



RESOURCE PACK

INTRODUCTION

All children and young people have a fundamental right to be respected, nurtured, cared for and protected from harm.

These basic rights are embedded in our Gospel values and within international and domestic law. They are the cornerstones of Safeguarding Children Policy and Standards for the Catholic Church in Ireland 2016 which the Diocese of Down and Connor operates, and which are core elements to this Parish Resource Pack.

Our Church's vision is that "along with the family, the parish has a key role to play in promoting and protecting the rights of children. This means that within the parish the families, schools and parish organisations/ groups work together in creating a safe and caring community in which children can develop and mature."

(Pontifical Council for the Family)

- The Child's welfare is paramount. The Diocese of Down and Connor fully embraces its role in supporting children to achieve their full potential in an environment where they are protected from exploitation, abuse and maltreatment.
- The Diocese will carefully select and train all those with any responsibility within the church, in line with safe recruitment practice and ensure that clergy, paid staff and volunteers are aware and act on their responsibility to act and intervene when it appears that children need to be made safe from harm.
- The Diocese will act in an open and transparent and accountable way in working with the Health and Social Care Trusts and the PSNI to safeguard children.
- The Diocese will respond without delay to every complaint made which suggests that a child may have been harmed, cooperating with the PSNI and the Health and Social Care Trusts in any investigation, in compliance with domestic legislation and statutory procedures.

- The Diocese will ensure that anyone who brings concerns or allegations to the notice of the Church will be responded to sensitively, respectfully and seriously.
- The Diocese will challenge any abuse of power, especially by anyone in a position of trust.
- The Diocese will seek to work with anyone who has suffered abuse in the provision of counselling and developing with him or her an appropriate ministry of pastoral care.
- The Diocese will seek to offer pastoral care and support including supervision and referral to the proper authorities, to any member of our church community known to have offended against a child.

In all these principles, the Diocese of Down and Connor will follow legislation, guidance and recognised best practice.

The guidance in the Parish Resource pack has been produced by the Diocese of Down and Connor and reflects best practice in the arena of parish safeguarding. It follows the seven standards and associated guidance outlined in Safeguarding Children Policy and Standards for the Catholic Church in Ireland 2016.

The Diocese of Down and Connor through these Guidance materials aims to:

- ***Proactively safeguard and promote the welfare of children***
- ***Take whatever action is necessary to protect children from harm***
- ***Have effective structures in place to respond to concerns about children's welfare.***

This pack is primarily for the use of parishes and clergy through their local Parish Safeguarding Committee. The guidance should cover all aspects of parish life and activities which involve children and young people. It covers advice and guidance in relation to best safeguarding practice for parish groups involving children and young people and the necessary forms and templates that

compliment the guidance and which are necessary to ensure safeguarding practice.

This is essentially a web-based resource. It is designed to be accessible to Parish Groups and is structured in such a way that it can be used as a complete document or as individual elements of guidance and the associated templates or forms which may be extracted for use in specific situations or with specific groups.

This design will also facilitate the ongoing development and revision of guidance in response to developments in the field of safeguarding children and young people and new policies, procedures or legislation.

This Resource Pack will be formally revised in September 2020.

1.	Vetting and Recruitment	6
1.1	Introduction	7
1.2	Guidance on Processing an AccessNI ONLINE Application (Revised May 2019)	14
1.3	Letters / Forms and Templates	16
1.3.1	New Parish Volunteer Invitation Letter	17
1.3.2	New Parish Volunteer Application Form	18
1.3.3	New Parish Volunteer Reference Form	20
1.3.4	New Parish Volunteer Letter of Appointment	22
1.3.5	New Parish Volunteer Agreement Form	23
1.3.6	Prompt for PSC Chairperson in Relation to Recruitment and Selection of Volunteers	24
1.3.7	Catholic Church Northern Dioceses Identity Verification Form and List of Acceptable Documents	25
1.3.8	Confidential Declaration Form	29
1.3.9	“Free to Appoint” Letter to PSC Chairperson	31
1.3.10	Vetting Confirmation Request Form	32
2.	Visiting Clergy Protocols	34
3.	Code of Behaviour (Adult) Guidance	36
3.1	Sample Code of Behaviour for Adults	38
4.	Code of Behaviour (Children) Guidance	40
4.1	Sample Workshop on Creating a Code of Behaviour with Children	42
4.2	Creating a Code of Behaviour with very Young Children	43
5.	Dealing with Breaches of Codes of Behaviour	44
6.	Anti-Bullying Guidance	46
7.	Safe Care of Children General Guidelines	51
7.1	Guidance on Reporting Allegations of Suspicions, Concerns, Knowledge or Allegations	54
7.2	Guidance on Maintaining Adequate Supervision Ratios	58
7.3	Guidance on One-One Contact with Children and Young People	59
7.4	Needs of Children with Special Needs	60
7.4.1	Intimate/personal care needs	61
7.5	Arranging Activities for Children and Young People Outside the Parish	63
7.6	Guidance on Overnight Stays and Residential Activities	64
7.7	Guidance on Transporting Children and Young People	65
7.8	Guidance on Hazard Assessment of Activities with Children and Young People	66
7.9	Forms and Templates	
7.9.1	Child Protection Referral Form	68
7.9.2	Child and Guardian Joint Consent	72

7.9.3	Consent Form for Transporting Children and Young People	74
7.9.4	Accident/Incident Report Form	76
7.9.5	Consent for an Activity/Event	78
7.9.6	Attendance Register for Groups	81
7.9.7	Risk Assessment Activities Template	83
7.9.8	Attendance Register for Sacristy	85
7.9.9	Media Permission Form	86
8.	Use of Church Property by External Groups	87
9.	Whistleblowing Policy	101
9.1	Introduction	102
9.2	Aims and Scope of this Guidance	102
9.3	Whistleblowing – What it Means	102
9.4	Legislation underpinning whistleblowing	103
9.5	Safeguards	103
9.6	Confidentiality	103
9.7	Anonymous Allegations	103
9.8	Untrue/Unfounded Allegations	104
9.9	How to Raise a Concern	104
9.10	How the Diocese Will Respond	105
9.11	What Happens Next?	106
9.12	Self-Reporting	106
9.13	Disclosure to an external person, other than statutory bodies, government officials or the National Board	106
9.14	Further Advice and Support	106
9.15	Whistleblowing Record Form	107
10.	Complaints Procedure	108
11.	Guidance on Use of Technology	111
11.1	Guidance on the Use of Photographs and Images of Children and Young People	114
11.2	Use of Internet	117
11.3	Use of Texting and Email	118
11.4	Use of CCTV and Webcams	120
12.	Diocesan Safeguarding Data Protection/Privacy Guidelines	122



Vetting and Recruitment

1. VETTING AND RECRUITMENT

1.1 Introduction

The Diocese of Down and Connor acknowledges that safe care starts with the appointment of suitably qualified, skilled and vetted personnel who have the desired competencies and skills to carry out their function in an effective, efficient and safe manner. Whoever is engaged by the Church, in either a pastoral or a voluntary role, must be recruited safely and deemed suitable for the role that they are being asked to undertake.

Safe recruitment means that the diocese will ensure that:

- All reasonable steps are taken to ensure that the Church disqualifies applicants who might pose a risk to children, young people and adults in need of safeguarding
- Those engaged in the recruitment process are suitably supported to undertake this task
- The diocesan recruitment procedures are transparent, adhere to best practice and comply with the rules of natural justice, appropriate record-keeping and human resource management
- The diocese is committed to the policy of inclusion and equality
- Parents are assured that all possible measures are being taken to ensure only suitable people will be recruited to work with children.

All staff and Volunteers must be subject to the appropriate recruitment procedures regardless of their position as a volunteer or employee, including clergy or religious.

In relation to the appointment procedure for all other staff, both paid diocesan staff and clergy, a safe recruitment process is managed centrally by the diocese, who comply with best practice and legal requirements in relation to safe recruitment and vetting.

REMEMBER

Good management of safe recruitment and selection processes is part of doing everything possible to ensure a safe environment in parishes.

SUMMARY OF THE PROCESS OF RECRUITING VOLUNTEERS WORKING WITH CHILDREN AND ADULTS



WHAT IS THE ROLE OF A PARISH SAFEGUARDING COMMITTEE IN THE SAFE RECRUITMENT AND VETTING OF VOLUNTEERS?

The role of the Parish Safeguarding Committee (PSC) is to ensure that statutory guidance is followed and best practice is encouraged in relation to the recruitment and vetting of volunteers.

General principles of safe recruitment and vetting

In order for the diocese to comply with the law and good practice, all those taking up a regulated position to work with children and young people must be vetted. The process for those who are wishing to work with adults in need of safeguarding follows the same procedures.

The process of vetting involves a criminal record check, which will show if a volunteer applicant has any criminal convictions.

A person who does have a criminal conviction will not necessarily be barred from working in a volunteer role in a church setting. Only convictions that are relevant will be taken into consideration.

The Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 sets out the activities and work that are Regulated Activities, which a person who has been barred by the Disclosure and Barring Service must not do.

The PSC has primary responsibility for the vetting process in the recruitment of volunteers and will be supportive of parish groups in the recruitment processes in the areas outlined below:

- Standardisation of the process of recruitment
- That safe recruitment and selection procedures are followed
- Identification of volunteer training needs jointly with parish groups.

The applicant signs a practice agreement. **Please note, the agreement should only be signed after the AccessNI vetting check has been completed.**

With regard to the vetting process, for which the PSC has direct responsibility under the Safeguarding Vulnerable Groups (NI) Order 2007, there is a legal requirement to vet volunteers who are in a regulated activity in their role with children, young people and vulnerable adults. PSCs undertake the following:

- Manage all associated vetting forms
- Ensure each applicant is provided with the appropriate vetting forms
- Check that the Identity Verification and Confidential Declaration Form (CDF) are completed by the applicant. The only people that have access to the CDF is the applicant and the Northern Diocese Vetting Office
- Ensure the Identity Verification and Confidential Declaration forms are sent to the Northern Diocese Vetting Office along with photocopies of the applicants' valid identity

documentation taken from AccessNI's "List of Acceptable Documents"

- Confirm with the applicant the decision from the Vetting Office once vetting is completed.

REMEMBER

The vetting procedure comes at the end of the recruitment process when it is agreed a volunteer is to be appointed.

Vetting is not the start of the process and should not be the only check for suitability.

The Recruitment and Vetting Process

Step One

Define the role: This involves thinking through exactly what you consider the role of a new volunteer to be and what skills will be required for them to perform effectively.

Undertaken by: PP and Parish Group Leader/Deputy

Step Two

Agree Volunteer Specification: Identify key skills, qualities, abilities and qualifications required to fill the post.

Undertaken by: PP and Parish Group Leader/Deputy

Step Three

Advertise the role: This can take different forms but essentially it is about having a process of encouraging as many people as possible to come forward, e.g. announcement in church and parish bulletin.

Undertaken by: PP and Parish Group Leader/Deputy

Step Four

Invitation letter and application form: This should be sent or given to the interested volunteer, with the application form which outlines the steps that are to be followed in the recruitment process. The applicant also provides information on past work/volunteering experience.

Undertaken by: PSC Chairperson/Deputy
(Refer to documents "New Parish Volunteer

Invitation Letter” and “New Parish Volunteer Application Form”)

Step Five

Interview/meeting appropriate to the job/role with at least two representatives of the parish. The group leader and/or the parish priest/PSC member should meet the person. This is also the opportunity to discuss the applicant’s application form and assess their suitability. The interviewers will explain the safeguarding arrangements within the diocese and the importance of adhering to diocesan safeguarding policy and procedures.

Undertaken by: PP, Parish Group Leader/Deputy, PSC

(Refer to document “Checklist for PSC Chairperson – date of initial meeting”)

Step Six

References: Two written references should be obtained. These references should not come from family members, the parish priest or anyone who is involved in the recruitment process. Ideally, the referees should have first-hand knowledge of the volunteer’s experience, either paid or voluntary. Referees are asked specifically to comment on the applicant’s suitability to work with children, young people and adults, depending on the role.

References should be provided in writing and verified by a follow-up telephone call.

Undertaken by: PSC

(Refer to document “New Parish Volunteer Reference Form & Checklist for PSC Chairperson”)

Step Seven

Vetting:

- a) If the applicant is volunteering in a role that constitutes regulated activity, defined by the Safeguarding Vulnerable Groups (NI) Order 2007, as amended by the Protection of Freedoms Act 2012, the organisation is required by law to carry out an Enhanced Disclosure with a Barred List check, which is carried out by AccessNI.

Undertaken by: Northern Diocese Vetting Office

(Refer to vetting forms on the Down & Connor Safeguarding website)

<http://www.downandconnorsafeguarding.com.cp-1.webhostbox.net/vetting/>

- b) **Declaration:** All volunteers will be asked to declare any past criminal convictions and cases pending against them, or any investigation of a complaint that is unresolved. This information is held confidentially by the Diocesan Registered Person.

Undertaken by: Applicant, and forwarded to the Northern Diocese Vetting Office

(Refer to the vetting form “Confidential Declaration Form” on the website)

<http://www.downandconnorsafeguarding.com.cp-1.webhostbox.net/vetting/>

- c) **Identification:** The volunteer will complete Parts 1 & 2 of the “Catholic Church Identity Verification Form” and provide the appropriate original valid identity documents as required for the AccessNI Enhanced Disclosure Check. The PSC must confirm the identity of the applicant by completing Parts 3 & 4 of the Identity Verification Form and also forward photocopies of the identity documents to the Vetting Office.

Undertaken by: Applicant and PSC Chairperson

(Refer to the “ID Verification Form & List of Acceptable Documents” on the website)

<http://www.downandconnorsafeguarding.com.cp-1.webhostbox.net/vetting/>

- d) **AccessNI:** The volunteer will submit the AccessNI online application to enable the Registered Person within the Vetting Office to obtain the background criminal record. (Refer to the “AccessNI Guidance Document” on the website)

<http://www.downandconnorsafeguarding.com.cp-1.webhostbox.net/vetting/>

- e) **End of vetting process:** The PSC Chairperson will receive a “Free to Appoint” Letter to confirm that the applicant can proceed with taking up their volunteering role.

Undertaken by: Northern Diocese Vetting Office

REMEMBER

A volunteer cannot begin their role within the parish until they have obtained a satisfactory AccessNI Enhanced Disclosure Check and the PSC Chairperson has received the “Free to Appoint” letter from the Vetting Office.

Step Eight

A letter of appointment will be forwarded to the volunteer by the PSC Chairperson or the PP upon satisfactory completion of the vetting process.

Undertaken by: PSC Chairperson

(Refer to the “New Parish Volunteer Letter of Appointment”)

Step Nine

The volunteer will be asked to undertake the Child and/or Adult Safeguarding Awareness training, and will be required to sign the agreement form. It is at this point that they will receive a copy of the Code of Behaviour.

Undertaken by: Parish Group Leader/Deputy, ensuring that the PSC Chairperson is aware of who is attending what level of training

Step Ten

Trial Period

This allows both volunteers and parish groups to consider their suitability and commitment.

Undertaken by: PP and Parish Group Leader

REMEMBER

While it is not the main responsibility of the PSC Chairperson to be involved in the selection of volunteers, they should encourage the Parish Group Leader/Deputy to develop best practice in this process.

Vetting Forms/Letters:

- Catholic Church Northern Diocese “Identification Verification Form” and “List of Acceptable Documents”
- Confidential Declaration Form
- “Free to Appoint Letter” to PSC Chairperson
- Vetting Confirmation Request Form

Break in Volunteer Role of 3 Months or more

If a vetted volunteer continues in the role indefinitely within the same parish, without a break, (3 months or more) a new vetting application is not mandatory during the period of their service to the parish.

If, however, the volunteer, for whatever reason, decides to discontinue the role for a period of 3 months or more and subsequently wants to take it up again, then a new vetting application is required.

If the role is carried out on a rota-basis and the rota requires the volunteer only to perform the role every 3+ months, but there is an expectation that the volunteer be available at any time to perform the role, then a new vetting application is not required.

Relevant Recruitment and Vetting Forms

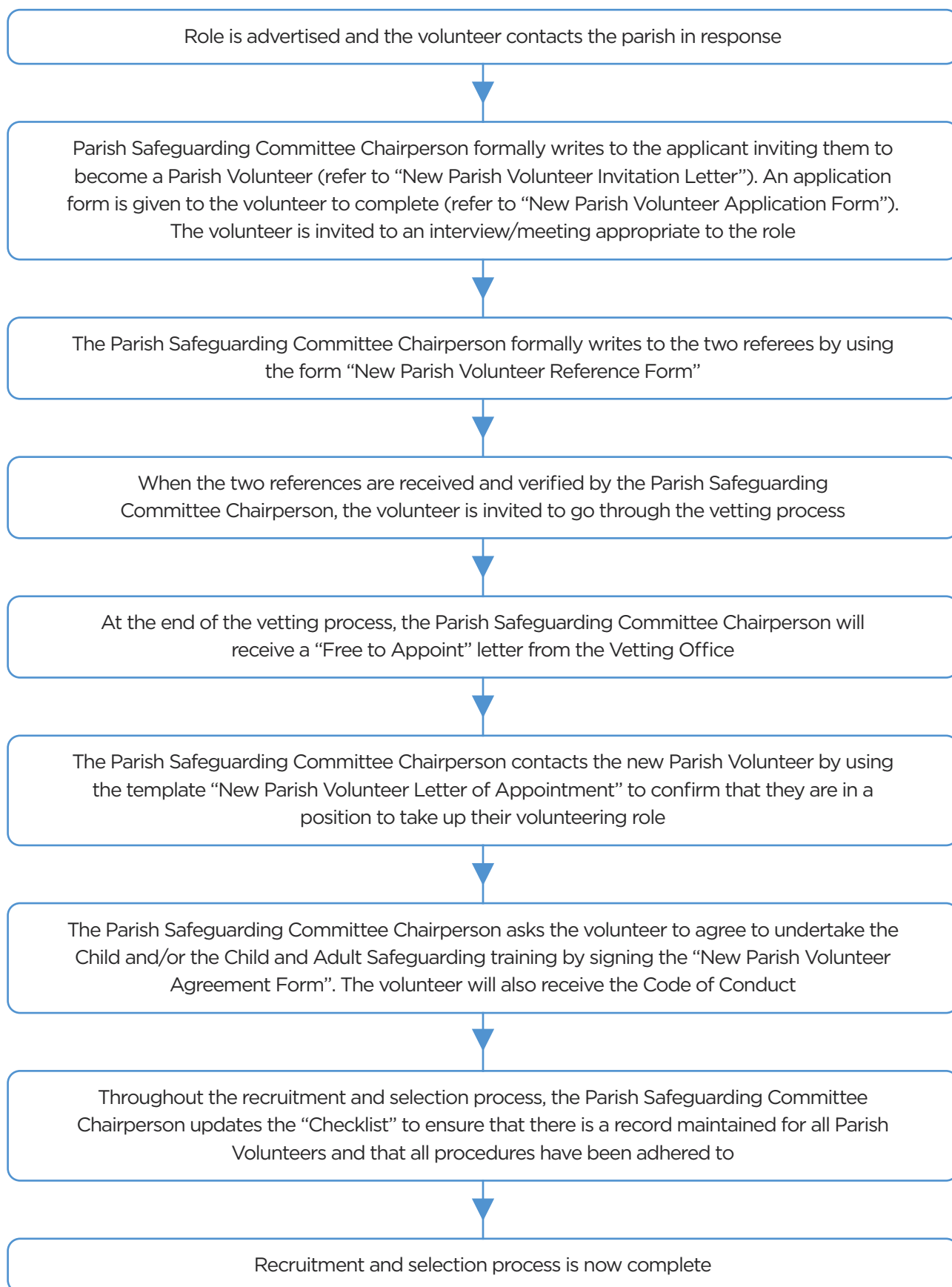
You can access the forms via the link below:

<http://www.downandconnorsafeguarding.com.cp-1.webhostbox.net/vetting/>

Recruitment Forms/Letters:

- New Parish Volunteer Invitation Letter
- New Parish Volunteer Application Form
- New Parish Volunteer Reference Form
- New Parish Volunteer Letter of Appointment
- New Parish Volunteer Agreement Form
- Prompt for PSC Chairperson

Summary of Recruitment and Selection Process



Codes of Behaviour

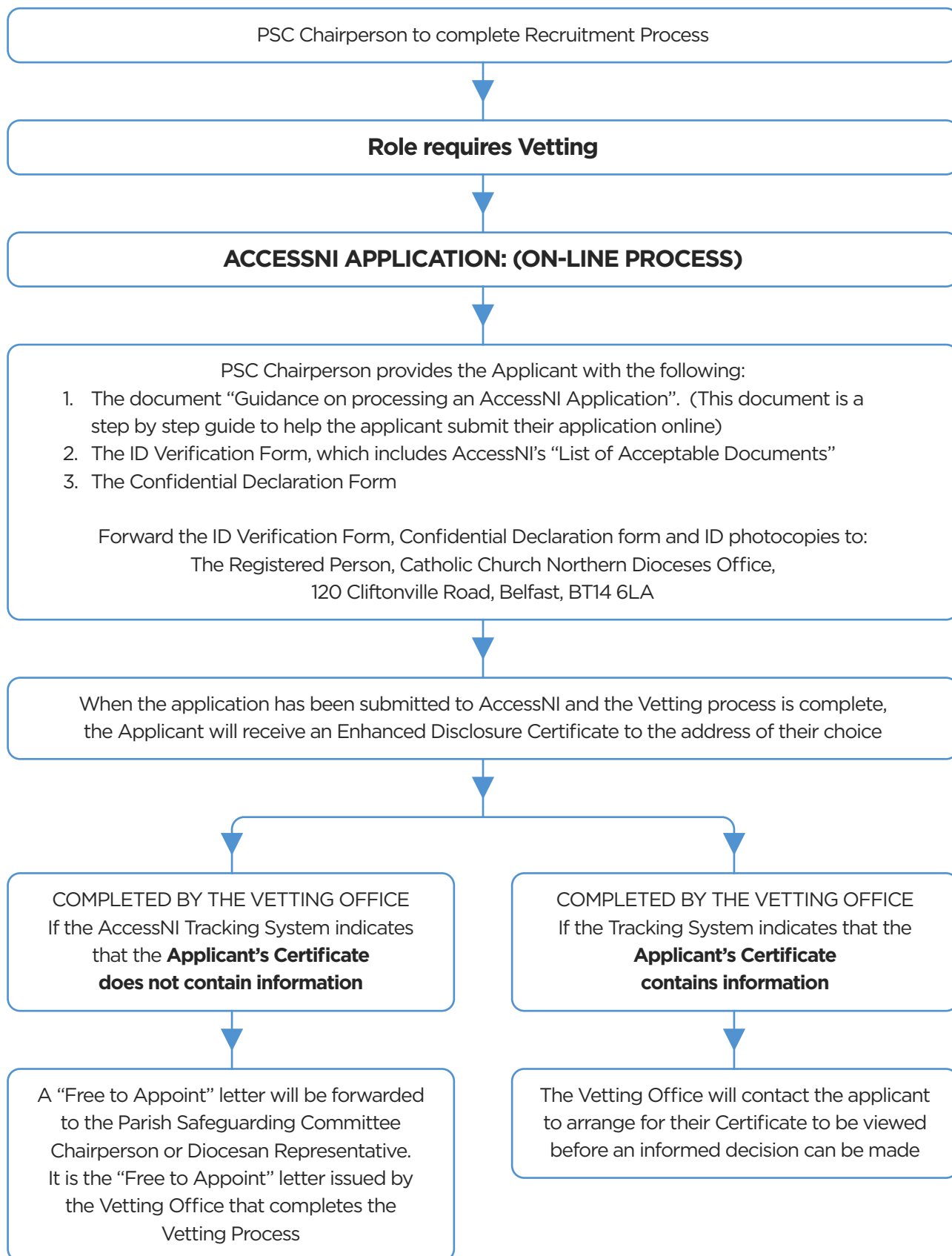
A code of behaviour is a clear guide to what is and is not acceptable behaviour and practice when working with children and adults.

As part of the recruitment process volunteers are required to agree to work to the relevant code of behaviour related to their volunteer role.

The Resource Pack contains a generic code of behaviour for adults. This code is based on commonly agreed principles and requirements. For specific adult ministries or parish voluntary work which engages with children and young people this code can be used as a template. The Generic code of behaviour can be found in Section 3.1 of the Parish Resource Pack.

