regarding the confessional; it is to take care, however, that there are always confessionals with a fixed grate between the penitent and the confessor in an open place, so that the faithful who wish to can use them freely.
  - 3: Confessions are not to be heard outside a confessional without a just cause.

### **Procedures for a Penitent who Discloses Abuse during Confession**

If a penitent discloses abuse during Confession, the confessor should:

#### **In the Case of an Abused Penitent who is a Child:**

- a. Sensitively reassure the child or young person that they were right to tell you.
- b. Remind them that whatever is disclosed in Confession will not be repeated outside the confessional by the confessor.
- c. The confessor should encourage the child or young person to disclose the abuse to an adult they trust or to the confessor outside of the context of the sacrament of confession.
- d. If the penitent expresses a wish to discuss this issue outside the confessional, make it clear to them that confidentiality cannot be guaranteed regarding issues of child abuse once outside the confessional. The confessor should then follow the reporting procedure.

#### **In the Case of an Abused Penitent who is now an Adult:**

- a. Remind the penitent that whatever is disclosed in Confession will not be repeated outside of the Sacrament of Reconciliation by the confessor.
- b. Advise them of the importance of contacting the statutory authorities who deal with these issues.
- c. If the penitent expresses a wish to discuss this issue outside the confessional, make it clear to them that confidentiality cannot be guaranteed regarding issues of child abuse once outside the Sacrament of Reconciliation. The confessor should then follow the reporting procedure.

#### **In the Case of an Abusing Penitent:**

- a. Remind the penitent that whatever is disclosed in Confession will not be repeated outside of the Sacrament of Reconciliation by the confessor.
- b. Strongly advise them to seek professional help (e.g. counselling, consultation with their GP) and to go to the statutory authorities.
- c. If the penitent expresses a wish to discuss this issue outside the confessional, make it clear to them that the seal of Confession does not apply regarding issues of child abuse, once outside the Sacrament of Reconciliation. The confessor should then follow the reporting procedure.

### **Safeguarding Children/Young people and the Sacrament of Reconciliation**

When attending the Sacrament of Reconciliation, all efforts should be made to provide a safe and open environment, which maintains the sacramental seal.

### **2.10 Responding to a Complainant who is Dissatisfied with how their Allegation has been Handled by the Diocese**

If a complainant is dissatisfied with how their allegation of abuse has been handled by the Diocese, the procedure as outlined in the Diocesan Safeguarding Children Policy and Standards on the diocesan website (Standard 2, 2.1H) is to be followed.

### **2.11 Cross Referencing Safeguarding Policies and Procedures**

#### **Church Personnel Ministering or Working for another Church Body or Organisation**

- If a member of Church personnel ministers or works for a Church body outside of that to which they belong, they are bound by the procedures of that Church body, including safeguarding and reporting procedures.
- If a member of Church personnel ministers or works for another external organisation, they are bound by the policies and procedures of that organisation, which include safeguarding and reporting procedures.

#### **Children/young people using Church property as part of Church Related Activity with Staff or Volunteers from an External Organisation**

This situation can occur in a number of different ways, including schools visiting the Church as part of sacramental preparation, altar servers going from school to the church and back again, school choirs practising in the Church and youth groups on retreat in Church property that are being facilitated by Church personnel.

Each of these situations is individual and should be considered on a case-by-case basis. However in general terms the safeguarding children policy and procedures of the organisation which has responsibility for the care of the children/young people during the activity applies.



# Standard 3

# Care of Complainants

## Standard 3 - Care and Support for the Complainant



**Those who have alleged child abuse should receive a compassionate response from Church personnel and be offered access to appropriate care, advice and support. This Standard is comprehensively detailed in Standard 3 which can be found in the safeguarding section of the diocesan website.**

# Standard 4

## Management of Respondents

## Standard 4 - Care, Support and Management of the Respondent

**Those who have allegations of child abuse made about them should be offered access to appropriate care, advice and support. This Standard is comprehensively detailed in Standard 4 which can be found in the safeguarding section of the diocesan website.**





# Standard 5

## Training and Support



## Standard 5 – Training and Support for Keeping Children/Young people Safe

### 5.0 Levels of Training

**1. Full-day training:** This training lasts one day (or six hours) and covers the following four areas:

- a. The seven safeguarding standards;
- b. What is safeguarding?
- c. Recognising, responding and reporting;
- d. How to safeguard, and roles involved in safeguarding.

**2. Information sessions:** These sessions are shorter in length, and cover basic safeguarding awareness training including topics such as the reporting procedures required under Standard 2.

### 5.1 Who Requires Training?

- All Church personnel will be made aware of diocesan safeguarding policy and procedures and offered safeguarding awareness training applicable to their role.
- Those who have regular and necessary contact with children/young people will be asked to sign the Safeguarding Agreement Form for All Church Personnel (see Appendix – SG-03 Safeguarding Agreement Form).
- For each Church activity that involves children/young people, at least one leader/co-ordinator must attend full day training.
- All clergy/religious personnel must attend full day training.
- Any personnel with a key position of responsibility for safeguarding must attend full day training (e.g. designated liaison person (DLP), adviser, support person, safeguarding committee member, advisory panel member, local safeguarding representative).
- Some personnel including the bishop, DLPs, safeguarding director/coordinator, safeguarding trainers, advisers, support persons, supervisors, etc. will receive additional training at a national level provided by NBSCCCI.

### 5.2 When should personnel be retrained?

It is expected that if there are significant changes in Church or state policy trainers will deliver updates to new and existing personnel.

If updated training is not required, all personnel should be retrained at least every three years. It is the role of the child safeguarding committee to plan how training is delivered; however, this requirement can be fulfilled by shorter refresher sessions, delivered more regularly over a three- year period to cover the content of the full-day training.

### **5.3 Raising Awareness of Child Safeguarding with Children/Young people and their Parents/ Guardians in the Church**

The participation of children/young people and parents/guardians in child safeguarding awareness initiatives is an important component in safeguarding children/young people. Children/young people and parents/guardians should be actively engaged in Church child safeguarding initiatives, where possible and appropriate.

Child and parent/guardian participation helps to empower children/young people and parents/guardians, to promote awareness of child safeguarding and to create safe environments where children/young people have 'permission to tell'.

Children/young people's perspectives and experiences help to support efforts to consolidate effective child protection systems and uphold a culture of respect for children/young people's rights in society.

Appropriate safeguarding materials are available to aid parishes with engaging children/young people and parents/guardians in child safeguarding awareness initiatives (see safeguarding section on diocesan website).

### **5.4 Support for Safeguarding Personnel**

All safeguarding personnel receive support in their roles through diocesan safeguarding structures i.e. bishop, designated liaison person (DLP), director of safeguarding, safeguarding committees etc.





