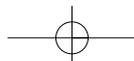
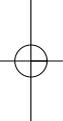


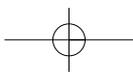
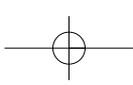
**Killaloe Diocese**

**Safeguarding Children**

**Sábháilteacht na nÓg**

**POLICY & PROCEDURES**



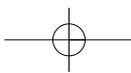
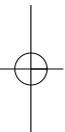
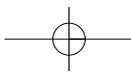


# **Killaloe Diocese**

# **SAFEGUARDING CHILDREN**

# **Sábháilteacht na nÓg**

# **POLICY & PROCEDURES**



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This document is available on-line on our diocesan website [www.killaloe-diocese.ie](http://www.killaloe-diocese.ie)

All the forms included in this document are available for download. Apart from the GARDA VETTING FORM and the SAMPLE HSE REPORTING FORM, all the forms (in Word Docs) can be amended as required.

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## FOREWORD FROM BISHOP WILLIE WALSH

I warmly welcome this publication which sets out the Policies and Procedures for Safeguarding Children in our diocese of Killaloe. When the National Board for Safeguarding Children in the Catholic Church (NBSCCC) published their "Standards and Guidance Document for the Catholic Church in Ireland" in September 2008 we committed ourselves to updating our Policies and Procedures in line with that Standards and Guidance Document.

All of us share the serious responsibility and privilege of trying to ensure that our children grow up in an environment where they are treasured, respected and loved and are free from danger of any form of abuse. The publication of this document is an important step on the way to creating such an environment. It is a necessary reminder of the shameful truth of past failures and a signpost towards a better future.

Our diocese is fully committed to continue to:

- Welcome and listen sympathetically to anyone who has been a victim of abuse;
- Do all in our power to help survivors towards healing;
- Gently invite survivors to try to begin the journey of forgiveness, always acknowledging that for some the pain is still too deep even to set out on that journey;
- Ensure, as far as it is humanly possible, that such abuse will never occur in the future;
- Liaise and co-operate fully with the appropriate statutory authorities in regard to all aspects of this matter.

I take the opportunity to acknowledge and compliment

- The personnel of the National Board for their leadership and support in this most important work;
- The close and co-operative working relationship which the diocese has with the HSE and Gardai;
- The members of our various diocesan committees involved in this work who have generously given so much of their professional skills and their time to the work of Safeguarding our Children;
- The Representatives in each parish who oversee that these guidelines are observed;

May all of us, young and old, be ever conscious and respectful of how special and sacred each one of us is.

With kind good wishes,

+ Willie Walsh

31st May 2010

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## CONTACT DETAILS – CHILD SAFEGUARDING SERVICES

### KILLALOE DIOCESE: RESOURCES

#### Diocesan Designated Persons:

Fr. Pat Malone	Ms. Chris Lemass
Parochial House	Tyone, Nenagh
Nenagh	Co. Tipperary
Co. Tipperary	
Tel. 086-8096074	Tel. 086-8096027

#### Diocesan Safeguarding Trainers

Killaloe Diocese has a number of qualified trainers who provide training and support in all aspects of safeguarding children.

#### National Office for Safeguarding Children

All Church organisations and personnel can access specialist advice about child protection issues through the National Office.

National Office for Safeguarding Children in the Catholic Church in Ireland

New House

Saint Patrick's College

Maynooth, Co.Kildare

Tel: 01 505 3124

Fax: 01 505 3026

Website: [www.safeguarding.ie](http://www.safeguarding.ie)

#### Local HSE Duty Social Worker Contacts:-

##### Duty Social worker can be contacted 9am-5pm

**Clare Area** Tel. 065 6863907

**North Tipperary Area** Tel. 067 46660

**Offaly Area** Tel. 057/9322488

**Limerick Area:** Tel. 061 483091

Outside of these hours in cases of emergency please contact An Garda Síochána

#### An Garda Síochána

Ennis Tel: 065 6848100

Kilrush Tel: 065 9080550

Ennistymon Tel: 065 7072180

Killaloe Tel: 061 620540

Henry St, Limerick Tel: 061 212400

Nenagh Tel: 067 50450

Roscrea Tel: 0505 24230

Thurles Tel: 0504 25100

Birr Tel: 057 9169710

For further information on local Garda stations – [www.garda.ie](http://www.garda.ie)

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## 1. POLICY

### 1.1 DIOCESAN SAFEGUARDING CHILDREN STATEMENT

Each child shall be cherished and affirmed as a gift from God with an inherent right to dignity of life and bodily integrity which shall be respected, nurtured and protected. Everyone in the Catholic Church has an obligation to ensure that the fundamental rights of children are respected.

The Diocese of Killaloe values and encourages the participation of children and young people in parish liturgies and activities that enhance their spiritual, physical, emotional, social and intellectual development and will work in a partnership way with parents at all times.

In keeping with this we in the Diocese undertake to do all in our power to create safe environments where the welfare of children and young people is paramount. This duty of care extends to all the many and varied ways that children share in the life of the Church in our diocese.

### 1.2 PARTNERSHIP WITH CIVIL AUTHORITIES

The Diocese of Killaloe is committed to working in partnership with statutory authorities to ensure that all aspects of child welfare are managed promptly, professionally and justly. We will adhere to statutory policy, notably *'Children First': National Guidelines for the Protection and Welfare of Children (1999)*. **All child protection concerns must be reported to the civil authorities without delay.**

Those who are the subject of an investigation – civil or canonical - may be asked to step aside from their ministry and duties for the duration of the investigation. Pending the outcome of the investigation, the person complained against has the presumption of innocence and the right to his or her good name.

### 1.3 COMMITMENT TO BEST PRACTICE

Our diocese is committed to following best practice as specified by the National Board for Safeguarding Children in the Catholic Church (NBSCCC).

Our diocesan child protection policy and procedures are set out in our publication - *'Killaloe Diocese: Safeguarding Children Policy & Procedures' (May 2010)*.

This publication is closely modelled on the Standards & Guidance Document produced by the NBSCCC in 2008.

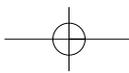
At Diocesan level we have, in place, two Diocesan Designated Persons, an Advisory Panel, a Safeguarding Committee, a Training Committee and a Finance Committee.

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### 1.4 PARISH SAFEGUARDING CHILDREN STATEMENT

All parishes are required to issue and display a Parish Safeguarding Children Statement that confirms the parish will adhere to the Diocesan Policy and Procedures as set out in the latest Killaloe Diocese Safeguarding Children Policy and Procedures.

**A sample Parish Statement is available in the Appendix of this document (Form 7).**



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## 2. PRINCIPLES AND PROCEDURES

Where children are involved in church activities, the safety of children is always the most important consideration.

All child protection concerns must be reported to the civil authorities and the Church without delay. (See reporting diagram 2.3).

It is important that everyone in the organisation is aware that the person who first encounters a case of alleged or suspected abuse is not responsible for deciding whether abuse has occurred. Investigation is a task for the professional child protection agencies, following a referral to them of the concerns about the child.

The procedures in this section set out the action that must be taken by a member of the parish staff or parish volunteer if any concern, allegation, suspicion or disclosure is made, that indicates a member of the Church staff or a volunteer (current or former) has:

- behaved in a way that has harmed a child, or may have harmed a child
- committed a criminal offence against a child, or in relation to a child
- behaved towards a child, or children in a way that indicates s/he is unsuitable to work with children.

These allegations can refer to current or historical behaviour.



