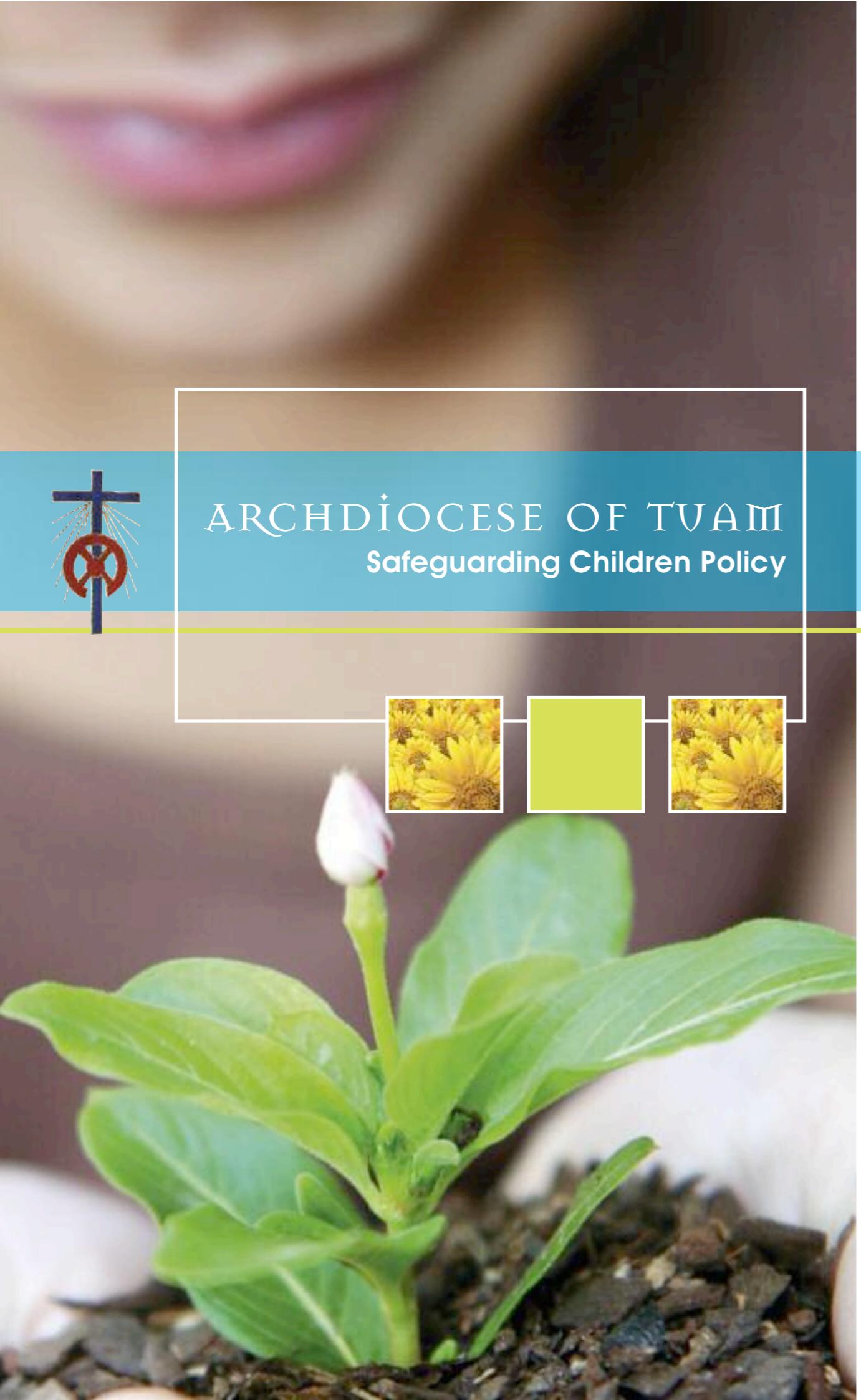




## ARCHDIOCESE OF TUAM

### Safeguarding Children Policy





# ARCHDIOCESE OF TUAM

## Safeguarding Children Policy



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# Foreword



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The more opportunity I have to travel around our Archdiocese and to meet with its young people the more I am convinced that they are both our Church's greatest asset and our greatest challenge. Our young people are gift to us. They enliven us with their natural exuberance and energy; they challenge us with their sincere idealism and enthusiasm. Their innocence and vulnerability have the capacity to draw so much goodness and love from concerned adults. As our greatest asset our children and young people are deserving of the very best which we have to offer in terms of resources and education but also in terms of care and support.

Our church must be at the forefront in supporting and safeguarding children. We must provide safe and secure environments where young people can gather to explore and celebrate their faith together. The development of this Safeguarding Children Policy and its subsequent adoption by every parish and church agency of the Archdiocese is just one vital step towards ensuring the very best of care and support for our children and young people.

My fervent hope is that this Policy, together with a programme of ongoing training and awareness raising and a regular review of good practice, will provide the framework whereby every child and young person in our care will flourish in a faith environment.

The Safeguarding Children Policy of the Archdiocese of Tuam has been developed by the Tuam Diocesan Safeguarding Committee, and is compliant with civil legislation (Children First 1999) and church guidelines (Safeguarding Children 2009). I am deeply indebted to our Diocesan Safeguarding Committee for their tireless work over the past six years.

I would also like to take this opportunity to acknowledge the help and support which the Archdiocese continues to receive from the Gardaí from the Health Service Executives' local Information and Advice Officers.

I want also to thank all who are involved at every level of Church in ensuring that children play an active role in the faith life of their local parish communities. As a diocesan community we all have our part to play in creating and sustaining a culture of safety for our children.

+ Michael Neary  
Archbishop of Tuam  
February 2010





## INTRODUCTION



## 2. Introduction

The Safeguarding Children Policy of the Archdiocese of Tuam has been developed by the Tuam Diocesan Safeguarding Children Committee, and is compliant with civil legislation (*Children First 1999*)<sup>1</sup> and church guidelines (*Safeguarding Children 2009*)<sup>2</sup>.

