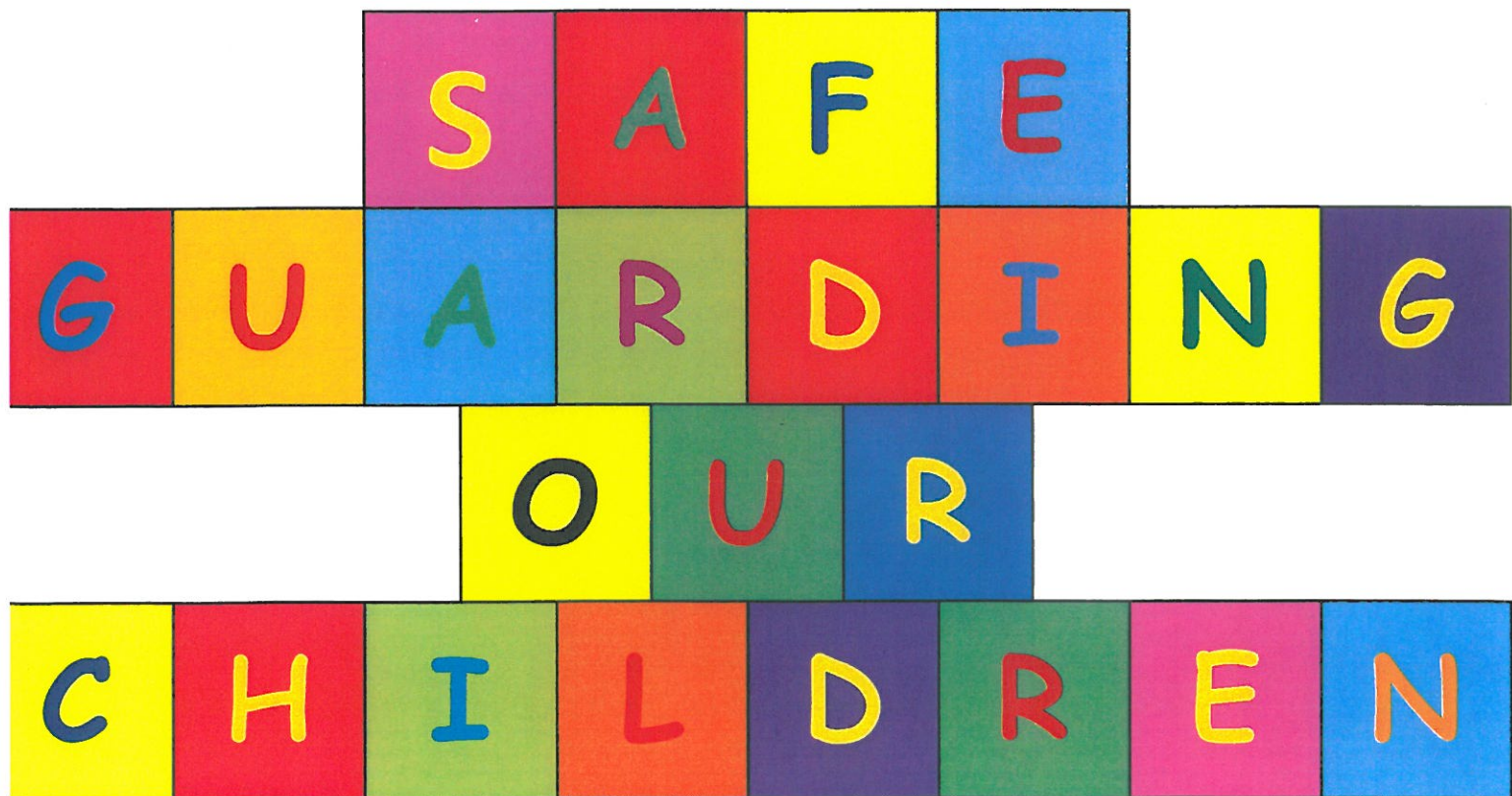




# THE DIOCESE OF FERNS



I welcome this Safeguarding Document for use in the Diocese of Ferns. It contains all our updated policies, procedures and templates of forms for parish use. It is another step taken by our safeguarding committee to ensure that all who work in the diocese of Ferns become more familiar with the Standards and Guidance Document on which this booklet is entirely based. It is not meant to be a resource book which is kept in a safe place but a living document for use by all in parish ministry



I acknowledge the work of the members of the safeguarding committee who are responsible for this booklet and who work tirelessly to ensure that good practice guidelines and procedures operate throughout the diocese. This they do by organizing numerous training courses for both groups and parishes.

The parish unit could not operate without the involvement of many volunteers who give their time most generously and unselfishly to church ministry. I salute all these people without whom our parishes/curacies would be greatly lacking and I thank them most sincerely for their valued contribution. Be assured that your work/prayer is greatly appreciated.

We in the Diocese of Ferns value and encourage the participation of children and young people in all parochial and diocesan activities. Such activities should always be designed and carried out with the primary aim of encouraging the full and wholesome growth of each participant. Each child and young person should be safe when engaging with the Church and should only find an environment where they can flourish as a young Christian.

The onus remains on all of us, whether lay, clerical or religious to ensure that this is reality in our parishes, communities and diocese. All Church personnel are expected to comply with diocesan safeguarding children policies and procedures and this user friendly document can only facilitate the task.

The dignity of each child is at the heart of the Gospel. There is only room in our Church for structures and protocols which recognise, uphold and value such dignity.

***"Life is a flame that is always burning itself out, but it catches fire again every time a child is born." George Bernard Shaw.***

+ Denis Brennan

Bishop of Ferns



**STANDARD 1**

**STANDARD 2**

**STANDARD 3**

**STANDARD 4**

**STANDARD 5**

**STANDARD 6**

**STANDARD 7**

**APPENDICES 1-3**

**SAMPLE FORMS**

**CONTACT SHEET**



## Standard 1

### A WRITTEN POLICY ON KEEPING CHILDREN SAFE

**‘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.’**

## DIOCESE OF FERNS



### POLICY STATEMENT

The Diocese of Ferns values and encourages the participation of children and young people in parish liturgies and in activities that enhance their spiritual, physical, emotional and social development.

The Diocese recognises the dignity and rights of all children and is committed to their protection and support.

The Diocese undertakes to do all in its power to create a safe environment for children and young people and to ensure their protection from all forms of abuse.

**All Church Personnel Must Comply With This Policy**



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Child Safeguarding Office  
053 9174972





### **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/survivors 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 any concerns (current or past) about the welfare of children or young people, please contact one of the following:**

#### **Delegate/Designated Person**

Ms Marian Stack  
Office: 053 – 9122177  
Mobile: 085 1055992

#### **Assistant Delegate**

Mgr Denis Lennon  
Office: 053 - 9122177  
Mobile: 086 1724668

#### **Support Person**

Sr Helen O’Riordan  
Office: 053 9174972  
Mobile: 086 3528613

#### **Civil Authorities**

<b>Enniscorthy:</b>	<b>Gardai</b>	053 9242580	&	<b>HSE</b> 053 9233465
<b>Gorey:</b>	<b>Gardai</b>	053 9430690	&	<b>HSE</b> 053 9430100
<b>New Ross:</b>	<b>Gardai</b>	051 426030	&	<b>HSE</b> 053 9123522 Ext 201
<b>Wexford:</b>	<b>Gardai</b>	053 9165200	&	<b>HSE</b> 053 9123522 Ext 201

**Our Diocesan Child Protection 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.**

***We are committed to following best practice as outlined in Safeguarding Children 2009 and Children First 2011.***



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## Recognition of Abuse

Child abuse can be categorised into four different types

### Neglect

Neglect can be defined as an omission where the child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults and/or medical care.

### Emotional Abuse

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

### Physical Abuse

Physical abuse of a child is that which results in actual or potential physical harm from an interaction or lack of interaction, which is reasonably within the control of a parent or person in a position of responsibility, power or trust. There may be single or repeated incidents.

### Sexual Abuse

Sexual abuse occurs when a child or young person is used by another person for his or her gratification or sexual arousal or for that of others.

While **bullying** is not included in the different categories of abuse, it has become more prevalent among children. It is behaviour that is intentionally aggravating and intimidating and occurs mainly among children in social environments such as schools. It includes behaviours such as teasing, taunting, threatening, hitting or extortion by one or more persons against a victim.

