



Dominican Friars
of the Province of Ireland

Policy for Safeguarding Children

March 2010



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St Mary's, Tallaght
March, 2010

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(In the text, page numbers in bold refer to the document ‘*SAFEGUARDING CHILDREN – Standards and Guidance Document for the Catholic Church in Ireland*’ issued by The National Board for Safeguarding Children in the Catholic Church, September 2008)

PURPOSE

1. To ensure that the Dominican Province of Ireland has a Safeguarding Policy in keeping with the NBSCCC
2. To ensure that every Dominican Ministry and Community has in place what is required of them by the Province's Safeguarding Policy and the NBSCCC
3. This is a policy for the Dominican Friars, their employees and volunteers, in all our communities and ministries.

DOMINICAN FRIARS OF IRELAND CHILD-PROTECTION STANDARDS

The seven standards described in this policy document represent the expected level of performance that all Dominican Friars (as well as employees and volunteers who work with Dominicans) should reach.

Standard 1	A written Safeguarding Policy Statement
Standard 2	Procedures – how to respond to allegations and suspicions
Standard 3	Preventing harm to children: a) Recruitment and vetting b) Code of behaviour c) Running safe activities for children
Standard 4	Training and education
Standard 5	Communicating the Church’s safeguarding message: a) To children b) To parents and adults c) To other organisations
Standard 6	Access to advice and support
Standard 7	Implementing and monitoring the Standards

STANDARD ONE

Child Protection Policy Statement

(*Page 38)

1. The preaching of the Gospel is at the heart of our charism. The integrity of our preaching requires the protection of the little ones. The Dominican Province of Ireland recognises and upholds the dignity and rights of all children and young people and is committed to their protection and support in a way that promotes their human dignity and integrity as children of God. The Province values and encourages the participation of children and young people in liturgies and in activities that enhance their appropriate spiritual, physical, emotional and social development.
2. In keeping with this we in the Province of Ireland undertake to do all in our power to create safe environments for children and young people where they will be protected from physical, sexual and emotional abuse.
3. The Province is committed to implementing the document “Safeguarding Children”.
 - a) It is the policy of the Irish Dominican Province to do everything in our power to safeguard the welfare of children and vulnerable adults to whom we minister or with whom we share our lives.
 - b) We cherish and affirm each child/person 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 and we strive to protect them from physical, sexual and emotional harm.
 - c) Everyone in the church has an obligation to ensure that the fundamental rights of children are respected.

(• In the text, page numbers in bold refer to the document ‘*SAFEGUARDING CHILDREN – Standards and Guidance Document for the Catholic Church in Ireland*’ issued by The National Board for Safeguarding Children in the Catholic Church, September 2008)

Contact Details

If you or anyone you know has a child protection concern or wishes to report an allegation directly to the statutory authorities please contact the Garda or Local HSE and ask to speak to the Duty Social Worker.

If you or anyone has a child protection concern, or wishes to report an allegation of child abuse directly to the Dominican Order, please contact the Order's designated person.

This applies in particular to a concern or allegation in relation to any member of the Province, volunteers or employees of the Order.

Phone Numbers [*to be inserted as appropriate for each priory*]

HSE Duty Social Worker:

Gardai:

Faoiseamh Helpline: 1800 331234

Designated Person (Vincent Travers): 01-404 8121

National Office for Child Protection: 01-505 3123

STANDARD TWO Procedures

A. Initial reception of a complaint of child sexual abuse

1. The Province is committed to promoting the safety, welfare and protection of children and takes all concerns, suspicions and disclosures of abuse very seriously. Children have a right to be listened to and heard.
2. Anyone who receives a concern, suspicion, disclosure or allegation of abuse must act immediately and refer the matter to the Designated Officer.
3. The Designated Officer will inform the Provincial and the civil authorities without delay.
4. The role of the Designated Officer is:
 - a) To receive and report to the civil authorities, complaints of child sexual abuse which are made against any of the brethren or any person who may work with the Province in a paid or voluntary capacity.
 - b) To hear any concerns relating to safeguarding, including any disclosures or allegations of abuse, and managing the response.
 - c) To inform the brother against whom the complaint is made (respondent).
5. The Province must also appoint a Deputy Designated Officer who can act in the event that the designated Officer is not available or who may be unable to deal with an allegation where there may be a conflict of interest.
6. The Province should consider the possibility of appointing a female either as Designated Officer or Deputy designated Officer. Some children or adults may welcome the choice when talking about very difficult, sensitive or personal issues.