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## 2.1 DEFINITIONS OF CHILD ABUSE

A child is defined as any person under the age of eighteen years excluding a person who is or has been married - in line with '*Children First*': *National Guidelines for the Protection and Welfare of Children (1999)*.

The abuse of children generally involves one or more of four main forms of abuse:

- physical abuse
- emotional abuse
- sexual abuse
- neglect

It is essential that all personnel in the Catholic Church recognise that the abuse of children is **not just about sexual abuse**. Many children experience harm through emotional or physical abuse and through neglect.

Some children may be particularly vulnerable to abuse. For example there is research which has found that disabled children are three times more likely to be abused than non-disabled children. Some studies suggest children from minority ethnic groups may be at increased risk of abuse through factors such as stereotyping, prejudice and discrimination.

Other groups of children who might be particularly vulnerable include asylum-seeking children, children who are in care, children who are living with parents/ carers who misuse alcohol and/ or drugs.

### **Physical abuse**

Physical abuse may involve hitting, shaking, throwing, poisoning, burning, scalding, drowning, suffocating or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child. Physical abuse, as well as being a result of an act of commission can also be caused through omission or the failure to act to protect.

### **Emotional abuse**

Emotional abuse is normally to be found in the relationship between a care giver and a child rather than in a specific event or pattern of events. It occurs when a child's need for affection, approval, consistency and security is not met. The threshold of significant harm is reached when abusive interaction dominates and becomes typical of the relationship between the child and the parent/ carer.

### **Sexual abuse**

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts (oral sex). They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways. Boys and girls can be sexually abused by males and/ or females, by adults and by other young people. People from all different walks of life are vulnerable to this type of abuse.

### **Neglect**

Neglect can be defined in terms of an omission, where the child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, and failure to access appropriate medical care or treatment.

Neglect generally becomes apparent in different ways over a period of time rather than at one specific point. The threshold of significant harm is reached when the child's needs are neglected to the extent that his or her wellbeing and/or development are severely restricted.

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## 2.2 HOW TO RECOGNIZE CHILD ABUSE

The most significant factors in recognizing child abuse are disclosure and observation. Recognising child abuse is not easy, and it is not your responsibility to decide whether or not child abuse has taken place. You do however have a responsibility and duty to act in order that the appropriate agencies can investigate and take any necessary action to protect a child. The following information should help you to be more alert to the signs of possible abuse.

**The following definitions and indicators are not meant to be definitive but only to serve as a guide to assist you. It is important to remember that many children and young people will exhibit some of these indicators at some time and that the presence of one or more should not be taken as proof that abuse is occurring. There may well be other reasons for changes in behaviour such as a death, or the birth of a new baby within the family as well as problems between their parents/carers etc.**

### Physical abuse

**The following are the key physical signs of abuse:**

- unexplained bruising, marks or injuries on any part of the body
- bruises which reflect hand marks or fingertips (from slapping or pinching)
- cigarette burns
- bite marks
- broken bones
- scalds

**Changes in behaviour which can also indicate physical abuse:**

- fear of parents being approached for an explanation
- aggressive behaviour or severe temper outbursts
- flinching when approached or touched
- reluctance to get changed, for example in hot weather
- depression
- withdrawn behaviour
- running away from home

### Emotional abuse

**The physical signs of emotional abuse may include:**

- a failure to thrive or grow, particularly if the child puts on weight in other circumstances, e.g. while in hospital or when away from their parents care
- sudden speech disorders
- developmental delay, either in terms of physical or emotional progress.

**Changes in behaviour which can also indicate emotional abuse include:**

- neurotic behaviour e.g. sulking, hair twisting, rocking
- being unable to play
- fear of making mistakes
- self harm
- fear of parent being approached regarding their behaviour

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## Sexual abuse

Adults, who use children to meet their own sexual needs, abuse both girls and boys of all ages, including infants and toddlers. Usually, in cases of sexual abuse it is the child's behaviour which may cause you to become concerned, although physical signs can also be present. In all cases, children who tell about sexual abuse do so because they want it to stop. It is important, therefore, that they are listened to and taken seriously.

### **The physical signs of sexual abuse may include:**

- pain or itching in the genital area
- bruising or bleeding near genital area
- sexually transmitted disease
- vaginal discharge or infection
- stomach pains
- discomfort when walking or sitting down
- pregnancy

### **Changes in behaviour which can also indicate sexual abuse include:**

- sudden or unexplained changes in behaviour e.g. becoming aggressive or withdrawn
- fear of being left with a specific person or group of people
- having nightmares
- running away from home
- sexual knowledge which is beyond their age, or developmental level
- sexual drawings or language
- bedwetting
- eating problems such as overeating or anorexia
- self harm or mutilation, sometimes leading to suicide attempts
- saying they have secrets they cannot tell anyone
- substance or drug abuse
- suddenly having unexplained sources of money
- not allowed to have friends (particularly in adolescence)
- acting in a sexually explicit way towards adults.

## Neglect

### **The physical signs of neglect may include:**

- constant hunger, sometimes stealing food from other children
- constantly dirty or 'smelly'
- loss of weight, or being constantly underweight
- inappropriate dress for the conditions

### **Changes in behaviour which can also indicate neglect may include:**

- complaining of being tired all the time
- not requesting medical assistance and/ or failing to attend appointments
- having few friends
- mentioning their being left alone or unsupervised

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### 2.3 RESPONDING TO CHILD PROTECTION CONCERNS

If as a member of the parish staff or as a parish volunteer you have grounds for concern about the welfare of a child/children participating in a parish activity please note the following -

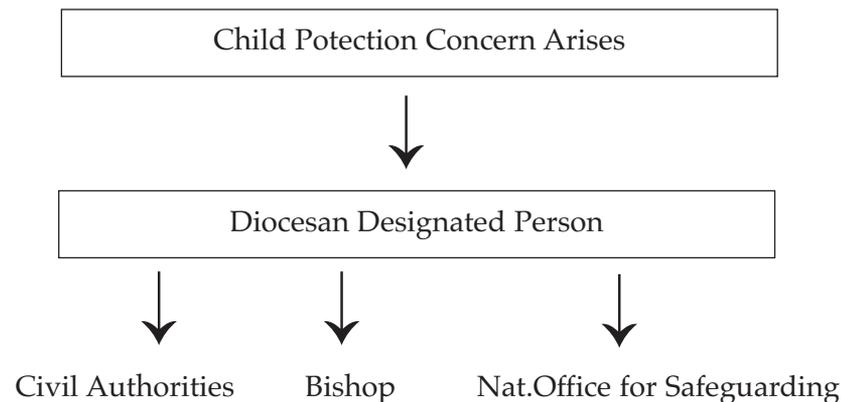
1. If you receive a concern, suspicion, disclosure or allegation of abuse, you must act immediately and refer the matter to the Diocesan Delegate as soon as possible.
2. Whenever possible and practical, take notes during the conversation. Always ask permission to do this and explain the importance of recording all information. Where it is not appropriate to make notes at the time, make a written record as soon as possible afterwards and in any case before the end of the day.
3. Record the time, date, location (or if the matter has been communicated by letter or telephone), and persons present. The record should be signed and dated by the author.
4. All original records, including rough notes, must be passed immediately to the Diocesan Delegate. Any copies of records retained must be kept secure and confidential.
5. Explain to the child/person raising the concern what will happen next i.e. that a report will be passed to the Diocesan Delegate who will be in contact with them. Indicate who will be made aware of the information given by them. Leave the contact details of the Diocesan Delegate in case the referrer needs to ask questions later.
6. It is important not to discuss the incident/concern with anyone other than those detailed in these procedures.