**Serious instances** of bullying behaviour should be referred to the  
HSE Children and Family Services.

**Also listed on HSE website ([www.hse.ie/go/socialworkers](http://www.hse.ie/go/socialworkers)) and from HSE LoCall  
Tel. 1850 241850.**

**Appendix 1**



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## Standard 2

### PROCEDURES - HOW TO RESPOND TO CHILD PROTECTION ALLEGATIONS AND SUSPICIONS

**Children have a right to be listened to and heard; Church organisations must respond effectively and ensure any allegations and suspicions of abuse are reported both within the Church and to civil authorities.**

#### REPORTING PROCEDURES

- Inform diocesan delegate/designated person Marian Stack Tel: Office 053 9122177: Mobile: 085 1055992.
  - The delegate/designated person informs the HSE and Gardai without delay. HSE reporting form is completed for this purpose.
  - The delegate/designated person informs the Bishop.
  - The delegate/designated person shares information received with the respondent i.e. the accused person.
  - The diocese through the support person, Helen O'Riordan (086) 3528613 offers pastoral outreach to the complainant and to his/her family.
  - If the delegate is not available, contact her assistant Mgr Denis Lennon Tel: 086 1724668
- 
- If a child / adult makes a disclosure they will be given details of the procedure followed by the diocese in dealing with the matter.
  - If a child appears to be at serious risk, the civil authorities will be informed immediately. In cases where HSE personnel are not available, the Gardai will be contacted.
  - All those involved in this procedure must be made aware that confidentiality is such that information is shared on a need to know basis.
  - All recorded data is confidential and must be kept in a secure and safe place.



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**Every person is free if they so wish to submit their own reports of concerns or disclosures of abuse directly to the civil authorities – HSE and Gardai.**

### **Responding to a child making an allegation of abuse**

Children will occasionally tell an adult they are being abused if they feel they can trust this person. This happens for many reasons but the important thing to remember is that they are telling in the hope that you will act to stop it happening, even if they ask you not to do anything with the information.

If a child begins to tell you about abuse it is important that you let her/him know that you will have to share the information with people who will be able to help.

#### **Do:**



- Stay calm
- Listen & take them seriously
- Ask questions for clarification only
- Allow child to continue at his/her own pace
- Reassure child that they have done the right thing
- Tell them they are not to blame
- Let them know that you will do what you can to help
- Record what has been said as soon as possible after the meeting using the child's words as far as is possible
- Report the disclosure to the delegate

#### **DO NOT:**



- Dismiss the concerns
- Panic
- Probe for more information
- Promise to keep a secret
- Make negative comments about accused
- Make assumptions or speculate
- Disclose details of allegation to anyone else



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Before a person makes a disclosure find an opportunity to explain that it is likely that it may be necessary to share certain information with others and at the end of the discussion tell them what you plan to do next.

**If you have any concerns (current or past) about the welfare of children or young people, please contact one of the following:**

**Delegate/Designated Person**

Ms Marian Stack  
Office: 053 – 9122177  
Mobile: 085 1055992

**Assistant Delegate**

Mgr Denis Lennon  
Office: 053 - 9122177  
Mobile: 086 1724668

**Support Person**

Sr Helen O’Riordan  
Office: 053 9174972  
Mobile: 086 3528613

**Civil Authorities**

<b>Enniscorthy:</b>	<b>Gardai</b>	053 9242580	&	<b>HSE</b> 053 9233465
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**Appendix 2**

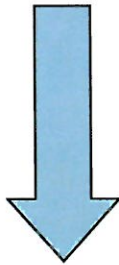


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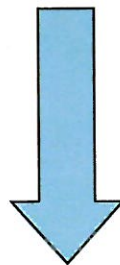


# REPORTING FLOWCHART

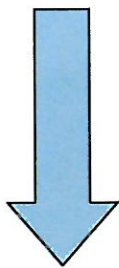
Allegation Involving Church Personnel



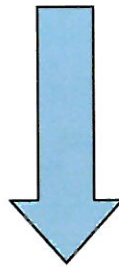
Designated Officer, Marian Stack



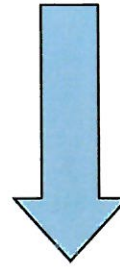
Reasonable Grounds For Concern? **YES**



Gardaí Harcourt St.  
01-6669500  
H.S.E 053-9123522



Bishop Denis Brennan  
Bishop of Ferns  
053-9122177



National Board for  
Safeguarding Children in  
the Catholic Church



## **Standard 3**

### **PREVENTING HARM TO CHILDREN**

**‘Children have access to good role models they can trust, who will respect and nurture their spiritual, physical and emotional development. They also have a right to an environment free from abuse and neglect.’**

#### **The Diocese of Ferns minimizes the risk of children and young people being abused by:**

- Our safe recruitment and vetting practices – helping prevent those who pose a risk to children from holding positions of trust
- Codes of behaviour for both adults and children – having clear guidelines that set out what is and is not acceptable behaviour as an essential part of keeping children safe
- Operating safe activities for children – can help ensure a safe environment for them

#### **Key Elements of Diocesan Code of Conduct for Adults**

- Respect
- Good Example
- Adequate supervision
- Challenge potentially abusive behaviour
- Avoid actions or behaviour that could be construed as poor practice or potentially abusive.
- Never discriminate against or favour some children to the exclusion of others



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## **Code of Conduct for Children**

**It is important that children/young people know the limits and boundaries appropriate to their own behaviour and that of others. Therefore a code of conduct specific to children and young people must be drawn up in direct consultation with them. Age-appropriate language should be used. It is important that each group of children and young people directly contributes to the formation of their code of conduct.**

### **Key Elements**

- Children and young people will be aware of the code of conduct to which their leaders adhere.
- The code should reflect the dignity and rights of each child and it should encourage respectful behaviour
- Children /young people will respect the fact that leaders will not work alone with them.
- They will treat each other and their leaders with courtesy, respect and dignity.
- Children and young people will not be permitted to consume alcohol or tobacco while participating in activities in accordance with civil law regulations.
- Inappropriate language or sexually suggestive comments will not be permitted
- Physical contact will be of an appropriate nature at all times
- Rough play will not be permitted at anytime
- Bullying is not tolerated

### **The following are examples of bullying tactics sometimes used by children**

- Name calling
- Fighting/kicking/punching
- Making suggestive/sarcastic comments/intimidation
- Threatening
- Ignoring/excluding
- Damaging property
- Spreading rumours
- E-bullying e.g. sending abusive text messages
- Cyber bullying – face book, twitter etc



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## **Guidelines on Intimate /Personal Care of Children with Disabilities**

Intimate care is any care which involves washing, touching or carrying out any personal care which most children can do for themselves.

The same duty of intimate care applies to children with special needs.

The Diocese aims:

- To provide guidance and reassurance to staff and parents/guardians
- To safeguard the dignity, rights and well being of children
- To assure parents/guardians that staff are knowledgeable about intimate care and that their individual needs and concerns are taken into account

### **All those who work with special needs children must be aware that**

- Every child has the right to feel safe and secure and to be treated as an individual
- Every child has the right to privacy, dignity and a professional approach from all staff when meeting his or her needs
- Every child has the right to information and support that will enable him or her to make informed and appropriate choices
- Every child has the right to be accepted for who they are, without regard to age, gender, ability, race, culture or beliefs
- Every child (and parent) has the right to information and procedures for any complaint or queries he or she may have regarding intimate care.

**Never do for a child what the child can do for herself/himself**



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## **Best Practice Guidelines**

- Careful planning required for management of all children with intimate care needs.
- Children who require intimate care must be treated with respect at all times - the child's welfare and dignity is of paramount importance.
- Staff who provide intimate care are trained to do so (including child protection, health and safety training ) and are made fully aware of best practice.
- Suitable equipment and facilities are to be provided to assist with children who need special arrangements following assessment from physiotherapist/ occupational therapist.
- Individual intimate care plans will be drawn up for particular children as appropriate to suit the circumstances of the child.
- Each child's right to privacy will be respected.
- Intimate care arrangements will be discussed with parents/carers on a regular basis and recorded on the child's intimate care plan. The needs and wishes of children and parents will be taken into account wherever possible within the constraints of staffing and equal opportunities legislation.
- Intimate care needs to be as consistent as possible
- If drugs are to be administered a medical plan must be drawn up and directed by a physician.
- Strict attention must be paid to doctors' directions and proper records kept and stored in a secure and safe place.
- Staff need to be responsive to the child's reactions
- If any staff member has concerns about anything during intimate care, it should be reported to the delegate/designated person.

## **Working with Parents/Guardians**

Partnership with parents/guardians is an important principle in all settings and is particularly necessary in relation to children needing intimate care.

Parents/guardians should be encouraged and empowered to work with staff to ensure their child's needs are identified, understood and met.



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## **Key Elements of Recruitment Policy**

- Job Description
- Advertisement
- Application Form
- Interviews – 3 interviewers if at all possible
- Check referees at end of interviews
- Garda vetting and declaration forms if position involves working with children
- If the position involves working with children any job offer is made pending the successful outcome of Garda vetting.

## **Safe Activities**

**Each parish is required to have the following in place to keep children safe**

- Parish Safeguarding Representative (s)
- Information on how to contact the Delegate/Designated Person
- Child Safeguarding Statement (for posting in public)
- A Child Safeguarding Policy
- Procedure on action to take if there are allegations/concerns about child abuse
- Information on how to contact local child protection services
- List of Church-related activities and groups
- Code of Behaviour for Adults
- Code of Behaviour for Children (in each Group or Activity)
- Best Practice Guidance on Working with Children and Young People
- Safe Recruitment and Vetting Practices (as stated in the Child Protection Policy)
- Declaration Form to be signed by staff/volunteers in regular contact with children
- Access to appropriate Safeguarding training for staff and volunteers



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- Anti-bullying Policy
- Health and Safety Policy
- Accident / Incident Form

## Supervision of Children

Supervision is an essential element of all work with children for the protection of both adult and child. When planning activities for children and young people, the Diocese of Ferns advises the following supervision ratios in line with the recommendations in the Safeguarding Children Document.

