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Foreword – Bishop John Mc Areavey

The Church has a duty to ensure that children, and young people who come into contact with it, its personnel and activities, are safe and are treated with care and respect.

When an allegation of abuse is made to Church authorities, we have an obligation to act quickly and do all in our power to protect others who may be at risk. I am personally committed to discharging this responsibility.

In every instance the welfare of children and young people is paramount.

The diocese of Dromore has a strong commitment to safeguarding children and young people through a range of measures that will enhance their care and reduce the risk of harm. To ensure this, we have developed a range of safeguarding policies and procedures for implementation throughout this diocese.

I commend and thank all who have given their time, expertise and energy to this vital apostolate in our diocese. I pray God's blessing on the work that has already been done and the work that will be done in coming years.

+ Bishop Mc Areavey



Introduction

This document is designed to fulfil the requirements of Safeguarding Children: Standards and Guidance Document for the Catholic Church in Ireland (2008). It sets out the commitment of the Diocese of Dromore to ensuring the safety of children involved in Church activities and the specific measures that are being taken to give effect to this. Meeting the Standards contained in the document will protect:

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

These Standards will be used by all Church organisations in the diocese and in every parish.

The civil authorities referred to in this document are the Health and Social Services Trust and the Police Service of Northern Ireland.

For the purposes of this document a child is a person under the age of 18 years.

Founding Principles

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

- Demonstrate that the right of the child to protection from harm is paramount.
- Foster best practice.
- Demonstrate accountability through the establishment of effective structures.
- Establish safe recruitment and vetting practices.
- Maintain codes of conduct.
- Operate safe activities for children.
- Respond promptly and effectively to all allegations or suspicions both historical and current.

Standard 1

A Written Policy on Keeping Children Safe

All children should be cherished and affirmed as gifts from God with inherent rights to dignity of life and bodily integrity which shall be respected, nurtured and protected by everyone.

Church organisations that work directly with people under the age of 18 must have a written policy on keeping children safe.

The policy communicates the principle derived from the Gospel that the Church is committed to keeping children safe. The document makes clear to everyone that children must be protected within a safe and positive environment and that the Church is taking its duty of care seriously.

Robust systems are in place to guide best practice in the safe recruitment and selection of employed staff and voluntary workers and in dealing with any concerns that may arise.

The Diocese of Dromore values and encourages the participation of children and young people in all Church activities that enhance their spiritual, physical, emotional and social development. We recognise and uphold the dignity and rights of children and young people within our faith community and we are committed to their protection and support in a way that promotes their human dignity and integrity as children of God.

We undertake to do all in our power in the Diocese of Dromore to create safe environments for children and young people.

We acknowledge that all involved in working with children and young people have a special duty of care towards them. We undertake to put in place, implement and sustain procedures and adequate resources through which this care is put into effect so that their rights as active participants in the life of the Church are upheld.

Standard 2

Procedures for safeguarding children

Children have the right to be listened to and heard. Church organisations must respond effectively and ensure that any allegations or suspicions of abuse are reported to the relevant personnel within the Church and to the Civil Authorities.

All Church organisations should know about, understand and follow the correct procedures for reporting concerns relating to safeguarding children. Clear procedures and guidance will help to make sure there is a prompt response to allegations or suspicions about the safety of a child and will enable the Church to meet all national and international legal requirements and guidance.

Reporting Procedures

The welfare of children is paramount. This procedure sets out the action that must be taken if any concern, allegation, suspicion or disclosure is made, whether current or historical, against a member of Church staff current or former.

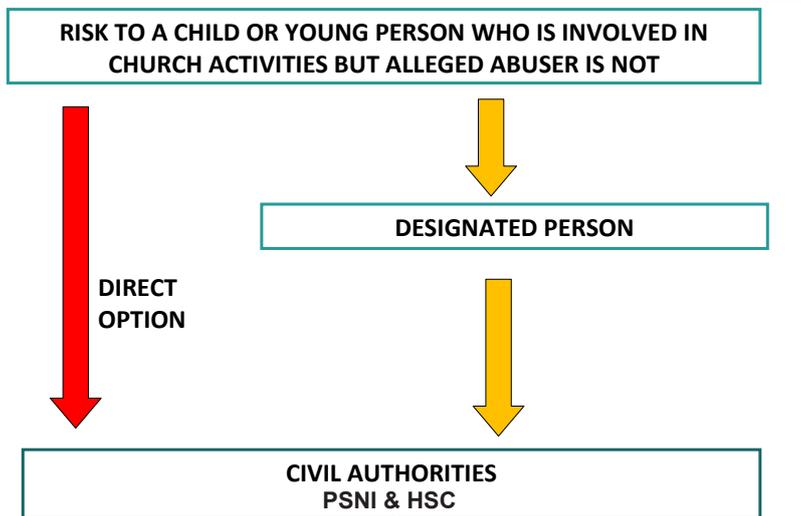
- If a person suspects or is told that a child is at risk, he/she will inform the Dromore Designated Liaison Person – Patricia Carville 07789917741
- The Designated Liaison Person informs the Bishop, The Police Service of Northern Ireland (PSNI) and The Health and Social Care Trust (HSCT). A formal report is completed.
- If the Designated Liaison Person is not available or the circumstances of the complaint indicate that urgent action is required, the person should go directly to the PSNI and HSCT. Advice should be sought from the National Office for Safeguarding.

Whether the safeguarding concern involves a person in the Church or not, it is still the responsibility of everyone in the Church organisation to make a report to the civil authorities to ensure that children who may need help and protection are not at risk.

