



2014

Foreword

The Safeguarding Children Policy and Procedures document for the Diocese of Waterford & Lismore was first published in September 2010. In accordance with guidance from the National Board for Safeguarding Children which requires that policy and procedures be reviewed periodically. I requested the Diocesan Safeguarding Children Committee to conduct a review.

The review was a comprehensive and positive effort. I am pleased that our safeguarding measures are updated in light of new documentation from the NBSCCCI since 2010, the revised Children First Guidance (DCYA 2011), relevant existing and pending legislation and from experience gained by implementing this policy over the past three years. Reports of the NBSCCCI and the HSE audits of safeguarding in the Diocese of Waterford & Lismore were also a valuable source in the review process.

A number of changes to our practices have been adopted arising from the review. These are incorporated into training and information sessions for the clergy, lay employees, parish safeguarding representatives and volunteers.

I am thankful to all who have contributed to this review.

Mgr. Nicholas O'Mahony, P.P.
Diocesan Administrator.

<i>Contents</i>	<i>Page</i>
Foreword	2
Contents	3
Introduction	6
Founding Principles	7
Confidentiality Statement	8
Definition and Recognition of Child Abuse (Ref. 2.2.1 Children First 2011)	9
Standard 1: A written Policy on Keeping Children Safe	14
Standard 2: How to Respond to Allegations and Suspicions of abuse	17
Standard 3: Preventing Harm to Children	26
Standard 4: Training and Education for Keeping Children Safe	54
Standard 5: Communicating the Church's Safeguarding Message	56
Standard 6: Access to Advice and Support	58
Standard 7: Implementing and Monitoring the Standards	59

Safeguarding Children Services & Support - Standard 1 15

Church Porch Policy 14

How to Respond to Allegations and Suspicions of abuse – Standard 2

This includes the following;

Reporting Procedure Flow Chart 18

Reporting Procedures 19

Protection for Persons Reporting Child Abuse Act 1998 24

Whistle Blowing Policy 25

Preventing Harm to Children- Standard 3

This includes the following;

Recruitment Policy and Procedures 28

Code of Conduct for Adult Staff & Volunteers 30

Intimate Care Policy 35

Proper Use of Information Technology Policy 38

Guidance on Photographing Children and Young People 42

Anti-Bullying Policy 44

Procedures for Day Trips & Residential 48

Procedures for Accident/Incident 50

Code of Conduct for Children and Young People 51

Disciplinary Procedure 51

Complaints Procedure & a Complaints Procedure for Use by Young People 52

Visiting Priests and Temporary Solemnisers 53

The Role of the Local Safeguarding Representative 60

List of Forms

- Form 1: Safeguarding Policy Agreement Form
- Form 2: Adult Volunteer/Staff Application Form
- Form 3: Adult Volunteer/Staff Declaration Form
- Form 4: Confidential Reference Form
- Form 5: Parental/Guardian Consent Form
- Form 6: Parental/Guardian Consent Form – Special Activity
- Form 7: Accident/Incident Report Form
- Form 8: Altar Server Ministry – Participant Application Form
- Form 9: Altar Server Application/Consent Form
- Form 10: Minister of the Word (under 18) Participant Application Form
- Form 11: Child Protection Recording Form
- Form 12: General Complaints Form
- Form 13: Diocesan Garda Vetting Application Form
- Form 14: Parish Self-Audit Form 2013

Resources

- Celebret notice for display in Sacristy
- Guidance on Vetting
- Guidance for Vetting Appeals Panel
- Various Child Friendly Posters
- Template for Code of Conduct for Children and Young People

Introduction

The Seven Standards of Best Practice in Safeguarding Children within the Catholic Church in Ireland.

The National Board for Safeguarding Children in the Catholic Church (NBSCCCI) was established in 2006 to provide advice on best practice in safeguarding children in the Church across both jurisdictions of Ireland. The NBSCCCI has developed seven standards which represent the expected level of performance that all parts of the Church should reach.

Why use Standards?

Meeting the Standards will protect –

- Children by ensuring that they are in a safe environment and minimising risk of abuse to them.
- Church personnel by clarifying how they are expected to behave with children and what to do if there are allegations and suspicions about the safety of a child.
- The integrity of the Church and its mission by making clear its commitment to keeping children safe and by modelling best practice.

The Standards should be used by all Church organisations (e.g. diocese, parishes, religious, institutions, seminaries and personnel (e.g. clergy, religious, lay employees or volunteers)).

Founding Principles

All children have a fundamental right to be respected, nurtured, cared for and protected. This right is embedded in Gospel values, best practice guidelines and international and domestic laws. In the light of the teaching of the Church, civil legislation and guidance, every part of the Church must be committed to taking the necessary steps to:

- Demonstrate that the right of the child to protection from harm is paramount.
- Cherish and safeguard children and young people.
- Foster best practice.
- Demonstrate accountability through establishing effective structures.
- Support Church organisations and personnel in safeguarding children.
- Establish safe recruitment and vetting practices – aimed at preventing those who pose a risk to children from holding positions of trust.
- Maintain codes of conduct – having clear guidelines that set out what is and is not acceptable conduct as an essential part of keeping children safe.
- Operate safe activities for children – helping ensure they can play and learn in a safe environment.
- Responding promptly and effectively to all allegations and suspicions of abuse of a child (historical and current).

Confidentiality Statement

The Diocese of Waterford and Lismore recognises the importance of ensuring peoples' right to confidentiality. The Diocese is committed to keeping all personal information about children and their families confidential. The only exception may be when child safeguarding or welfare concerns arise in relation to a child. In this situation, information will be shared on a need to know basis in the best interest of the child.

- Giving information to appropriately designated persons and/or statutory authorities for the safeguarding of a child is outside the limits of professional confidentiality;
- Primary carers have a right to know if personal information is being shared and a report is being made to the Tusla, Child and Family Agency unless doing so could put the child at further risk.

In the *Children First 2011: National Guidance*, 'a child' means a person under the age of 18 years, excluding a person who is or has been married.

2.2 Definition of 'neglect'

- 2.2.1 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, and/or medical care.
- 2.2.2 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 the child's health and development as compared to that which could reasonably be expected of a child of similar age.
- 2.2.3 Neglect generally becomes apparent in different ways over a period of time rather than at one specific point. For example, a child who suffers a series of minor injuries may not be having his or her needs met in terms of necessary supervision and safety. A child whose height or weight is significantly below average may be being deprived of adequate nutrition. A child who consistently misses school may be being deprived of intellectual stimulation.
- 2.2.4 The *threshold of significant harm* is reached when the child's needs are neglected to the extent that his or her well-being and/or development are severely affected.

2.3 Definition of 'emotional abuse'

- 2.3.1 Emotional abuse is normally to be found in the relationship between a parent/carer and a child rather than in a specific event or pattern of events. It occurs when a child's developmental need for affection, approval, consistency and security are not met. Unless other forms of abuse are present, it is rarely manifested in terms of physical signs or symptoms. Examples may include:
- i. the imposition of negative attributes on a child, expressed by persistent criticism, sarcasm, hostility or blaming;

- ii. conditional parenting in which the level of care shown to a child is made contingent on his or her behaviours or actions;
- iii. emotional unavailability of the child's parent/carer;
- iv. unresponsiveness of the parent/carer and/or inconsistent or inappropriate expectations of the child;
- v. premature imposition of responsibility on the child;
- vi. unrealistic or inappropriate expectations of the child's capacity to understand something or to behave and control himself or herself in a certain way;
- vii. under- or over-protection of the child;
- viii. failure to show interest in, or provide age-appropriate opportunities for, the child's cognitive and emotional development; use of unreasonable or over-harsh disciplinary measures;
- ix. exposure to domestic violence;
- x. exposure to inappropriate or abusive material through new technology.

2.3.2 Emotional abuse can be manifested in terms of the child's behavioural, cognitive, affective or physical functioning. Examples of these include insecure attachment, unhappiness, low self-esteem, educational and developmental underachievement, and oppositional behaviour. The threshold of significant harm is reached when abusive interactions dominate and become typical of the relationship between the child and the parent/carer.

2.4 Definition of 'physical abuse'

2.4.1 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.

Physical abuse can involve:

- i. severe physical punishment;
- ii. beating, slapping, hitting or kicking;
- iii. pushing, shaking or throwing;
- iv. pinching, biting, choking or hair-pulling;
- v. terrorising with threats;
- vi. observing violence;
- vii. use of excessive force in handling;
- viii. deliberate poisoning;
- ix. suffocation;
- x. fabricated/induced illness;
- xi. allowing or creating a substantial risk of significant harm to a child.