B. Guidance on how to respond to people making an allegation

(Response 2, page 60)

1. Listen, be welcoming, and supportive.
2. Sensitively hear the person's story and then explain the initial procedures and give the name and phone number of our designated officer.
3. Offer to accompany the person to the meeting with the designated officer.
4. Be mindful of the rights of all involved, the person making the allegation and the respondent.
5. A priest cannot guarantee absolute confidentiality to anybody who wishes to speak about a situation of abuse (this, of course, does not apply to situations involving the sacrament of penance where the seal of confession is inviolable).
6. It is essential that the complainant be put in contact with the designated officer as soon as possible.
7. The designated officer for the Dominican Friars is Fr Vincent Travers (tel.: 01-404 8121).
8. The deputy designated officer for the Dominican Fathers is

.....

C. How a complaint is dealt with

(Pages 39/40)

1. The person receiving the complaint refers it directly to the Designated Officer or failing that, the Deputy Designated Officer.
2. The Designated Officer will
 - a) Interview the person making the allegation and offer a support person.
 - b) Gather the facts and circumstances of the allegation.
 - c) Interview the respondent and offer a support person.
 - d) Inform the Provincial.
 - e) Report to the HSE and the Gardai.
 - f) Alert the Provincial of the necessity to call a meeting of the Advisory Panel.
 - g) Prepare a dossier for the advisory panel to consider.
 - h) Present dossier (devoid of identifying elements) for the advisory panel meeting.
 - i) Not attend the meeting.

D. Merger Advisory Panel

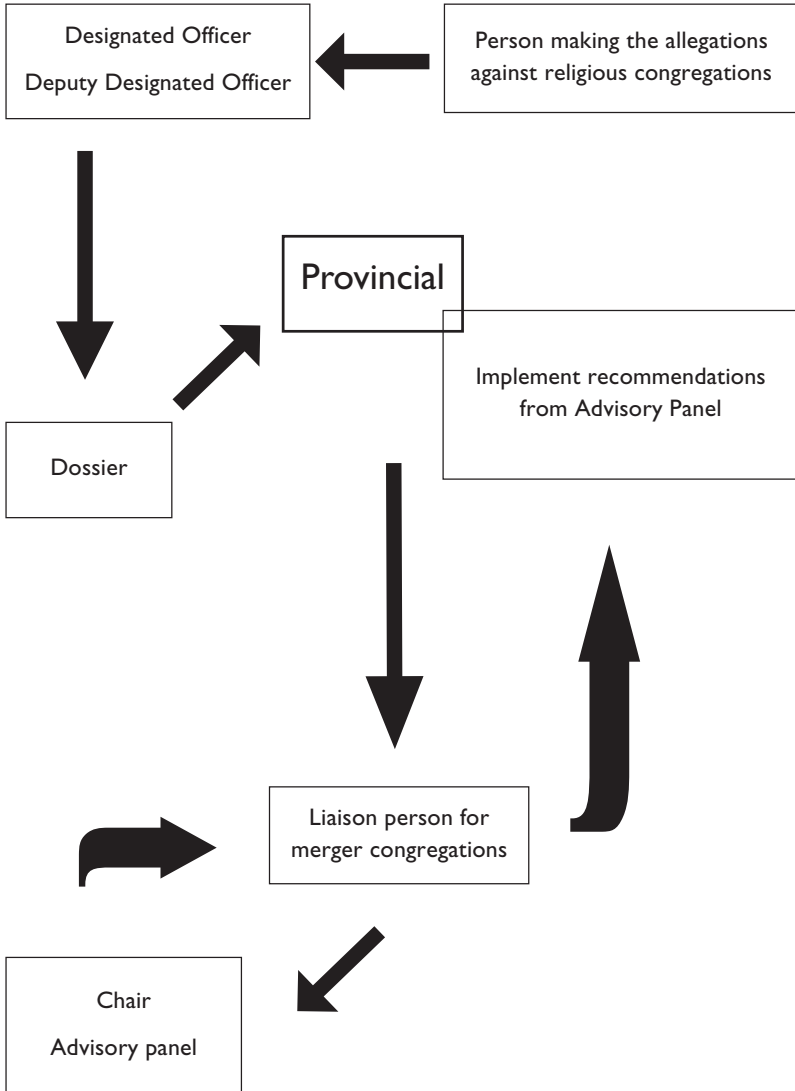
1. The NBSCCC recommends that congregations come together to form advisory panels. The Irish Dominican province has joined with the OSA, OCD, OSM, OFM, CM.
2. The Advisory Panel meets quarterly to monitor the overall response to allegations and suspicions of child abuse. It also meets when ever required.