Information Concerning Risk to a Child

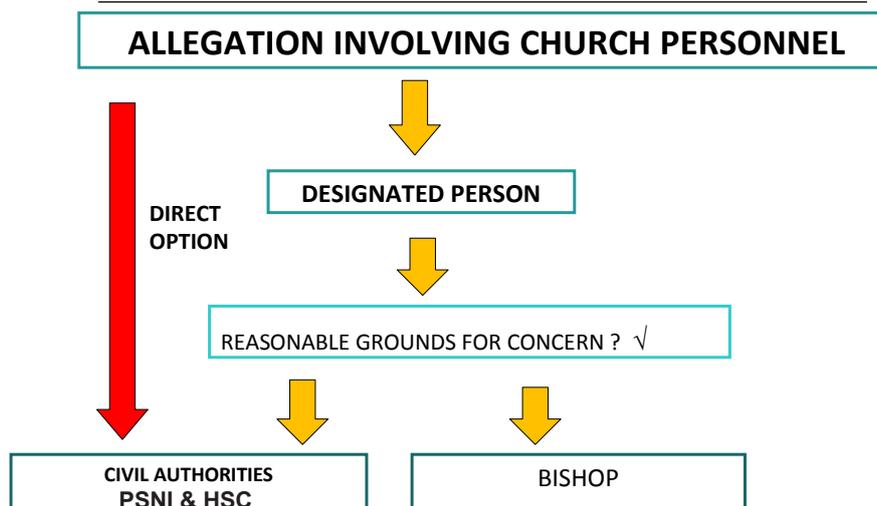
Reporting Flow Chart 1

EXTERNAL CONCERN



Reporting Flow Chart 2

Internal Concern



Initial Contact Procedure

All those involved in dealing with allegations or suspicions of abuse are required to keep a record of their conversations and actions relating to the disclosure or concern. This includes the Designated Liaison Person and anyone reporting concerns to the Designated Liaison Person.

1. When a person receives a concern or disclosure they must act immediately and refer the matter to the Designated Liaison Person who will refer the complaint to the PSNI, the HSCT and the Bishop.
2. Whenever a child or a person raises a concern, if it is possible or practical, take notes during the conversation. Always ask permission to do this and explain the importance of writing down all the information. If it is not possible to take notes make a written record as soon as possible thereafter.
3. Explain to the child or person raising the concern what will happen next. Explain who will be told (including PSNI and HSCT). Provide contact details of the Designated Liaison Person as the disclosing person may wish to ask questions later.
4. Details of the conversation should be written on the Dromore Diocesan Recording form which must be signed and dated. This will constitute the first entry in a file of information about the case which will be retained by the Designated Liaison Person.
5. All original notes will be passed to the Designated Liaison Person who will keep all records secure and confidential.
6. No discussion of the disclosure may take place with anyone other than those detailed in these procedures.

GUIDANCE ON GIVING CHILDREN THE CONFIDENCE TO SPEAK OUT.

Children have a right to be listened to and heard and Church organisations must respond appropriately to the voice of the child. Any allegation or suspicion must be reported both within the Church and to the Civil Authorities.

For many and complex reasons, children often hide their experiences and find themselves unable to speak out about abuse, even to adults that they trust. Each child is unique and will respond to abuse in a way that is specific to them. In our Diocese we want to promote a culture and environment which is safe and secure,

where children know they can speak out and that they will be listened to. We need to be mindful that very young children, those who are disabled or those with communication difficulties, or language or speech impairment, may need skilled help to understand that they also will be listened to. Children whose first language is not English may need extra help to express themselves.

GUIDANCE ON RESPONDING TO A CHILD MAKING A DISCLOSURE

Children may occasionally disclose to an adult that they trust and can talk to.

When a child discloses abuse:

Do

- Stay calm, listen carefully and patiently.
- Reassure the child that it was right to tell you.
- Explain that you will have to inform the appropriate authorities.
- Record what the child said as soon as possible after the meeting, using their own words as far as possible.

Do Not

- Make judgements about the alleged abuser.
- Promise to keep secrets.
- Tell the child stories about other people.
- Tell the child that everything will be fixed straight away.
- Press for details, except to clarify.
- Fill in words or finish sentences.
- Convey your anger, shock or embarrassment, or give your opinion.

PLEASE NOTE IT IS NOT YOUR ROLE TO INVESTIGATE

Find an opportunity as early as possible in the conversation to explain that the information will need to be passed on to Child Safeguarding authorities. At the end of the conversation tell the child what will happen next and who will be involved. Sign and date the notes and pass them to the Designated Liaison Person.

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

In cases of emergency

If a child is at immediate risk the HSCT Gateway Team or the PSNI should be contacted immediately

SAFEGUARDING CHILDREN USEFUL NUMBERS

**Mrs. Pat Carville (Designated Liaison Person for Dromore Diocese)
07789917741**

NSPCC Helpline 0808 800 5000

N.I. Childline 0800 1111

PSNI 0845 600 8000

Southern Health & Social Care Trust Access Service 0800 783 7745

South Eastern Health & Social Care Trust Access Service

0300 1000 300 – 9am-5pm 028 9056 5444 after 5pm/weekends/Bank Holidays

GUIDANCE ON RESPONDING TO AN ADULT MAKING A DISCLOSURE.

When an adult discloses abuse or suspected abuse, they may reveal many different situations:

- The adult is currently suffering abuse.
- The adult has suffered abuse in the past. (Historical abuse)
- They may have been told by another person, whom they believe, about suspected or actual abuse by another person.
- They may have observed signs of unexplained physical injury on a child.
- They may have witnessed worrying behaviour by an adult towards a child.

It is usually very difficult for anyone to talk about abuse, therefore it is important to be patient, listen carefully and attentively and create an environment where the person feels safe and able to communicate as much as can be remembered about the situation. A clear recollection of events will help a thorough investigation to be carried out.

