



Diocese of Cloyne

Safeguarding Children Procedures/Forms for Parishes

**The Procedures/Forms are to assist Parishes with the
implementation of Standards 1 to 7 of the National
‘Safeguarding Children Policy and Standards for the
Catholic Church in Ireland 2016’.**

(Available at www.safeguardingchildrencloyne.ie)

*(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
National Board’s Guidance Document on the National Board’s website at
www.safeguarding.ie.)*

***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 Síochána:-

For allegations that relate to clerics/religious : 01-6663430 or 01-6663435

*For allegations that **do not** relate to clerics/religious* : Appropriate Local Garda Station

Tusla

Cobh/Midleton/Macroom areas : 021-4927000

Mallow/Fermoy areas : 022-54100

Putting the Policy into Action

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.

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.

A handwritten signature in black ink, appearing to read 'Wm Crean'.

Signed:

Most Rev. William Crean, D.D.,

Bishop of Cloyne

Date : 15th February 2017

Appendix A - Parish Checklist

The following checklist will assist in the implementation of the Safeguarding Children Policy & Procedures and ensure that important elements are not overlooked.

The Diocesan Policy, Procedures and Forms are available at www.safeguardingchildrencloyne.ie.

Copies may be supplied as appropriate.

The full National Board Policy & Guidance is available at www.safeguarding.ie and advice/support is available from the Cloyne Diocesan Safeguarding Children's Office (022-21009):-

General Requirements:

- a) Display the **Safeguarding Poster** signed by the Bishop, in all appropriate places
- b) **Confidentiality Declaration Form** - Form 1.1A (5) should be signed by all persons who have access to the personal data of others, i.e. priests, sacristans, acting sacristans, parish office staff, local safeguarding representatives, parish safeguarding committee members, etc. - *forms should be securely stored locally.*
- c) **Visiting Clergy** – 1.1C & 1.1D
- d) Ensure that the **Attendance Register for Sacristy** is in place - Sacristy Register Form - Form 1.4A(2), *completed records should be securely stored locally.*
- e) **Use of parish facilities by external groups** involving children - 1.5A [Application Form - Form 1.5A(1)], *completed forms should be securely stored locally.*
- f) **Use of parish facilities for one off private events** involving children - 1.5B [Protocol Form 1.5B(1)], *completed forms should be securely stored locally.*
- g) **Reporting allegations/suspensions/concerns of abuse** - Referral Form - Form 2.1A(1)
- h) **Agreement by all Church personnel** – Induction Agreement Form - Form 5.1A(1), *should be signed by all Church personnel and securely stored locally.*
- i) **Support & Supervision** - 5.6A, as appropriate - **records of support/supervision meetings should be securely stored locally.**
- j) Maintain an up to date **register/listings of groups and organisations** associated with the Church, i.e. choir, ministers of Holy Communion, readers, etc.
- k) Maintain an up to date **register with the name of the person in charge** of all groups and organisations associated with the Church
- l) Participate in the **Diocesan Designated Safeguarding Sunday** during Q1, each year
- m) Include **Safeguarding information/awareness in Parish Bulletins** during Q.2 & Q.4, each year - *copies of the bulletins in question should be stored locally, for audit purposes.*
- n) Disseminate the **Diocesan Safeguarding Newsletter** during Q.3, each year
- o) Complete and return the **Parish Audit** during the timeframe specified in Q.4, each year.

Recruitment Requirements;

- a) **Paid Staff** - 1.1A - *original forms should be securely stored, locally.*
- b) Provide clear job description - *where post involves working with children*
- c) Complete **Application Form** - Form 1.1A (2), as appropriate- *where post involves working with children and securely store, locally*
- d) Complete **Declaration Form** -Form 1.1A (3) **and securely store, locally**
- e) Ensure **References** are sought & checked - Form 1.1A(4) *and securely stored, locally*
- f) Ensure **Vetting** is completed - 1.1B - **where post involves working with children complete Form - NVB1** (available on line) - a list of those vetted should be maintained *and vetting return forms should be securely stored, locally*

Volunteers NOT working with children, should be familiarised with;

- a) **Diocesan Safeguarding Policy**
- b) **Code of behaviour for adults** - 1.2A
- c) Dealing with **breaches of the code of behaviour** -1.3B
- d) **Whistleblowing policy** -1.6A
- e) **Complaints procedure (not involving allegations of abuse)** - 1.7A [Complaints Form - Form 1.7A(1)], *completed forms should be securely stored locally*

Children and parents/guardians should be familiarised with;