2.5 Definition of 'sexual abuse'

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

- i. exposure of the sexual organs or any sexual act intentionally performed in the presence of the child;
- ii. intentional touching or molesting of the body of a child whether by a person or object for the purpose of sexual arousal or gratification;
- iii. masturbation in the presence of the child or the involvement of the child in an act of masturbation;
- iv. sexual intercourse with the child, whether oral, vaginal or anal;
- v. sexual exploitation of a child, which includes inciting, encouraging, propositioning, requiring or permitting a child to solicit for, or to engage in, prostitution or other sexual acts. Sexual exploitation also occurs when a child is involved in the exhibition, modelling or posing for the purpose of sexual arousal, gratification or sexual act, including its recording (on film, video tape or other media) or the manipulation, for those purposes, of the image by computer or other means. It may also include showing sexually explicit material to children, which is often a feature of the 'grooming' process by perpetrators of abuse;
- vi. consensual sexual activity involving an adult and an underage person. In relation to child sexual abuse, it should be noted that, for the purposes of the criminal law, the age of consent to sexual intercourse is 17 years for both boys and girls. An Garda Síochána will deal with the criminal aspects of the case under the relevant legislation.

2.5.2 It should be noted that the definition of child sexual abuse presented in this section is not a legal definition and is not intended to be a description of the criminal offence of sexual assault.

2.8 Children with additional vulnerabilities

2.8.1 Certain children are more vulnerable to abuse than others. Such children include those with disabilities, children who are homeless and those who, for one reason or another, are separated from their parents or other family members and who depend

on others for their care and protection. The same categories of abuse – neglect, emotional abuse, physical abuse and sexual abuse – are applicable, but may take a slightly different form. For example, abuse may take the form of deprivation of basic rights, harsh disciplinary regimes or the inappropriate use of medications or physical restraints.

3.2.7 Section 176 of the Criminal Justice Act 2006 introduced the criminal **charge of reckless endangerment of children**. It states:

‘A person, having authority or control over a child or abuser, who intentionally or recklessly endangers a child by –

- a) causing or permitting any child to be placed or left in a situation which creates a substantial risk to the child of being a victim of serious harm or sexual abuse, or
- b) failing to take reasonable steps to protect a child from such a risk while knowing that the child is in such a situation, is guilty of an offence.’

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 Waterford & Lismore

Safeguarding Children Policy Statement

We, in the diocese of Waterford & Lismore believe that the role of children and young people in the Church is vital to the life of the parish as it continues the mission of Jesus. We value and encourage the participation of children and young people in parish liturgies and in pastoral activities that enhance their spiritual, physical, emotional and social development.

We recognize the dignity and rights of all children and young people and are committed to ensuring their safety and wellbeing in a way that promotes their human dignity and integrity as children of God.

In keeping with this, we in the diocese undertake to do all in our power to create safe environments for children and young people and to ensure their protection from neglect and physical, sexual and emotional abuse.

We recognize that all involved in working with children and young people have a special duty of care towards them and we are committed to putting procedures in place through which this care is put into effect so that the rights of children and young people to actively participate in the life of the Church are upheld. It is therefore clear beyond all doubt that we hold and shall continue to hold the welfare of the child as paramount. All Church personnel are expected to comply with the Diocesan Safeguarding policy and procedures.

Child Safeguarding Services: Contact Details

If you, or anyone you know, requires support or pastoral care in relation to a child safeguarding issue please contact the following Pastoral Care/Support Person:

Name: Ann Howard
Phone: (087) 2166789

If you, or anyone you know, has a child safeguarding concern or wishes to report an allegation directly to the statutory authorities, please contact the Gardaí or Tusla, Child and Family Agency and ask to speak to the Duty Social Worker:

Tusla, Child and Family Agency:

Waterford (051) 842827
Dungarvan (058) 20906
Clonmel (052) 6177303

In cases of Emergency outside the Child and Family Agency hours contact should be made with your local Gardaí.

Garda Stations:

Waterford (051) 305300
Dungarvan (058) 48600
Clonmel (052) 6177640

If you, or anyone you know, has a child safeguarding concern or wishes to report an allegation directly to Church authorities, please contact the Designated Liaison Person:

Designated Liaison Person: Fr. Paul Murphy
(087) 9661959

This policy statement and summary will be prominently displayed in all Churches and Church facilities in the Diocese of Waterford & Lismore.

For a copy of the Diocesan Safeguarding Children Policies & Procedures please visit:

www.waterfordlismore.com

Other Support Services available:

Click on www.towardshealing.ie – a counselling and support service for survivors of Institutional, Clerical and Religious abuse, funded by the Catholic Church.

The National Board for Safeguarding Children in The Catholic Church in Ireland (NBSCCCI) – Tel: (01) 505 3124 www.safeguarding.ie

One in Four – (01) 6624070, www.oneinfour.ie

Barnardos – Tel: Callsave 1850 222 300, <http://barnardos.ie/>

Childline – Tel: 1800 66 66 66, Text Talk 50101, www.ispcc.ie

Samaritans – Tel: 116123, <http://www.samaritans.org/your-community/samaritans-work-ireland>

Children at risk in Ireland (CARI) – Tel: Lo Call 1890 92 45 67, www.cari.ie

Standard 2

How to Respond to Allegations and Suspicions of abuse

Children have a right to be listened to and heard. They have a right to live free from abuse. Church organisations have a duty to promote the safety and welfare of children. The Diocese of Waterford & Lismore ensure that all concerns, allegations and suspicions of abuse are reported both within the Church and to the civil authorities.

Children and young people have a right to be free from abuse as well as a right to be listened to and heard. The Catholic Church is committed to promoting the safety, welfare and protection of all and takes all concerns, allegations, suspicions and disclosures of abuse very seriously. To support this commitment, the Diocese of Waterford & Lismore has identified safeguarding personnel as outlined in this Standard. These personnel are committed to ensuring that the following procedures are adhered to when a concern, allegation, suspicion or disclosure, either current or historical, is made that indicates that a member of the Church staff (current or former) has:

- harmed or placed at risk of harm a child or young person;
- committed a criminal offence against a child, young person; or
- behaved towards a child, or young person inappropriately, indicating that they are unsuitable to work with these groups.

Procedures apply to all Diocesan and parish personnel and volunteers:

This policy applies to all Diocesan and parish personnel and volunteers. All Diocesan and parish personnel and volunteers are required to comply with this guidance. The guidance applies to all aspects of Parish and Diocesan ministry in the Church whether within a church building, engaged in community work, on pilgrimages, trips or holidays.

It is the responsibility of everyone in the Diocese of Waterford & Lismore to ensure that children & young people are not left at risk of abuse. Church organisations have a duty to promote the safety, welfare and safeguarding of all children & young people. In the Diocese of Waterford & Lismore, all concerns, allegations, suspicions and disclosures of abuse are taken seriously, reported within the Church and, according to the requirements of the relevant jurisdiction, to the civil authorities in the Republic of Ireland. In the absence of the Designated Liaison Person refer the complaint to the relevant statutory agency – Tusla, Child and Family Agency/An Garda Síochána.

Reporting Procedure Flow Chart

Preferred reporting procedure for Diocesan or Parish related disclosures or concerns

You are concerned about the current safety of a child or young person involved in a parish or the Diocese, or you wish to make an allegation of a previous experience of abuse

**Diocesan Liaison
Person**

Bishop

**Civil Authorities
(i.e. An Garda Síochána,
Tusla, Child and Family Agency,
Social Services)**

Please be aware that you always have the right to report any concerns or disclosures directly to the civil authorities who will make contact with the Diocesan Liaison Person and/or the Bishop in due course. In such circumstances we would ask that you also contact the Diocesan Liaison Person at your earliest convenience. The National Board for Safeguarding Children in the Catholic Church in Ireland will also be informed of any complaints that are referred to the statutory authorities

Reporting Procedures

If a concern arises about a child or young person or if a complaint is made about the behaviour of church personnel, the following reporting procedures must be followed.

1. When a concern arises, the information is given **immediately** and directly to the Designated Liaison Person. If a Parish Safeguarding Representative receives a concern he/she must pass the information **immediately** to the Designated Liaison Person.
2. Details of the Designated Liaison Person are shown below. **Please note, these contact numbers are exclusively for reporting concerns or allegations in relation to safeguarding.**

Fr. Paul Murphy,
Tel: (087) 9661959

3. The Designated Liaison Person will inform the civil authorities and the Bishop **without delay.**
4. In the event that the Designated Liaison Person is not available, or the circumstances of the complaint indicate that this action is not appropriate, the Parish Safeguarding Representative or other individual with a concern or allegation **must** contact **immediately** the civil authorities directly. In this eventuality the Designated Liaison Person should be informed of the complaint as soon as practicable.
5. **The guiding principle is that the safety of the child or young person is always the most important consideration.** Any safeguarding allegation or concern should be treated seriously. For this reason, it is very important that anyone raising a concern strictly adheres to the Diocesan Reporting Procedure, using the Diocesan Child Protection Recording Form to record the relevant information. Particular care should be taken with regard to confidentiality and the sharing of information with appropriate people.
6. It is important to remember that the safety and well-being of children or young people must be the paramount consideration in any investigation and such vulnerable individuals or groups should never be put at further risk of harm by delay or inaction. The Church has a responsibility and will pass on safeguarding concerns to the civil authorities even when it does not concern Church personnel directly.