### Children under 8 years of age:

- 0 to 2 years = one adult to 3 children
- 2 to 3 years = one adult to 4 children
- 3 to 7 years = one adult to 8 children (6 children for outdoor activity).

### 8 years and over:

- 2 adults to 20 children (15 children for outdoor activity).
- There should be one additional staff member for every 10 children.
- For pilgrimages the ratio is usually decreased to one adult to 5 children.
- Keep gender balance in mind

## Disciplinary Procedures

- All paid employees and volunteer workers (fulltime and part-time) must comply with the Diocesan Policies, Procedures and Code of Behaviour.
- In the event of an allegation of inappropriate behaviour on the part of a paid employee or a volunteer worker, they must be informed of the matter and given an opportunity to respond.
- If the problem persists, a verbal warning is then given. This will be followed by written warnings – number will depend on the seriousness of the offence.
- If verbal and written warnings fail to change a person's behaviour, procedures for dismissal may have to be implemented.

***If there is an allegation of child abuse against any church employee and/or volunteer it will be reported without delay to the delegate/designated person who will refer it to the civil authorities and the Bishop.***



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## **Grievance and Disciplinary Procedures**

The main purpose of this Code of Practice is to provide guidance to employers, employees and their representatives on the general principles which apply in the operation of grievance and disciplinary procedures.

### **IMPORTANCE OF PROCEDURES**

Procedures are necessary to ensure that while discipline is maintained in the workplace by applying disciplinary measures in a fair and consistent manner, grievances are handled in accordance with the principles of natural justice and fairness. Apart from considerations of equity and natural justice, the maintenance of a good industrial relations atmosphere in the workplace requires that acceptable fair procedures are in place and observed. Such procedures serve a dual purpose in that they provide a framework which enables management to maintain satisfactory standards and employees to have access to procedures whereby alleged failures to comply with these standards may be fairly and sensitively addressed. It is important that procedures of this kind exist and that the purpose, function and terms of such procedures are clearly understood by all concerned in the interest of good industrial relations. Grievance and disciplinary procedures should be in writing and presented in a format and language that is easily understood. Copies of the procedures should be given to all employees at the commencement of employment and should be included in employee programmes of induction and refresher training and, trade union programmes of employee representative training. All members of management, including supervisory personnel and all employee representatives should be fully aware of such procedures and adhere to their terms.

### **GENERAL PRINCIPLES**

- The essential elements of any procedure for dealing with grievance and disciplinary issues are that they be rational and fair, that the basis for disciplinary action is clear, that the range of penalties that can be imposed is well defined and that an internal appeal mechanism is available.
- Procedures should be reviewed and up-dated periodically so that they are consistent with changed circumstances in the workplace, developments in employment legislation and case law, and good practice generally.



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## **Good practice entails a number of stages in discipline and grievance handling.**

### **These include:**

- That employee grievances are fairly examined and processed.
- That details of any allegations or complaints are put to the employee concerned;
- That the employee concerned is given the opportunity to respond fully to any such allegations or complaints;
- That the employee concerned is given the opportunity to avail of the right to be represented during the procedure;
- That the employee concerned has the right to a fair and impartial determination of the issues concerned, taking into account any representations made by, or on behalf of, the employee and any other relevant or appropriate evidence, factors or circumstances

These principles may require that the allegations or complaints be set out in writing, that the source of the allegations or complaint be given or that the employee concerned be allowed to confront or question witnesses.

As a general rule, an attempt should be made to resolve grievance and disciplinary issues between the employee concerned and his or her immediate manager or supervisor. This could be done on an informal or private basis.

The consequences of a departure from the rules and employment requirements of the enterprise/organisation should be clearly set out in procedures, particularly in respect of breaches of discipline which if proved would warrant suspension or dismissal.



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### **Disciplinary action may include:**

- An oral warning
- A written warning
- A final written warning
- Suspension without pay
- Transfer to another task, or section of the enterprise
- Demotion
- Some other appropriate disciplinary action short of dismissal
- Dismissal

Generally, the steps in the procedure will be progressive, for example, an oral warning, a written warning, a final written warning, and dismissal. However, there may be instances where more serious action, including dismissal, is warranted at an earlier stage. An employee may be suspended on full pay pending the outcome of an investigation into an alleged breach of discipline /allegations of child sexual abuse.

The operation of a good grievance and disciplinary procedure requires the maintenance of adequate records. As already stated, it also requires that all members of management, including supervisory personnel and all employees and their representatives be familiar with and adhere to their terms.

The above procedures are in line with Industrial Relations Act, 1990.amended 1999 (Code of Practice on Grievance and Disciplinary Procedures) (Declaration) Order, 2000.

**Appendix 3 ( 1-8)**



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## Standard 4

### TRAINING AND EDUCATION

**All church personnel should be offered training in child protection to maintain high standards and good practice. Those whose activities bring them into direct contact with children must accept and undergo such training.**

**Helen O’Riordan IBVM** is the Training Officer for the Diocese of Ferns. She is in this role since November 2002 and is assisted by three accredited trainers Fr Gerry O’Leary, Isabelle Flynn and Fr Aodhan Marken all of whom were trained in The Keeping Safe Programme by the Volunteer Development Agency, Belfast. In addition Helen O’Riordan has done the Tutor Course. Each of these trainers has now registered with the National Office for Safeguarding Children.

The groups which have received training /information sessions beginning in 2003 are listed below. Keeping Safe was the training programme used until December 2011. Currently it is the new programme produced by the National Office and is in line with Children First 2011.

#### **The following groups have received training /information sessions:**

- Members of the Safeguarding Committee
- Every parish in the diocese – some have been visited a few times. These sessions were for all church personnel who work with children.
- Diocesan priests – residential courses in October 2002 and January 2004 followed by evening courses and day seminars – last one held on 17<sup>th</sup> April 2012.
- Retreat groups and staff in local Retreat Centre
- Safeguarding Representatives - week end courses with ongoing training
- Personnel involved in diocesan pilgrimage to Lourdes



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- The diocesan delegate, assistant delegate, outreach support person and priest advisors have all attended seminars on their specific roles, data protection, current legislation, good practice et al organised by the National Office. Ongoing support and training is provided to the safeguarding representatives twice yearly.

**From 2012 – 2015 the following groups will attend training:**

1. **Members of the Safeguarding Committee** who are Fr Gerry O’Leary (Chairperson), Helen O’Riordan (Secretary), Martin Brauders, Fr John Byrne, Kathleen Fitzpatrick, Isabelle Flynn, Breeda Hayden, Fr Denis Kelly, Mgr Don Kenny, Bernadette McCormack, Fr Aodhan Marken, Una Murphy and Marian Stack.
2. Diocesan Clergy
3. Sacristans
4. Parish secretarial staff
5. Up-skilling of safeguarding representatives with ongoing support and training
6. Yearly training sessions for pilgrimage workers
7. Parish personnel

**Diocesan Safeguarding personnel will continue to attend training provided by the National Office.**



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## Standard 5

### COMMUNICATING THE CHURCH'S SAFEGUARDING MESSAGE

**Children are welcomed, cherished and protected in a manner consistent with their central place in the life of the church.**

- Three or four times per year parish congregations are informed of the names and roles of the safeguarding representative(s) in their parishes. Children and adults are invited to speak to Marian Stack if they have concerns. Children have the extra benefit of the "Stay Safe Programme" used in schools which make them aware of procedures to be followed if they have any concerns
- The diocesan safeguarding policy is posted in a prominent place in all churches, sacristies and parish halls.
- All clergy, safeguarding representatives, leaders of organisations using church facilities and safeguarding personnel have been trained and are kept up to date on the church's safeguarding message.
- The name and contact details of the delegate/designated person is put in Parish Newsletters at least four times per year and the congregation is alerted to it. Children are informed that there is a safeguarding children policy in the diocese and who to contact if they have any worries.
- Newsletters, parish bulletins and pastoral letters are used as means of communicating the diocese's safeguarding message as appropriate.
- Safeguarding children personnel are available for advice and their contact numbers and names are given in the documents posted in all churches. All materials and resources are kept in the Safeguarding Office and are made available on request.
- All safeguarding policies and procedures can be accessed on the diocesan website [www.ferns.ie](http://www.ferns.ie)
- This diocese has a very good working relationship with the HSE and the Gardai. Regular meetings are held with these agencies and there is no information regarding the abuse of children by church personnel that the diocese has not shared with them.