- a) Child friendly version of the safeguarding policy (*poster*)
- b) **Code of behaviour for children** - 1.3A
- c) Dealing with **breaches of the code of behaviour** - 1.3B
- d) Procedures on **anti-bullying** - 1.3C
- e) Joint **Consent Form** - Form 1.4A(3), *signed forms should be securely stored, locally.*
- f) Procedures - **children with special needs** - 1.4F, as appropriate
- g) **Complaints procedure (not involving allegations of abuse)** - 1.7A [Complaints Form - Form 1.7A(1)], *completed forms should be securely stored locally*
- h) Procedures on the use of (a) **Technology** - 1.9A [Media Permission Form - Form 1.9A(1)]; (b) **Internet** - 1.9B; (c) **Texting & Email** - 1.9C; (d) **Photography** -1.9D and (e) **CCTV & Webcams** -1.9E, as necessary

Volunteers/Groups working with children should be familiarised with;

- a) **Diocesan Safeguarding Policy**
- b) **Code of behaviour for adults** - 1.2A
- c) **Code of behaviour for children** - 1.3A
- d) Dealing with **breaches of the codes of behaviour** -1.3B
- e) Procedures on **anti-bullying** - 1.3C
- f) **Attendance Register** which should be completed by the group leader for every meeting of the group - 1.4A [Attendance Form - Form 1.4A(1)], *completed forms should be securely stored locally.*
- g) Procedures on **dealing with accidents/incidents** - 1.4B [Accident/Incident Form - Form 1.4B (1)], *completed forms should be securely stored, locally.*
- h) **Supervision ratios** - 1.4C
- i) Procedures on **one – one contact** - 1.4D
- j) Procedures on **Pope John Paul 11 Awards** - 1.4E, as applicable.
- k) Participation of **children with special needs** - 1.4F, as appropriate
- l) **Trips away** - 1.4G, where applicable
- m) **Whistleblowing policy** -1.6A
- n) **Complaints procedure (not involving allegations of abuse)** -1.7A [Complaints Form - Form 1.7A(1)], *completed forms should be securely stored, locally*
- o) **Hazard assessment** - 1.8A [Form 1.8A - Template 1]
- p) Procedures on the use of:- (a) **Technology** - 1.9A [Media Permission Form - Form 1.9A(1)]; (b) **Internet** - 1.9B; (c) **Texting & Email** - 1.9C; (d) **Photography** -1.9D and (e) **CCTV & Webcams** -1.9E, as necessary

FORM 1.1A(1) - Recruitment and Selection Checklist

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

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

FORM 1.1A(2) – Application Form

Personal:

First name: _____

Surname: _____

Church body: _____

Have you been previously known by any other names? _____

Address: _____

Telephone number: _____ Email: _____

Work experience:

Please detail below the experience you have gained in your professional life.

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

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

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

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

Please provide any other relevant information below.

(FORM 1.1A(2) – Application Form, contd.)

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

Referee 1:

Name: _____

Address: _____

Telephone number: _____ Email: _____

Referee 2:

Name: _____

Address: _____

Telephone number: _____ Email: _____

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

Signed: _____ Date: _____

FORM 1.1A(3) – Declaration Form

The information contained in this form will be kept securely by the Diocese of Cloyne. Legislation in both jurisdictions in Ireland has, at its core, the principle that the welfare of children and young people must be the paramount consideration.

Who should complete this form?

Church bodies ask that everyone working or volunteering for the Church, who will come into contact with children or the personal details of children, 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 binding over order? Yes ☐ No ☐

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

Nature of offence: _____

Have you ever been the subject of disciplinary procedures or been asked to leave employment or voluntary activity due to inappropriate behaviour towards a child? Yes ☐ No ☐

If yes, please provide details including date(s): _____

Full name (print): _____

Any previous surname: _____

Address: _____

Date of birth: _____

Place of birth: _____

What role/position are you currently applying for? _____

Declaration

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

I declare that the information I have provided is accurate.

Signed: _____ Date: _____

FORM 1.1A(4) – Character and Personal Reference Request

Dear _____ your name has been given to us by _____
who has applied for the position of _____

I would appreciate you completing, signing and dating the information below and returning it to me at the enclosed address.

Thank you in advance for your help.

Yours sincerely, _____

Date _____

- 1) Can you tell us how long you have known the applicant? _____
- 2) In what capacity do you know the applicant? _____
- 3) Can you highlight some of the applicant's positive skills and qualities?

- 4) Do you, without reservation, recommend the applicant for the position for which they have applied? Please bear in mind that this position involves working with children.

Yes ☐ No ☐

If answer is No - Why? _____

Please include any additional comments below.

Signed: _____ Dated: _____

FORM 1.1A(5) – Confidentiality Declaration

I confirm and declare that all confidential and personal information that is disclosed to me or to which I have access during the course of acting as _____ will be kept strictly confidential, and shall:

- a. not be disclosed or otherwise made available by me to any person, except in accordance with the procedures set out in the safeguarding children policy and procedures;
- b. be used by me only for the purpose of the procedures set out in the safeguarding children policy and procedures.

