

***Safeguarding Children Procedures & Forms for Volunteers, Group
Leaders, Parents and Children***

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Concise Version of the National Safeguarding Children - Policy, Standards and Guidance

The ‘Safeguarding Children Policy and Standards for the Catholic Church in Ireland 2016’ and associated Guidance was developed and issued by the National Board for Safeguarding Children in the Catholic Church in Ireland to ensure up-to-date ‘best practice’ in all aspects of child safeguarding and 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. (The full version of the National Safeguarding Children Policy and Standards for the Catholic Church in Ireland 2016 has been made available to all parishes in the Diocese and is also available along with the full version of the Guidance on the National Board’s website at www.safeguarding.ie.)

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 wellbeing 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.

Guiding Principles

1. That all children have a fundamental right to be respected, nurtured, cared for and safeguarded.
2. That this right is embedded in Gospel values, best practice guidelines and international and domestic laws.
3. That in the light of the teaching of the Church, legislation and National Policy and guidance, every part of the Church must be committed to taking the necessary steps to:
 - Demonstrate that the right of the child to protection from abuse is paramount.
 - Cherish and safeguard children.
 - Foster best practice.
 - Demonstrate accountability through establishing effective structures/procedures.
 - Support all Church personnel (including clergy, religious, staff and volunteers) in safeguarding children.
 - Establish clear recruitment and selection procedures for all Church staff and volunteers, aimed at preventing those who pose a risk to children from holding positions of trust.
 - Maintain codes of behaviour by having clear guidelines that set out what is and is not acceptable behaviour, as an essential part of keeping children safe.
 - Operate safe activities for children by helping ensure they can play and learn in a safe environment.

- Report safeguarding concerns to the civil authorities without delay.

The Commitment of the Diocese of Cloyne

The diocese has committed itself to working in partnership with the statutory authorities and will comply with and adhere to statutory requirements, to the Policy, Standards, Guidance and Instructions issued by the National Board for Safeguarding Children in the Catholic Church in Ireland, (NBSCCCI) and Church teaching thereby ensuring that all aspects of safeguarding children are managed professionally, promptly and justly. In particular, all involved in working with children have a special duty of care towards them. All Church personnel (including clergy, religious, staff and volunteers) must comply with the safeguarding children policy, procedures and guidance.

In keeping with this commitment, the diocese will provide:

- Comprehensive, effective verifiable procedures, strategies and mechanisms for prevention of child abuse including safe recruitment, Garda vetting, running safe activities for children and complaints procedures and other guidance.
- Information, structures and mechanisms to facilitate recognition of, responding to and reporting of child abuse and procedures and guidelines to ensure appropriate responses to reports of alleged abuse.
- Access to advice and support for complainants and respondents.
- Training and education to equip Church personnel (including clergy, religious, staff and volunteers) for their roles, with particular reference to the requirements of the national/diocesan safeguarding policies.
- Communication policies that commit the diocese to openness and transparency and that outline strategies to help make the diocesan safeguarding message widely known and understood while also giving due consideration to the needs of those with visual, aural or literacy limitations.
- Safeguarding structures, mechanisms and personnel to facilitate full implementation of the national/diocesan safeguarding policy and procedures and to regularly monitor and report on the extent and effectiveness of compliance.

Details of Personnel to contact if you are concerned about the Welfare and Safety of Children

Designated Liaison Person (DLP)	:	086-0368999
An Garda Siochana:-		
<i>For allegations that relate to clerics/religious</i>	:	01-6663430 or 01-6663435
<i>For allegations that do not relate to clerics/religious</i>	:	Appropriate Local Garda Station
Tusla		
Cobh/Midleton/Macroom areas	:	021-4927000
Mallow/Fermoy areas	:	022-54100

Putting the Policy into Action

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The National Board's Safeguarding Children Policy, Standards and Guidance requires the Diocese to demonstrate that its practice complies with the seven child safeguarding standards, which must be fully realised.