(Response 1, Page 56)

3. The Advisory Panel Members
 - a) Civil lawyer (chair): *Edward Gleeson/Catherine Allen*
 - b) Canon lawyer: *Michael Kilkenny, CSSP*
 - c) Child/family professional: *Colette McLoughlin*
 - d) Religious priest: *John Hand*
 - e) Adult family member/parent: *Anne Hayes*
4. The Advisory Panel Duties
 - a) The Advisory Panel will meet four times a year and in the case of emergency.
 - b) The Advisory Panel will serve for a three year period with annual review.
 - c) Members are paid, with different categories of payment, financed by the congregations equally.
 - d) Avila will host the meeting for the first year.
5. The Advisory Panel may provide advice on:
 - a) The complaint itself.
 - b) Ensuring the safety and welfare of children remains paramount.

- c) The appropriateness of the respondent continuing in his or her present pastoral assignment having regard to the paramount need to protect children.
- d) How the right of the respondent to a fair trial on any criminal charge may be preserved.
- e) Whether a specialist risk assessment of the respondent should be sought.
- f) The needs of a community or parish in which a respondent has served.
- g) The needs of the wider community including the appropriateness and timing of any public statement.

E. Procedures Flow-Chart



STANDARD THREE

Prevention

A. Safe recruitment

1. It is vital to make sure that whoever is employed by the Church whether in a pastoral or voluntary role is recruited safely and is suitable for the job/role with children that they are being asked to undertake. This should involve the use of:
 - a) A checklist for recruitment and selection of employees and volunteers (*Response 3, page 63*).
 - b) A sample declaration form (*Response 4, page 67*).
 - c) Examples of child protection questions to ask during the recruitment process (*Response 5, page 68*).

B. Codes of behaviour

1. A code of behaviour is a clear and concise guide of what is and is not acceptable behaviour and practice when working with children. It is important that everyone is clear about what is and is not acceptable behaviour when working with children (*Response 6, page 69*).

C. General Principles Guiding Best Practice

1. The Province of Ireland:
 - a) Values and encourages the active participation of children and young people in the life of the Church in ways that enhance their physical, emotional and spiritual growth within the safe, secure and welcoming environment of their Faith community. Each person should feel valued, encouraged and affirmed;
 - b) Recognises and upholds the fundamental rights of the individual child and young person to be respected, nurtured, cared for and protected. These rights are embedded both in our Gospel values and civil legislation;

- c) Acknowledges and reaffirms its commitment to the care and protection of children and young people as ‘Children of God’, with intrinsic dignity and irreducible worth;
 - d) Believes that Child Protection is everyone’s responsibility, but accepts that all those working with children and young people in our pastoral ministries have a special duty of care towards them:
 - e) Is committed to ‘best practice’ in the area of Child Protection, including:
 - i. Developing effective structures for safeguarding children and young people,
 - ii. Responding to suspicions or allegations of child abuse, which includes cooperating with the relevant civil authorities,
 - iii. Providing pastoral support and training for all Church personnel,
 - iv. Engaging in a process of working towards a set of policies and procedures for those who have responsibility for the protection of children and young people in the life of the Church;
 - f) Is willing to listen to children and young people and involve them, where appropriate in decision-making;
 - g) Promotes an ethos and approach which at all times gives paramount consideration to the welfare of the child and young person;
 - h) Undertakes to inform parents/guardians/primary carers of our Child Protection Policy.
2. In the event of a concern about the welfare of a child or young person the province will:
- a) Respond to the needs of the child;

- b) Inform the primary carers unless the action puts the child at further risk.
- c) If there are child protection concerns the Order is obliged to pass these on to the designated person and or duty worker.
- d) In the event of a complaint against any of the brethren, a volunteer or member of staff we will immediately ensure the safety of the child and inform the parents/ guardians/ primary carers as appropriate.