The Policy includes a Code of Conduct, Core Procedures and a Confidentiality Statement. It is the policy for all parishes of the diocese and for all diocesan agencies. It has been approved by the Archbishop of Tuam, Dr Michael Neary.

The Safeguarding Children Policy of the Archdiocese of Tuam applies to all church personnel, paid or voluntary, who work with children/young people and also to the children/young people in their care. In this Policy 'children/young people' are defined as persons who have not reached eighteen years of age.

This Policy will be made known to the whole church community including children/young people. It will be subject to review every three years.

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<sup>1</sup> Children First: National Guidelines For the Protection of Children , Dept of Health and Children, 1999

<sup>2</sup> *Safeguarding Children – Standards and Guidance Document for the Catholic Church in Ireland*, National Board for Safeguarding Children, 2009





# 3. Policy Statement

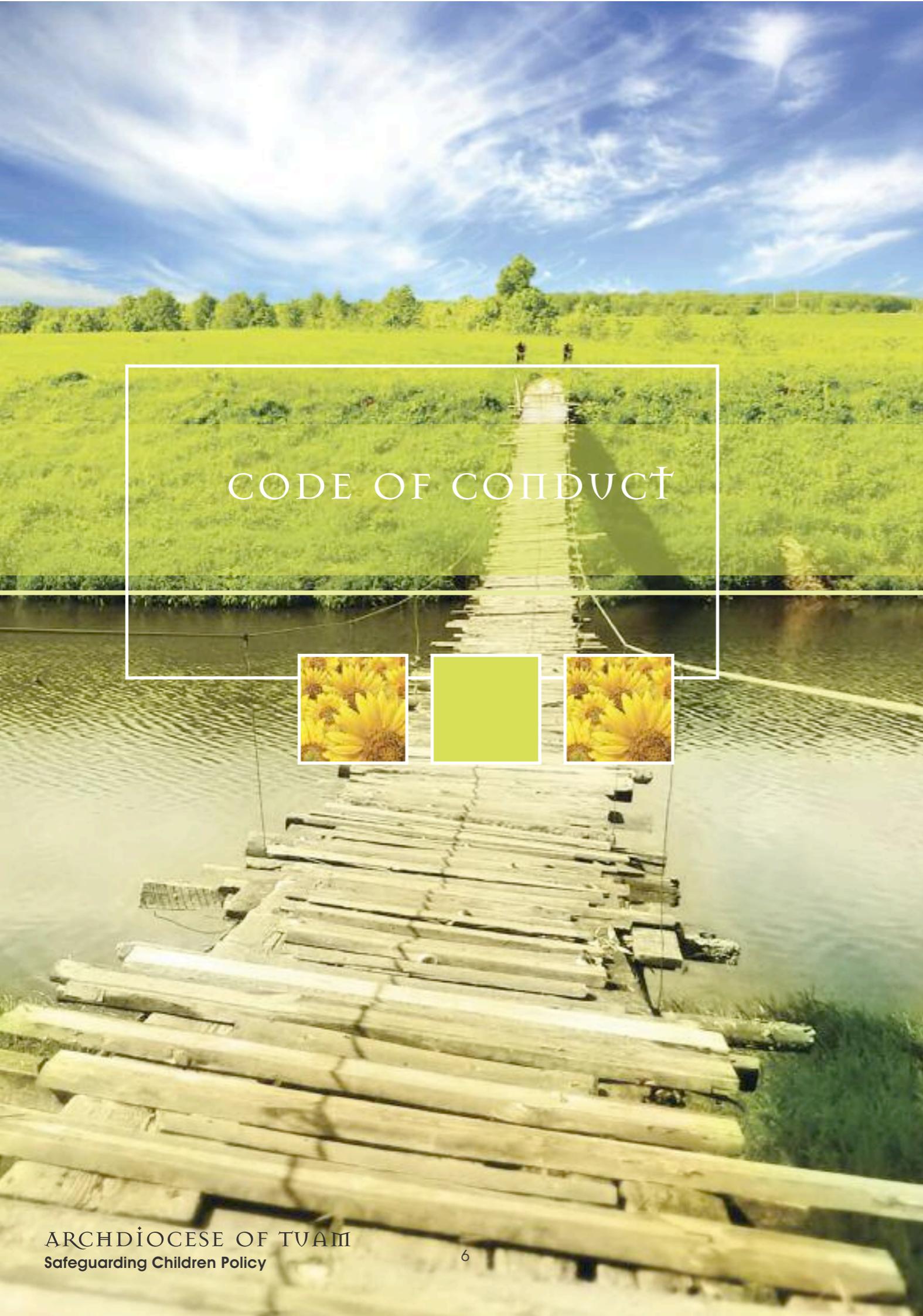
As a faith community we the laity, religious, priests and Archbishop of the Archdiocese of Tuam, seek to proclaim the Kingdom of God and to make known the Good News of Jesus Christ. We do this through the celebration of the Sacraments, the preaching of the Gospel, the building of Christian community and by giving witness to the living presence of Jesus in our world.

**We value and encourage the participation of children/young people in all aspects of church life.** Our ministry with and for children/young people is informed by the three Gospel principles of Truth, Justice and Love.

We recognize the dignity and rights of all children/young people and are committed to ensuring their safety and well-being.

**The welfare of the child must always be paramount.** We acknowledge that all who work with children/young people have a special duty of care towards them. Leaders must create a safe environment for children/young people in order to secure their protection and enable their full participation in the life of the Church.





## 4. Code of Conduct

Leaders who work with children/young people in church-related activities should seek to create a safe and secure environment in which all children/young people in their care will flourish<sup>3</sup>.

It is important that children/young people know the limits and boundaries appropriate to their own behaviour and that leaders are aware of the very best principles of good practice.

Children should be regularly made aware that if they are unhappy about how they are being treated they should immediately tell their parents or a responsible adult.

The following Code of Conduct will be in place for all church related activities which involve children/young people;

- Children/young people will be treated with courtesy, respect and dignity.
- Leaders should avoid developing favoritism or becoming overly involved with any one child.
- Bullying of any form (verbal, psychological or physical) will not be tolerated.
- Use of information technology - such as mobile phones, email, digital cameras and the internet, should be carefully monitored.
- There will be an adequate ratio of leaders to children/young people at all times.