A standard is the level of practice required to ensure good child safeguarding. It is the standard that provides the framework for action. Each standard is self-contained and is supported by indicators/actions which are targets to be achieved, they demonstrate how the objectives of each standard are reached. Audits of compliance will be undertaken against the seven standards and the relevant indicators/actions that apply to the Diocese.

The seven child safeguarding standards are as follows:-

Standard 1 Creating and Maintaining Safe Environments.

The Diocese provides an environment for children that is welcoming, nurturing and safe. It provides access to good role models whom the children can trust, who respect, protect and enhance their spiritual, physical, emotional, intellectual and social development.

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

The Diocese has clear procedures and guidance on what to do when suspicions, concerns, knowledge or allegations arise regarding a child's safety or welfare that will ensure there is a prompt response. They also enable the Diocese to meet all national and international legal and practice requirements and guidance.

Standard 3 Care and Support for the Complainant.

Complainants who have suffered abuse as children receive a compassionate response when they disclose their abuse. They, and their families, are offered appropriate support, advice and pastoral care.

Standard 4 Care and Management of the Respondent.

The Bishop has in place a fair process for investigating and managing child safeguarding concerns. When the threshold for reporting has been reached, a system of support and monitoring for respondents (cleric or religious) is provided.

Standard 5 Training and Support for Keeping Children Safe.

Church personnel are trained and supported in all aspects of safeguarding relevant to their role, in order to develop and maintain the necessary knowledge, attitude and skills to safeguard and protect children.

Standard 6 Communicating the Church's Safeguarding Message.

The Diocese appropriately communicates the Church's child safeguarding message.

Standard 7 Quality Assuring Compliance with the Seven Standards.

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The Diocese develops a plan of action to quality assure compliance with the safeguarding standards. This action plan is reviewed annually. The Diocese only has responsibility to monitor, evaluate and report on compliance with the indicators under each Standard that apply to it, depending on its ministry.

Commitment by the Bishop.

On behalf of the Diocese of Cloyne as a constituent member of the Catholic Church in Ireland, I commit to safeguarding children by agreeing to follow the National Board's Child Safeguarding Policy.

I will abide by and uphold the seven standards and the applicable indicators in our entire ministry and contacts with children.



Signed:

Most Rev. William Crean, D.D.,

Bishop of Cloyne

Date : 15th February 2017

1.2A Code of Behaviour for Adults

The following code of behaviour should be applied as a minimum standard for all Church personnel who work with children. Church personnel should be clear about what is and is not acceptable behaviour when working with children. It is important to bear in mind that the intentions of adults are less important than the impact of their behaviours on children.

It is important for all personnel to:

- Treat all children and adults with equal respect and dignity;
- Treat all children equally;
- Respect the privacy of children at all times;
- Model positive, appropriate behaviour to all children they come into contact with;
- Be aware of the Church's child protection and child safeguarding policy;
- Develop a culture of openness, honesty and safety;
- Help children to know what they can do if they have a problem;
- Be aware of their responsibility for the safety of all children in their care;
- Work in open environments;
- Be cognisant of the imbalance in power inherent in adult-child relationships;
- Never engage in, or tolerate any behaviour – verbal, psychological or physical – that could be construed as bullying;
- Challenge and report abusive and potentially abusive behaviour;
- Never spend a disproportionate amount of time with any particular child or group of children or show favouritism;
- Develop a culture where it is safe for children to ask questions and to tell/talk about their concerns and

their contacts with staff and others openly, confident in the knowledge that what they say will be heard, taken seriously and acted upon;

- Respect each child's boundaries and help children to develop a sense of their rights as well as helping them to know what they can do if they feel that there is a problem;
- Appoint a clearly designated leader within each group with whom children and other leaders can raise concerns;

Adults must never:

- Hit or otherwise physically assault or abuse children;
 - Develop sexual relationships with children;
 - Develop relationships with children 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;
 - Give alcohol, tobacco or drugs to children;
 - Give their own personal details to children unless absolutely necessary;

In general, it is inappropriate to:

- Take children away or to your own home, especially where they will be alone with you;
- Involve children in one-to-one contact; activities should usually be supervised by at least two adults (1.4C). However, there may be two circumstances where this may occur:
 - I. In a reactive situation, for example when a young person requests a one-to-one meeting with you without warning, or where a young person has had to be removed from a group as part of a code of behaviour (1.3A);
 - II. As part of a planned structured piece of work (for example one-to-one music tuition).
- Undertake any car/minibus journey alone with a child. If, in certain circumstances, only one adult is available there should be a minimum of two children 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.