It is important when someone is making a disclosure that you consider the following:

- Listen carefully.
- Stay calm.
- Take what is said seriously.
- Do not ask leading or probing questions or seek details beyond what has been freely given.
- Reassure the person.
- Allow the person to tell their story at their own pace.
- Check, if necessary, that you have understood what has been said. Use their words.
- Make no promise of secrecy.
- Explain these procedures and the referral procedures.
- Make no comment about the alleged abuser.
- Be aware that the person's ability to communicate will depend on age, culture, nationality, fluency or if there is a speech or language impairment.
- Be aware that a person displaying anger and deep emotion can be showing past pain and hurt.
- Adopt a compassionate, calm and reassuring listening style.
- Do not probe for details beyond what has been freely given.

Guidelines for a person who is dissatisfied with the way the Church has dealt with a concern or disclosure.

If you are unhappy with the way your concern has been dealt with you can ask for an independent review. You cannot ask for the matter to be reinvestigated but you can ask for the process (i.e. how it was dealt with) to be reviewed.

You should contact the National Office for Safeguarding and discuss this process.

Contact Details 00353 (1) 505 3124

Or go the website www.safeguarding.ie and check Standards and Guidance document for Resource 13 Pages 79-80

Guidance on anonymous allegations or Concerns

Anonymous complaints are to be treated carefully. Anxiety and fear may prevent a person from revealing their identity. It can be difficult to act on information within these procedures unless at some point the name of the person raising the concern or making the allegation is known. The person raising the concern should be made aware that anonymity may restrict the ability of professionals to access information needed to assess if a child is at risk or to intervene to protect a child.

Guidance on listening to a person who admits abusing a child

A person who admits an offence against a child or young person must be told that such information cannot be kept confidential. If an admission is made this disclosure must be referred to the Designated Liaison Person who will refer it on to the PSNI and the HSCT. The Bishop will also be informed.

Guidance on the Seal of Confession

Within the Sacrament of Penance, practices need to be considered that ensure the safety of all those involved while providing the required privacy for the person receiving the sacrament.

A priest must be clear about the status of any conversation relating to an allegation of abuse and make sure there is no misunderstanding about whether the seal of confession applies.

Because of the obligations of the sacramental seal, no priest exercising a function under child safeguarding procedures should celebrate the Sacrament of Confession with a person whom he knows to be a respondent or a complainant in a child abuse case.

Standard 3

Keeping Children Safe

Children have the right to be in an environment where they feel safe and secure when involved in Church groups and activities; they should have access to good, trustworthy role models who will respect and nurture their spiritual, physical and emotional development.

The Diocese of Dromore is working to ensure that the environment in which children and young people participate in Diocesan and parish activities is the safest that it can be. To bring this about we:

1. Adopt a child centred approach
2. Ensure that we obtain the permission of parents for the involvement of their children in Diocesan and parish activities.
3. Choose carefully those who work with children.
4. Ensure that staff and volunteers behave appropriately in their dealings with children.
5. Keep accurate and up to date records.
6. Ensure that all Diocesan and parish activities are organised in a safe way.

1. A Child Centred Approach

This involves:

- Valuing and respecting children.
- Listening to them and taking their views seriously.
- Involving them in decision making, in a manner appropriate to their age and stage of development.
- Dealing with their complaints, and those of their parents, effectively and promptly.
- Setting clear limits for their behaviour.

2. Obtaining parental permission for involvement in Diocesan and parish activities

- A signed agreement form from parents or guardians is to be obtained prior to the participation of children and young people in Church events, activities and groups.
- Parents/guardians should be provided with a description of the activity or outing, those organising it and the contact details of the leader(s).

- The agreement form should contain an emergency contact number for the parents or guardians.
- Parents or guardians should be asked to indicate if the children have any specific dietary requirements, medical or other needs.
- The form should indicate whether photographs or video recordings will be made and specific permission sought from parents for their children's inclusion.
- The form should give the name and contact details of the person in charge of the outing or activity.

3. Recruitment procedures

The Diocese and parishes who wish to employ staff should do so in accordance with parish and Diocesan policies and procedures. The recruitment of volunteers is a less formal process but it should include the following:

Volunteers in a regulated position

- Volunteers should be required to complete an application form and provide the names and contact details of two referees.
- Candidates should be interviewed for the post in question.
- They must complete an Access NI form and the Confidential Declaration form.
- They must sign an Agreement form, attend a parish information session and receive and agree to a Code of Conduct.

4. Ensure that Diocesan staff and volunteers behave appropriately

This is best achieved by having codes of practice for employees and volunteers. The aim of a code of practice is to provide guidance to those working with children and to set out the expectations that the Diocese and parishes.

A code of practice contains some general guidance but it cannot cover every eventuality. Adults working with children have an overriding Duty of Care to children and this takes precedence over any specific requirement of a code of practice. For example, it is generally not advisable for an employee or volunteer to travel in a car alone with a child. However, if a child is in need of emergency medical treatment and there is no other way to get him or her to hospital than for an adult to travel alone with the child, it would be irresponsible not to do so. **Where it becomes necessary to depart from the code of practice, the reasons for this should be carefully recorded and steps taken to avoid a situation recurring in the future.**

When considering what sorts of behaviour are appropriate in dealing with children, it is important to bear in mind that the intentions of the adults are less important than the impact of their behaviour on the children. For this reason, a key aspect of any code 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 on.

Codes of conduct drawn up by parishes must contain the following:

- Positive statements, indicating what sorts of behaviours are appropriate, for example, listening to children
- Prohibitions, indicating behaviour that is never acceptable such as hitting children.
- Good practice guidelines, indicating what is generally acceptable or unacceptable but that allow for exceptions, such as, being alone with a child.

