

# SAFEGUARDING CHILDREN

## Sacristy & Altar Service Information

Diocese  
of Ferns



**All visiting  
priests must  
present their  
celebret**

“Each child should be cherished and affirmed as a gift from God with an inherent right to dignity of life and bodily integrity which shall be respected, nurtured and protected by all.”

(The National Board for Safeguarding Children - Standards & Guidance Document 2008.)

### Sacristy Register to be signed by...

- *Clergy • Visiting Clergy • Sacristans*
- *Altar Servers • Eucharistic Ministers and Readers who process from the Sacristy*
- *All those who have occasion to be in the sacristy.*



### General Guidelines

- All altar servers should complete a Joint Consent Form signed by their parents / guardians.
- Altar servers must have written Parental Consent if they are to leave school to serve Mass and provision should be made to ensure that they arrive and return to the school safely.
- All Sacristies should have a fully stocked first aid kit in case of accidents.
- Incident Report Forms should be filled out in the event of any accidents that occur.
- All adults should maintain appropriate boundaries when dealing with young people.
- Adults should be aware that being alone with a young person is not appropriate practice – if you cannot avoid being alone with a young person make sure that there is a door open at all times.

***If you have a child safeguarding concern or wish to raise a matter from the past you may contact any of the following:***

Marian Stack

**Designated Liaison Person**

Office: 053 9122177

Mobile: 085 1055992

Colette O'Doherty

**Safeguarding Coordinator/  
Support Person**

Office: 053 9174972

Mobile: 087 9474513

**Civil Authorities**

Enniscorthy

Gardaí: 053 9242580

Tusla: 053 9233465

Gorey

Gardaí: 053 9430690

Tusla: 053 9430100

New Ross

Gardaí: 051 426030

Tusla: 053 9123522 Ext. 201

Wexford

Gardaí: 053 9165200

Tusla: 053 9123522 Ext. 201

**CHILD SEX ABUSE FREE-PHONE**

1800 555 222

# POLICY STATEMENT

## Safeguarding Children

Diocese  
of Ferns



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 well-being, 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.

The Diocese is committed to:

1. Creating safe environments for children and young people to participate in Church activities.
2. Minimising risks, in order to safeguard the interests of children and young people.
3. Ensuring that paid employees and volunteer workers are carefully recruited, selected, trained, supported and supervised.
4. Supporting victims of abuse.
5. Ensuring that the offenders are held accountable for their actions.
6. Reporting all complaints and allegations of abuse to the civil authorities without delay.

***If you have a child safeguarding concern or wish to raise a matter from the past you may contact any of the following:***

**Marian Stack**

**Designated Liaison Person**

**Office: 053 9122177**

**Mobile: 085 1055992**

**Colette O'Doherty**

**Safeguarding Coordinator/  
Support Person**

**Office: 053 9174972**

**Mobile: 087 9474513**

**Civil Authorities**

**Enniscorthy**

**Gorey**

**New Ross**

**Wexford**

**CHILD SEX ABUSE FREE-PHONE**

**Gardaí: 053 9242580**

**Gardaí: 053 9430690**

**Gardaí: 051 426030**

**Gardaí: 053 9165200**

**Tusla: 053 9233465**

**Tusla: 053 9430100**

**Tusla: 053 9123522 Ext. 201**

**Tusla: 053 9123522 Ext. 201**

**1800 555 222**

Our Diocesan Safeguarding Policy aims to ensure a safe environment, where risks are minimised, where those affected by abuse are supported, where offenders are brought to account and where all allegations are dealt with justly and promptly. The Diocese of Ferns is committed to following best practice as outlined in the *Safeguarding Children Policy and Standards for the Catholic Church in Ireland 2016*.





# Code of Conduct for Clergy, Staff & Volunteers Working with Children & Young People

Diocese  
of Ferns



**Children are vulnerable and powerless on certain occasions. At times they may have difficulties making decisions in matters relating to their personal safety. As responsible adults, we have a special duty of care towards them.**

All persons working or volunteering with children and young people are required to observe the following Code of Conduct:

1. Treat all children and young people with respect.
2. Be visible to others when working with children/young people.
3. Clergy, staff and volunteer workers should never plan to be alone in a building, car or a closed room with a child or young person. If one to one contact takes place in an emergency, inform the parent and make a written record of the matter.
4. Providing accommodation in the parochial house for minors is prohibited except in the case of family members or children/young people accompanied by parents or guardians. When the need for a visit to the home of a child/young person arises, professional boundaries must be observed at all times.
5. Written consent must be obtained from parents/guardians before organising activities for the children/young people in your care.
6. Particular care should be taken to ensure that the privacy of children/young people is respected in places such as swimming pools, showers, toilets and changing rooms.
7. Avoid spending excessive time alone with children/young people, away from others.
8. All organised trips require careful planning and adherence to supervision ratios as stated on page 44 of Safeguarding Children.
9. Do not take photographs of children/young people while they are in changing areas (e.g. a locker room or bathing facility). Parental consent for taking photographs must always be sought.
10. Use only age appropriate language, media products and activities when working with children and young people. Sexually explicit materials or language are never appropriate.
11. Under no circumstances give alcohol, tobacco or drugs to children or young people.
12. The physical integrity of children and young people must be respected at all times. Sexual relationships, physical punishments, emotional or verbal abuse are not permitted under any circumstances.
13. Ensure that the buildings and/or facilities used for activities with children and/or young people are suitable, safe and secure.

***If you have a child safeguarding concern or wish to raise a matter from the past you may contact any of the following:***

**Marian Stack**

**Designated Liaison Person**

**Office: 053 9122177**

**Mobile: 085 1055992**

**Colette O'Doherty**

**Safeguarding Coordinator/  
Support Person**

**Office: 053 9174972**

**Mobile: 087 9474513**

**Civil Authorities**

**Enniscorthy**

**Gorey**

**New Ross**

**Wexford**

**CHILD SEX ABUSE FREE-PHONE**

**Gardaí: 053 9242580**

**Gardaí: 053 9430690**

**Gardaí: 051 426030**

**Gardaí: 053 9165200**

**Tusla: 053 9233465**

**Tusla: 053 9430100**

**Tusla: 053 9123522 Ext. 201**

**Tusla: 053 9123522 Ext. 201**

**1800 555 222**