Safeguarding Children

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# Standard 6

## Communication

## Standard 6 – Communicating the Church’s Safeguarding Message

**The diocese is committed to best practice in safeguarding children/young people and to making its safeguarding children policy and procedures widely known and understood in an open and transparent manner. The diocese recognises that communicating the diocesan safeguarding message is on-going and continuous and it will endeavour to explore all means available in order to communicate its safeguarding children policy and procedures as effectively as possible.**

### 6.0 Communications Policy

- A softcopy of the diocesan safeguarding children policy and standards will be available to all church personnel on the safeguarding section of the diocesan website.
- Hardcopies of the diocesan safeguarding handbook will also be available to all parishes and diocesan agencies and given to all who attend safeguarding training. A softcopy of this is available for download from the diocesan website.
- A diocesan safeguarding children/young people notice will be on display in all churches and any other parish buildings under the auspices of the diocese to which the public have access.
- This safeguarding notice will detail:
  - The diocesan safeguarding children policy statement clearly stating the diocese’s commitment to safeguarding children/young people, specifically indicating that the welfare of the child is of paramount importance.
  - The names and contact details of the designated liaison person (DLP)(s) for the diocese.
  - Contact numbers for TUSLA (Child and Family Agency) in the diocese and the surrounding region.
  - Contact number for An Garda Síochána.
  - Contact details for other relevant organisations.
  - Each parish will be notified when there are any changes to the detail on this notice, for example DLP details.
- All who work with children/young people and/or young people in or on behalf of the diocese/parish will be made aware of contact numbers for the TUSLA, An Garda Síochána, and the diocesan DLP(s) and all other pertinent information in terms of advice, help and support.
- A safeguarding diocesan newsletter will be published at regular intervals which will contain updates and developments in safeguarding children/young people in the diocese. The newsletter may include the DLP(s) contact details and the Diocesan Safeguarding Children Policy Statement. The newsletter will be distributed to every church area, in every parish within the diocese and produced in such numbers that will make it accessible to the general public and made available on the diocesan website.
- The safeguarding committee will maintain regular contact with each parish through a regular gathering of local safeguarding representatives and priests. This gathering will provide an opportunity to support the local safeguarding representatives and priests in their role.
- Safeguarding training, awareness raising and information sessions and induction will be provided on a regular basis to all parish personnel who have contact with children/young people through their ministry.
- Parents/guardians will be made aware of diocesan policy through parental consent forms, meetings,



## Safeguarding Children

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website, newsletter, bulletin, etc.

- Children/young people will be made aware of their right to be safe from abuse and who to speak with should they have concerns. This may be done by some of the following methods: induction training, child friendly flyers, meetings with parents and children/young people, school programmes, etc.
- An annual audit of parish practice will be carried out by the diocesan safeguarding committee. It will be the responsibility of the local safeguarding representative in collaboration with the parish priest to complete and sign the annual audit. The audit provides a very practical way to establish two way communication between the safeguarding committee and parishes.
- The diocese will be committed to regular communication with the National Board for Safeguarding Children in the Catholic Church in Ireland (NBSCCCI) in relation to all safeguarding matters.
- The diocese will maintain regular communication with TUSLA and An Garda Síochána representatives.
- The diocese will seek and encourage feedback from the whole Church community including children/young people. This may be achieved through focus groups, meetings, training, induction, questionnaires, suggestion boxes, website, newsletters, child friendly posters and flyers etc.





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# Standard 7

## Quality Assurance

## **Standard 7 - Quality Assuring Compliance with the Standards**

### **7.0 Local Safeguarding Audit**

In order to support parishes with their implementation of safeguarding practices the diocese, through its safeguarding committee, will undertake an annual local safeguarding audit. This is done in order to help identify any areas that require attention or additional resources. The safeguarding audit will be carried out by the priest in conjunction with the local safeguarding representative.

### **7.1 NBSCCCI Periodic Review**

The NBSCCCI will conduct a regular safeguarding review of best practice in the diocese. This process will include a review of individual parishes. It is therefore imperative that each parish accurately completes the annual local safeguarding audit.

### **7.2 Parish Support and Visitation**

In addition to the annual local safeguarding audit, the bishop or his appointed representative will periodically visit the parish to offer support and guidance on all matters relating to safeguarding practice.

# Appendix A





## WESTERN PROVINCE DIOCESAN VETTING SERVICE GUIDELINES FOR VETTING APPLICANT

### General

- **Section 1** and **Section 2** of the VETTING INVITATION FORM must be completed in full by the APPLICANT
- **Section 3** must be completed in full by the ORGANISATION'S CONTACT PERSON for the applicant i.e. (Bishop, Priest, Chairperson of Board of Management or Agency Manager)
- Once all sections are completed the form should be returned to the following address: **WESTERN PROVINCE DIOCESAN VETTING SERVICE, GALWAY PASTORAL CENTRE, NEWTOWNSMITH, GALWAY CITY**
- **DO NOT** send this form directly to the National Vetting Bureau or to any Garda Station.
- The Form should be completed using **BLOCK CAPITALS** and writing must be clear and legible.
- The Form should be completed in ball point pen.
- Photocopies will not be accepted.
- **All applicants** will be required to **provide documents to validate their identity**. These typically will include: **Passport or Valid Driving Licence plus Verification of Current Address i.e. recent utility bill, bank statement, etc.**
- If the applicant is under 18 Years of age, a completed **NVB 3 – Parent\Guardian Consent Form** will be required. This is available to download as a separate form.

### Section 1 - Personal Information:

- Insert details for each field, allowing one block letter per box.
- For **Date of Birth**, allow one digit per box in the format DDMMYYYY.
- Please fill in your **Email Address**, allowing one character/symbol per box. Please use second line if required without leaving any gap. Email Address Field is a mandatory requirement as the invitation to the e-Vetting Form will be sent to this email address.
- Contact Number must be provided, allowing one digit per box.
- The **Role Being Vetted for** must be clearly stated. Generic terms such as "Volunteer" will not suffice, so please be more specific. e.g. Supervisor of Young People, Special Needs Assistant, Priest, Choir Leader, etc.
- The **Current Address** means the address you are now living at and it should be completed in full, including EIRCODE/POSTCODE. No abbreviations.

### Section 2 - Applicant's Consent and Signature

- The Applicant must confirm their understanding and acceptance of the statement by ticking the box, signing and dating the Form in Section 2.

### Section 3 – Organisation Information:

- This section should **only be completed** by the ORGANISATION'S CONTACT PERSON for the Applicant i.e. Bishop/Priest/Chairperson of Board of Management/Agency Manager.
- Insert details for each field as applicable.
- For School Roll Number, this should be completed when the Applicant is applying for a role in a school.
- The ORGANISATION'S CONTACT PERSON must confirm that the Applicant has provided documentation to validate their identity, by ticking the box, signing and dating the Form in Section 3.
- Copies of the documentation provided to validate the Applicant's identity should **be retained** by the organisation. **They should not be sent** to the Western Province Vetting Service Office.



**Western Province Diocesan Vetting Service  
Vetting Invitation**

Ref No:

Please complete using **BLOCK CAPITALS** and return form to the following address:  
**WESTERN PROVINCE DIOCESAN VETTING SERVICE, GALWAY PASTORAL CENTRE,  
NEWTOWNSMITH, GALWAY CITY**

**DO NOT** send this form directly to the National Vetting Bureau or to any Garda Station

**Section 1 - Personal Information**

Under Section 26 (b) of the National Vetting Bureau (Children & Vulnerable Persons) 2012, it is an offence to make a false statement for the purpose of obtaining a vetting disclosure.