#### NOTE:

In cases of emergency, where a child appears to be at immediate and serious risk, an immediate report should be made to the HSE as well as to the Diocesan Delegate. Where the appropriate HSE staff are not available, An Garda Síochána should be contacted to ensure that **under no circumstances a child is left in a dangerous situation pending HSE intervention**. Consideration should, in all cases, also be given to whether an immediate referral is necessary in order to preserve, and safeguard against the possibility of any loss, deterioration or destruction of potential or forensic evidence.

**Reporting flow chart**

1. Child Protection concern arises and information is passed onto the Diocesan Designated Person. See Section 6.3
2. In all cases the child protection concern must be reported to the civil authorities without delay
3. The Diocesan Designated Person must inform the Bishop, Civil Authorities and National Office for Safeguarding Children of all reports.

**2.4 HOW TO RESPOND TO AN ADULT RAISING A CONCERN****Where information is given in person:**

- listen carefully to that person, but do not ask intrusive or leading questions.
- advise the person to make a statement to An Garda Síochána.
- explain the Diocesan referral procedures to the person, including the policy of reporting to the Gardai and the HSE.
- stay calm, take what the person raising the concern says seriously.
- allow the person to continue at his/her own pace.
- check with the person to make sure that you have understood what they actually said, using their own language.
- make no promises that cannot be kept, particularly in relation to secrecy, but listen carefully to what is being sought.
- do not make any comments about the person complained against.
- be aware that a person's ability to recount his or her concern or allegation depend on age, culture, nationality and upon any disability which may affect use of language and range of vocabulary.
- avoid statements about your belief or otherwise of the information given.
- **so not probe for detail beyond that which has been freely given.**
- acknowledge that the person has done the correct thing in reporting the matter.
- **when the recipient of the information is a priest, he should ensure that there is no misunderstanding about the seal of confession**

## 2.5 IF A CHILD BEGINS TO TELL YOU ABOUT ABUSE

Children will occasionally tell an adult they are being abused if they feel they can trust this person.

**If a child begins to tell you about abuse it is important that you:**

**DO:**

- stay calm, listen carefully and take them seriously
- ask questions for clarification only if you are unclear what the child is saying
- allow the child to continue at his/ her own pace
- reassure the child that in talking about what was worrying them, they have done the right thing
- tell them they are not to blame for the situation
- let them know you will do what you can to help
- report the child's disclosure to the Diocesan Delegate immediately
- never leave a child in a dangerous situation - emergency intervention can be sought from the HSE duty social worker for local area or from An Garda Síochána. See **Contact Details for Child Protection Services** at beginning of this document.
- write down everything that the child told you as soon as possible, using his/her own words to describe the abuse. Sign and date this record and pass it onto the Diocesan Designated Person.
- inform the child what will happen next.

**DO NOT:**

- dismiss the concerns
- panic
- probe for more information/ ask other questions/begin to investigate
- promise not to tell anyone or say 'I'll keep it a secret'
- make negative comments about the accused person
- make assumptions or speculate
- disclose details of the allegation to anyone else except the Diocesan Designated Person and the Statutory Authorities.

## 2.6 DISCIPLINARY PROCEDURES

### Disciplinary process

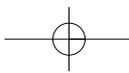
When the person complained against is a parish employee/volunteer, it will be the responsibility of the Parish Priest /Parish Administrator in consultation with the Diocesan Designated Person (Delegate), to deal with and manage all disciplinary matters relating to the continuing employment and/or voluntary service of the person concerned.

When the person complained against is a priest, it will be the responsibility of the bishop in consultation with the Diocesan Designated Person and the Advisory Panel to deal with and manage all disciplinary matters

There will be consultation with the HSE and Garda regarding protective measures for child/ children, always aware that the safety of children is paramount.

Those who are the subject of an investigation may be asked to step aside from their ministry and duties for the duration of the investigation.

Some allegations may be erroneous or malicious, therefore any allegation of abuse should be dealt with sensitively and support should be provided for staff including counselling. The primary goal is to protect the child while taking care to treat the employee fairly.



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## 2.7 CONFIDENTIALITY STATEMENT

The Diocese of Killaloe is committed to ensuring peoples' rights to confidentiality. However, in relation to child protection and welfare:

we undertake that:

- Information will only be forwarded on a 'need to know' basis in order to safeguard a child.
- Giving such information to others for the protection of a child is not a breach of confidentiality.
- Total confidentiality cannot be guaranteed where the best interests of children are at risk.
- Primary carers and children have a right to know if personal information is being shared and/or a report is being made to the HSE, unless doing so could put the child at further risk
- Images of a child will not be used for any reason without the consent of the parent/carer. However, we cannot guarantee that cameras/videos will not be used at public liturgies/events.
- Any person complained against shall be informed of same.
- All information will be recorded and stored in line with our confidentiality policy.



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### 3. PREVENTING HARM TO CHILDREN

As a diocese we are committed to a culture of safety that minimises risk to children by following best practice in regard to -

- safe recruitment and vetting practices
- codes of behaviour
- running safe activities for children
- parish property/halls/facilities
- complaints procedure

#### 3.1 Safe Recruitment and Vetting Practices

When situations become vacant those with responsibility for filling them should be aware that best practice will include interview, references (which are verbally checked) and declaration form.

The following procedures should be followed -

- develop clear job descriptions
- openly advertise vacancies
- use **Application Forms** for recruitment to all posts, including those to be filled by volunteers. Application forms should include a **Declaration Section** which applicants should be required to sign stating that they do not have criminal charges, cautions or convictions against them, or any other reason why it may be inappropriate for them to work with children. See Form 4 - Staff/Volunteer Declaration Form-Declaration section in the appendix
- inform applicants at the earliest possible stage that they must take part in the Garda Vetting Process and of the diocesan policy and procedures for Garda Vetting
- require applicants to provide the names of two referees who can attest to their suitability for working with children and young people. These references must be checked and followed up by verbal contact with the referees by the designated person/priest of the parish.
- interview suitable applicants by panel of at least two people with appropriate competence and authority.

##### 3.1.1 Garda Vetting

All Garda Vetting is processed through the Diocesan Office. The person who co-ordinates this on behalf of the Dioceses is the Authorised Signatory.

Where the Garda Vetting Process is required, the following points apply

- the applicant is asked to complete a Garda Vetting Form. The form will be provided by the Authorised Signatory. It is the responsibility of the applicant to ensure that the information is properly completed on the form.
- the form is forwarded by the diocesan office/parish to the Authorised Signatory who will examine it for any omissions, mistakes or lack of clarity.
- any incomplete form is dated and returned to the diocesan office/parish with a cover letter requesting the form's correction and resubmission. Changes cannot be made other than by the applicant on the authorized form. The Authorised Signatory then forwards the form to the Garda Central Vetting Unit.
- forms are returned to the Authorised Signatory (usually between 4 and 6 weeks). The diocesan office/parish is informed of the outcome.
- where the returned form contains information which is relevant to the employment or engagement of the applicant, the diocesan office/parish must consider seriously whether

- 
- or not a review meeting is appropriate (see next section).
  - support and advice is always available from the Authorised Signatory
  - in accordance with best practice, the process remains valid for five years and it is recommended that the process be repeated every five years.
  - legal responsibility for employment and duty of care remains with the diocese and/or parish entering into a contract of employment.