General:

Personal details of children should be held only in accordance with diocesan and parish policy;

Children should be contacted via their parents/guardians/carers, except in emergencies, where such contact may not be possible;

Where it becomes necessary to depart from the code of behaviour, the reasons for doing so should be carefully recorded, and steps should be taken to avoid the recurrence of such a situation in the future.

1.3A - Code of Behaviour for Children

The following code of behaviour should be applied as a minimum standard for all children who engage in Church related activities:-

It is important for children to:

- Treat everyone with respect regardless of ability, ethnic origin or cultural background.
- Treat all property with respect;
- Not engage in bullying and report any such behaviour;
- Be fair and honest in all dealings with other children and leaders;
- Not consume alcohol, tobacco or illegal drugs;
- Agree not to bring any physical item into the Church activity that may cause offence or harm to others;
- Act as good role models and actively engage in the Church activity;
- Follow the instructions/directions of the activity leader;
- Attend activities on time and depart at the appropriate time;
- Sign in and out;
- Remain in the supervised area at all times during the Church activity;
- Turn off their mobile phone/keep them on silent;
- Never take audio/visual recording of anyone present at the Church activity, without the approval and monitoring of group leaders;
- Tell someone they trust if they feel uncomfortable with any situation or individual;
- Not use bad language when communicating by phone or email;

(For example of workshop to create a code of behaviour with children – see National Board Guidance - 1.3A Template 1)

1.3B Dealing with Breaches of Codes of Behaviour for Children 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.
- Sanctions may include:
 - Time out of group activity;
 - For children/young people, a parent/guardian may be spoken to and/or asked to attend group activities with their child for a period of time;
 - Issuing an apology;
 - Loss of privilege;
 - Being asked to leave the activity for a time/for good;
 - 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;
- Formal reporting to statutory auth

1.3C Anti-Bullying

We recognise the devastating effects and long-term damage that bullying can have on children/ young people and we hope 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 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, ethnic or Traveller background, or use of graffiti or gestures;

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- Sexual: unwanted physical harassment or contact, or sexually abusive comments. This may constitute actual sexual abuse, which should be reported;
- Homophobic: taunting a person of a different sexual orientation;
- Verbal: name-calling, sarcasm, spreading rumours, teasing, etc.;
- 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:- this can include adults who are not related to the child. 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 will be recorded on incident report forms and kept on file;
- Leaders should report to and seek guidance/support from the 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;
- The bullying behaviour or threats of bullying must be investigated and the bullying quickly stopped;
- Both the victim and bully should be supported and helped throughout the process;
- If necessary and appropriate, the Gardaí should be consulted.

FORM 1.4A(3) - Child and Guardian Joint Consent

1.0 Data protection

This form will be held on file, in accordance with the data protection policy of the Diocese of Cloyne. 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.

2.0 Group details (to be completed by organiser)

Name of group: _____

Duration/frequency of activity from (start date/time): _____

To (end date/time): _____

Name of organiser: _____

3.0 Details of the child/young person

Name of young person: _____

Address:

Date of birth: _____ Gender: **Male** **Female**

4.0 Other relevant information

(Please mention any medical conditions, 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

5.0 Guardian contact details

Name: _____

Daytime phone number: _____

Home phone number : _____

Mobile: _____

Email: _____

Contact information for emergency use only (if different from the information given above)

6.0 In cases of a medical emergency

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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: _____ Date: _____

7.0 Child's/young person's consent

I _____ would like to take part in the event listed on the previous page.

(insert full name)

(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 (delete as appropriate) publications by the (insert name of Church body).
- 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 (delete as appropriate) publications by the (insert name of Church body).
- I understand that during group activities I will be appropriately supervised at all times and will agree to abide by the group's code of behaviour.