The recommended minimum adult/young person ratio in any group should be **one adult per group of ten plus one other adult, and allowing an additional adult for each group of ten thereafter**<sup>4</sup>. Local circumstances, the ages of the children, the experience of the volunteers and the staff should be taken into consideration. Safety, ability/disability of young people and the nature of the activities being undertaken may require that these ratios be considerably lower.

- Mixed gender groups will have an appropriate number of male and female leaders.

<sup>3</sup> See Appendix C for Posters.

<sup>4</sup> See The Child Care (Pre-School Services) Regulations 1996 and Child Care (Pre-School Services) (Amendment) Regulations, 1997



- Leaders should avoid as far as possible working in isolation with children and/or young people. In instances where pastoral need may require privacy for a young person, working in isolation should be undertaken in a transparent and open manner. For example: leave door open, notify other leader, note and record meeting.
- Physical contact between children/young people and leaders must be appropriate at all times. While physical contact is a valid way of comforting or reassuring a child it should take place in an open environment and in response to the need of the child and not the need of the adult.
- Photographs of children/young people engaged in church related activities may only be taken and/or made public with parental consent.
- For overnight trips<sup>5</sup>:
  - A full risk assessment must be made
  - A pre-check on accommodation and transport arrangements must be undertaken
  - Information session for all young people and their parents must be held.
- Children/Young people will not be permitted to consume alcohol or use illicit drugs while participating in church related activities.
- Adults working with children/young people will be treated with courtesy, respect and dignity
- Leaders will not consume alcohol or use illicit drugs while having responsibility for or in the presence of children/young people.

Leaders who work with children/young people in church-related activities should seek to create a safe and secure environment in which all children/young people in their care will **flourish**<sup>3</sup>.

It is important that children/young people know the limits and boundaries appropriate to their own behaviour and that leaders are aware of the very best principles of good practice.

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<sup>5</sup> See Appendix A





# 5. Core Procedures

The Diocese requires that all parishes/diocesan agencies have the following procedures in place.

## 5.1 Procedures to ensure adequate record keeping.

Adequate record keeping includes the following:

- Participant Application Forms - to include medical information, treatment permission as appropriate and contact numbers for parents / guardians. (Form 1)
- Signed Parental Consent Forms [general & special] (Form 2)
- Accident/Incident Report Forms (Form 3)
- An incident book to record all concerns which may not initially need to be reported to the HSE.
- Volunteer Application forms (Form 4)
- Declaration Forms where necessary (Form 5)
- Complaints Form (Form 6)
- HSE recording form (Form 7)
- Record of Garda vetting
- Training records
- Attendance Records
- Activity records
- Activity reviews/evaluations

All records will be kept secure with other parish documents

## 5.2 Procedures for recruiting, overseeing and supporting adult leaders working with children/young people

Recruiting Procedures will include:

- Develop clear job descriptions.
- All vacancies (paid or voluntary) should be openly advertised.
- Application forms should be used for recruitment to all posts.



- o Applicants should be required to provide photo identity and the names of two referees who can attest to their suitability for working with children/young people.
- o Contact must be made with referees
- o All appointments are subject to Garda clearance and/or the signing of a Declaration Form
- o Suitable applicants must be interviewed by an interview panel
- o All personnel – lay, religious and clergy – should undertake a recognised ongoing programme of child protection training. Training will be provided by the Diocesan Safeguarding Children Committee through HSE accredited trainers.
- o All personnel must sign up to the Safeguarding Children Policy of Diocese of Tuam.
- o Up-to-date files should be kept in respect of all personnel

Induction, Training and Support Procedures will include:

- o All church personnel and volunteers will receive as part of their induction input on the Safeguarding Children policy
- o Regular supervision and support will be available to new and existing church personnel and volunteers.

### **5.3 Procedures to ensure appropriate vetting of all church personnel.**

The Archdiocese of Tuam shares a common Garda Vetting Policy and Procedure with the other five dioceses of the Western Province i.e. Achonry, Clonfert, Elphin, Killala and Galway-Kilmacduagh-Kilfenora.

See; *Policy and Procedures For Garda Vetting* (Sept 2009)

### **5.4 Procedures to ensure the physical safety of children/young people**

A clearly communicated Accident/Emergency plan to include;

- o Ready access to First Aid
- o Emergency numbers on display
- o Up to date contact numbers for parents and staff
- o Accident/Incident report forms
- o The keeping of an Accident/Incident Book.

### **5.5 Procedures to be followed if a parent/guardian has a complaint**

All complaints will be taken seriously and dealt with fairly and confidentially. Efforts will be made to resolve complaints quickly and informally through discussion with the parents and members of staff as appropriate

Parents/young people will be made aware that there is a complaints procedure in operation and will receive a copy of the complaints form as part of the Safeguarding Children policy

If a parent/guardian/young person/child is not satisfied with any aspect of the running of a particular activity or the behaviour of any individual involved in that activity they should first seek to resolve the issue informally by:

- o Discussion with the person in charge of the activity/service or their immediate superior if appropriate.
- o If the issue is unresolved or reoccurs, the complaint should be put in writing to the Parish Priest/Chairperson of Pastoral Council.
- o A meeting may then be organised with the complainant (as appropriate) to try and resolve the issue.
- o Written records of discussion and agreements made will be kept of this meeting and copies made available to parents, (as appropriate).
- o Most complaints are resolved at this stage. However if there are other or more serious issues arising from the complaint then both sides may agree the need for a third party to mediate in relation to the complaint.

### **5.6 Procedures to be followed if a child/young person breaches the Code of Conduct.**

If a leader is not satisfied with the behaviour of a child/young person in their care, efforts should be made to resolve the issue by:

- o Discussion with the child
- o Involvement of Parents/Guardians
- o Agreed sanctions



## Induction, Training and Support Procedures will include:

o All church personnel and volunteers will receive as part of their induction input on the Safeguarding Children policy

o Regular supervision and support will be available to new and existing church personnel and volunteers.