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**Section 2 – Applicant’s Consent and Signature**

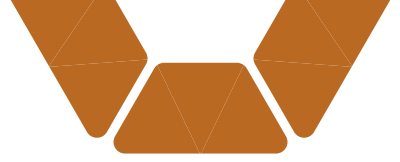
I have provided documentation to validate my identity as required *and* I consent to the making of this application and to the disclosure of information by the National Vetting Bureau to the Liaison Person pursuant to Section 13(4)(e) National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

Please tick:

**Applicant’s Signature:**

**Date:**  

D	D	M	M	Y	Y	Y	Y
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**Western Province Diocesan Vetting Service  
Vetting Invitation**

Ref No:

Please complete using **BLOCK CAPITALS** and return form to the following address:  
**WESTERN PROVINCE DIOCESAN VETTING SERVICE, GALWAY PASTORAL CENTRE,  
NEWTOWNSMITH, GALWAY CITY**  
**DO NOT** send this form directly to the National Vetting Bureau or to any Garda Station

**Section 3 – Organisation Information**

<b>Name of Organisation Requesting Vetting</b> <i>(Diocese/Parish/School/Diocesan Agency)</i>	
<b>Contact Person</b> <i>(Bishop/Priest/Chairperson of Board of Management/Agency Manager)</i>	
<b>Address of Organisation</b>	
<b>Email Address for contact Person:</b>	
<b>Contact Number:</b>	
<b>Roll Number (Schools Only):</b>	

**The Applicant has provided documentation\* to validate their identity in accordance with the National Vetting Bureau (Children and Vulnerable Persons) Act 2012 to 2016**

Please tick:  List Documents Provided:

Contact Person Signature:

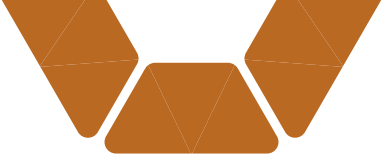
Date:

**Notes:**

**\*Valid Forms of Identity must include Photo ID, Proof of Date of Birth and Proof of Current Address. e.g. Passport plus Current Utility Bill.**

**The Contact Person should return this to:**

**VETTING ADMINISTRATOR  
WESTERN PROVINCE VETTING SERVICE  
GALWAY DIOCESAN PASTORAL CENTRE  
NEWTOWNSMITH  
GALWAY CITY**



AN GARDA SÍOCHÁNA



NATIONAL VETTING BUREAU

## PARENT/GUARDIAN CONSENT FORM (NVB 3)

### Applicant Details

Forename(s):																												
Surname:																												
Date Of Birth:	D	D	/	M	M	/	Y	Y	Y	Y																		

### Parent/Guardian Details

Under Sec 26(b) of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, it is an offence to make a false statement for the purpose of obtaining a vetting disclosure.

Forename(s):																												
Surname:																												
Relationship to applicant:											Father:		Mother:		Guardian:													
Address:																												
Line 1:																												
Line 2:																												
Line 3:																												
Line 4:																												
Line 5:																												
Eircode/Postcode:																												

### Parent/Guardian Consent

I, being the Parent/Guardian of the above named applicant, consent for the National Vetting Bureau to conduct vetting in respect of the above named applicant in accordance with the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016.

Parent/Guardian  
Signature:

Date:

D	D	/	M	M	/	Y	Y	Y	Y
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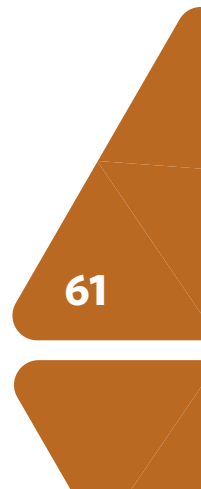


Identification	Score	Tick
Irish driving license or learner permit (new credit card format)	80	
Irish Public Services Card	80	
Passport (from country of citizenship)	70	
Irish certificate of naturalisation	50	
Birth certificate	50	
Garda National Immigration Bureau (GNIB) card	50	
National Identity Card for EU/EEA/Swiss citizens	50	
Irish driving licence or learner permit (old paper format)	40	
<b>Employment ID</b>		
<ul style="list-style-type: none"> <li>ID card issued by employer (with name and address)</li> </ul>	35	
<ul style="list-style-type: none"> <li>ID card issued by employer (name only)</li> </ul>	25	
<b>Letter from employer</b> (within last two years)		
<ul style="list-style-type: none"> <li>Confirming name and address</li> </ul>	35	

Identification	Score	Tick
P60, P45 or Payslip (with home address)	35	
Utility bill e.g. gas, electricity, television, broadband (must not be more than 6 months old. Printed online bills are acceptable. Mobile phone bills are not acceptable)	35	
Public services card/social services card/medical card	25	
<ul style="list-style-type: none"> <li>With photograph</li> </ul>	40	
Bank/Building Society/Credit Union statement	35	
Credit/debit cards/passbooks (only one per institution)	25	
National age card (issued by An Garda Síochána)	25	
<b>Membership card</b>		
<ul style="list-style-type: none"> <li>Club, union or trade, professional bodies</li> </ul>	25	
<ul style="list-style-type: none"> <li>Educational institution</li> </ul>	25	
<b>Correspondence</b>		
<ul style="list-style-type: none"> <li>From an educational institution/SUSI/CAO</li> </ul>	20	
<ul style="list-style-type: none"> <li>From an insurance company regarding an active policy</li> </ul>	20	
<ul style="list-style-type: none"> <li>From a bank/credit union or government body or state agency</li> </ul>	20	



Identification	Score	Tick
<b>Children under 18 years (any one of the following)</b>		
<ul style="list-style-type: none"><li>• Birth certificate</li></ul>	100	
<ul style="list-style-type: none"><li>• Passport</li></ul>	100	
<ul style="list-style-type: none"><li>• Written statement by a the Principal confirming attendance at educational institution on a letter head of that institution</li></ul>	100	
<b>Recent arrival in Ireland (less than 6 weeks)</b>		
<ul style="list-style-type: none"><li>• Passport</li></ul>	100	
<b>Vetting Subject is unable to achieve 100 points**</b>		
<ul style="list-style-type: none"><li>• Affidavit witnessed by a Commissioner for Oaths</li></ul>	100	
<b>TOTAL</b>		