D. Basic Procedures Guiding Best Practice

In order to support the Provincial Policy it is necessary that the following procedures be implemented:

1. A clearly-defined process for the recruitment and supervision of adults working with young children and young people which will include:
 - a) Volunteer/employment application forms.
 - b) Declaration forms for all adult leaders (both clergy and laity).
 - c) Garda clearance checks as available.
 - d) Induction and training records.
2. A code of behaviour/conduct for Church/personnel and a separate code of conduct/behaviour for children and young people.
3. A duty roster of adults to ensure adequate supervision of children and young people at all times.
4. The Province recommends the appropriate supervision ratios of adults to children and young people at all times, ensuring that no child or young person is left alone with an adult. In addition, no adult should ever be left alone with a group of children.
5. Signed parental/guardian consent for all activities/participant forms, ensuring that the role of parents as the primary carers is recognised.
6. Contact information for parents/guardians.

7. Information on events for children and young people and their parents/guardians.
8. A clearly communicated accident and emergency plan.
9. Attendance records.
10. Incident/accident report forms.
11. A clear statement regarding confidentiality.
12. Information sessions in best practice in child protection for the brethren, staff and volunteers to be held regularly.
13. Medical information and treatment permission for children and young people.
14. For away trips and pilgrimages the above procedures must be followed and in addition a pre-check on accommodation and transport arrangements must be made.
15. Named group leader/designated person who can be contacted in relation to the welfare and protection of children and young people.
16. Procedures for review of all policies, procedures and training on annual basis.

E. Basics for Working with Children and Young People

1. In order to support the Provincial policy and procedures it is necessary that the following Code of Conduct be applied as a minimum standard for all those who work with children and young people. Working within a clear Code of conduct protects children and all those who work with them in the ministries and pastoral activities of the province.
2. Children and young people will be treated with courtesy, respect and dignity.
3. Leaders will always engage with children and young people in an open manner and care will be taken not to show favouritism.
4. Provide pastoral ministry in a sufficiently safe environment, ordinarily one that is open and visible.

5. Ensure whenever reasonably possible that another adult is present or close by when providing pastoral ministry to a minor or vulnerable adult.
6. There will be an adequate ratio of leaders to children and young people at all times. Leaders should not work alone with children and young people.
7. Care will be taken to ensure that when working with mixed gender group leaders of mixed gender will work in pairs.
8. Leaders will not smoke or consume alcohol while having responsibility for or in the presence of young people who are in their care.
9. The use of unprescribed drugs or illegal substances by leaders is strictly prohibited.
10. Under no circumstances should any of the brethren, volunteers or staff, give alcohol, tobacco or drugs to children or young people.
11. Leaders will not be permitted to use inappropriate language or make comments which might be construed as sexually suggestive, either to each other or to children or young people.
12. Physical contact between children or young people and leaders will be of an appropriate nature at all times. Leaders will not engage in rough play with each other or with children or young people.
13. Personal details of children and young people will be held by named leader.
14. The right to privacy of children and young people will be respected at all times.
15. Leaders will not undertake any task of a personal nature with/for children or young people, except in medical necessity when the welfare of the children or young people depends on it. Any such task undertaken should be explained to the child or young person.
16. Leaders will not give their personal details or make contact with children or young people outside organised events.