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## Standard 6

### ACCESS TO ADVISE AND SUPPORT

**Those who have suffered child abuse should receive a compassionate and just response and should be offered appropriate pastoral care to rebuild their lives.**

**Those who have harmed others should be helped to face up to the reality of abuse and the impact it has on their victims as a means to being assisted in the process of healing and recovery.**

- Complainants of abuse and their families are offered outreach support and/or counselling.
- All those who have allegations against them are offered an advisor (support person) which to date has been accepted. A residential training course for advisors was held in Sept 2004 and all current advisors have attended seminars organised by the National Office on their role in recent times.
- The diocesan outreach support person, **Sr. Helen O' Riordan** was appointed in November 2002. She offers support and comfort on behalf of the diocese to the complainant and if the latter wishes to have counselling, she helps them to access it.

#### **Her role is:**

- To offer support and a 'listening ear' to victims of abuse and their families.
- To have regular meetings with victims of abuse if it is their wish
- To be a liaison person between those who have been abused and the diocese
- To be available to family members.
- To arrange meeting (s) with Bishop on complainant's request
- To keep them up to date on the progress of their own case/investigation



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### **Delegate/Designated Person's Role:**

- Receive concern / allegation
- Report to civil authorities without delay
- Explain procedure to be followed to the complainant
- Inform Bishop
- Meet with respondent (accused person) giving him/her enough detail to be able to offer a response.
- Follow advice of HSE/Gardai
- Where an investigation relates clergy or religious, the requirements of Canon Law will be observed
- Church personnel who have abused children have been strongly recommended to go for assessment and to accept the follow-up treatment programme.

### **Advisor's Role:**

Advisors are appointed to each respondent. The former shall represent the needs of the respondent to the diocese and assist, where appropriate, with the care of the respondent and with communication between the Delegate/Designated Person and the diocese. The advisor shall not be the respondent's therapist or spiritual director.

Advisors should be particularly alert to the sense of isolation and vulnerability which a respondent may experience following an allegation of this nature. He or she will:

- Accompany, if so requested, and be available after the respondent's meeting with the Bishop and the Delegate/Designated Person.
- Inform the respondent of his or her right to obtain advice in both civil and Canon Law
- Identify any therapeutic or other needs of the respondent and suggest how these may be met
- Consider the wishes of the respondent in regard to a pastoral response by the Church to his or her family



Diocese of Ferns  
Child Safeguarding Office  
053 9174972





### **Advisors Roll contd**

- Be available to the respondent throughout the inquiry process, and thereafter as required
- Ensure that the respondent is kept informed of developments in regard to the inquiry
- Represent the needs and wishes of the respondent to the Delegate/Designated Person, as required
- Be capable of challenging as well as supporting the respondent when appropriate.

**Members of the safeguarding committee are available for advice and support. All of them have attended the full training programme and keep themselves up to date on safeguarding matters. Some of their other areas of expertise are counselling, youth work, pastoral, medical, home makers.**



Diocese of Ferns  
Child Safeguarding Office  
053 9174972





## Standard 7

### IMPLEMENTING AND MONITORING THE STANDARDS

**To keep children safe, policies, procedures and plans have to be implemented across all Church organisations. Checks are needed to ensure this is happening consistently. The views of those involved inside and outside of church organisations can help to improve the effectiveness of any measures taken.**

#### **This is done by the following means:**

- Safeguarding personnel have been appointed and trained by the diocese
- Finance is made available to cover training for those who work with children in church settings.
- Safeguarding representatives do parish audits which are returned to Safeguarding Office
- All incidents, allegations and suspicions of abuse in the diocese are recorded and stored securely.
- A record of training events is kept in the Safeguarding Office.
- Parish information sessions continue as the need arises
- The safeguarding committee meet on a regular basis to plan on-going training, to review policies and procedures, and to implement new legislation.
- Regular contact with safeguarding representatives is maintained for both support and up-skilling.
- Parish audits are carried out and returned to the Safeguarding Office every 2 years.



Diocese of Ferns  
Child Safeguarding Office  
053 9174972





# Policy Statement

## Safeguarding Children

DIOCESE OF FERNS

The Diocese of Ferns values and encourages the participation of children and young people in parish liturgies and in activities that enhance their spiritual, physical, emotional and social development.

The Diocese recognises the dignity and rights of all children and is committed to their protection and support.

The Diocese undertakes to do all in its power to create a safe environment for children and young people and to ensure their protection from all forms of 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 any concerns (current or historical) about the welfare of children or young people, please contact one of the following:

### Delegate

Ms. Marian Stack  
Office: 053 - 9122177  
Mobile: 085 - 1055992

### Support Person

Sr. Helen O' Riordan  
Office: 053-9174972  
Mobile: 086-3528613

### Civil Authorities

Enniscorthy Gardaí	053-9242580	HSE	053-9233465
Gorey Gardaí	053-9430690	HSE	053-9430100
New Ross Gardaí	051-426030	HSE	053-9123522 Ext 201
Wexford Gardaí	053-9165200	HSE	053-9123522 Ext 201

**Our Diocesan Child Protection 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 Safeguarding Children (2009) and Children First (2011).**

**All church personnel must comply with this policy.**



## Code of Conduct for Clergy, Staff and Volunteers working with Children and Young People

All working or volunteering with children are required to observe the following code of conduct:

1. Treat all children with respect.
2. Be visible to others when working with children.
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, 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.

### Delegate

Ms Marian Stack  
Office: 053-9122177  
Mobile: 085-1055992

### Support Person

Sr Helen O'Riordan  
Office: 053-9174972  
Mobile: 086-3528613

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.

### CIVIL AUTHORITIES

Enniscorthy Gardaí	053-9242580	HSE	053-9233465
Gorey Gardaí	053-9430690	HSE	053-9430100
New Ross Gardaí	051-426030	HSE	053-9123522 Ext 201
Wexford Gardaí	053-9165200	HSE	053-9123522 Ext 201



## ***Code of Conduct for Children***

It is important that children/young people know the limits and boundaries appropriate to their own behaviour and that of others. Therefore a code of conduct specific to children and young people must be drawn up in direct consultation with them. Age-appropriate language should be used. It is important that each group of children and young people directly contributes to the formation of their code of conduct.

### Key Elements:

- Children and young people will be aware of the code of conduct to which their leaders adhere.
- The code should reflect the dignity and rights of each child and it should encourage respectful behaviour.
- Children/young people will respect the fact that leaders will not work alone with them.
- They will treat each other and their leaders with courtesy, respect and dignity.
- Children and young people will not be permitted to consume alcohol or tobacco while participating in activities in accordance with civil law regulations.
- Inappropriate language or sexually suggestive comments will not be permitted.
- Physical contact will be of an appropriate nature at all times.
- Rough play will not be permitted at anytime.
- Bullying is not tolerated.

The following are examples of bullying tactics sometimes used by children:

- Name calling
- Fighting/kicking/punching
- Making suggestive/sarcastic comments/intimidation
- Threatening
- Ignoring/excluding
- Damaging property
- Spreading rumours
- E-bullying e.g. sending abusive text messages
- Cyber bullying—face book, twitter, etc.

July 2012



# ***Recruitment Policy***

## **Safeguarding Children**

DIOCESE OF FERNS

The diocese of Ferns implements a safe recruiting and vetting policy to ensure that those who pose a risk to children are prevented from holding positions of trust within the organisation. The following procedures must be implemented when employing paid personnel or church volunteers:

- All vacant posts will be advertised as appropriate, with clear job description, required skills and qualifications, type of contract on offer, closing date for receipt of applications;
- Applicants will be asked to complete an application form, declaration form, supply ID and the names of two referees;
- A minimum of two people on every interview panel—keep gender balance in mind;
- Applicants will be given up to ten working days notice of interview and will be notified about the outcome of the interview.
- A successful candidate will receive a letter of appointment and return a letter of agreement;
- There must be clear guidelines on what is acceptable behaviour when working with children. The code of behaviour helps to ensure the safety of both children and adults who work with them.
- Church personnel—paid and voluntary must comply with all diocesan policies and procedures.
- Those who have continuous unsupervised contact with children are Garda vetted. Declaration forms are signed by people who work with children on a non-regular basis.
- Ongoing training and supervision are an integral part of this recruitment policy.

**All church employees and volunteer workers must comply with this policy**

July 2012



# Anti-Bullying Policy

## Safeguarding Children

DIOCESE OF FERNS

The Diocese of Ferns undertakes to do all in its power to create a safe environment for children and young people and to ensure their protection from all forms of abuse including bullying.

**Bullying** can be defined as a

- |                      |                                                                                         |
|----------------------|-----------------------------------------------------------------------------------------|
| Physical             | – pushing, shoving, kicking;                                                            |
| Verbal               | – name calling, teasing, taunting, insulting;                                           |
| Non-verbal           | – intimidation, glaring;                                                                |
| Emotional            | – threats, rumours, exclusion, extortion;                                               |
| Personal<br>Property | – threats or damage to person's property or belongings;                                 |
| E-Bullying           | – upsetting text messages/emails/images;                                                |
| Miscellaneous        | e.g. peer pressure, gender differences and family background of victims and/or bullies. |

Leaders need to be aware of the distinction between **bullying** and **bossiness** or **boisterousness** and to realize that the bully always picks on someone less powerful and more vulnerable. Persistent “slagging” can have the same devastating effects as bullying and should not be ignored.