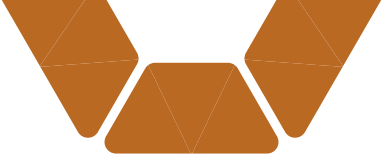
## RECRUITMENT AND SELECTION CHECKLIST

<b>Contact with children</b>	<ul style="list-style-type: none"> <li>• What contact with children will the position involve?</li> <li>• Will the position involve unsupervised contact with children, or does it involve a position of trust?</li> <li>• What other forms of contact will the person have with children, e.g. email, telephone?</li> </ul>	
<b>Defining the role</b>	<ul style="list-style-type: none"> <li>• Have the tasks and skills necessary for the position been considered?</li> <li>• Does the task description make reference to working with and having responsibility for children?</li> </ul>	
<b>Key selection criteria</b>	<ul style="list-style-type: none"> <li>• Has a list of essential and desirable qualifications, skills and experience been developed?</li> </ul>	
<b>Written application</b>	<ul style="list-style-type: none"> <li>• Have all applicants been asked to supply information in writing, including personal details, past and current work/volunteering experience?</li> <li>• Have application forms been developed?</li> </ul>	
<b>Interview</b>	<ul style="list-style-type: none"> <li>• Have at least two representatives been identified to meet with the applicant to explore information contained in their application?</li> <li>• Have the applicant and application forms been carefully considered, highlighting points to raise at interview, including:               <ul style="list-style-type: none"> <li>• The applicant's attitudes towards working with children;</li> <li>• Areas you want to explore in more detail;</li> <li>• Gaps in employment history;</li> <li>• Vague statements of unsubstantiated qualifications;</li> <li>• Frequent changes of employment?</li> </ul> </li> </ul>	
<b>Declaration</b>	<ul style="list-style-type: none"> <li>• Has the successful applicant been asked to sign a declaration stating that there is no reason why they would be considered unsuitable to work with children?</li> <li>• Has the successful applicant been asked to declare any past criminal convictions and cases pending against them?</li> </ul>	
<b>Identification</b>	<ul style="list-style-type: none"> <li>• Have applicants been asked, where necessary, for photographic documentation to confirm their identity and place of residence?</li> <li>• Will documentation relating to the applicant's identity and relevant qualifications be checked at the interview?</li> </ul>	





<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Are applicants asked for documentation to confirm their qualifications?</li></ul>	
<b>Vetting procedure/AccessNI</b>	<ul style="list-style-type: none"><li>• Does the position require the applicant to be vetted/AccessNI checked?</li><li>• Has the applicant been informed that they may need to undergo vetting/AccessNI before they take up any appointment? Does this applicant require a certificate of police clearance from other countries in which they have worked/volunteered?</li></ul>	
<b>Records</b>	<ul style="list-style-type: none"><li>• Are details of the selection/induction process retained in the personnel file of the successful applicant? Are references kept on file as part of the record of the recruitment process?</li><li>• Are personnel informed that information such as application and declaration forms are held on file?</li></ul>	
<b>Confidentiality</b>	<ul style="list-style-type: none"><li>• Is information about the applicant only seen by those directly involved in the recruitment process?</li><li>• Are applicants reassured that information about them, including information about convictions, will be treated in confidence and not used against them unlawfully?</li></ul>	
<b>References</b>	<ul style="list-style-type: none"><li>• Are applicants asked to supply the names of two referees who are not family members, or who are not involved in the recruitment process, and ideally who have first-hand knowledge of the applicant's experience of work/contact with children?</li><li>• Are referees asked specifically to comment on the applicant's suitability to work with children?</li><li>• Are all references provided in writing and verified by a follow-up telephone call?</li></ul>	
<b>Suggested questions for referees</b>	<ul style="list-style-type: none"><li>• The post involves substantial access to children. We are committed to the welfare and safeguarding of children. Have you any reason at all to be concerned about this applicant being in contact with children?</li><li>• How long have you known this person?</li><li>• In what capacity?</li><li>• Would you have any hesitation in them taking up this position?</li></ul>	



**Position being applied for** \_\_\_\_\_  
\_\_\_\_\_

**Personal Details**

First name \_\_\_\_\_

Surname \_\_\_\_\_

Name of Diocese/Parish \_\_\_\_\_

Have you been or are you known by any other name? If so please give details  
\_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone number \_\_\_\_\_

Email \_\_\_\_\_

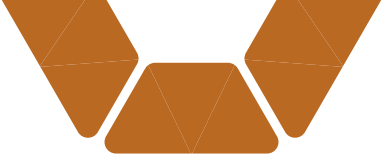
**Work experience**

**Have you previously been involved in voluntary work? If yes, please give details.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please detail below the experience you have gained in your professional life where/if relevant to the role being applied for.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**Why do you want to get involved in this activity?**

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**Have you previously received any training for working with children or young people? If yes, please give details.**

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**Do you have any specific needs that we need to be made aware of?**

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**Please provide any other relevant information below.**

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**Referees**

**Please provide the names and contact details of two people whom we could contact for a reference (not relatives).**

**Referee 1** \_\_\_\_\_

**Name** \_\_\_\_\_

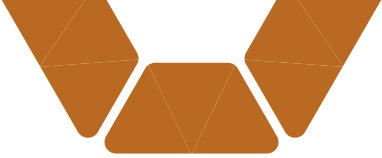
**Address** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Telephone number** \_\_\_\_\_

**Email address** \_\_\_\_\_



**Referee 2**

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone number \_\_\_\_\_

Email address \_\_\_\_\_

**Declaration**

I declare that I have completed this form truthfully, and that I agree to abide by and accept the terms and conditions of my involvement, if successful in the application process.

Signed \_\_\_\_\_

Date \_\_\_\_\_

*Note 1: All successful applicants will be required to undergo Garda Vetting before taking up their position.*

**Diocesan / Parish Use Only**

Date Application Form Received \_\_\_\_\_

Date Reference 1 Received/Confirmed \_\_\_\_\_

Date Reference 2 Received/Confirmed \_\_\_\_\_

Invited to take up ministry: (please circle)      Yes / No

Signed \_\_\_\_\_

Date \_\_\_\_\_

**Full name (print)** \_\_\_\_\_

**Have you been or are you known by any other names? If so please give details:**

\_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

**Date of birth** \_\_\_\_\_

**Place of birth** \_\_\_\_\_

**What role/position are you currently applying for?**

\_\_\_\_\_

**Have you ever been convicted of a criminal offence, have you been the subject of a caution or of a Bound Over order or have you any prosecutions pending? (Please Circle)**

Yes                      No

**If yes, please state below the nature and date(s) of the offence(s) or alleged offence(s).**

Date of Offence	Nature of Offence

**Have you ever been the subject of disciplinary procedures or been asked to leave employment or voluntary activity due to inappropriate behaviour towards a child?**

Yes                      No

**If yes, please provide details including date(s).**

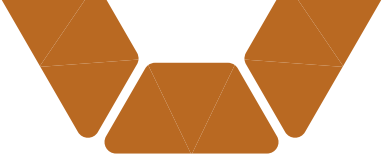
Date of Disciplinary Procedure	Nature of Disciplinary Procedure

**Declaration**

I understand that if it is found that I have withheld information or included any false or misleading information above, I may be removed from my post, whether voluntary or paid, without notice. I understand that the information will be kept securely by the diocese/parish.