17. Where an activity involves the use of computers and email, an internet policy will be put in place.
18. Permission will be sought from parents/guardians for the taking and use of photographs.
19. There will be leaders within each group with whom the children and young people can speak about their experience and raise any concerns. This should be made known to the children and young people in the group.
20. The Province will have a designated person assigned to whose immediate attention all concerns and/or complaints can be brought.
21. The designated person will respond promptly to all child protection concerns and liaise with the required civil and Church authorities.
22. All concerns and complaints will be acknowledged in a timely and efficient manner in accordance with guidelines.
23. Complaints will be responded to without delay.
24. Parents/guardians//staff will be aware of these procedures.
25. The Province will have a specific Code of Conduct for all away trips including pilgrimages, day trips and incentive events. This Code of Conduct will be made known to the children and young people as well as to leaders, parents, guardians/carers.
26. A Code of Conduct including an anti-bullying policy specific to children and young people will be drawn up in direct consultation with children and young people.
27. In the event of pastoral outings, behave with due prudence that has the other as its central concern. Avoid staying in the same room or travelling alone with a minor or vulnerable adult.
28. Avoid all inappropriate communication with children and vulnerable adults through the internet, email, text messages or otherwise.

29. Ensure that permission of the parent/guardian is given when taking photographs and making videos or other recordings of children in the course of ministry to them.
30. Avoid the use of the pastoral role to foster relationships of dependence and subservience.
31. Avoid over-familiarity with one child or vulnerable adult to the exclusion of others.
32. Avoid any form of over-familiarity or inappropriate language that could reasonably be interpreted as harassment.
33. Never act in a way that is intended to shame, humiliate, belittle or degrade.

F. Basics for Children and Young People

1. It is important that children and young people know the limits and boundaries appropriate to their own behaviour and that of others. Therefore a Code of Conduct specific to children and young people must be drawn up in direct consultation with children and young people. Age appropriate language should be used. It is important that each group of children/young people directly contribute to the formation of their Code of Conduct.

Key elements:

- a) Children and young people will be aware of the Code of Conduct that leaders have to adhere to.
- b) The code should reflect the dignity and rights of each child and young person and it should encourage respectful behaviour.
- c) Children and young people will respect the fact that leaders will not work alone with them.
- d) Children and young people will treat each other and their leaders with courtesy, respect and dignity.

- e) In keeping with civil law children and young people will not be permitted to engage in substance abuse, to consume alcohol or smoke while participating in activities.
 - f) Inappropriate language or sexually suggestive comments will not be permitted.
 - g) Physical contact will be of an appropriate nature at all times.
 - h) Unruly behaviour will not be permitted at any time.
 - i) Children and young people are to be consulted about drawing up all inclusive anti-bullying policy.
2. The following, whilst not exhaustive, is a list of some expressions of bullying (see Appendix 5):
- a) Name calling
 - b) Fighting/kicking/punching
 - c) Making suggestive/sarcastic comments
 - d) Intimidation
 - e) Threatening
 - f) Ignoring/excluding
 - g) Damaging property
 - h) Spreading rumours
 - i) Sending abusive text messages
 - j) Racial, ethnic or cultural comments

G. Safe activities

1. There should be clear guidelines for the brethren, volunteers and employees on what to do to keep children safe before, during and after they have involved them in activities:
- a) Vetting (*Response 4, page 67*)

- b) Supervision
- c) Health and safety
- d) Parental consent (*Response 7, page 70*)

- e) [Parishes – will follow Diocesan structures]
- f) [Schools – will follow DES structures]

STANDARD 4

Training and Education

1. Everyone in the Church who comes into contact with children has a role to play in their protection. To carry out this role confidently and effectively they need to be aware of child protection issues and to have the necessary knowledge and skills to keep children safe.
2. All of the brethren, volunteers and staff who work with children will be inducted into the Church's policies and procedures on child protection.
3. Appropriate training in child protection will be provided for all who work with children according to their different responsibilities.
4. There are opportunities for all Church personnel to develop and maintain the necessary attitudes, skills and knowledge to keep children safe.
5. (*Response 8, page 71*) identification of training needs.
6. Key questions:
 - a) How are child protection training needs currently identified in the Province/community?
 - b) If you currently have child protection training does it meet everyone's training needs?
 - c) Is there a budget for training?
7. Is there training and education available for in the Province for all who engage in pastoral ministry to children?
8. Identify the headings that constitute training and education:
 - a) Definition of child abuse (*Response 10, page 73; see Appendix 7*).
 - b) Good practice and code of behaviour when working with children.
 - c) Communication.
 - d) Procedures for dealing with disclosures.