### **When Relevant Information is Received**

An Garda Síochána will provide details if the applicant has been subject to any prosecutions (successful or not, pending or completed) and convictions. If such information comes to light, the following procedures apply:

#### **Process Review Meeting**

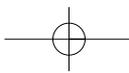
- the diocesan office/parish will arrange a meeting with the applicant, attended by at least two people who are relevant to the pastoral activity.
- the applicant is invited to bring a support person.
- the meeting has two purposes—to clarify the applicant's identity and to give the applicant an opportunity to discuss the application in the light of the information received from An Garda Síochána.
- a discussion then takes place with a view to ascertaining the nature and significance of the information received.
- a written record will be kept of the meeting.
- if the applicant asserts that the information is inaccurate, the onus is on him/her to provide evidence to support this assertion.
- if the applicant provides satisfactory evidence to support this assertion, the Authorised Signatory will contact the Garda Central Vetting Unit with the new information, and any other information as deemed necessary. The Garda Central Vetting Unit will conduct further checks in respect of the applicant and write back to the Authorised Signatory who will communicate the response to the diocesan office/parish

#### **Risk Assessment Guidelines**

A conviction, prosecution or case pending will not necessarily bar an applicant from being considered for employment or engagement. The following criteria should be considered:

- the nature of any convictions
- number of convictions
- the frequency of any convictions
- the post for which the person is seeking employment/engagement
- the self disclosure of the conviction/case pending by the applicant
- time lapsed since last conviction
- the steps the applicant has taken to prevent reoffending

**Note:** In making any decision, the parish may refer the case to the Diocesan Committee for Safeguarding Children.



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### 3.1.2 Visiting Priests

It is a diocesan regulation that **before** priests from outside the diocese can be allowed to minister in this diocese, it must be clearly established that they are in 'good standing' and that there are no child protection concerns.

Before a parish makes any arrangement with a visiting priest, the parish must confirm their 'good standing' and seek approval from the Diocesan Office. The Diocesan Office may contact the priest's own Bishop or local Superior/Provincial directly to confirm the priest's 'good standing' and that there are no child protection concerns.

Parishes are required to inform the Diocesan Office if a non-incardinated priest takes up residence in the parish (excluding in a religious community), having informed the non-incardinated priest that this is being done.

### 3.1.3 Temporary Solemnisers

Under legislation effective since November 2007, in order to officiate at a marriage that will be civilly registered, priests must be on the 'List of Solemnisers' submitted by a Bishop to the Registrar-General.

Priests from overseas can be added to this list as temporary solemnisers – this covers just the specific marriage(s) they are officiating at here in Ireland.

The local Bishop for **where** the marriage is taking place has the responsibility – once notified – of submitting the name, overseas address and date of birth of the visiting priest to the Registrar-General so that they can be listed as a temporary solemniser.

Before doing so, the Diocesan Office will contact the priest's own Bishop or local Superior/Provincial directly to confirm the priest's 'good standing' and that there are no child protection concerns.



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## 3.2 Code of Behaviour for Staff and Volunteers

A code of behaviour, which respects the dignity and rights of the child, should be drawn up for staff and volunteers in regard to their work with children and young people.

It should state that corporal punishment of children is never permitted and that discipline problems should be handled in partnership with parents and guardians. (See **SECTION 3.2.3**)

This code should include a disciplinary procedure to be used in the event of a worker or volunteer breaching the code. It should be read, understood and signed by every worker and volunteer before starting in their role.

### 3.2.1 General Conduct

- avoid spending time alone with a child or young person. Should circumstance arise where this is unavoidable, immediately inform another responsible adult, by telephone if necessary. Make a diary note that the meeting with the young person took place, including the reasons for it
- workers and volunteers should not undertake any car or minibus journey alone with a child or young person. If in certain circumstances only one adult is available, there should be a minimum of two children or young people present for the entire journey. In the event of an emergency where it is necessary to make a journey alone with a child, make a record of this and inform the child's parents or guardians as soon as possible. Inform a colleague at the time if the parents/guardians are not available.
- unless there are at least two adults present avoid permitting children and young people to work or remain in churches and parish property.
- treat all children and young people with equal respect; favouritism is not acceptable. Do not spend a disproportionate amount of time with any particular child or group of children
- be cognisant of the imbalance in power inherent in adult-child relationships.
- do not engage in or tolerate any behaviour – verbal, psychological or physical that could be construed as bullying.
- under no circumstances, give alcohol, tobacco or drugs to children or young people.
- do not use alcohol, tobacco or drugs when supervising or working with children and young people.
- use only age-appropriate language, media products and activities when working with children and young people. Sexually explicit or pornographic material is never appropriate.
- texting young people without parental consent is not appropriate.

### 3.2.2. Meetings with Children and Young People

- if the pastoral care of a young person necessitates the arrangement of a meeting alone with them, meetings should take place in an open environment.
- schedule meetings at times and at designated locations that allow for transparency and accountability (for example, rooms with a clear glass panel or window, an open door, and in buildings where other people are present).
- scheduling meetings by text messages is inappropriate.
- limit both the length and number of meetings.
- inform parents or guardians that the meeting(s) are taking place, except in circumstances where to do so might place the child in danger. In that case, inform a colleague.
- do not encourage visits to, or conduct meetings in, private homes or personal living quarters.
- when the need for a visit to the home of a child or young person arises, professional boundaries must be observed at all times.

### 3.2.3 Discipline

- corporal punishment of children is never permitted
- discipline problems should be handled in partnership with parents and guardians
- respect the physical integrity of children and young people at all times.
- do not engage in inappropriate physical contact of any kind, including rough physical play, tickling or wrestling.
- do not touch a child inappropriately or in a sexual way.
- staff and volunteers may engage in appropriate contact with a child in situations where such contact is necessary to ensure the safety and wellbeing of the child e.g. where a child is distressed.

### 3.2.4 Respect for Privacy

- respect the privacy of children and young people at all times.
- particular care regarding privacy must be taken when young people are in locations such as changing areas, swimming pools, showers and toilets.
- never take photographs of children or young people while they are in changing areas (for example, in a locker room or bathing facility).
- never do things of a personal nature (for example, helping with toileting, washing or changing clothing) for children and young people that they can do themselves.
- make every effort to ensure that the child respects the bodily privacy of others.

### 3.2.5 Photography and film

Always ensure that:

- the content of the photo/ film is appropriate
- one-to-one photo sessions with children are supervised and only take place with parental consent
- parents and children consent to the taking and the **use** of an image and that this consent is recorded
- photographs/ images likely to be published in press or on the Internet should avoid using children's full names (first name and surname) and detailed addresses
- parents and children are aware of the way the image will be used to represent the Church organisation or activity

### 3.2.6 Code of Behaviour for Children and Young People

A code of behaviour for children and young people involved in Parish-related activities should be drawn up, in consultation with children and parents/ guardians. The issue of the appropriate response to breaches of discipline and to disruptive behaviour should be covered in the code.

A copy of the code should be given to all children and young people participating in activities and to their parents or guardians. It should be read, understood and signed by every child or young person and their parents or guardians.

## 3.3 Running Safe Activities for Children

### 3.3.1 Parental Consent

Signed consent must be obtained from parents or guardians of each child or young person prior to their participation in events, activities and groups. (See **FORM 1.A** in the appendix). It is important to establish from parents or guardians whether the child or young person has any specific dietary requirements or medical or special needs.

The consent form should also be signed by the child/young person.

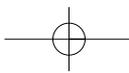
### 3.3.2 Trips Away From Home

Trips away from home include but are not limited to pilgrimages, day trips, overnight stays and holidays.