Catholic Church Northern Diocese – Vetting Process (May 2019)

Regulated Activity ONLY



1.2 Guidance on Creating an Account and Processing an AccessNI ONLINE Application (Revised May 2019)

Before processing your AccessNI ONLINE Application, please ensure you have the following information at hand:

- National Insurance (if applicable)
- Valid/current Driving Licence (if applicable)
- Valid/current Passport (if applicable)
- Make sure you know a 5-year address history, including POST CODE. If you are unsure about previous address post codes, you can look these up on the internet
- **The Catholic Church Northern Diocese PIN NUMBER (please contact the Vetting Office for the current PIN NUMBER, Tel: 028 9049 2783)** you will be asked to enter this number after logging into the Access NI Application Form Website.
- Please be advised: Your Access NI application will be deleted after 3 months, if not progressed

HOW TO SET UP, ACTIVATE AND SIGN INTO YOUR ACCESSNI ACCOUNT

1

Go to the [nidirect.gov.uk](https://www.nidirect.gov.uk) website. You can do this by following the link below:

<https://www.nidirect.gov.uk/accessni-applications>

2

On the 'AccessNI: Criminal record checks' section, click on: 'Apply online for an **ENHANCED CHECK** through a registered body', shown below



AccessNI: Criminal record checks

Apply for an AccessNI check

- Apply online for a basic check
- Apply online for a basic check through a responsible body
- Apply online for a standard check through a registered body
- Apply online for an enhanced check through a registered body **THIS ONE**
- Costs and turnaround times
- Log in to an nidirect account

Popular in apply for an accessni check

- Apply online for an enhanced check through a registered body
- Log in to an nidirect account
- Apply online for a basic check
- Apply online for a basic check through a responsible body
- Apply online for a standard check through a registered body

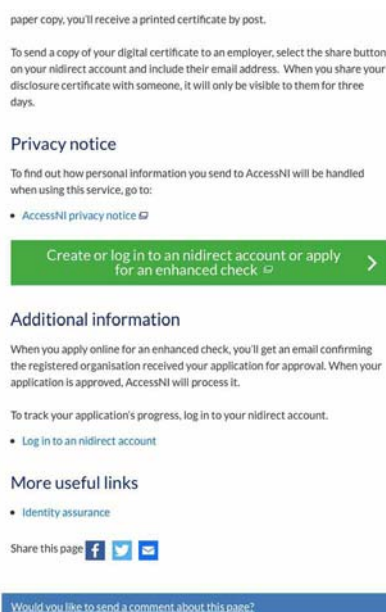
Please note: the Catholic Church **does not** process **Basic or Standard AccessNI** checks

3

Now you need to create and activate an AccessNI account on the NI Direct portal in order to process an Enhanced Disclosure check – to do this follow these steps:

Step 1 – Create your account

Scroll down the screen until you see this text box/link, then click on it:



paper copy, you'll receive a printed certificate by post.

To send a copy of your digital certificate to an employer, select the share button on your nidirect account and include their email address. When you share your disclosure certificate with someone, it will only be visible to them for three days.

Privacy notice

To find out how personal information you send to AccessNI will be handled when using this service, go to:

- [AccessNI privacy notice](#)

Create or log in to an nidirect account or apply for an enhanced check

Additional information

When you apply online for an enhanced check, you'll get an email confirming the registered organisation received your application for approval. When your application is approved, AccessNI will process it.

To track your application's progress, log in to your nidirect account.

- [Log in to an nidirect account](#)

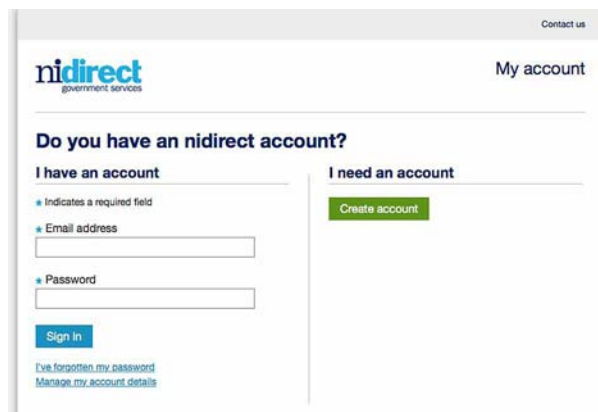
More useful links

- [Identity assurance](#)

Share this page [f](#) [t](#) [e](#)

Would you like to send a comment about this page?

You will be taken to this screen. You will need to choose 'Create Account' – under 'I need an account' section.



Do you have an nidirect account?

I have an account

- Indicates a required field
- Email address
- Password

[Sign in](#)

[I've forgotten my password](#)
[Manage my account details](#)

I need an account

[Create account](#)

You will be required to complete the 'Create an account on nidirect' screen in full.

nidirect
government services

My account

Create an account on nidirect

★ Indicates a required field

★ First name

Middle name(s)

★ Last name

★ Date of birth
Day Month Year

★ Your email address
Your email address will be used when signing in

★ Re-type your email address

★ Create a password
Your password must be at least 8 characters, contain an uppercase letter, a lowercase letter and one number

★ Re-type your password

[Next >](#)

NOTE: Please make a note of your password. You will need it later.

You must click 'Next' and you will be taken to the screen below where you must enter your contact details and make your declaration.

nidirect
government services

My account

Your address

★ Indicates a required field

Postcode
To find your address please enter a valid NI postcode and select find address [Find address](#)

If you cannot find your address, or you live outside of Northern Ireland, please enter your details below.

★ Address line 1
Building name/number, street name

Address line 2

★ City/Town

★ Country
-- Please Select --

Postcode

Do you wish to manually enter/amend the address?
☐ Yes ☐ No

Contact number
We will not share your number, we will only use it to manage your account

Declaration
By using this service you agree that your details may be shared with other government parties solely to confirm your identity.
☐ I agree

[Back](#) [Create account](#)

Once you have completed these boxes, click the 'Create Account' button and the following screen message will appear:

nidirect
government services

My account

Account registration successful

The first part of your registration is complete. You need to activate your account before you can log on.

We have sent a confirmation email to d4.gary2@btconnect.com

Follow the instructions to activate your account.

If you do not activate your account within 24 hours you will need to re-register.

Close the website

Step 2 – Activate your account

Log into your email account that you used for the AccessNI Registration, where you will find a new email from AccessNI within 5-10 minutes of creating your account. The content of your email is as follows:

You have received this email because you have registered for an nidirect account. Click the link below to complete your registration.

This activation email will only be valid for 24 hours. If you do not activate your account within 24 hours you will need to re-register. Click here to activate your account:

<https://identity.nidirect.gov.uk/EmailValidation/Activate/78127e34-e871-41db-b4a6-80fe6ad>

After your account is activated you can still make changes to your details by clicking:

<https://identity.nidirect.gov.uk/Account/>

If this email is unexpected, and you haven't registered for an account with nidirect, please ignore it.

(If you **do not get an email from AccessNI**, contact them on 0300 200 7888).

Follow the instructions in the email to activate your account.

When your account has been successfully activated, you will see this screen.

nidirect
government services

Contact us

My account

Your nidirect account is now active

Return to nidirect to use the service you require.

[Return to nidirect](#)

1.3 Letters / Forms and Templates

The following documents are samples only. The current and most up to date versions of all letters/forms and templates are available on the Down and Connor Safeguarding Website Vetting and Recruitment tile; <http://www.downandconnorsafeguarding.com.cp-1.webhostbox.net/vetting/>

1.3.1 New Parish Volunteer Invitation Letter

New Parish Volunteer Invitation Letter



Dear Parish Volunteer

Thank you for your interest in volunteering within the parish.

As part of the Diocesan Child and Adult Safeguarding Best Practice Guidance, it is a requirement that all new volunteers complete a Volunteer Application Form.

Once completed, the application form should be returned to the Chairperson of your local Parish Safeguarding Committee, c/o the Parish Office. The Chairperson, on behalf of the parish, will take up two references named on your form.

As your role requires an AccessNI Enhanced Disclosure Check, the Chairperson will provide you with the AccessNI Online Guidance Document for you to create an NI Direct Account and process your AccessNI application. You will be required to complete a Confidential Declaration Form and provide identity documentation (for photocopying purposes), as required by AccessNI, and to complete an Identity Verification Form.

Following a satisfactory check, then and only then will you be able to take up your volunteering position. This will be confirmed with me in writing by the Diocesan Registered Person, Northern Diocese Catholic Church Vetting Office, Belfast (the person registered to obtain criminal records checks with AccessNI), and I will subsequently confirm this in writing to you. It is important to note that a previous criminal conviction will not necessarily prevent you from taking up the role you have applied for.

We are very aware of the confidential nature of the information shared and wish to assure you that all information will be treated in the utmost confidence and handled strictly in accordance with the Diocesan Policy on Secure Storage and Retention of Records.

The Northern Diocese Vetting Office complies with a Code of Practice issued by AccessNI, and copies of this document can be obtained from the Vetting Office if required.

Thank you for your cooperation and interest in volunteering for the parish.

Yours sincerely

Signed: _____

Date: _____

Parish Safeguarding Committee Chairperson

1.3.2 New Parish Volunteer Application Form

New Parish Volunteer Application Form



Parish: _____

Role: _____

Name (Block Capitals): _____

Surname (Block Capitals): _____

All Forenames (Block Capitals): _____

Address: _____

Post Code: _____

Telephone: _____ Mobile: _____

Email: _____

Have you previously been involved in voluntary work? If yes, please give details below;

Why do you want to get involved in this activity? Please detail below;

Have you undertaken any qualifications or training that you think may be relevant to this role?
(for example, Safeguarding Training Adult\Child). Please give details below;

1.3.2 New Parish Volunteer Application Form (continued)

Do you have any specific needs that we need to be aware of?

Please provide the names and addresses of two people (These should not be relatives, your Parish Priest or the Diocesan Parish Representative), who have known you well and would be able to comment on your suitability for this role.

Referee 1

Name:

Address:

Post Code:

Telephone:

Mobile:

Email:

Referee 2

Name:

Address:

Post Code:

Telephone:

Mobile:

Email:

Declaration:

I confirm that the information I have given on this form is correct and complete and I agree that you may contact the people whose names I have given as referees.

Signed:

Date:

Data Protection This form will be held on file, in accordance with the Data Protection Act 2018, data protection policy of the Diocese of Down and Connor and the Privacy Notice of the Down & Connor Safeguarding Office, which can be found at <http://www.downandconnorsafeguarding.com/privacy-notices/>

The data entered will be used only for the purpose indicated on the form and will be held confidentially. The data may only be accessed by those with responsibility for managing records or group activities and will not be shared with external organisations unless there is a need and a lawful reason to do so. The data will be updated when appropriate and destroyed when no longer necessary or relevant.

1.3.3

New Parish Volunteer Reference Form

New Parish Volunteer Reference Form



Dear (insert name):

Your name has been given to us by

(insert name of volunteer):

who has expressed an interest in working as a volunteer and has given your name as a referee.

Volunteer role (insert role):

I would appreciate you completing, signing and dating the information below and returning it to the parish address detailed below.

Thank you in advance for your help.

Yours Sincerely,

Signed:

Date:

Parish Safeguarding Committee Chairperson

(Please complete the following information and return in envelope provided).

Name of Parish

Safeguarding Committee Chairperson:

Name of Parish:

Address of Parish:

The Parish is committed to safeguarding and protecting the welfare of children, young people and adults in need of safeguarding and therefore I would appreciate you giving an honest evaluation of the applicant's suitability.

Are you satisfied that (insert name):

is suitable to work with children, young people and adults in need of safeguarding

Yes ☐

No ☐

If you have answered "No" we will contact you in confidence.

How long have you known the applicant?

In what capacity?

Friend ☐

Employee ☐

Other (please state):

1.3.3

New Parish Volunteer Reference Form (continued)

Please comment on the applicant's maturity, honesty, reliability, attitude, commitment, responsibility and energy towards children, young people and adults in need of safeguarding

Signed: _____ Date: _____

Print name: _____

Designation / Work: _____

Telephone: _____ Mobile: _____

Email: _____

Please tick to confirm you are happy to be contacted by phone or email

Yes ☐

No ☐

Data Protection This form will be held on file, in accordance with the Data Protection Act 2018, data protection policy of the Diocese of Down and Connor and the Privacy Notice of the Down & Connor Safeguarding Office, which can be found at <http://www.downandconnorsafeguarding.com/privacy-notices/>

The data entered will be used only for the purpose indicated on the form and will be held confidentially. The data may only be accessed by those with responsibility for managing records or group activities and will not be shared with external organisations unless there is a need and a lawful reason to do so. The data will be updated when appropriate and destroyed when no longer necessary or relevant.

1.3.4

New Parish Volunteer Letter of Appointment

New Parish Volunteer Letter of Appointment



Name of person: _____

Role applied for: _____

Parish of: _____

Diocese: _____

Dear (insert name of volunteer)

I am writing to confirm that you are now in the position to take up your volunteering role and to thank you for your patience and co-operation.

You will receive the "Code of Behaviour" on completion of the Agreement Form.

If you have any further questions or wish to discuss a situation arising from your voluntary role, please contact your Group Leader, Parish Safeguarding Committee Chairperson, or Parish Representative. If you wish to meet with me at any time, please do not hesitate to get in touch.

May I take this opportunity to welcome and thank you for your commitment to the Parish.

Signed: _____

Date: _____

(Parish Priest/PSC Chairperson)

Data Protection This form will be held on file, in accordance with the Data Protection Act 2018, data protection policy of the Diocese of Down and Connor and the Privacy Notice of the Down & Connor Safeguarding Office, which can be found at <http://www.downandconnorsafeguarding.com/privacy-notices/>

The data entered will be used only for the purpose indicated on the form and will be held confidentially. The data may only be accessed by those with responsibility for managing records or group activities and will not be shared with external organisations unless there is a need and a lawful reason to do so. The data will be updated when appropriate and destroyed when no longer necessary or relevant.

1.3.5

New Parish Volunteer Agreement Form

New Parish Volunteer Agreement Form



Parish of: _____

Diocese of: _____

Further to the letter of appointment for the role of

Role: _____

I have agreed to attend the relevant training in Child and/or Adult Safeguarding and have received a Code of Behaviour. I agree to read and adhere to the guidelines presented in it or as directed by my local PSC Chairperson/Deputy named below:

PSC Chairperson name: _____

I understand and accept that it is my duty to safeguard the welfare of the Children and Adults in need of Safeguarding.

Signed: _____ Date: _____

Print name: _____

Data Protection This form will be held on file, in accordance with the Data Protection Act 2018, data protection policy of the Diocese of Down and Connor and the Privacy Notice of the Down & Connor Safeguarding Office, which can be found at <http://www.downandconnorsafeguarding.com/privacy-notices/>

The data entered will be used only for the purpose indicated on the form and will be held confidentially. The data may only be accessed by those with responsibility for managing records or group activities and will not be shared with external organisations unless there is a need and a lawful reason to do so. The data will be updated when appropriate and destroyed when no longer necessary or relevant.

1.3.6

Prompt for PSC Chairperson in Relation to Recruitment and Selection of Volunteers

Prompt for PSC Chairperson in Relation to Recruitment and Selection of Volunteers



APPLICANT DETAILS

Name of Applicant: _____

Post/Role Applied for: _____

Parish: _____

Date of initial interview/meeting: _____

Application Form – date issued: _____

Application Form – date received: _____

REFERENCES

Name of Referee 1: _____

Date requested: _____ Date returned: _____

Name of Referee 2: _____

Date requested: _____ Date returned: _____

VETTING PROCEDURE: Northern Dioceses Catholic Church Vetting Office (NDCCVO) **Access NI Online Application Form**

Date of Follow up telephone call: _____

Date the applicant submitted the AccessNI application ONLINE: _____

Ensure to forward the completed Identity Verification Form, along with photocopies of the Identity Documentation to the Vetting Office

Date undertaken: _____

Date forwarded to:
(The Registered Person of the Northern Diocese Vetting Office) _____

Forms Issue Date

Date the Confidential Declaration Form was issued to the applicant: _____

Date on "Free to Appoint" from the Northern Diocese Catholic Church Vetting Office to the PSC Chairperson/Representative: _____

Date the "Letter of Appointment" was issued to the Applicant by PSC: _____

Date the Agreement Form was issued to the Applicant: _____

Data Protection This form will be held on file, in accordance with the Data Protection Act 2018, data protection policy of the Diocese of Down and Connor and the Privacy Notice of the Down & Connor Safeguarding Office, which can be found at <http://www.downandconnorsafeguarding.com/privacy-notices/>

The data entered will be used only for the purpose indicated on the form and will be held confidentially. The data may only be accessed by those with responsibility for managing records or group activities and will not be shared with external organisations unless there is a need and a lawful reason to do so. The data will be updated when appropriate and destroyed when no longer necessary or relevant.

1.3.7

Catholic Church Northern Dioceses Identity Verification Form and List of Acceptable Documents

CATHOLIC CHURCH NORTHERN DIOCESES – VETTING OFFICE

IDENTITY VERIFICATION FORM & LIST OF ACCEPTABLE DOCUMENTS (Form 1.3.7)

(revised Nov 2019)

GUIDANCE NOTES:

- **PARTS 1 & 2:** The applicant must complete parts 1 & 2 themselves - accurate information must be given. It is not acceptable that someone else completes these sections for you.
- If you will be working within a Parish setting, please contact the Parish Safeguarding Committee Chairperson (PSC)/Youth Club Leader in charge to verify your Identity Documentation. (refer to the Access NI "List of Acceptable Documents"). **ID photocopies must be taken and forwarded with this form to the Vetting Office.**
- **PARTS 3 & 4:** Must be completed by the PSC Chairperson/Youth Leader in Charge
- **PLEASE FORWARD:** Identity Verification Form, photocopies of the applicant's identity documents (**DO NOT SEND ORIGINALS**) and the "List of Acceptable Documents" ticked page, indicating the documents the applicant has provided. Also attach the applicant's Confidential Declaration Form simultaneously.
To: The Registered Person, Catholic Church Northern Dioceses Vetting Office (address below),

PART 1 – APPLICANT'S DETAILS (to be completed by Applicant only)

Please tick: Mr ☐ Ms ☐ Miss ☐ Mrs ☐ Other _____ (eg: Dr, Fr, Sr, Rev)

FORENAMES (Block Capitals) _____
(All Forenames must be provided above and also ensure that you include all forenames in the Access NI online Application)

SURNAME: (Block Capitals) _____

PREVIOUS SURNAMES (Block Capitals) _____
used from (date) _____ to (date): _____

D.O.B: ____/____/____ **Please tick:** Male: ☐ Female: ☐

ADDRESS: (Block Capitals) _____

POST CODE: (Block Capitals) _____ **Contact Tel. No:** _____

ROLE applied for: (Block Capitals) _____

Tick box if working with Children (under 18 yrs) ☐ Tick box if working with Vulnerable Adults ☐

Tick box if working as a Volunteer ☐ Tick box if working in a Paid Role* ☐

*Paid roles will require a cheque to be submitted for £33, made payable to "Northern Diocese Vetting"

PARISH NAME: _____

Address of Parish/Organisation _____

DIOCESE (please tick) Armagh ☐ Clogher ☐ Derry ☐ Down & Connor ☐ Dromore ☐ Kilmore ☐

CATHOLIC CHURCH NORTHERN DIOCESES – VETTING OFFICE

120 Cliftonville Road, Belfast BT14 6LA, BT14 6LA. Tel: 028 9049 2783 Email: vetting@soddc.org

1.3.7

Catholic Church Northern Dioceses Identity Verification Form and List of Acceptable Documents (continued)

PART 2- IDENTITY DOCUMENTS (to be completed by Applicant)

Please refer to the "List of Acceptable Documents" and confirm below which route you have selected to verify your identity. (Applicants from outside the UK/EEA should consult with the Parish Safeguarding Committee Chairperson/Deputy for help with appropriate documentation)

Are you selecting from Route 1	(Please tick)	<ul style="list-style-type: none"> Provide 1 document from Group 1, and 2 further documents from Group 1, or Group 2a or Group 2b.
(3 documents in total)	Note: <ul style="list-style-type: none"> One of the documents must show your current address. Where possible one of the documents must have your photograph. 	
Are you selecting from Route 2	(Please tick)	Provide 4 documents in total from Group 2a and 2b of which one document <u>must be an original birth certificate</u> and a second document must show your <u>current address</u> .
(4 documents in total)		

PART 3 - TO BE COMPLETED BY PSC CHAIR/YOUTH CLUB LEADER IN CHARGE

Please tick the box below which applies to this applicant

a)	Volunteer Role – UK/EEA applicant. I confirm that I have checked current and original documentation for the applicant named at Part 1. I am satisfied that the ID documentation listed at Part 4 below complies with the ACCESSNI acceptable documents list.	
b)	Paid Role – UK/EEA applicant. I confirm that I have checked current and original documentation for the applicant named at Part 1. I am satisfied that the ID documentation listed at Part 4 below complies with the ACCESSNI acceptable documents list. I enclose a cheque for £33 made payable to "Northern Diocese Vetting".	
c)	Volunteer Role – Applicant applying from outside the UK/EEA. I confirm that I have checked current and original documentation for the applicant named at Part 1. I am satisfied that the ID documentation listed at Part 4 below complies with the ACCESSNI acceptable documents list (list also provided below). <ul style="list-style-type: none"> ❖ Group 1: Passport. ❖ Group 2(a): Driving Licence photocard or Immigration document/Visa/Work permit. ❖ Group 2(b): Bank or Building Society statement or Letter of Sponsorship. 	
d)	Paid Role – Applicant applying from outside the UK/EEA. I confirm that I have checked current and original documentation for the applicant named at Part 1. I am satisfied that the ID documentation listed at Part 4 below complies with the ACCESSNI acceptable documents list*. I have also confirmed that the applicant has the right to work in the UK. I enclose a cheque for £33 made payable to "Northern Diocese Vetting". <p>*In the event that the applicant cannot provide the ID documentation as set out at c) above, you may select a substitute from the list set out in ANNEX E.</p>	

PART 4: ID VERIFICATION

Please list documents viewed and verified		Please insert Reference Numbers for ID Documentation (e.g "Passport Number, Driving Licence Number)	
1			
2			
3			
4			
Signed: Catholic Church Identity Verifier			
Please print name:			
Contact telephone number (in case of any issues):			Date:

Data Protection: This form will be securely held by the Catholic Church Northern Diocese Vetting Office and will be treated as strictly confidential, in accordance with the Data Protection Act 2018, the Down and Connor Privacy Notice and governed by Access NI's Code of Practice and Privacy Notice, which can be found at: <http://www.downandconnorsafeguarding.com/privacy-notices/> <https://www.nidirect.gov.uk/publications/accessni-code-practice> <https://www.justice-ni.gov.uk/publications/ani-privacy>

CATHOLIC CHURCH NORTHERN DIOCESES – VETTING OFFICE
120 Cliftonville Road, Belfast BT14 6LA, BT14 6LA. Tel: 028 9049 2783 Email: vetting@soddc.org

1.3.7

Catholic Church Northern Dioceses Identity Verification Form and List of Acceptable Documents (continued)

LIST OF ACCEPTABLE DOCUMENTS – ISSUED BY ACCESS NI – Nov 2019

Applicant to tick the appropriate boxes below and forward this page along with the Identity Verification Form, ID photocopies (**do not send originals**) and Confidential Declaration Form to the Vetting Office.

