

*Safe Guarding
Children
Policy*

KILLARNEY PARISH

Co Kerry

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Child Protection Policy of Killarney Parish, Co Kerry

1) **Parish Child Protection Policy: For Who?**

This Child Protection Policy is applicable to all personnel and children (persons under 18) associated with various ministries in each of the following parish buildings:

- a) St. Marys Cathedral
- b) Church of the Holy Spirit Muckross
- c) Church Of The Resurrection and Centre

2) **Parish Child Protection Policy Statement**

We, in Killarney Parish, endorse the Kerry Diocesan Child Protection Policy.

We encourage the participation of children and young people in church life and activities. It is important they feel that their contribution will enrich the church and that their voices will be heard and valued.

It is also important to reassure them that their safety and wellbeing are paramount considerations at all times.

The aim of this is to ensure the safety of children and young people, to enhance the work practices of church personnel and to reassure parents and guardians, as well as children themselves, that there is a commitment to best practice.

3) Code of Behaviour for Adults

- 3.1 General conduct
- 3.2 Respect for physical integrity
- 3.3 Respect for privacy
- 3.4 Best practice in working with children and young people
- 3.5 Meetings with children and young people
- 3.6 Children with special needs or disability

3.1 *General Conduct:*

- Physical punishment of children is not permissible under any circumstances.
- Verbal abuse of children or telling jokes of a sexual nature in the presence of children can never be acceptable.
- Being alone with a child or young person is not advisable. If a situation arises where it is necessary to be alone with a child, another responsible adult should be informed immediately, by telephone if necessary. A diary note that the meeting with the young person took place, including the reasons for it, should be made.
- Best practice in relation to travel with children and young people should be observed. Personnel should not undertake any journey alone with a child or young person. If, in certain circumstances, only one adult is available, there should be a minimum of two children or young people present for the entire journey. In the event of an emergency, where it is necessary to make a journey alone with a child, a record of this should be made and the child's parent or guardian should be informed as soon as possible.
- Children and young people should not be permitted to work or remain in churches, parish properties or schools unless there are **at least two adults present**.
- All children and young people must be treated with equal respect; favouritism is not acceptable.
- Personnel should not engage in, or tolerate any behaviour that can be construed as bullying or abusive – verbal, psychological or physical.
- A disproportionate amount of time should not be spent with any particular child or group of children.
- Under no circumstances should Church personnel give alcohol, tobacco or drugs to children or young people.
- Alcohol, tobacco or drugs must not be used by personnel who are supervising or working with children and young people.

- Only age-appropriate language, activities and material on media products (such as camera photos, internet, video) should be used when working with children and young people. Sexually explicit or pornographic material is never acceptable.

3.2 *Respect for physical Integrity:*

- The physical integrity of children and young people must be respected at all times.
- Personnel must not engage in inappropriate physical contact of any kind – including touch, physical play, physical reprimand or horseplay (tickling, wrestling). This should not prevent appropriate contact in situations where it is necessary to ensure the safety and well-being of a child.

3.3 *Respect for privacy:*

- The right to privacy of children and young people must be respected at all times.
- Particular care regarding privacy must be taken when young people are preparing for Masses, eg, changing of soutanes or using toilet facilities. In the case of the Children's Liturgy Group, an adult must accompany at least three children to the toilet (waiting outside the toilet with two) thus adhering to guideline – 2 children:1 adult.

3.4 *Best Practice in working with children and young people:*

- It is best practice that ministries carried out by children under 18 (including preparation/training and supervision), should be carried out **in the presence of two adults.**
- Photographs of children should not be displayed in church buildings before or after ceremonies. Personal details of children **should not** accompany photograph, eg, 1st Communion photos.
- Leaders of groups should not hand out any child's personal details, eg, addresses, phone numbers.

3.5 *Meetings with children and young people:*

- If the pastoral care of a child or young person necessitates meeting alone with them, such meetings should not be held in an isolated environment. The times and designated locations for meetings should allow for transparency and accountability (for example, be held in rooms with a clear glass panel or windows, in buildings where other people are present, and with the door of the room left open).
- Both the length and number of meetings should be limited.
- Parents or guardians should be informed that the meeting(s) took place. Occasionally, confidentiality may be requested and the above procedure should be adhered to.
- Visits to the home or private living quarters of church personnel or volunteers should not be encouraged, nor should meetings be conducted in such locations.
- When the need for a visit to the home of a child or young person arises, professional boundaries must be observed at all times.

3.6 *Children with special needs or disability:*

- Children with special needs or disability may depend on adults more than other children for their care and safety, and so sensitivity and clear communication are particularly important.
- Where it is necessary to carry out tasks of a personal nature for a child with special needs, this should be done with the full understanding and consent of parents or guardians.
- In carrying out such personal care tasks, sensitivity must be shown to the child and the tasks should be undertaken with the utmost discretion.
- Any care task of a personal nature which a child or young person can do for themselves should not be undertaken by a worker.
- In an emergency situation, where this type of help is required, parents should be fully informed as soon as is reasonably possible.