A copy of the Recording Form can be found in Resource 16 on page 89 of the Safeguarding Children: Standards and Guidance document for the Catholic Church and is available on the Diocesan website, www.waterfordlismore.com, or in the additional forms accompanying this publication.

Initial Contact Procedure

All those involved in dealing with a safeguarding allegation or suspicion, are required to record their conversations and actions. This includes the Designated Liaison Person and, if reporting on behalf of a complainant, the person who reported the abuse or concern to the Designated Liaison Person. Below is the action that should be taken on receipt of a concern, suspicion, disclosure or allegation of abuse.

Remember - It is not your role to investigate!

1. If you receive a concern, suspicion, disclosure or allegation of abuse, you must act **immediately** and refer the matter to the Designated Liaison Person as soon as possible. The Designated Liaison Person will refer the complaint to the relevant Tusla, Child and Family Agency/An Garda Síochána and will also inform the Bishop.

In cases of emergency, where a child or young person appears to be at immediate risk, an immediate report should be made to Tusla, Child and Family Agency, as well as the Designated Liaison Person. Where the Tusla, Child and Family Agency is not available, An Garda Síochána should be contacted to ensure **that under no circumstances is a child or young person left in a dangerous situation pending Health and Social Services intervention.**

2. Whenever a concern is raised and it is possible and practical, take notes during the conversation. Always ask permission to do this and explain the importance of recording all information. Where it is not appropriate to make notes at the time, make a written record as soon as possible afterwards and in any case before the end of the day.
3. Explain to the child/person raising the concern what will happen next. Indicate who will be made aware of the information given by them. Leave contact details of the Designated Liaison Person in case the referrer needs to ask questions later.

4. Details of your conversations and actions should be recorded on the *Diocesan Child Protection Recording Form*.¹ This initial recording will form the first entry in a file of information about the case which will be retained securely by the relevant Designated Liaison Person in line with Church guidance. It should be signed and dated by you.

Information would normally include:

- a. as much information as possible about the circumstances that led to the concern/allegation being raised and why the person is worried about the welfare and safety of the individual(s);
- b. any explanation offered to account for the risk, injury or concern;
- c. details of any action already taken about the incident/concern/allegation;
- d. any views expressed by the child's parent(s) or guardian(s) or the individual about the matter;
- e. do not be selective. Include detail which, to you, may seem irrelevant. It may prove invaluable at a later stage in an investigation;
- f. all original records must be passed immediately to the relevant Diocesan Liaison Person. Any copies of records retained must be kept secure and confidential. "Any copy of records or notes retained whether held as a paper copy or electronically must be kept securely and confidentially to prevent unauthorised access to or disclosure of sensitive and confidential information and to prevent accidental loss. Paper records should be held in a locked safe, filing cabinet in the Diocesan Office. Information held on electronic devices such as laptops, computers, mobile phones, memory sticks or any smart devices should be password protected and preferably encrypted to prevent unauthorised access. Laptops, mobile computer devices and smart devices should not be used for the long term storage of confidential and sensitive information".

Not all persons raising a concern may wish to go through the process described herein. Nonetheless, information about the existence of a potential allegation **must** always be communicated to the Designated Liaison Person. **It is important not to discuss the incident/concern with anyone other than those detailed in these procedures.**

¹ A copy of the recording form can be found in Resource 16 on page 89 of the *Safeguarding Children: Standards and Guidance document for the Catholic Church* and is available on the Diocesan website, www.waterfordlismore.com or in the additional forms accompanying this publication.

Giving children the confidence to speak out.

For many complex reasons children who are abused, often hide their experience and do not tell even the adults they know and trust. One of the reasons may be that the child has experienced abuse in which someone has exercised control and power over them. Such a perpetrator may also have used threats to harm them or their family if they do tell, or in the case of children, manipulated the child to believe they are at fault in some way, or are the cause of the abuse or that they are complicit and should be ashamed. Different children respond to different experiences, in different ways, but many children do not speak out about being abused.

In order for our Diocese to promote a safe culture and environment, in all activities, we must be sure that children know that they can speak out and that they will be listened to. It is important to remember that very young children, those with a disability or those whose first language is not English may need extra help to understand the same messages as others.

A positive approach to safeguarding children is to establish a good, open relationship with them, through talking about their activities, hopes and worries. Talking with and listening carefully is the best prevention. A safe relationship with children is one in which secrets are hard to keep; where someone who is being abused or who is worried about his/her behaviour, is able to tell someone that they trust. It is very important that contact details of Church Safeguarding personnel are made prominently available so that children can contact them if they have concerns.

Contact details of other organisations such as Barnardos and the ISPCC should also be prominently displayed so children can contact these agencies if they have concerns.



Responding to a child making an allegation of abuse

Children will occasionally tell an adult that 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 that person in the hope that he/she will act to stop the abuse happening, even if they ask the individual not to do anything with that information. Find an opportunity to explain that it is likely that this information will need to be shared with others and at the end of the discussion tell them what you plan to do next and with whom this information will be shared. If a child begins to tell you about abuse it is important that you:

Do!

- stay calm;
- listen carefully and take the child seriously;
- only ask questions for clarification if you are unclear what the child is saying;
- allow the child to continue at his/her own pace;
- reassure the child that, in disclosing the abuse, he/she has done the right thing;
- tell the child that he/she is not to blame for the abuse;
- assure him/her of help and support;
- report the child's disclosure to the leader-in-charge and the Designated Liaison person immediately.

As soon as possible, write down everything that you were told by the child, using his/her own words to describe the abuse. Use the Diocesan Child Protection Recording Form to do this. Sign and date this record and pass it onto the Designated Liaison Person immediately.

Do not

- dismiss the concerns;
- panic;
- probe for more information/ask other questions;
- 'promise not to tell anyone' or say 'you'll keep it a secret';
- make comments about the accused person;
- make assumptions or speculate;
- disclose details of the allegation to anyone else other than those stated in this document.

The one thing you must not do is nothing

1. Listen 2. Record 3. Consult

Remember: The person who first encounters a case of alleged or suspected abuse is not responsible for deciding whether or not abuse has occurred. That is a task for the professional safeguarding agencies following a referral to them of the concerns.

Protections for Persons Reporting Child Abuse Act

**The protection of persons reporting such concerns is enshrined in Protection for
Persons reporting**

Child Abuse Act 1998

This Act provides:

- Protection from civil liability to any person who reports child abuse in certain circumstances to Liaison Persons of Tusla, Child and Family Agency.
- Protection from penalization by their employers.
- For the creation of a new offence of false reporting of child abuse where a person makes a report of child abuse to the appropriate authorities “knowing that statement to be false”. This is a new criminal offence designed to protect innocent persons from malicious reports.

The person reporting must act reasonably, and in good faith in forming the opinion and communicating it to the appropriate person.

Whistle Blowing Policy

The Diocese of Waterford and Lismore encourages any person who has a concern about people or practices in the diocese and its services which may pose a risk to the safety and welfare of children to contact our safeguarding service. If the risk relates to a specific child, we will notify the statutory authorities without delay and work with them to ensure the child's safety and welfare. If the risk arises from the practice of one of our services, we will review the practice of that service, and take any necessary action.

Anonymous referrals

We will encourage you to identify yourself but if you are not able or prepared to do this, we will still receive and act on your concern. Providing us with your name helps us to understand your concern, and not having this information may limit how well we can respond, however we will receive and act on your concern regardless. We understand that it may be difficult to come forward if you have a concern. However the welfare and protection of children must be our priority and we rely on your help and support to ensure that we meet the highest safeguarding children standards.

Contact the Safeguarding Office at St. John's Pastoral Centre, John's Hill, Waterford -

Fr. Paul Murphy: (087) 9661959

Avril Halley: (051) 874199

avrilhalley@gmail.com

Alternatively you may contact the

Tusla, Child and Family Agency

Waterford	(051) 842827
Dungarvan	(058) 20906
Clonmel	(052) 6177303

or

An Garda Síochána

Waterford	(051) 305300
Dungarvan	(058) 48600
Clonmel	(052) 6177640

Standard 3

Preventing Harm to Children

Children should 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. In order to safeguard children, the diocese has adopted procedures, codes of conduct for adults and children and a recruitment and selection procedure for all personnel in order to operate safe activities for young people and children.

Preventing Harm to Children - Best Practice Guidelines

Adults who oversee activities with children and young people in the Diocese of Waterford and Lismore will ensure the procedures outlined in this section of the policy are implemented. In particular they will ensure that the following basic guidelines are in use in their ministry with young people.

- All children / young people involved in Church activities will complete application-participation form / parental consent forms. (See Resources section for complete list of forms).
- Attendance at activities / events will be recorded in an appropriate sign-in/out book (Hard cover is essential) All those present are required to sign in and out.
- Supervision at youth activities / events will be in keeping with the recommended ratios and every effort will be made to ensure there is gender balance among leaders. Unsupervised one to one contact between an adult and child should be avoided.

