



CLOYNE DIOCESAN SAFEGUARDING CHILDREN COMMITTEE

FREQUENTLY ASKED QUESTIONS

Q. 5 Where should contact details relating to children (particularly altar servers), be stored.

A. Store in a folder and keep in the sacristy in a place where they can be easily accessed by those who need them.

Access to contact details would be essential in instances of illness or emergency. These details should not be publicly displayed in the sacristy. A locked safe would not be a suitable place to store them because the key might not be available when needed.

Please refer to the document Sample Procedures for Accident and Emergencies which was circulated to parishes in October 2011.