### 5.7 Procedures to ensure best practice in the safeguarding of children

Each parish will have a **Local Safeguarding Representative** (See 5.8 below)

In the event of the Local Safeguarding Representative being made aware of a suspicion, concern, report or allegation of abuse they, in keeping with Diocesan Policy, are obliged to pass this information onto the Diocesan Designated Person

**5.7.1** A Parish Safeguarding Children Audit will be carried out by the Diocesan Safeguarding Children Committee every two years. The purpose of this Audit will be to ensure and maintain the highest possible standards of best practice in safeguarding children.

**5.7.2** The Archdiocese is committed to healing and reconciliation. Support persons are available to both victim and accused.

### 5.8 The role of the Local Safeguarding Representative

- o To promote awareness of the Church's safeguarding children policies.
- o To ensure that the public has ready access to contact details for the Designated Persons and relevant HSE officials.
- o To ensure that any activities run within the parish are provided in a manner which ensures the safety and well being of children involved
- o To facilitate anyone in the parish in bringing an allegation or suspicion of child abuse to the attention of the Designated Person should they wish to have such support.

The Diocesan Safeguarding Children Committee will ensure that appropriate training and support is provided for Local Safeguarding Representatives.





## 6. Responding to and Reporting Child Protection Concerns, Allegations or Disclosures

### RESPONDING TO AND REPORTING CHILD PROTECTION CONCERN(S), ALLEGATIONS OR DISCLOSURES



#### 6.1 What is abuse?

In order to create and maintain a safe and secure environment for the children/young people in their care it is important that all leaders are aware of what is meant by abuse.

The abuse of children generally involves one or more of four main forms of abuse<sup>6</sup>:

- Neglect
- Physical abuse
- Emotional abuse
- Sexual abuse

##### Neglect

Neglect can be defined in terms of 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, medical care.

Harm can be defined as the ill-treatment or the impairment of the health or development of a child. Whether it is *significant* is determined by his/her health and development as compared to that which could reasonably be expected of a child of similar age.

Neglect generally becomes apparent in different ways over a period of time rather than at one specific point.

##### Physical abuse

Physical abuse is any form of non-accidental injury or injury which results from wilful or neglectful failure to protect a child.

##### Emotional abuse

Emotional abuse is normally to be found in the *relationship* between a care-giver and child rather than in a specific event or pattern of events. It occurs when a child's need for affection, approval, consistency and security are not met. Unless other forms of abuse are

<sup>6</sup> See Pages 31-33, Children First: National Guidelines For the Protection of Children, Dept of Health and Children, 1999.



present, it is rarely manifested in terms of physical signs or symptoms.

Emotional abuse can be manifested in terms of the child's behavioural, cognitive, affective or physical functioning. The *threshold of significant harm* is reached when abusive interactions dominate and become typical of the relationship between the child and the parent/carer.

#### **Sexual abuse**

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

## **6.2 Becoming Aware of Abuse**

### **Some ways you may become aware of Abuse:**

#### **People may tell you about:**

- o Abuse that is happening to them now.
- o Abuse that happened to them some time ago.
- o Something they've been told by someone else and that they strongly believe is true.

#### **You may witness or people may tell you about:**

- o Signs of abuse, such as physical injuries to a child.
- o Something such as, the behaviour of an adult to a child that made you/them feel uncomfortable

## **6.3 Guidelines for Responding to a Child on the Disclosure of Abuse.**

Children may tell an adult whom they trust if they are being abused. This happens for many reasons but the important thing to remember is that if they do tell, they are doing so in the hope that the abuse will be stopped. This is true even if the child asks that nothing be done with the information.

If a child tells you about abuse it is important that you: **Listen, Record and Report**

- o Stay calm and listen - give the child time to say what she or he wants to say
- o Listen carefully and attentively, take the child seriously

- o Don't ask leading questions or make suggestions
- o Don't stop the child recalling significant events,
- o Do not ask probing questions or make the child repeat the story unnecessarily
- o Don't express opinions about the child or members of his or her family
- o Reassure the child that he/she is doing the right thing
- o Don't promise to keep it a secret
- o Explain that you will need to discuss this with someone else
- o Record the disclosure as carefully as possible, outline what the child said, in the language the child used.
- o Parents/Guardians should be informed of the disclosure unless doing so could put the child/young person at risk.
- o Report the child's disclosure to the Diocesan Designated Person.

As soon as is practicable write down everything that you were told by the child, using as far as is possible his/her own words to describe the abuse. Sign and date this record and pass it on to the Designated Person.

Remember to keep a personal note of the action you have taken.

## **6.4 Procedures for Reporting Child Protection Concerns, Allegations or Disclosures.**

If there is any concern about the welfare or safety of a child/young person in their home, in the community or in a church related activity the following procedure will be followed by all church personnel and volunteers.

All concerns, suspicions, disclosures or allegations of abuse must be referred as soon as is possible to a **Diocesan Designated Person**.

When a person receives a child protection concern from an adult he/she should actively encourage the person who is raising the concern to report the matter to civil authorities. Whether or not the person raising the concern wishes to report it to the civil authorities, it should be explained to them that diocesan policy requires that the matter be referred to a Diocesan Designated Person.

The Archdiocese has appointed two Designated Persons:

**Fr. John O Boyle**      **(093) 52284**  
**Ms. Mary Trench**      **(087) 9315823**



## **6.5 The role of a Designated Person**

The role of a Designated Person is

- o To receive all concerns relating to the safeguarding of children, including any disclosure or allegation of abuse and to take responsibility for managing the response to that concern or disclosure, from start to finish. This will include referral to the HSE and the Gardai.
- o To ensure that the person raising a concern, disclosing abuse, or making an allegation is informed about the progress of the inquiry process
- o To liaise with the Diocesan authorities and the National Safeguarding Office
- o To carefully record all steps undertaken as part of these procedures
- o To manage any internal Church investigation.

In the event of a Diocesan Designated Person not being available or a child being at immediate risk contact should be made with the local Health Service Executive Duty Social Worker or during 'out of duty social work hours' with local Gardai.