Under 8 years

0 to 2 years = one member of staff to 3 children

2 to 3 years = one member of staff to 4 children

3 to 7 years = one member of staff to 8 children (6 children for outdoor activity)

Under 8 years

Two members of staff to 20 children (15 children for outdoor activity)

There should be one additional staff member for every 10 children.

(Taken from Safeguarding Children - Standards and Guidance Document for the Catholic Church in Ireland pg. 44)

- Parents will be kept informed about activities / events and their input / suggestions should be welcomed.
- The opinion of children and young people will be listened to and valued and they will be consulted regarding matters that affect them.
- Parents, children and young people will be informed about Diocesan Safeguarding Children Policy and procedures and advised about whom they can talk to if they have a concern or if they wish to make a complaint.
- Children and young people will be asked to adhere to a Code of Conduct and informed about the disciplinary procedure and the consequences that could be incurred in the event that they breach the Code of Conduct.
- The person in charge of the group will ensure that the correct procedures are followed in relation to the issues below as well as ensuring that the correct policy is implemented as appropriate to the needs of their group.

- | | |
|------------------------------------|-------------------------------|
| ✓ Recruitment & Vetting | ✓ Photography |
| ✓ Codes of Conduct (Adults) | ✓ Anti-Bullying |
| ✓ Breach of Code of Conduct | ✓ Day Trips and Residential |
| ✓ Challenging Behaviour (Children) | ✓ Accident/Incident |
| ✓ Intimate Care Procedures | ✓ Codes of Conduct (Children) |
| ✓ Information Technology | ✓ Discipline |
| ✓ Complaints | |

Recruitment Policy and Procedures

The Diocese of Waterford & Lismore recognises that a good recruitment policy can be an effective deterrent for those people in our society who would wish to harm children or young people. Research has shown that those who prey on children and young people look for gaps in organisations that will allow them to gain access. Research has also demonstrated that some abusers have spent years “grooming” children for the purpose of abusing them and that all they need to build relationships of trust with children is regular access to them. While most people’s involvement in Church activities is motivated by their desire to build community and to live out the gospel values we must also be aware that there are people in our society whose motives are not positive. We must therefore ensure that the correct recruitment procedures are followed in order to deter such people.

Volunteer Recruitment Procedure:

1. Volunteer should be clear about the role they are volunteering for, what it involves and the time commitment required.
2. Volunteer receives the required forms from the Parish Priest or someone appointed by him which includes; Application Form, Declaration Form, Vetting Form, and Diocesan Safeguarding Policy Agreement Form (available on the Diocesan website, www.waterfordlismore.com).
3. Parish Priest or person appointed by him notes name of Volunteer and date that they received their application forms.
4. Volunteer returns all completed documentation to the Parish Priest. If volunteer is not known to the Parish Priest then they must provide proof of identity (Photo ID).
5. Parish Priest or someone appointed by him checks to ensure that the forms have all been completed correctly and then signs and dates forms.
6. A note is made that the forms have been returned.
7. Vetting Forms are submitted to Diocese of Waterford & Lismore, Bishop’s House, John’s Hill, Waterford and a note made of the date they were submitted to the Garda Vetting Unit.
8. Volunteer can begin work pending a positive outcome from their Garda Vetting. Until Garda Vetting has been returned the volunteer should not have unsupervised access to children / young people.

Existing Staff & Volunteers

If a staff member or volunteer has been involved in the parish since before these guidelines came into being they will still have to undergo garda vetting, as well as agreeing to adhere to the Diocesan Policy and Safeguarding Children training if required.

Code of Conduct for Adult Staff & Volunteers

The standards of good behaviour outlined within this document apply to all clergy, religious, staff and volunteers working with children or young people within the Diocese of Waterford & Lismore. This Code of Conduct outlines what is acceptable and non-acceptable behaviour. This policy exists for the safeguarding of both children and adults.

General Guidelines:

- Always try to provide an example of good conduct you would wish others to follow.
- Always treat each child with dignity and respect.
- Maintain appropriate boundaries when dealing with young people entrusted to your care.
- Never use language, make suggestions or offer advice which is inappropriate, offensive or abusive.
- Never allow children/young people or other leaders to use inappropriate language unchallenged.
- Always challenge and report potentially abusive behaviour.
- Never act in ways intended to shame, humiliate, belittle or degrade.
- Never let allegations a child makes go without being addressed and recorded
- Favouritism is not acceptable so be sensitive to the possibility of becoming overly involved or spending a disproportionate amount of time with any particular individual or group of children. Make sure that all children and young people feel equally valued.
- Under no circumstances give alcohol or drugs to children or young people.
- Do not use alcohol or drugs in the company of children/ young people.
- Use only age appropriate media products and activities in working with children and young people.
- Sexually explicit or pornographic material is never appropriate and should not be shown to children/young people.
- Comments and jokes of a sexual nature which may give offence or which could be interpreted as inappropriate are to be avoided.
- Never hit or otherwise physically assault or abuse a child.
- Never behave in a manner which could be seen as inappropriate or sexually exploitative.
- Never do things of a personal nature for children and young people, which they can do for themselves.
- Develop a culture where children can talk openly with staff and others and ensure each child knows what they can do if they feel that there is a problem.

- Never develop a relationship with a child which could in any way be deemed exploitative or abusive.
- Do not take children to your own home.
- Never act in ways that may be abusive or may place a child at risk of abuse.
- Do not engage in or tolerate any behaviour- verbal, emotional, psychological or physical- that could be construed as bullying.
- Never discriminate against or treat children/young people differently. Discriminatory behaviour and or expressed views on the grounds of gender, marital status, family status, age, race, religion, disability, sexual orientation, membership of Traveller community, culture, political affiliation and/or views, will not be tolerated.
- Parents/Guardians have the sole rights to discipline a child and must always be informed of behaviour issues.

Physical Activities

- Respecting the physical integrity of children and young people should not prevent appropriate contact where it is necessary to comfort a child and ensure their safety and well-being; neither should it preclude normal expressions of warmth or happiness provided that they are acceptable to all parties concerned and are in response to the needs of the child not the adult.
- In certain activities, physical contact may be necessary however in normal activities, never touch a child without his/her consent.
- Accept that all physical contact may be open to scrutiny, and be prepared to report it and explain it.
- Horseplay is not acceptable.

Comforting Issues

- Never assume that all children seek physical comfort if they are distressed and always ask the child what comforting they want.
- Try to ensure that physical comfort is given only if there are other adults present.
- Physical comfort should only be offered in response to the needs of the child.
- Be circumspect in offering reassurance in one-to-one situations.
- Never comfort a child in a way that could be considered indecent or in any way sexual.
- Be aware that a child unused to physical comforting may not have appropriate boundaries for this activity.
- Always report when a child becomes distressed or angry.

Meetings

- Being alone with a child or young person is not appropriate practice. Should circumstances arise where it is unavoidable (a) ensure that the door remains open (b) immediately inform another responsible adult, (c) make a written note that the meeting with the young person took place.
- If the pastoral care of a young person necessitates the arrangement of an individual meeting, do not meet in isolated environments. Schedule meetings at times and locations that allow for transparency and accountability. Limit both the length and number of sessions. Make necessary referrals and appropriate contact with parents.
- Do not conduct meetings in, or encourage visits to, private homes or personal living quarters.
- When the need for a visit to the home of a child or young person arises professional boundaries must be observed at all times.

Challenging Behaviour

Many children and young people today are unfortunately dealing with complex issues which can lead to them acting out in negative ways that are challenging for leaders and for other children / young people around them. Issues like separation, bereavement, bullying, eating disorders and addiction can have a huge impact on children and young people. We must be sensitive to their needs and remember that safeguarding is much broader than recognising, responding and reporting abuse but also about ensuring that all children have the help and support they need to deal with all of life's problems. As adults dealing with challenging or unacceptable behaviour we should always remember that the welfare of the child is of paramount importance. In order to ensure the safeguarding of children and adult staff and volunteers please follow the guidelines here with regard to challenging behaviour.

Dealing with children's challenging/unacceptable behaviour should never involve physical punishment or any form of degrading or humiliating treatment.

- Agree clear behavioural standards and consequences for their breach in advance.
- Try to defuse situations before they escalate, emphasising safety as the concern not limiting fun.
- Ignore attention-seeking behaviour and focus on appropriate behaviour.
- Try to help the child / young person who is having a behaviour difficulty to name what they are feeling and attempt to find out what the problem is and work with them toward finding a solution.

- Talk to the child, in their own language, about choosing their behaviour, and make the child aware of the different consequences to the choices they make. Inform the child that they will be asked to leave the activity if their behaviour continues to be inappropriate.
- If necessary ask the child to temporarily leave the activity with you in order to discuss the problem and work together towards finding a solution. Try to leave the activity for the shortest period necessary and re-integrate the child positively into the activity as soon as possible.
- In cases of extreme behavioural difficulties which pose a threat to the child, staff or other children/young people, preparation should be made to remove the child from the activity.
- Record and report any incident of extreme behavioural difficulty.
- Parents should always be informed of any behavioural issues.