8.0 Guardian's consent

I agree to allow the above-named child/young person to attend meeting(s) of the (insert name of group), at the times and dates stipulated in section 2.0 in accordance with the permission granted by (insert name of child/young person) above. I understand that there will be suitable supervision and an agreed code of behaviour while the children/young people are in the care of the organisers.

Signed: _____

Print name: _____

Relationship to child/young person: _____

(Parent/Guardian)

Signed: _____

(Child/young person)

1.4F Participation of Children with Specific Needs

Some children have specific needs that place additional responsibilities on those who care for and work with them. It is often the situational and environmental factors that disable the child, rather than the physical or intellectual difficulty the child experiences. Where possible, the environmental factors should be adapted to the child's needs. Prohibitive attitudes need to be addressed through education and information. Children 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;
- 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, etc.;
- Risk assessments may be necessary to ensure the safety of some children with specific needs;
- Higher staff ratios may be required if the child has additional needs or behavioural problems;
- 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. It may be described as help with anything of a personal/private nature that the individual is unable to do themselves;
- Children with specific needs may be more likely than other children to be bullied/subjected to other forms of abuse, and they may also be less clear about physical/emotional boundaries;
- It is particularly important that children 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.

Generally, Church personnel are not expected to be involved in the provision of intimate care of children. 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; and 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; and 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 outlined in the safeguarding policy and procedures document of the Church body.

1.7A Complaints Procedure for Safeguarding Concerns that are not Allegations of Abuse

Introduction

A complaint is a grievance and/or the raising of a concern about breaches of codes of behaviour. Allegations/suspicions of child abuse do not fall into this category of general complaints, and should always be referred to the DLP and be dealt with in accordance with procedures outlined at 2.1H. This complaints procedure is not for use by Church personnel who would use the whistle-blowing procedure to raise their complaint - see 1.6A.

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 parties concerned.

Parents/guardians, young people/children, volunteers, members of staff and clergy will be made aware that there is a complaints procedure. A grievance, concern or complaint will be dealt with as follows:

First step

All complaints of this nature should be resolved using an open dialogue with the Church personnel involved. If resolution is not possible, the following step should be taken.

Second step

1. The Church authority should be contacted by completing a complaints form - Form 1.7A(1). The Church authority has eight weeks to consider the complaint.
2. A letter acknowledging receipt of the complaint should be sent within seven calendar days, enclosing a copy of the complaints procedure.
3. All complaints must be thoroughly investigated.
4. The Church authority may by meeting/telephone (if a meeting is not possible) discuss and hopefully resolve the complaint. They will do this within fourteen calendar days of sending the acknowledgement letter to the complainant.
5. 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.
6. 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.
7. 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.

FORM 1.7A(1) - Complaints Form

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.

Name: _____

Address: _____

Email: _____ Phone number: _____

Details of complaint (continue on separate sheet if necessary).

Signed: _____

Print Name: _____

Date: _____

1.8A Hazard Assessment of Activities with Children – *See revised National Board's Guidance/Record Form on the homepage of website*

Introduction

Hazard assessment is an important part of working with children. It assists with managing both health and safety issues, and the welfare of children.

When working with children it is important to consider potential hazards that may lead to risk to children and to adults who work with them. Consideration of how to control or manage hazard is critical. It is important to identify acceptable levels of hazards, as all risk cannot be removed.

Whilst this guidance is concerned primarily with hazards associated with failure to follow effective safeguarding practice, it must be understood alongside the health and safety regulation and policy of the Church body. Whilst the focus on hazard assessment should be on groups of children with whom you are working, as opposed to the physical venue, if a problem with the venue is discovered during the course of assessing (e.g. broken glass, electrical cabling, etc.) this needs to be raised with the appropriate authority in charge of health and safety for the Church body.

What does the term 'hazard' mean?

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.

