



CLOYNE DIOCESAN SAFEGUARDING CHILDREN COMMITTEE

FREQUENTLY ASKED QUESTIONS

Q. 6. What type of information should be on the contact details.

A. The Sample Procedures for Accident and Emergencies which was circulated to you in October 2011 specifies that the following information should be included in the contact details folder:

- ❖ Name of the child.
- ❖ Advice regarding any **medical condition, medication or dietary requirements** that the organisers ought to be aware of. (This will be treated confidentially under Section 2.8 of the diocesan policy, *Safeguarding Children in the Diocese of Cloyne*).
- ❖ Contact details of **parents/guardians**.
- ❖ Name & contact details **of other available persons** in the event of the non availability of parent/guardian.
- ❖ **Other emergency details:** Name & contact details (see Form 7(b) Altar Server Consent Form).
- ❖ **Signed permission slip for medical care:**