

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. A consent form for each young person taking part in church related activities will be signed by a parent or guardian.
3. All leaders must have contact details for parents / guardians.
4. Information sessions for all young people and their parents regarding activities, policy, code of conduct and procedures will be held.
5. A complaints procedure will be in place for use by young people, a parent, guardian 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 conduct for all leaders and for young people will be followed. Leaders will sign a form of approval of the code of conduct and parents will sign the form of approval on behalf of their child.
8. Training will be provided for all leaders regarding policy, codes of conduct 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. Children will not travel alone in cars etc with a leader. This will apply to diocesan and parish based activities or away trips eg. retreats, pilgrimages.
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 with young people.

13. The diocese will have a designated person assigned to whose immediate attention all concerns and / or complaints can be brought.
14. The diocesan designated 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. Adequate record keeping processes which include –
 - Participant Forms.
 - Incident / Accident Report Forms.
 - Staff / Volunteer Application Forms.
 - Declaration Form for all Adult Leaders.
 - Medical Information and Treatment Permission.
 - Programme Attendance Records.
 - Garda / Access NI check for Adult Leaders where Appropriate.
 - Training Records.
17. A clearly communicated Accident / Emergency plan will be available and followed in the event of an emergency during church related activities.
18. Clear procedures will be followed when taking young people away on day trips, residential trips and pilgrimages.
19. Photography / 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 computers.
21. These procedures will be reviewed periodically.

Kilmore Diocese, April 2012.

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