## **6.6 Health Service Executive (HSE) contact Numbers:**

### **Co Mayo:**

<b>Castlebar</b>	094 90 22333
<b>Swinford</b>	094 9251900
<b>Ballina</b>	096 21511

### **Co Galway:**

<b>Tuam</b>	093 26800
<b>Oughterard</b>	091 552200
<b>Galway</b>	091 523122 / 546369
<b>Ballinasloe</b>	0909 646200
<b>Athenry</b>	091 544274

### **Co Roscommon:**

<b>Castlerea</b>	090 6637842
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## **6.7 Allegations of abuse against Church Personnel**

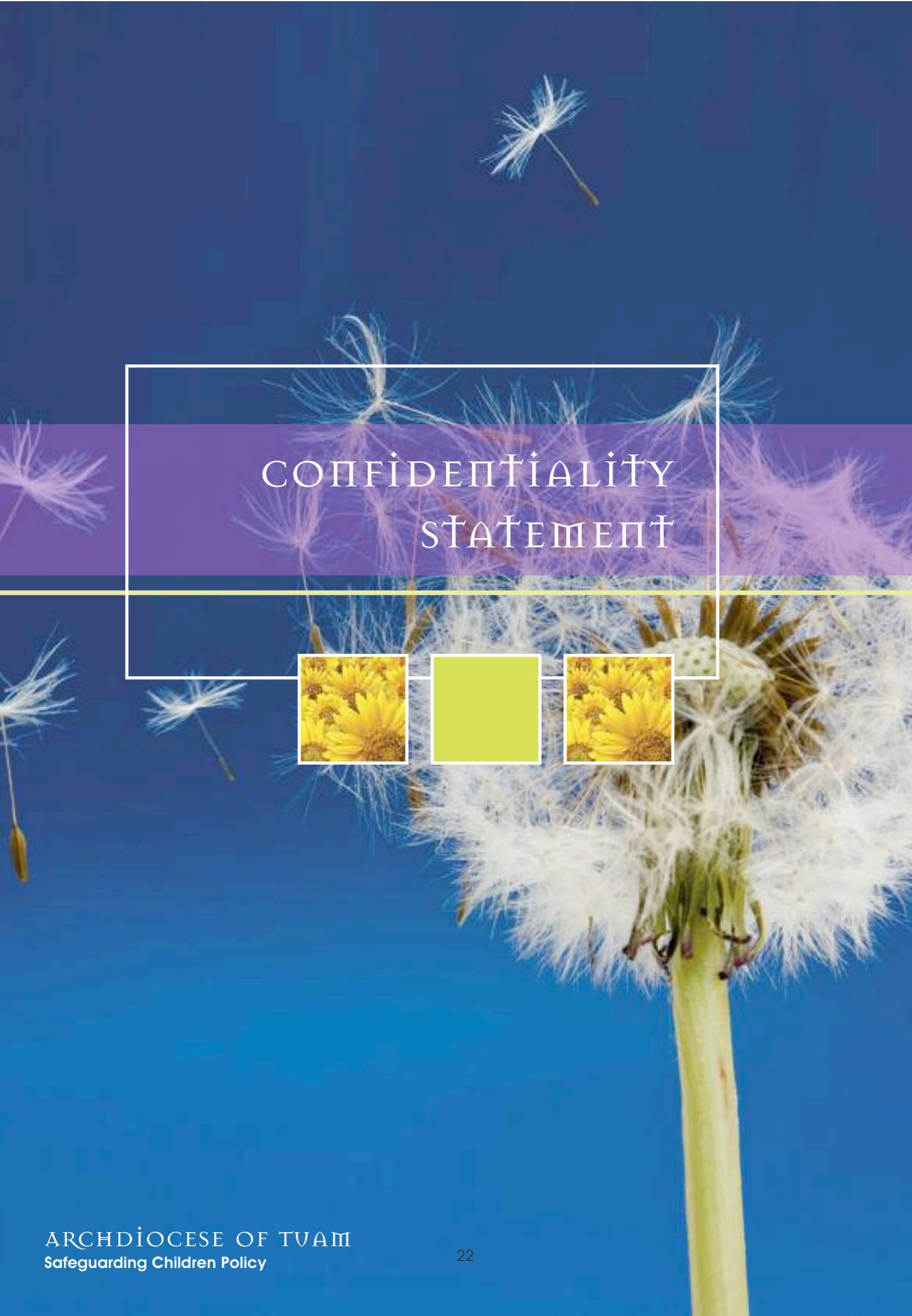
Church personnel, lay, religious or ordained who are the subject of an investigation – civil or canonical - may be asked to step aside from their ministry and duties for the duration of the investigation. While the matter is pending the respondent is presumed innocent and has the right to his or her good name<sup>7</sup>.

## **6.8 Management of Reports**

If a person is dissatisfied with the diocese's management of their concern, suspicion, report or allegation he/she may make contact directly with the HSE at the above numbers and/or with the National Office for Safeguarding Children, St. Patrick's College, Maynooth (01 5053124).

<sup>7</sup> See Resource 15, *Safeguarding Children – Standards and Guidance Document for the Catholic Church in Ireland*, National Board for Safeguarding Children, 2009





## 7. Confidentiality Statement

The Archdiocese is committed to keeping confidential all personal information about children and their families. The only exception will be when child protection concerns arise. In this situation information will be shared with the relevant authorities in the best interest of the child. The sharing of such information is not a breach of confidentiality.

All confidential information about children and their families will be kept in a secure manner in accordance with Data Protection requirements.



