

## What about Church activities?

- ⇒ Ensuring appropriate levels of supervision are in place for all church activities
- ⇒ Insurance cover is in place
- ⇒ Adequate records are kept
- ⇒ Yearly parish audit is completed



## Sacristy & Altar Server Information

- ⇒ Register to be signed by all those who have occasion to be in the sacristy on a regular basis
- ⇒ Best Safeguarding practice recommends that 2 adults are present when there are altar servers in attendance



## Use of Church Property by External Groups



The Rep will ensure that non Parish groups using Church facilities comply with requirements to have independent insurance and Safeguarding procedures in place.

This information must be recorded on the **Use of Church Facilities Form SG-07**, and updated annually.

## Child Safeguarding Concern

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

### Diocesan Designated Person

Mr. Cathal Cullen

Mobile 087 100 0232 or

### Deputy Designated Liaison Person

Ms. Rose Brophy

087 331 4330

### Garda National Protective Services

01 6663430/35

### Civil Authorities

Tusla Child & Family Agency

Carlow, Kilkenny, South Tipperary—052 617 7302

Laois, Offaly— 044 935 3997

For information on Safeguarding Children Training or for general information or queries on safeguarding issues please contact:

### Director of Safeguarding

Sr. Ena Kennedy

Mobile: 087-1953850

For further information and further resources please visit our website [www.ossory.ie](http://www.ossory.ie)

# Diocese of Ossory Cherishing Our Children



We believe that every 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.

## Why do we need Safeguarding Reps?



The Diocese of Ossory values and encourages the participation of children in the life of the Church and is committed to best practice, ensuring that all children and Vulnerable Adults be kept safe from harm or abuse. In order to do this we are committed to:

- \* Treating children with respect at all times.
- \* Ensuring that children will be listened to and heard.
- \* Sharing information about safeguarding and good practice with children, parents, staff, volunteers, clergy and religious.
- \* Responding promptly to and sharing information about concerns with the relevant agencies and involving parents and children appropriately.
- \* Carefully following the procedures for recruitment, training and management of clergy, religious, staff and volunteers.
- \* Being committed to reviewing and evaluating our policy and procedures on an on-going basis.
- \* Adopting best practice in accordance with the National Board for Safeguarding Children Standards & Guidance Document.

## What is a Safeguarding Rep?

The Parish Safeguarding Representative is the person within each Parish or Church organisation identified to work on a voluntary basis to help support the Diocese in safeguarding children. Their contact details are available in the sacristy of the local Church and from the Parish Office.



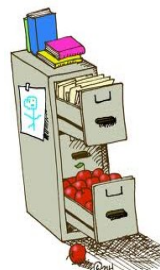
### What does a Safeguarding representative do?

- Raise awareness of what safeguarding is.
- Disseminate information regarding Standards and Guidance and circulate information.
- Ensure Church activities are provided in a way that ensures the safety and well being of the children / vulnerable adults involved.
- Ensure contact details of the Diocesan Liaison Person (DLP) Cathal Cullen and Deputy DLP Rose Brophy are widely publicised.



### How do we do this?

In order to ensure the safeguarding and protection of Children/Vulnerable Adults the Safeguarding Representatives must ensure that the **Staff Volunteer Recruitment Form SG-01** is completed by all parish Staff and Volunteers



All forms are available to download from Diocesan Web Page—[www.ossory.ie/safeguarding/](http://www.ossory.ie/safeguarding/)

## Garda Vetting Forms NVB1/NVB3 (under 16's) must be completed

by all Staff and Volunteers whose role involves necessary and regular contact with children and/or Vulnerable Adults – (National Vetting Bureau (Children & Vulnerable Persons) Acts 2012-2016)



## Parental Consent Forms

Children who wish to join any activities e.g. altar servers, choirs, youth clubs, Aim High, Trips Away etc., must have signed consent from their parents. The **Child/Parent Activity Media Consent Form SG-04** should be used.



## How do we raise awareness of Safeguarding?

- Display Diocesan Policy and Code of Conduct on Church Notice Boards, Parish Halls and Sacristy and any other relevant place.
- Put bulletins in Parish Newsletters periodically.
- Alert parishes to training.
- Attend Parish Pastoral Council meetings periodically.
- Refer any concerns/complaints directly to the Designated Liaison Person Cathal Cullen or the Deputy DLP Rose Brophy.