Group 1 : Primary identity documents

<input type="checkbox"/> Current passport (any nationality)	<input type="checkbox"/> Original birth certificate (UK, Isle of Man or Channel Islands) issued at time of birth
<input type="checkbox"/> Biometric Residence Permit (UK)	<input type="checkbox"/> Original long form Irish birth certificate – issued at time of registration of birth (Ireland)
<input type="checkbox"/> Current driving licence photocard & paper counterpart, full or provisional (UK, Ireland, Isle of Man, Channel Islands or any EEA country)	<input type="checkbox"/> Adoption certificate (UK, Isle of Man or Channel Islands)

Group 2a : Trusted government documents

<input type="checkbox"/> Birth certificate (UK, Ireland, Isle of Man or Channel Islands) issued after time of birth	<input type="checkbox"/> Electoral ID card (NI only)
<input type="checkbox"/> Marriage/Civil Partnership Certificate (UK, Ireland, Isle of Man or Channel Islands)	<input type="checkbox"/> Current driving licence photocard (full or provisional) All countries outside the EEA
<input type="checkbox"/> HM Forces ID card (UK)	<input type="checkbox"/> Current driving licence (full or provisional paper version (if issued before 1998)) (UK, Isle of Man, Channel Islands, EEA)
<input type="checkbox"/> Firearms licence (UK, Channel Islands and Isle of Man)	<input type="checkbox"/> Immigration document, visa or work permit (issued by a country outside the EEA – valid only if the applicant is working in the country that issued the document)

Group 2b : Living and social history documents (WHERE AMOUNTS ARE SHOWING - PLEASE BLACK OUT)

<input type="checkbox"/> Mortgage Statement (UK, EEA)	<input type="checkbox"/> Land and Property Services rates demand (NI only)
<input type="checkbox"/> Financial statement, for example ISA, pension or endowment (UK)	<input type="checkbox"/> Council tax statement (Great Britain, Channel Islands)
<input type="checkbox"/> P45 or P60 statement (UK, Channel Islands)	

Above documents ABOVE must be issued within the last 12 months

<input type="checkbox"/> Credit card statement (UK, EEA)	<input type="checkbox"/> Bank or building society account opening confirmation letter (UK, EEA)
<input type="checkbox"/> Bank or Building society statement (UK, EEA)	<input type="checkbox"/> Utility bill (not mobile phone) (UK, EEA) eg Electricity, Gas, Water & Telephone Landline bill
<input type="checkbox"/> Bank or Building society statement (Outside EEA) (Branch must be in the country where the applicant lives and works)	<input type="checkbox"/> Benefit statement, for example Child Benefit, Pension etc (UK, Channel Islands)
<input type="checkbox"/> Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC (UK, Channel Islands)	

Above documents ABOVE must be issued within the last 3 months

<input type="checkbox"/> EU National ID card	<input type="checkbox"/> Cards carrying the PASS accreditation logo (UK, Isle of Man, Channel Islands)
<input type="checkbox"/> 60+ or Senior (65+) SmartPass issued by Translink (NI)	<input type="checkbox"/> Letter from head teacher or further education college principal (UK for 16 -19 year olds in full time education – only used in exceptional circumstances if other documents cannot be provided)
<input type="checkbox"/> yLink card issued by Translink (NI)	<input type="checkbox"/> Letter of sponsorship from future employment provider or voluntary organization (Non-UK or non-EEA only for applicants residing outside UK at time of application)

Above documents ABOVE must be valid at the time of checking

EEA Countries include: Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden, the UK, Iceland, Liechtenstein and Norway. **Contact the Vetting Office, if you need a copy of non-EEA countries**

CATHOLIC CHURCH NORTHERN DIOCESES – VETTING OFFICE

120 Cliftonville Road, Belfast BT14 6LA, BT14 6LA. Tel: 028 9049 2783 Email: vetting@soddc.org

1.3.7

Catholic Church Northern Dioceses Identity Verification Form and List of Acceptable Documents (continued)

ANNEX E

Documents for non-EEA nationals doing paid work	Notes
A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK.	UK
A current Biometric Immigration Document (Biometric Residence Permit) issued by the Home Office to the holder which indicates that the named person can currently stay in the UK and is allowed to do the work in question.	UK
A current passport endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.	Any current and valid passport
A current passport endorsed to show that the holder is allowed to stay in the UK and is currently allowed to do the type of work in question.	Any current and valid passport
A Certificate of Application issued by the Home Office under regulation 17(3) or 18A (2) of the Immigration (European Economic Area) Regulations 2006, to a family member of a national of a European Economic Area country or Switzerland stating that the holder is permitted to take employment which is less than 6 months old together with a Positive Verification Notice from the Home Office Employer Checking Service	UK
An Application Registration Card issued by the Home Office stating that the holder is permitted to take the employment in question, together with a Positive Verification Notice from the Home Office Employer Checking Service.	UK
Applicants providing one of the following documents must also provide a current valid Passport	Notes
A current Residence Card (including an Accession Residence Card or a Derivative Residence Card) issued by the Home Office to a non-European Economic Area national who is a family member of a national of a European Economic Area country or Switzerland or who has a derivative right of residence.	UK
A current Immigration Status Document containing a photograph issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK and is allowed to do the type of work in question, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.	UK
A current Immigration Status Document issued by the Home Office to the holder with an endorsement indicating that the named person is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK, together with an official document giving the person's permanent National Insurance number and their name issued by a Government agency or a previous employer.	UK

CATHOLIC CHURCH NORTHERN DIOCESES – VETTING OFFICE
120 Cliftonville Road, Belfast BT14 6LA, BT14 6LA. Tel: 028 9049 2783 Email: vetting@soddc.org

1.3.8 Confidential Declaration Form

CATHOLIC CHURCH NORTHERN DIOCESES

CONFIDENTIAL DECLARATION FORM – Form 1.3.8

(Revised Nov 2019)

We are very aware of the sensitive and confidential nature of the information contained in this document and wish to assure you that it will be treated in the utmost confidence and handled strictly according to our Policy on Secure Storage, Handling, Retention and Disposal of Disclosures Information.

It will be seen **only by** the Diocesan Registered Person who applies for the Access N.I. Enhanced Disclosure check.

You have applied for a role, which is a Regulated Activity, as defined by the Safeguarding Vulnerable Groups (N.I.) Order 2007 and also falls within the definition of an “excepted” position as provided by the Rehabilitation of Offenders (Exceptions) Order (N.I.) 1979, therefore ALL convictions including SPENT convictions MUST be disclosed.

Having a criminal record will not necessarily bar you from working within the Catholic community. This will depend on the nature of the position and the circumstances and background of your offences. This information will be verified through an AccessNI Enhanced Disclosure.

Please complete below:

1. Surname: (Block Capitals)	_____
2. All Forenames: (Block Capitals)	_____ _____
3. Date of Birth ____/____/____	4. Male/Female: _____
4. Place of Birth (Town/County and Country)	_____
5. Current Address	_____ _____ _____
	Post Code: _____
6. Contact Details: Tel. No.	_____
	Email: _____

Role you have applied for: _____

Please state the Parish who has asked you to take up a role: _____

Please state DIOCESE from the list below: _____
(e.g.: Armagh, Clogher, Derry, Down & Connor, Dromore or Kilmore)

1.3.8 Confidential Declaration Form (continued)

CATHOLIC CHURCH NORTHERN DIOCESES

The purpose of the following questions is solely to assess whether you pose a risk to Children and/or Vulnerable Adults. If, for any reason, you answer YES to these questions, it may not automatically rule you out of the selection process. You will have the opportunity to fully discuss the circumstances with us at a face to face meeting in a confidential manner.

8. Have you ever been convicted, or received an official caution for a criminal offence, **other than minor road traffic offences**? Please tick the "Yes or No" box, it is not acceptable to state N/A

Yes		No	
-----	--	----	--

If Yes, please give details below: (continue on a separate sheet if necessary)

Date of Conviction	Offence	Sentence

9. Have you ever been or are you the subject of an investigation due to concerns about the treatment of Children/Vulnerable Adults?

Yes		No	
-----	--	----	--

If Yes, please give details below: (continue on a separate sheet if necessary)

10. Are you the subject of any possible pending prosecutions, **other than minor road traffic offences**?

Yes		No	
-----	--	----	--

If Yes, please give details below: (continue on a separate sheet if necessary)

Declaration: Please tick the boxes below if you have read and understood these statements
(Please note: if you DO NOT TICK THE BOXES that you have understood the declaration, your application will not progress)

I am committed to protecting and safeguarding children, young people and vulnerable adults from abuse.	<input type="checkbox"/>
I understand that I will be working closely with children and/or vulnerable adults and that a "Barred List check" is required. I understand that it is a criminal offence to apply for an Enhanced Disclosure check if I am on one of the barred lists. I give my consent to proceed with a Barred List check.	<input type="checkbox"/>
I understand that to knowingly give false information or to omit information will be considered as a breach of trust.	<input type="checkbox"/>
I understand that my confidential documentation will be retained for 90 days after the certificate has been issued. After that period all documentation will be destroyed.	<input type="checkbox"/>
The information I have given on this form is correct.	<input type="checkbox"/>

Applicant's signature: _____ Date: _____

Note to Applicant: Please complete this form, place in an envelope and seal. When completed attach it to the completed ID Verification Form and ID photocopies and forward to:

The Registered Person
Catholic Church Northern Dioceses Vetting Office,
120 Cliftonville Road, Belfast BT14 6LA, Tel 028 9049 2783, Email: vetting@soddc.org

Data Protection: This form will be securely held by the Catholic Church Northern Diocese Vetting Office and will be treated as strictly confidential, in accordance with the Data Protection Act 2018, the Down and Connor Privacy Notice and governed by Access NI's Code of Practice and Privacy Notice, which can be found at:
<http://www.downandconnorsafeguarding.com/privacy-notices/>
<https://www.nidirect.gov.uk/publications/accessni-code-practice>
<https://www.justice-ni.gov.uk/publications/ani-privacy>

1.3.9

“Free to Appoint” Letter to PSC Chairperson

“Free to Appoint” Letter to PSC Chairperson



NORTHERN DIOCESES VETTING OFFICE

CATHOLIC CHURCH

Andrew Thomson MA – Vetting and Barring Coordinator

“Free to Appoint” letter to PSC Chairperson

(Date)

Parish Safeguarding Committee Chairperson

Address 1

Address 2

Address 3

Postcode

Dear (PSC Chairperson)

Re – (Applicants name)

Role in Parish – (Role applied for)

Name of Parish – (Parish/Youth Club)

I am writing to confirm that the AccessNI Enhanced Disclosure check has been undertaken on the above-named. On the basis of the information obtained from AccessNI the parish is free to appoint the applicant in a Regulated position.

Yours sincerely

Andy Thomson

Vetting and Barring Co-ordinator

Catholic Church Northern Dioceses

1.3.10 Vetting Confirmation Request Form

CATHOLIC CHURCH NORTHERN DIOCESES

VETTING CONFIRMATION REQUEST (Form 1.3.10)

(Revised Nov 2019)

Part A: To be completed by Parish Safeguarding Committee Chairperson/Deputy

Name of Applicant:			DoB	
Address:				
Role Applied For:				
Tick this Box if this a Voluntary Role	<input type="checkbox"/>	Tick this box if this is a Paid Role	<input type="checkbox"/>	
Tick this box if this role is additional to a role that the applicant already has in the parish	<input type="checkbox"/>	Tick this box if the applicant is transferring from another Parish or Diocese	<input type="checkbox"/>	
Will the applicant be working with: Children only?	<input type="checkbox"/>	Vulnerable Adults only?	<input type="checkbox"/>	Both? <input type="checkbox"/>
Is the applicant currently performing a role within the Parish for which they have been vetted?				
<input type="checkbox"/> Yes <input type="checkbox"/> No				
Diocese:				
Parish Name:				
Parish Address:				

The above- named individual has applied to undertake the role stated, which is a position covered by the definition of a 'Regulated Activity' under the Safeguarding Vulnerable Groups Legislation.
Can you please confirm if this individual is listed on the Northern Dioceses Vetting Database of persons already checked and vetted to work with Children or Children & Vulnerable Adults.

Signed: _____ Date: ____/____/____
(Chairperson/Deputy)

Please Print Name: _____ Contact Tel No: _____

Part B: To be completed by the Catholic Church Northern Diocese - Vetting Office

This is to confirm that:-

☐ _____ (applicant's name) has been vetted to work with children/ children & vulnerable adults and a Free to Appoint Letter for this individual was previously issued to (Parish) _____ in _____ (year).

Or

☐ The Vetting Office has no record of a previous vetting application.

Signed: _____ Date: ____/____/____
Andy Thomson, Vetting & Barring Co-ordinator

Data Protection: This form will be securely held by the Catholic Church Northern Diocese Vetting Office and will be treated as strictly confidential, in accordance with the Data Protection Act 2018, the Down and Connor Privacy Notice and governed by Access NI's Code of Practice and Privacy Notice, which can be found at:
<http://www.downandconnorsafeguarding.com/privacy-notices/>
<https://www.nidirect.gov.uk/publications/accessni-code-practice>
<https://www.justice-ni.gov.uk/publications/ani-privacy>

Catholic Church Northern Diocese – Vetting Office
120 Cliftonville Road, Belfast, BT14 6LA. Tel 028 9049 2783 Email:vetting@soddc.org

1.3.10 Vetting Confirmation Request Form (continued)

CATHOLIC CHURCH NORTHERN DIOCESES

Vetting Confirmation Request Form - Guidelines

In the event that a new volunteer indicates that they are currently performing a role for which they have been vetted in another Parish or Diocese, the Parish Safeguarding Committee Chairperson/Deputy should complete and submit a Vetting Confirmation Request Form (form 1.3.10) to the Vetting Office.

The Vetting Confirmation Request Form enables the Parish to confirm that a volunteer has been vetted and to decide whether a new vetting application is required. It also allows the Vetting Office to update the individual's vetting history on the Vetting Database.

On receipt of the Vetting Confirmation Request Form, the Vetting Office will consult existing records and confirm to the Parish whether or not the volunteer has been vetted. In most circumstances, new vetting will not be required and the Vetting Office records will be updated to reflect the new role.

Parishes should note:-

- If the Vetting Office has no record of the individual, new vetting will be required.
- If the previously vetted role was voluntary and the new one is a paid role, a new vetting application is required along with a cheque.
- If a volunteer is taking up an additional role, with either Children or Vulnerable adults and was currently vetted for that group, new vetting is not required, but a Vetting Confirmation Request Form should be submitted to the Vetting Office to allow the Northern Diocese Database to be updated.
- If the volunteer is currently vetted to work with children only (for example) and subsequently wanted to work with vulnerable adults (and vice-versa) then a new vetting application must be submitted.

Catholic Church Northern Diocese – Vetting Office
120 Cliftonville Road, Belfast, BT14 6LA. Tel 028 9049 2783 Email:vetting@soddc.org



Visiting Clergy Protocols



CATHOLIC DIOCESE OF DOWN AND CONNOR

2. VISITING CLERGY PROTOCOLS

This guidance has been developed with the input of the individuals and pastoral communities who responded to consultation on updated protocols for visiting clergy in the light of the new standards and guidance issued by NBSCCCI.

Visiting Clergy*

- A visiting cleric from outside the Diocese of Down and Connor who wishes to minister here on an ad hoc one-off basis with advanced prior knowledge, as in the majority of cases (e.g. wedding, baptism, giving a retreat, etc.), will be obliged to present his celebret on the occasion of the event and sign the existing visitor register retained in the sacristy. The Parish Priest or his delegate should co-sign the Sacristy Register to verify that the celebret has been presented.
- The host priest/parish is requested to inform the diocese of the cleric's known, planned visit and provide:
 - Name of visiting cleric
 - Diocese/religious order etc. of cleric
 - Occasion for the visit
 - Date of occasion/event
 - Residence (if remaining in the diocese for several days and if requested by the diocese).

The above details can be forwarded to the dedicated email for this purpose for ease of access and retrieval:

visiting@downandconnor.org

Please note that the information above will be held on file in accordance with the Data Protection Act 2018, the data protection policy of the Diocese of Down and Connor and the Privacy Notice of the Down and Connor Safeguarding Office, which can be found at, <http://www.downandconnorsafeguarding.com/privacy-notices/>

For unannounced, unplanned visits (e.g. funeral, etc.) the cleric is requested to present his celebret and sign the visitor register in the sacristy.

The visitor register will become part of the annual parish self-audit.

Celebrets**

A clear and polite notice in the sacristy, requesting a visiting cleric from outside the diocese to present his celebret in order to preside or concelebrate at Mass or administer any of the sacraments, has been endorsed by the Bishops at a recent Episcopal Conference meeting. Where not already displayed, an appropriate notice to this effect should be prominently placed in each sacristy and/or suitable location.

In the interest and welfare of all concerned, the diocese will adopt a clear position in relation to visiting clergy, and a simple and unequivocal way forward, as applies with the current civil marriage schedule, "No Schedule, No Wedding", is "No Celebret, No Celebration".

* does not apply to those religious orders and others who are on "promotional visits" to the diocese with the latter's prior knowledge and agreement.

** or equivalent testimonial letter or endorsement from diocese of incardination or, if necessary, in the case of a query or doubt, the Chancellor's Office in Down and Connor.

Effective from 1 June 2017



Code of Behaviour (Adults) Guidance



CATHOLIC DIOCESE OF DOWN AND CONNOR

3. CODE OF BEHAVIOUR FOR ADULTS GUIDANCE

The recruitment of suitably qualified and experienced personnel is a vital aspect of the diocesan child safeguarding policy. However, in order to maintain a high level of child protection awareness and safe care, codes of behaviour are equally important.

A code of behaviour is a clear and concise guide to what is and is not acceptable behaviour and practice when working with children. It is an essential part of the safeguarding procedures of any Church body that has ministry with children. Adults working with children have a duty of care to children. Church personnel and volunteers who work with children should sign a code of behaviour (if it is not contained in the overall safeguarding policy) to indicate that they have seen the code and agree to follow it in full from commencement of their work within the Church.

It is very important that everyone in parish and diocesan groups is clear about what is and is not acceptable behaviour when working with children. It is also important to involve children and parents/guardians in the process of developing a code of behaviour. When considering what sorts of behaviour are appropriate in dealing with children, it is important to bear in mind that the intentions of adults are less important than the impact of their behaviours on children. For this reason, a key aspect of any code of behaviour is the creation of an environment where it is safe for children to ask questions and express their concerns, confident in the knowledge that what they say will be heard, taken seriously and acted upon.

In general, codes of behaviour should contain:

- Positive statements indicating what sorts of behaviours are appropriate, e.g. listening;
- An awareness of the scope of bullying and how to cope with the problem, as it may occur in any group context;
- Prohibitions indicating behaviours that are never acceptable, e.g. hitting a child;

- Good practice guidelines that indicate what is generally acceptable or unacceptable, but that also allow for exceptions, e.g. in a medical emergency; taking a child in your car without a second member of staff/adult if there is no one else around.
- Ensure that any personal information is handled in a secure and confidential matter in accordance with the Data Protection Act 2018 and the data protection policy of the Diocese of Down and Connor and the Privacy Notice of the Down and Connor Safeguarding Office, which can be found at <http://www.downandconnorsafeguarding.com/privacy-notices/> and any other relevant data regulations.

Where it becomes necessary to depart from the code of behaviour, the reasons for doing so should be carefully recorded, and steps should be taken to avoid the recurrence of such a situation in the future.

The following sample code of behaviour can be used as the template for all codes of behaviour relating to parish activities involving children and young people. It contains all the necessary elements of what a code of behaviour should cover and it can be adapted to specific roles and activities as long as the essential elements outlined here are covered.

3.1

Sample Code of Behaviour for Adults

It is important for all personnel to:

- Treat all children with respect and dignity
- Treat all children equally
- Model positive, appropriate behaviour to all children you come into contact with
- Be aware of the Church's child protection and child safeguarding policy
- Challenge and report abusive and potentially abusive behaviour
- Develop a culture of openness, honesty and safety
- Develop a culture where children have permission to talk about any concerns or worries that they may have
- Respect each child's boundaries and support them to develop their own understanding and sense of their rights
- Be aware of their responsibility for the safety of all children in their care
- Work in open environments
- Help children to know what they can do if they have a problem
- Report any suspicions, concerns, knowledge or allegations to the DLP or directly to statutory services (reference reporting flowchart in section 7.1)
- Ensure that any personal information is handled in a secure and confidential matter in accordance with the Data Protection Act 2018 and the data protection policy of the Diocese of Down and Connor and the Privacy Notice of the Down and Connor Safeguarding Office, which can be found at <http://www.downandconnorsafeguarding.com/privacy-notices/> and any other relevant data regulations.

Adults must never:

- Hit or otherwise physically assault or abuse children
- Develop sexual relationships with children
- Develop relationships with children that could in any way be deemed exploitative or abusive
- Show or distribute inappropriate pictures, images photographs, drawings or other similar materials to children or young people
- Act in any way that may be abusive or may place a child at risk of abuse
- Use language, make suggestions or offer advice that is inappropriate, offensive or abusive, or engage in adult inappropriate adult conversation in front of children or young people
- Do things for a child of a personal nature that they can do themselves
- Condone or participate in behaviour that is illegal, unsafe or abusive
- Act in any way that is intended to intimidate, shame, humiliate, belittle or degrade
- Engage in discriminatory behaviour or language in relation to race, culture, age, gender, disability, religion, sexual orientation or political views
- Consume alcohol, tobacco/vaping products or illegal drugs while having responsibility for or being in the presence of children/young people.

In general, it is inappropriate to:

- Take children away or to your own home, especially where they will be alone with you
- Involve children in one-to-one contact; activities should usually be supervised by at least two adults (Guidance 7.2). However, there may be two circumstances where this may occur:
 1. In a **reactive** situation, for example when a young person requests a one-to-one

meeting with you without warning, or where a young person has had to be removed from a group as part of a code of behaviour (Guidance 7.3);

2. As part of a planned, structured piece of work (for example, one-to-one music tuition). See guidance 7.3



Code of Behaviour (Children) Guidance



CATHOLIC DIOCESE OF DOWN AND CONNOR

4. GUIDANCE ON CREATING A CODE OF BEHAVIOUR WITH CHILDREN

Children should be involved in drawing up a code of behaviour for themselves; however, it is important that, in working with children, an appropriate adult with relevant skills and competencies participates to support them in developing the code of behaviour.

The methods used in creating a code of behaviour should be age and ability-appropriate, with children being encouraged to avoid merely drawing up a list of prohibitions. Instead, the code should be composed of positive statements about respect and should consider what consequences ensue if the code is broken.

In developing the code, consideration should be given to the following:

- Treating everyone with respect
- Treating property with respect
- Not consuming alcohol, tobacco or illegal drugs
- Agreeing not to bring any physical item into the church activity that might cause offence or harm to others
- Acting as a good role model
- Attending activities on time
- Signing in and out
- Turning off your mobile phone
- Telling someone you trust if you feel uncomfortable with any situation or individual
- Not using bad language when communicating via the spoken word by phone or email
- Never bullying anyone or sending threatening messages.

For an example of a workshop to create a code of behaviour with children, refer to Section 4.1.

Children and their parents should be informed that information provided will be held on file in accordance with the Data Protection Act 2018, the data protection policy of the Diocese of Down and Connor and the Privacy Notice of the Down and Connor Safeguarding Office, which can be found at: <http://www.downandconnorsafeguarding.com/privacy-notices/>

The data entered will be used only for the purpose indicated on the form and will be held confidentially. The data may only be accessed by those with responsibility for managing records or group activities and events and will not be shared with external organisations unless there is a need and a lawful reason to do so. The data will be updated when appropriate and destroyed when no longer required.

4.1

Sample Workshop on Creating a Code of Behaviour with Children

Age Group

Six to ten years old.

Aim

To create a code of behaviour and to work on building trust using the group materials.

Materials

Flip chart page, paper, Blu-Tack, pens, and a small, soft ball.

Method

1. Ask the group to sit in a circle.
2. Say to the group: "Today I want you all to come up with a list of things you think are important when you are here together: what things help you to work as a team, and what things you like when you come here? As you all have so many ideas and I'll want to get them all down, only one person can speak at a time. The only person who is allowed to speak is the one who's holding this ball (hold the ball in the air). If you want to speak put your hand up and then I'll pass you the ball. Is everyone clear?"
3. Take the flip chart page and sit around it or stick it on the wall with Blu-Tack.
4. Say to the group: "This page is where we are going to write down the things you think are important to help our group work together. It's called a code of behaviour. Everyone in this group has to agree on what goes into this code, which includes rules for adults and children. But first of all it needs a name. What will the name of this group be?"
5. When the children have agreed on a name, write it in the centre of the page or draw an image that represents the name chosen.
6. Say to the group: "Now we have to come up with some rules about how we'll all behave in the group, so put your hand up if you want to go first and remember you can't speak without the ball."
7. Continue around the group in this way, each time writing up a rule that the children create, or asking the children to write on the page themselves. The idea is to compromise with the children, and the rules should cover things like signing in, time for breaks, listening to each other, turning mobile phones off, safeguarding, limits to confidentiality, etc. It should also include discussions about what will happen if an agreed rule is broken.
8. After finishing the previous discussion, say to the group: "Now that we have rules, our agreement isn't complete until we all sign it. If you sign the code you promise to stick to the rules up here. Every time this group meets, this agreement will be stuck up on the wall so that you can see the rules that we have all agreed to. So I'll sign first and then everyone else can come up and sign the page together."
9. The session ends when everyone in the group has signed the poster. You can develop this further with younger children by letting them decorate the code of behaviour.

4.2

Creating a Code of Behaviour with Very Young Children

How to start

Children sit in circle talk about how everyone wants to be safe and happy at church so when we come together with each other we:

Will **listen** carefully to the group leaders

Will show **kindness** to others in our group

Will have **fun** together **sharing** and taking turns

Will not hurt others with our **words** or our **hands**

Will be **friendly** and **care** for those who are new to our group

What to do

Children can sign the code of behaviour or use a hand print

Bring a copy home to show their parent/guardian/carer

This is an annual activity which group leader should undertake at the beginning of each year.



Dealing with Breaches of Codes of Behaviour



CATHOLIC DIOCESE OF DOWN AND CONNOR

5. DEALING WITH BREACHES OF CODES OF BEHAVIOUR (CHILDREN AND ADULTS)

If a child/young person or an adult breaches the Code of Behaviour, efforts should be made to resolve the issue in one or more of the following ways:

- Discussion with and support for the adult or the child/young person
- Asking the child/young person or adult to apologise for their behaviour
- Involving the parents/guardians, in the case of a child/young person
- Agreeing on sanctions.

Sanctions may include:

- Time out of group activity
- For children/young people, a parent/guardian may be asked to attend group activities with their child for a period of time
- For adults, retraining in leadership skills, code of behaviour, etc. may be required
- For children/young people, the code of behaviour should be revisited and agreed upon
- Monitoring behaviour and support on an ongoing basis
- In serious cases, suspension or even exclusion from the group should be considered
- Formal reporting to statutory authorities.

Children and their parents' should be informed that information provided will be held on file in accordance with the Data Protection Act 2018, the data protection policy of the Diocese of Down and Connor and the Privacy Notice of the Down and Connor Safeguarding Office, which can be found at: <http://www.downandconnorsafeguarding.com/privacy-notices/>



Anti-Bullying Guidance



**Safeguarding
Office**

CATHOLIC DIOCESE OF DOWN AND CONNOR

6. BULLYING

Bullying causes physical and/or emotional harm and can result in significant problems of low self-esteem, social isolation, anxiety and depression for the children and young people subjected to it. Bullying occurs in a variety of settings and can take place **off and online**.