I declare that the information I have provided is accurate and complete and that I am not aware of any reason why I might be considered unsuitable for work/ministry with children/young people.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_



## SAFEGUARDING AGREEMENT FORM

SG-03

CONFIDENTIAL

### Declaration

As part of the recruitment process for the post of \_\_\_\_\_ I confirm that I:

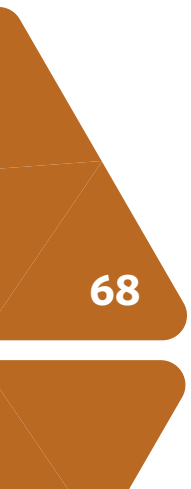
- Have been made aware of the Safeguarding Children Policy and Standards of the Catholic Church in Ireland
- Have received a copy of the Parish Safeguarding Children Handbook
- Have received induction into my role including safeguarding awareness training applicable to the role;
- Will abide by the requirements of the Safeguarding Children Policy and Standards of the Catholic Church in Ireland

Name \_\_\_\_\_

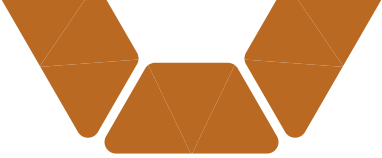
Signature \_\_\_\_\_

Date \_\_\_\_\_

**Note:** Data Protection - The data entered will be used only for the purpose indicated on the form. It may only be accessed by those with responsibility for managing records or group activities.







# CHILD AND PARENTAL/GUARDIAN JOINT CONSENT FORM

**SG-04**

**CONFIDENTIAL**

**Group details**

Name of Parish \_\_\_\_\_

Name of Group/Type of Activity (e.g. Altar Serving, Choir, etc.) \_\_\_\_\_

Name of organiser \_\_\_\_\_

**Details of the child/young person**

Name of young person \_\_\_\_\_

Address \_\_\_\_\_

Date of birth \_\_\_\_\_

Gender (circle as appropriate)      **Male**      **Female**

**Other relevant information**

Please mention any relevant medical conditions, allergies, special needs or dietary requirements.

(Please note that the organisers **cannot administer** any medication. Should your child require medication or intimate care, please discuss this with the organisers who will work with you to establish how your child can be accommodated, according to relevant policies and procedures.)

\_\_\_\_\_

\_\_\_\_\_

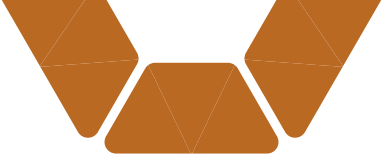
**Parent/Guardian contact details**

Name \_\_\_\_\_

Home phone number    Code    \_\_\_\_\_    Local no.    \_\_\_\_\_

Mobile number \_\_\_\_\_

Email \_\_\_\_\_



**Media Consent for Authorised Photographs or Videos**

(If relevant please tick the boxes below)

I understand that photographs may be taken during the group activities, and I give my permission for these to be used in any hard copy/online official publications by the parish/diocese for the promotion of the activity.

I understand that videos (which may include webcam) may be taken during the group activities, and I give my permission for these to be used in any hard copy/online official publications by the parish/diocese for the promotion of the activity.

Signed (Parent/Guardian) \_\_\_\_\_

Date \_\_\_\_\_

Signed (Child) \_\_\_\_\_

Date \_\_\_\_\_

**Parent's/Guardian's consent**

I consent to the above-named child's/young person's involvement in the activity outlined above. I understand that their involvement will require compliance with diocesan safeguarding policy and procedures and that there will be suitable supervision while he/she is in the care of the organisers.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Name (block letters) \_\_\_\_\_

Relationship to child/young person \_\_\_\_\_

**In cases of a medical emergency**

In the event of illness or an accident, I give permission for medical treatment to be administered to my child, where considered necessary, by a suitably qualified medical practitioner and/or hospital. I understand that every effort will be made to contact me as soon as possible. In an emergency I can be contacted at the telephone numbers provided on the previous page:

Signed \_\_\_\_\_

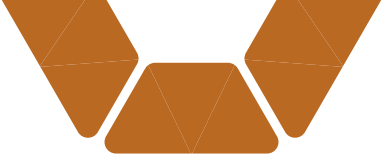
**Child's/Young Person's consent**

I \_\_\_\_\_ (insert full name) would like to take part in the activity/event listed on the previous page. I understand that being a reliable member of this group is important and I accept that I must follow the rules of the group as have being explained to me by the group leader/group coordinator.

Signed \_\_\_\_\_

**Note 1:** Schools must receive separate permission from parents/guardian to allow children to serve mass during school time.

**Note 2:** Data Protection - The data entered will be used only for the purpose indicated on the form. It may only be accessed by those with responsibility for managing records or group activities.



**Group details**

Name of group \_\_\_\_\_

Name of group leader \_\_\_\_\_

Names of others present \_\_\_\_\_

**Accident details**

Date and time of accident/incident \_\_\_\_\_

Location of activity \_\_\_\_\_ Type of activity \_\_\_\_\_

Name(s) of person(s) involved \_\_\_\_\_

Emergency contact details for the person involved (usually parent/guardian)

    Name \_\_\_\_\_

    Telephone number \_\_\_\_\_

Parents/Guardians informed. Please circle as appropriate   **Yes**                   **No**

Details of the accident/incident that occurred (continue on separate sheet if necessary).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Action taken during and following the accident/incident.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

People contacted (include dates and times)

Name	Date	Time
_____	_____	_____
_____	_____	_____

If medical attention was required, please give details

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please detail any follow-up action required.

\_\_\_\_\_

\_\_\_\_\_

Name of person completing this form (print name)

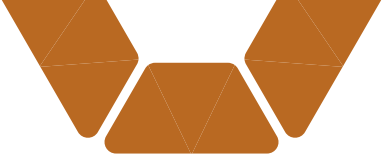
Signed \_\_\_\_\_ Date \_\_\_\_\_



## GUIDANCE ON DEALING WITH ACCIDENTS/INCIDENTS

It is essential that all Church personnel (clergy, religious or lay volunteers) are familiar with the procedures outlined below. If a child has an accident and injures himself/herself while attending a Church-run event, these procedures should be followed:

1. Assess the injury and reassure the child. If the injury is severe or the child has lost consciousness, please contact the emergency services immediately by phoning 999 or 112. You can phone 112 from a mobile that has no credit and even from a phone that has no SIM card. The 112 emergency number is a European emergency number and can be called from anywhere in Europe. If the emergency services are to be called, contact with the child's parents/guardians must be made urgently. Contact information should be found on the child's membership/consent form. If the parents/guardians are not available, it may be necessary for a leader to travel with the child to the hospital. If medical treatment is required, Church personnel may be asked about known allergies or existing medical conditions. Again, this information should be found on the child's membership/consent form;
2. If the injury is minor, local application of treatment should be available from the first aid box. There should be a fully stocked first aid box to hand at all Church-related events. Remember to make a note of what has been used from the first aid box so that it can be replaced at the earliest opportunity. Under no circumstances should any medication be given to a child;
3. As soon as possible after the accident, write up a report using an accident/incident report form (see following page). Once completed, this form should be stored in a safe place, in line with data protection, and treated as a confidential document;
4. Always inform parents/guardians of any accident that has occurred involving their child, regardless of how minor you consider it to be. It is good practice to give a copy of the accident/incident report form to parents/guardians;
5. It is good practice to keep blank copies of the accident/incident form with the first aid box so that one can be easily filled out in the event of an emergency.