If I am required to disclose confidential or personal information in accordance with law or by virtue of a court or similar order, other than in accordance with the safeguarding policy and procedures, nothing in this declaration prevents me from doing so. However, in those circumstances, I will inform the relevant Church authority without delay.

I acknowledge that some or all of the confidential and personal information may contain ‘personal data’ and ‘sensitive personal data’ within the meaning of data protection legislation, and I therefore agree to comply with my obligations under this legislation. In so far as I am the data processor in accordance with the Data Protection Acts, then I agree only to process personal data on, and subject to, the instructions of the relevant data controller, maintain appropriate security measures against all unlawful processing in respect of the personal data, and allow the relevant data controller to monitor and audit my compliance with my obligations in respect of personal data.

My obligations under this declaration continue even after I may cease to act as a

Signed: _____ Dated: _____

1.1B - Guidelines for completing Vetting Invitation Form (NVB 1)

(Please read the following guidelines before completing this form).

Miscellaneous

- The Form must be completed in full using BLOCK CAPITALS and writing must be clear and legible.
- The Form should be completed in ball point pen using blue or black ink.
- All applicants will be required to provide original documents to validate their identity. Copies of these documents must be attached to the NBV1 form.
- If the applicant is under 18 years of age, a completed NVB 3 - Parent\Guardian Consent Form will be required. This is available from Diocesan Safeguarding Children Office. Please note that where the applicant is under 18 years of age, the electronic correspondence will issue to the Parent\Guardian. This being the case, the applicant must provide their Parent\Guardian Email address on the NVB 1 form.

Please return all forms to the following address:

- Diocese of Cloyne, and mark F.A.O., Diocesan Vetting Coordinator, Safeguarding Children Office, Mallow Community Youth Centre, New Road, Mallow, Co. Cork. Eircode P51 XEX9
- Email: diocesanvet@cloynediocese.ie
- Website: www.safeguardingchildrenclayne.ie
- Tel: 022 - 21009

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

Section 1: Personal Details

- Insert details for each field, allowing one block letter per box and a blank box between words.
- For Date of Birth field, allow one digit per box in the format of DDMMYYYY.
- Please fill in your Email Address, allowing one character/symbol per box. This is required as the invitation to the e-vetting website will be sent to this address.
- Please allow one digit per box for your contact number.
- The Current Address means the address you are now living at.
- The address fields should be completed in full, including Eircode/Postcode. No abbreviations.
- All applicants will be required to provide documents to validate their identity and proof of address. Where available, applicants should provide their passport and a new format drivers' licence. If these are not available other forms of identification/proof of address may be used. Each identity document is awarded a number of points. The combination of identity documents provided must result in a combined score of 100 – see Verification of Identity for further details.

Role Being Vetted For

- The role being applied for must be clearly stated. Please be specific e.g. Supervisor of Young People, Special Needs Assistant, Priest, Choir Leader, etc. Generic terms such as “Volunteer” will not suffice.

Section 2: Declaration of Applicant

- The applicant must confirm their understanding and acceptance of the two statements by signing the application form at Section 2 and ticking the box provided.

Section 3: Parish / Diocesan Information

- This part of the form should only be completed by the authorised person, (Bishop/Parish Priest/Administrator/Curate/Parish Safeguarding Representative) and not by the Applicant. Please indicate in the field provided what documents were provided to validate the Applicant's identity, a total identification score of 100 must be obtained - *see overleaf*. A copy of the documents provided must be sent with NBV 1 form.
-

Verification of Identity

The 100 point check is a personal identification system, this information sheet has been developed to support organisations in verifying identity including date of birth and current address of vetting subjects (those applying to be Garda Vetted) as required. When conducting Garda Vetting, organisations should require vetting subjects to present identification totalling 100 points to ensure they are checking the correct person. At least one form of photographic evidence must be gathered.

Identification	Score	Tick
Irish driving licence or learner permit (new credit card format)	80	
Irish Public Services Card	80	
Passport (from country of citizenship)	70	
Irish certificate of naturalisation	50	
Birth certificate	50	
Garda National Immigration Bureau (GNIB) card	50	
National Identity Card for EU/EEA/Swiss citizens	50	
Irish driving licence or learner permit (old paper format)	40	
Employment ID		
• ID card issued by employer (with name and address)	35	
• ID card issued by employer (name only)	25	
Letter from employer (within last two years)		
• Confirming name and address	35	
P60, P45 or Payslip (with home address)	35	
Utility bill e.g. gas, electricity, television, broadband (must not be less than 6 months old. Printed online bills are acceptable. Mobile phone bills are not acceptable)	35	
Public services card/social services card/medical card	25	
• With photograph	40	
Bank/Building Society/Credit Union statement	35	
Credit/debit cards/passbooks (only one per institution)	25	
National age card (issued by An Garda Siochana)	25	
Membership card		
• Club, union or trade, professional bodies	25	
• Educational institution	25	
Correspondence		
• From an educational institution/SUSI/CAO	20	
• From an insurance company regarding an active policy	20	
• From a bank/credit union or government body or state agency	20	
Children under 16 years (any one of the following)		
• Birth certificate	100	
• Passport	100	
• Written statement by a principal confirming attendance at educational institution on a letter head of that institution	100	
Recent arrival in Ireland (less than 6 weeks)		
• Passport	100	
Vetting Subject is unable to achieve 100 points**		
• Affidavit witnessed by a Commissioner for Oaths	100	
TOTAL		