“All settings in which children are provided with services or participate in activities must have rigorously enforced anti-bullying policies and procedures in place”.

(Cooperating to Safeguard Children and Young People in Northern Ireland, March 2016, refreshed in 2017 Department of Health)

The **Anti-Bullying Alliance** provides helpful resources and information for organisations and individuals working together to stop bullying and create safe environments for children and young people. The independent **Northern Ireland Anti-Bullying Forum** brings together over twenty-five regional statutory and voluntary-sector organisations, all committed to tackling the bullying of children and young people in schools and in communities.

What is Bullying?

Bullying can be defined as repeated aggression, be it verbal, psychological or physical, conducted by an individual or group against others. Bullying can occur at any age, in any environment, and can be long or short term.

Bullying is behaviour that is intentionally aggravating and intimidating and occurs mainly in social environments such as schools, clubs and other organisations working with children. It includes teasing, taunting, threatening, hitting and extortion by one or more children, or an adult, against a victim.

Cyberbullying is using the internet, email, online games or other digital technology to threaten, tease, upset or humiliate someone else (NSPCC).

Bullying is harmful

Persistent bullying can have a devastating effect on a child's self-esteem. Children may feel the bullying is somehow their fault, or that there is something wrong with them. They may become withdrawn and insecure, more cautious and less willing to take any sort of risk.

Being victimised in this way can cause days of mental anguish and leave lifelong emotional scars.

It has driven some young people to extreme reactions including aggression against the perpetrator, self-harm and suicide. A child who has suffered bullying often needs professional counselling to acknowledge and deal with their feelings and rebuild self-confidence. Bullying can affect any child who witnesses it.

Bullying can be:

- Emotional/psychological: tormenting, excluding, extorting, intimidating, etc.
- Physical: pushing, kicking, hitting, punching, intimidating, damaging/stealing property, or any use of violence, etc.;
- Racist: racial taunts, i.e. insults about colour, nationality, social class, religious beliefs, ethnic or Traveller background, or use of graffiti or gestures;
- Sexual: unwanted physical harassment or contact, or sexually abusive comments. This may constitute actual sexual abuse, which should be reported;
- Homophobic: taunting a person of a different sexual orientation;
- Verbal: name-calling, sarcasm, spreading rumours, teasing, etc.;
- Cyber: misuse/abuse of email, mobile phones, internet chat rooms, social media, text messaging, or camera and video facilities;
- Subtle: such as an unwelcome expression or gesture that is repeated and focused on an individual;

- Perpetrated by adults: this can include adults who are not related to the child. When perpetrated by adults, rather than children, bullying behaviour could be regarded as physical or emotional abuse. However, other major forms of child abuse – such as neglect and sexual abuse – are not normally comprehended by the term ‘bullying’.

Bullying can be distinguished from bossiness and boisterous play. A bossy child will boss whoever is around because of a lack of self-control or skills of negotiation or compromise. Boisterous play can be dangerous but it does not involve young people wilfully setting out to hurt or victimise. Young people often grow out of this kind of behaviour as they grow older. What distinguishes bullying from bossiness or boisterousness is that the bully always picks on someone less powerful and more vulnerable. Persistent name-calling has the same devastating effects as bullying and should not be ignored.

How would you know if a child were being bullied?

All bullies operate using furtiveness, threats and fear. Bullying can therefore only survive in an environment where the victim does not feel empowered to tell someone who can help, or in which it is not safe to do so.

The following indicators are warning signs that a young person might be getting bullied:

- reluctance to come to a centre or take part in activities
- physical signs (unexplained bruises, scratches, or damage to belongings)
- stress-induced illnesses – headaches and stomach aches which seem unexplained
- fearful behaviour (fear of walking to a youth meeting, taking different routes, asking to be driven)
- frequent loss of “subs” or shortage of money with vague explanations
- having few friends

- changes in behaviour (becoming withdrawn, moody, irritable, upset, distressed, stammering)
- not eating
- attempting suicide or hinting at suicide
- anxiety (shown by nail-biting, fearfulness, tics)

There are other possible reasons for many of the above.

What makes a person bully others?

Bullies are often making a plea for help through their inappropriate behaviour, which may reflect a sense of insignificance.

They need support and to be taught important negotiation and cooperation skills, working with others rather than competing.

Who should deal with bullying?

While the more extreme forms of bullying would be regarded as physical or emotional abuse and may be reported to the parish priest/Designated Officer, dealing with bullying behaviour is normally the responsibility of the group leader and volunteers where it is taking place.

How can bullying be prevented?

Modules on raising awareness and developing techniques for dealing with bullying should be included in training.

An **anti-bullying policy and code** should be drawn up and enforced and procedures should be clearly established to deal with any incidents. While it is important to have rules about bullying, a whole group policy is the best solution. This means not “bullying the bully” but working with bullies and the group of young people, helping them to understand the hurt they are causing, and so making the problem a shared concern of the group. Group discussion methods have a big advantage over punishment in that they do not drive the problem underground or escalate it by making the bully more excluded or more of a social failure. This is known as the “**no blame**” approach (see below).

What practical steps can be used to counter bullying?

- Use young people as a positive resource in countering bullying and to change the culture of the group to a “permission to tell” culture rather than a “might is right” one.
- Teach young people to negotiate, cooperate and help others, particularly new children.
- It is a good idea to run poster campaigns, and to have stories and role plays on how to deal with a bully included in ordinary group activities.
- Offer a victim immediate support and put the “no blame approach” into operation.
- Never tell young people to ignore bullying. They cannot ignore it – it hurts too much.
- Never encourage a young person to take the law into their own hands and beat the bully at their own game.
- Tell victims there is nothing wrong with them and the bullying is not their fault.

What is the “no blame” approach?

Step 1 – Interview the victim

If you find out that there has been an incident of bullying, first, talk to the victim. At this stage find out who was involved and what the victim is now feeling. Try asking the following questions:

- Was it verbal or physical intimidation?
- How hurt is the victim?
- Was the bullying within their own peer group? Actively listen to the child and assure them that their name will not come out in the investigation.

Step 2 – Meet with all involved

Arrange to meet with all those involved, including some bystanders, those who may have colluded, those who joined in and those who initiated the bullying.

- Have a maximum of six to eight in the group to keep the number controllable.
- Make a point of calling a “special” meeting.

- Ensure the severity of the topic is understood by all.
- Speak only of the hurt caused in general terms with no reference to the victim.
- Play on the consciences of all by asking questions such as: How would you feel? Would you like this done to you?

Step 3 – Explain the problem

The distress being suffered as a result of the bullying incident must be explained. At this stage the details of the incident and the allocation of the blame are not discussed. Explain how it feels to be lonely, left out, rejected, laughed at. Try asking these questions:

- Would they like it if this happened to them?
- What can we do to see it does not happen again?

Listen, watch out for reactions, and pick up on any without isolating anyone.

Step 4 – Share the responsibility

Explain what steps or controls may have to be introduced to prevent further incidents and how everyone will lose out as a result.

Step 5 – Ask the group for ideas

At this stage the group is encouraged to suggest ways to make the victim feel happier.

All positive responses are noted. Use phrases such as “if it were you” to encourage a response. Listen to all suggestions and note them.

Step 6 – Leave it to the group

Now the problem has been identified and solutions suggested, the problem is handed over to the group to solve. Arrange to meet again in a week’s time. Pass responsibility to the group and give a time-frame within which something must be done.

This is one approach to manage bullying. Other alternatives and information can be sourced by accessing the Northern Ireland Anti-Bullying Forum website at www.endbullying.org.uk

ANTI-BULLYING CODE

Personal Safety Statement

- We provide a place where every member can feel secure
- We provide a place where it is known that bullying is not acceptable behaviour
- We provide a place where name-calling is not tolerated
- We provide a place where no one suffers abuse of any nature
- We provide a place where no one is victimised
- We provide a place where each member is supported and listened to
- We provide a place where it is each member's responsibility to ensure that all are treated equally
- We provide a place where solutions to problems are the concern of all

(to personalise this code for the different sections/age groups, replace "we provide").

(Adapted from Let's Beat Bullying, National Youth Council of Ireland, 2000 www.youth.ie most youth organisations have helpful resources on addressing the issue of bullying and offer strategies for prevention and intervention)

Please note that any information provided will be held on file in accordance with the Data Protection Act 2018, the data protection policy of the Diocese of Down and Connor and the Privacy Notice of the Down and Connor Safeguarding Office, which can be found at <http://www.downandconnorsafeguarding.com/privacy-notices/> Children and their parents' should be informed that information provided will be held on file in accordance with the Data Protection Act 2018, the data protection policy of the Diocese of Down and Connor and the Privacy Notice of the Down and Connor Safeguarding Office, which can be found at:

The data entered will be used only for the purpose indicated and will be held confidentially. The data may only be accessed by those with responsibility for managing records and will not be shared with external organisations unless there is a need and a lawful reason to do so. The data will be updated when appropriate and destroyed when no longer required



Safe Care of Children General Guidelines



CATHOLIC DIOCESE OF DOWN AND CONNOR

7. SAFE CARE OF CHILDREN GENERAL GUIDELINES

Our generation will show that it can rise to the promise found in each young person when we know how to give them space. This means that we have to create the material and spiritual conditions for their full development; to give them a solid basis on which to build their lives; to guarantee their safety and their education to be everything they can be; to pass on to them lasting values that make life worth living; to give them a transcendent horizon for their thirst for authentic happiness and their creativity for the good; to give them the legacy of a world worthy of human life; and to awaken in them their greatest potential as builders of their own destiny, sharing responsibility for the future of everyone. If we can do all this, we anticipate today the future that enters the world through the window of the young.

– **Pope Francis** (2014)

To build a safe and solid environment for children, each Church Authority must strive to be child-centred in their practice and behaviour. In practical terms, this will include clear written procedures outlined in the following templates and guidance documents.

General Safety

Safety is of prime importance during any activity organised and managed by the parish. This is not only the responsibility of every leader in charge but of every worker/volunteer. All those involved in running an activity should be aware of and understand the following guidelines.

- a) Always check the premises you are about to use to identify any potential dangers or health risks, e.g. chairs stacked inappropriately which could topple, electric cables which could cause trips etc. (see also guidance on Risk Assessment)
- b) Be aware of the fire exits in the building and ensure they are not obstructed. Occasional fire drills should be carried out to ensure all children and young people know the evacuation procedures in the event of a live fire.
- c) Know where the nearest accessible telephone is. A telephone should, where possible, be installed on the premises for safety purposes
- d) It is crucial that Leaders have all relevant up to date medical information regarding a child or young person. This should include ongoing medication or allergies. This information should be provided on Form 7.9.2 Child and Guardian Joint Consent or Form 7.9.5 Consent for an Activity/Event and expressed consent must be granted for the processing of the child's medical information.
- e) Know where the First Aid box is located and ensure it is regularly replenished.
- f) Know where the Accident/Incident record forms 7.9.4 are kept in which you should record details of all accidents/incidents.
- g) Children and young people should not be allowed into the kitchen area. If the activity involves baking/cooking, then children and young people must be supervised at all times in the kitchen area.
- h) Staff and volunteers should always supervise certain equipment (e.g. table tennis tables, snooker/ pool tables etc.)
- i) During games or “icebreaker activities” be aware of the potential risks of physical injury and guard against these.
- j) When using special equipment for your programme, e.g. a “one off” activity, ensure that this is adequately supervised by trained staff/ volunteers. These will often require special insurance to cover these higher risk activities. Check that these are in place before commencing the activity. Be aware of the physical environment and remove/ avoid items which may cause injury during the stated activities. If the parish is undertaking what is deemed to be high risk activities, the leaders/ volunteers must seek written permission from parents/ guardians prior to the event.
- k) Areas where maintenance work is taking place should never be used.

Data Protection

This form will be held on file, in accordance with the Data Protection Act 2018, data protection policy of the Diocese of Down and Connor and the Privacy Notice of the Down & Connor Safeguarding Office, which can be found at. <http://www.downandconnorsafeguarding.com/privacy-notices/>

The data entered will be used only for the purpose indicated on the form and will be held confidentially. The data may only be accessed by those with responsibility for managing records or group activities and will not be shared with external organisations unless there is a need and a lawful reason to do so. The data will be updated when appropriate and destroyed when no longer necessary or relevant.

Please note you can withdraw your consent to the above data being processed or can ask that it be destroyed, at any time. Should you wish to make such a request please contact us by email on (email to be provided) or by phone on 028 9049 2798. Please note that all processing of your personal data will cease once you have withdrawn consent (unless we need to process your personal data for another lawful reason) but this will not affect any personal data that has already been processed prior to this point.

7.1

Guidance on Reporting Allegations of Abuse

Children occupy a central place in the heart of the Christian community. They have a right to be listened to and heard. The paramount consideration in all matters relating to children is their safety and protection from all forms of abuse.

All staff and volunteers who work with children, young people or families - in whatever capacity - have a responsibility to safeguard and protect children/young people. Outlined in **Co-operating to Safeguard Children and Young People in Northern Ireland (revised August 2017)**, they must be alert to signs and indicators of harm, and know how to respond when concerns are identified. The term safeguarding is intended to be used in its widest sense, encompassing the full range of promotion, prevention and protection activity. A core responsibility of the Diocese of Down and Connor is to create and maintain a safe environment for children and young people across all its parishes and institutions.

All staff in statutory/voluntary and community organisations have a responsibility to refer a child/young person to children's social services if they believe or suspect that the child/young person has suffered or is likely to suffer significant harm (Safeguarding Board for Northern Ireland, Regional Core Child Protection Policy and Procedures)

Church organisations must respond effectively and ensure all allegations and suspicions of abuse are reported, both within the Church and to statutory authorities. This responsibility to report is mandatory, and the only exception to this rule is the receipt of any information by a cleric under what is termed as the sacramental Seal of Confession.

All Church organisations must provide guidance and training on recognition of abuse, and clear procedures on what to do when a child protection concern arises, so that everyone knows how to respond appropriately. This involves knowing who to tell and how to record it. It is important that the

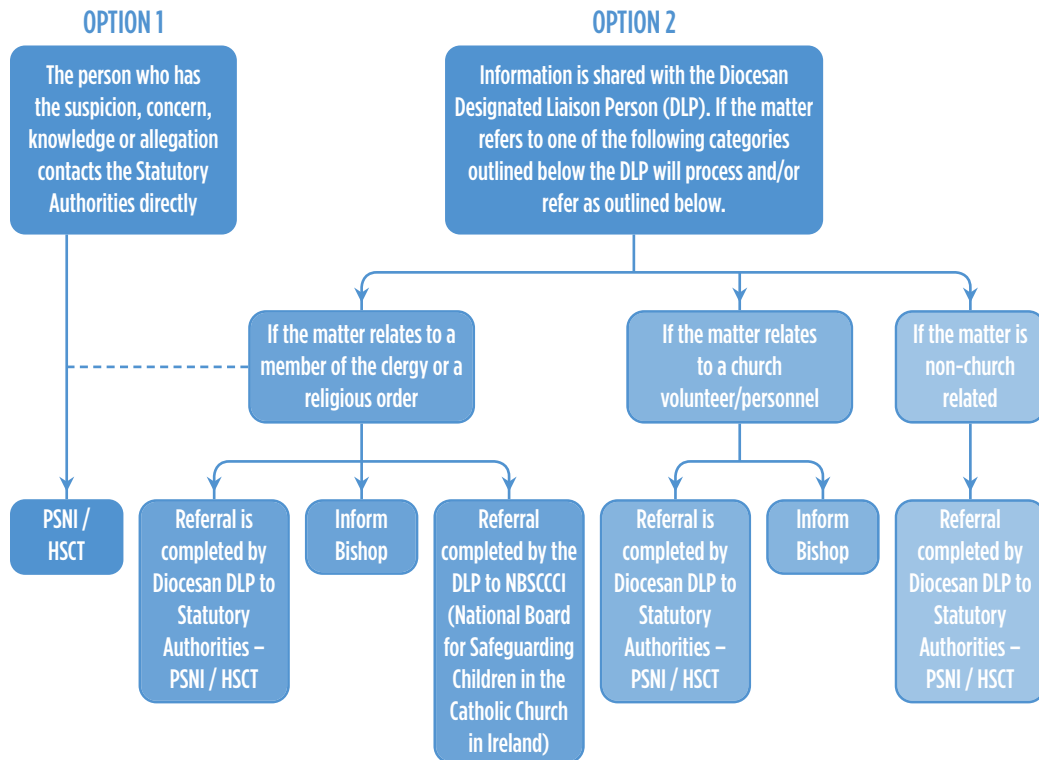
local reporting procedures are fully consistent with statutory legislation, regulations and guidance.

Reporting a concern can be a challenging responsibility. The procedure needs to ensure that everyone is clear what steps to take to ensure that the safety of children is the paramount consideration.

The reporting flow chart below refers to any child protection concern, including where the concern is about a situation or person involved in the Church. It is the responsibility of everyone in the Church to ensure that children who may need help and protection are not left at risk of abuse.

REPORTING FLOWCHART FOR DIOCESE OF DOWN AND CONNOR

A PERSON WHO HAS A SUSPICION, CONCERN, KNOWLEDGE OR ALLEGATION RELATING TO A CHILD OR YOUNG PERSON HAS TWO OPTIONS WITH REGARDS TO REPORTING THIS MATTER



If you have any query about the referral process, please contact the Diocesan DLP who is a qualified social worker and will explain the process in full

Following receipt of an allegation, suspicion or concern, the following steps should be taken.

There are two options for the person who has a suspicion, concern, knowledge or allegation which are outlined in the Reporting Flowchart above.

1. Act immediately on receipt of a suspicion, concern, disclosure or allegation of abuse, and refer the matter to the Designated Liaison Person (DLP) without delay (you have the right to refer directly to the statutory authorities but should inform the DLP that you have taken this action). Remember, that you are legally obliged to protect the confidentiality of all persons concerned including the alleged offender and complainant. You must respect the privacy, protection of data and confidentiality of everyone. If you have any questions about your confidentiality obligations, please speak to the DLP in the first instance.

If the allegation does not relate to Church personnel or a volunteer within a parish organisation or activity, the DLP will refer the allegation to:

- The Health and Social Care Trust Children's Services Gateway Team
- PSNI

If the allegation relates to Church personnel or volunteer within a parish organisation or activity who are not clerics or religious, the DLP will refer the allegation to:

- The Health and Social Care Trust Children's Services Gateway Team
- PSNI
- The Bishop

If the allegation relates to clerics or religious, the DLP will refer the allegation to:

- The Health and Social Care Trust Children's Services Gateway Team
- PSNI
- The Bishop

- And inform The National Board for Safeguarding Children in the Catholic Church in Ireland (NBSCCCI) in a redacted format.

If there is any uncertainty about whether the allegation/concern meets the threshold for reporting, a consultation should take place by the DLP with the statutory authorities, who will advise on the requirements for notification.

Remember – it is not your role to investigate.

Remember any member of the public has the right to contact the statutory services (PSNI and/or Social Services- Childrens Gateway Teams) if they have a suspicion, knowledge, allegation or concern about a child or young person

2. Whenever possible and practical, take notes during the conversation, and all notes and records whether written, electronic or by way of oral communication shall remain confidential and you should securely store that private data in accordance with the relevant Policies and legal guidelines. Always ask permission to take notes and explain the importance of recording all information. Where it is not appropriate to take notes at the time, make a written record as soon as possible afterwards or before the end of the day. Record the time, date, location, persons present and how the allegation was received, e.g. by telephone, face-to-face conversation, letter, etc. This initial recorded information will be forwarded to the DLP and be transferred to the child protection referral form in the resource pack by the DLP, which is done in accordance with the Policies and legal guidance on secure storage of private sensitive data. This will become the first entry in a file of information about the case that will be retained by the DLP. Please always sign and date the record and attach all relevant documentation. On receipt of the referral the DLP will send you an acknowledgement of receipt this will include a unique reference number.
3. The referral record would also normally include:
 - Accurate identifying information of the

complainant, as far as it is known. This should include the name, address and age of the complainant when the alleged abuse occurred;

- Where the person who has raised a concern/allegation is a child, details of parents/ guardians should also be given;
- Name of the individual against whom the concern/allegation is being raised, and any other identifying information;
- Dates when the concern arose, or when the incident occurred;
- The person's own words they used to describe the event or incident. Do not make assumptions about the intended meaning of the words used;
- Details of any action already taken about the incident/concern/allegation;
- Do not be selective. Include details that to you may seem irrelevant. This may prove invaluable at a later stage in an investigation. All original records, including rough notes, should be passed immediately to the DLP.

In cases of emergency (and/or outside normal business hours), where a child appears to be at immediate and serious risk, an urgent referral must be made to the Regional Emergency Social Work Service (RESW) 028 9504 9999, as well as to the DLP – this regional emergency social work service covers the whole of Northern Ireland using the one contact number. Where a child is at immediate risk PSNI must be contacted. **Under no circumstances should a child be left in a dangerous situation pending Health and Social Services intervention.**

4. In all cases, consideration should also be given as to whether an immediate referral to statutory authorities is necessary in order to preserve and safeguard against the possibility of any loss, deterioration or destruction of forensic or other potential evidence. Explain to

the person raising the concern what will happen next. You should inform the person making the suspicion, concern or allegation that their identity and the identity of the respondent and complainant will be shared with the statutory authorities. Leave contact details of the DLP if the referrer needs to ask questions later. The incident/concern should not be shared with anyone other than those who need to know, apart from the statutory authorities and the Bishop of the Diocese if the incident/concern relates to clergy or religious or church personnel or volunteer.

5. Written confirmation should be given to the person making the referral to the DLP that the information has been passed on to the statutory authorities.
6. Every effort should be made to obtain details of the identity of the referrer and their relationship with the child/young person concerned, their family and the person believed to pose a risk to the child or the alleged abuser. However, if a referrer is reluctant to provide this information, it is important that they are not deterred from making the referral.

The appropriateness of the response given to a complainant is vital to ensure that they feel heard and taken seriously.

7. There are specific legal requirements of you when handling a complaint. This information includes **personal data** that directly identifies information of other person such as their name. Even if that data is recorded as pseudonymous data or any other non-directly identifying information which does not allow the direct identification of that person, it is **still deemed in law as data** because it allows the singling out of individual behaviour. The data is sensitive because it involves information in relation to an allegation or concern.
8. Due to the particularly sensitive and confidential information being recorded it is important to obtain the consent of the complainant when recording the information.

9. All oral and written communications and records shall be **stored securely** in accordance with the Privacy Policies, internal guidance and legal obligations required of you.
10. In order to ensure we comply with the law we must protect the private and sensitive data of all persons, including the complainant and the alleged perpetrator. **You have a duty to hand over all originals and copies of records you retain.** You must not retain any records or information and you are legally obliged to ensure that you have provided the DLP with all of your notes, records, electronic, written or otherwise.
11. The DLP shall then undertake the legally required security measures to ensure that all of the information you obtained is stored in accordance with the law and if necessary encrypted / anonymised in accordance with the legal requirements. If you have any questions about your legal obligations, please speak to the DLP in the first instance.

For further information please see here:
Philip O'Hara telephone **028 9049 2798** or
mobile **07534 992 124**

7.2

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 six years = one member of staff to eight children
- seven 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.

7.3

Guidance on One-to-One Contact with Children and Young People

In general, Church activities should not involve one-to-one contact, and should usually be supervised by at least two adults. However, there may be two circumstances where this may occur:

1. In a reactive situation, for example, when a young person requests a one-to-one meeting with you without warning, or where a young person has had to be removed from a group as part of a code of behaviour (See Guidance 5);
2. As part of a planned and structured piece of work (for example, one-to-one music tuition). The points below provide some guidance in relation to these situations.

Reactive situations

- If you need to talk to a young person alone, try to do so in an open environment, in view of others.
- If this is not possible, try to meet in rooms with visual access, or with the door open, or in a room/area where other people are nearby. You should advise another adult that such a meeting is taking place and the reason for it. A record should be kept of these meetings – including names, dates, times, location, reason for the meeting and outcome – and stored appropriately and securely. Please see guidance contained in 7.1 in relation to the legal obligations of securely storing and maintaining confidentiality of private and sensitive data of others. Please see in particular our guidance on how to store these records so that you comply with the law. **For further information on consent and data protection please see the privacy policy here:**
<http://www.downandconnorsafeguarding.com/privacy-notices/>
- Avoid meetings with individual children where they are on their own in a building.
- One-to-one meetings should take place at an appropriate time, e.g. not late at night, and in an appropriate venue.

Planned and structured pieces of work

- The particular activity should have a clear rationale and aims for involving one-to-one work.
- Parents/guardians must be fully informed as to the nature and purpose of this work and must give written consent **(See Guidance 7.9.2). For further information on consent and data protection please see the privacy policy here:**
<http://www.downandconnorsafeguarding.com/privacy-notices/>
- A clear code of behaviour must be agreed and adhered to by both parties. This should include limits of confidentiality and safeguarding procedures. For further information on Codes of Behaviour for Children please see Guidance 4 and Safe Care of Children, Guidance 7.

7.4 Needs of Children with Special Needs

Safeguarding issues related to children with disabilities.