- all trips need careful advance planning including adequate provision for safety in regard to transport, facilities, activities, and emergencies.
- adequate insurance should be in place. Leaders must be properly qualified and supervised for activities undertaken.
- written parental consent specifically for each trip and related activities must be obtained well in advance. Contact details for the duration of the trip are necessary. Written permission for leaders to make decisions of an emergency nature should be obtained in case of accidents.
- a copy of the itinerary and contact telephone numbers should be made available to parents or guardians.
- there must be adequate, gender-appropriate, supervision for boys and girls.
- training must be provided for all leaders.
- arrangements and procedures must be put in place to ensure that rules and appropriate boundaries are maintained in the relaxed environment of trips away.
- these rules and boundaries must be clearly outlined to all leaders during preparation/training for the event.
- sleeping areas for boys and girls should be separate and supervised by two adults of the same sex as the group being supervised.
- under no circumstances should an Adult Leader share a bedroom with a young person.
- if, in an emergency situation, an adult considers it necessary to be alone in a children's dormitory or bedroom without another adult they should (a) immediately inform another adult in a position of responsibility and (b) make a diary note of the circumstances.

### 3.3.3 Health and Safety

- adequate and appropriate supervision must be provided in relation to all events and activities organised for children and young people (see below for recommended ratios).
- ensure that buildings and/or facilities used for events and activities are suitable, safe and secure.
- make sure that fire precautions are in place and fire extinguishers are checked regularly.
- make sure a first aid kit is readily available. This should be regularly checked and replenished.
- it is advisable that first aid training be provided for workers and volunteers.
- be alert to the risk of injury involved in some contact sports, paying particular attention to the child's age and to any medical condition or disability.
- 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 transport is being provided by the parish or parish activity, make sure that drivers and vehicles meet legal requirements. Where transport is being hired, check with the service provider that drivers and vehicles conform to legal requirements. Always inform parents/guardians about transport being used.
- ensure that all staff and volunteers have access to the Parental Consent Forms with reference to a child's medical needs.
- ensure that an Incident Report is completed in the event of an accident or incident relating to a child or young person (Form 3)
- there should be health and safety reviews of facilities, procedures and practices



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### **Recommended Supervision Ratios**

0-2 years 1 member of staff to 3 children

2-3 years 1 member of staff to 4 children

3-7 years 1 member of staff to 8 children

8 years and over: 2 members of staff (ideally 1 of each gender) for up to 20 children.

There should be one additional staff member for every ten extra children and/or young people. The ratio of staff and volunteers to children with disabilities is dependent on the individual needs.

### **3.4 Parish Property/Hall/Facilities**

At Parish level, the Parish Priest/Curate/Parish Staff/Parish Council will be responsible for ensuring that any activities that are run under the agency of the parish are provided in a manner that ensures the safety and security both of the young people and of the staff/volunteers involved.

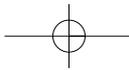
The person or persons who manage the parish facilities that are being loaned or rented to groups should be aware that the parties wishing to use them have their own Child Protection Policy.

### **3.5 Activity Complaints Procedure**

A complaint concerning any activity with children should proceed as follows:

- make the complaint in writing –Form 5 of the appendix of this document
- the completed complaint form is forwarded to the parish priest/administrator.  
A signed copy is retained by the complainant
- if the matter is not resolved at parish level, it can be referred to the Diocesan Office at Westbourne, Ennis.





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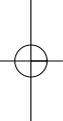
## 4. TRAINING AND EDUCATION

It is essential that all Church personnel involved in either providing or overseeing activities with children or have a designated child protection role must be provided with appropriate child protection training - along with regular opportunities to update their skills and knowledge. This training will include induction, training into the Diocesan Policy and Procedures and any specific parish requirements.

All training and education procedures for priests, religious, staff and volunteers will be reviewed on a regular basis.

The Diocese will ensure that a number of qualified trainers are available.

**Contact Person for Training: Shirley Ward. TEL: 061-374533**



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## 5. COMMUNICATING THE CHURCH'S SAFEGUARDING MESSAGE

The name and contact details of our child protection personnel and counselling services will be circulated by every means possible.

Our communications efforts will include making the latest edition of our '*Killaloe Diocese: Safeguarding Children Policy & Procedures*' available on the diocesan website –[www.killaloe-diocese.ie](http://www.killaloe-diocese.ie)

### 5.1 Parish Communications

On the notice boards in Churches, Parish Halls and any other location where parish events are run the following shall be displayed:

- parish Safeguarding Statement
- contact details of Diocesan Designated Persons
- name of the Parish Safeguarding Person/Persons
- contact details of An Garda Síochána and the HSE

The following procedures are relevant:

- display posters or have information leaflets about child safeguarding and children's help lines.
- have a copy of your code of behaviour and complaints procedure available to all staff, volunteers, children and young people,
- openly discuss your child safeguarding principles, policy, codes of behaviour with children/young people and volunteers and make sure they know who to turn to if they have a worry or concern.
- be aware of, and take seriously any statement children make in respect of feeling safe/unsafe.
- consider how disabled children can communicate their complaints especially if they have verbal communication difficulties. Remember how vulnerable disabled children are to abuse.

**On joining a Church sponsored activity/young people will receive the following:**

- a copy of the Code of Behaviour which should be signed by the parent/guardian/child /young person and returned to the relevant leader.
- a copy of the Complaints Procedure
- information on the activity/project

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## 6. ACCESS TO ADVICE AND SUPPORT

Support and advice is available through the following:

### 6.1 Support Person

The role of the Support person is to assist anyone making a disclosure/ allegation of abuse. This may include:

- enabling the person to liaise with the Diocesan Designated Person.
- represent their needs during an enquiry/investigation.

The Support Person is appointed by the Bishop and will receive training.

### 6.2 Adviser

The Adviser is to be available to the person about whom a child protection concern, suspicion, disclosure or allegation has been made. The role of the Adviser is to represent their needs and assist, where appropriate, with communication with the Diocesan Designated Person/ Delegate and the Diocese.

- the priests of the diocese will have a voice in choosing a panel of advisors who will then be appointed by the Bishop.
- those who have harmed others should be asked to face up to the reality of abuse. While not protected from the law, they should be treated with respect and dignity.

### 6.3 Diocesan Designated Person/ Delegate

The Diocesan Designated Person (**Delegate**) is appointed by the Bishop to:

1. Receive information about a child protection concern involving a Priest, employee or volunteer
2. Report the concern received to the civil authorities (HSE / An Garda Síochána) and to National Office for Safeguarding Children without delay.
3. Create a child protection case file for every referral that includes a log of actions events and information received. Entries should be made as soon as possible after the event but before the end of the day. They must be timed, dated and signed by the author.
4. Take possession of any written records made by any person in connection with the case and place them on the Child Protection Case File.
5. Explain the diocesan referral procedures to the person who has raised the concern
6. Contact emergency or appropriate services where a child appears to be at immediate and serious risk of harm. An immediate referral should be made to the HSE. Where appropriate, if HSE staff are not available, An Garda Síochána should be contacted to ensure that **under no circumstances is a child left in a dangerous situation pending HSE intervention.** Consideration should, in all cases, also be given to whether an immediate referral is necessary in order to preserve, and safeguard against the possibility of any loss, deterioration or destruction of potential evidence or forensic evidence.

7. Inform the Bishop that a complaint has been made and make a recommendation to the Bishop about any immediate action(s) that may need to be taken in order to ensure the safety of children.