All adults working with persons under 18 must adhere to the above Code of Behaviour for Adults, and have signed the “Declaration Form for Volunteers” (Appendix (v)).

4) **Code of Behaviour for Children of Killarney Parish**
(The word 'children' implies all persons under 18)

The Purpose of this Code of Behaviour is to sustain an environment in Killarney Parish where all children involved in the various ministries feel **valued, encouraged** and **affirmed**.

It is also important that children know the limits and **boundaries** appropriate to their own behaviour and that of others.

Key Elements

- Each child has the right to be treated with courtesy, respect and dignity.
- Each child has the responsibility to treat all other adults and children with courtesy, respect and dignity.
- Inappropriate/bad language or sexually suggestive comments are not permitted.
- Children should not expect leaders/church personnel to work alone with them.
- Children will not be permitted to consume alcohol, drugs or smoke in any Parish buildings (in compliance with civil law). This applies to outings organised by the Parish.
- Physical contact will be of an appropriate nature at all times.
- Rough-play will not be permitted at any time.
- Consent of individuals or groups should be obtained before any photograph is taken.
- Bullying is **not** permitted.
 - Bullying is deliberate, **repeated** aggression to another.
 - It can be verbal, psychological or physical.
 - It is intentionally aggravating and/or intimidating.
 - Examples of bullying are – name-calling, fighting/kicking/punching, suggestive/sarcastic comments, intimidation, threatening, ignoring/excluding, damaging property, spreading rumours, sending abusive text messages.

Complaints

- All complaints are taken seriously by the leaders of each ministry and by the designated Child Protection Parish Representatives, Sheila 087 7796966 Noel 087 6961851
- Challenging or disruptive behaviour by a child will be dealt with by ministry leaders/co-ordinators in conjunction with parents/guardians.

5) **Ministries which may include Child Participation**

1. Altar Servers
2. Children's Liturgy
3. Readers
4. Choir/Cantor Members

The Co-ordinator of each ministry must ensure that any adult working with children is on the Parish list of "Declared Volunteers". This list of "Declared Volunteers" must be kept by the Parish Administrator.

5.1 ***Altar Servers***

It is the policy of Killarney Parish that the altar servers be supervised by **two adults** in the Sacristy before Mass. (This is usually approximately 10 minutes). The Priest and Sacristan will normally be present. It is advisable to have a parent to help out with the supervision, and maintenance of a supervision rota. All supervisors must have signed the "Declaration Form for Volunteers". (Appendix v).

A register of attendance is provided at all churches. A sign in/sign out policy for servers and supervisors should be adhered to.

Training of altar servers takes place outside school hours with prior parental permission in the **presence of two adults**. The Parish does not encourage altar-serving for funerals during school time. If parents of servers wish their child to be involved in a funeral Mass of a relative or neighbour, they should seek permission from school in advance. Parents should accompany the child to and from the Church.

Altar servers and their parents/guardians must read the Code of Conduct for Adults and the Code of Conduct for Children. A "Child Participation" Form (Appendix 3) must be completed. Supervisors must be chosen from the list of "Declared Volunteers" (adults who have signed the "Declaration Form for Volunteers" (Appendix 5)). The Altar Server rota should not include addresses or telephone numbers of any child.

5.2 *Children's Liturgy*

Children aged four to pre first communion are invited to leave their parents for a child-friendly liturgy lesson during the 11am mass in the Church of the Resurrection only. There are two Parish volunteers for each session. These volunteers must adhere to the Parish Code of Behaviour for Adults and sign the "Declaration Form for Volunteers (Appendix 5). There must be at least **two children per adult** at all times, especially in relation to the event of a child leaving the room.

5.3 *Readers under 18*

In the event of training sessions, the policy of supervision remains "in the presence of two adults" – adults being "Declared Volunteers" who have signed Form (Appendix v) and adhere to Code of Behaviour for Adults.

5.4 *Choir Members of Choir/Cantors (under 18)*

All training for persons under 18 should take place "in the presence of two adults". Trainers must adhere to the Code of Behaviour for Adults and have a "Declaration Form for Volunteers" signed (Appendix v). Choir members/cantors under 18 must complete a Child Participation Form (Appendix 3), and be aware of the Code of Behaviour for Children.

6) **Outside Groups/Visitors**

When booking the Parish Centre, Parish Hall groups involving young people should provide their own Child Care Protection Policy to the parish, and receive that of Killarney Parish. Unattended children and young people are not allowed in the Parish Centre church of the Resurrection unless supervised by adults. If they accompany adults to the Parish Centre, they must remain with them at all times. In the event of a group not having a Child Care Policy, they must adhere to that of Killarney Parish..

7) **Outings Away (Days Out/Tours/Pilgrimages)**

In the event of a child not being accompanied by their own parent/guardian, the following guidelines apply:

These guidelines below are in addition to the Parish Code of Behaviour for Adults and the Parish Code of Behaviour for Children, as outlined in the Child Protection Policy (Section 3 and Section 4). The “Confidential Form for Adult Volunteers” (Appendix iv) and the “Declaration Form” (Appendix v) should be completed.