Some children have specific needs that place additional responsibilities on those who care for and work with them. It is often the situational and environmental factors that disable the child, rather than the physical or intellectual difficulty the child experiences. Where possible, the environmental factors should be adapted to the child's needs. Attitudes which promote inclusion and positive engagement should be promoted and encouraged.

Children with disabilities/special needs have the same right as all children to live and grow in a safe environment. Children and Young People with disabilities can be more vulnerable to abuse and it is important to be alert to this possibility. There is a need to protect all children and to always ensure appropriate safeguarding arrangements are in place.

Points to consider when including a child with specific needs in your group:

- Work in partnership with the child, parents/guardians and any professionals involved to establish how the child can be included;
- Make sure inclusion is possible before bringing the child into the group;
- Make reasonable adjustments;
- Be interested in the child and build a rapport with them;
- If the child has a communication impairment, acquiring some key skills in their communication method will be useful;
- Some specific training may be useful or required, e.g. the autistic spectrum, epilepsy and others;
- Risk assessments may be necessary to ensure the safety of some children with specific needs;

- Higher staff ratios may be required if the child has additional needs or behavioural problems;
- Intimate care issues: when introducing a child with specific needs into an activity, it is important to establish if they have intimate care needs, and who should provide or assist with this if it is necessary. It is important to remember that not every child with a disability has intimate care needs. Intimate care is, to some extent, individually defined and varies according to personal experience, cultural expectations and gender. It may be described as help with anything of a personal or private nature that the individual is unable to do themselves;
- Children with specific needs may be more likely than other children to be bullied or subjected to other forms of abuse, and they may also be less clear about physical and emotional boundaries;
- It is particularly important that children with specific needs are carefully listened to, in recognition of the fact that they may have difficulty expressing their concerns, and so that the importance of what they say is not underestimated.

Training for staff and volunteers

Those who want to work with children with disabilities/special needs may have valuable experience either as parents or carers, or professionally, for example, as teachers. However, all volunteers will still require assistance and training.

You may wish to consider the following for information and advice:

- Specialist agencies such as the Royal National Institute for the Blind (RNIB) or the National Autistic Society provide advice.
- Local Colleges of Further Education run courses in Makaton and through them you can also contact the local speech and language service.

- Ask parents or carers if you can talk to the child's school about specific training by, for example, the Special Educational Needs Coordinator (SENCO).
- Contact Children's Services in the local Health and Social Care Trust and enquire if they have any relevant training courses which parish volunteers can access
- The NSPCCC and Volunteer Now provide a range of child protection courses and programmes including children with disabilities
- Ensure that the parish provide regular supervision and consultation for all your leaders/ volunteers to discuss any issues

Please note that any information provided will be held on file in accordance with the Data Protection Act 2018, the data protection policy of the Diocese of Down and Connor and the Privacy Notice of the Down and Connor Safeguarding Office, which can be found at <http://www.downandconnorsafeguarding.com/privacy-notices/>

The data entered will be used only for the purpose indicated and will be held confidentially. The data may only be accessed by those with responsibility for managing records and will not be shared with external organisations unless there is a need and a lawful reason to do so. The data will be updated when appropriate and destroyed when no longer required

7.4.1 Intimate / personal care needs

Also reference Guidance 7.4

Generally, Church personnel are not expected to be involved in the provision of intimate care of children. This should be undertaken by suitably qualified people. Decisions regarding who

provides intimate care for a child should be discussed and agreed by everyone concerned: the child's views should be ascertained; parents/guardians should be consulted, and their consent sought; a rota of carers of the same sex as the child should be agreed; and the age, stage of development and ethnicity of the child will need to be considered. Most importantly, it should be agreed in advance who will carry out intimate care and how it should be done. Guidelines to be borne in mind when providing intimate care include: the sensitive nature of such tasks; the need to treat every child with dignity and respect; the need to ensure an appropriate degree of privacy; the need to involve the child as much as possible in their own care; and trying to ensure consistency in who provides care.

If a child appears distressed or unhappy, this should be discussed with parents/guardians, if appropriate, and the activity leader. Any concerns or allegations should be reported following the procedures outlined in the safeguarding policy and procedures document of the Church body.

Assisting children with toileting

Children's volunteers must respect a young person's right to personal privacy. Children who are able to toilet themselves should be left to do so. Children who are able to toilet themselves at home and school are left to look after themselves and care for their own bodies. This is an essential part of growing up. In loving homes children are shown that their bodies belong to them and that they deserve privacy and respect.

Where a child does require help with toileting (perhaps because of age or health reasons), one volunteer should support the child and only undertake those tasks which the child is clearly unable to do. This should also be supported by another volunteer within the vicinity of the toilet area. This requires the consent of the parent / carer to do so.

If two volunteers are required to toilet a child (perhaps because of complex physical care needs) then this must be agreed with the parents and, whenever possible, the child or young person.

Where toilet facilities are used by a number of groups, an agreed procedure should be developed and applied to ensure everyone's safety. Agreed standards of hygiene should also be included.

Assisting children with other intimate/ personal tasks

Children with Disabilities may require assistance with taking off and putting on coats, tying shoe laces, and with feeding and drinking. The following best practice guidelines apply:

- Always ask the child how they would like to be helped
- Check if you are doing it right
- Listen to any requests the child may have
- Take time with the task
- Ensure parents/carers have given their consent and that they know who will be assisting their child
- Check with parents/ carers about the needs of the child and what works well for the child in their own home
- Always inform the parent/ carer if anything untoward happens during your assistance with the child (e.g. accidents/ injuries, even minor ones)

7.5

Arranging Activities for Children and Young People Outside the Parish

Best practice when arranging journeys/visits/trips must involve the following:

- A detailed plan and programme of activities should be prepared for the children who are involved in the group, this should include a specific risk assessment.
- Leaders/volunteers are responsible for the welfare and safety of the children for the whole time they are away from home.
- Young people should not be left to their own devices, e.g. in a town for the evening or on shopping expeditions.
- All children should be adequately supervised and engaged in suitable activities at all times. Each worker should have a list of the children he/she will have charge of and account for them at all times.
- In circumstances when planned activities are disrupted, e.g. due to weather conditions, leaders/workers should have a number of alternative activities planned.
- Leaders/workers should obtain, in writing, parental consent to children joining an organised trip (Consent Form, 7.9.2)
- Parents should be given full information about a trip, including details of the programme of events, the activities in which the children will be engaged and the supervision ratios.
- Adequate transport arrangements must be organised.

Preparation of outings - important issues to consider

- How old are the children - are they in a narrow age band, e.g. 3-5, 11-13 or a mixed age band?
- Do any have 'particular needs' to be taken into account?

- The type and range of activities being planned.
- Is there adequate and appropriate supervision?
- Do any of the activities (e.g. outdoor activities, swimming) require workers to have particular qualifications?
- How near will you be to other adult help?
- Will anyone else be in the premises?
- What is the layout of your premises?
- Do you mainly use one room or are the activities held in several at the same time?
- What is the experience and training of workers who will be in charge and especially in First-Aid?
- Do any of the workers have special conditions that need to be taken into account?

7.6

Guidance on Overnight stays and Residential activities

Overnight stays and residential activities can be fun and positive experiences for everybody, even the staff and volunteers, but they require careful resourcing and planning.

This guidance can also be used to inform diocesan or parish retreats or pilgrimages although more specific guidance would be required.

All parish or diocesan activities which involve overnight stays must follow diocesan and statutory child protection and safeguarding policies and procedures.

When arranging residential activities, it is important that the following aspects are given full consideration and included in a specific risk assessment for the event.

- **Written permission of the parents of children participating in the Residential is essential and a requirement.**

- It is helpful to make sure that at least one staff member / volunteer is in charge of each specific aspect of the residential, e.g. catering and accommodation routines. These jobs will vary, taking into consideration building, type of programme etc.
- Check the insurance cover of any building you will be sleeping in. There is usually a limit on the number it accommodates. If you exceed these limits insurances can be invalidated
- The Leader should have a list of rooms and the number of beds in each room.
- Check the building and know where water, electricity etc. can be turned off. Know the fire drill for the building and make sure you have a fire drill as soon as possible after entering the premises. Know where the fire extinguishers are positioned.
- Church halls and rooms used for sleeping larger numbers of people MUST have TWO means of exit.
- When staying overnight familiarise yourself with the location of the local hospital and the police station.
- Ensure that parents/guardians have returned a health form stating any special dietary requirements and current medication, e.g. asthma, diabetes, allergies. Forms should also give the name and telephone number of the child's doctor. This information should be provided on Form 7.9.2 Child and Guardian Joint Consent or Form 7.9.5 Consent for an Activity/Event and express consent must be granted for the processing of the child's medical information.
- The leader must keep appropriate records such as a list of the children/young people, names and addresses including emergency contact details
 - An identification of any specific needs
 - A copy of the consent form and the itinerary. This information should be readily accessible to the leaders at all times during the event.
- Residential activities must have safety rules and boundaries, such as letting adults know where you are; not entering the kitchen without asking the cook. It is not permissible for a staff member/ volunteer to sleep in the same room as children or young people. Make sure the children have correct clothing for whatever activity they are taking part in. It is useful to issue a 'kit' list for residential activities. Make sure that each young person has emergency numbers with them at all times and the name and address of the accommodation.
- Contact details of persons in charge who may be contacted if an emergency arises at home should be provided to parents/guardians.

7.7

Guidance on Transporting Children and Young People

Parish groups who have to transport individuals or groups as part of the activity should ensure that any transport used is roadworthy, fit for purpose and covered by the appropriate insurance.

Groups should also consider how children and young people will be supervised while being transported.

Do not transport a child or young person on your own. Ensure another staff member / volunteer is present with you in the vehicle.

If a situation occurs when you have a child alone, ensure other staff members / volunteers know this is happening, that the parent or guardian of the child knows this, the expected duration of the journey, and that the child is in the rear seat. Ensure the child can contact his / her parent at any time by telephone, particularly if the journey will be a long one.

Private Cars

- Drivers should be aware of the limitations of third party insurance for transporting young people.

Private cars can be used so long as they are not used for hire or for carrying passengers for reward.

- Drivers must check with their insurance company regarding the adequacy of passenger liability.
- Overcrowding must be avoided at all costs. This is dangerous and will invalidate any insurance cover provided.
- Seat belts must be worn at all times, adhering to the appropriate legislative requirements. For further information workers may refer to www.thinkroadsafety.gov.uk or www.gov.uk/child-car-seats-the-rules/using-a-child-car-seat-or-booster-seat

Minibuses

- All drivers for minibuses must have an appropriate licence.
- If driving the parish minibus, drivers must be named on the parish insurance policy.
- The law states that it is the driver's responsibility to make sure that the vehicle is in a roadworthy condition before use. Failure to do so may result in the driver being legally liable in the event of any accident. Therefore, each driver must carry out a range of checks to ensure the roadworthiness of the vehicle. IF IN DOUBT, DO NOT DRIVE THE VEHICLE.
- When hiring a minibus or larger bus, it is the responsibility of the user group to verify the legality and insurance cover of the operator prior to the use of the transport. If in doubt, ask to see a copy of the operator's insurance cover and operator's licence.
- Where minibuses have seatbelts fitted, these must be worn for any journey, no matter how short, and again it is the driver's/ volunteer's responsibility to enforce this.

For further information volunteers may refer to www.thinkroadsafety.gov.uk or www.gov.uk/child-car-seats-the-rules/using-a-child-car-seat-or-booster-seat

- Volunteers who accompany young people in minibuses should, where possible, sit amongst the young people. Preferably, a volunteer should sit near the exit points of the vehicle.
- An accident report book / breakdown log book should be carried in church minibuses and kept up to date.
- Carry a First-Aid kit and fire extinguisher and familiarise yourself with their use.

7.8

Guidance on Risk Assessment of Activities with Children

HAZARD is “a potential source of harm or adverse health effect on a person or persons”.

By way of example, stacking chairs is a hazard. Falling chairs, which could cause injury is the **Risk**. Control this risk and make the level as low as possible by never stacking chairs. If this must be done then by stacking chairs no more than four high depending on the stability of the chairs will control the risk.

Risk is controlled by sensible measures.

Guidance for completing a ‘Basic Risk Assessment’

This guidance and attached form sits alongside any other Health & Safety regulations and guidance.

Guidance for completing a Risk Assessment for Children’s Activities.

Risk assessments are an everyday event for all of us; for example, a decision to bring an umbrella when going out will involve you making an assessment on the likely weather conditions – the risk of rain!

Why do you need a Risk Assessment for Children’s Activities?

Primarily to keep children safe - it is important for leaders to consider potential hazards that may lead to the risk of harm to children and also to the adults who work with them. We want to deliver activities while being in control of risk so that harm becomes unlikely. Necessary consideration should be given to the substitution or control of minimizing the implications of a hazard, mindful that not all hazards can entirely be removed.

The criteria to control risk is:

1. Entirely eliminate the risk, if this is not possible, then
2. Substitute (use a different process), if not possible, then
3. Control the risk to lowest level.

In order to protect children, we want to identify hazards and assess risks, the only acceptable risk is a low risk. This is achieved by introducing control measures.

Whilst primarily concerned with shortcomings identified in effective safeguarding practice any risk assessment for a children’s activity will be undertaken within the context of the Church’s duty to implement statutory health and safety regulations.

Focus of the risk assessment should remain on the children and those associated with the activity. Take responsibility for ensuring safe premises and procedures within the premises. Please inform the Parish Priest or Person in Charge where there is a fault or issue with anything broken or damaged that could cause personal injury.

How do I do a Risk Assessment?

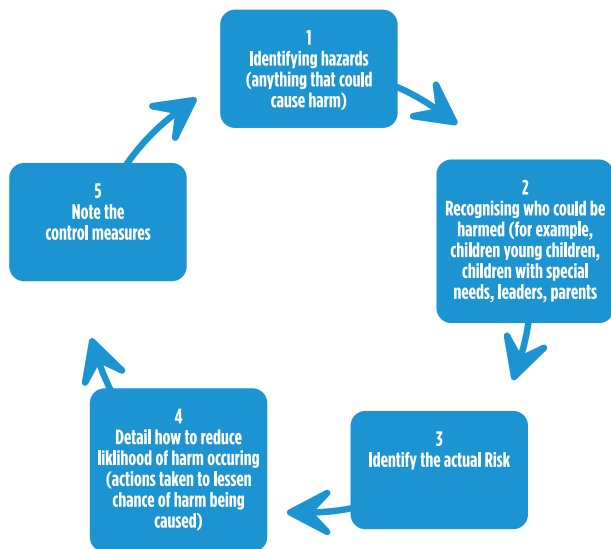
Risk assessments should be looked at under four broad headings: People; Premises; Processes; External Factors. See Template 7.9.7

A risk assessment is the process of looking at what could go wrong and deciding on ways to prevent or minimise that risk occurring, such as:

- incorrect supervision ratios (safeguarding Process)
- lack of consent forms (safeguarding Process)
- failure to apply medication regime (safeguarding Process)
- broken window latch (Premises)
- faulty electrical wiring (Premises)

- child unable to concentrate or disruptive (Person)
- leader disorganised (Person)

The process involves a number of steps:



Once a new children's activity is scheduled, change in membership or there is a change in venue.

***“Positive experience
not an unsafe environment”***

7.9.1 Child Protection Referral Form

This form will be completed by the DLP for referral to PSNI and Social Services and a redacted version to National Board in circumstances where this is required.

Child Protection Referral Form

This form will be completed by the DLP for referral to PSNI and Social Services and a redacted version to National Board in circumstances where this is required.



Child Protection Referral Form

Admin: Reference Number
SGO/DATE/001
(OFFICE USE ONLY)

About the suspicion/concern/allegation

Date of suspicion/concern/allegation: _____

Time of disclosure/concern/suspicion: _____

How was information received? (attach any written information to this form)

Telephone

Letter

Email

In person

(circle as appropriate)

Details of person making disclosure/raising concern (if different from complainant)

Name: Address: _____

Telephone: _____

Mobile: _____

Email: _____

Relationship to complainant: _____

Details of complainant (this can be anonymised when notifying the NBSCCCI)

Name: _____

DOB/age: _____

Address: _____

Telephone: _____

Mobile: _____

Ethnic origin: _____

Language (is interpreter/signer needed?): _____

Disability: _____

Special needs: _____

Church body (if applicable): _____

7.9.1 Child Protection Referral Form (continued)

Parent/carer details *(where necessary these details can be anonymised)*

Name:

Address (if different from above):

Telephone:

Mobile:

Are they aware of the suspicion, allegation or complaint? Yes ☐

No ☐

Details of respondent

Name:

DOB/age:

Address:

Telephone:

Mobile:

Relationship to complainant (parent/priest/teacher, etc.):

Position in Church body:

Address at time of incident:

Current contact with children if known (e.g. sits on board of governors of school, runs youth activities, etc.):

Any additional information:

Details of concern, allegation or complaint

(Include dates/times and location the incident occurred, and any witnesses, if known. Does the child/ complainant know this referral is being made?)

Referral to the statutory authorities

Has the matter been referred to the statutory authorities?

Yes ☐

No ☐

7.9.1 Child Protection Referral Form (continued)

Has the matter been notified for the purpose of the Charity Commission?

Yes ☐

No ☐

If the answer to the question above is **yes**, please complete the details below. If the answer is no, please explain why the matter was not referred to the statutory authorities.

HSCT

Date referred:

Time referred:

Name of person
it was referred to:

Designation:

Address:

Telephone:

Email:

PSNI

Date referred:

Time referred:

Name of person
it was referred to:

Designation:

Address:

Telephone:

Email:

Referral to a member of the Church

(Only complete if the allegation relates to church personnel or clergy or member of a religious order)

Has the matter been referred to the Church authority? Yes ☐ No ☐

Date referred:

Time referred:

Name of person it was referred to:

Designation:

Address:

Telephone:

Email:

Next steps

(ONLY COMPLETE IF THIS ALLEGATION RELATES TO A CLERIC OR RELIGIOUS)

What actions have been taken (if any) by the Church, in relation to the respondent, to safeguard children following receipt of this information?

7.9.1 Child Protection Referral Form (continued)

Sign off

DLP name:

DLP address:

DLP telephone:

DLP email:

DLP signature:

Data Protection This form will be held on file, in accordance with the Data Protection Act 2018, data protection policy of the Diocese of Down and Connor and the Privacy Notice of the Down & Connor Safeguarding Office, which can be found at <http://www.downandconnorsafeguarding.com/privacy-notices/>

The data entered will be used only for the purpose indicated on the form and will be held confidentially. The data may only be accessed by those with responsibility for managing records or group activities and will not be shared with external organisations unless there is a need and a lawful reason to do so. The data will be updated when appropriate and destroyed when no longer necessary or relevant.

Sample

7.9.2 Child and Guardian Joint Consent

Child and Guardian Joint Consent



(Please complete for each child/young person
and let us know if there are any significant changes)

Group details (to be completed by the organiser)

Name of group (e.g. Children's Liturgy)

Duration/frequency of activity from

(start date/time)

(end date/time)

Name of organiser

Details of child/young person

Name of child/young person

Name by which he/she is usually known by

Address

Date of birth

Other relevant information

Details of any regular medication, medical condition (e.g. asthma, epilepsy, diabetes, allergies, dietary needs) or disability which may affect normal activity

Please note: The organisers cannot administer any medication or intimate care, please discuss this with the organisers who will work with you to establish how your child can be accommodated, according to the relevant Policies and Procedures.

Parent/Guardian contact details

Name

Telephone No

Mobile

Landline

Relationship to child

Additional responsible adult (in case of emergency)

Name

Telephone No

Mobile

Landline

Relationship to child

7.9.2 Child and Guardian Joint Consent (continued)

In case of medical emergency

In the event of illness or an accident, I give permission for medical treatment to be administered to my child, where considered necessary, by a suitably qualified medical practitioner and/or hospital. I understand that every effort will be made to contact me as soon as possible. In an emergency, I can be contacted at the telephone numbers provided on the previous page.

Signature _____

Children/Young Persons Consent Section

I _____ (insert full name) would like to take part in the event listed on the previous page.

(If relevant please tick the boxes below)

- ☐ I understand that photographs may be taken during the group activities, and I give/do not give my permission for these to be used in any hard copy/online (delete as appropriate) publications by the Parish or Diocese
- ☐ I understand that videos (which may include webcam) may be taken during the group activities, and I give/do not give my permission for these to be used in any hard copy/online (delete as appropriate) publications by the Parish or Diocese.
- ☐ I understand that during group activities I will be appropriately supervised at all times and will agree to abide by the group's code of behaviour.

Signature _____

Guardian/Parental consent

I agree to allow the above-named child/young person to attend meeting(s) of the _____ (insert name of group), at the time and dates stipulated on page one in accordance with the permission granted by _____ (insert name of child/young person) above

I understand that there will be suitable supervision and an agreed code of behaviour whilst the children/young people are in the care of the organisers.

If you do not wish photographs/video (which may include webcam) to be taken of your child/young person, please tick this box ☐

Signed (Parent/Guardian): _____

Name (block letters): _____

Relationship to child/young person: _____

Signed (Child/Young Person): _____

Data Protection This form will be held on file, in accordance with the Data Protection Act 2018, data protection policy of the Diocese of Down and Connor and the Privacy Notice of the Down & Connor Safeguarding Office, which can be found at <http://www.downandconnorsafeguarding.com/privacy-notices/>

The data entered will be used only for the purpose indicated on the form and will be held confidentially. The data may only be accessed by those with responsibility for managing records or group activities and will not be shared with external organisations unless there is a need and a lawful reason to do so. The data will be updated when appropriate and destroyed when no longer necessary or relevant.

Adult Consent Form for Transporting Children and Young People



In order to ensure the child's safety, we would be grateful if you would complete and return this form. Please let us know if there are any significant changes. A copy will be retained confidentially by the Group Leader.

Name of Parish: _____

Name of Group (e.g. childrens liturgy): _____

Name of Child or Young Person: _____ Date of Birth: _____

Address of Child or Young Person _____

Name of Parent/Guardian: _____

Telephone No: _____ Day _____

Evening _____ Mobile _____

Name of additional responsible adult (in case of emergency): _____

Telephone No: _____ Day _____

Evening _____ Mobile _____

Activity Details

Type of Activity: _____

Date(s) to take place: _____

Venue/Destination: _____

Departure place and time: _____

Return place and time: _____

Transport Arrangements

Private car driven by: _____

Address: _____

Telephone No: _____

7.9.3

Adult Consent Form for Transporting Children and Young People (cont'd)

Parent/Guardian Consent

- I agree that this person has my permission to drive their car with the aforementioned child/children as passenger(s). Seatbelts will be worn at all times. I understand that the driver will have a full and valid driving license and be fully insured. If this is a regular car journey, his/her insurance company will have been informed of the arrangements.

Yes ☐

No ☐

(tick as appropriate)

Signature (Parent/Guardian):

Name in Full:

Date:

Data Protection This form will be held on file, in accordance with the Data Protection Act 2018, data protection policy of the Diocese of Down and Connor and the Privacy Notice of the Down & Connor Safeguarding Office, which can be found at <http://www.downandconnorsafeguarding.com/privacy-notices/>

The data entered will be used only for the purpose indicated on the form and will be held confidentially. The data may only be accessed by those with responsibility for managing records or group activities and will not be shared with external organisations unless there is a need and a lawful reason to do so. The data will be updated when appropriate and destroyed when no longer necessary or relevant.

Sample

7.9.4 Accident / Incident Report Form

Accident/Incident Report Form



Event Leader:

Name of Parish:

Contact Number:

Name of Child/Young Person involved:

Date of Birth of Child/Young Person involved (if known):

Date and Time of Accident /Incident:

Place of Accident/Incident:

Circumstances of Accident/Incident (continue on separate sheet if necessary):

Names of those present at the accident/incident:

Nature of Injury/Harm:

7.9.4 Accident / Incident Report Form (continued)

Action Taken including any medical intervention that was required:

Reported to Whom:

Other Action Taken including learning:

Signature (responsible adult):

Printed Name:

Date:

Data Protection This form will be held on file, in accordance with the Data Protection Act 2018, data protection policy of the Diocese of Down and Connor and the Privacy Notice of the Down & Connor Safeguarding Office, which can be found at <http://www.downandconnorsafeguarding.com/privacy-notices/>

The data entered will be used only for the purpose indicated on the form and will be held confidentially. The data may only be accessed by those with responsibility for managing records or group activities and will not be shared with external organisations unless there is a need and a lawful reason to do so. The data will be updated when appropriate and destroyed when no longer necessary or relevant.

7.9.5 Consent for an Activity / Event

Consent for an Activity / Event



Nature of Activity/Event *(write a description of the Activity/Event here)*

Note: If you are planning a swimming activity please include:

- I give permission for the child's participation in the swimming activity.
- The child can swim 50 metres. Yes ☐ No ☐
- The child is water confident in a pool. Yes ☐ No ☐
- The child is safety conscious in water. Yes ☐ No ☐

Date of Event:

Time(s):

Name of Child/Young Person:

D.O.B.