Assessing hazards

1. Identify the hazards: look for hazards in the nature of the activity, and in the venue where the activity is taking place.
2. Identify who is at risk: decide who may be harmed and how. Everyone, or perhaps only certain people, may be at risk. Some groups may need special consideration as they may be more vulnerable to certain hazards.
3. Identify what the likelihood of harm may be.
4. Identify the consequences of injury or harm: the consequences could range from trivial to severe or even fatal. The most severe hazards need the most urgent attention.
5. Identify the controls that need to be put in place to limit the hazard.

These steps should be used to complete a hazard assessment form – Form 1.8A(1). If no hazard exists, you don't need to note it on the form.

Reviews

Risk should be periodically reviewed, especially in circumstances when a venue changes, a new activity takes place or the members of the group change.

FORM 1.8A(1) - Hazard Assessment Form

Parish: _____

Name of group/activity: _____ Date of risk assessment: _____ Date of review _____

Person completing the hazard assessment: _____ Role: _____

Others attending the meeting: _____

Identified Risks	Controls/procedures in place to manage risk	Person responsible

FORM 1.8A(1) - Hazard Assessment Form - Continued

Parish: _____

Identified Risks	Controls/procedures in place to manage risk	Person responsible

FORM 1.8A(1) - Hazard Assessment Form - Continued

Parish: _____

Identified Risks	Controls/procedures in place to manage risk	Person responsible

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1.9A-1.9E Use of Technology/Internet/Texting & Email/

Photography/CCTV & Webcams

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. The majority of occasions when people use mobile phones, computers or take photographs of children do not cause any concern. However, there are occasions when this is not the case.

At the outset it is important to identify the risks associated with the use of technology, and then to minimise the risks by putting in place measures outlined below.

Consent

The consent of parents/guardians and children should always be sought prior to engaging in any activity that involves the use of IT equipment, such as those outlined above.

A Church body may seek overall consent from its members/group leaders - Form 1.4A(3), or it may ask for permission for set occasions - Form 1.9A(1).

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

- The issue of consent for photography/videoing for Church purposes should be addressed with parents/guardians and children prior to the sacramental day, and the policy should be explained to all families who will be attending;
- In seeking consent for photography/videos, children/families should be reminded about the rights to privacy/data protection of other children, 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, or of children in their care, on sites such as YouTube, Facebook, etc.

Purpose

- Guidelines should be clear as to the reason and purpose of the use of the particular form of technology;
- Provide a clear brief about what is considered appropriate in terms of content and behaviour and use of equipment;
- Provide guidance on acceptable language;
- Provide guidance on storage of information;
- Provide guidance on use of photography: if using an external photographer/videographer, seek confirmation about any publications that will be made by them after the event, and ensure that they have been vetted, have identification and do not have any unsupervised access to children or one-to-one photo sessions at events;
- Images of children should never be taken that capture them in what are commonly understood as 'non-public' activities. Children should be fully and appropriately dressed and related images should always be about the activity and not focused on any individual child;

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- Images should not allow the identification of a child or their whereabouts. The full name of a child should not be used;
- Children in vulnerable circumstances (e.g. those in care or victims of any type of abuse) should not be photographed without the consent of those who hold parental responsibility;
- Provide guidance on the use of mobile phones, and mobile phone cameras, which can be easily used for offensive actions without the subject being aware of their use;
- Provide guidance on communicating this policy with parents/guardians and young people.

1.9B Use of the Internet

It is recognised that the internet is valuable and widely used. Clear guidelines must be developed and inserted into the code of behaviour for each Church activity involving children - see 1.3A.

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;
- 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 are made clear to all who use the internet:

- All Church personnel/volunteers/group leaders must be made aware of their responsibility, and sign up to appropriate use of the internet as part of a code of behaviour - see 1.3A;
- Responsibility is about safeguarding children, taking care of oneself, one's co-workers and group leaders;
- Anyone using a shared computer requires 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, co-workers and volunteers.