A customised Code of Practice should be drawn up by all church organisations working with children in the Diocese and in parishes. It should take account of the nature of the service or activity and the needs of the children involved. For example, particular considerations apply when dealing with children with disabilities.

Positive statements that should form part of any code of conduct:

- Treat all children with respect.
- Provide them with good role models.
- Operate within Church and State principles and guidelines.
- Be visible to others when working with children.
- Challenge and report abusive and potentially abusive behaviour.
- Develop a culture where children can talk openly, ask questions and express any worries or concerns they may have.
- Respect each child's boundaries and help him/her to develop an appreciation of his/her rights and responsibilities.
- Parish and Diocesan staff and volunteers work in partnership with parents and share information with them.

The Code of Practice should make clear that it is never acceptable to:

- Abuse a child in any way.
- Physically chastise a child.
- Develop a relationship with a particular child that is exclusive of others.
- Place a child at risk.
- Speak to a child or behave in a manner that is offensive, developmentally inappropriate or sexually provocative.
- Do things of a personal nature for a child that he/she can do for him/herself.
- Condone or fail to challenge unacceptable behaviour to a child.
- Discriminate against a child or group of children.
- Ask a child to keep a secret.

Code of Conduct for Children and Young People

The following is a template Code of Behaviour for children and young people. However we recommend that, every year, at the beginning of each parish activity a Code of Conduct is drawn up with the group's participation.

This will give all members an opportunity to contribute to the document and agree to its content. This will help create a safe, secure and open environment where the children and young people feel confident and respect the leaders/ volunteers.

As a member of this group we will:

- Respect ourselves and others.
- Respect the leaders and volunteers.
- Respect the property of others.
- Respect the right of all to be heard and listened to.
- Respect the right of others to express their views and opinions.

As a member of this group we must never:

- Use cigarettes, alcohol or drugs during group activities or in the buildings.
- Use physical or verbal abuse to members or leaders.
- Bully, exclude or engage in name calling against others.

- Show or distribute inappropriate pictures, images, photographs, drawings or other offensive materials.
- Use personal mobile phones/ computers inappropriately.

It is important that all members understand the Code of Conduct and agree to behave in this way with others.

If a member refuses to accept this code he/she will not be permitted to remain in the group. For children and young people under 16 years of age their parents should be given a copy of this Code of Conduct.

Operating safe activities for Children

Safety is of prime importance during any activity. To minimise opportunities for children to suffer harm, the Diocese of Dromore recognises that safeguarding children is the responsibility of all adults involved in activities where children are included. There is guidance on assessing risks when working with children, particularly when activities involve being away from home. In all activities, adequate age appropriate supervision ratios must be maintained to protect children and young people from harm. All use of information technology (including mobile phones, email, digital cameras, websites and the Internet) must be in accordance with guidelines to prevent children being exploited, abused or endangered. Following Diocesan Guidelines is not only in the best interest of children but is also in that of staff and volunteers.

Guidelines for practice

Planning:

- Staff and volunteers are appointed after proper recruitment procedures.
- Staff and volunteers are fully aware of their roles and responsibilities.
- There is a clearly designated group leader for all activities.
- All activities are planned and managed in a way that minimises risk
- Children wishing to join a parish group complete an application form.
- Parents complete a consent form including relevant medical details, any special needs and emergency contact numbers.

- Leaders should be aware of children's relevant medical problems including allergies.
- Prescribed medication may only be administered to a child with the written consent of a doctor and strictly following a medication schedule.
- Non prescription medication, topical creams, lotions or adhesive dressings may not be administered to a child.
- All medicines are to be stored securely.
- All personal data on children is confidential and is to be stored securely.
- All children are checked in to an activity on a registration form.
- Diocesan accident and incident report forms are kept on the premises used and always completed whenever an incident occurs.
- Accident and incident report forms are to be used by all groups/organisations using parish premises. The completed forms are to be monitored and stored securely.
- Leaders working with a mixed gender group must be drawn from both genders.
- Health and safety policies are adopted and include stated standards for premises including sanitation, fire safety, heating, ventilation, access to telephone, emergency numbers, equipment safety, provision of a first aid kit, and a person qualified in first aid.
- An initial safety check and risk assessment should be completed before each occasion premises are used.
- Games and icebreakers should be structured to take into consideration the risk of physical injury and personal space issues.
- Adults must ensure proper safety standards and extra insurance cover for occasional activities e.g. "bouncy castles".
- Risk assessment must be carried out and parental/guardian consent obtained for all physical activities.
- Areas where maintenance work is being carried out should never be used for activities with children.
- Adequate insurance coverage for children, parish personnel and third parties must be provided.

Supervision of children

Having clearly defined supervision arrangements minimises the risk of accidents occurring and also protects children from intentional harm. When planning activities for children and young people, at least two adults should be present at all activities but the Diocese of Dromore advises the following supervision ratios in line with NBSCCC recommendations.

Children under 8 years

- 0 to 2 years = one adult supervisor for every 3 children
- 2 to 3 years = one adult supervisor for every 4 children
- 3 to 7 years = one adult supervisor for every 8 children (6 children for outdoor activity, 4 for pilgrimages / residential)

8 years and over

- Two adult supervisors for every 20 children (15 children for outdoor activity).
- There should be one additional adult supervisor for every extra 10 children.
- For residential and pilgrimages this ratio is to be decreased to one adult for every 5 children. This is to allow for adequate free time for all leaders.

Additional Good Practice Guidelines for Pilgrimage/Residential Programmes

The pilgrimage/residential nature of some activities require particular consideration with regard to Safeguarding Children requirements.