FORM 1.1C(2) - Declaration Form of Good Standing

Name:			
Date of birth:	Phone number:	Email:	
Church body to which you are incardinated:			
Name of Church authority:			
Address of Church authority:			
Appointment last held:		Commencement date on which you are seeking to minister in another Church body:	
Has your request to minister in another Church body been approved by your Church authority? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Current appointment:	Date from:	Date to:	
Address 1:			
Previous appointment:	Date from:	Date to:	
Address 2:			
Previous appointment:	Date from:	Date to:	
Address 3:			
Previous appointment:	Date from:	Date to:	
Address 4:			
Previous appointment:			
Address 5:			
Additional appointments should be detailed on a separate sheet and attached to this form.			
	Yes	No	Comment
I hereby declare as follows:	<input type="checkbox"/>	<input type="checkbox"/>	_____
1. I have never been suspended or otherwise canonically disciplined.	<input type="checkbox"/>	<input type="checkbox"/>	_____
2. I have no criminal record or have not had criminal charges brought against me.	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. I have no behavioural problems, either past or present, which would indicate that I might deal with children in an inappropriate manner.	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. I have never been involved in an incident or exhibited behaviour that called into question my fitness or suitability for priestly ministry due to alcohol misuse, substance misuse, sexual misconduct, financial error or any other lapse of judgement.	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. I have no mental or physical needs that would adversely affect performance of my sacred ministry.	<input type="checkbox"/>	<input type="checkbox"/>	_____
I authorise the verification of the information provided on this form as to my previous ministries and personal information.			
Signature _____ Date _____			

FORM 1.1C(3) - Confirmation of Good Standing

Name:			
Date of birth:	Phone number:	Email:	
Church body to which the applicant is incardinated:			
Name of Church authority:			
Address of Church authority:			
Appointment last held:		Commencement date on which the applicant is seeking to minister in another Church body:	
Current appointment:	Date from:	Date to:	
Address 1:			
Previous appointment:	Date from:	Date to:	
Address 2:			
Previous appointment:	Date from:	Date to:	
Address 3:			
Previous appointment:	Date from:	Date to:	
Address 4:			
Previous appointment:	Date from:	Date to:	
Address 5:			
Additional appointments should be detailed on a separate sheet and attached to this form.			
I hereby declare as follows:	Yes	No	Comment
1. The applicant has never been suspended or otherwise canonically disciplined.	<input type="checkbox"/>	<input type="checkbox"/>	
2. The applicant has no criminal record or has not had criminal charges brought against them.	<input type="checkbox"/>	<input type="checkbox"/>	_____
3. The applicant has no behavioural problems, either past or present, which would indicate that they might deal with children in an inappropriate manner.	<input type="checkbox"/>	<input type="checkbox"/>	_____
4. The applicant has never been involved in an incident or exhibited behaviour that called into question their fitness or suitability for priestly ministry due to alcohol misuse, substance misuse, sexual misconduct, financial error or any other lapse of judgement.	<input type="checkbox"/>	<input type="checkbox"/>	_____
5. The applicant has no mental or physical needs that would adversely affect performance of their sacred ministry.	<input type="checkbox"/>	<input type="checkbox"/>	
I authorise, to the best of my knowledge, the verification of the information provided on this form as to the previous ministries and personal information of the applicant involved.			
Signature _____		Date _____	

FORM 1.1C(5) - Confirmation of Good Standing for Non-Ordained

Religious

Questionnaire to be completed by the Church authority when a Sister or Brother or other person from the province or region is applying for ministry, including working with children (long term or for a shorter period) in another province or region of the congregation.

Name of person applying for transfer _____

Name of his/her province/region _____

1. Why does this person want to minister in the province/region of the congregation?

2. Does he/she seek the transfer with a view to permanence? Yes ☐ No ☐

3. Is he/she coming temporarily? Yes ☐ No ☐

4. If your answer is **yes** above, how long does he/she intend to stay?

5. Have you any specific concerns about the performance of his/her ministry? Yes ☐ No ☐

If yes, please state your reasons below.

6. Is there any reason why the above-named person should not be given a position that involves working with children and young people? Yes ☐ No ☐

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If you answered **yes** above, please give an outline of your concerns below.