Breach of Code of Conduct

Any person becoming aware of a potential breach of the Code of Conduct or any behaviour which may have adverse consequences for children must report this matter to the Bishop. The welfare of children/young people will be the paramount concern with due regard to the right of a person whose behaviour is the subject of a complaint. The support needs of all parties will be addressed and all obligations to notify statutory agencies will be met.

Lay Staff

1. The Diocesan Secretary has responsibility, under the general direction of the Bishop.
2. The alleged breach will be assessed by the Bishop if a child/young person is involved or otherwise by a suitably qualified person appointed by the Diocese.
3. Arising from two above the matter will be dealt with by the Diocese through the disciplinary and grievance procedure in the contract of employment.
4. The appeal process is also outlined in the contract of employment.

Volunteers

1. Any alleged breach must be reported to the Leader of the volunteer activity.
2. If a child/young person is involved the alleged breach will be referred to the Bishop who will assess the matter.
3. The assessment will inform an identification of necessary actions which may include training/supervision or restriction/prohibition.
4. The Bishop will ensure that the Leader of the relevant volunteer activity takes the identified action(s).

5. The volunteer against whom the alleged breach is made will have the right to appeal any decisions made and will have a support person appointed to them to guide them through this process.

Priests

1. Subject to the requirement of civil and criminal law, the alleged breach will be investigated under the relevant provisions of Canon Law.
2. In any matter concerning children, the Bishop will assess the alleged breach and identify any necessary actions/notifications and will take any necessary actions.

The Bishop will, in any matter concerning a child make all necessary notifications to the statutory agencies and to the National Board for Safeguarding Children in the Catholic Church in Ireland.

Intimate Care Policy

Intimate care is any care which involves washing, touching or carrying out an invasive procedure to intimate personal areas. The issue of intimate care is a sensitive one and requires everyone involved to be respectful of a child's needs. The person's dignity should always be preserved with a high level of privacy, choice and control. There should always be a high awareness of safeguarding issues, with behaviour being open to scrutiny and undertaken in partnership with Parents/Guardians and with the child.

Diocesan personnel are not ordinarily involved in the provision of intimate care and consequently are not authorised to undertake such care, without the explicit approval of the person with overall responsibility for the activity. It is recognised however that on occasion the need for intimate care may arise. The provision of such care should ordinarily be limited to suitably qualified personnel, such as nurses and doctors who will follow their own professional codes.

The provision of intimate care must always be carefully planned, with an emphasis on supporting people to achieve the highest level of autonomy that is possible. The need for intimate care support will wherever possible be anticipated and be the subject of written agreement with the Parents/Guardians and the child in advance. In this planning consideration will be given to determining how many carers may be involved, and where possible one adult will be assigned. Ideally there will be a rota of carers which is aimed at ensuring that over-familiar relationships are discouraged from developing, whilst at the same time guarding against the care being carried out by a succession of completely different carers.

Wherever possible intimate care should be provided by a person of the same sex, subject to the wishes of the person receiving the intimate care.

If a child becomes distressed or unhappy about being cared for by a particular person this should be discussed with the Parents/Guardians and the safeguarding representative. Any allegations or complaints should be reported as part of the Diocesan Safeguarding Policy.

Health and Safety issues may arise when changing a child or dealing with accidents. One should always wear an apron and gloves when dealing with blood or human waste. Any soiled material should be disposed of in sealed polythene waste disposal bags or equivalent. However it is also accepted that sporadic and unplanned situations will arise where all reasonable care should be taken, including careful hand washing, use of gloves

whenever possible and safe disposal of soiled and/or waste material to prevent spread of infection.

Physical contact should generally take place within a culture of limited touch. Any physical contact should only be in response to the needs of the child, be of limited duration and appropriate to age, stage of development etc.

All physical contact must be open to scrutiny and every effort should be made to ensure that contact is not intrusive or subject to misinterpretation.

Guidelines for Personal or Intimate Care of Children with Disabilities

Children and young people with disabilities are children first; they have additional needs that place an additional responsibility on those who care and work with them. Research shows that children and young people with intellectual disabilities and/or physical disabilities do have the same hopes, fears and aspirations as other young people. They aspire to being footballers, dancers, actors, fire fighters, teachers, nurses. It is therefore important that we acknowledge and work within these aspirations to help the child or young person to achieve their maximum potential. There are a number of additional responsibilities and issues which need to be addressed in the provision of care to children or young people with special needs. There should be an agreed procedure with the child or young person, parents and service provider around intimate care. It should identify who will provide intimate care and when, where and how intimate care needs will be met. This procedure should be reviewed on a regular basis to ensure that the child, parents and caregiver continues to be comfortable with the arrangement.

Central to any such arrangements are:

- Dignity
- Privacy
- Choice
- Appropriate Care

All arrangements must be adapted to the individual needs of each child or young person. Take the following into consideration:

- The child's view
- The parents/guardians views
- The policy relating to the activity
- The child's age
- The child's ethnicity
- Your own views

Guidelines for Intimate Care:

- Do not be rushed into taking on intimate care tasks.
- Treat each child with dignity and respect
- Ensure that the degree of privacy is appropriate
- Involve the child as far as possible in his/her own intimate care
- Make sure intimate care is as consistent as possible
- If you are concerned about anything during intimate care, report it

All children and young people who have a disability have the same rights as any other child or young person. Their rights are enshrined in the UN Convention on the Rights of the Child.

Safeguarding Policy on the use of Information Technology/Mobile Phones at Church led activities

It is recognised that young adults and in some cases children communicate through the medium of social networking. Parents/Guardians may not always be aware of technological contacts such as emailing and texting. In accepting the advances that have been made and are widely accepted with regard to communication it is also imperative to address some of the concerns. Bullying and especially cyber bullying is all too common in society and often with fatal outcomes and it should be addressed when drawing up and implementing an anti-bullying policy.

Church personnel

In order to ensure best practice group leaders should be aware of the following:

- Contacting children/young people and vulnerable adults by phone, text or e-mail should never be undertaken without parental consent. Additional communication should be directed to the child/young person's parent/guardian.
- All e-mails received from children should be retained.
- It is the right of each individual to decide who should have access to their email address and that choice should be respected. All email providers offer a BCC (blind copy) function which ensures privacy for all apart from the individual recipient. In order to ensure the privacy of children/vulnerable adults/parents/guardians individual addresses from group e-mails should be sent using the BCC box.

Internet

The following is unacceptable behaviour and must be avoided in every situation

- Visiting internet sites that contain offensive, obscene, pornographic or illegal material.
- Using the computer to perpetrate any form of fraud or piracy of music etc.
- Using the internet to send offensive and harassing material to others.
- Using obscene or racist language over the internet or by text.
- Publishing defamatory/false material by others through social networking.
- Introducing any form of malicious software into the used network.
- Intentional damage to any information communication technology equipment.
- Using another users password or giving that password to a third party.
- All Clergy, Religious Orders, diocesan personnel/volunteers/group leaders must be made aware of their responsibility and be prepared to sign up to it.
- Responsibility is about the safeguarding of children, young people and vulnerable adults and taking care of oneself, co-workers and group leaders.

- Training is imperative in order to follow best practice in all our activities that concern children, young people, vulnerable adults, co-workers and volunteers.

Use of mobile phones

It is acknowledged that mobile phones are valuable as a means of communication. In accepting this one must also recognise that in a number of instances they can be misused.

The following should be considered in drawing up a code or practice that is fit for purpose. Each operational group may wish to produce its own mobile phone code of conduct to ensure safe usage. The following points may assist in drawing up that code:

- Anything that compromises the ability to maintain a safe environment and give full attention to the supervision of children/vulnerable adults should be actively discouraged
- Church personnel who are responsible for the safety of children, young people and vulnerable adults should only use mobile phones in the case of any emergency
- The use of mobile phones in front of children, young people and vulnerable adults except in the emergency situations would be deemed as both unsafe and inappropriate.
- It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, if action as sanctioned by the group leader is deemed ineffective, as with all such incidents, the particular group leader may consider it appropriate to involve the Gardaí. Hence, children/young people with mobile phones must not engage in personal attacks, harass another person, or post private information about another person, via SMS messages/chat rooms/social network sites, taking/sending/uploading photos, phone calls.
- Children/young people using mobile phones to bully others will face appropriate sanctions as pre-determined by the particular activity code of conduct.
- Appropriate sanctions for breaking with code of conduct will include confiscation of mobile phone until group activity is completed and informing the parent/guardian. Illegal activity will result in the matter being referred to the Gardaí.

There are a number of useful website addresses which may be of assistance for church personnel, group leaders and others involved with safeguarding of children/young adults and they are as follows:

For adults

www.barnardos.ie

www.ispcc.ie

For children

www.childline.ie

Safeguarding Policy for parishes on CCTV & Broadcasting on Internet

Introduction

The expanded use of CCTV & the Internet has wide implications and unless such systems are used with proper care and consideration they can give rise to concern that the individual's "private space" is being unreasonably eroded.