During pilgrimages and residential programmes, parents and carers entrust their children to the care of Church personnel and it is vital that those adults follow Good Practice Guidelines to ensure the children's health and safety and behave in a manner that presents good role models to the children in their care. Adequate preparation is essential and after discussion and consultation with other team members, the programme leader is responsible for ensuring that all reasonable preparations have been made and that the activity is appropriately conducted and supervised.

Particular care should be taken to support Church personnel in this ministry role.

In addition to the Good Practice Guidelines already set out, the following list is provided specifically for pilgrimages and residential programmes.

- Appropriate approval is to be obtained from the leader of the organisation.
- Health and safety legislation must be consulted and followed.

- Risk assessments must be carried out
- The venue ought to be visited in advance to check suitability and to be aware of potential problems.
- Ensure the venue has both a current building certificate and fire certificate.
- Check the venue's own policies to ensure that they can be adhered to.
- Secure appropriate transport and insurance. Insurance should include public liability and personal accident/injury.
- Timetable the travel, activities and supervision on the trip.
- Check that all leaders and volunteers have been vetted. Each adult on the trip should have a specific role and be accountable to the programme leader.
- All leaders should be properly briefed before the trip regarding their roles and responsibilities.
- An event co-leader from the opposite sex is to be appointed for mixed trips.
- If specialised activities are to be undertaken, check that the person in charge is properly qualified to lead the activity.
- The leader will ensure that all adults are aware of the Safeguarding Children Policies, Procedures and Codes of Behaviour.
- At least two leaders are to be qualified in First Aid. It is their responsibility to be familiar with the contact numbers, locations of and transport to hospitals, doctors, nurses and local medical facilities.
- Guidance and training on intimate care should be provided where appropriate
- Supervision rotas are to be drawn up according to the advice given in this document.
- Parents/guardians of all participating children or young people must complete consent forms for all planned activities including photographs. The consent forms will also record medical information and contact numbers for use in emergencies. Children must also complete their own consent forms. Both sets of consent forms must be taken with the group to the event.
- All parents and carers will be provided with a copy of the schedule including dates, times and a contact number for the venue. This is particularly important for return journey, arrival home and pick up times.
- Children/young people are to be briefed prior to the event. They are to be given a list of items they must bring and must not bring. A summary of the

activities planned is to be provided. Expectations of conduct and standards of behaviour on the trip will be discussed and agreed with the children/young people involved.

- Leaders should be aware that mobile phones may not always be reliable due to signal coverage and they should take this into account when assessing risk.
- On arrival at venue, any hazards and especially fire exits are to be pointed out and fire drill explained. Check that signs are in place.
- All children/young people on the trip will be told how and where to contact an adult in an emergency.
- An evaluation meeting will be held soon after the event and a written report prepared, making recommendations to aid the planning of future trips.

In order to ensure a safe environment for children at home and abroad all parish/ diocesan groups need to:

- Adhere to guidelines.
- Keep all organisations up to date on the recommendations and required forms for reporting.
- Report any concern regarding the safety or suitability of a building which may be used by children.
- Respond promptly to any concerns reported and review suitability of premises or practice.

The Diocese will support parishes and diocesan groups to ensure a safe environment by:

- Providing necessary updates regarding recommended supervision ratios.
- Supplying incident and accident report forms to Safeguarding Children Representatives and all clergy.
- Offering support to individuals or groups in order to implement good practice.
- Responding promptly to any concerns reported.
- Regularly reviewing practice and the Code of Conduct.

Use of Computers

- Parishes and Diocesan agencies should have an 'Acceptable Usage Policy' in place regarding the use of email and internet and children/young people should only be permitted to use email and the internet for defined purposes that are consistent with this policy.
- Particular care should be taken to ensure that children do not expose themselves to risk of harm through activities such as posting personal information or entering into extended communication with people they do not know.
- Where a computer is used by more than one person, everyone must have a unique name and password, or where this is not possible, each user must maintain a signed record of the date, time and duration of his/her use of the computer.
- Computers which can be accessed by children or young people should always have appropriate filtering software.
- All computers in Diocesan organisations and parishes should be monitored regularly to ensure that they are being used in accordance with the stated policy. Where there is any suspicion or doubt, a person with specialist knowledge of computer hardware and software should be asked to assess the purposes for which the computer has been used.

Keeping Good Records

Since the Diocese is, amongst other things, an organisation that must account for the manner in which it takes care of children, it is very important that adequate records are kept. Therefore:

- An accurate record should be kept for each child and young person participating in activities, including the programme details
- The parental consent forms should be retained
- A written record of organisers, supervisors, employees and volunteers in attendance at events, such as meetings or choir rehearsals, should be kept
- An Incident/Accident Report Form should be completed in the event of an accident or incident relating to a child
- All records should be dated and signed.

Standard 4

Training and education arrangements for keeping children safe

All paid and voluntary church personnel must, before taking up a position, attend an 'Awareness' session to ensure they have the necessary knowledge and skills for their role in the development and maintenance of high personal standards and good practice in keeping children safe.

Training in Safeguarding is provided by the Diocesan Trainers to:

- Priests and Religious
- Parish Safeguarding Representatives
- Employees of Diocesan Agencies
- Others on request.

In 2011 a new suite of training modules was developed by the National Board for the Safeguarding of Children in the Catholic Church. The training modules relate more closely to the context of Church activities. The modules have been developed to ensure that each post holder – Designated Liaison Person, safeguarding representative etc. receives training appropriate to his/her role. This training is being provided to priests, employees and volunteers in the Diocese, its agencies and parishes.

The Diocese of Dromore is committed to best practice in safeguarding children and young people. It is understood that everyone in the Church who comes into contact with children has a role to play in keeping them safe.