- All outings need careful advance planning including adequate provision for safety with regard to transport, facilities, activities and emergencies. Adequate insurance must be in place.
- Written parental consent specifically for each outing and related activity must be obtained well in advance. This consent should include
 - (a) contact details for parents or guardians,
 - (b) medical condition/details of medication/allergies, if appropriate,
 - (c) permission to seek medical attention in the event of an inability to contact a parent for any medical emergency (See Appendix 1)
- A copy of the itinerary and contact telephone numbers should be made available to parents and guardians.
- There must be adequate and, where possible, gender-appropriate, supervision for boys and girls
- Arrangements and procedures must be put in place to ensure that rules and appropriate boundaries are maintained in the relaxed environment of outings away.
- Particular attention should be given to ensuring that the privacy of young people is respected when they are away on outings.
- 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 an emergency situation, an adult considers it necessary to be in a children’s dormitory or bedroom without another adult, they should (a) immediately inform another adult in a position of responsibility and (b) make a diary note of the circumstances.
- The roles and responsibilities of young people must be clearly communicated to them having first been outlined and agreed upon with them and their parents prior to departure.
- The task required of young helpers will be appropriate to their age and capacity. Young people will not be asked to carry out personal care tasks, for another person, child or adult.
- Care will be taken to ensure that leaders do not work alone with young people.

- The diocese/parish must have a named person assigned for the trip to whose immediate attention all concerns and/or complaints can be brought.
- All concerns and/or complaints will be followed through in a timely and efficient manner.
- In the case of pilgrimages, a designated medical officer should be appointed.
- In the event of an accident/emergency situation, the necessary form must be completed (see Appendix 2).

Appendix 1

Outings Away for Children Under 18

Killarney Parish, Co Kerry

Outing to: _____

Organised by: _____

To be completed for those availing of outing:

Name of Child: _____

Address: _____

Home Contact No.: _____

Emergency Contact Number when away: _____

Parents/Guardians: _____

Medical Condition (allergies, etc): _____

- In the event of an emergency, I the parent/guardian of _____, give permission to obtain the necessary medical attention for the above named child.

- _____ is aware of the Code of Behaviour for Children as laid down by Killarney Parish.

Signed by Child: _____

Signed by Parent/Guardian: _____

Appendix 2

Accident/Incident Report Form

Killarney Parish, Co Kerry

Date of accident/incident: (please tick) _____

Reported by: _____

Title: _____

(ie, group leader, retreat team personnel, youth worker)

Details: _____

Location of activity: _____

Type of activity: _____

(ie, training night, outdoor activity, Mass, retreat)

Time: _____

Parties involved: _____

Parents/Guardians informed: Yes/No (please circle)

If yes, by whom, if not, why not?

Date: _____

Form completed and signed by: _____

RESPONSE – FOR OFFICE USE ONLY

Date: _____

Action taken: _____

Signed: _____

Comments: _____

Appendix 3

Participation Form Killarney Parish , Co Kerry

I have read and adhere to the Code of Behaviour for Children

Child _____

Address: _____

Contact Number (Home): _____

Ministry of _____ **(Altar Servers/
Cantors/Readers/Choir)**

Church: _____

**Signature of
Parent/Guardian:** _____

Signature of Child: _____

Date: _____

Appendix 4

**Declaration Form to be completed by Staff
and Volunteers
Killarney Parish, Co Kerry**

Confidential

Declaration from all staff and volunteers working with children and young people

Surname _____

Forename _____

Address _____

Tel. _____

Date of Birth _____ Place of Birth _____

Any other address(es) in the last 3 years _____

Any other name previously known as: _____

Do you have any prosecutions pending or have you ever been convicted of a criminal offence or been the subject of a caution or a bind-over order?

..... Yes

..... No

If yes, please state below the nature and date(s) of the offence(s), the court responsible for dealing with the matter, and the approximate date of the court hearing

Nature of offence: _____

Date of offence: _____

Court: _____

Court Date: _____

Signed: _____

Date: _____

Appendix 5

Confidential Application Form
Adult Volunteers
Killarney Parish, Co Kerry

Diocese: _____ Parish: _____

Surname: _____

First Name: _____

Address: _____

Date of Birth: _____ **Tel. No.** _____

E-Mail: _____

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 parish activity/ministry?

Have you previously received any training for working with children? Yes No.....

If yes, please give details:

How much time can you commit to voluntary work? *Please tick*

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

Do you have any spare time hobbies, interest or activities?

Any other relevant information?

Is there any medical or other reason why you may be deemed unsuitable to work with young people? Yes No

If yes, give details:

Please provide the names and addresses of two people (not relatives) whom we could contact for a reference, preferably people who are familiar with your work with children

Name _____ Name _____

Address: _____ Address: _____

Tel. No: _____ Tel. No: _____

E-mail: _____ E-mail: _____

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 and accept and abide by the Code of Conduct as outlined in the Diocesan Policy Document. I will also provide photo ID and comply with Garda Vetting requirements.

Signed: _____

Date: _____