Section 2(1) c (iii) of The Data Protection Act requires that data are "adequate, relevant and not excessive" and fit for purpose for which they are collected.

1. CCTV

If a data controller is satisfied that it can justify the installation of a CCTV system, it must carefully consider what it will be used for and if these uses are deemed reasonable in the circumstances.

Security of premises or other property is probably the most common use of a CCTV system and as such will typically be intended to capture images of intruders, of individuals damaging property, removing goods without permission.

Using a CCTV system to constantly monitor employees is highly intrusive and would need to be justified by reference to special circumstances e.g. the retail sector.

The location of CCTV cameras is a key consideration and the use of such within areas where individuals would have a reasonable expectation of privacy e.g. toilets and rest rooms would be inappropriate.

Cameras placed so as to record external areas should be positioned in such a way as to prevent or minimise recording of passers-by or of another person's private property.

- If CCTV cameras are in place it is important to have separate signs and ones that are very visual informing church personnel, parishioners, volunteers, the general public that CCTV is in situ.
- The obvious place for signs would be at every entrance to churches, porches and church halls.

- Images captured should be retained for a maximum of 28 days (see section 2(1) c (iv) of Data Protection Acts) an exception for a longer duration would be where images need to be retained specifically in the context of an investigation.
- Tapes should be stored in a secure environment with a log of access to tapes kept. Access should be restricted to authorised personnel. Similar measures should be in place when using disc storage, with automatic logs of access to the images created.

2. Web Broadcasting

There are a number of Data Protection issues that must be met in relation to broadcasting on the net and The Diocesan policy should be reflective of the following

- Camera shots (images) of the congregation should be wide shots – minimising the possibility of easily identifying individuals with close up images.
- Signs should be placed at all entrances to the church and in other prominent locations informing those attending ceremonies within the church or visiting that web cameras are in operation.
- Parish workers, volunteers and clergy should be made aware that their images are being used for web broadcasting during the course of their regular duties.
- In the case of children, young people and vulnerable adults written consent is required from Parents/Guardians.
- Service providers should be able to give regular and accurate information regarding the number of people who actually log to view. This information is important for future planning and accessing the value of web broadcasting.

Guidance on Photographing Children and Young People

The majority of occasions when people take photographs of children and young people do not provide any cause for concern. Unfortunately, there are occasions when this is not the case and these are some of the risks associated with photographing children:

- The collection of passing on of images may be misused.
- The identification of individual children to facilitate abuse.
- The identification of children in vulnerable circumstances.

THERE ARE SIX MAIN POINTS YOU SHOULD ADDRESS:

1. Consent and permission

The consent of parents/carers (and children/ young people of appropriate age) should be sought before any photographs are taken. An organisation may seek overall consent from its members for photography; however the guidelines should be clear about the reason and purpose for that decision.

2. Reasons and purpose

Photographs should only be taken by an authorised person who has a suitable reason related to the child or organisation i.e. they are a parent, a relative, a leader of an activity and a member of staff. Unless photographs are taken as part of activities such as sporting events, plays and concerts, they should be used for an individual purpose and not for public purpose e.g. not posted on the internet and not passed on to others unconnected with the child.

3. Appropriateness of images

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

4. Identification of subjects

A photograph should not allow an unauthorised person to identify a child or their whereabouts. If the full name of a child or young person is used, there should be no photograph; if a photograph is being used, the full name should not be given. Children in

vulnerable circumstances, e.g. those in care or victims of parental violence should not be photographed at all unless there is clear consent and no risk.

5. Photography for public display

You can decide whether you want publicity and if so you should inform the press of your policies before they arrive. It is worth noting that it is not illegal to take photographs at a public event even if asked not to do so but if your event is private then you can insist that your own policy is followed. Photographs of children in activities should try to include a wide range of types of children, and not show them in breaches of rules, or behaving in a reckless or dangerous fashion. Images should never be stored on personal computers.

6. Use of mobile phones

Mobile phones are easily used for taking photographs without the subject being aware. In this case their main function is to transmit images to others, and not to retain them as a keepsake. Their use shall be discouraged. However the widespread availability of this technology does make this difficult. This is something to be aware of when hosting an event. You may choose to ban the use of photograph mobile phones at your event but this is difficult to police.

Data Protection

The Data Protection Commission has advised that photographs constitute 'personal data' and processing of such data is subject to the requirements of the 1998 Data Protection Act. It is therefore recommended that explicit written consent is always obtained from the parent and child where photographs are used, in order to comply with legal requirements laid out in Schedule 3 of the 1998 Data Protection Act. This states that one of the required conditions for processing sensitive data is that the data subject has given his explicit consent to the processing of personal data.

Children in Care

The photographing, video recording and filming of Children in Care taking part in family activities, school events and other occasions should be seen as a normal and essential part of their childhood. However where the intention is that these photographs are to be stored and or published special rules must apply where a child is not living with their natural parents. All requests for images to be taken or recorded of Children in Care should be referred to the Social Worker responsible for the child in question.

Anti-Bullying Policy

We recognise the devastating effects and long term damage that bullying can have on young people and we have to create safe "bullying-free" environments for the young people of our Diocese. However should bullying occur our leaders will have the resources and knowledge to respond effectively.

What is Bullying?

Bullying is repeated physical, verbal or psychological aggression directed against others by an individual or group. Bullying can occur at any age, in any environment, and can be long or short term. Bullying results in pain and distress to the victim.

Bullying can be:

- Emotional. Being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures)
- Physical. Pushing, kicking, hitting, punching or any use of violence.
- Racist. Racial taunts, graffiti, gestures.
- Sexual. Unwanted physical contact or sexually abusive comments.
- Homophobic. Because of, or focussing on the issue of sexuality.
- Verbal. Name-calling, sarcasm, spreading rumours, teasing.
- Cyber. All areas of internet, such as email & internet chat room misuse. Mobile threats by text messaging & calls. Misuse of associated technology, i.e. camera & video facilities.

Signs of Bullying

A child may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a child:

- Does not want to attend youth group/school/club anymore
- Has poor or deteriorating schoolwork, inability to concentrate
- Has possessions which are damaged or 'go missing'
- Asks for money or starts stealing money (to pay bully)
- Continually "losing" money/belongings
- Has a shortage of money
- Changes their usual routine
- Is reluctant to go out
- Has torn clothes, broken glasses, missing schoolbooks

- Becomes withdrawn, depressed, anxious, or lacking in confidence
- Starts stammering
- Becomes aggressive, disruptive or unreasonable
- Is bullying other children or siblings
- Stops eating
- Is frightened to say what is wrong
- Is afraid to use the internet or mobile phone
- Is nervous and jumpy when a cyber message is received
- Attempts or threatens suicide or runs away
- Cries themselves to sleep at night or has nightmares
- Feels ill in the morning
- Repeated signs of bruising and injuries
- Gives improbable excuses for any of the above
- This list is not exhaustive and there could be other signs of bullying that may not appear on this list.

Prevention

We will use the following methods for helping children to prevent bullying. As and when appropriate, these may include:

- Include young people in discussions about what bullying is and why it cannot be tolerated.
- Encouraging young people to take responsibility and report any incidents of bullying to leader.
- Drawing up a group contract/code of conduct for young people.
- Signing of Code of Conduct.

Procedures

- All incidents of bullying should be brought to the attention of the leader / person in charge of group.
- All incidents will be recorded on incident report forms and kept on file.
- Parents should be informed of any incidents of bullying and should meet with leader / person in charge to discuss the problem.
- If necessary and appropriate, the Gardaí or Diocesan person will be consulted.
- The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly.
- Both the victim and bully should be supported and helped through the process.

- If the person dealing with the complaint concludes that bullying has taken place, the following action will be taken.
 - The complainant, alleged victim and alleged perpetrator(s) will be informed of the outcome of the investigation and the reasons why it was concluded that bullying took place.
 - Support will be given to the victim.
 - If both are agreeable and it is deemed appropriate a meeting will be arranged between the alleged victim and alleged perpetrator to discuss the issues involved.
 - A meeting will be held with the perpetrator to discuss the bullying behaviour. He/she will be informed of the action that will be taken as a result of bullying behaviour.

Outcomes

1. The bully (bullies) may be asked to genuinely apologise.
2. In serious cases, suspension or even exclusion from the programme/club will be considered.
3. If possible, the young people will be reconciled.
4. After the incident / incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place.

Action

When the inquiry into the alleged bullying incident has taken place and it has been concluded that bullying has occurred, it will be necessary to take some action against the perpetrator of the bullying.