1.9C Use of Texting and Email

Texting and email are very quick and effective methods of communication for those involved in Church activities usually this does not include adult members of Church personnel contacting young people directly, as contact is usually made via their parents/guardians. However there are certain circumstances where contacting young people directly may be necessary (i.e. in an emergency or on a trip away), any member of Church personnel using this method of communicating with young people should ensure appropriate safeguards are in place as there are certain risks associated with the safe and appropriate use of texting and email, which must be managed.

(1.9A-1.9E Use of Technology/Internet/Texting & Email/ Photography/CCTV & Webcams, contd.)

The risks of text and email messaging for children and 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

The following guidance is provided to minimise risk to all:

1. Consent must be obtained prior to sending young people text or email messages. For all young people, specific consent must be obtained from their parents/guardians. Parents/ guardians of younger children should be offered the option to be copied on texts and emails that their child will be sent. Written consent must be obtained from the parents/guardians and young people themselves;
2. The young people's mobile phone numbers or email addresses should be stored in either a locked and secured cabinet, or on an electronic system that is password protected, with access only available to the staff member or volunteer 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;
3. 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);
4. All text and email messages sent must make it clear to the young people receiving them who has sent the message;
5. 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;
6. The text and email messages that are sent must never contain any offensive, abusive or inappropriate language;
7. 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;
8. 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.

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1.9D 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 they work with, or are otherwise in contact with, should consider these guidelines.

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

Risks to children

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 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 and young people on the Church website or publication;
- Never supply the full name(s) of the child or children along with the image(s);
- Only use images of children in suitable dress and focused on the activity, rather than one particular child;
- Obtain permission: the permission of parents/guardians and children 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'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. The child's permission to use their image must also be recorded if they are under eighteen years of age.

Using 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;
- Ascertain if the photographer requires vetting and, if they do, put them through the process;
- Provide the photographer with a form of identification that must be worn at all times;
- Do not allow unsupervised access to children 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;

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(1.9A-1.9E Use of Technology/Internet/Texting & Email/ Photography/CCTV & Webcams, contd.)

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- Inform parents/guardians and children 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.

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 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.

1.9E 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. Each Church body must have an appropriate data protection policy in place that covers the use of webcam and CCTV images.

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 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 retail sector is one example where there is evidence to suggest that money or goods could be removed without authorisation.

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.

Having acknowledged the positive and sometimes negative aspect of CCTV, each Church body should draw up a policy and guidelines in order to maximise the benefit of such installations and minimise the possibility of a person's privacy being infringed.

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The following should be considered:

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- 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 is imperative that it must be done with 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;

Parish workers, volunteers and clergy should give written consent to their image being used for web broadcasting during the course of their regular duties. Copies of this written consent should be kept in a safe and locked place;

Altar servers, ministers of the word, extraordinary ministers of Holy Communion and others taking part in liturgies (e.g. choirs and musicians) should give their consent. In the case of children, written consent is required from parents/guardians;

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;

If connecting to the parish broadband, ensure that the broadband package has unlimited usage for uploading, or else there is a risk of incurring significant costs from the provider;

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.

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FORM 1.9A(1) – Media Permission

Data protection

This form will be held on file in accordance with the data protection policy of the Diocese of Cloyne. The data entered will be used only for the purpose indicated on this form. It may only be accessed by those who have responsibility for managing files or activities.

Child's/young person's consent

I _____ would like to take part in _____
on _____ (date of event).

(If relevant please tick the boxes below)

I understand that photographs may be taken during the event, and I give my permission for these to be used in any hard copy/online (delete as appropriate) publications by the Church body.

I understand that videos may be taken during the event, and I give my permission for these to be used in any hard copy/online (delete as appropriate) publications by the Church body.

I understand that updates may be posted on the Church body website and/or social network sites during the event, and I give my permission for my images/videos of me (delete as appropriate) to be used.

Parent's/Guardian's consent

I agree to allow the above-named child/young person to attend this event during the period

_____ (insert start date and time) to

_____ (insert end date and time)

in accordance with the permission granted

by _____ (child/young person).

Signed: _____ Print Name: _____
(Parent/Guardian)

Dated: _____ Relationship to child/young person: _____

Signed: _____ Date: _____
(Child/young person)