7. Please write any additional comments below.

I testify that _____ who is applying for
(name of applicant)

ministry in the Diocese of Cloyne is a person in good standing in the

(Diocese /Society/ Congregation/ Religious Organisation /Province/Region)

Name (please print) _____

Leadership position in _____
(Diocese /Society/ Congregation/ Religious Organisation /Province/Region)

Signature _____

Date _____

Return this form as soon as possible to the Bishop of Cloyne, Diocesan Office, Cobh, Co. Cork, Ireland, to which the person has applied for a transfer.

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 authorities

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;
 - 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(1) - Attendance Register for Large Groups

A minimum of two officially appointed leaders, who have completed the Church body recruitment process (including the provision of vetting checks, if appropriate), should be responsible for each activity involving young people. At least one of the leaders must have undergone a full-day training session provided by trainers registered with the NBSCCCI. These leaders must sign this sheet and put their initials under each date to confirm that the children/young people and adults marked were in attendance, as indicated by the 'time in' and 'time out' for each date.

Name (children and adults)	Date _____		Date _____		Date _____		Date _____		Date _____	
	Time in	Time out	Time in	Time out	Time in	Time out	Time in	Time out	Time in	Time out
Leader's signature	Initials	Initials	Initials	Initials	Initials	Initials	Initials	Initials	Initials	Initials
Leader's signature	Initials	Initials	Initials	Initials	Initials	Initials	Initials	Initials	Initials	Initials
Leader's signature	Initials	Initials	Initials	Initials	Initials	Initials	Initials	Initials	Initials	Initials

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FORM 1.4A(2) - Attendance Register for Sacristy

ALL CLERGY, ALTAR SERVERS, SACRISTANS AND OTHERS WHO VISIT THE SACRISTY
BEFORE OR AFTER LITURGICAL SERVICES ARE REQUESTED TO SIGN THIS SHEET

Name	Signature	Role	Celebret Produced Yes/No	Ministry	Date	Time in	Time out

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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

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)

1.4B Dealing with Accidents

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

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

FORM 1.4B(1) - Form for Dealing with Accidents/Incidents

Group details

Name of group : _____

Name of group leader : _____

Names of others present : _____

Accident details

Date and time of accident/incident : _____

Name of person involved : _____

Date of birth of person involved : _____

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

Name : _____

Telephone number (s): _____

Please describe the accident/incident that occurred (continue on separate sheet if necessary).

Action taken during and following the accident incident.

People contacted (include dates and times): _____

If medical attention was required, please note the name and address of the medical facility and the people who treated the person involved in the accident/incident.

Please detail any follow-up action required.

Name of person completing this form (print name): _____

Signed: _____ Date: _____

1.4C Maintaining Adequate Supervision Ratios

In planning a trip or activity, it is critically important to consider how many adults are needed to supervise children in a safe manner. It is recommended that a certain number of adults be available to supervise a certain number of children; however, this is also dependent on whether the children have specific needs or requirements, and on the duration of the activity.

At a minimum, two (2) adults are required for each activity.

In addition, the minimum following ratios should be applied, depending on the number of children:

- 0 -1 year = 1 member of staff to 3 children
- 1- 2 years = 1 member of staff to 5 children
- 2- 3 years = 1 member of staff to 6 children
- 3- 6 years = 1 member of staff to 8 children
- 7- 12 years = 1 member of staff to 8 children
- 13-18 years = 1 member of staff to 10 children

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

1.4D One-to-One Contact with Children and Young People

In general, Church activities should not involve one-to-one contact, and should usually be supervised by at least two adults. However, there may be two circumstances where this may occur:

1. 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;
2. As part of a planned and structured piece of work (for example, one-to-one music tuition).

Reactive situations

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

Planned and structured pieces of work

- The particular activity should have a clear rationale and aims for involving one-to-one work.
- Parents/guardians must be fully informed as to the nature and purpose of this work, and must give written consent – Form 1.4A(3).
- A clear code of behaviour must be agreed and adhered to by both parties. This should include limits of confidentiality and safeguarding procedures.

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.

1.4G Trips Away With Young People

Trips away that involve young people can be an extremely rewarding and fulfilling experience, however, to do this safely and in a way that safeguards all concerned requires careful planning and consideration. The following should be considered in planning a trip away:-

Have you:

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

Have the young people/participants:

- Been involved as much as possible in the planning of the trip?
- Agreed a code of behaviour - see 1.3A?
- Agreed boundaries around unstructured time?
- Been given information on appropriate clothing, and contact details for leaders?
- Consented to the trip away - Form 1.4A (3)?