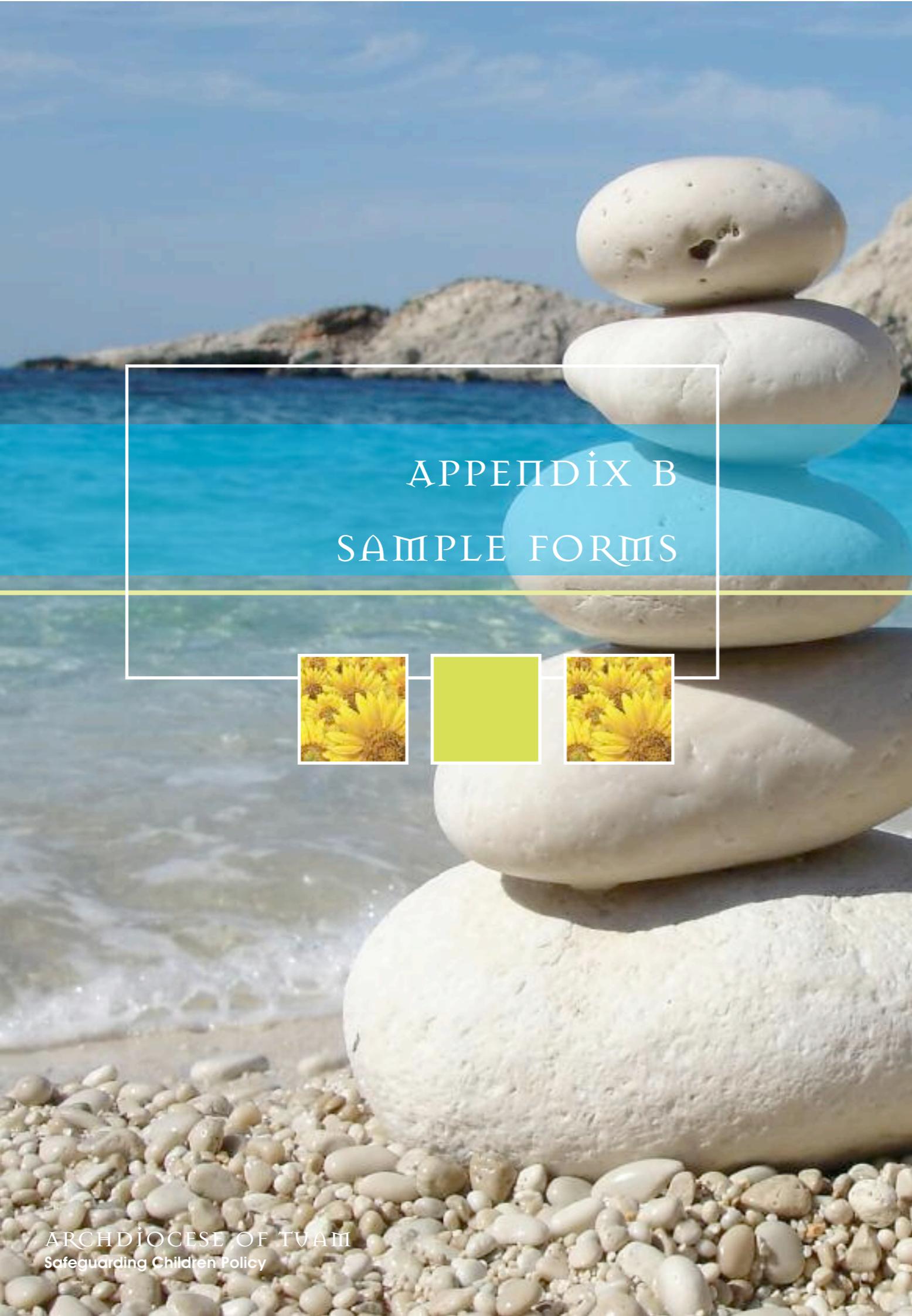


# Trips away from home

Trips away from home may include pilgrimages, day trips or overnight stays.

- All trips need careful advance planning including adequate provision for safety in regard to transport, facilities, activities and emergencies. Adequate insurance should be in place. Leaders must be properly qualified and supervised for activities undertaken.
- Written parental consent specifically for each trip and related activities must be obtained in advance. Contact details for the duration of the trip are necessary. Written permission for leaders to make decisions of an emergency nature should be obtained in case of accidents.
- A copy of the itinerary and contact telephone numbers should be made available to parents and guardians.
- There must be adequate, gender appropriate, supervision for boys and girls. Training in the Safeguarding of children must be provided for all leaders.
- Particular attention should be given to ensuring that the privacy of young people is respected when they are away on trips.
- Sleeping areas for boys and girls should be separate and supervised by two adults of the same sex as the group being supervised.
- If, in the case of emergency, an adult considers it necessary to be alone in the sleeping accommodation of the children/young people they should (a) immediately inform another adult and (b) make a diary note of the circumstances in the Incident Book.





Form 1 Archdiocese of Tuam  
Membership/Consent Form



Parish / Church area: \_\_\_\_\_

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

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

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

I wish to apply to serve as (name ministry here) \_\_\_\_\_

I understand that becoming a member of the parish \_\_\_\_\_ group is very important and I accept that I must follow the rules as have been explained to me. I understand that if I fail to keep these rules my participation may be withdrawn.

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

**General Membership  
Parent/Guardian Consent**

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

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

Contact number: \_\_\_\_\_

I am happy to give consent for \_\_\_\_\_ to become a member of the parish \_\_\_\_\_ Group.

**N.B. For Altar Servers only: Schools must receive separate written permission from parents in order to allow children to serve Mass during school time.**

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

Medical note: If the young person in your care requires medical care, suffers specific allergies or requires certain dietary requirements please state so overleaf:

1 of 1



**Form 2** Archdiocese of Tuam  
Parental/Guardian Consent Form  
Special Activity



Parish / Church area: \_\_\_\_\_

Name of child / young person: \_\_\_\_\_

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

Special Activity: \_\_\_\_\_

Name of Co-ordinator: \_\_\_\_\_

Name of parent / guardian: \_\_\_\_\_

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

Daytime phone no: \_\_\_\_\_ Home phone no: \_\_\_\_\_

Mobile phone no: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Other relevant information (e.g. medical conditions, special needs, dietary requirements etc.)**

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

**I have read and I understand the activity outline accompanying this permission slip. I am satisfied that I have been sufficiently informed about the activity and I agree to allow the young person named above to take part in the outlined activity.**

Signature of parent or guardian: \_\_\_\_\_

Relationship to young person: \_\_\_\_\_

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

1 of 1

**Form 3** Archdiocese of Tuam  
Accident / Incident Report Form



Parish / Church area: \_\_\_\_\_

Date of accident / incident: \_\_\_\_\_

Reported by: \_\_\_\_\_

Ministry of Person Reporting: (i.e. priest, altar server co-ordinator, choir leader etc.)  
\_\_\_\_\_