*All those in charge of children and young people must be alert for the presence of bullies in groups and take appropriate action to deal with situations which may arise.*

February 2011



# EMAIL/INTERNET POLICY

### **Introduction:**

Electronic mail enables all persons associated with, employed by and volunteer workers in the Diocese of Ferns to communicate promptly and efficiently with people within and outside the organisation. While email brings many benefits to the diocese in terms of communications internally and externally, it also brings risks when it is used for purposes outside defined roles. Therefore it is necessary to have a code of practice which will regulate its use and which sets down specific rules for the use of e-mail and internet.

### **Legislation:**

The internet functions in a global context whereas the law functions in a localised one. However the following pieces of legislation have relevance to internet safety:

#### **The Child Trafficking and Pornography Act 1998**

*This Act legislates against any one who knowingly produces, prints, publishes, distributes, exports, imports, shows, possesses or sells child pornography.*

#### **The Data Protection Acts, 1988 & 2003**

*This Act relates to issues arising from personal and private information stored on individuals. It affords them rights to access personal data held about them by an entity whether in the public or private sector.*

#### **The Video Recordings Act, 1989**

*This Act prohibits the distribution of videos which contain obscene or indecent material.*

#### **The Interception of Postal Packets and Telecommunications Messages Regulation Act 1993**

*This Act stipulates that telecommunication messages can be intercepted for the purpose of an investigation of a serious offence.*

### **Internet Use**

*The internet must not be used for any illegal purposes.*

*If more than one person is using email/internet on a computer, confidential passwords must be issued. Diocesan internet connections are intended for supporting diocesan business or the professional development of clergy, employees or volunteer workers. Web surfing unrelated to these activities is strictly forbidden.*

### **Use of E-mail:**

- Do not send or intentionally receive any material that is illegal, obscene, defamatory, or that is intended to annoy or intimidate another person.
- Do not reveal your own or other people's personal details, such as addresses, telephone numbers or photographs.
- Never use email to arrange a face-to-face meeting with someone.

*Children should only use the email and internet for acceptable purposes within a church based organisation and under supervision at all times.*

*All computers in parishes should be regularly monitored to ensure that they are being used in accordance with the stated policy.*



# Parish Social Networking Policy

## Safeguarding Children

DIOCESE OF FERNS

- All parish networking sites should exist following the appointment of a designated site manager who has responsibility for the site. A site may only be considered authorised when the identity of the manager accompanies the site.
- The site manager must be mindful of how site content might be misinterpreted or misconstrued.
- Parish networking sites are solely for communicating parish activities and news to interested parties and as such are not vehicles for personal use.

### 1. Consent and permission:

The consent of parents/carers should be sought, in as far as is possible, before any photographs of children are taken at parish activities. Parents/carers not wishing to have children's photographs taken at parish events may then inform the authorised photographer and/or site manager.

### 2. Reason and purpose:

Photographs for parish networking sites should only be taken by an authorised photographer. Photographs must be used only for the purpose for which they were taken, e.g. parish news and church related communications.

### 3. Appropriateness of images

No images of children should be taken, which capture them in what are commonly understood as non public activities like toileting or changing clothes, or which portray body parts not usually visible in public settings. Images involving groups should be about that activity, not the individual child.

### 4. Identification of subjects

A photograph should not allow an unauthorised person to identify a child or their whereabouts. Photographs should never be accompanied by the name of the child. Vigilance is required regarding the tagging of children's names to their photographs. This responsibility lies solely with the site manager.

July 2012



# LOURDES PILGRIMAGE

## INTRODUCTION

**The Diocese of Ferns organizes an annual pilgrimage to Lourdes. An integral part of this pilgrimage are**

**(i) invalids and elderly**

**(ii) students / young people**

**iii) medical staff and many helpers.**

The diocese is aware of its duty of care to all young people / vulnerable adults who travel to Lourdes under its auspices and this includes ensuring that they have a positive and safe experience during their trip. In addition, the diocese has a responsibility to ensure that adults involved in the pilgrimage are safe around children / young people.

Child Protection Policy and Procedures for the Diocesan Pilgrimage to Lourdes are based on Standards and Guidance Document 2009 (NBSCCC) and Children First 2011 (Dept. of Children and Youth Affairs).

## POLICY STATEMENT

**The Diocese of Ferns values and encourages the participation of children / young people in the annual pilgrimage to Lourdes. Their active involvement in this work can help to enhance their spiritual, social, physical and emotional development.**

During pilgrimage time, the diocese undertakes to do all in its power to create a safe environment for children / young people and to ensure their protection from neglect, physical, sexual and emotional abuse.

This will be done by:

Ensuring that all pilgrimage helpers are carefully recruited, selected, trained and supported.

Ensuring that there is

adequate preparation and training in best practice guidelines.

Appointment of Designated Child Protection Officer for duration of pilgrimage.

Making people aware of procedures for responding to any child protection concerns.

Having a code of conduct for all helpers.

## WHAT TO DO – WHAT NOT TO DO

### DEALING WITH CONCERNS

#### Source of concern

A child may tell you  
Someone else may tell you

#### You may notice

Physical injury  
Child's behaviour  
Behaviour of staff member

### Check out your Concerns

With the child

With the adult in charge of the group

#### Report

To the designated person

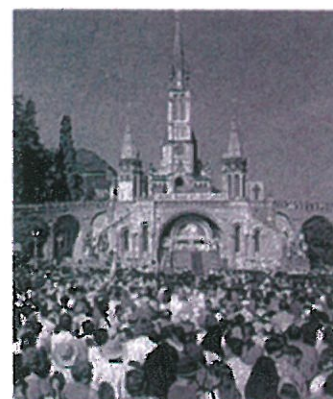
### DEALING WITH DISCLOSURE

**DO** stay calm, listen

believe, reassure, record in writing, report, record your report

**DO NOT** panic, promise to keep secrets, ask leading questions, make the child repeat the story unnecessarily, delay, start to investigate

**The one thing you MUST NOT DO is NOTHING**



**The one thing you MUST NOT DO is NOTHING**

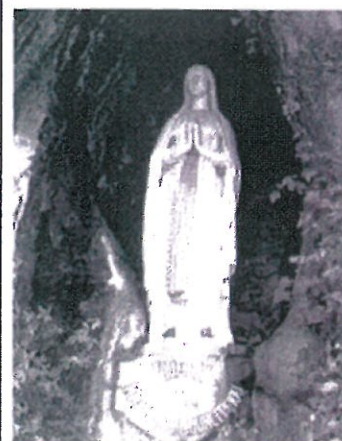
**Designated Persons:**

**Nicky Kehoe**

086 6777917

**Alice Whitty**

087 6558776





## **LOURDES PILGRIMAGE**

### **CODE OF CONDUCT FOR PILGRIMAGE WORKERS AND HELPERS**

1. All people should be treated with courtesy, respect and dignity.
2. Ensure that appropriate boundaries are maintained in the relaxed environment of the pilgrimage. Physical contact between young pilgrims and leaders will be of an appropriate nature at all times.
3. Do not engage in or tolerate any behaviour – verbal, psychological or physical – that could be construed as bullying.
4. Engage with young people in an open manner and take care not to become over-involved with one child or a group of children.
5. Physical punishment, emotional or verbal abuse of children / young people are not permitted under any circumstances.
6. Inappropriate language or sexually suggestive comments or gestures are unacceptable.
7. Being alone with a young person is not appropriate practice and if it is unavoidable, inform another responsible adult.
8. Young people must be supervised at all times and one person needs to be in the position of leader in charge.
9. Students have a clearly designated leader with whom they can discuss concerns if they arise.
10. Youth helpers have been made aware of the tasks and responsibilities to be requested of them during the pilgrimage - appropriate to their age and capacity. They should not be asked to do intimate care tasks for which they have no training.
11. Adequate, gender-appropriate, supervision for boys and girls is essential on all occasions.
12. Under no circumstances give alcohol, tobacco or drugs to young people.
13. When working with or supervising young people the consumption of alcohol by youth leaders is prohibited. Leaders are required to give good example at all times.

**Discipline requirements and sanctions have been agreed by leaders and young people. These are clearly defined and implemented consistently.**

#### ***Responding to Child Protection Concerns***

All concerns and /or complaints should be brought to the attention of :

Designated Persons: **Nicky Kehoe** 086 6777917 or **Alice Whitty** 087 6558776.



# ***Health & Safety Statement***

## **Safety Statement**

This statement sets out the health & safety policy of the Diocese of Ferns and the means through which that policy is to be implemented. Our objective is to provide a safe and healthy place of work for all staff members and volunteer workers and to meet all our duties and obligations to those with whom we work.