STANDARD 5 Communication

1. There are clear processes in place to disseminate the Church's child safeguarding policy and procedures to the brethren, volunteers, staff and the faithful to whom we exercise pastoral ministry.
 - a) What different methods of communications exist within the Province so that the safeguarding policy is known understood and can be used by everyone including children?
 - b) How do we publicise this policy?
 - c) How do we make it known to others?
 - d) How do we know if people understand it?
 - e) Questions: *(Page 48)*
 - f) Child Safeguarding Policy Statement on wall/visible
 - g) Child Safeguarding Code of Behaviour on wall/visible
2. **Parish Ministries** – Follow Diocesan structures.
3. **Communities** – Arrange meetings in all Irish Dominican communities to explain the Dominican Safeguarding Policy. Volunteers and staff are to be introduced to the policy for safeguarding children.

STANDARD 6

Access to Advice and Support

1. Specialist advice on child protection issues is available for all Church organisations and personnel from the National Board for Safeguarding children.
 - a) Anyone who has been abused or who has perpetrated abuse should be assisted and supported in seeking help. (*Page 50*)
 - b) Make a list of the services, authorities and organisations in your area that can provide assistance to children (phone numbers)

2. Support Person

A Support Person should be appointed by the Provincial to be available to those who make an allegation/disclosure under these procedures. The Person making the allegation will be offered a choice between a male or female Support Person.

The role of the Support Person is to assist, where appropriate, with communication between the child or adult making an allegation/disclosure and the Designated Officer.

The Support Person needs to be clear about his/her role and should receive appropriate training.

The Support Person is not a counsellor to the child or adult.

3. Adviser

The Provincial should appoint an Adviser to be available to the Respondent. Advisers shall be available, if necessary, to represent the needs of the respondent to the Provincial. The adviser, shall, where appropriate, assist with the care of the respondent and

communication between the respondent, the designated officer and the provincial.

The Adviser shall inform the respondent of his right to obtain advice in civil and Canon Law.

Advisers should receive appropriate training.

Under no circumstances should the same person be appointed as Support Person for the person making the allegation and for the respondent.

STANDARD 7

Implementation and Monitoring the Standards

1. The Province shall develop a plan of action to monitor the effectiveness of the steps it is taking to keep children safe (*Page 51*).
To keep children safe, policies, procedures and plans have to be implemented in all the communities of the Province and in all our ministries.
Implementation and monitoring are essential to putting child protection standards into practice.
2. There are four stages of implementation.
 - a) Developing the policy
 - b) Implementing the policy – when, where and to whom
 - c) Promulgate the policy
 - d) Review and evaluation
3. Implementation – how to make it happen (*Page 52*).

Audit Pages 27-34 – a checklist of what needs to be in place under each standard.

APPENDICES

APPENDIX 1

Confidentiality Statement

1. The Province of recognises the importance of ensuring peoples' rights to confidentiality and is committed to keeping confidential all personal information about children and their families. The only exception may be when child protection 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 as follows:
 - a) Information will only be forwarded on a 'need to know' basis in order to safeguard the child/young person;
 - b) Giving information to appropriately designated persons and/or statutory authorities for the protection of a child is not a breach of confidentiality;
 - c) Primary carers have a right to know if personal information is being shared and a report is being made to the HSE, unless doing do could put the child at further risk.

APPENDIX 2

Communicating with Parents and Guardians

1. Parents and guardians will be informed of all aspects of the ministry and/or pastoral activity in which their child is involved. It is our policy to share activity information with the parents/guardians, including information relating to pilgrimages, retreats or other trips away, transport to and from events, etc. It is our practice to obtain parental/guardian consent prior to a child taking up an activity and to communicate with parents regarding the participation requirements.

APPENDIX 3

Recruitment Procedures

The recruitment procedures of recruiting personnel will include:

1. To ensure that no person who would be deemed to constitute a 'risk' will be given a post of responsibility, applicants will be required to complete the following forms:
 - a) Application form
 - b) Declaration form
 - c) Garda vetting forms
2. Applicants will provide proof of identification, i.e. photo ID.
3. Applicants will submit names of two referees who can provide references (not family members). References will be received in writing and will be followed up.
4. An interview will take place – at least two interviewers present.