**HAZARD ASSESSMENT FORM**

**CONFIDENTIAL**

Name of Group \_\_\_\_\_

Date of Hazard Assessment \_\_\_\_\_

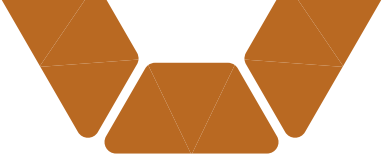
Person completing the hazard assessment \_\_\_\_\_

Hazard	Who's at Risk	Likelihood of harm	Consequences	Controls Needed

Signed: \_\_\_\_\_

Date: \_\_\_\_\_





**EXTERNAL GROUPS USING CHURCH PROPERTY FORM**

**CONFIDENTIAL**

As \_\_\_\_\_ (insert name of Diocese/Parish), we welcome other organisations/groups/ individuals within the community using our facilities. While using the diocesan/parish facilities, we want to be assured that all reasonable steps have been taken to safeguard children and young people. The responsibility for complying with good safeguarding practice (including safe recruitment and vetting) rests with the group using Church property and not with the Diocese/Parish.

The \_\_\_\_\_ (insert name of Diocese/Parish) has its own policies and procedures in relation to safeguarding children. Any group operating under the name/auspice of the Diocese/Parish will comply with these requirements.

As an external group, the Diocese/Parish requires detailed information in respect of your application to ensure that the safety and well-being of the children/young people and adults that work with them are maintained at all times.

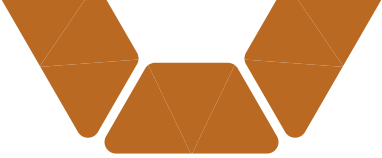
**Conditions of use of Church property by External Groups:**

1. It is the responsibility of any group using Church property to run activities involving children to ensure that they comply with all applicable child safeguarding and protection legislation and guidelines.
2. The group should have their own child safeguarding policy and procedures. The group is also responsible for liaising with Tusla to ensure that the policy and procedures meet the statutory requirements. The Diocese/Parish cannot assist any outside group in developing a child safeguarding policy.
3. The Diocese/Parish should obtain confirmation in writing from the group that they have a child safeguarding policy and appropriate insurance.

**We would ask that you complete the following questionnaire. If any response is not applicable (N/A), please provide details of why this does not apply to your organisation. If you feel your application requires further information, please attach on an additional page. Please indicate when additional information is provided in support of your application.**

Name of External Group _____		
Purpose or proposed activities _____		
Are there Children taking part in the activities. Please Circle	<b>Yes</b>	<b>No</b>
Facilities required _____		
Date of commencement of use _____		
Date of completion of use _____		
Frequency of use _____		
Hours of use		
(1) Commence at (a.m./p.m.)	_____	
(2) Finish at (a.m./p.m.)	_____	
Names and addresses of persons who will be in charge during use:		
(1) _____	Telephone number	_____
(2) _____	Telephone number	_____
<b>Continued overleaf/next page</b>		





If Children are part of your activities, do you have your own child safeguarding policy and procedures? (Please Circle)

**Yes**                      **No**

Do you have appropriate (public liability and/or employer's liability and professional indemnity if appropriate) insurance cover for the activity? Please Circle

**Yes**                      **No**

Name of insurance company \_\_\_\_\_

Policy number \_\_\_\_\_

Period of cover: From \_\_\_\_\_ To \_\_\_\_\_

Limit of indemnity \_\_\_\_\_

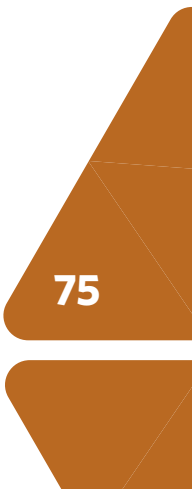
**To be signed by official/coordinator of the organisation/group.**

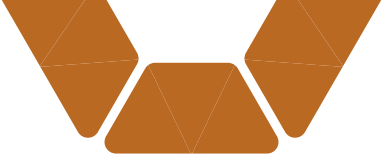
Signed \_\_\_\_\_

Print name \_\_\_\_\_

Position \_\_\_\_\_

Date \_\_\_\_\_





# GENERAL COMPLAINTS FORM

**SG-08**

**CONFIDENTIAL**

All complaints arising during a Church-related activity **(with the exception of complaints about child abuse)** should attempt to be resolved by discussion between the parties involved. If this is not possible, this form should be completed and sent to the Church authority.

<b>Name</b> _____
<b>Address</b> _____
<b>Email</b> _____
<b>Telephone number</b> _____

<b>Details of complaint (continue on separate sheet if necessary).</b>

<b>Signature</b> _____
<b>Date</b> _____

# CHILD PROTECTION REFERRAL FORM

SG-09

CONFIDENTIAL

## About the suspicion/concern/allegation

Date of suspicion/concern/allegation: \_\_\_\_\_

Time of disclosure/concern/suspicion: \_\_\_\_\_

How was information received? (attach any written information to this form)

Telephone   Letter   Email   In person   (circle as appropriate)

## Details of person making disclosure/raising concern (if different from complainant)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Relationship to complainant: \_\_\_\_\_

## Details of complainant (this can be anonymised when notifying the NBSCCCI)

Name: \_\_\_\_\_ DOB/age: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Ethnic origin: \_\_\_\_\_ Language (is interpreter/signer needed?): \_\_\_\_\_

Disability: \_\_\_\_\_ Special needs: \_\_\_\_\_

Church body (if applicable): \_\_\_\_\_

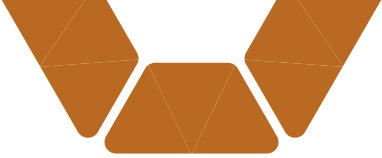
## Parent/carer details (where appropriate)

Name: \_\_\_\_\_

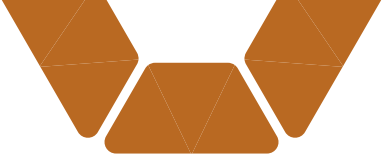
Address (if different from above): \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Are they aware of the suspicion, allegation or complaint?  
Yes    No



<b>Details of respondent</b>	
Name: _____ DOB/age: _____	
Address: _____ _____	
Telephone: _____ Mobile: _____	
Relationship to complainant (parent/priest/teacher, etc.): _____	
Position in Church body: _____	
Address at time of incident: _____	
Current contact with children if known (e.g. sits on board of governors of school, runs youth activities, etc.): _____	
Any additional information: _____ _____ _____	
<b>Details of concern, allegation or complaint</b> (Include dates/times and location the incident occurred, and any witnesses, if known. Does the child/complainant know this referral is being made?) _____ _____ _____	
<b>Referral to the statutory authorities</b> Has the matter been referred to the statutory authorities? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If the answer to the question above is <b>yes</b> , please complete the details below. If the answer is no, please explain why the matter was not referred to the statutory authorities.	
<b>Tusla</b>	<b>Gardaí</b>
Date referred: _____	Date referred: _____
Time referred: _____	Time referred: _____
Name of person it was referred to: _____	Name of person it was referred to: _____
Designation: _____	Designation: _____
Address: _____ _____	Address: _____ _____
Telephone: _____	Telephone: _____
Email: _____	Email: _____



**Referral to a member of the Church (ONLY COMPLETE IF THE ALLEGATION RELATES TO CHURCH PERSONNEL)**

Has the matter been referred to the Church authority?