- It is the diocese's intention to protect our employees/volunteer workers from accident or ill health at work.
- The diocese will seek to ensure that all our equipment and systems are well maintained to ensure that they do not constitute a risk to the Health & Safety of our employees/volunteer workers.
- We will consult with employees/volunteer workers on risk improvements.

### **Our approach to Health & Safety as far as is reasonably practicable will be:**

1. To provide a safe place of work.
2. To continue to identify and control hazards.
3. To prevent as far as is reasonably possible, any improper conduct or behaviour likely to put the safety, health and welfare of employees at risk.
4. To consult with staff on all health & safety matters.
5. To provide protective clothing and equipment where necessary.
6. To provide a safe means of entering and leaving buildings.
7. To provide a safe system of work practices.
8. To provide appropriate information and training to staff members on a continuous basis.
9. To report all accidents to the person in charge
10. To ensure that fire drill and use of fire equipment is an integral part of all training.
11. To make health and safety a key issue.





## **DIOCESE OF FERNS**

### **Safeguarding Policy Agreement**

I confirm that I have read and understand the contents of the.....  
(Name of Congregation/Diocese) safeguarding children Policy and Procedures.

I agree to abide by and adopt the policy, standards, and procedures in all  
aspects of my work with ..... (Congregation/Diocese)

Print Name \_\_\_\_\_

Signed \_\_\_\_\_

Dated \_\_\_\_\_





## Diocese of Ferns

### General Complaints Form

All complaints arising during a church related activity (with the exceptions of complaints about child abuse) should try and be resolved by discussion between the parties involved. If this is not possible, the complainant should complete the details below and submit it to the person in charge or the parish priest

Name \_\_\_\_\_

Contact Details including address, phone number and e-mail address \_\_\_\_\_

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---

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Details of complaint \_\_\_\_\_

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Signature \_\_\_\_\_

Date \_\_\_\_\_

For Office Use Only \_\_\_\_\_

Form received by: \_\_\_\_\_

Date \_\_\_\_\_

Action to be taken, by whom \_\_\_\_\_





# DIOCESE OF FERNS

## Media Permission Form

I, .....give permission for photographs to be taken of me/ my child and to be used if required (please tick):

- In newspapers, magazines, and other official Parish publications

☐

- On the parish website (first name / photographs)

☐

- On the parish twitter feed/face book (group name/ photographs)

☐

Signature..... {Parent/Guardian}

Relationship to young person.....

Signature..... {Child}

Date .....





## The Diocese of Ferns

### Confidential Application Form Parish Safeguarding Representative

---

Parish:

Diocese:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel No: \_\_\_\_\_ Mobile No. \_\_\_\_\_

Email: \_\_\_\_\_

Are you (please tick)

Employed  
Student

Homemaker  
Other

Unemployed

Retired

**Previous work experience:**

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**Have you previously been involved in voluntary work? Yes No**  
**If yes, please give details**

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**Why do you want to get involved with this diocesan activity/ministry?**

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**Have you previously received any training for working with children or young people?**

Yes                      No                      If yes, please give details

---

---

---

**Any other relevant information?**

---

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**Please provide the names and addresses of two referees (not relatives).**

Name: \_\_\_\_\_ Name: \_\_\_\_\_

Address: \_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Tel no. \_\_\_\_\_ Tel no. \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

*I declare that the above information is true and that I am fit to serve as a parish safeguarding representative.*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

---

**DIOCESAN OFFICE USE ONLY**

Date Form Received: \_\_\_\_\_ Reference Forms Sent: \_\_\_\_\_

Status of Application \_\_\_\_\_ Receipt of Reference 1 \_\_\_\_\_

Receipt of Reference2 \_\_\_\_\_ References received by \_\_\_\_\_

Invited to become safeguarding representative Y/N (please circle)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_





**DIOCESE OF FERNS**

**CONFIDENTIAL APPLICATION FORM**

**ADULT VOLUNTEER**

**Diocese:** ..... **Parish:**.....

**Surname:** ..... **First Name:**.....

**Address:**.....

.....

Tel. .... Email .....

**Are you** *(please tick)*

Employed ☐

Unemployed ☐

Student ☐

Homemaker ☐

Retired ☐

Other ☐

**Previous work experience:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Have you previously been involved in voluntary work:** Yes ☐ No ☐

*If yes, please give details*

---

---

---

**Why do you want to get involved with this diocesan activity/ministry?**

---

---

---

---

**Have you previously received any training for working with children or young people?**

Yes ☐ No ☐

*If yes, please give details*

---

---

---

**Any other relevant information?**

---

---

---

---

**Please provide the names and addresses of two people whom we could contact for a reference (not relatives)**

<b>Name</b>	<b>Name</b>
<b>Address</b>	<b>Address</b>
<b>Tel</b>	<b>Tel</b>
<b>E-Mail</b>	<b>E-Mail</b>



***I declare that the above information is true and that I am fit to serve as a volunteer with this parish ministry/activity. I agree to abide by and accept the terms and conditions of participation.***

Signed: ..... Date:  
.....

---



# DIOCESE OF FERNS

## CHARACTER AND PERSONAL REFERENCE

### CONFIDENTIAL

Dear .....

Your name has been given to us by \_\_\_\_\_

who has applied for the position of \_\_\_\_\_

I would appreciate you completing and signing the information below.

Thank –you in anticipation of your help.

Yours Sincerely

.....



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 applicants skills and qualities? \_\_\_\_\_

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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.

Please Tick:        **YES** \_\_\_\_\_        **NO** \_\_\_\_\_

If **NO**, please specify why:

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---

If **YES**, please specify why:

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**Any additional comments:**

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**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**Please Return Completed Form to:** \_\_\_\_\_

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## ***Diocese of Ferns***

### **Incident/Accident Reporting Form**

1. Name of Church organisation \_\_\_\_\_

Venue/Activity/Group/Event \_\_\_\_\_

Date/Time \_\_\_\_\_

Name of Group Leader/person responsible \_\_\_\_\_

Names of others present \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Location of Incident \_\_\_\_\_

Name of Child/Young Persons involved \_\_\_\_\_

Contact details of parents/guardians \_\_\_\_\_

\_\_\_\_\_

Telephone No \_\_\_\_\_

Date(s) of Birth \_\_\_\_\_

Give details of Incident/Accident

\_\_\_\_\_

\_\_\_\_\_



3. Action taken both during and following incident \_\_\_\_\_

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4. Date and time of people contacted \_\_\_\_\_

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5. Other relevant information \_\_\_\_\_

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6. Signed \_\_\_\_\_

7. Dated \_\_\_\_\_

**FOR OFFICE USE ONLY** \_\_\_\_\_

Any Follow –up Action required? \_\_\_\_\_

---

---

Signed and Dated \_\_\_\_\_



# DIOCESE OF FERNS

## Sample Child Consent Form

1. Name of Church organisation \_\_\_\_\_

Venue/Activity/Group/Event \_\_\_\_\_

Date/Time \_\_\_\_\_

Name of Group Leader/person responsible \_\_\_\_\_

2. Name of Child/Young Person \_\_\_\_\_

Address \_\_\_\_\_

Telephone No \_\_\_\_\_

Date of Birth \_\_\_\_\_

Give details of **any** medical condition of which the Organisers ought to be aware, please include details of any medication which has to be taken or any dietary requirements. (This information will be treated with confidence).

\_\_\_\_\_  
\_\_\_\_\_

3. I have read all the information provided concerning the programme of the above activity. I am happy to participate in the activity. I am also aware that my parents are also consenting to my participation in the activity.

Signed \_\_\_\_\_ Date \_\_\_\_\_

(child)



Name and contact details of parent/guardian

Address \_\_\_\_\_

(if different from above)

\_\_\_\_\_

Any additional telephone numbers during the period of the activity \_\_\_\_\_

\_\_\_\_\_



## DIOCESE OF FERNS

### Altar Server Application/Consent Form

**Parish of** \_\_\_\_\_

(All information will be treated in confidence)

**Name:** \_\_\_\_\_

**Date of Birth:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

**Parent/Guardian - Telephone Contact Number:** \_\_\_\_\_

**Parent/Guardian - Mobile Contact Number:** \_\_\_\_\_

**Other Emergency Details - Name:** \_\_\_\_\_

**Home Telephone Number:** \_\_\_\_\_

**Mobile Telephone** \_\_\_\_\_



Does your child suffer from any medical condition, disability or allergy?