The action should be agreed between at least two Liaison personnel and should be appropriate to the seriousness of the incident(s). If the perpetrator of the bullying is a child/young person, the parent/guardian of the child/young person and the child/young person will be informed of the action that will be taken. If the perpetrator of the bullying is an adult, the following people will be informed of the action that will be taken:

- Designated Liaison Person
- The Respondent (complainant)

The options for action include:

- For serious incidents involving children/young people, sending the child/young person home and not allowing them to participate in any further events/activities, and informing their parents and guardians.
 - For less serious incidents involving children/young people, allowing the child/young person to continue to participate in the event/activity once they have apologised to the victim and stated that they will not engage in any further bullying behaviour. Their behaviour would then be closely monitored.
- Providing support to the child/young person to get them to understand that their behaviour is not acceptable and monitoring their behaviour.
 - For serious incidents involving a member of staff: All actions taken in relation to staff and volunteers will be in accordance with the law and best practice, and also with reference to the Code of Conduct the volunteer has agreed to.
 - For incidents involving staff/volunteers from other organisations, informing their organisation of the incident.
 - Note: Bullying of a child by an adult is abuse.

Church personnel will be aware of their responsibilities to report concerns, allegations and suspicions of unacceptable behaviour towards children by other church personnel or volunteers (whistle-blowing) without fear and in confidence. Refer to Protection of Persons Reporting Abuse Allegations.

Procedure for Day Trips & Residentials

- Trips away from home include but are not limited to pilgrimages, day trips, overnight stays and holidays.
- A pre-check on accommodation is advisable where possible.
- All trips need careful advance planning and risk assessments should be carried out which include adequate provision for safety in regard to transport, facilities, activities and emergencies.
- Proper insurance must be in place. (Public Liability)
- Written parental consent specifically for each trip and related activities must be obtained well in advance.
- A copy of the itinerary, including an outline of activities to be undertaken and contact telephone numbers for leaders in charge must be made available to parents or guardian prior to the trip.
- There must be adequate, 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 trips away.
- 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 an emergency situation, an adult considers it necessary to be in a children's dormitory or bedroom without another adult they should (a) keep the door open (b) immediately inform another adult in a position of responsibility and (c) make a written record of the circumstances.

- All leaders on the trip will have complied with the required Diocesan Recruitment, Vetting and Training policies and procedures.
- Participants and their parents will also be required to sign a copy of their Code of Conduct before travelling.
- A pre-departure meeting will be held for all children / young people who are taking part.
- A pre-departure meeting will be held for all parents before the event occurs.
- Emergency numbers for Hospitals, Police Stations etc. of the area to which the group are travelling will be obtained in advance of the trip and all leaders will have a copy of this information.
- If possible a leader with a First Aid qualification will travel with the group.

Procedure for Accidents/Incidents

It is essential that all Parish personnel (clergy, staff and volunteers) are familiar with the procedures outlined below. If a child has an accident and injures themselves while attending a Parish event these procedures should be followed:

1. Assess the injury and reassure the child. If the injury is severe or the child has lost consciousness please contact the emergency services by phoning 999 or 112. You can phone 112 from a mobile that has no credit and even from a phone that has no SIM card. The 112 emergency number is a European emergency number and can be called from anywhere in Europe. If the emergency services have been called you will need to contact the child's Parents/Guardians. Contact information should be contained on the child's membership/consent form. It may be necessary for a leader to travel with the child to the hospital if a parent is unavailable. If medical treatment is required you may be asked about known allergies or existing medical conditions. Again this information should be contained on the child's membership / consent form. In any situation the welfare of the child must remain the number one concern so try to stay calm and reassure the child that everything will be ok.
2. If the injury is not severe and only requires a Band-Aid, this should be available from the first-aid box. There should be a fully stocked first-aid box to hand at all parish youth events. If you have used anything from the first-aid box be sure to make a note of it so that it can be replaced. Under no circumstances should you give any medication or use medicated products without parental/guardian consent.
3. As soon as possible after the accident write up a report using your parish accident/incident report form which is available on our website www.waterfordlismore.com. Once completed this form should be stored in a safe place and treated as a confidential document.
4. Always inform Parents/Guardians of any accident that has occurred involving their child, regardless of how minor you consider the accident to be.
5. It is a good idea to keep some spare accident/incident report forms with the First Aid box so that you are reminded to fill one out in the event of an emergency.

Code of Conduct for Children and Young People

It is recommended practice that children and young people are made aware of the Diocesan Code of Conduct. A template Code of Conduct for children and young people participating in church activities is available on our website, www.waterfordlismore.com or from St. John's Pastoral Centre, John's Hill, Waterford, (051) 874199.

The Code of Conduct for Children and Young People outlines the behaviour expected from them while participating in Parish youth events. Children and young people deserve to be respected and treated fairly. They have a right to express their opinions and to have their voices heard and we should endeavour to include children / young people and their parents in any decision making process that will affect them. Therefore it is recommended to include the children/young people in drawing up a Parish Code of Conduct using the Diocesan Code of Conduct as a template. This could give the children /young people more ownership of the Code of Conduct. They could even make a poster that they all sign and display on the wall where you gather. Child friendly posters are available on our Diocesan website www.waterfordlismore.com.

Disciplinary Procedure

If a child / young person breaches the Code of Conduct they will be treated with understanding, justice and respect. Before any activity children and young people should be informed that there will be consequences if they do not adhere to the Code of Conduct. Clear and open communication is a key factor and children and young people should be made aware that the involvement of parents may be required for serious behavioural concerns.

Where necessary parishes will bring into play a three step system.

1. If a young person breaches the Code of Conduct the first step will be a verbal warning.
2. If the behaviour is repeated the second step will be that their Parents /Guardians are informed.
3. If the behaviour continues the young person may be asked to leave the group. (Any decisions taken of this nature will involve a consultation with the young person, their parents and group leaders)

Parents will always be informed of serious breaches of the Code of Conduct and of any behavioural issues affecting their child that is impacting negatively on the group. Children and young people facing personal challenges will always be offered support and help, as will their families.

Complaints Procedure

A Complaint is defined as raising a concern about issues or breaches of Codes of Conduct, excluding allegations or suspicions of abuse. Allegations or suspicions of abuse should always be dealt with in accordance with the Reporting Procedure.

A Complaint can be made about any action or inaction that it is claimed, does not accord with fair or sound practice, and adversely affects the person by whom or on whose behalf, the complaint is made.

Depending on the nature and seriousness of a complaint, a staff member / volunteer will attempt to resolve the complaint locally and within the activity. In the event that the complaint is not resolved at this stage, the Diocese of Waterford & Lismore Complaints Form available on our website www.waterfordlismore.com should be completed and forwarded to an Organiser of the activity or to the Parish Priest (the Bishop may be consulted for advice). The appropriate person will look into the issues raised in the complaint. A copy of the original complaint form will be stored securely by the Parish Priest or the person who recorded the complaint.

Complaints Procedure for Use by Young People

It is the policy of the Diocese of Waterford and Lismore to ensure that young people in church activity will have a voice and will be listened to in relation to any matter with which they may have a concern. The rights of the young person must be upheld in all circumstances.

If there is any matter with which you are concerned or troubled about please bring your concern to the attention of one of the Leaders. If you feel it is not appropriate to do so you may speak directly to the priest in the parish, to your parents or to the Bishop. If your concern is a matter pertaining to Safeguarding Children please inform the Designated Liaison Person. Otherwise please inform one of the leaders on duty who will in turn speak to the Designates.

Note: You will be treated with respect and your concerns will be dealt with. You will be informed of the actions which will be taken and who will need to be spoken with.

Visiting Priests and Temporary Solemnisers

Visiting Priests – one-off ceremonies

Before non-incardinated priests can be allowed to minister at one-off ceremonies (baptisms, weddings, funerals etc.) in this diocese, it must be clearly established that they are in 'good standing' and that there are no child safeguarding concerns. Visiting priests should be asked to produce a 'celebret'. A notice to that effect should be displayed in every sacristy, quoting this diocesan regulation (see Resources). Parishes can contact Bishop's House if they need assistance to verify the 'good standing' of a visiting priest.

Temporary Solemnisers

Under legislation effective since November 2007, in order to officiate at a marriage that will be civilly registered, priests/deacons must be on the 'List of Solemnisers' submitted by their local Bishop to the Registrar-General.

Priests from overseas or priests in Ireland who are not on the list of solemnisers can be added to this list as temporary solemnisers – this covers just the specific marriage(s) they are officiating at here in Ireland.

The local Bishop for where the marriage is taking place has the responsibility – once notified – of submitting the name, overseas address and date of birth of the visiting priest to the Registrar-General so that they can be listed as a temporary solemniser.

Before doing so, the Bishop's office will contact the priest's own Bishop or local Superior/Provincial in writing to confirm the priest's 'good standing' and that there are no Child Safeguarding concerns.

Temporary supply arrangements

Before a parish makes any arrangement with a non-incardinated priest, it must be clearly established that they are in 'good standing' and that there are no Child Safeguarding concerns.

If the priest is not able to provide a current 'celebret', the Parish must contact Bishop's House. The Diocesan Office will contact the priest's own Bishop or local Superior/Provincial directly to confirm in writing the priest's 'good standing' and that there are no Child Safeguarding concerns.

Non-incardinated priests in residence

Parishes are required to inform Bishop's House if a non-incardinated priest takes up residence in the parish (excluding in a religious community).

Standard 4

Training and Education for Keeping Children Safe

All Church personnel should be offered training in safeguarding children to maintain high standards and good practice.