Have parents/carers:

- Met with leaders and been informed of the programme?
- Been given a copy of the Church body's child safeguarding policy and procedures?
- Consented in writing – Form 1.4A (3)?
- Given contact details and supplied medical details and dietary requirements of the child?
- Been given contact details of the leaders and centre?
- Been given details for pick up and drop off of young people/participants?

Have staff:

- Been trained on the Church body's code of behaviour and child safeguarding policy, on how to deal with a disclosure, and on dealing with challenging behaviour?
- Been assigned responsibilities and scheduled for breaks?
- Been made aware of how to handle an emergency, and who to contact in an emergency
- Worked with young people to evaluate the success of the activity?

If staying overnight, have you checked:

- If there is 24/7 access to centre staff?
- If there are appropriate sleeping arrangements for young people, i.e. separate provision for boys and girls, and separate provision for leaders (within ear shot of young people)?
- The centre's supervision and security?

FORM 1.5A(1) – Use of Church Property by External Groups

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

The Diocese of Cloyne has its own policies and procedures in relation to safeguarding children. Any group operating under the name/auspice of the Church body will comply with these requirements. As an outside body, the Church body requires detailed information in respect of your application to ensure that the safety and well-being of the children, young people and adults that work with them are maintained at all times.

Conditions of use of Church property by outside bodies:

It is the responsibility of any group using Church property to run activities involving children(0-18) to ensure that they comply with all applicable child safeguarding and protection legislation and guidelines. The group should have their own child safeguarding policy and procedures. The group is also responsible for liaising with Tusla to ensure that the policy and procedures meet the statutory requirements. The Church body cannot assist any outside group in developing a child safeguarding policy.

The Church body should obtain confirmation in writing from the group that they have a child safeguarding policy and appropriate insurance.

We would ask that you complete the following questionnaire. If any response is not applicable (N/A), please provide details of why this does not apply to your organisation.

If you feel your application requires further information, please attach on an additional page. Please indicate when additional information is provided in support of your application.

Name of group/organisation _____

Purpose or proposed activities _____

User group, e.g. children, adults: _____

Facilities required _____

Date of commencement of use _____

Date of completion of use _____

Frequency of use _____

Hours of use: (1) Commence at _____ (a.m./p.m.)

(2) Finish at _____ (a.m./p.m.)

Names and addresses of persons who will be in charge during use:

(1) _____

Telephone number _____

(2) _____

Telephone number _____

Do you have your own child safeguarding policy and procedures? Yes ☐ No ☐

Do you have appropriate (public liability and/or employer's liability and professional indemnity if appropriate) insurance cover for the activity? Yes ☐ No ☐

Name of insurance company _____

Policy number _____

Period of cover _____

Limit of indemnity _____

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

Signed _____ Print name: _____

Position _____ Date: _____

Please return completed form to: _____

Permission to use Church property granted by:-

Signed _____

Position _____

Date _____

FORM 1.5B(1) Protocol - Use/Hire of Church Property for Private Functions/Events

All parishes are insured to cover one off private functions/events and it is the sole responsibility of parents/guardians to organise and supervise all children attending. Each parish priest/administrator should ensure that key health and safety measures are covered prior to agreeing to the use of the property for private functions/events.

Agreement with a potential user:-

- The Church body will ensure that the property is safe to use and outline how accidents resulting from the condition of the property should be reported – see 1.4B and Accidents/Incidents Form 1.4B(1);
- The Church body is not responsible for the organisation, supervision or conduct of the children or adults involved/attending the function/event;
- The safeguarding policy and procedures of the Church body does not apply to the private function, and, as such, all safeguards are the responsibility of the organiser of the function/event and not the Church body.

I agree to the above terms and conditions:-

Signed _____ (organiser of the function/event)

Print name: _____

Date: _____

Permission to use Church property granted by:-

Signed _____

Position _____

Date _____

1.6A Whistle-Blowing

All Church personnel (staff and volunteers) must acknowledge their individual responsibility to bring matters of concern to the attention of their supervisor/ superior/manager.

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

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

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

Reasons for whistle-blowing

Each individual has a responsibility to raise concerns about unacceptable practice or behaviour to:- (a) prevent the problem worsening or widening; (b) protect or reduce risks to others and (c) prevent yourself from becoming implicated.

What stops people from whistle-blowing

- Fear of starting a chain of events that spirals out of control.
- Disrupting the work or project.
- Fear of getting it wrong or of not being believed.
- Fear of repercussions or damaging careers.

How to raise a concern

Whistle-blowing can be about a range of concerns, not just safeguarding. It is important to:

- Voice any concerns, suspicions or uneasiness as soon as possible. The earlier a concern is expressed the sooner and easier action can be taken;
- Try to pinpoint exactly what practice is concerning and why;
- Approach your immediate superior/supervisor/manager;
- If your concern is about your immediate superior/supervisor/manager, please contact your DLP, the statutory services or the NBSCCCI;
- Make sure a satisfactory response is secured – don't let matters rest;
- Ideally, concerns should be placed in writing, outlining the background and history, giving names, dates, locations and any other relevant information;
- You are not expected to prove the truth of your complaint, but you need to demonstrate sufficient grounds for concern.