Please Tick: **YES:**\_\_\_\_\_ **NO:**\_\_\_\_\_

Please give details below (*If necessary please attach note*) \_\_\_\_\_

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*(All medical information will be treated in confidence)*

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**Consent:**

I give consent for my child \_\_\_\_\_ to be trained and participate as an altar server in the parish of \_\_\_\_\_.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Permission for Medical Care:**

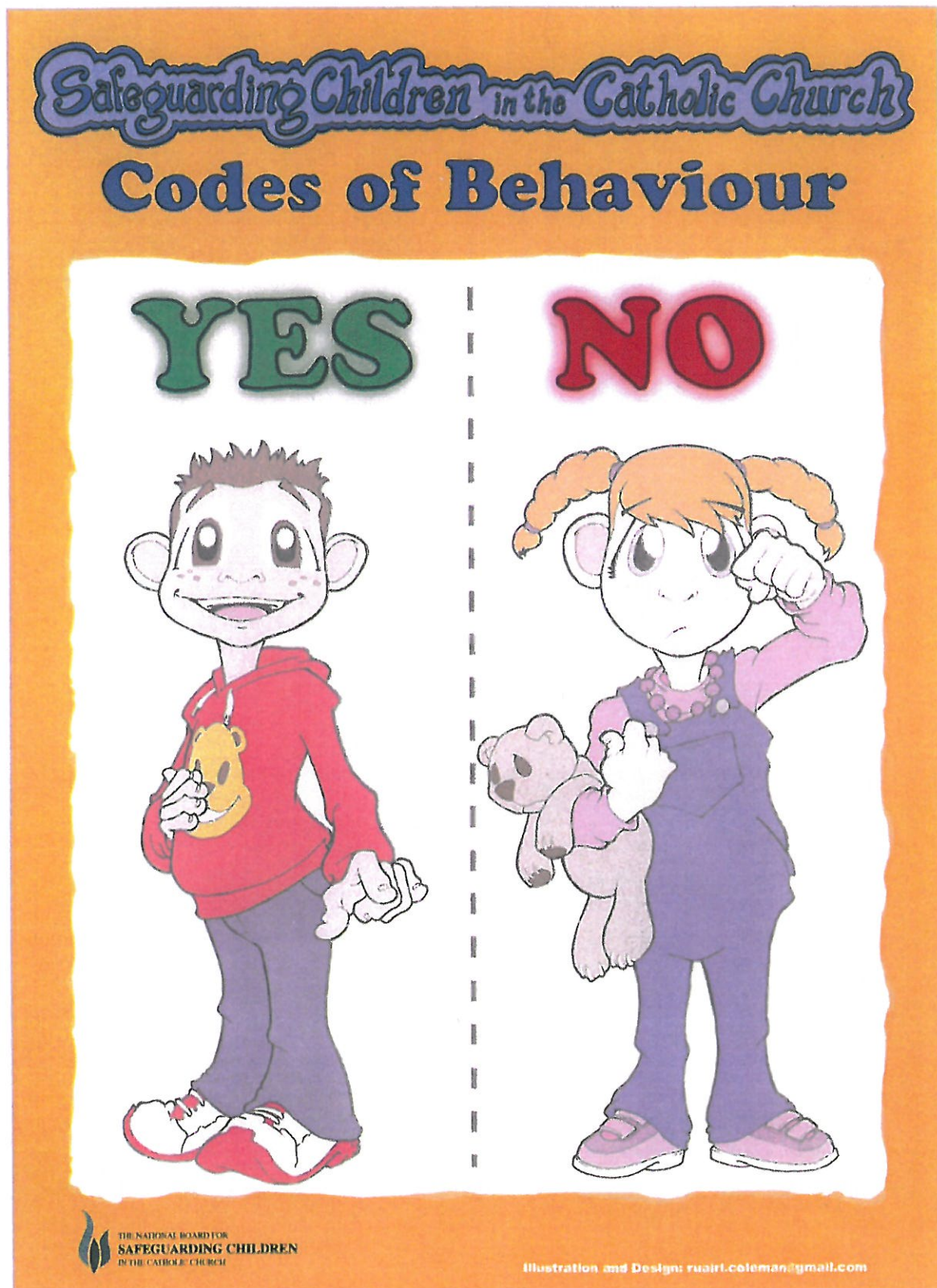
**In the event of my child being taken ill or injured during his/her time serving at Mass, if any surgical operation or injection becomes urgently necessary, I hereby authorise the leader in charge to sign on my behalf any written forms or consent required, provided that the delay necessitated to obtain my signature or parents signature might endanger or worsen my child's health or safety.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

A4 Poster

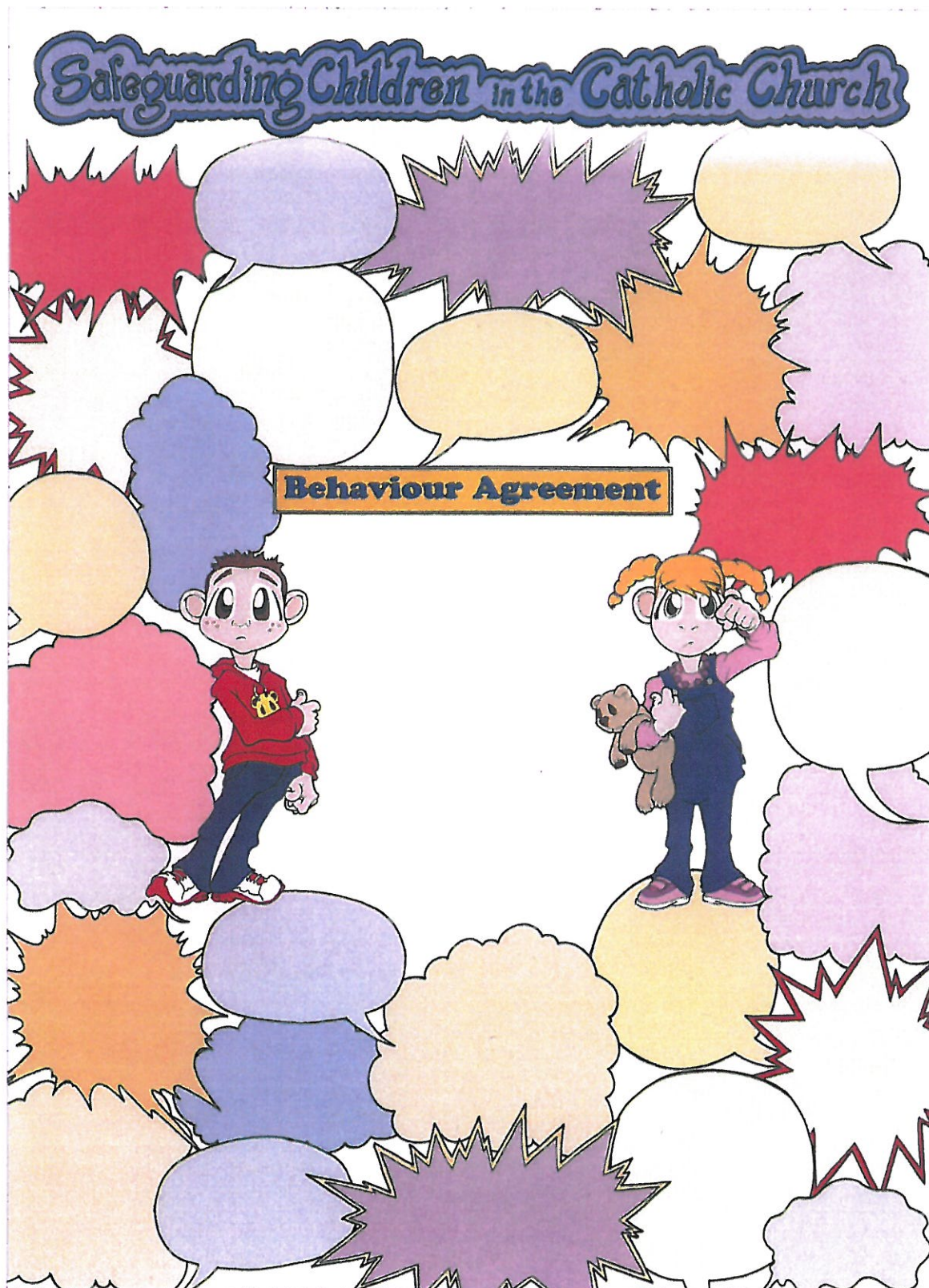
Codes of Behaviour (Younger)