8. Make enquiries to identify the present and previous appointments of the person complained against in order to establish whether there are any previous concerns about his practice, or any current grounds for concern in relation to the safety and well-being of children. (Again, in cases of emergency, where a child appears to be at immediate or possible risk, an immediate referral should be made to the HSE. Where appropriate, if HSE staff are not available, An Garda Síochána should be contacted so as to ensure that under no circumstances a child is left in a dangerous situation pending HSE intervention).

9. Alert the Adviser to be on standby, without identifying the person complained against

10. Conduct an initial interview with the person complained against as soon as possible, unless (where an earlier referral has been made) the HSE / An Garda Síochána have requested that such an interview be deferred. The person complained against shall be given information about his or her entitlement to seek legal advice (both civil and, where appropriate, canonical) and about the child protection process. The person complained against should be informed that he/she is not obliged, in law, to respond or to furnish evidence, but that any statement provided will be taken into account in the investigation. The Delegate and the Bishop should then inform the person complained against of the nature and detail of the allegation/concern and the name of the person raising it. The purpose of the interview is to inform the person complained against of the existence of the allegation and of the process being followed. The person complained against needs to be given enough detail about disclosure/allegation/concern and the person raising it, to be able to offer a response. The person complained against shall be offered the services of an **Adviser**.

11. Prepare a written record of the interview that is agreed with the person complained against. Sign and date their written record and request the interviewee to do likewise.

12. In cases where a Delegate has a concern about a child but is not sure whether to make a referral, the Delegate should seek appropriate advice. The Delegate may consult the National Office, the HSE and/or An Garda Síochána on the appropriate steps to be taken. The Delegate must keep a written record of the outcome of the consultation with the HSE / An Garda Síochána on the Child Protection Case File. Decisions not to refer a matter must always be in consultation with the HSE and or the National Office.

13. Ensure the availability of the **Advisory Panel** if required, and convene the Advisory Panel at an appropriate time.

14. Follow the advice given by HSE / An Garda Síochána where a child protection concern has been referred to them. Allow the HSE / An Garda Síochána to conduct their enquiries unimpeded. Do not visit the family or contact family members without prior discussion with the investigators.

15. Maintain a dialogue with the Investigating Officer or Social Worker to monitor the progress of the case and act on any advice given. Details of contacts made should be recorded chronologically on the Child Protection Case File.

16. Ask for an update from the HSE / An Garda Síochána about the outcome of their investigations; this request should be made in writing.

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17. Conduct an internal investigation at the conclusion or in the absence of any external investigation. Any internal investigation will be initiated in cases where child protection concerns remain or where disciplinary action needs to be considered. Such an investigation will gather and assess available information from all sources and witnesses. Every effort should be made, in consultation with the HSE / An Garda Síochána, to avoid the necessity to interview child witnesses for the purposes of disciplinary enquiries. This investigation (which takes place after the statutory enquiries have been completed) should be conducted expeditiously, taking no longer than three months, wherever possible. In cases where there is a delay, and particularly where a person has been temporarily removed from active ministry, it is important to keep everyone informed of the progress of the investigation and to maintain records of such communications. Where an investigation concerns Clergy, the requirements of Canon Law will be observed.

#### **6.4 Parish Safeguarding Representative**

This person has previously been termed Local Representative and the role is outlined in Section 7.1 of this document.

#### **6.5 Diocesan Safeguarding Committee**

The duties of the Diocesan Safeguarding Committee are outlined in **section 7.2** of this document.

#### **6.6 National Board for Safeguarding Children in the Catholic Church (NBSCCC or 'National Board')**

The National Board is independent in order to allow it to undertake independent advisory, audit and inspection functions. The National Board will produce an annual report, which provides data and commentary on the practice of the Church organisations regarding the safeguarding of children. In particular, the annual report will contain summaries of the learning gained from reviews and audits carried out during the year to which the annual report relates.

#### **6.7 The National Office for Safeguarding Children ('the National Office')**

The National Office for Safeguarding Children was established by the National Board. Its main purpose is to:

- implement the policies and decisions of the National Board
- undertake advisory and audit tasks
- act as a resource for Church organisations and be accessible to all such bodies for advice / guidance
- support the diocesan / congregational Designated Officers
- monitor practice within the Church organisations regarding adherence to the standards set down within this guidance, both through the self-audit process and through its auditors

See **Contact Details for Child Protection Services** at the beginning of this document for contact details for the National Office.

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## 7. Implementing and Monitoring Agreed Policy

To keep children safe, agreed policies, procedures and plans have to be implemented. Checks are needed both at diocesan and parish level to ensure this is happening consistently.

### 7.1 Parish Safeguarding Representative

The role of the Parish Safeguarding Representative, previously termed the Local Representative, is to set up and oversee the implementation of Safeguarding Children Policy and Procedures in the parish. This necessitates working co-operatively with any adult, including the priest whose ministry brings them into contact with children/young people. Such personnel includes sacristans, choir leader, leaders of Pray and Play, trainers of readers that are under the age of 18, leaders of Church sponsored youth groups, parish hall committees.

The Parish Safeguarding Representative shall ensure that the aforementioned personnel do the following:

- get written parental consent for all children/young people who are involved in the relevant activity
- require each parent/guardian to sign the code of conduct pertaining to the activity in which the child/young person is involved
- give each parent information concerning the activity in which the child/young person is involved
- complete the Garda Vetting Form and complete a declaration form which states that there is no reason why he/she is unsuitable to work with children/young people
- keep a record of each child/young person who attends a regular church organized activity, e.g. choir practice, altar serving and if there are adults as well as children present, keep a record of all who attend
- record any incident/accident that may occur during the activity.

The Parish Safeguarding Representative will monitor each group three times each year on the implementation of the aforementioned tasks.

The Parish Safeguarding Representative will also ensure that the Parish Safeguarding Children Policy Statement and telephone numbers of Diocesan Designated Person are displayed in Churches and parish facilities.

**The Parish Safeguarding Representative has no extra obligation in relation to accepting disclosures of child abuse beyond what is obliged of every parishioner.** In the event of a Parish Safeguarding Representative receiving a disclosure of child abuse by a staff member/volunteer of the parish, the Parish Safeguarding Representative:

- advises the person making the disclosure to make a statement to An Garda Síochána
- gives the person making the disclosure the telephone numbers of the two Diocesan Designated Persons
- makes contact with the Diocesan Designated Person by writing, meeting or telephoning, and passes on the details as known and keeps a record of this contact.

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## 7.2 Safeguarding Committee

It will be the responsibility of the Safeguarding Committee to ensure that the policy and procedures as set out in the latest edition of '*Killaloe Diocese: Safeguarding Children Policy & Procedures*' are reviewed, updated and implemented. They will ensure that all parishes have a policy and procedures that sets out:

- what steps will be taken to keep children safe,
- who is responsible for implementing these measures
- when these will be completed.

The members of the Diocesan Safeguarding Committee are appointed by the Bishop and the up-to-date membership is available on the Diocesan Website: [www.killaloediocese.ie](http://www.killaloediocese.ie) or from the Diocesan Office, Westbourne, Ennis.

## 7.3 Advisory Panel

The role of The Advisory Panel is to advise and assist the Bishop at all stages of the investigative process into alleged abuse. The panel will consist of at least five members who collectively provide the expertise, experience and impartiality necessary in the safeguarding of children. The membership shall include the following:

- Canon Lawyer
- Civil Lawyer
- Child Care Professional with experience in child protection
- Priest with pastoral experience
- Lay person with expertise relevant to the functions of the panel, such as a parent representative.