What happens next?

- You should be given information on the nature/ progress of any enquiries resulting from your concern.
- Your supervisor/superior/manager has a responsibility to protect you from harassment or victimisation.
- No action will be taken against you if the concern proves to be unfounded and was raised in good faith.
- Malicious allegations will be considered a disciplinary offence.
- Follow up if the person to whom you reported has not responded within a reasonable period of time, and if that follow up is not acted upon, report the matter to the statutory authorities.

Self-reporting

There may be occasions when a member of staff or a volunteer has a personal difficulty, perhaps a physical or mental health problem, which they know to be impinging on their professional competence. Staff and volunteers have a responsibility to discuss such a situation with their line supervisor/superior/manager so that professional and personal support can be offered to the member concerned.

Whilst reporting will remain confidential, in most instances this cannot be guaranteed where personal difficulties raise concerns about the welfare or safety of children.

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/suspensions 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 - Form1.7A(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.

1.8A Hazard Assessment of Activities with Children

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.

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FORM 1.8A(1) - Hazard Assessment Form

Name of group: _____

Date of hazard assessment: _____

Person completing the hazard assessment: _____

Hazard	Who is at risk?	Likelihood of harm	Consequences	Controls needed

Print Name: _____

Signed: _____ Date: _____

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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;

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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.

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;

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

Photography/CCTV & Webcams, contd.)

- 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:

- 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)

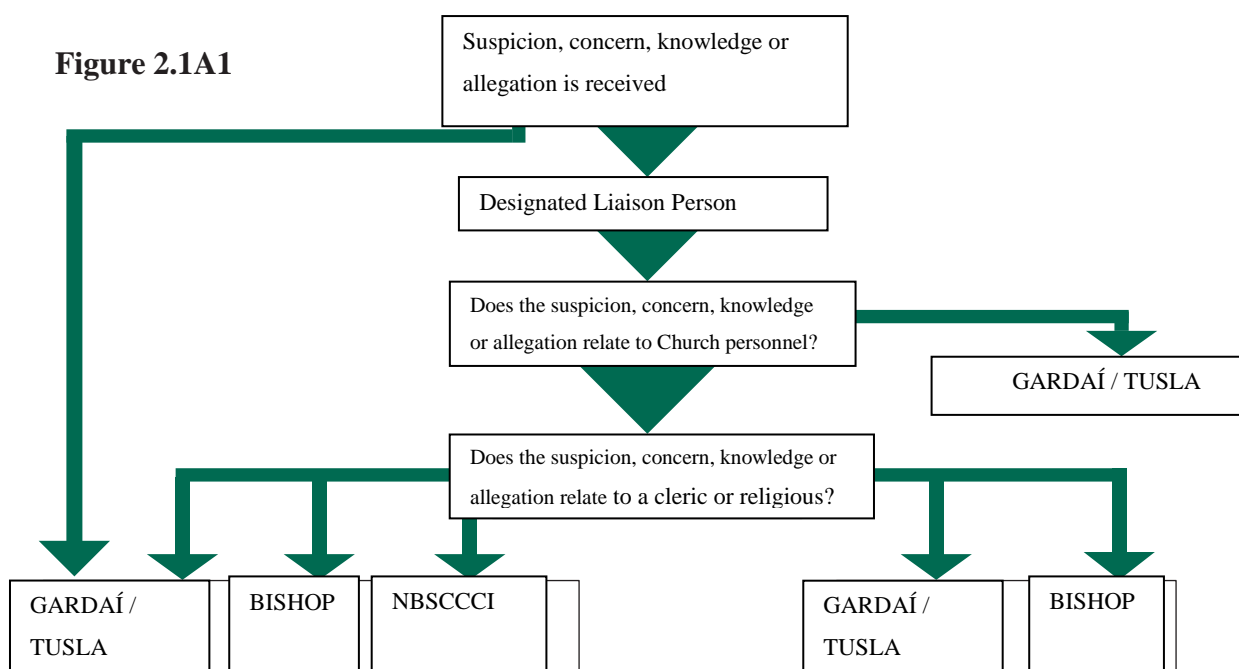
2.1A Reporting Allegations of Abuse

Children occupy a central place in the heart of the Christian community. They have a right to be listened to and heard. The paramount consideration in all matters relating to children is their safety and protection from all forms of abuse. To create and maintain a safe environment, Church organisations must respond effectively and ensure all allegations and suspicions of abuse are reported, both within the Church and to statutory authorities. This responsibility to report is mandatory, and the only exception to this rule is the receipt of any information by a cleric under what is termed as the sacramental Seal of Confession.