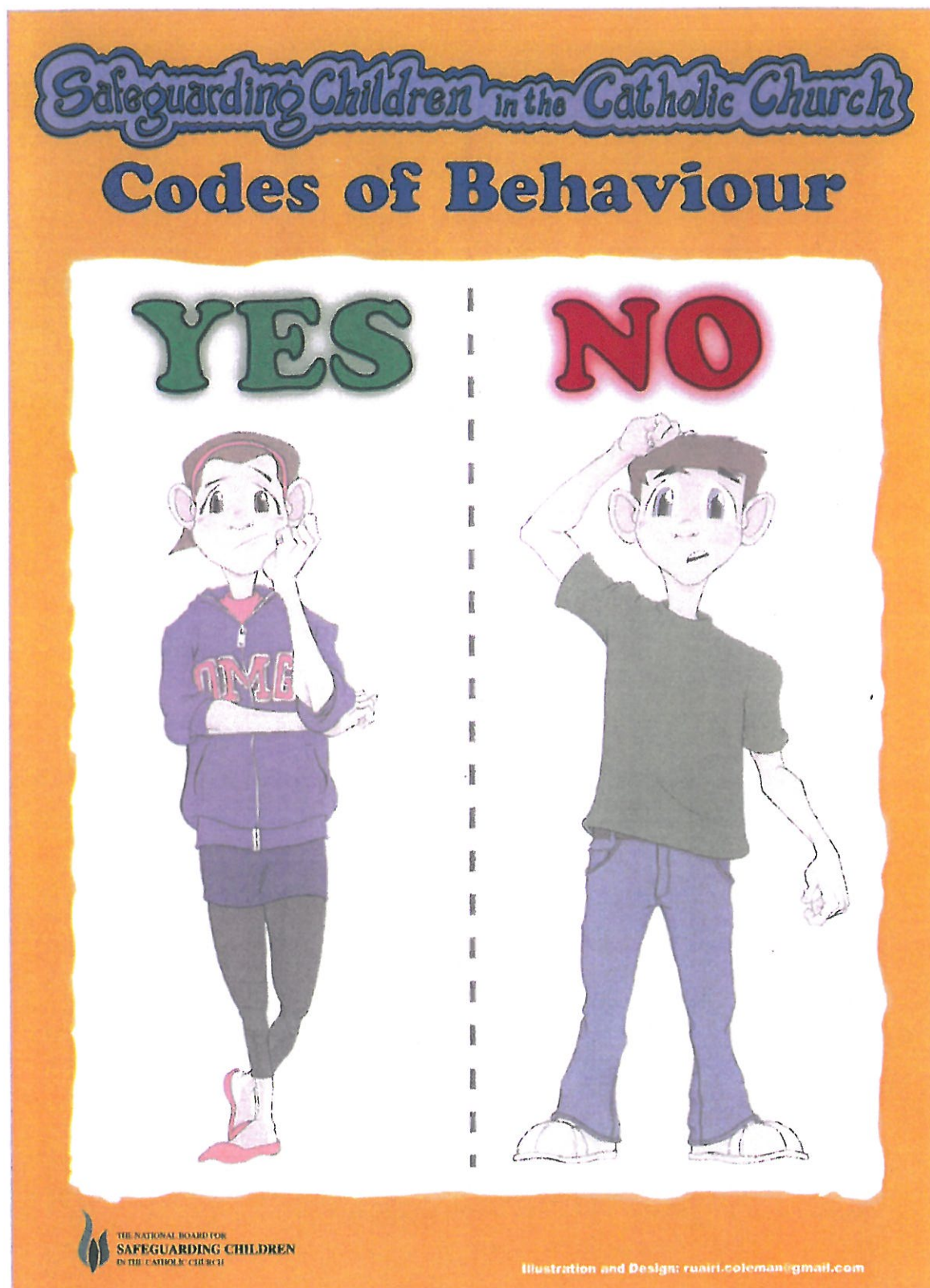
A4 Poster

Behaviour Agreement (Younger)



## A4 Poster

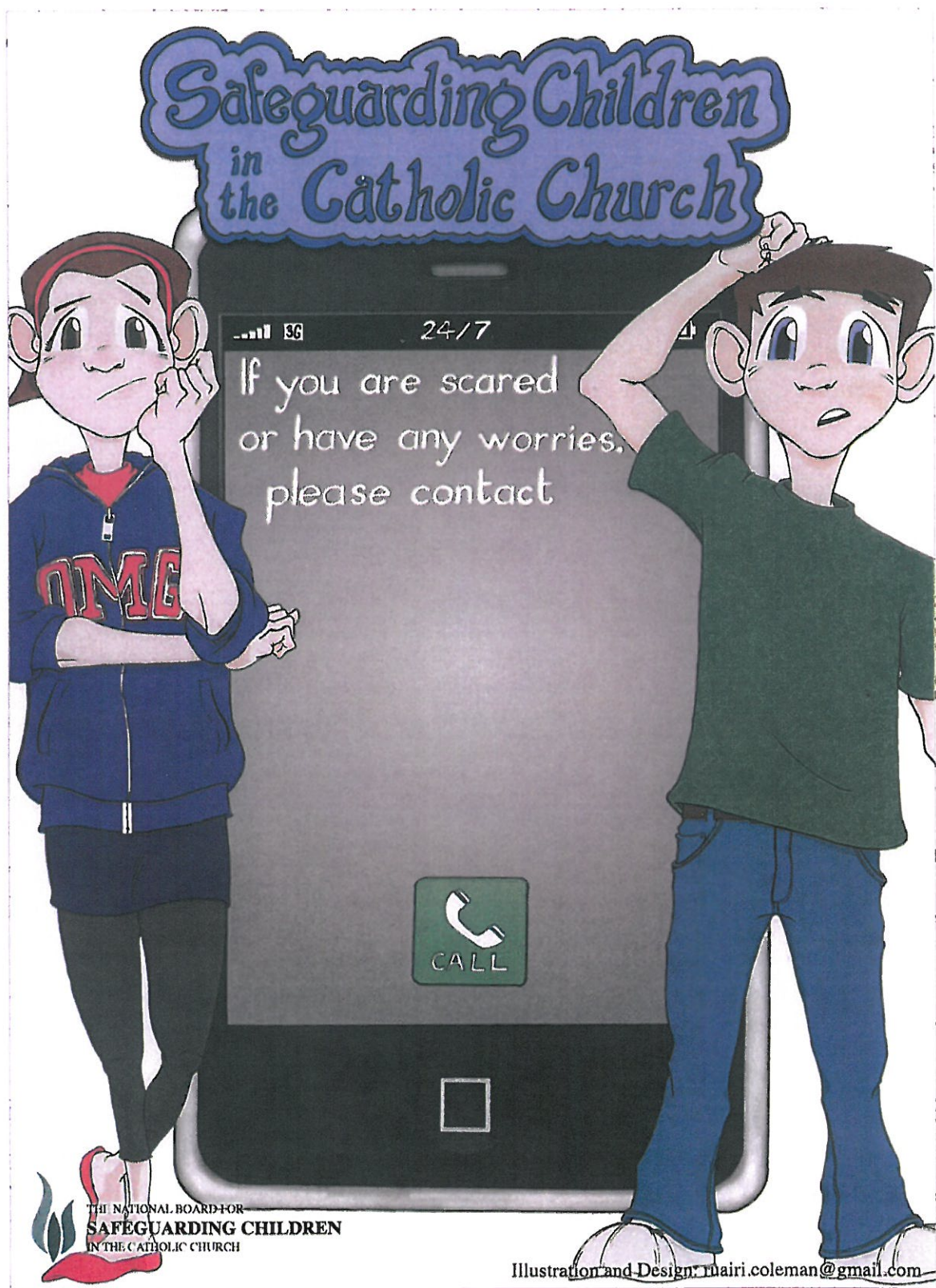
### Codes of Behaviour (Older)





### A3 Poster

#### Scared Or Have Worries (Phone)



# CONTACT DETAILS

## Diocesan Delegate:

### Ms Marian Stack

Bishop's House, PO Box 40, Wexford

Tel: 085 1055992: Email: [marianstack@hotmail.com](mailto:marianstack@hotmail.com)

### Mgr Denis Lennon

39 Beechlawn, Wexford

Tel: 053 9124417: Email: [denle@eircom.net](mailto:denle@eircom.net)

## Diocesan Support Person:

### Sr Helen O'Riordan

Bishop's House, PO Box 40, Summerhill, Wexford

Tel: 053 9174972: 086 3528613: Email: [hforiordan@eircom.net](mailto:hforiordan@eircom.net)

## Civil Authorities:

	<u>HSE</u>	<u>Gardai</u>
<b>Wexford:</b>	053 9123522 Ext 201	053 9165200
<b>Enniscorthy:</b>	053 9233465	053 9242580
<b>Gorey:</b>	053 9430100	053 9430690
<b>New Ross</b>	053 9123522 Ext 201	051 426030

## National Office for Safeguarding Children

New House, St Patrick's College, Maynooth, Co Kildare

Tel 01 5053124: Website: [www.safeguarding.ie](http://www.safeguarding.ie)

## Towards Healing-

### Counselling and Support for Survivors of Abuse

Republic of Ireland: Freephone 1800 303416

Northern Ireland: Freephone 0800 0963315

Email: [info@towardshealing.ie](mailto:info@towardshealing.ie)

<b>Samaritans:</b>	Tel 1850 609090
<b>Childline:</b>	Tel 1800 666 666
<b>ISPCC:</b>	Tel 1800 666666/1850 504050
<b>Barnardos:</b>	Tel 1850 222 300: Website: <a href="http://www.barnardos.ie">www.barnardos.ie</a>
<b>CARI:</b>	Tel 1890 924567
<b>Crime Victims:</b>	Tel - Helpline Freephone: 116 006: Text: 0851 33 77 11
<b>One in Four:</b>	Tel: 01 6624070: Email: <a href="mailto:info@oneinfour.org">info@oneinfour.org</a>



Diocese of Ferns  
Child Safeguarding Office  
053 9174972