Yes  No

Date referred: \_\_\_\_\_

Time referred: \_\_\_\_\_

Name of person it was referred to: \_\_\_\_\_

Designation: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**Next steps (ONLY COMPLETE IF THIS ALLEGATION RELATES TO A CLERIC OR RELIGIOUS)**

What actions have been taken (if any) by the Church, in relation to the respondent, to safeguard children following receipt of this information?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Sign off**

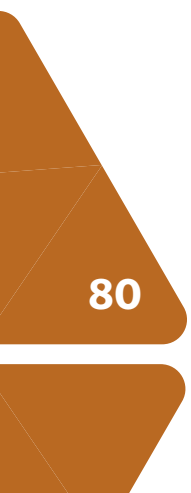
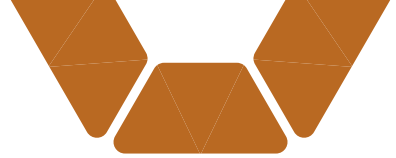
DLP name: \_\_\_\_\_

DLP address: \_\_\_\_\_

DLP telephone: \_\_\_\_\_

DLP email: \_\_\_\_\_

DLP signature: \_\_\_\_\_





# Appendix B



# APPLICATION & CONSENT FORM

Pope John Paul II Award

PAGE 1 of 2

## Safeguarding information for Parents/Guardians of those participating in the Pope John Paul II Award

The Pope John Paul II Award values and encourages the participation of young people in activities which allow them to live their faith in Jesus Christ in their parish and wider community. The Award is designed to facilitate involvement in school, parish and community activities.

We appreciate that the safety of your child is paramount, and to this effect all activities will be carried out in accordance with the National Safeguarding Standards as per the Diocesan Safeguarding Policy and Procedures including Code of Conduct for leaders and Code of Behaviour for young people.

When a young person carries out voluntary work outside the school, parish or diocese, those organisations need to be named on the Application Form and need to be approved by the Pope John Paul II Award Committee.

The following protocol applies to those who engage in the Award:

- Parental/guardian consent is a requirement for all those participating in the Award who are under 18 years.
- A completed Application Form must be given to the Award leader or Parish Coordinator prior to engagement in the Award.
- The parish/school will ensure there is adequate supervision and a safe environment for participants to carry out their chosen activities through school or parish.
- Specific activities may require additional parental/guardian consent at the discretion of either, or both - the Pope John Paul II Award Committee/Coordinator and Award Leader.
- Where possible, it is highly recommended that participants of the Award would carry out their parish involvement and social awareness activities in groups of two or more.
- Participants under 18 do not need to be vetted or have reference checks to work with younger children or vulnerable adults. However, they must be supervised at all times by an adult over 18 years who has successfully gone through the vetting procedures.
- Participants must act in accordance with the Diocesan Safeguarding Policy and Procedures, particularly the Code of Behaviour for Children/Young People.
- Award Leaders/Parish Coordinators must be vetted and work in accordance with the Code of Conduct.
- Photographs may be taken of participants during Award activities/trips to help promote the Award. Photographs cannot be posted on social media websites without the prior consent of the participant, parent and leader.
- Participants may be asked to provide an email and mobile phone number for communication. These details will only be used by the leaders for Award related activities. Texts and emails may be used to promote Award events. *If you are unhappy with this please inform the Award Leader/Coordinator.*
- Participants medical conditions or dietary requirements are the responsibility of the parent/guardian. Please make the Award Leader/Coordinator aware of any medical conditions, special needs or dietary requirements your child may have. **Please note: organisers cannot administer any medication.**
- External organisations outside diocese, school and parish will complete the Pope John Paul II Award Safeguarding Agreement Form to state they can provide a safe environment for Award participants and have adequate supervision and insurance in place.
- The participating diocese only accepts liability or responsibility for an incident caused by the negligence or breach of statutory duty of the diocese, its servants or agents.
- In signing this Pope John Paul II Award Application & Consent Form, the parent/guardian is taking responsibility for the safety and well-being of the participant during activities that take place outside the scope of the Diocesan Safeguarding Policy and Procedures.

Note: Each diocese in Ireland has a Diocesan Policy and Procedures Policy, a Code of Conduct and a Code of Behaviour for Children/Young People, copies of which can be obtained from your diocesan office or diocesan website.

# APPLICATION & CONSENT FORM

Pope John Paul II Award

PAGE 2 of 2

Parish Attended	<input type="text"/>	Church Name	<input type="text"/>	
School	<input type="text"/>			
Select Award:	Papal Cross <input type="checkbox"/>	Gold Award <input type="checkbox"/>	Silver Award <input type="checkbox"/>	Bronze Award <input type="checkbox"/>

Participant	PRINT Name <input type="text"/>	Male <input type="checkbox"/>	Female <input type="checkbox"/>
Date of Birth	<input type="text"/> / <input type="text"/> / <input type="text"/>	Address	<input type="text"/>
	<input type="text"/>	Postcode	<input type="text"/>
Home Telephone	<input type="text"/>	Mobile	<input type="text"/>
Contact Telephone Number in Case of Emergency	<input type="text"/>		
Email	<input type="text"/>		

Participant signature: I \_\_\_\_\_ would like to take part in this Award and will act in accordance with the Code of Behaviour for young people as I volunteer in my parish and community.

## Parent/Guardian Consent

X the boxes below if accepted

- I understand that during their voluntary activities photographs may be taken and I give my permission for these to be used in any hard copy/online (delete as appropriate) publications by the diocese.
- I understand that during Award activities videos (which may include webcam) may be taken and I give my permission for these to be used in any hard copy/online (delete as appropriate) publications by the diocese.
- I have read the Safeguarding Information for parents/guardians overleaf.
- Medical Emergency:** In the event of illness or accident, I give permission for medical treatment to be administered to my child where considered necessary by a suitably qualified medical practitioner and/or hospital. I understand that every effort will be made to contact me as soon as possible.

**Please note:** organisers cannot administer any medication. However should your child require medication or intimate care needs please discuss this with the organisers who will work with you to establish how your child can be best accommodated in accordance with relevant procedures.

Parent/Guardian signature: I \_\_\_\_\_ give permission for my child to participate in the Pope John Paul II Award.

Parent/Guardian	PRINT Name <input type="text"/>	Date	<input type="text"/>
-----------------	---------------------------------	------	----------------------

Award Leader/Parish Coordinator	PRINT Name <input type="text"/>			
School/Parish	<input type="text"/>			
Address	<input type="text"/>			
	Postcode	<input type="text"/>	Telephone	<input type="text"/>
Email	<input type="text"/>	Signature	<input type="text"/>	

Please return this completed form with the enrolment fee to the designated Award Leader in your school/parish.