- I agree to his/her participation in the activities described above.
- I understand that group/activity photographs may be taken during the event, in line with the Church's policy. I give my consent to this.
- I acknowledge the need for him/her to behave responsibly and will ensure he/she is aware of the expectation to behave responsibly and in accordance with the Code of Conduct for children/young people (attached).

Transport Arrangements *(for which parents/responsible adults hold responsibility):*

Please detail how the child will travel to and from the activity or the pick-up point for the day/residential trip.

Medical Information about the Child

Any conditions requiring medical treatment including medication
e.g. inhalers, anti-epileptics or insulin?

Yes ☐ No ☐

If YES please give details.

7.9.5

Consent for an Activity / Event (continued)

Please outline any special dietary requirements of the child (including allergies e.g. nuts) and the type of pain/flu relief medication the child may be given if necessary.

Please outline any fears or phobias the child has. This information will enable the adult helpers to assist the child should any difficulties arise.

Is your child allergic to any medication e.g. penicillin?

Yes ☐

No ☐

If YES please specify:

When did the child last have a tetanus injection?

Is there any other relevant information/specific needs that need to be known by the organiser (e.g. travel sickness/mobility)?

FOR RESIDENTIAL TRIPS ONLY

To the best of your knowledge, has the child been in contact with any contagious or infectious diseases or suffered from anything in the last few weeks that may be contagious?

Yes ☐

No ☐

If YES please give brief details:

- I will inform the event leader as soon as possible of any changes in the medical or other circumstances between now and the commencement of the journey.

7.9.5

Consent for an Activity / Event (continued)

Contact telephone numbers

Name and address of responsible adult

Name

Address

Telephone No. Day

Telephone No. Evening

Mobile

Landline

Relationship to child

Name and address of additional responsible adult (in case of emergency)

Name

Address

Telephone No. Day

Telephone No. Evening

Mobile

Landline

Relationship to child

Name and Address of Family Doctor:

Telephone No.

Declaration

In the event of an illness or accident every effort will be made by the event leader or their assistants to contact me. If, for whatever reason, this is not possible, I agree to the child receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the medical authorities present.

Signature:

Name in Full:

Date:

Data Protection This form will be held on file, in accordance with the Data Protection Act 2018, data protection policy of the Diocese of Down and Connor and the Privacy Notice of the Down & Connor Safeguarding Office, which can be found at <http://www.downandconnorsafeguarding.com/privacy-notices/>

The data entered will be used only for the purpose indicated on the form and will be held confidentially. The data may only be accessed by those with responsibility for managing records or group activities and will not be shared with external organisations unless there is a need and a lawful reason to do so. The data will be updated when appropriate and destroyed when no longer necessary or relevant.

7.9.6

Attendance Register for Groups

Attendance Register for Groups



A minimum of two officially appointed leaders, who have completed the Diocesan recruitment process (including the provision of vetting/AccessNI checks, if appropriate), should be responsible for each activity involving young people. At least one of the leaders must have undergone a full- day training session. These leaders must sign this sheet and put their initials under each date to confirm that the children/young people and adults marked were in attendance, as indicated by the 'time in' and 'time out' for each date.

[illegible]

Data Protection This form will be held on file, in accordance with the Data Protection Act 2018, data protection policy of the Diocese of Down and Connor and the Privacy Notice of the Down & Connor Safeguarding Office , which can be found at <http://www.downandconnorsafeguarding.com/privacy-notices/>

The data entered will be used only for the purpose indicated on the form and will be held confidentially. The data may only be accessed by those with responsibility for managing records or group activities and will not be shared with external organisations unless there is a need and a lawful reason to do so. The data will be updated when appropriate and destroyed when no longer necessary or relevant.

7.9.6 Attendance Register for Groups (continued)

Responsible Adult Consent

- I agree that this person has my permission to drive their car with the aforementioned child/children as passenger(s). Seatbelts will be worn at all times. I understand that the driver will have a full and valid driving license and be fully insured. If this is a regular car journey, his/her insurance company will have been informed of the arrangements.

Yes ☐

No ☐

(tick as appropriate)

Signature (responsible adult):

Name in Full:

Date:

Data Protection This form will be held on file, in accordance with the Data Protection Act 2018, data protection policy of the Diocese of Down and Connor and the Privacy Notice of the Down & Connor Safeguarding Office, which can be found at <http://www.downandconnorsafeguarding.com/privacy-notices/>

The data entered will be used only for the purpose indicated on the form and will be held confidentially. The data may only be accessed by those with responsibility for managing records or group activities and will not be shared with external organisations unless there is a need and a lawful reason to do so. The data will be updated when appropriate and destroyed when no longer necessary or relevant.

Sample

7.9.7 Risk Assessment Activities

Risk Assessment Activities Template



To be completed by Parish Group leader, annually or in response to a new event or procedure

Two examples of completing Risk Assessment Activities Form

Name of organisation/event: Children's Liturgy Group

Date undertaken: _____

By whom: _____

Review date: _____

Identify the Hazard	Who might be harmed?	What is the risk?	Action - how to minimise risk
Physical Hazard e.g. slippery steps following wet conditions	Children attending children's liturgy/group leaders/volunteers	Slip	On the morning before children's liturgy meet volunteers check premises - dry the water and inform Parish Priest or building manager
Scissors used for cutting work books	Children	Children who use scissors cut themselves or other children	Ensure age appropriate scissors are used and children are carefully supervised
Volunteer leader who is vetted is unexpectedly sick and unable to attend session as scheduled	Children/leaders	Lack of appropriate supervision	Use an existing volunteer (who is not on the rota for that Sunday who is available) to undertake the role or get 2 responsible adults to undertake the role as "one off event". Ensure there are at least 2 adults present, or cancel

Name of organisation/event: Children's Folk Choir

Date undertaken: _____

By whom: _____

Review date: _____

Identify the Hazard	Who might be harmed?	What is the risk?	Action - how to minimise risk
Fire exit in room where choir practice is currently blocked	Children/leaders/choir	Injury or death - children/leaders/choir members could not leave the building safely	1. Clear obstruction if possible 2. If obstruction cannot be cleared session cancelled or alternative room identified and inform Parish Priest

Data Protection This form will be held on file, in accordance with the Data Protection Act 2018, data protection policy of the Diocese of Down and Connor and the Privacy Notice of the Down & Connor Safeguarding Office, which can be found at <http://www.downandconnorsafeguarding.com/privacy-notices/>

The data entered will be used only for the purpose indicated on the form and will be held confidentially. The data may only be accessed by those with responsibility for managing records or group activities and will not be shared with external organisations unless there is a need and a lawful reason to do so. The data will be updated when appropriate and destroyed when no longer necessary or relevant.

7.9.7 Risk Assessment Activities (continued)

Risk Assessment

To be completed by Parish Group leader, annually or in response to a new event or procedure

Name of organisation/event: _____

Date undertaken: _____

By whom: _____

Review date: _____

Identify the Hazard	Who might be harmed?	What is the risk?	Action - how to minimise risk

Data Protection This form will be held on file, in accordance with the Data Protection Act 2018, data protection policy of the Diocese of Down and Connor and the Privacy Notice of the Down & Connor Safeguarding Office, which can be found at <http://www.downandconnorsafeguarding.com/privacy-notices/>

The data entered will be used only for the purpose indicated on the form and will be held confidentially. The data may only be accessed by those with responsibility for managing records or group activities and will not be shared with external organisations unless there is a need and a lawful reason to do so. The data will be updated when appropriate and destroyed when no longer necessary or relevant.

7.9.8 Attendance Register for Sacristy

Attendance Register for Sacristy



All Clergy, Altar Servers, Sacristans and others who visit the Sacristy before or after liturgical services are requested to sign this sheet.

Visiting Priests; Any priest from outside the Diocese of Down and Connor who wishes to participate in any ministry in this church is required to provide the parish priest or his delegate with a valid celebrat. Confirmation of this should be recorded by the parish priest or his delegate in the Sacristy Register.

(Please use new page when date changes. Where date continues from previous page, please re-enter it.)

Date: _____

Name	Signature	Ministry	time in	time out

Data Protection This form will be held on file, in accordance with the Data Protection Act 2018, data protection policy of the Diocese of Down and Connor and the Privacy Notice of the Down & Connor Safeguarding Office, which can be found at <http://www.downandconnorsafeguarding.com/privacy-notices/>

The data entered will be used only for the purpose indicated on the form and will be held confidentially. The data may only be accessed by those with responsibility for managing records or group activities and will not be shared with external organisations unless there is a need and a lawful reason to do so. The data will be updated when appropriate and destroyed when no longer necessary or relevant.

7.9.9 Media Permission Form

Media Permission Form



Child's / young person's consent

I _____ (insert first name and surname) would like to take part in
_____ (name of event) on _____ (date of event).

(If relevant please tick the boxes below)

- ☐ I understand that photographs may be taken during the event, and I give my permission for these to be used in any hard copy/online (delete as appropriate) publications by the Parish or Diocesan Group.
- ☐ I understand that videos may be taken during the event, and I give my permission for these to be used in any hard copy/online (delete as appropriate) publications by the Parish or Diocesan Group.
- ☐ I understand that updates may be posted on the Parish website and/or social network sites during the event, and I give my permission for my images / videos of me (delete as appropriate) to be used.

Guardian/Parental consent

I agree to allow the above-named child/young person to attend this event during the period (insert start date and time) to _____ (insert end date and time)
in accordance with the permission granted by
(insert name of child/young person).

Signed (Parent/Guardian): _____

Name (block letters): _____

Relationship to child/young person: _____

Signed (Child/Young Person): _____

Data Protection This form will be held on file, in accordance with the Data Protection Act 2018, data protection policy of the Diocese of Down and Connor and the Privacy Notice of the Down & Connor Safeguarding Office, which can be found at <http://www.downandconnorsafeguarding.com/privacy-notices/>

The data entered will be used only for the purpose indicated on the form and will be held confidentially. The data may only be accessed by those with responsibility for managing records or group activities and will not be shared with external organisations unless there is a need and a lawful reason to do so. The data will be updated when appropriate and destroyed when no longer necessary or relevant.



Use of Church Property by External Groups



CATHOLIC DIOCESE OF DOWN AND CONNOR

Parish of _____ (the Parish)

1. Full Name of Hirer	IN BLOCK CAPITALS	
2. Name and Address of Group/Organisation (if applicable)	IN BLOCK CAPITALS	
3. Full Name of Group Leader, if different from Hirer	IN BLOCK CAPITALS	
4. Full Address of Group Leader (or Hirer, if the same).		
5. Email address of Leader (or Hirer, if the same)	Please write clearly	
6. Phone number(s) of Leader (or Hirer, if the same)		
7. Will your group be working directly with Children/Young People? (Defined in Section B)	Yes <input type="checkbox"/> No <input type="checkbox"/> (tick as appropriate)	
8. Will your group be working directly with 'Adults at Risk of Harm' or 'Adults in Need of Protection'? (Defined in Section B)	Yes <input type="checkbox"/> No <input type="checkbox"/> (tick as appropriate)	
9. If YES to Q.7 or Q.8, Name of Person Responsible for Safeguarding for the group		
10. If YES to Q. 7 or Q. 8, Mobile Phone number of Person Responsible for Safeguarding	It is essential that this mobile number is accessible throughout period of use.	
11. Purpose of Hire / Use		
12. Dates required		
13. Day/s of week and times required (include set up/clear-up)	Day Time: From _____ to _____	Day Time: From _____ to _____
14. Estimated number of people attending activity each day		
15. Premises required (the Premises)		
16. Other requirements (e.g. Kitchen)		
17. Signature of Hirer and Group Leader, if different		Date
18. Charge p/hour if applicable		Number of hours
19. Deposit if applicable		Total, minus deposit if applicable

SECTION A

General Terms of Use

1. Intent

- 1.1 The Diocese of Down and Connor (“the Diocese”) is a registered charity whose principal object is the advancement of the Roman Catholic religion. The premises are primarily to be used by Diocesan/Parish groups for the hosting and promoting of Church activities. A secondary function of the premises is to be a resource to the Parish community and the inhabitants of the Parish, to external groups and the wider Church, through Church activities, Church sponsored activities and suitable community activities which help to build bridges between the Church and the local community and which are compatible with the above-mentioned principal object.

2. Letting Restrictions

- 2.1 We will seek to encourage appropriate organisations to use the premises for meetings and activities, where such meetings are complementary to the Church’s regular activities. The Parish may request references from a new user before agreeing a booking.
- 2.2 The Parish reserves the right to refuse requests to hire for a use that, in the opinion of the Parish Priest, is contrary to the purposes, teachings and beliefs of the Roman Catholic Church, and/or where the Parish Priest considers that such use or activities may cause offence, to a significant number of Catholics on grounds of their religion or belief, and/or to avoid conflict with their strongly held religious convictions. No formal acts of worship, other than Christian worship, are permitted on the premises.
- 2.3 Lettings will not interfere unduly with Church life.
- 2.4 Lettings will not be allowed to any political party or any organisation affiliated with a political party or used to advance the agenda of a political party.
- 2.5 It is a requirement that all external groups

using facilities owned by the church are appropriately insured.

- 2.6 It is a requirement that all external groups make clear in any advertisements, notice or other forms of promotion that they are independent of the Diocese/Parish and that all issues/queries arising out of the use should be addressed to that external group and not the Diocese/Parish.

3. Charges

- 3.1 We will normally charge for the use of the premises by external organisations.
- 3.2 Neither the sole nor the main purpose of letting the premises is commercial. Charges are therefore not set at a commercial rate. Charges will be moderate and consistent with covering costs and providing a modest contribution to maintenance costs. We will review our charges from time to time.

4. Regulations as to Use

This Licence is subject to the Regulations as to Use set out in full in this agreement and which may be amended by us at our discretion from time to time

5. Renewal of Licence.

The Licence is only valid for the period granted. A new Licence will be required for any additional period. The maximum period a Licence will be granted for is 12 months.

Bookings by individuals for one-off, private events.

Safeguarding

For bookings of one-off, private events (for example a child’s birthday party), Safeguarding arrangements are the sole responsibility of the parents/carers of those Children/Young People, Adults at Risk of Harm or Adults in Need of Protection attending. A one-off, private event would be a single booking, where there is no on-going and repeated contact with Children/Young People, Adults at Risk of Harm or Adults in Need

of Protection, and is regarded as a private arrangement between the organiser and the parents/carers of those attending the event, such as would exist if the event was to take place in the organiser's own house.

Insurance

The Parish is insured to cover one-off, private events. It is the sole responsibility of the parents/carers to organise and supervise all attending. The organiser of the one-off, private event, however, will be liable for any claims for injury or damage arising out of their negligence, e.g. accidents caused by lack of supervision and will only be indemnified subject to the limits of the Parish insurance. Please see Section C for full details.

NOTE - IF YOU ARE APPLYING FOR A LICENCE FOR A ONE-OFF, PRIVATE EVENT DO NOT COMPLETE SECTION B OR SECTION C (I). PLEASE READ SECTION C (II).

SECTION B Safeguarding

This Section applies to all users working directly with any member of 'Vulnerable Groups'¹, i.e. Children/Young People²; Adults at Risk of Harm³; Adults in Need of Protection⁴ EXCEPT the organisers of one-off, private events.

As a Parish that provides the use of facilities and services to individuals and groups who work with Children / Young People, Adults at Risk of Harm and Adults in Need of Protection, it is our responsibility to ensure that all reasonable steps are taken to safeguard such Vulnerable Groups. The Diocese has clear policies and procedures in relation to safeguarding these Vulnerable Groups. Any group/organisation, whether Parish-based or external, must comply with the Diocesan Safeguarding Policies and any Parish Codes of Conduct.

We therefore require detailed information in respect of your application to ensure that the safety and well-being of Children/Young People, Adults at Risk of Harm, and Adults in Need of Protection with whom you work are maintained by your group/organisation. If any of the information provided in Section B changes during the period of the Licence granted the Parish Office should be notified in writing immediately.

¹ In this licence the term **Vulnerable Groups** means: Children/Young People; Adults at Risk of Harm; Adults in Need of Protection.

² The term **'Children / Young People'** refers to those under the age of 18 as defined by the Children (NI) Order 1995.

³ An **'Adult at Risk of Harm'** is a person, aged 18 or over, whose exposure to harm through abuse, exploitation or neglect may be increased by their personal characteristics and/or life circumstances. Personal characteristics may include, but are not limited to, age, disability, special educational needs, illness, mental or physical frailty or impairment of, or disturbance in, the functioning of the mind or brain. Life circumstances may include, but are not limited to, isolation, socio economic factors and environmental living conditions.

⁴ An **'Adult in Need of Protection'** is a person aged 18 or over, whose exposure to harm through abuse, exploitation or neglect may be increased by their: A. personal characteristics and/or B. life circumstances AND C) who is unable to protect their own wellbeing, property, assets, rights or other interests; AND D) where the action or inaction of another person or persons is causing, or is likely to cause him/her to be harmed. In order to meet the definition of an "Adult in Need of Protection" either (A) or (B) must be present in addition to both elements of (C) and (D).

If your activity involves working with any of the ‘Vulnerable Groups’ defined above, you must complete this section:

1 Who will be in charge of the activity during use?

Name of First Person	Name of Second Person
Address	Address
Post Code	Post Code
Mobile	Mobile
E-mail	E-mail

2 Do you confirm you have a Safeguarding Policy for Vulnerable Groups? **Yes** (Circle “Yes” to confirm)

3 Do you confirm you have a Designated Person for Safeguarding Vulnerable Groups? **Yes** (Circle “Yes” to confirm)

4 What is the name of Designated Person for Safeguarding of Vulnerable Groups and his or her mobile phone number?

5 Do you have written Codes of Conduct for you and all other workers including volunteers?? **Yes** (Circle “Yes” to confirm)

6 Do you ensure that you and all your workers/volunteers have access to appropriate training in Safeguarding Vulnerable Groups? **Yes** (Circle “Yes” to confirm)

What is the name of Training Provider?

7 Have you and all your workers / volunteers been AccessNI vetted for this activity? **Yes** (Circle “Yes” to confirm)

8 Do you have appropriate recruitment / appointment procedures for all your workers/volunteers that include:

Completing an application form?	Yes (Circle “Yes” to confirm)
Obtaining references?	Yes (Circle “Yes” to confirm)

9 Do you keep a register of Children / Young People and /or Adults at Risk of Harm and / or Adults in Need of Protection who attend your activity to include details of their name, address, date of birth and next of kin? **Yes** (Circle “Yes” to confirm)

10 Do you keep a list of names of all paid and voluntary workers with regular and direct contact with Children / Young People and / or Adults at Risk of Harm and / or Adults in Need of Protection, and that do you update it as the need arises? **Yes** (Circle “Yes” to confirm)

SECTION C

Insurance

(i) Bookings other than for a one-off, private event:

The obligation to comply with the requirements relating to insurance rests with the group using Church property and not with the Church. The group should have appropriate insurance for the activity they are running. The use of bouncy castles or similar inflatable equipment is not permitted.

Do you have appropriate (Public Liability and/or Employer's Liability and Professional Indemnity if appropriate) insurance cover for the activity? Yes / No – Please circle the relevant response.

Name of Insurance Company

Policy Number/s

Period of Cover

Limit of Indemnity

If the cover provided by any policy listed above expires within the next 30 days please also provide written confirmation of the details of the new insurance policies for the forthcoming period.

(ii) Bookings by private individuals for a one-off, private event:

The Parish is insured to cover one-off, private events. Alternatively you may prefer to rely on your Home Insurance cover, and if so, you should check with your Home Insurance provider if they will provide cover, or you may wish to obtain Event Insurance cover. The use of Bouncy Castles or similar inflatable equipment is not permitted.

The Parish cover for one-off, private events is Public Liability cover which:

- Operates only while at and in connection with the use of the Parish property.
- Does not provide member to member cover nor cover for advice, tuition, instruction, treatment or cover for defects in products.
- Operates only after you have completed the Licence form and permission has been granted to use the Parish property.
- Only operates if you are not entitled to indemnity under any other policy or policies.

Cover is subject to the Terms Definitions Exclusions Conditions and Limitations of the Parish Policy.

SECTION D Declaration

I/We, the Hirer ("The Hirer" means the person signing the contract for hire. Where an organisation/body is named in the contract that organisation/body shall also be considered the hirer and shall be jointly liable with the person who signed the contract) **and the Group Leader jointly and individually declare that**

- I/we have read and agree to abide by the conditions and 'Regulations as to Use' set out in this Licence Agreement.
- the answers given above, and in particular in Section B (Safeguarding) and in Section C (Insurance), to the best of my/our knowledge, are true and complete and are in place.
- I/we understand and accept the commitment of the Diocese of Down and Connor to ensure the safety and protection of Children/Young People, Adults at Risk of Harm and Adults in Need of Protection while using their facilities. I/we will ensure that I/we and all associated with the provision of the activity will work to the Standards of Good Practice outlined in our organisation's Safeguarding Policy for Children/Young People and/or Adults at Risk of Harm and/or Adults in Need of Protection. Our policy will not be in contravention of the Down and Connor Safeguarding Policies or any Parish Codes of Conduct.
- I/we understand that this Licence is conditional upon me/us keeping to the Down and Connor Diocesan Safeguarding Policies and Procedures, any Parish Codes of Conduct and the Regulations as to Use. I/We understand that the agreement can be terminated if we fail to comply with them.

1. Hirer	2. Group Leader
Signature	Signature
Print Name	Print Name
Position	Position
Date	Date

To be completed for and on behalf of the Parish:

Signed:

Position:

Date:

Regulations as to Use

1. Administration

- 1.1 Bookings of the premises will be administered by the Parish Priest or his delegate (e.g. the Hall Committee, a Hall Manager or a Booking Co-ordinator) ("the Hall Administrator"). This includes the acceptance and declining of bookings in consultation with the Parish Priest and members of the Parish Finance Committee (PFC) if necessary. The Parish Priest will act as final arbiter if required.
- 1.2 The charges are set out in the Schedule of Charges
- 1.3 If a Hirer wishes to cancel a booking, the Parish Priest/PFC may, at his/its absolute discretion, refund any fees paid, but shall be under no obligation to do so. The Parish Priest reserves the right to cancel the booking if exceptional unforeseen circumstances arise and without a reason being stated. In the event of the Parish Priest/PFC cancelling the booking, all fees/deposits paid by the Hirer shall be refunded.

2. Access and Security

- 2.1 The Hirer is responsible for all setting up and putting away of any equipment used.
- 2.2 Any use of the premises will require a key-holder representing the Parish to be present at the beginning and end of every period of use to check that the facilities are in order. The premises must not be left unattended during the period of the booking.
- 2.3 If a key is provided to the Hirer / Group Leader, then this must be kept safe at all times and returned to the Parish Representative at the end of the period of use, or if otherwise agreed, as soon as is reasonably possible. The keys shall not be copied nor given or lent to any third party. If keys are provided, it is the Hirer's responsibility to ensure that all fire doors

and windows are closed, all doors are locked and all lights are switched off (including in the toilets) at the end of the period of use.

- 2.4 The right is reserved for a representative of the PFC, or their appointed officer, to enter any part of the building at any time.

3 Health and Safety

- 3.1 Whilst the Parish will take steps to ensure the premises are safe to use, it is the responsibility of the Hirer to ensure the safe conduct of their activity during the period of use, including the presence of a suitably qualified First Aider if necessary. Any accident involving personal injury must be reported to the Hall Administrator to be recorded in the Accident Book located in the Parish Office/Hall Office or designated place.
- 3.2 All entrances and exits must be kept clear and, where relevant, external gates and doors must be kept unlocked at all times during the period of use. The number of people attending must be declared at the time of booking to ensure that this does not exceed the maximum number allowed for the Premises. The Hirer will be responsible for ensuring that Security, Fire and Health and Safety requirements are met.
- 3.3 Any portable electrical appliance or device brought in from elsewhere and used on the premises must have an up-to-date test certificate which must be made available for inspection upon request.
- 3.4 The Hirer is not permitted to bring in supplementary heating appliances.
- 3.5 **Bouncy Castles**
The use of bouncy castles or similar inflatable equipment is not permitted.

4 General

- 4.1 Out of respect to other users and our neighbours surrounding the premises, we expect all users to conduct themselves in a

reasonable and courteous manner whilst on the premises, and when leaving the premises. Lettings will not normally be taken for events likely to create **noise or other nuisance** to neighbours, e.g. where a live band is involved.

- 4.2 All events are to finish by the stated finish time. The premises will not be available to the Hirer before the beginning of the booking time, and must be vacated at the end of the booking period'
- 4.3 A strict **No Smoking Policy** applies to all rooms (including toilets) in all the premises. The premises are fitted with smoke alarms, which will be activated by all forms of smoke.
- 4.4 **(NB Each Parish should amend this regulation as appropriate) Alcohol can/ cannot be sold in the building. The Hirer is/is not permitted to apply for Occasional Licences for the sale of intoxicating liquor in the building.**
- 4.5 Any proposed advertising material must be submitted to the Hall Administrator for approval by the Parish Priest and, if needed, the PFC before commencing advertising. All such material must clearly display the name of the person or organisation responsible for the event. It is a requirement that all external groups clearly state in any advertisements, notice or other forms of promotion that they are independent of the Diocese/Parish and that all issues/queries arising out of the use should be addressed to that external group and not the Diocese/Parish.
- 4.6 No animals are permitted in the building except for guide dogs.
- 4.7 No adhesive or fixing material may be used which may damage the fabric of the premises.
- 4.8 Chewing gum is not allowed on the premises.
- 4.9 All rubbish must be taken from the premises

by the Hirer and must not be deposited in the outside refuse bins without the prior consent of the Parish. No food or drink must be deposited on the ground outside the premises or in the car park.