- All church personnel in the Diocese of Dromore must attend training relevant to their role.
- The Diocese has two accredited trainers who regularly update themselves on issues related to safeguarding by attending courses, workshops and conferences. This information is shared with all relevant Diocesan and parish personnel.
- New parish representatives are trained as and when needed and attendance records and evaluation forms are completed to ensure quality control.

- An information session is given by parish safeguarding representatives to new volunteers, who do not engage in working with children until they have completed basic awareness training.
- The Diocesan Safeguarding Committee with the trainers review and implement the training programme.
- Every parish or Diocesan group has an identified leader to whom children or young people can express worries or concerns.

The training programme for Safeguarding Children includes:

- Legislative information
- Sign and symptoms of abuse
- Recognising, responding and reporting abuse
- Recruitment and selection procedures
- Code of Conduct for adults
- Working safely with children
- Seven Standards of the National Board

Standard 5

Communicating the Church's message on safeguarding children

Children are welcomed, cherished, respected and safeguarded in whatever role they have in the life of the Church.

The Church's policies and procedures on safeguarding children are disseminated to Church personnel, Church organisations, parishioners and relevant external agencies.

The specific policies and procedures put in place by Church organisations subscribing to the diocesan policy and safeguarding procedures are shared with and understood in their content, use and effective implementation by everyone involved in the organisation.

- Each Church and Church building is required to display a Safeguarding Notice in a prominent place. The notice is a statement of the child safeguarding and protection policy and contains contact details of local safeguarding services and the Diocesan Designated Liaison Person
- The full Safeguarding Policy is available on request
- All clergy, parish safeguarding representatives, Parish Advisory Groups and other parish and diocesan personnel have a working knowledge of the policy
- All volunteers and personnel understand the ethos and content of the policy, the identity of the Designated Liaison Person, his/her role and contact details
- Use is made of notices and parish bulletins to further communicate the safeguarding message. Regular meetings with safeguarding representatives and clergy are held for updates and review
- Links and good working relationships are well developed with the statutory agencies
- Resources and materials are available to all diocesan and parish personnel for use in their work with children and young people
- Diocesan and parish websites have the policy online.

Standard 6

Access to advice and support

The diocesan Safeguarding Policy and Procedures, safeguarding training programmes for paid and voluntary Church personnel, and guidance regarding access to advice and support are all underpinned with the concepts of compassion and justice. These values are manifested in offering appropriate pastoral care to those who need it, whether they are survivors of abuse who need help in rebuilding their lives or perpetrators who require assistance to face the reality of their actions and help towards healing. Children and adults have the same access rights to advice and support.

Church organisations have a duty to ensure that access to advice and support is made available to those members who ask for it, including children.

The Director of Safeguarding provides advice and support to parishes and Diocesan Agencies. The Director receives advice and support from the National Office in Maynooth and also through a network of professional contacts. There is very close cooperation with the Health and Social Care Trusts and the Police Service of Northern Ireland (PSNI).

Those who come forward with allegations are given information, advice and support. The Support Person maintains contact with them and ensures that those seeking counselling are put in touch with Towards Healing (**Tel: 08000963315**)

Towards Healing arranges access to, and payment for, counselling for those who have experienced abuse and their families.

There are arrangements in place for the supervision, monitoring and support of those priests against whom allegations of abuse are under investigation or have been substantiated. Depending on their need and their willingness to engage, they are referred to specialist services for assessment, treatment and counselling.

The Priest's Advisor monitors their activities in order to ensure that they do not pose a risk to the safety of children and that they are compliant with those restrictions that have been placed on them.

Standard 7

Implementing and monitoring the Standards

In order to keep children safe, policies, procedures and plans have to be properly implemented across all Church organisations. Regular review and evaluation of the quality of implementation will help to ensure that high standards are achieved and maintained consistently. External assessment provides an independent view of the robustness and quality of the safeguarding practice system in action.

- Financial and human resources are in place for the implementation of the policy.
- The Diocese annually reviews the implementation of the policy and provides the NBSCCC with a summary of its findings.
- A summary of training events attended or conducted by the diocesan trainers is recorded and kept on file.
- Parish safeguarding representatives provide the Diocesan Safeguarding Committee with annual statistics of the number of staff and volunteers who have been recruited and vetted.
- All incidents, allegations and suspicions of abuse are recorded and stored securely in line with data protection legislation.

WHAT IS CHILD ABUSE? - APPENDIX 1

Abuse and neglect are forms of maltreatment of a child. Someone may abuse or neglect a child by inflicting harm, or by failing to act to prevent harm. Children may be abused in their family, in a faith based, institutional or community setting; by those known to them, or more rarely by a stranger. They may be abused by an adult/s, another child or children. Abuse often involves a person the child trusts and knows well.

The abuse of children generally involves one or more forms of abuse:

- Neglect
- Physical Abuse
- Sexual Abuse
- Emotional Abuse
- Bullying

The Church must take responsibility to nurture, protect and take action for any child who is suffering harm, whatever the harm may be and whoever is causing it.

Some children may be particularly vulnerable to abuse. For example, research has found that children with disabilities are three times more likely to be abused than non-disabled children.

Neglect

Neglect is the persistent failure to meet a child's physical, emotional and/or psychological needs likely to result in significant harm.

It may involve a parent or carer failing to provide adequate foods, shelter and clothing, failing to protect a child from physical harm or danger, failing to ensure access to appropriate medical care or treatment, lack of stimulation and lack of supervision. It may be indicated by non-organic failure to thrive.

