

## Check list when new Altar Servers are starting

### Things to consider in advance:

#### 1. Supervision

- Have you adequate adults to supervise or do you need more volunteers?  
(At a minimum two adults must be present when a child is present).
- Volunteers who supervise altar servers should have:
  - Completed the staff/Volunteer Application form (SG01) [Volunteer Application Form](#).
  - Completed Garda vetting (Garda vetting forms) [Garda Vetting Forms](#).
  - Have reference checks completed (SG12) [Character and Personal Reference Request Form](#)
  - Attend training when offered.
  - Received the appropriate safeguarding information by being advised as to the content of the diocesan safeguarding website [Safeguarding section of Ossory Website](#) /yellow book which has the policy information and guidance and be given a copy of the following safeguarding leaflets:
    - Safeguarding Children: Policy and Standards 2016
    - Parish Activities Information and Guidance
    - The Role of the Local Safeguarding Representative.
- All forms and paperwork relating to the above should be securely stored locally.

## **2. New Altar Servers**

- Altar servers will need to have made their Holy Communion to be eligible for the ministry of altar server.
- Complete the child parent/guardian joint activity and media consent form (SG04) [Child parent/guardian joint media activity consent form](#)
- Parents and children be provided with information on Safeguarding this can be done alongside the training for the ministry of altar serving.

## **3. Suggested Information for new altar servers and their parent(s)/guardian(s)**

**Along with Altar Server role and responsibilities - suggested safeguarding items to cover:**

- Make aware of the Local Safeguarding Representatives and Sacristans.
- Explain the diocese has a child safeguarding policy and this can be read on the diocesan website [Safeguarding Section of Ossory Website](#).
- Draw their attention to the poster at the church porch that has the policy statement and is signed by the bishop, and has contact details for DLP, Tusla and Gardai.
- Explain about the level of supervision – always require at least two adults for supervision.
- Tell them who will be supervising in the sacristy.
- If not already completed - explain about need for consent form to be filled out and signed by both the child and the parent/guardian (SG 04)).
- Go through the codes of conduct for children. Sample in the back of the Parish Activities Information and Guidance leaflet.
  - The children can be helped to develop their own and draw it out in their own writing/pictures and this can be put up in the sacristy.
- Explain the parish keeps an attendance register in the sacristy – so the child must sign in on arrival.
- Explain the diocese has a complaints procedure – Invite them to talk to the local safeguarding representative or priest if they have any complaints / complements (complaints form is on the back of the Parish Activities Information and Guidance leaflet also)

- Explain if there is any incident or accident this must be recorded in the sacristy (form SG05 [Accidents Incidents Form](#) ).
- Inform about local arrangements for funerals / weddings.
- Inform about use of webcam/streaming if parish uses this.

#### **4. Safeguarding publications that can be given to the child & parent/guardian to take away:**

- The Parish Activities Information and Guidance leaflet (This contains codes of behaviour and contact details for DLP/Tusla/Gardai).
- Safeguarding Children: Policy and Standards 2016.

#### **5. Risk / Hazard Assessments**

- Before any children's activities commence the group organiser(s) should complete a 'Risk/Hazard Assessment'. A completed sample is available on the website – this can be amended to suit your specific parish (Form SG 06) [Sample completed risk assessment](#).