

Kilmore Diocese

Safeguarding Children Procedures

All church personnel must comply with the following -

1. Procedures will be followed for recruitment, management and overseeing leaders working with young people.
2. Consent forms for young people taking part in church activities will be signed by parents or guardians.
3. Leaders must have contact details for parents or guardians.
4. Information sessions for young people and their parents regarding activities, policy, code of behaviour and procedures will be held.
5. A complaints procedure will be in place for use by young people, parents, guardians or leaders who are dissatisfied with any aspect of church related activities/services provided.
6. There will be a clearly identified leader within each group with whom young people can speak about their experience and raise concerns if necessary.
7. A code of behaviour for all leaders and for young people will be followed. As part of the application process leaders will sign a form of approval of the code of behaviour and parents will sign the form of approval on behalf of their child.
8. Training will be provided for leaders regarding policy, codes of behaviour and procedures.
9. There will be a duty roster of leaders to ensure adequate supervision of young people at all times.
10. Appropriate supervision ratios of leaders to young people will be in place while maintaining the practice of ensuring that no young person is left alone with a leader. Young people will not travel alone in cars etc. with a leader. This applies to diocesan and parish activities or away trips e.g. retreat, pilgrimage.
11. Care will be taken to ensure that when working with mixed gender groups, leaders of appropriate gender will work in pairs.
12. Disciplinary procedures and sanctions will be agreed in consultation with leaders and young people.
13. The diocese will have a designated liaison person assigned to whose immediate attention all concerns and complaints can be brought.

14. The diocesan designated liaison person will respond promptly to all concerns and liaise with the appropriate civil and church authorities.
15. Anyone becoming aware of a concern about child abuse should follow the reporting procedure.
16. Record keeping processes will include –
 - Participant forms.
 - Incident and accident report forms.
 - Staff and volunteer application forms.
 - Declaration form for adult leaders.
 - Medical information.
 - Programme attendance records.
 - Garda and Access NI check for adult leaders where appropriate.
 - Training records.
17. A clearly communicated accident and emergency plan will be available and followed in the event of an emergency during church activities.
18. Clear procedures will be followed when taking young people away on day trips, residential trips and pilgrimages.
19. Photography and imagery of young people by leaders for promotional or other purposes that would be injurious to young people is forbidden.
20. A clear policy will be in place regarding the use of technology e.g. internet, texting, emailing, webcam, photography and CCTV and must be followed.
21. These procedures will be reviewed periodically.

‘Church personnel’ - is anyone working on behalf of the church, either in a voluntary or paid position.

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