APPENDIX 4

Trips Away from Home

1. Trips away from home include but are not limited to pilgrimages, day trips, overnight stays and holidays. During trips away from home the Province will implement the following additional guidelines:
 - a) All trips need careful planning and adequate provision for safety in relation to transport, facilities, activities and emergencies. Adequate insurance should be in place.
 - b) Written parental consent specifically for each trip and related activities must be obtained well in advance.
 - c) There must be adequate, gender appropriate, supervision for boys and girls.
 - d) Arrangements and procedures must be put in place to ensure that rules and appropriate boundaries are maintained in the relaxed environment of a relaxed atmosphere.
 - e) Particular attention should be given to ensuring that the privacy of young people is respected when they are away on trips.
 - f) Sleeping areas for boys and girls should be separate and supervised by at least two adults of the same sex.
 - g) Under no circumstances should an adult share a bedroom with a young person.
 - h) If an emergency situation, an adult considers it necessary to be in a dormitory or bedroom without another adult present they should:
 - i. immediately inform another responsible adult, and
 - ii. make a diary note of the circumstances.
 - i) Those who have special needs should be accommodated where possible.

APPENDIX 5

Bullying Policy

1. What is bullying?

Bullying is repeated aggression, verbal, psychological or physical, conducted by an individual or group against others. It is clear that certain jokes, insults, intimidating/threatening behaviour, written abuse and violence are to be found in our society. No person or group should have to accept this type of behaviour. The Province believes that its staff, patrons and programme participants have the right to be in a supportive, caring and safe environment without the fear of being bullied.

2. Bullying can occur through several types of anti-social behaviour. It can be:

- a) *Physical*: physically punching, kicking, hitting, etc;
- b) *Verbal*: verbal bullying can take the form of name-calling. It may be directed towards gender, ethnic origin, physical/social disability, or personality;
- c) *Exclusion*: a member can be bullied simply by being excluded from discussions/activities;
- d) *Damage to property or theft*: a member may have their property damaged or stolen.

3. Policy on Bullying

The Province will:

- a) Foster a climate where the staff, patrons and programme participants work in a supportive, caring and safe environment without the fear of being bullied.
- b) Make bullying totally unacceptable and should it occur, will treat it as a serious offence.

- c) Eliminate the possibility and opportunity of bullying in accordance with the Disciplinary Procedure in the Terms and Conditions of Employment or through Grievance Procedure as appropriate.

APPENDIX 6

Sample Forms

1. Confidential application form
2. Declaration form
3. Accident/incident report form
4. Participant application form/Parental consent
5. Special activity form

Confidential Application Form **Adult Volunteers**

Diocese: Parish:

Surname:

First Name:

Address:

.....

.....

.....

Date of birth: Tel No:

Email:

Are you? [please tick]

Employed

Unemployed

Student

Homemaker

Retired

Other

Previous Work Experience:

.....

.....

Have you previously been involved in voluntary work?

Yes No

If yes, please give details:

.....

.....

Why do you want to get involved with this parish activity / ministry?

.....
.....
.....

Have you previously received any training for working with children?

Yes No

If yes, please give details:

.....
.....

How much time can you commit to voluntary work? Please tick.

	Monday	Tuesday	Weds	Thurs	Friday	Saturday	Sunday
Morning							
Afternoon							
Evening							

Do you have any spare time hobbies, interests or activities?

.....
.....

Any other relevant information?

.....
.....

Is there any medical or other reason why you may be deemed unsuitable to work with young people? Yes No

If yes, please give details:

.....

Please provide the names and addresses of two people whom we could contact for a reference (not relatives), preferably people who are familiar with your work with children:

Name 1: Name 2:

.....

Address 1: Address 2:

.....

.....

Tel no: Tel no:

Email: Email:

I declare that the above information is true and that I am fit to serve as a volunteer with this parish ministry/activity. I agree to abide by and accept the terms and conditions of participation and accept that abide by the Code of Conduct as outlined in the Provincial Policy Document. I will also provide photo ID and comply with Garda vetting.