Details: \_\_\_\_\_  
\_\_\_\_\_

Location of activity: \_\_\_\_\_

Type of activity: (training, practice, retreat, outing etc.) \_\_\_\_\_

Time of accident / incident: \_\_\_\_\_

Parties involved: \_\_\_\_\_

Parents / Guardians informed (please tick): Yes  No

Any Follow-up \_\_\_\_\_  
\_\_\_\_\_

**For Diocesan Use / Response**

Date Received \_\_\_\_\_

Action Taken: \_\_\_\_\_  
\_\_\_\_\_

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

Comments: \_\_\_\_\_  
\_\_\_\_\_

1 of 1



**Form 4** Archdiocese of Tuam  
Volunteer/Staff Application Form  
(Confidential)



Ministry: \_\_\_\_\_

Parish / Centre: \_\_\_\_\_

Surname: \_\_\_\_\_

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

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

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

Telephone No.(s) \_\_\_\_\_

E-mail: \_\_\_\_\_

**Are you (please tick)**

Employed  Unemployed  Student

Homemaker  Retired  Other

Current & Previous Work Experience \_\_\_\_\_  
\_\_\_\_\_

Have you previously been involved in voluntary work or Church ministry? Yes  No

If Yes, please give details. \_\_\_\_\_  
\_\_\_\_\_

1 of 3

**Form 4** Archdiocese of Tuam  
Volunteer/Staff Declaration Form  
(Confidential)

Why do you want to get involved in this ministry? \_\_\_\_\_  
\_\_\_\_\_

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

Yes  No  If Yes, please give details.

Have you previously received any Child Protection training?

Yes  No  If Yes, please give details.

Is there any medical or other reason why you may not be deemed suited to carry out this work?

Yes  No  If Yes, please give details.

Any other relevant information? \_\_\_\_\_  
\_\_\_\_\_

2 of 3

**Form 4** Archdiocese of Tuam  
Volunteer/Staff Application Form  
(Confidential) Continued

Please provide the names and addresses of two people whom the diocese / parish / centre can contact for a reference (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**

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

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

**DIOCESAN / PARISH / CENTRE USE ONLY**

Date Form Received: \_\_\_\_\_

Date Ref. Forms Sent: \_\_\_\_\_

Date Ref. 1 Received: \_\_\_\_\_

Date Ref. 2 Received: \_\_\_\_\_

References Received By: \_\_\_\_\_

Status of Application: \_\_\_\_\_

Invited to take up ministry: Yes / No (please circle)

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

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

**Form 5** Archdiocese of Tuam  
Volunteer/Staff Declaration Form  
(Confidential)



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

**Do you have any prosecutions pending or have you ever been convicted of a criminal offence or been the subject of a Caution or of a Bound Over Order (please tick)**

Yes  No  If yes, please state below the nature and date(s) of the offence(s):

Date of offence: \_\_\_\_\_

Nature of offence: \_\_\_\_\_

**Have you ever been the subject of disciplinary procedures or been asked to leave employment or voluntary activity due to inappropriate behaviour towards a child? (Please tick)**

Yes  No  If yes, please give details including date(s) below:

Full name (print): \_\_\_\_\_

Any surname previously known by: \_\_\_\_\_

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

Date of birth: \_\_\_\_\_ Place of birth: \_\_\_\_\_

**Declaration:**

I understand that, if it is found that I have withheld information or included any false or misleading information above, I may be removed from my post whether paid or voluntary, without notice. I understand that the information will be kept securely by the Church organisation.

I hereby declare the information I have provided is accurate.

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

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



**Form 6** Archdiocese of Tuam  
Complaints Form



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

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

Contact Number: Home \_\_\_\_\_ Work \_\_\_\_\_

Complaint Details: \_\_\_\_\_  
\_\_\_\_\_

**For office or staff only**

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

Date \_\_\_\_\_

Action taken to resolve the problem

(i) \_\_\_\_\_  
\_\_\_\_\_

(ii) \_\_\_\_\_  
\_\_\_\_\_

(iii) \_\_\_\_\_  
\_\_\_\_\_

Result of action taken \_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

1 of 1

**Form 7** Archdiocese of Tuam  
Health Service Executive  
Reporting form



Feidhmeannacht na Seirbhise Sláinte  
Health Service Executive West



PRIVATE AND CONFIDENTIAL

STANDARD FORM FOR REPORTING CHILD PROTECTION AND/OR WELFARE CONCERNS  
In case of Emergency or outside Health Board hours, contact should be made with An Garda  
Siochana

A. To Social Worker Team Leader:

**1. Details of Child:**

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

Male:  Female:

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

Age/D.O.B.: \_\_\_\_\_

School: \_\_\_\_\_

Name of Father: \_\_\_\_\_

Address of Father if different to Child: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

1a. Name of Mother: \_\_\_\_\_

Address of Mother if different to Child: \_\_\_\_\_  
\_\_\_\_\_

Tel No: \_\_\_\_\_

Tel No: \_\_\_\_\_

1b. Care and Custody arrangements regarding child, if known: \_\_\_\_\_  
\_\_\_\_\_

**1c. Household Composition:**

Name	Relationship to Child	Date of Birth	Additional Information e.g. School/Occupation

Note: A separate report form must be completed in respect of each child being reported.