The Advisory Panel may provide advice regarding the complaint, the appropriate help to be given to the person making the complaint, and the appropriateness of the person complained against remaining in ministry having regard to the paramount need to protect children. A record of the panels recommendations should be minuted and stored securely.

## 7.4 National Audits

Our diocese will co-operate fully with the planned audits by the National Board for Safeguarding Children in the Catholic Church (NBSCCC).

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## 8. Record Keeping

Adequate record keeping plays a significant part in Safeguarding Children. All records must be signed, dated and securely stored.

### 8.1 Diocesan Records

**Diocesan Records should include the following:**

**Allegations of Abuse**

- records of any allegation of abuse against any employee or volunteer signed by the Diocesan Designated Person.
- a separate file in reference to each person who makes an allegation of abuse by any member of church personnel.
- a record of the Child Protection Recording Form if the person complained against is working with children.
- records of all contacts with the person making the allegation signed and dated by the Diocesan Designated Person.
- records of all contacts with the person complained against signed and dated by the Diocesan Designated Person.

The Diocesan Designated Person shall ask the complainant and the person complained against to sign any record of any contact.

The Diocesan Designated Person is responsible for retaining copies of any correspondence with the HSE and An Garda Síochána including the Standard Reporting Form for Reporting Child Abuse/Welfare

### Garda Vetting Forms

Garda Vetting Forms should be securely retained in the Diocesan Office.

### 8.2 Parish Records

The following records should be stored securely in each parish:

- activity Attendance Records
- parental Consent Forms that have been signed by Parents/Guardians
- children's/Young people's application forms for parish activities
- code of Conduct forms that have been signed by Parents/Guardians
- incident/Accident Forms
- staff/Volunteer Application Forms including Declaration Section

It is suggested that Attendance Records and Accident and Incident Forms be stored for at least 20 years.



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## APPENDICES

The following forms are given to parents and young people at the beginning of an activity.

### Form 1

### Information on Parish Activity

Parish.....

Activity/Project

Venue: .....

Day/Date: .....

Duration .....

Time .....

Leaders in Charge .....

.....

- it is the responsibility of parent(s)/guardian(s) to be on time when dropping off or collecting children and young people for this activity.
- all participants must keep to the Code of Behaviour for this activity.
- parents/guardians must provide contact details for the duration of activities.
- any concerns regarding the welfare and safety of children participating in parish programmes should be brought immediately to the attention of the Diocesan Designated Person/Delegate .





**Form 1 A**

**PARENTAL CONSENT FORM**

ACTIVITY: .....

DATE/TIME: .....

DURATION: .....

GROUP LEADER: .....

NAME OF YOUNG PERSON: .....

DATE OF BIRTH: .....

ADDRESS: .....

CONTACT DETAILS OF PARENT/GUARDIAN:

NAME : .....

TELEPHONE NUMBER(S) FOR THE DURATION OF THE PROGRAMME:

**MEDICAL INFORMATION:**

*Please give details of ANY medical condition of which the leaders ought to be aware, e.g. asthma, allergies etc.*

**MY CHILD DOES/DOES NOT HAVE PERMISSION TO WALK HOME ALONE ON RETURN**

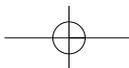
*Having read all the information provided on this page concerning the above activity, I hereby give permission for my son/daughter/ward to participate in the above activity. I also give permission for group leaders to make any necessary emergency decisions during this activity.*

SIGNED: ..... DATE: .....  
(Parent/Guardian)

*I am happy to participate in this activity and to abide by the code of discipline*

SIGNED: ..... DATE: .....  
(Child/Young Person)

**INFORMATION:** All those participating in Parish activities are expected to abide by the Code of Behaviour for the activity, and to accept instructions from leaders, otherwise they may be excluded from activities. Please ensure that your child has any medication he or she might require and knows how to take it. All medical information provided will be treated in confidence. Parents are reminded to drop off and collect children and young people promptly from all activities. Only those with signed permission will be allowed to leave unaccompanied.





**Form 2**  
**ALTAR SERVERS APPLICATION FORM**

Parish: .....

Name: .....

Address: .....

School Attending: ..... Class: .....

D.O.B. ....Home Tel No: .....

Parent's/Guardian's Mobile No: .....

**CONFIDENTIAL**

Please give details of any medical conditions of which we would need to be aware.  
Please ensure that your child has any necessary medication and knows how to take it.

.....

Any other relevant information

.....

Altar servers make a commitment to assist at Sunday Masses, Funerals, and other liturgies as required during the year.

I/We are willing to allow our child serve at Masses and other Liturgies, and to leave school under conditions agreed with the school for ceremonies when necessary.

Signed: .....Date: .....  
(Parent/Guardian)

SIGNED: ..... DATE: .....  
(Child/Young Person)

Any concerns regarding the safety and welfare of an altar server should be reported to the Diocesan Designated Person

Name: .....

He/She can be contacted at (Telephone):

The Sacristan is: .....

Other adult leaders who may be involved are:-

Name: .....

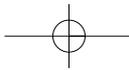
Name: .....

Name: .....

All information contained in this form will be treated as confidential.

Our Parish adheres to the diocesan policy and procedures as set out in the latest edition of 'Killaloe Diocese: Safeguarding Children Policy & Procedures'. This document is available on the diocesan website – [www.killaloediocese.ie](http://www.killaloediocese.ie)





**Form 3**

**INCIDENT/ACCIDENT REPORT FORM**

**To be returned as soon as possible to the Parish Priest/Parish Adm. for secure storage**

Parish: \_\_\_\_\_

Name of Child /young person: \_\_\_\_\_

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

\_\_\_\_\_

Name(s) of Parent(s)/Guardian (s) – and Addresses if different from above:

\_\_\_\_\_

\_\_\_\_\_

Nature of Incident/ Accident

\_\_\_\_\_

Date Time and location of Incident/ Accident

\_\_\_\_\_

Date and Time of Reporting

Passed to Diocesan Designated person by \_\_\_\_\_

Name(s) of those present at the time of the incident/accident

\_\_\_\_\_

Parent(s)/Guardian(s) informed by \_\_\_\_\_

Date \_\_\_\_\_

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

Leader in charge of the programme \_\_\_\_\_

Informed

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

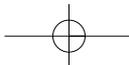
Time: \_\_\_\_\_

Further action taken:

\_\_\_\_\_

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





**Form 4**

**STAFF/VOLUNTEER APPLICATION FORM**

Full Name (please PRINT) .....

Any name previously known by.....

Address: .....

.....

.....

Telephone .....

Date of Birth .....

Programme applied for .....

Do you have any previous paid or voluntary experience of working with young people?  
If so, please give details

.....

.....

Any other information which you feel might be relevant

.....

Please provide the names and contact details of two people whom we could contact for a reference (These people should not be your relatives)

Name:.....

Address: .....

.....

Telephone: .....

Name:.....

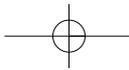
Address: .....

.....

Telephone: .....

Signed :.....Date:.....





**Legislation in both jurisdictions on the island of Ireland, have at their core, the principle that the welfare of children and young people must be the paramount consideration. Therefore the Diocese of Killaloe and all its Parishes ask that everyone working or volunteering for them who will come into contact with children and young people or with personal details of children and young people abide by good practice by completing and signing this declaration.**

Do you have any prosecutions pending or have you ever been convicted of a criminal offence or been the subject of a caution or of a bind over order?

