

Cloyne Diocese - Safeguarding Children

Volunteer Information Handout

Each Volunteer is required to be familiar with the sections of the Diocesan Safeguarding Children Policy & Procedures/Forms relevant to their respective role within the Church. The relevant sections/forms are outlined hereunder.

The Diocesan Safeguarding Children Policy, Procedures and Forms are available at www.safeguardingchildrencloyne.ie and the full National Board Safeguarding Children Policy & Guidance is available at www.safeguarding.ie.

If you are unable to access the relevant sections/forms online, please request copies from the Parish Priest/Administrator, Parish Secretary, Parish Safeguarding Committee or Parish Safeguarding Representative.

Volunteers **NOT** working with children:-

- a) Diocesan Safeguarding Policy (**copy will be provided**)
- 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. Completed Complaints Form 1.7A(1) will be securely stored locally

Volunteers/Groups **working** with children:-

- a) Diocesan Safeguarding Policy (**copy will be provided**)
- 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 should be completed by the group leader for every meeting of the group - 1.4A. Completed Attendance Form 1.4A(1) will be securely stored locally
- g) Procedures on dealing with accidents/incidents - 1.4B. Completed Accident/Incident Form 1.4B(1) will be securely stored locally
- h) Supervision ratios - 1.4C
- i) Procedures on one – one contact - 1.4D
- j) Procedures on Pope John Paul II 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. Completed Complaints Form 1.7A(1) will be securely stored locally
- o) Hazard assessment - 1.8A. Hazard Assessment Form 1.8A(1) will be securely stored locally
- 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

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Child and Parent/Guardian Information Handout

Each Child and Parent/Guardian is required to be familiar with the sections of the Diocesan Safeguarding Children Policy & Procedures/Forms relevant to their role within the Church. The relevant sections/forms are outlined hereunder.

The Diocesan Safeguarding Children Policy, Procedures and Forms are available at www.safeguardingchildrencloyne.ie and the full National Board Safeguarding Children Policy & Guidance is available at www.safeguarding.ie.

If you are unable to access the relevant sections/forms online, please request copies from the Parish Priest/Administrator, Parish Secretary, Parish Safeguarding Committee or Parish Safeguarding Representative.

Children and parents/guardians:-

- a) Child friendly version of the safeguarding policy (**copy of leaflet/poster will be provided**)
- b) Code of behaviour for adults - 1.2A
- c) Code of behaviour for children - 1.3A
- d) Dealing with breaches of the code of behaviour - 1.3B
- e) Procedures on anti-bullying - 1.3C
- f) Joint Consent Form - Form 1.4A(3)
- g) Procedures - children with special needs - 1.4F, as appropriate
- h) Complaints procedure (not involving allegations of abuse) - 1.7A Completed Complaints Form 1.7A(1) will be securely stored locally
- i) 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