Signed: Date:

(Adapted from: Dept of Health and Children *Our Duty to Care: The Principles of Good Practice for the Protection of Children and Young People*. Dublin Stationery Office. 2001, pp.41-2)

Response section to be completed by the parish

Application received by Date

Photo ID checked: Yes No

Applicant accepted: Yes No

Signed Date

Declaration Form to be completed by Staff and Volunteers*

Confidential Document

Declaration from all staff and volunteers working with children and young people:

Surname: Forename

Address:

.....

.....

Tel No.:

Date of birth: Place of birth:

Any other address(es) in the last three years:

.....

.....

Any other name previously known as:

.....

Do you have any prosecutions pending or have you ever been convicted of a criminal offence or been the subject of a caution or of a bind-over order?

Yes No

If yes, please state below the nature and date(s) of the offence(s), the court responsible for dealing with the matter, the approximate date of the court hearing:

Nature of offence:

Date of offence:

Court:

Court date:

Signed: Date:

(Adapted from: *Our Duty to Care*, NI)

Accident / Incident Report form

Date of accident/incident:

Reported by:

Title:

(i.e. group leader, retreat team personnel, youth director)

Detail:

.....

Location of activity:

Type of activity:

(ie. training night, outdoor activity, Mass, retreat)

Time:

Parties involved:

.....

Parents/guardians informed? Yes No (please tick)

If yes, by whom?

If not, why not?

Date: Form completed and signed by:

RESPONSE – FOR OFFICE USE ONLY

Date:

Action taken: Signed

Comments:

.....

Participant Application form

Diocese:

Parish:

Coordinator:

Name:

Address:

.....

.....

Date of birth:

Tel no:

I wish to apply for membership of the
Group

I understand that becoming a member of the
Group is very important and I accept that I must follow the rules as have
been explained to me. I understand that if I fail to do this, my participation
may be withdrawn.

Signed: Date:

Parental/Guardian Consent

Name:

Address:

.....

.....

Tel no:

I give consent for my child [name:] to participate in the parish group.

Please outline any medical conditions, special needs, dietary requirements:

.....

.....

I consent to the provision of emergency medical care if required. I consent to tasks of a personal nature being carried out for very young children or children with disabilities when required.

I understand that the granting of membership to my child is on condition that all requirements of participating in the Parish Group as have been outlined with me will be adhered to and that failure to do so could result in immediate withdrawal of membership.

Signed: Parent/Guardian)

Date:

Participant Application Form – Special Activity

Activity: Group:

Parish: Coordinator/Leader:

Participant's name:

Address:

.....

Date of birth: Tel no:

I wish to take part in the special activity named above and I accept that I must follow the rules as have been explained to me. I understand that if I fail to do this, my participation may be withdrawn.

Signed: Date:

Parental/Guardian Consent

Name:

Address:

..... Tel no:

I consent to my child taking part in the above named activity.

Please outline any medical conditions, special needs, dietary requirements, as applicable:

I consent to the provision of emergency medical care if required. I consent to tasks of a personal nature being carried out for very young children or children with disabilities when required.

I understand that my child's participation is on condition that all requirements for the activity as have been outlined will be adhered to.

Signed: Date:

APPENDIX 7

Paramourncy Principle

The welfare of the child is paramount means that the interests and welfare of the child are of primary consideration.

Definition of Child Abuse

Child Abuse is abuse that occurs to a person under the age of eighteen excluding a person who is or has been married.

There are four primary types of abuse – neglect, emotional abuse, physical abuse and sexual abuse.

1. *Neglect*

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, medical care.

2. *Emotional Abuse*

Emotional abuse is normally to be found in the relationship between a care-giver and a child rather than in a specific event or pattern of events. It occurs when a child's need for affection, approval, consistency and security is not met.

3. *Physical Abuse*

Physical abuse is any form of non-accidental injury or injury which results from wilful or neglectful failure to protect a child.

4. *Sexual Abuse*

Sexual abuse occurs when a child is used by another person for his or her gratification or that of others. Any form of sexual behaviour engaged in by an adult with a child or young person is sexual abuse, and is both immoral and criminal.

There may also be 'indirect abuse' of children, for instance, where children have been photographed, videotaped or filmed for pornographic purposes. Indirect abuse also includes the subjecting of children to gross and obscene language or indecent images. The use or possession of child pornography is illegal and there is an obligation to report information concerning anyone possessing such material to the police authorities.