5. Car Parking, if Applicable

If applicable, the use of the Church/Hall Car Park is available to Hirers, but is not part of the Licence and Hirers must be ready to vacate in case of emergency Church needs.

6. Responsibilities

- 6.1 The Parish gives no warranty as to the fitness of any of the premises used for the detailed activities. The Hirer enters and uses the premises for the activities detailed above entirely at their own risk. The Parish shall have no liability to Hirers whatsoever for any loss or damage which may be sustained by you or any other person as a result of the activities undertaken.
- 6.2 A Hirer agrees to indemnify the Parish against any personal injury, loss or damage sustained by any member of the Parish staff, by you, or by any other person, through use of the premises for your activities, whether such personal injury, loss or damage is caused by you or any other person as result of the activities.
- 6.3 The Hirer will be responsible for ensuring that all users are aware of the procedures for safe and correct use of equipment and facilities, and shall report any deficiencies on the occasion of each use. **The Hirer must have the appropriate licence / certificates for any equipment they bring on to the premises. No equipment or gas cylinders/cans of any nature can be stored on the premises for any period of time and must be removed from the premises at the end of each individual session of use.**
- 6.4 The Hirer shall ensure that there is a responsible adult or adults present and able to supervise at all times during the period of use. During the period of hire, the Hirer is

responsible for the orderly behaviour of his/her/their guests/members on the premises.

- 6.5 The Hirer must leave the premises in a clean and tidy condition. Losses, breakages and damage must be reported, and be paid for in full. Hirers may re-arrange tables and chairs in the premises, but must restore them to their original places immediately at the end of the period of use. The PFC reserves the right to make an additional charge for cleaning if it is considered that an excessive amount of mess has resulted from the hiring of the premises or facility.

7. Kitchen Use/ Refreshments (if applicable)

Applications for the use of the Kitchens in the premises must be indicated in the Particulars section and will be subject to separate approval. Kitchens may be used for the preparation of tea/coffee and refreshments by approved personnel and with the prior agreement of the Hall Administrator. It will be the responsibility of the Hirer to provide the refreshment materials, unless agreed otherwise in this Licence. It is the responsibility of any external Hirer to ensure that any persons using the kitchens are aware of the requirements of the relevant Food Hygiene Regulations and Food Safety Act Codes of Practice. Particular attention should be paid to the cleanliness of the kitchen, kitchen utensils and crockery at the end of the period of use. Any breakages must be reported immediately in writing, and will be subject to an additional charge.

8. Insurance

It is the responsibility of Hirers to effect whatever insurance is required in accordance with Section A and Section C of this Licence Agreement. The Parish / Parish Priest / PFC / Diocese accept no liability for any accidents, injuries, damage and/or loss of personal property as a consequence of the use of the premises.

9. Legal Requirements

- 9.1 The Hirer must comply with any legal requirement concerning music, singing and dancing licences, theatre licences and copyright. The Hirer shall be fully responsible for obtaining any such licences or any other permission required, always providing that no such application shall be made without the approval of the Parish Priest / PFC.
- 9.2 Hirers will comply with all statutory requirements and Diocesan policies for the Safeguarding of Children/Young People, Adults at Risk of Harm and Adults in Need of Protection, in accordance with Section B of this licence agreement.
- 9.3 The Hirer shall not use the premises for any other purpose than that specified in the Licence Agreement, and is specifically forbidden to use, or allow the use of, the premises or its surrounding grounds for any illegal or immoral purpose.

10.. Compliance

Failure by the Hirer to comply with any or all of the terms in the entirety of this Licence Agreement where applicable, whether intentionally or not, may be deemed by the Parish Priest / PFC to be just cause for immediate cancellation of any letting or series of lettings, and may result in forfeiture of the entire security deposit.

11. VARIATIONS AND AMENDMENTS FOR THE ABOVE (IF AGREED)

Questions and Answers, Use of Parish Property by External Groups

What is an external group?

In determining what an external group is it is best to look at the Diocese's Insurance Policy. The Policy defines a Parish Related Activity as:

“any Parish activity which is carried out with the full knowledge and authority of and under the control of the clergy or any other person specifically authorised by them”.

This means that although the Parish Priest does not need to be on the Committee or attending the activity he will have authorised an individual to control the activity on his behalf and the Parish Priest can, at his discretion, withdraw his authority and the activity would then be deemed “external”.

What about groups carrying on Parish related activities?

Such groups will not need formal licences to use Parish Premises. They would however be subject to the oversight of Parish Safeguarding Committees.

How do we avoid confusion between a Parish Event and a Non Parish Event?

It is not unusual for third parties to pitch their event as if it is a Parish Group Event. For that reason the following clause has been added to the Licence

It is a requirement that all external groups make clear in any advertisements, notice or other forms of promotion that they are independent of the Diocese/Parish and that all issues/queries arising out of the use should be addressed to that external group and not the Diocese/Parish.

Can you explain the various elements in the form?

There are six elements.

- The cover page deals with the particulars of the external group.
- Section A explains that the use of church premises are primarily to support the work of the Diocese, the appropriateness of the proposed use, the non-commerciality of the agreement and the conditions surrounding bookings by individuals for one-off private events.
- Section B deals with safeguarding and must be completed by those groups working with “Vulnerable Groups” as defined in the document.
- Section C deals with insurance and must be completed by all Hirers except bookings by individuals for one-off private events.
- Section D is the declaration section that needs to be signed by all Hirers.
- The final section deals with regulations as to use of the premises.

These are essentially what would be recommended as best practice. They cannot cover all types of external premises e.g. car parks within the Diocese. Parishes may amend and add to these as they see fit.

What are the principal changes in this new edition?

Page 1 has been extensively revised. It requires the name of the group. It makes a distinction between the Hirer and Group Leader. Paragraphs 7, 8, 9 and 10 are additions to the form to make it easier to identify which licences have a safeguarding element.

Section A now deals principally with the ethical use of the premises. The general conditions are

dealt with under the Regulations to Use section at the end of the form.

The statement on one-off events establishes that the Parish insurance will now extend to cover it.

Section B has been restructured and extends the provisions to Adults at Risk of Harm and Adults in Need of Protection rather than Vulnerable Adults which was the former term.

Section C Insurance again distinguishes between the need of external users to provide details of insurance by external users apart from individual one-off events. The use of Bouncy Castles on parish premises is not recommended. They are inherently dangerous and give rise to many claims. However they are popular in some parishes and can be permitted with the consent of the Parish where the appropriate cover is produced.

Section D now includes the organisation or group as well as the individual hirer in the making of the declaration.

Regulations as to Use. These have been moved from Section A and illustrate what we believe to be best practice but may need to be tailored to suit circumstances prevailing for individual parish property.

Should the Parish Safeguarding Committees have sight of the external group's Safeguarding Policy?

At the roadshows some members of PSC s Many felt that it was important for the PSC to see the external group's Safeguarding Policy. We sought the advice of the Diocesan Insurers who responded as follows:-

*"After much deliberation and consultation we have come to the opinion that the interests of the Diocese/Parish are best served by **not** getting a copy of the Third Party's Child Protection Procedures.*

There is a myriad of legislation (e.g. Health & Safety, Child Protection etc.) out there which

Third Parties must adhere to and singling out the Child Protection legislation could be construed against the Diocese/Parish. Also if the Third Parties procedures ultimately prove defective it could be alleged that the Diocese/Parish had received a copy and raised no concerns (i.e. by default they gave tacit approval of the Procedures). In addition if the Diocese/Parish read the Procedures supplied and identify any inadequate provision they will then need to raise their concerns with the Third Party which again puts the Diocese/Parish in the frame for any subsequent issues arising.

*..... and following consultation with various legal advisers and the National Safeguarding Board we came to the conclusion **that a** "hands off" approach is the best course of action."*

What about audit lists of Volunteers and Participants?

The tenor of the advice is that External Groups have to self-declare their compliance with best safeguarding policies and that PSCs should rely on that declaration. A "hands off" approach would mean that no internal information should be sought from these groups.

Can we ask for the name of the Designated Person for Safeguarding in the external group?

Yes

Please note that if the Diocese/Parish is seen not to act in accordance with directions of its insurers then there would be a realistic chance that the insurers may refuse to indemnify the Parish in the event of a claims being made in such circumstances.

Can you define a one-off, private event?

A one-off, private event would be a single booking, where there is no on-going and repeated contact with Children/Young People, Adults at Risk of Harm or Adults in Need of Protection, and is regarded as a private arrangement between the organiser and the parents/carers of those attending the event, such as would exist if the event was to take place in the organiser's own house.

Can you provide examples of a one-off, private event?

These would include:

- Children's birthday parties
- Retirement parties
- Anniversary parties
- Christening parties

Do events associated with funerals require a licence application to be made?

No – a licence application is not required for an event associated with funerals that have taken place in the Parish or in another Parish in the Diocese.

Are schools required to provide insurance details?

No as far as Parish schools are concerned. We are aware of the insurance arrangements for CCMS schools i.e. Parish schools.

Yes as far as all other schools are concerned. They should complete the insurance details in Section C of the licence application.

Should a copy of the Regulations as to Use be given to the external group?

Yes – a copy should be given to them every time an application is made.

Can a Parish change the terms in the Regulations as to Use?

Yes – as indicated above Parish Halls and Centres come in all different shapes and sizes within our Diocese and it is appropriate that the regulations be tailored to suit individual circumstances.

However they cannot be amended in a manner that might contradict or negate any of the provisions within Sections A, B and C.

Can external groups leave their equipment in the Parish premises either in advance of or subsequent to an event?

No – the external group must bring their equipment on to Parish premises at the agreed start time and must remove their equipment at the agreed cessation time.

What if an external group (including a one-off, private event organiser) wishes to use a Bouncy Castle?

The use of Bouncy Castles is inherently dangerous and we recommend that they should not be permitted.

Some Parishes indicated that this would be a great disappointment to hirers catering for birthday parties for young parishioners. If the latter is the case the Diocese's insurance adviser would be prepared to check the operator's insurance cover. If this is suitable then the event may be authorised subject to the conditions below.

If these conditions are not followed then there will be no cover for claims made. These conditions are the same as those which would apply if a Parish was intending to use a bouncy castle for a Parish event.

The conditions are:

1. ***The equipment is hired from a reputable hire company.***

- 2. It is set up and dismantled by the hire company.*
- 3. All sides including the entrance and exit points and the back of the inflatable are constantly marshalled.*
- 4. No shoes are worn by anyone using the inflatable.*
- 5. If placed outside the inflatable is not positioned within 30 metres of passing traffic.*
- 6. No more than one child per 1.5 square metres of bouncing space is allowed.*
- 7. The inflatable is securely tied down.*

If 1 to 7 are not complied with no claims will be paid by the Insurer.

Cover is subject to the Terms Definitions
Exclusions Conditions and Limitations of the
Parish Policy.



Whistleblowing Guidance



CATHOLIC DIOCESE OF DOWN AND CONNOR

9. WHISTLEBLOWING GUIDANCE

9.1 Introduction

This guidance is written for all church personnel (staff, clergy, and volunteers) working with children/young people and adults within the parishes of the Diocese of Down and Connor. It does not apply to the staff in parish schools who will follow their own policies and procedures.

This guidance relates to raising a concern(s) about malpractice in child/adult safeguarding and drawing those concerns to the attention of those in a position of authority within the church who can address them. A diocesan Whistleblowing Policy for staff working in the Down and Connor Diocese is available and can be accessed on the diocesan intranet.

A whistleblowing guide is not designed to replace the need to report allegations, suspicions, knowledge, and concerns about the abuse of a child/young person or adult. These must be reported to statutory authorities and Church Authority (if the allegation relates to a cleric or religious).

Safeguarding children/young people and adults requires those working with children/young people, adults, and families to be committed to the highest possible standards of openness, integrity, and transparency. Staff, clergy, and volunteers must acknowledge their individual responsibility to bring matters of concern to the attention of senior management and/or relevant statutory agencies. Although this can be challenging, for example, you may be the first to recognise that something is wrong, but you may not feel able to express your concerns due to a feeling that this would be disloyal to colleagues, or you may fear harassment or victimisation, these feelings however natural, must never result in a child/young person or adult continuing to be unnecessarily at risk. Remember, it is often the most vulnerable children/young people and adults who are targeted. These children/young people and adults need an

advocate to safeguard their welfare.

Don't think, 'what if I'm wrong?' Think, 'what if I'm right!'

Share your concerns rather than walking away or doing nothing!

9.2 Aims and Scope of this Guidance

This guidance aims to:

- encourage all staff, clergy, and volunteers to feel confident in raising serious concerns and to question and act upon concerns about practice.
- provide avenues for you to raise those concerns and receive feedback on any action taken.
- ensure that you receive a response to your concerns and that you are aware of how to pursue them if you are not satisfied.
- reassure you that you will be protected from possible reprisals or victimisation if you have a reasonable belief that you have made any disclosure in good faith.
- ensure that you understand how to handle personal information properly and safely in accordance with the Data Protection Act 2018 and other relevant data protection laws.

9.3 Whistleblowing – What it Means

Whistleblowing can be defined as 'raising concerns about wrong-doing or misconduct within an organisation or within an independent structure associated with it'¹. It differs from raising concerns about allegations of abuse. It is when someone who works for or in an organisation (in a paid or voluntary capacity) wishes to raise concerns about malpractice in the organisation, for example crimes, civil offences, breach of the Church Body's child safeguarding procedures, practice which falls below the standards set out in

¹ <https://www.safeguarding.ie/images/Pdfs/Standards/Standard%201.pdf>

“Safeguarding Children, Policy and Standards for the Catholic Church in Ireland 2016”, a breach of the law, failure to comply with legal obligations, a possible miscarriage of justice, dangers to health and safety, damage to the environment, misuse of public money, corruption or unethical conduct, and deliberate concealment of any of these matters and the cover-up of these.

Those in ministry within the Church have certain common law confidentiality obligations to the Diocese. However, in a limited set of circumstances, whistleblowing may override these obligations if a person has information which they believe will not be addressed properly within the Diocese.

This guidance sets out the circumstances under which these disclosures may lawfully be made. In the case of safeguarding, these concerns are likely to be about activity that presents a possible risk to children/young people and adults or systemic failure/acts of omission, in relation to children/young people and adults and/or the services they receive. It applies when you have no vested interest and are reacting as a witness to misconduct or malpractice that you have observed. It is important to check out your concerns with those who are in a position to assess and deal with such matters appropriately.

9.4 Legislation Underpinning Whistleblowing

In Northern Ireland, the law that covers whistleblowing is The Public Interest Disclosure (Northern Ireland) Order 1998, (as amended in October 2017). This does not include volunteers.

<https://www.gov.uk/government/publications/the-public-interest-disclosure-act/the-public-interest-disclosure-act>

Within the Diocese of Down and Connor this guidance applies if you are member of staff, clergy, or volunteer. Blowing the whistle is more formally known as ‘making a disclosure in the public interest’. The law states the importance of disclosing concerns, knowing that you are protected from losing your job and/or being victimised because of what you have uncovered and made public.

An easy-to-read guide to the effect of this legislation is available to download from <https://www.economy-ni.gov.uk/sites/default/files/publications/economy/public-interest-disclosure-guidance.pdf>

9.5 Safeguards

Harassment or victimisation

The Diocese of Down and Connor is committed to good practice and maintaining high standards. The Diocese wishes to be supportive of all who contribute to the work of the Diocese.

However, the Diocese recognises that the decision to report a concern can be a difficult one to make. If what you are saying is true, you should have nothing to fear because you will be doing your duty to your employer and those for whom you are providing a service.

The Diocese will not tolerate any harassment or victimisation (including informal pressures) and will take appropriate action to protect you when you raise a concern in good faith.

9.6 Confidentiality

All concerns will be treated in confidence and every effort will be made not to reveal your identity if you so wish. Whilst reporting may remain confidential, in most instances this cannot be guaranteed. Everyone has the right to know who makes a complaint against them. This should not deter one from raising the concern but is a reminder of the importance of providing evidence to support the concern. At the appropriate time, you may need to come forward as a witness.

9.7 Anonymous Allegations

This guidance encourages you to put your name to your allegation whenever possible. Concerns expressed anonymously will be considered and addressed but will be treated with extra caution and at the discretion of the Diocese of Down and Connor. It should be remembered that wherever

possible confidentiality will be preserved. In exercising this discretion, the factors to be taken account of would include: the seriousness of the issues raised, the credibility of the concern and the likelihood of confirming the allegation from attributable sources.

Anonymous allegations may be impossible to verify and will not generally provide sufficient scope for a full and proper investigation within the terms of this policy. Anonymous allegations will, therefore, be considered on a case-by-case basis at the sole discretion of the Diocese of Down and Connor and may be rejected without any further action being taken.

9.8 Untrue/Unfounded Allegations

If you make an allegation in good faith, but it is not confirmed by the investigation, no action will be taken against you. If, however, you make an allegation frivolously, maliciously or for personal gain, further action, which for employees, may include disciplinary action may be taken against you.

9.9 How to Raise a Concern

- You should voice your concerns, suspicions, or uneasiness as soon as you feel you can. The earlier a concern is expressed, the easier and sooner action can be taken.
- Try to pinpoint exactly what practice is concerning you, and why.
- You may wish to consider discussing your concern with a colleague first, and you may find it easier to raise the matter if there are two (or more) of you who have had the same experience or have the same concerns.
- Approach your immediate superior/supervisor/manager/group leader
- or Designated Liaison Person (DLP) for the Diocese.

- If your concern is about your immediate superior/supervisor/manager/group leader, speak to the DLP, or if you feel you need to take it to someone outside of the Safeguarding Office, then contact the Chancellor, the Bishop of Down and Connor, the statutory services, or the National Board.
- Confirm your concerns with factual information (dates, times details, history, giving names, dates, locations and any other relevant information) in writing.
- The reason why you are particularly concerned about the situation.
- You are not expected to prove the truth of your disclosure, but you need to demonstrate sufficient grounds for concern.
- Seek a satisfactory response in writing; do not let matters rest. If you do not receive a written response within a reasonable timeframe, write again seeking a written response. A failure to respond should be included in any further disclosure to the statutory authorities or the National Board.
- Follow up if the person to whom you reported has not responded within a reasonable time period and if that follow up is not acted upon, report the matter to the relevant statutory authorities.

Please note that the information provided will be held on file in accordance with the Data Protection Act 2018, the data protection policy of the Diocese of Down and Connor and the Privacy Notice of the Down and Connor Safeguarding Office, which can be found at <http://www.downandconnorsafeguarding.com/privacy-notices/>

The data entered will be used only for the purpose indicated and will be held confidentially. The data may only be accessed by those with responsibility for managing records and will not be shared with external organisations unless there is a need and a lawful reason to do so. The data will be updated when appropriate and destroyed in keeping with the records retention policy.

9.10

How the Diocese Will Respond

The Church person to whom the disclosure is made should acknowledge receipt in writing within seven days of receiving it.

This person to whom you report your concerns under this guidance must, in turn, report them to the DLP within five working days. If the concern raised indicates immediate risk, it would be expected that this be brought to the attention of the Diocesan Safeguarding Office immediately and no later than within 24 hours.

The Church person to whom the disclosure is made should keep detailed notes of the disclosure, action taken, who was consulted and the outcome of the inquiries.

The Diocese of Down and Connor will respond to your concerns. Relevant information on the nature and progress of any enquiries resulting from the concern may be shared with the person who made the disclosure. It is acknowledged that confidential sensitive data cannot be shared so the response should include general information about internal inquiries and statutory referrals made. Do not forget that testing out your concerns is not the same as either accepting or rejecting them.

Where appropriate, the matters raised may be investigated by management, internal audit, through the disciplinary process, be referred to the police, be referred to an external auditor i.e., National Board for Safeguarding Children in the Catholic Church in Ireland (NSBCCCI) forming the subject of an independent inquiry.

To protect individuals and those accused of misdeeds or possible malpractice, initial enquiries will be made to decide whether an investigation is appropriate and, if so, what form it should take. The overriding principle which the Diocese will have in mind is the public interest. Concerns or allegations which fall within the scope of specific procedures (for example, child/young person safeguarding, adult safeguarding, and discrimination or harassment issues) will normally be referred for consideration under those

procedures. Some concerns may be resolved by agreed action without the need for investigation. If urgent action is required, this will be taken before any investigation is conducted. Within seven working days of a concern being raised, the Diocese will write to you: acknowledging that the concern has been received indicating how the Diocese proposes to deal with the matter giving an estimate of how long it will take to provide a final response. telling you whether any initial enquiries have been made supplying you with information on support available from the Diocese and telling you whether further investigations will take place and if not, why not.

The amount of contact between the officers considering the issues and you will depend on the nature of the matters raised, the potential difficulties involved, and the clarity of the information provided. If necessary, the Diocese will seek further information from you. Where any meeting is arranged, off-site if you so wish, if you are a staff member, you can be accompanied by a union representative or a work colleague. Clergy and volunteers can be accompanied by an appropriate companion at the agreement of the Diocese.

The Diocese of Down and Connor will take steps to minimise any difficulties which you may experience because of raising a concern. For instance, if you are required to give evidence in criminal or disciplinary proceedings, the Diocese will arrange for you to receive advice about the procedure and you may also wish to contact the support officers.

The Diocese of Down and Connor accepts that you need to be assured that the matter has been properly addressed. Thus, subject to legal constraints, we will inform you of the outcome of any investigation, but any information needs to be kept confidential.

A member of staff, clergy or volunteer is not expected to prove the truth of an allegation but will need to demonstrate sufficient grounds for the concern.

9.11 What Happens Next?

You should be given information on the nature and progress of any enquiries. The Diocese has a responsibility to protect you from harassment or victimisation. No action will be taken against you if the concern proves to be unfounded and was raised in good faith. Malicious allegations may, in the case of a staff member, may be considered a disciplinary offence.

9.12 Self-Reporting

There may be occasions when a member of staff, clergy or volunteer has a personal difficulty, perhaps a physical or mental health problem, which they know to be impinging on their competence. Diocesan staff, clergy or volunteers have a responsibility to discuss such a situation with their manager/group leader, so professional and personal support can be offered to the member of staff, clergy or volunteer concerned. While such reporting will remain confidential in most instances, this cannot be guaranteed where personal difficulties raise concerns about the welfare or safety of children/young people and adults.

9.13 Disclosure to an external person, other than statutory bodies, government officials or the National Board.

A disclosure made to an external person, for example, a journalist, may be a protected disclosure if it meets several conditions:

- You must reasonably believe that the information disclosed, and any allegation contained in it, are substantially true.
- You must not make the disclosure for personal gain.
- The making of the disclosure in public is in all the circumstances, reasonable.

At least one of these conditions must be met:

- At the time you make the disclosure you must reasonably believe that you will be penalised if you make the disclosure to the Church Authority, statutory personnel or a government minister, or National Board.
- Where you reasonably believe that it is likely that the evidence will be concealed or destroyed if you make the disclosure directly to the Church Authority, statutory body, or National Board.
- You have previously made a disclosure of substantially the same information to the Church Authority, statutory personnel, government minister or National Board.
- The wrongdoing is of an exceptionally serious nature.

9.14 Further Advice and Support

It is recognised that whistle-blowing can be difficult and stressful. Advice and support are available from the Safeguarding Office by contacting: 028 9049 2798 and the NBSCCCI at: <http://www.safeguarding.ie>

“Absolutely without fail – challenge poor practice or performance. If you ignore or collude with poor practice it makes it harder to sound the alarm when things go wrong.”

(Reproduced with acknowledgement to
“Sounding the Alarm” – Barnardo’s)

9.15 Whistleblowing Record Form

Whistleblowing Record Form



Section 1 – To be completed by person raising a concern of malpractice

Name of person raising concern	
Name of person and church body against whom the concern is being raised	
Brief details (factual) of the concern	
Date and person to whom the concern was raised	

Section 2 – Response by recipient of concern

Date concern was reviewed and assessment of facts <ul style="list-style-type: none"> • Concern requires further inquiry • No further action (state reasons) 	
Details of action taken Include: <ul style="list-style-type: none"> • Any referral to statutory agency • Consultation with National Board • Restrictions on ministry • Report to Holy See 	
Date and person to whom the concern was raised	

Data Protection This form will be held on file, in accordance with the Data Protection Act 2018, data protection policy of the Diocese of Down and Connor and the Privacy Notice of the Down & Connor Safeguarding Office, which can be found at <http://www.downandconnorsafeguarding.com/privacy-notices/>

The data entered will be used only for the purpose indicated on the form and will be held confidentially. The data may only be accessed by those with responsibility for managing records or group activities and will not be shared with external organisations unless there is a need and a lawful reason to do so. The data will be updated when appropriate and destroyed when no longer necessary or relevant.