Training and Education

All Church personnel will be offered training in child protection to maintain high standards and good practice. The Safeguarding Committee will in collaboration with the Safeguarding Co-ordinator arrange, provide and record all Child Safeguarding Training. Appropriately qualified and registered safeguarding trainers will deliver appropriate training approved by the National Board for Safeguarding Children in the Catholic Church in Ireland.

Training Available

Full One-Day Training Programme

Full day Awareness Raising Training – This training lasts a day (or 8 hours) and covers the following four areas: 1) The Seven Safeguarding Standards, 2) What is Safeguarding?, 3) Recognising, Responding and Reporting, 4) How to Safeguard and Roles involved in Safeguarding

Parish Information Sessions

Information Sessions – These sessions are shorter in length and cover the reporting procedures required under Standard 2 of the Standards and Guidance document.

Refresher / Update Training

Church personnel will continue to be provided with appropriate training for keeping children safe with regular opportunities to update their skills and knowledge. Every year clergy will be required to attend refresher/update sessions.

Training for those with additional responsibilities

Training will be provided to those with additional responsibilities including but not limited to those recruiting and selecting staff and volunteers, dealing with complaints, disciplinary processes, managing risk, Parish Safeguarding Representatives, Designated Liaison Person, Support Persons for Victims/Survivors and Advisors for Respondents/Perpetrators.

Induction Training

All Church personnel who work with children will be inducted into Diocese of Waterford & Lismore Safeguarding Children Policy and Procedures when they begin working within the Diocese.

This document “Diocese of Waterford & Lismore Safeguarding Children Policy and Procedures” shall form the basis of induction training together with up to date legislation and guidelines Children First 2011 and Our Duty to Care and other relevant material from the National Board for Safeguarding Children in the Catholic Church in Ireland.

Existing and new staff, both religious and lay people, as well as volunteers working with children in Church-related activities, are required to familiarise themselves with and sign up to the Diocese of Waterford & Lismore Safeguarding Children Policy and Procedures. They are required to attend the relevant training delivered by trainers registered with the National Board for Safeguarding Children in the Catholic Church.

The Diocesan office will identify the training needs of Church personnel who will be provided with appropriate training for keeping children safe.

Church personnel are required to attend refresher courses in Child Safeguarding regularly and receive updated information. All courses will be evaluated by participants.

If you work with children or young people in the Diocese and would like to attend training or organise training for your group please contact the Diocesan Safeguarding Children Training Co-ordinator:

Ms Avril Halley, St. John’s Pastoral Centre, John’s Hill Waterford – (051) 874199.

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.

Communications Policy

The Diocese of Waterford & Lismore is committed to welcoming, cherishing and protecting children in a manner consistent with their central place in the life of the Church. The Diocese of Waterford & Lismore recognises that policy and procedures are only effective if everyone, including children and young people understand their purpose and know how to use them. We are therefore committed to ensuring that all communication in relation to safeguarding is open and transparent. We will endeavour to ensure that our message about the importance of Safeguarding Standards and Guidance is communicated to as many people as possible; this includes Diocesan Staff, Volunteers, Parents, Children, Young People and all the lay faithful. We realise that communication is a two-way process and so listening to suggestions and feedback is of utmost importance.

We will communicate our safeguarding message using the following means:

- A summary of the complete policy document will be distributed throughout the Diocese and to all church organisations within the Diocese. The complete copy is available from each parish and on the Diocesan website www.waterfordlismore.com
- All forms outlined can be obtained from the Parish Priest, the Local Safeguarding Representative or can be downloaded from the Diocesan website www.waterfordlismore.com they can also be obtained from the Safeguarding Office, St. John's Pastoral Centre, John's Hill, Waterford.
- The Safeguarding Children Policy Statement is prominently and permanently displayed in all churches and church premises.
- A summary of Diocese of Waterford & Lismore Safeguarding Children Policy, in a child friendly format, will be distributed to children, who are participating in church based activities and to their parents. This leaflet helps children to be made aware of their rights to be safe from abuse and also who to speak to should they have concerns. If a child is not satisfied with how their concerns are being dealt with they can make contact with other support persons/agencies. These leaflets are available from St. John's Pastoral Centre, John's Hill, Waterford or from the Diocesan website.

- Posters in Churches and Parish Halls etc. with contact details for the Designated Liaison Person /Tusla, Child and Family Agency / Gardaí and what to do if you have a concern or wish to make an allegation
- Safeguarding Representatives will contact Parishes with updates on Safeguarding for Parish Newsletters
- Safeguarding Representatives will attend Pastoral Area meetings to talk about safeguarding issues. The Diocesan safeguarding website will be updated regularly.
- The name of the Designated Liaison Person will be publicised through local media and on our website
- Parents will be fully informed about the activities that their children / young people are taking part in, the leaders who are responsible for them and the Safeguarding Policy and Procedures in use and information about the Designated Liaison Person
- Children and young people will also be made aware of safeguarding issues, including codes of conduct, disciplinary procedures and complaints procedures for use by young people and information about who to talk to if they have a problem
- Reviews and evaluations will be used as an important part of our safeguarding work and will inform practice and help to us to ensure that standards are being maintained.
- Use is made of notices, leaflets, newsletters, parish bulletins and pastoral letters to further communicate the safeguarding message. Regular meetings with parish safeguarding representatives and clergy are held for updates and review. Links and good working relationships are developed by church organisations with statutory agencies in order to keep children safe. An annual Diocesan safeguarding children conference is held to communicate the safeguarding message of the diocese.

STANDARD 6

Access to Advice 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, as well as being assisted in healing.

The Diocese of Waterford & Lismore is committed to ensuring that those who have suffered child abuse receive a compassionate and just response and are offered appropriate pastoral care to rebuild their lives. Those who have harmed others are to be assisted to face the reality of their abusive behaviour and facilitated to seek healing. Training advice and pastoral support is available to help church personnel and volunteers play their part in safeguarding children. Mindful of our duty to ensure that advice and support is available, the Diocese has the following arrangements in place.

- Young people who participate in church activities will be advised that there is support and services available to those who may have been abused.
- In churches, displayed along with the safeguarding children message, there is clear information that advice and support is available for victims and their families. The information has clear guidance about where and how to get advice and support.
- The Designated Liaison Person in the Diocese will provide information about where and how to get specific help and advice whether the abused Person is a child or an adult and whether the abuse is current or historical.
- Appropriate pastoral support is offered to the complainant whether an allegation concerns current or historical abuse. Pastoral support offered must not compromise any future enquiries nor put children at further risk.
- It is important to acknowledge the impact that pain and trauma can have on a Person's ability to access help, which may present itself as challenging and difficult behaviour. Therefore the diocese offers pastoral support and counselling to all affected by abuse suffered within the Church.
- Those who are accused of abuse will have pastoral support and advice offered by an appointed advisor as they go through reporting and investigation.

All Safeguarding Children personnel in the diocese have access to advice, support and information on issues relating to keeping children safe through maintaining strong links with statutory and voluntary agencies locally as well as the Diocesan co-ordinator and regular contact with the National Office for Safeguarding Children in the Catholic Church.

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.

Implementing and Monitoring the Standards

The Diocese of Waterford and Lismore has developed resources to monitor the effectiveness of the steps it is taking to keep children safe. Auditing of standards is essential to ensure that a process of continuous improvement takes place, and to demonstrate accountability and transparency.

The Diocese of Waterford & Lismore will make available the human and financial resources necessary to implement this policy.

The Diocese reviews the implementation of its policies and procedures as and when required but at least every three years to take account of changes in legislation and guidance.

The Diocese of Waterford & Lismore has arrangements in place to monitor compliance with child protection policies and procedures by the following:

Safeguarding Representative Checks: Local Safeguarding Representatives will complete checks throughout the year to ensure posters are displayed and sign-in books are in use. They will report their findings to the Safeguarding Training Co-ordinator who will in turn liaise with the Diocesan Safeguarding Committee as well as the relevant Pastoral Area Leaders.

Parish Self Audits: Parish Self Audit forms available on the website www.waterfordlismore.com will be sent to each parish to be completed annually. They will be co-signed by the Parish Priest, the Local Safeguarding Representative and the Chairperson of the Parish Pastoral Council before being returned to the Safeguarding Co-Ordinator.

National Audits: Our Diocese will cooperate fully with any audits by the National Board for Safeguarding Children in the Catholic Church in Ireland (NBSCCCI), and all other audits as appropriate.

Role of Local Safeguarding Representative

Being responsible to the Parish Priest/local superior to promote safeguarding by:

1. Raising awareness of what safeguarding is.
2. Disseminating information re standards and guidance and circulating information widely.
3. Ensuring church activities are provided in a way that ensures the safety and well-being of the children involved.
4. Ensuring contact details of Designated Liaison Person, Garda Siochana, Tusla, Child and Family Agency are widely publicised.

The overall responsibility for safeguarding children in any Church organisation remains with the relevant Church authority, such as the parish priest.



2014