**2. Details of concern(s), allegation(s) or incident(s) dates, times, who was present, description  
of any observed injuries, parent's view(s), child's view(s) if known).**

1 of 3



**Form 7** Archdiocese of Tuam  
Health Service Executive

**Reporting form**

**3. Details of person(s) allegedly causing concern in relation to the child:**

Name: \_\_\_\_\_ Age: \_\_\_\_\_ Male:  Female:   
Address: \_\_\_\_\_  
Relationship to Child: \_\_\_\_\_  
Occupation: \_\_\_\_\_

**4. Name and Address of other personnel or agencies involved with this child:**

Social Workers: \_\_\_\_\_ School: \_\_\_\_\_  
\_\_\_\_\_  
Public Health Nurse: \_\_\_\_\_ Gardai: \_\_\_\_\_  
\_\_\_\_\_  
G.P.: \_\_\_\_\_ Pre-School/Crèche/Youth Club/Club \_\_\_\_\_  
\_\_\_\_\_  
Hospital: \_\_\_\_\_ Other, Specify e.g. Youth Groups, After School Clubs: \_\_\_\_\_  
\_\_\_\_\_

**5. Are Parents/Legal Guardians aware of this referral to the Social Work Department?**

Yes  No  If Yes, what is their attitude? \_\_\_\_\_

**6. Details of Person reporting concerns: (Please see Guidance Notes re. Limitations of confidentiality)**

Name: \_\_\_\_\_ Occupation: \_\_\_\_\_  
Address: \_\_\_\_\_  
Tel No: \_\_\_\_\_

Nature and extent of contact with Child/Family: \_\_\_\_\_

**7. Details of Person completing form:**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Occupation: \_\_\_\_\_ Signed: \_\_\_\_\_

**Form 7**

**GUIDANCE NOTES**

The Health Service Executive (HSE) have a statutory responsibility under the Child Care Act, 1991, to promote the welfare and protection of children in their area. The HSE therefore have an obligation to receive information about any child who is not receiving adequate care and/or protection.

This reporting form is for use by:

- o HSE Personnel
- o Professionals and individuals in the provision of child care services in the community who have service contracts with the health boards
- o Designated person in a voluntary or community agency
- o Any professional, individual or group involved in services to children who becomes aware of a child protection or welfare concern, or to whom a child protection or child welfare concern is reported.

Please fill in as much information and detail as is known to you. (HSE personnel should do this in consultation with their line manager). This will assist the Social Work Department in assessing the level of risk to the child, or support services required. If the information requested is not known to you, please indicate by putting a line through the question. It is likely that a social worker will contact you to discuss your report.

The HSE aim to work in partnership with parents. If you are making this report in confidence you should note that the HSE cannot guarantee absolute confidentiality as:

- o A Court could order that information be disclosed.
- o Under the Freedom of Information Act, 1997, the Freedom of Information Commissioner may order that information be disclosed.

You should also note that in making a 'bona fide report' you are protected under the Protection for Persons Reporting Child Abuse Act, 1998.

**If you have any other relevant information or reports regarding this matter, please attach when forwarding this report.**

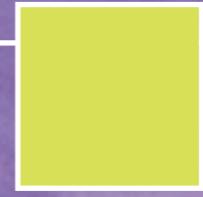
If you are uncertain as to whether you should report your concerns, please telephone the relevant social work department to discuss your concerns. See page 20 for more details





## APPENDIX C

## PARISH POSTERS



# ALTAR SERVERS

## FREQUENTLY ASKED QUESTIONS



### Archdiocese of Tuam Altar Servers & Safeguarding Children

1. Should altar servers fill in an application form? YES
2. Do you need parental consent for altar servers? YES
3. Should every sacristy have a "sign in" book? YES
4. Who should sign in? **EVERYBODY** present who is assisting in/with the Liturgy.
5. What is the correct procedure to follow when altar servers are needed for liturgies outside of Sunday Mass and other Holy Day ceremonies?

*Schools must have received written parental/guardian consent in order to release children to serve during school time. As schools can only release a child to the care of a parent or someone who has been nominated by a parent to collect them, it is essential that the written permission outlines who will collect the child in question and escort them to and from the church. A parent may also give permission for a child to make his/her own way to and from the church. It is also important to note that altar servers who leave school to serve mass are covered under the Parish's insurance not the school's.*

### Points to Remember

- o All Sacristies should have a basic first aid kit in case of accidents.
- o Incident report forms should be filled out in the event of any accidents that occur.
- o All adults should maintain appropriate boundaries when dealing with children/young people.
- o Adults should avoid being alone with a child/young person

# CHILDREN'S CODE OF BEHAVIOUR



1. Respect everybody because we are all God's children.
2. Be fair; don't cheat or lie.
3. Be nice to others; don't be a bully.
4. Speech is a gift from God; don't use bad language.
5. Obey the rules of your group.
6. Talk to the person in charge if you have a problem; don't keep it to yourself.
7. Respect God's house.
8. Be careful of the property of others.
9. Don't bring anything that might cause harm to yourself or others.
10. Remember to turn off your mobile in church.

# ARCHDIOCESE OF TUAM

## Safeguarding Children Policy



As a faith community we, the laity, religious, priests and Archbishop of the Archdiocese of Tuam, seek to proclaim the Kingdom of God and to make known the Good News of Jesus Christ. We do this through the celebration of the Sacraments, the preaching of the Gospel, the building of Christian community and by giving witness to the living presence of Jesus in our world.

**We value and encourage the participation of children/young people in all aspects of church life.** Our ministry with and for children/young people is informed by the three Gospel principles of Truth, Justice and Love.

We recognize the dignity and rights of

all children/young people and are committed to ensuring their safety and well-being.

**The welfare of the child must always be paramount.** We acknowledge that all who work with children/young people have a special duty of care towards them. Leaders must create a safe environment for children/young people in order to secure their protection and enable their full participation in the life of the Church.

The Safeguarding Children Policy of the Archdiocese of Tuam applies to all adults, paid or voluntary, who work with children/young people and also to the children/young people in their care.

### Contact Details

If you have a child protection concern or wish to report an allegation of child abuse please contact;  
Fr. John O Boyle 093 24166/52284 (ext 2), or  
Mrs. Mary Trench 087 9315823

If you wish to report directly to the statutory authorities please contact the local Health Service Executive's Duty Social Worker or contact the local Garda

### HSE's contact numbers:

Castlebar	094 90 22333	Swinford	094 9251900
Ballina	096 21511	Oughterard	091 552200
Galway	091 523122/546369	Tuam	093 26800
Ballinasloe	0909 646200	Athenry	091 544274
Castlerea	090 6637842		

# ARCHDIOCESE OF TUAM

## Safeguarding Children Policy





# ARCHDIOCESE OF TUAM

## Safeguarding Children Policy



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