Indicators of Neglect

Child neglect should be suspected in cases of:

- Abandonment or desertion.
- Children persistently being left alone without adequate care and supervision.
- Malnourishment, lacking food, inappropriate food or erratic feeding.
- Lack of warmth or adequate clothing.
- Inattention to basic hygiene.
- Exploited, overworked.
- Lack of protection and exposure to danger, including moral danger or lack of supervision appropriate to the child's age.
- Persistent failure to attend school.
- Non-organic failure to thrive, i.e. child not gaining weight due not only to

- malnutrition but also to emotional deprivation.
- Failure to provide adequate care for the child's medical problems.

It should be noted that neglect generally becomes apparent over a period of time rather than at one specific point.

Physical Abuse

Physical abuse is the deliberate physical injury of a child, or the wilful or neglectful failure to prevent physical injury or suffering.

This may include: hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, confinement to a room or cot, or inappropriately giving drugs to control behaviour.

Indicators of Physical Abuse

Unsatisfactory explanations, varying explanations, frequency and clustering for the following events are high indices for concern regarding physical abuse:

- bruises, fractures, swollen joints;
- burns/scalds;
- abrasions/lacerations;
- haemorrhages (retinal, subdural);
- damage to body organs;
- poisonings – repeated (prescribed drugs, alcohol);
- failure to thrive;
- coma/ unconsciousness/ death.

There are many different forms of physical abuse but skin, mouth and bone injuries are the most common. These indicators merit further consideration but it **should be noted that in itself, none of these is proof of physical abuse and may have another cause.**

Sexual Abuse

Sexual abuse involves forcing or enticing a child to take part in sexual activities. The activities may involve physical contact, including penetrative or non-penetrative acts or non-contact activities, such as involving children in looking at, or the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways; sexual exploitation when a child is involved in the exhibition, modelling or posing for the purpose of sexual arousal, gratification or sexual act, including its recording; inciting, encouraging, propositioning, requiring or permitting a child to solicit for, or to engage in, prostitution or other sexual acts.

Indicators of Sexual Abuse

- Overly affectionate behaviours.
- Injuries to anal/genital area, STDs, pregnancy.
- Sexualised drawings or play.
- Having unexplained sums of money.
- Changes in usual demeanour.
- Depression, self-mutilation, running away.
- Fear of changing clothes in public.
- Regressed behaviour patterns, such as thumb sucking, recourse to old teddy bears etc.
- Promiscuity, provocative behaviours/acts.
- Using sexualised language inappropriate to age.

These indicators merit further consideration but it **should be noted that in itself, none of these is proof of sexual abuse and may have another cause.**

Emotional Abuse

Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.

Examples of emotional abuse may involve the imposition of negative attributes on children, expressed by persistent criticism, sarcasm, hostility or blaming; conditional parenting in which the level of care shown to a child is made contingent on the child's behaviours or actions; emotional unavailability by the child's parent/carer; unresponsiveness, inconsistent, or inappropriate expectations of the child; premature imposition of responsibility on the child; unrealistic or inappropriate expectations of the child's capacity to understand something or to behave in a certain way; under or over protection of the child; failure to show interest in, or provide age-appropriate opportunities for the child's cognitive and emotional development; use of unreasonable or over-harsh disciplinary measures; exposure to domestic violence.

Indicators of Emotional Abuse

Emotional abuse includes the habitual verbal harassment of a child by disparagement, criticism, threat and ridicule, and verbal and non-verbal means of rejection and withdrawal are substituted for love.

Emotional abuse occurs when adults responsible for taking care of children are unable to be aware of and meet their children's emotional and development needs.

Bullying

Bullying can be defined as repeated aggression – whether it is verbal, psychological or physical – that is conducted by an individual or group against others.

It includes behaviours such as teasing, taunting, threatening, hitting or extortion by one or more persons against a victim.

The main types of bullying are:

- emotional – isolating an individual from the activities and social acceptance of peer group excluding being unfriendly
- physical – hitting, kicking, theft
- racist – racial taunts, graffiti, gestures
- sexual – unwanted physical contact or sexually abusive comments
- disablist – discriminatory, oppressive or abusive behaviour arising from the belief that people with disabilities are inferior to others
- homophobic – commenting negatively and/or behaving negatively as a consequence of another's same sex sexual orientation
- cyber bullying – via mobile phones, email, websites or social networking sites
- bullying by adults – abuse of power by an adult

The Diocesan Safeguarding Policy Statement- Appendix 2

The Diocese of Dromore values and encourages the participation of children and young people in all church activities that enhance their spiritual, physical, emotional and social development. We recognise and uphold the dignity and rights of children and young people within our faith community and we are committed to their protection and support in a way that promotes their human dignity and integrity as children of God.

We undertake to do all in our power in the Diocese of Dromore to create safe environments for children and young people.

We acknowledge that all involved in working with children and young people have a special duty of care towards them. We undertake to put in place, implement and sustain procedures and adequate resources through which this care is put into effect so that their rights as active participants in the life of the Church are upheld.

SAFEGUARDING ROLES IN THE DROMORE DIOCESE- APPENDIX 3

The paragraphs below outline the roles of personnel within the Diocese that form the essential elements of the safeguarding framework. Those fulfilling any of the roles listed below must abide by the highest possible standards of professional conduct in all aspects of their work, including the maintenance of confidentiality. Although the following have a special role in keeping children safe while at church activities it must be stressed that it is everyone's responsibility and we all have a duty of care.