## **Safeguarding information for organisations helping participants of the Pope John Paul II Award**

The Pope John Paul II Award values and encourages the participation of young people in activities which allow them to live their faith in Jesus Christ in their parish and wider community. The Award is designed to facilitate involvement in school, parish and community activities.

We are grateful to the many clubs, societies, charities and community projects that help Award participants achieve their Award by facilitating voluntary placements/work experience. We hope these organisations will benefit greatly from the generosity and energy of the young volunteers.

We would appreciate the cooperation of all organisations in ensuring the safety and well-being of all young people who engage in this Award, and in turn with your organisation. To this effect where activities associated with the Award fall outside the scope of the Diocesan/School and Parish Safeguarding Policy, organisations will complete this Pope John Paul II Award Safeguarding Agreement Form and the following procedures will apply:

- Activities must be named on the Pope John Paul II Award Application & Consent Form and approved by the Pope John Paul II Award Diocesan Committee/Coordinator.
- Organisations must provide adequate supervision, insurance and a safe environment for young people. The organisation must be approved by the Pope John Paul II Award National Committee and these organisations will be required to complete this Safeguarding Agreement Form verifying that they have adequate safeguarding policies and procedures in place.
- Whilst the Pope John Paul II Award Committee and National Safeguarding Officer will endeavour to approve all organisations named by young people on their application, in signing the Application & Consent Form the parent/guardian is taking overall responsibility for the safety and well-being of the participant during activities that take place outside the scope of the Diocesan Safeguarding Policy and Procedures.

# SAFEGUARDING AGREEMENT

Pope John Paul II Award

PAGE 2 of 2

Published: September 2016

The Pope John Paul II Award values and encourages the participation of young people in activities which allow them to live their faith in Jesus Christ in their parish and in the wider community. The Award is designed to facilitate voluntary work through school, parish and community activities. We would like to thank you for helping young people achieve their Award by allowing them to volunteer within your organisation.

It is the responsibility of your organisation to provide adequate supervision and a safe environment for the young people. By signing this form you are agreeing that your organisation has a Safeguarding Children Policy and appropriate procedures, including insurance in place. See overleaf.

Name of your Organisation

Address

Venue/Location of Meetings/Activities

Contact Name

PRINT Name

Position

Signature

Date

Do you have a policy statement and procedures on the safeguarding of children and young people?

Yes

No

Do you have appropriate (public liability and/or employers liability and professional indemnity if appropriate) insurance cover for the activity?

Yes

No

Name of Insurance Company

Policy Number

Period of Cover

Limit of Indemnity

For administration

# PARISH & SOCIAL ACTIVITIES

## Pope John Paul II Award

The Pope John Paul II Award has 4 levels: the Papal Cross, Gold, Silver and Bronze. Awards are achieved through Parish Involvement and Social Awareness by volunteering to take part in various parish and community activities. These activities are to be agreed before you start the Award, in consultation with your Award Leader.

<b>Participant</b>	<input type="text" value="PRINT Name"/>		
<b>Parish Attended</b>	<input type="text"/>	<b>School</b>	<input type="text"/>

Award Activity	Description, Time & Name of Organisation	Location
Reading at Mass	St. Mary's, 10am Sunday Mass	The Town
Scout leader	Scout Group, Every Wednesday, 8pm	The Town
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

<b>Your Award Leader/Parish Coordinator</b>	<input type="text" value="PRINT Name"/>
---	---

Please return this completed form to the designated Award Leader/Parish Coordinator in your school/parish.

# Appendix C







## **Roles and Responsibilities;**

### **Designated liaison person (DLP)**

It is the role of the Designated Liaison Person to promote safeguarding by:

- Hearing child safeguarding concerns;
- Passing on child safeguarding concerns to the statutory authorities;
- Managing cases and all associated documents;
- Liaising with the support person, advisor and the Church authority;
- Passing on child safeguarding concerns to the NBSCCCI;
- Conducting internal inquiries;
- Contributing to upholding the seven standards in practice and behaviour;
- Completing an annual report regarding compliance with Standards 2, 3 and 4 for the Church authority;
- Monitoring respondents or, with the Church authority, appointing a suitable person to carry out this role.

### **Diocesan Safeguarding Committee**

It is the role of the Diocesan Safeguarding Committee to promote child safeguarding by:

- Developing a three-year child safeguarding plan, including the establishment of the local child safeguarding policy and procedures;
- Coordinating local safeguarding representatives (LSRs);
- Coordinating activities related to child safeguarding, e.g. training;
- Ensuring the annual audit, including the correlation of records for training-related activities;
- Ensuring the completion of training needs assessments across the various child safeguarding roles in the Church body;
- Ensuring, with the Church authority, that the appropriate child safeguarding personnel are in place;
- Upholding the seven standards in practice and behaviour.

### **Local safeguarding representative (LSR)**

The Local Safeguarding Representative is responsible to the parish priest to promote child safeguarding by:

- Raising awareness of what child safeguarding is;
- Disseminating information regarding the standards and guidance, and circulating this information widely;
- Ensuring Church activities are provided in a way that ensures the safety and well-being of the children involved;
- Ensuring that the contact details of the DLP, Gardaí/PSNI and Tulsa/HSCT are widely publicised;
- Upholding the seven standards in practice and behaviour.

## Contact Information for Diocese

(See Safeguarding Section of Websites)

### TUAM

[www.tuamarchdiocese.org](http://www.tuamarchdiocese.org)

Designated Liaison Person: Mgr. John O Boyle 087-2204741  
Ms. Mary Trench 087-9315823

### ACHONRY

[www.achonrydiocese.ie](http://www.achonrydiocese.ie)

Designated Liaison Person: Fr. Joseph Gavigan 094-9860011  
Ms. Teresa Curley 087-2208242

### GALWAY

[www.galwaydiocese.ie](http://www.galwaydiocese.ie)

Designated Liaison Person: Mr. Kevin Duffy 087-6141736  
Ms. Eileen Kelly 085-1112660

### CLONFERT

[www.clonfertdiocese.ie](http://www.clonfertdiocese.ie)

Designated Liaison Person: Rev Ciaran Kitching 090-9676151

### ELPHIN

[www.elphindiocese.ie](http://www.elphindiocese.ie)

Designated Liaison Person: Ms. Mary Nicholson 086-3750277  
Ms. Helen Diskin 087-0516888

### KILLALA

[www.killaladiocese.org](http://www.killaladiocese.org)

Designated Liaison Person: Rev. Kevin Loftus  
Mr. John Cummins 096-72066 or  
Dr. Máirín Glenn 087-3664350

### TUSLA: AREA PHONE NUMBERS

Galway/Roscommon 091-546366  
Sligo /Leitrim 071-9822776  
Mayo 094-9042030  
Mid-West (Clare) 061-482792  
Midlands(Offaly) 057-8692567  
Westmeath (Athlone) 090-6483106

**Gardaí Freephone Confidential Helpline:** 1800 555 222

**National Board for Safeguarding Children in the Catholic Church in Ireland**

[www.safeguarding.ie](http://www.safeguarding.ie) 01-5053124



**Safeguarding Children**  
**Parish Handbook**  
Western Province

**2017**