



## Safeguarding Guidance re Church stewards

- **Garda vetting is not required for this role.**
- If stewards are already volunteers in the parish and have previously completed a volunteer application form, this is sufficient.
- New volunteers taking on steward role must complete the volunteer application form, which can be found on the safeguarding page of the website. This form is to be retained in the parish office.
- A record must be kept at each Mass of the stewards on duty. It would be best practice to allocate a person to check and tick off the names of the stewards on duty at each Mass.
- A note needs to be made in the sacristy register at each Mass that stewards were on duty and a list of names is kept separately in the parish office.
- If a steward is under 18 or a vulnerable person, there should be at least two other stewards on duty, one of whom has current garda vetting for the parish in place, or be in the company of a parent/guardian. For under 18's a parental consent form is required.