Yes  No

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

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 give details including date(s) below:

.....  
.....  
.....

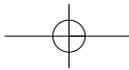
**DECLARATION**

I declare that I do not know of any reason why I might be considered to be unsuitable to work with children or young people. I also understand that, if it is found that I have withheld information or included any false or misleading information above, I may be removed immediately from my post whether paid or voluntary, without notice. I have no objections, if requested, to submitting an application for Garda Vetting.

I understand that this information will be kept securely by .....parish and will not be used to unfairly discriminate against me in assessing my application.

Signed :.....Date:.....





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**Form 5**

**Activity Complaint Form**

Name of Complainant: \_\_\_\_\_

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

**Details of complaint:** \_\_\_\_\_

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

Name of any witness to episode to which complaint refers \_\_\_\_\_

Date of incident to which complaint relates \_\_\_\_\_

Name of person complained against \_\_\_\_\_

Activity to which complaint relates: \_\_\_\_\_

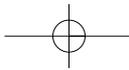
What action is required by the complainant? \_\_\_\_\_

\_\_\_\_\_

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

**Please print name of complainant** \_\_\_\_\_





**Form 6**  
**STANDARD FORM FOR REPORTING CHILD**  
**PROTECTION AND/OR WELFARE CONCERNS**

*Page 1 of 3*

**In case of Emergency or outside Health Board hours, contact should be made with An Garda Síochána.**

A. To Principal Social Worker/Designate:

\_\_\_\_\_  
This will be printed as relevant to each Community Care Area

**1. Details of Child:**

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

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

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

Male Female

Age/D.O.B.: \_\_\_\_\_  
\_\_\_\_\_

School: \_\_\_\_\_

**1a. Name of Mother:** \_\_\_\_\_

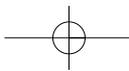
Address of Mother if different to Child:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Name of Father: \_\_\_\_\_

Address of Father if different to Child:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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





**1b. Care and Custody arrangements regarding child, if known:**

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**2. Details of concern(s), allegation(s) or incident(s) dates, times, who was present, description of any observed injuries, parent's view(s), child's view(s) if known).**

Household Composition:

Note: A separate report form must be completed in respect of each child being reported.

Relationship to Child

Date of Birth

Additional Information

Name e.g. School/Occupation

Description of Concern/Incident \_\_\_\_\_

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**3. Details of person(s) allegedly causing concern in relation to the child:**

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

Age: \_\_\_\_\_ Male:  Female:

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

Relationship to Child:

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Occupation: \_\_\_\_\_

**4. Name and Address of other personnel or agencies involved with this child:**

Social Workers: \_\_\_\_\_

Public Health Nurse: \_\_\_\_\_

G.P.: \_\_\_\_\_

Hospital: \_\_\_\_\_

School: \_\_\_\_\_

Gardaí: \_\_\_\_\_

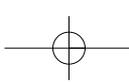
Pre-School/Crèche/Youth Club Club: \_\_\_\_\_

Other, Specify e.g. Youth Groups, After School Clubs: \_\_\_\_\_

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### 7. Details of Person completing form:

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

Occupation: \_\_\_\_\_

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

### 5. Are Parents/Legal Guardians aware of this referral to the Social Work Department?

Yes:  No:

If yes, what is their attitude?

\_\_\_\_\_

### 6. Details of Person reporting concerns:

(Please see Guidance Notes re. Limitations of confidentiality)

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

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

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

Nature and extent of contact with Child/Family:

\_\_\_\_\_

\_\_\_\_\_

### PRIVATE AND CONFIDENTIAL

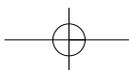
#### Guidance Notes:

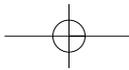
Health Boards have a statutory responsibility under the Child Care Act, 1991, to promote the welfare and protection of children in their area. Health Boards therefore have an obligation to receive information about any child who is not receiving adequate care and/or protection.

This reporting form is for use by:

- Health Board Personnel
- Professionals and individuals in the provision of child care services in the community who have service contracts with the health boards
- Designated person in a voluntary or community agency
- Any professional, individual or group involved in services to children who becomes aware of a child protection or welfare concern, or to whom a child protection or child welfare concern is reported.

Please fill in as much information and detail as is known to you. (Health Board personnel should do this in consultation with their line manager). This will assist the Social Work Department in assessing the level of risk to the child, or support services required. If the information requested is not known to you, please indicate by putting a line through the question. It is likely that a social worker will contact you to discuss





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your report.

Health Boards aim to work in partnership with parents. If you are making this report in confidence you should note that the Health Board cannot guarantee absolute confidentiality as:

- a Court could order that information be disclosed.
- under the Freedom of Information Act, 1997, the Freedom of Information Commissioner may order that information be disclosed.

You should also note that in making a 'bona fide report' you are protected under the Protection for Persons Reporting Child Abuse Act, 1998.

If you are unsure if you should report your concerns, please telephone the duty social worker and discuss your concerns with him/her.

**Form to be returned to the HSE Principal Social Worker, in your area.**

Please use any of the contacts below if you wish to talk a HSE duty social worker about the safety and/or protection of children or young people:

Clare Area (Office Hours) 065 6863907

North Tipperary (Office Hours)

Birr Area (Office Hours)

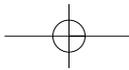
Limerick Area Outside of these hours in cases of emergency please contact An Garda Síochána.

All the forms included in this document are available for download from our diocesan website [www.killaloe-diocese.ie](http://www.killaloe-diocese.ie)

Apart from the GARDA VETTING FORM and the HSE REPORTING FORM, all the forms can be amended as required to enter the specific parish contact information etc.

These forms are available as Word Documents on [www.killaloe-diocese.ie](http://www.killaloe-diocese.ie)





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## Form 7

### Sample Parish Statement

The parish of \_\_\_\_\_ values and promotes the involvement of its young people and children in the life of community.

We want our children and young people to be respected, included and have a voice.

We aim to create an environment where children are confident that they are safe.

The parish strives to ensure the safety of all its workers and volunteers in its interaction with young people and children.

Our parish is committed to working with statutory authorities in the task of safeguarding children.



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*ACKNOWLEDGEMENTS*

We wish to acknowledge the commitment and time the members of the Diocesan Child Protection Committee put into the preparation of this document. Also we wish to acknowledge our gratitude to the many people who give generously of their time to the work of Safeguarding in our Diocese. At the time of the publication of this document, the following are the people involved in this essential work in the Diocese of Killaloe:

**Child Safeguarding Committee**

Mr. Michael Culhane  
Mr. Pat Grace  
Ms. Margaret Lee  
Ms. Christine Lemass  
Fr. Pat Malone (Chair)

Ms. Elizabeth McKeever  
Fr. Tim O'Brien  
Ms. Tess O'Kennedy  
Bishop Willie Walsh  
Ms. Shirley Ward

**Diocesan Advisory Panel**

Ms. Breda Hallessy  
Ms. Rosa Lewis  
Ms. Isobel O'Dea  
Bishop Willie Walsh

Consultors:  
Ms. Christine Lemass  
Fr. Pat Malone

**Diocesan Safeguarding Finance Committee**

Mr. Gerry Gough  
Ms. Margaret Lee

Ms. Elizabeth McKeever  
Bishop Willie Walsh

**Diocesan Trainers**

Sr. Mary Nash  
Mr. Joe Searson

Co-Ordinator:  
Ms. Shirley Ward

**Diocesan Designated Persons**

Ms. Christine Lemass

Fr. Pat Malone