Complaints Procedure



**Safeguarding
Office**

CATHOLIC DIOCESE OF DOWN AND CONNOR

10. COMPLAINTS PROCEDURE

Having a culture of openness, transparency and fairness means that a parish or organisation has nothing to hide in terms of practice, and that it is open to hearing feedback from children, vulnerable adults, carers, other clergy, staff, volunteers and parishioners about the services the parish offers and how it can improve upon them.

Where any member of the parish has a concern or complaint about some aspect of parish activities, they should be able to voice this concern and have it taken seriously. Parishes should have a complaints procedure for dealing with such issues, and this needs to be distinguished from complaints of a serious nature, for example where abuse or exploitation is suspected; then the reporting procedure (refer to Diocese of Down and Connor Child Protection Policy and Procedures) takes precedence over the complaints procedure.

Parishioners, carers and children should be made aware of this process, and of the complaints procedure being outlined in this guidance, by clergy and group leaders, and it should also be provided to groups/parents/carers at the beginning of each year in an information leaflet.

All recorded information relating to complaints should be kept confidential and stored in a secure place in the Parish Office. Records regarding complaints should be kept for a period of time as indicated in the data protection guidelines.

A framework for a simple complaints procedure

If there is a complaint which is ***not a child protection issue***, the parent or child should, as far as possible, discuss the complaint with the leader of the group/activity. If the matter is not resolved, then the complainant should discuss it with the parish priest in charge, who would facilitate a meeting between the parties. The parish priest's decision or resolution of the issue should be accepted by both parties. A similar framework could be used to create a grievance procedure where a leader has a concern.

Suggested complaints procedure

This information is for the workers, parents or adults with parental responsibility, or members of the community.

It is the aim of any church organisation to maintain happy and harmonious relationships with all who are associated with it and ensure that experiences provided are positive. It is extremely important that everyone feels their views and opinions are valued.

It is also recognised that, on occasion, concerns may arise which require looking into and a response. It is expected that most of these will be dealt with quickly and effectively by the leaders of the group. However, a complaint may arise that requires a more formal consideration and response. The following is an appropriate procedure for dealing with complaints fairly and in the best interests of everyone involved.

Parish groups need to ensure that all complaints will be looked into in strictest confidence and that a response will be offered within the agreed time-frames.

Making a complaint which is not related to child protection

- Any complaint should normally be raised first by speaking with the leader of the group and then, if not satisfied, with the parish priest.
- If you feel that you do not want to discuss the matter with a leader, if they cannot answer your concern, or if your query is more serious, a formal written complaint should be submitted to the parish priest whose contact details should be made available to you. Please be assured that all complaints will be looked into in the strictest confidence and that a response will be offered within the agreed time-frames.
- If the nature of your complaint suggests that a child may be at risk of significant harm, then a report will be made to the statutory child protection agencies in line with the Diocese of Down and Connor Child Protection Policy and Procedures.

- The parish undertakes to acknowledge any formal complaints within five working days. It is our aim to resolve all complaints within four weeks, but this may take longer depending on the nature of the complaint. In any event you will be kept informed of progress. Please understand that most leaders are volunteers and that it may take a little while for them to reply in detail.
- Should you feel unhappy with the initial response there are arrangements to appeal a decision regarding a complaint or grievance.

Please note that the information provided will be held on file in accordance with the Data Protection Act 2018, the data protection policy of the Diocese of Down and Connor and the Privacy Notice of the Down and Connor Safeguarding Office, which can be found at <http://www.downandconnorsafeguarding.com/privacy-notices/>

The data entered will be used only for the purpose indicated on the form and will be held confidentially. The data may only be accessed by those with responsibility for managing records or group activities and events and will not be shared with external organisations unless there is a need and a lawful reason to do so. The data will be updated when appropriate and destroyed when no longer required.



Guidance on Use of Technology



CATHOLIC DIOCESE OF DOWN AND CONNOR

11. GUIDANCE ON USE OF TECHNOLOGY

Church authorities need to assess the benefits of technology and how this can be used safely and effectively, in line with rules that respect the dignity and rights of all users, particularly children. Detailed policies and procedures should be provided on the use of technology, including digital and online systems such as:

- Photography (11.1)
- The internet (11.2)
- Texting and emailing (11.3)
- CCTV and webcams (11.4)

The majority of occasions when people use mobile phones or computers or take photographs of children do not provide any cause for concern. However, there are occasions when this is not the case.

At the outset it is important to identify the risks associated with the use of technology, and then to minimise the risks by putting in place the measures outlined below.

Consent

The consent of parents/guardians and children should always be sought prior to engaging in any activity that involves the use of IT equipment, such as those outlined above.

A Parish or diocesan group may seek overall consent from its members/group leaders (7.9.2) or it may ask for permission for set occasions (7.9.9).

When seeking consent for the use of images or videos for church purposes, the following should be considered:

- The issue of consent for photography/videoing for church purposes should be addressed with parents/guardians and children prior to the sacramental day, and the policy should be explained to all families who will be attending.

- In seeking consent for photography/videos, children and families should be reminded about the rights to privacy and data protection of other children, their families and the wider community.
- Those organising an event for church purposes, and who are seeking consent for photography/ video usage, should be sensitive to the fact that many parents/guardians are reluctant to allow the general viewing of their children, or of children in their care, on sites such as YouTube, Facebook, etc.

Any consent given must be held on file in accordance with the Data Protection Act 2018, the data protection policy of the Diocese of Down and Connor and the Privacy Notice of the Down and Connor Safeguarding Office, which can be found at <http://www.downandconnorsafeguarding.com/privacy-notices/>

The data entered will be used only for the purpose indicated and will be held confidentially. The data may only be accessed by those with responsibility for managing records or group activities and events and will not be shared with external organisations unless there is a need and a lawful reason to do so. The data will be updated when appropriate and destroyed when no longer required

Purpose

Guidelines should be clear as to the reason and purpose of the use of the particular form of technology. They should:

- Provide a clear brief about what is considered appropriate in terms of content and behaviour and use of equipment
- Provide guidance on acceptable language
- Provide guidance on storage of information in accordance with the Data Protection Act 2018 and other relevant data legislation
- Provide guidance on use of photography: if using an external photographer/videographer, seek confirmation about any publications that will be made by them after the event, and

ensure that they have been vetted, have identification and do not have any unsupervised access to children or one-to-one photo sessions at events

- Images of children should never be taken that capture them in what are commonly understood as non-public activities. Children should be fully and appropriately dressed and related images should always be about the activity and not focused on any individual child
- Images should not allow the identification of a child or their whereabouts. The full name of a child should not be used
- Children in vulnerable circumstances (e.g. those in care, or victims of any type of abuse) should not be photographed without the consent of those who hold parental responsibility
- Provide guidance on the use of mobile phones, and especially on the use of mobile phone cameras, which can be easily used for offensive actions without the subject being aware of their use
- Provide guidance on how to communicate this policy with parents/guardians and young people.

11.1

Guidance on the Use of Photographs and Images of Children and Young People

Parents/carers often want to be able to celebrate the achievements of their children when taking part in parish-related activities through photographs and will also, on occasion, be happy to promote their activities to encourage increased participation. The Safeguarding Office does not advocate the banning of photography and the use of images and videos of children, but recommends that appropriate and proportionate safeguards should be in place to ensure a safe parish environment for children and young people. This guidance will help to ensure that all necessary steps are taken to protect children and young people from the inappropriate use of their images in resources and media publications, on the internet and elsewhere.

There have been concerns about the risks posed directly and indirectly to children and young people through the use of photographs on websites and other publications. Photographs can be used as a means of identifying children when they are accompanied with personal information, e.g. this is X who lives at Y, is a member of the Z youth club and likes a certain music group. This information can make a child vulnerable to an individual who may wish to start to “groom” that child for abuse – online (e.g. through websites or social networking) or through direct contact in the off-line, “real” world. Information placed on the internet has also been used by estranged parents (e.g. in adoption or domestic violence circumstances) to identify, trace and cause significant difficulties for children.

The content of photographs can itself be inappropriate, or used or adapted for inappropriate use. There is evidence of this inappropriate or adapted material finding its way onto sites showing child abuse images, and of inappropriate images being shared within groups of offenders.

The Safeguarding Office advises all parishes to adopt the following principles:

1. The interests and welfare of children taking part in parish activities is paramount.
2. Children and their parents/carers have a right to decide whether their photograph is taken, and how those images may be used.
3. Children and their parents/carers must provide written consent for their images to be taken and used.

Easy rules to remember are:

- If the child is named, avoid using their photograph.
- Avoid the use of the first name and surname of individuals in a photograph. This reduces the risk of inappropriate, unsolicited attention from people within and outside the parish.
- Ask for the child’s permission to use their image if they are aged 13 years or above. This ensures that they are aware of the way the image is to be used to represent the parish activity. A Child’s Permission Form is one way of achieving this (use the joint consent forms in the Resource Pack).
- Ask for parental permission to use an image of a young person. This ensures that parents are aware of the way the image of their child is representing the parish activity. Developing or adopting a Parental Permission Form is one way of achieving this. Be clear about how and for how long images will be securely stored (including how access to images and associated consents and information will be controlled) and used, e.g. newspaper, local magazine, parish bulletin, promotional materials or internet/website.
- Only use images of children in suitable dress to reduce the risk of inappropriate use. With regard to the actual content, it is difficult to specify exactly what is appropriate given the range of diverse activities and events organised and held in parishes. However, there may be some activities when the risk of potential misuse is much greater than for

others. With these activities the content of the photograph should focus on the activity, not on a particular child, and should avoid full-face and body shots. So, for example, shots of children in a pool would be appropriate or, if poolside, from the waist or shoulder up.

- Create a recognised procedure for reporting the use of inappropriate images to reduce the risks to children. Follow your safeguarding procedures, ensuring the Designated Officer and social services and/or police are informed.

First steps and things to think about

- Establish the types of images that appropriately represent the parish for the web and other media.
- Think about the level of consideration you give to the use of images of children in other publications, for example the processes involved in choosing appropriate images for the newsletter or magazine.
- Apply an increased level of consideration to the images of children and young people used in the website.

Guidelines for use of photographic filming equipment for official use at parish-related activities and events

1. Provide a clear brief about what is considered appropriate in terms of content and behaviour.
2. Issue the photographer with identification which must be worn at all times.
3. Inform children and parents that a photographer will be in attendance at an event, and ensure they consent to both the taking and publication of films or photographs which feature and clearly identify their child (e.g. close-ups, small group photos).
4. At many events, organisers and others will reasonably wish to take wide-angle, more general photos of the event sites, opening and

closing ceremonies, and so on. Separate to the issue of consents for “identifying” photographs/footage (as above), parents and children should at least understand that these types of images will be taken during, or at specific points in, the event, e.g. information could be included on the parental consent form. It is not reasonable, practical or proportionate to require parental consents for this type of photography, or to preclude it on the basis of the concerns of a small number of parents.

5. Do not allow unsupervised access to children or one-to-one photo sessions at events.
6. Do not approve/allow photo sessions outside the event or at a child’s home.
7. Children, parents and others should be informed that if they have concerns they can report these to the organiser/Designated Officer.
8. Concerns regarding inappropriate or intrusive photography should be reported to the event organiser or Designated Officer and recorded in the same manner as any other child protection concern.

Other professional photographers/filming/video operators wishing to record the event should seek accreditation with the event organiser by producing their professional identification for the details to be recorded. Ideally, they should request this at least (set number of days) working days before the event.

Students or amateur photographers/film/video operators wishing to record the event should seek accreditation with the event organiser by producing their student or club registration card and a letter from the club/group or educational establishment, outlining their motive for attending the event and the planned use of the material.

Accreditation may be provided through applying the following procedure:

- Professionals should register prior to the event, and their identification details should be recorded – name and address and contact details of the person using the camera

- Names of subjects (if specific)
- The reason for making the images, or use to which the images will be put
- Signed declaration that the information provided is valid and that the images will only be used for the reasons given.

A clear brief about what is considered appropriate in terms of content and behaviour should be issued. It may include a list of any areas where photographic and recording equipment, including mobile phones, is forbidden under all circumstances (e.g. specific church areas, toilet areas). Unsupervised access to children and young people, or one-to-one photo sessions at events, or photo sessions outside the events or at a child's home should not be approved/allowed.

Guidelines for Use of Photographic Filming Equipment by Parents, Guardians or Spectators

1. Parish events

If parents/guardians or other spectators are intending to photograph or video at an event, for example First communion or Confirmation, they should also be made aware of the parish's expectations. In most instances, this may be dealt with through the schools organising such events, but where this is not the case for some participants it will be for the parish to take the responsibility. Spectators should be asked to register at an event if they wish to use photographic equipment. It is helpful for the event organisers to provide some indication, e.g. a sticker for each registered camera or badge to be displayed by the spectator, to help others recognise those who have registered and respond to those who do not appear to have registered.

Public information: the specific details concerning photographic/video and filming equipment registration should, wherever possible, be published prominently in parish event programmes, church notice boards and the parish bulletin.

The recommended wording is:

In line with child safeguarding best practice the Diocese of Down and Connor, the promoters of this event, request that any person wishing to engage in any video, zoom or close-range photography should register their details with the parish priest/staff/volunteers before carrying out any such photography. If parents have any particular concern about their children being photographed or filmed they should notify the parish priest/staff/volunteer in charge. The parish reserves the right to decline entry to any person unable to meet or abide by the parish's conditions. If you are concerned about any photography taking place at this event, please contact the event organiser, who will be pleased to discuss this matter with you.

2. All group/club sessions

There is no intention to prevent club and group leaders videoing or taking photographs. However, children/young people and their parents should be aware that this is part of the programme and be asked for their written consent to it. Care should be taken in the secure storage of such materials and films. If clubs are concerned that someone they do not know is using their activity for photography or filming purposes, they should ask them to leave and contact their line management/Designated Officer (depending on the nature of the concerns) or the police for further advice. Clubs and group leaders should include wording on their consent forms similar to the following (see 7.9.2 and 7.9.9):

Name of club will follow the Diocesan Safeguarding Office guidance for the use of photographs and images of children, a copy of which is available from the **diocesan Safeguarding website or the Safeguarding Office**.

Name of club will take all steps to ensure these images are used solely for the purposes for which they are intended. If you become aware that these images are being used inappropriately you should inform **name of club senior youth worker** (telephone number), **name of group leader** and the **Designated Liaison Person** immediately. I consent to **name of club/name of parish group** photographing or videoing my child.

11.2 Use of Internet

It is recognised that the internet is valuable and widely used. Within the church context, clear guidelines must be developed and inserted into the code of behaviour for each church activity involving children (Parish Resource Pack, Section 3).

If there is a computer being used as part of the activity or programme clear guidelines must be in place.

The following are deemed unacceptable behaviours and must be avoided in every situation:

- Visiting internet sites that contain offensive, obscene, pornographic or illegal material
- Using a computer to perpetrate any form of fraud or piracy
- Using the internet or email systems to send offensive and harassing material to others
- Using obscene or racist language in computer-assisted communications
- Publishing defamatory or otherwise false material generated by oneself or by others through social networking
- Introducing any form of malicious software into the used network
- Intentionally damaging any information communication technology equipment
- Using another user's password, or giving that password to a third party.

It is important that the following are made clear to all who use the internet:

- All church personnel/volunteers/group leaders must be made aware of their responsibility, and sign up to appropriate use of the internet as part of a code of behaviour (Parish Resource Pack, Section 4)

- Responsibility is about safeguarding children and taking care of oneself, one's co-workers and group leaders
- Anyone using a shared computer requires their own individual password
- Training in appropriate and responsible internet and computer use is imperative in order to follow best practice in all activities that concern children, co-workers and volunteers.

11.3

Use of Texting and Email

Texting and email are very quick and effective methods of communication for those involved in church activities. Usually this does not include adult members of church personnel contacting young people directly, as contact is usually made via their parents/guardians. However, there are certain circumstances where contacting young people directly may be necessary (e.g. in an emergency or on a trip away); any members of church personnel using this method of communication with young people should ensure appropriate safeguards are in place, as there are certain risks associated with the safe and appropriate use of texting and email, which must be managed.

The risks of text and email messaging for children and young people are:

- Inappropriate access to, use of, or sharing of personal details (names, numbers, email addresses)
- Unwanted contact with children/young people from adults, text bullying by peers, etc.
- Being sent offensive or otherwise inappropriate materials
- Grooming for sexual abuse
- Direct contact and actual abuse.

The risks for adults include:

- Misinterpretation of their communication with young people
- Potential investigation (internal or by statutory authorities)
- Potential disciplinary action.

Using bulk (or bundled) text and email messaging
A way to minimise the risks above is to use bulk text messages. This is where the same text or email message is sent to several young people involved with a particular activity or group. The advantage of this approach is that it presents fewer opportunities for misuse and abuse than personal, one-to-one texting or emailing

arrangements between staff or volunteers and. Therefore, one-to-one texting or emailing should be strongly discouraged and should only occur in exceptional circumstances. The same applies to emailing young people.

The following guidance is provided to minimise risk to all.

1. Consent must be obtained from young people and their parents/guardians prior to sending young people text or email messages. Parents/guardians should be copied in on texts and emails that their child will be sent.
2. The young people's mobile phone numbers or email addresses should be stored safely and securely, with access only available to the specific, identified members of church personnel. The numbers or details should not be shared with anyone else, and should only be used for the purposes of the text and email messaging system regarding the church activity.
3. All text and email messages must be sent via a bundle to a group of young people, i.e. the same standard text message is sent to every member of the group. The text and email messaging system should never be used to send text or email messages on an individual basis (i.e. to just one person).
4. All text and email messages sent must make it clear to the young people receiving them who has sent the message.
5. Young people should not be given the opportunity to text or email back to the system. It should only be used as a one-way communication channel.
6. The text and email messages that are sent must never contain any offensive, abusive or inappropriate language or language or images that could be misinterpreted
7. When this guidance is being provided in relation to church-related activities, all of the text or email messages sent must be directly related to church activities. The text or email

messaging system and mobile phone numbers must never be used for any other reason or in any other way

8. All of the text and email messages sent should include a sentence at the bottom that provides young people with the opportunity to unsubscribe from receiving further text and email messages.

11.4 Use of CCTV and Webcams

The increasing use of CCTV and 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 invaded or eroded. Each church body must have an appropriate data protection policy in place that covers the use of webcam and CCTV images.

The implications of the Data Protection Act 2018 and other related legislation and regulations need to be given careful consideration.

See link: www.ico.org.uk/for-the-public/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, or of individuals damaging property or removing goods without permission.

Using a CCTV to constantly monitor employees is highly intrusive and would need to be justified by reference to special circumstances. The retail sector is one example where there is evidence to suggest that money or goods could be removed without authorisation.

The location of CCTV cameras is a key consideration, and its use within areas where individuals would have a reasonable expectation of privacy, e.g. toilets and changing rooms, would be difficult to justify.

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.

Having acknowledged the positive and sometimes negative aspect of CCTV, each church body should draw up a policy and guidelines in order to maximise the benefit of such installations

and minimise the possibility of a person's privacy being infringed.

The following should be considered:

- If CCTV cameras are in place, it is important to have very obvious signs informing church personnel, parishioners, volunteers and the public that this is the case.
- All uses of CCTV must be appropriate and fit for a specific purpose. As CCTV infringes the privacy of persons captured in the images, there must be a genuine reason for installing such a system.
- If such a system is being installed, the purpose for doing so must be displayed in a prominent place and preferably behind a locked noticeboard where it will not be damaged or removed. In a church, an obvious place would be within the porch and at all entrances.
- Tapes should be stored in a secure environment, along with a log of access to tapes. Access should be restricted to authorised personnel. Similar measures should be in place when using disc storage, with the creation of automatic logs of access to the images.

Guidance and advice around the use of operation of CCTV can be found on the Security Industry Authority (SIA) website.

Web broadcasting

There are a number of data protection issues that must be met in relation to broadcasting on the internet. The policy should be reflective of these:

- Recording people via a web camera, and the subsequent displaying of such images over the internet, is regarded as the processing of personal data. It is imperative that it must be done with the consent of the individual.
- 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 or visiting the church that web cameras are in operation.

- If the church activity being recorded involves children (for example as altar servers, ministers of the word, choirs, etc.) then their written consent and that of their parents/guardians is required.
- Service providers should be able to give regular and accurate information regarding the number of people who actually log in online to view. This information is important for future planning and assessing the value of web broadcasting.
- If connecting to the parish broadband, ensure that the broadband package has unlimited usage for uploading, or else there is a risk of incurring significant costs from the provider.
- It is imperative that live broadcasts can be terminated to stop transmission. This should be done by accessing the control panel of the system. If this is not accessible by the priest from the altar, someone should be delegated to break transmission if required.



Diocesan Safeguarding Data Protection/Privacy Guidelines



CATHOLIC DIOCESE OF DOWN AND CONNOR

12. DIOCESAN SAFEGUARDING DATA PROTECTION/PRIVACY GUIDELINES

For the avoidance of doubt, the Safeguarding Office is subject to the general **Privacy Notice for the Diocese of Down and Connor** a copy of which can be found here.¹ The following is intended to provide additional information in a safeguarding context about how we use and protect the information that we hold about you. This is not intended to replace or amend the general Privacy Notice for the Diocese of Down and Connor.

1. What personal data do we hold about you?

We hold basic information about who you are, what your contact details are and details of your family and social circumstances. We may also collect a “special category” of data which means sensitive data like information about your ethnicity, religious beliefs, sexual orientation or sexual life, information about physical or mental health, political beliefs etc. Due to the nature of the work we undertake as the Safeguarding Office, we may process this kind of sensitive information where it is relevant to our work. For example, in disclosing an allegation of abuse, you may share sensitive information with us.

2. How do we process your personal data?

The Safeguarding Office complies with its obligations under the Data Protection Act 2018 (and any other applicable data protection laws) by keeping personal information up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of personal information; by protecting personal information from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate organisational and technical measures are in place to protect your personal information.

3. How is your personal data used?

We will only use your personal data when we have a lawful reason to do so or where you have provided your consent. For example, your personal data may be used:

- To gather information about allegations, suspicions and concerns of child abuse made against any member of clergy, staff, or volunteers.
- To provide an outreach and support service if you, or a member of your family has been abused by clergy, or others working on behalf of the Diocese.
- To enable you to make a complaint about child abuse.
- To help you to access counselling and other services.
- To take steps to address complaints of child abuse, including reporting such complaints to the relevant authorities (Social Services, PSNI), and taking action to prevent harm to children or adults at risk.
- To allow a Support Person to provide help and assistance to those who are in the process of making a complaint about child abuse, such as assistance in accessing counselling services or other services.

4. When can we share your personal data?

Your personal information will be treated as strictly confidential and may only be shared:

- Internally within the Safeguarding Office, amongst our employees and consultants who are subject to a contractual duty of confidentiality;
- Where we become aware of an alleged offence we are under a legal obligation to report this to the PSNI/ Social Services, even if you or the affected individual withdraws the complaint;

¹ <http://www.downandconnor.org/wp-content/uploads/2018/06/Privacy-Notice-DC-31-May-18-2.pdf>

- Where it is necessary to protect you, or a child or an adult at risk from physical, mental or emotional harm;
- With the Diocesan Safeguarding Advisory Panel, the members of which are subject to a duty of confidentiality.
- The Diocesan Safeguarding Committee does not have access to personal data, they do have access to parish data (not personal data) for audit purposes.
- We may share anonymised, statistical data, from which you cannot be identified with the National Board for Safeguarding Children in the Catholic Church in Ireland, for audit purposes and with the Diocese to enable them to report to Charity Commission for Northern Ireland in furtherance of its duty as a charity to report serious incidents.

We always aim to work together in a collaborative way with anyone who is reporting a child abuse complaint. Due to our legal obligations, however, we may have to share information that you have provided to us with third parties without your consent.

5. How long do we keep your personal data?

We keep personal information in accordance with the guidance provided by the Diocese of Down and Connor, and in accordance with our legal obligations.

If you require more information on this, please contact us using the details in the general Privacy Notice for the Diocese of Down and Connor.

6. What rights do you have to your personal data?

You have the right to be informed that your information is being processed and to request a copy. You have the right to request that your personal information is rectified if it is out of date or inaccurate and where there is a dispute in relation to the accuracy or processing of your personal information, to request a restriction is

placed on further processing. You can request that your personal data is erased when there is no compelling reason for the Safeguarding Office to continue to process the information and you have the right to withdraw your consent to the processing at any time.

It is important to note that there are exceptions to the above rights. If we are not able to comply with a request from you in relation to one of the rights above, we will write to you to explain the legal reasons why we are unable to do so.

7. The Right to complain

If you are unhappy with any aspect of how your personal information is being processed, please contact: Diocesan Data Protection Officer

Name:

Telephone: +44 (0) 28 9077 6185

Email: dataprotection@downandconnor.org

You can contact the Information Commissioners Office by the following means:
The Information Commissioner's
Office – Northern Ireland
3rd Floor
14 Cromac Place,
Belfast
BT7 2JB

Telephone: 028 9027 8757 / 0303 123 1114

Email: ni@ico.org.uk

If you have any queries or require more information please see the general Privacy Notice for the Diocese of Down and Connor a copy of which can be found here.¹