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

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

Figure 2.1A1



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Following receipt of an allegation, suspicion or concern, the following steps should be taken.

Act immediately on receipt of a suspicion, concern, disclosure or allegation of abuse, and refer the matter to the DLP without delay.

If the allegation does not relate to Church personnel, the DLP will refer the allegation to:

- Tusla
- An Garda Síochána

If the allegation relates to Church personnel who are not clerics or religious, the DLP will refer the allegation to:

- Tusla
- An Garda Síochána
- The Bishop

If the allegation relates to Church personnel who are clerics or religious, the DLP will refer the allegation to all of the above and The NBSCCCI

If there is any uncertainty about whether the allegation/concern meets the threshold for reporting, a consultation should take place by the DLP with the statutory authorities, who will advise on the requirements for notification.

Remember – it is not your role to investigate.

Whenever possible and practical, take notes during the conversation. Always ask permission to do this and explain the importance of recording all information. Where it is not appropriate to take notes at the time, make a written record as soon as possible afterwards or before the end of the day. Record the time, date, location, persons present and how the allegation was received, e.g. by telephone, face-to-face conversation, letter, etc. This initial recorded information will be transferred to a child protection referral form - Form 2.1A (1) and will become the first entry in a file of information about the case that will be retained by the DLP. Please always sign and date the record.

The record would also normally include:

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

(2.1A Reporting Allegations of Abuse, contd.)

- In cases of emergency (and/or outside normal business hours), where a child appears to be at immediate and serious risk, an urgent report must be made to Tusla, as well as to the DLP. Where the appropriate Tusla staff are not available, An Garda Síochána must be contacted to ensure that under no circumstances a child is left in a dangerous situation pending Tusla/Health and Social Services intervention (see direct option in Figure 2.1A1).
- In all cases, consideration should also be given as to whether an immediate referral is necessary in order to preserve and safeguard against the possibility of any loss, deterioration or destruction of forensic or other potential evidence (see direct option arrow in Figure 2.1A1).
- Explain to the person raising the concern what will happen next. You should inform the person making the suspicion, concern or allegation that their identity and the identity of the respondent and complainant will be shared with the statutory authorities. Leave contact details of the DLP if the referrer needs to ask questions later. The incident/concern should not be shared with anyone other than those who need to know, apart from the statutory authorities and appropriate Church authorities detailed in these procedures.
- Written confirmation should be given to the person making the referral to the DLP that the information has been passed on to the statutory authorities. If this has not happened, an explanation should be recorded (this will not be possible when dealing with anonymous allegations).
- The appropriateness of the response given to a complainant is vital to ensure that they feel heard and taken seriously.

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FORM 2.1A(1) - Child Protection Referral Form

Child Protection Referral Form	
About the suspicion/concern/allegation	
Date of suspicion/concern/allegation:	
Time of disclosure/concern/suspicion:	
How was information received? (<i>attach any written information to this form</i>)	
Telephone	Letter Email In person (<i>circle as appropriate</i>)
Details of person making disclosure/raising concern (if different from complainant)	
Name:	
Address:	
Telephone:	Mobile:
Email:	
Relationship to complainant:	
Details of complainant (this can be anonymised when notifying the NBSCCCI)	
Name:	DOB/age:
Address:	
Telephone:	Mobile:
Ethnic origin:	Language (is interpreter/signer needed?):
Disability:	Special needs:
Church body (<i>if applicable</i>):	
Parent/carers details (where appropriate)	
Name:	
Address (if different from above):	
Telephone:	Mobile:
Are they aware of the suspicion, allegation or complaint? Yes <input type="checkbox"/> No <input type="checkbox"/>	

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

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Referral to a member of the Church

(ONLY COMPLETE IF THE ALLEGATION RELATES TO CHURCH PERSONNEL)

Has the matter been referred to the Church authority?

Yes ☐

No ☐

Date referred:

Time referred:

Name of person it was referred to:

Designation:

Address:

Telephone:

Email:

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

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

Sign off

DLP name:

DLP address:

DLP telephone:

DLP email:

DLP signature:

Cloyne Diocese – Safeguarding Children – Procedures/Forms for Parishes

Form 5.1A(1) – Induction Agreement Form for All Church Personnel

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 purposes indicated on the form. It may be accessed only by those with responsibility for managing files.

Declaration

As part of the recruitment process for the post of _____.

I confirm that I:

- Have been made aware of the child safeguarding policy and procedures including the code of behaviour for adults;
- Have been given an opportunity to have any questions addressed by a representative of the local Church authority;
- Will attend a safeguarding information session/full-day programme.

I agree to work within the Cloyne Diocesan Safeguarding Children Policy and Procedures and to report all safeguarding concerns to the D.L.P.

Name: _____

Signature: _____

Date: _____