

Archdiocese of Cashel and Emly – Parish Safeguarding Reps Information Sheet

General Questions

- Is the Diocesan Safeguarding Children Policy Statement on display in the Church Porch/Sacristy and Parish halls?
- Are the contact details for Gardaí, Tusla and Designated Liaison Person prominently displayed?
- Are the names of the Parish Safeguarding Representatives available?
- Is the Celebret sign on display in the sacristy?
- Is there a Sign-in/out book in the sacristy?
- Do you have a fully stocked First Aid box in the sacristy?
- Is the parish website compliant with the Diocesan Social Media policy?

Spreading the Safeguarding Message

- Have all Safeguarding Representatives and Priests attended safeguarding training?
- Have the safeguarding representatives been introduced to parishioners?
- Do the parish safeguarding representatives provide support to the volunteers and check that all safeguarding procedures are complied with?
- Is the parish newsletter used to spread the safeguarding message?
- Is there structured regular contact between Parish Safeguarding Representatives, Priests and with the Parish Pastoral Council?

Confidentiality

- Does the parish have a system for storing confidential forms?
- Does the parish have a system for checking references of volunteer working with children?
- Has the guidance on the use of Digital Media and Social Media been implemented?

Young People

- Do young people involved in youth activities in your parish complete membership forms with signed parental consent?
- Does your parish keep an attendance record at youth events?
- Are young people and their parents asked to sign a Code of Behaviour?
- Are parents informed about Diocesan Policy in relation to safeguarding children?

Forms:

Do you have copies or know where to obtain the following forms?

- Activity Project Information Form
- Parent/Guardian Consent Form
- Activity Complaints Form
- Altar Servers Application Form
- Incident / Accident Report Form
- Staff / Volunteer Form
- Garda Vetting Form
- Renting Parish Hall

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Recruitment of Volunteers

- Does your parish follow recruitment guidelines in place for relevant roles within the parish?
- Does the parish advertise for a position when it becomes available?
- Do staff / volunteers in your parish fill in application/declaration forms?
- Have your staff/volunteers submitted a Garda Vetting Form every 3 years?
- Are recruitment records maintained and kept updated?
- Do volunteers have access to Child Safeguarding training?
- Have all staff/volunteers been made aware of the procedure for reporting incidents, allegations or disclosures of abuse?
- Have your volunteers received and read a copy of the concise version of the Diocesan Child Safeguarding Policy and signed that they have done so?

Safe Environments.

- Have all non-parish groups using parish facilities completed the Renting Parish Hall form?
- Do persons using parish halls and facilities have a child safeguarding policy and insurance?
- Are all facilities in use compliant with health and safety standards?
- Does each parish group involving children have an appropriate number of volunteers to supervise activities?

Guidance on Maintaining Adequate Supervision Ratios

In planning a trip or activity, it is critically important to consider how many adults are needed to supervise children in a safe manner. It is recommended that a certain number of adults be available to supervise a certain number of children; however, this is also dependent on whether the children have specific needs or requirements, and on the duration of the activity. At a minimum, two adults are required for each activity. In addition, the minimum following ratios should be applied, depending on the number of children:

- zero to one years = one member of staff to three children
- one to two years = one member of staff to five children
- two to three years = one member of staff to six children
- three to twelve years = one member of staff to eight children
- thirteen to eighteen years = one member of staff to ten children.

If it is an overnight activity, additional staff should be considered. If the group is mixed, a gender balance should be maintained.

Diocesan Director of Safeguarding & Designated Liaison Person

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