- **Bishop:** The Bishop has overall responsibility for safeguarding children in church related activities in the diocese. He is responsible for ensuring that the relevant civil and church policies, procedures and guidelines are implemented. On canonical visits to parishes the Bishop checks that child-safeguarding policies are being implemented and that all relevant notices are in place.
- **Diocesan Safeguarding Committee:** The committee is appointed to oversee all aspects of policy development and implementation to ensure a safe environment for children and young people in all areas of diocesan life. The Committee meets quarterly.
- **Parish Advisory group:** This group has responsibility for ensuring that all Diocesan safeguarding policies and procedures are implemented in the parishes.
- **Deanery/parish representative:** The representative's role is to promote the safeguarding of children within a parish/deanery and to act as a point of contact for the **Parish Advisory Group**.
- **Diocesan Advisory Panel:** The panel's role is to advise the Bishop on the steps to be taken following an allegation. The Panel meets quarterly to monitor the management of cases; it also meets in response to new allegations.
- **Designated Liaison Person:** The Designated Liaison Person is responsible for receiving and managing the response to any allegations that arise in the diocese of Dromore and for liaising with the statutory authorities.
- **Support Person:** This person offers pastoral support to the victim.
- **Priest Adviser:** The Adviser offers pastoral support to the accused.
- **Trainers:** they are responsible for delivering training on and raising awareness of safeguarding in theory and practice.

- **Parish Priest:** The parish priest is responsible for safeguarding in the parish.
- **Volunteers and Parishioners:** Everyone is a resource in child safeguarding. Their awareness will help ensure that the Church provides a safe environment for children and those who work with them.
- **Statutory Authorities:** The PSNI are responsible for investigating allegations of abuse the DHSSPS have responsibility for the protection and welfare of children and offer risk assessment to the accused.
- **Towards Healing:** A free and confidential helpline and counselling referral service for survivors of institutional, clerical and religious abuse and is funded by the Catholic Church. **Telephone – 0800 0963315**

The priests and everyone who works or volunteers for the Diocese or in one of its parishes must comply with this policy.

Individuals and groups who use Diocesan or parish property or facilities to run activities for children must have their own child safeguarding policy which complies with this diocesan policy.

REMIT OF THE PARISH SAFEGUARDING ADVISORY GROUP – APPENDIX 4

The Parish Advisory Group will consist of at least 3-4 members trawled from existing volunteers. Once identified the Advisory Group will receive training in the following areas:

- National Standards and Guidance document
- Diocesan Policies and procedures
- The role and function of the Advisory Group
- Recruitment and Selection of volunteers and paid staff who are involved in a regulated activity with children and young people in the parish.

Structure of Advisory Group

Once established training will be provided as and when required. Membership of the group will recognise gender balance, and include the parish priest.

Role /Functions of the Advisory Group

The role of the Parish Advisory group on safeguarding shall be to assist the parish priest in the following ways:

- Ensure Diocesan Policies and Procedures are in place and implemented by all parish organizations and updated as appropriate.
- Complete audit of all organizations in the parish and carry out an annual audit to ensure that records are kept up to date.
- Take a supportive role in the recruitment and selection of volunteers thus ensuring their suitability to work with children and young people.
- Ensure Safeguarding Awareness sessions are provided for all new volunteers.
- Ensure that all information relating to Safeguarding is posted on all Church buildings and is relevant and up to date.
- Provide information to all staff and volunteers as and when required.
- Ensure active communication with the Priests of the parish, with the Deanery/ Parish Representative, the Diocesan Co-ordinator and the parishioners.

- Prepare Annual report in consultation with Deanery/Parish representative on Safeguarding Children and young people to Parish Pastoral and Finance Council and the Diocesan Co-ordinator.
- A member of the parish advisory group on safeguarding shall sit *ex officio* on the parish pastoral council.

SAFEGUARDING CHILDREN PROCEDURES- APPENDIX 5

All church personnel must comply with the following:

- Procedures must be followed for recruitment, management and overseeing leaders working with young people.
- A consent form for each young person taking part in church related activities must be signed by a parent or guardian.
- All leaders must have contact details for parents or guardians.
- Information sessions for young people and their parents regarding activities, policy, code of conduct and procedures will be held.
- A complaints procedure will be in place for use by young people, a parent, guardian or leaders who are dissatisfied with any aspect of church related activities/services provided.
- There will be a clearly defined leader within each group with whom young people can speak about their experience and raise concerns if necessary.
- A code of conduct for all leaders and young people will be followed. Leaders will sign a form of approval of the code of conduct and parents will sign the form of approval on behalf of the young person.
- Training will be provided for all leaders regarding policy, codes of conduct and procedures.
- There will be a duty roster of leaders to ensure adequate supervision of young people at all times.
- Appropriate supervision ratios of leaders to young people will be in place while maintaining the practice of ensuring that no young person is left alone with a leader. Children will not travel alone in a car with a leader. This will apply to diocesan and parish based activities or away trips.
- Care will be taken to ensure that when working with mixed gender groups, leaders of appropriate gender will work in pairs.
- Disciplinary procedures and sanctions will be agreed in consultation with leaders and young people.
- All concerns and complaints will be brought to the attention of the Designated Liaison Person, who will respond promptly to all concerns and liaise with the statutory or church authorities.
- Adequate record keeping procedures must be followed:

Participant forms

Incident/accident forms

Staff/volunteer application form

Agreement form

Medical information and treatment permission form

Programme attendance records

Access NI

Training records

- A clearly communicate Accident / Emergency plan will be available and followed in the event of an emergency during church related activities.
- Clear procedures for away trips or pilgrimages.
- Photographic policy adhered to an all activities.
- A policy on the use of computers.

'Leader' – is anyone working on behalf of the church, either in a voluntary or paid position.

These procedures will be reviewed periodically.

CODE OF CONDUCT- APPENDIX 6

Diocese of Dromore Code of Conduct for Group Members

The following is a template Code of Behaviour for children and young people. We recommend that, every year, at the beginning of each parish activity, a Code of Conduct is drawn up with the group's participation. This will give all members an opportunity to contribute to the document and agree to its content. This will help create a safe, secure and open environment where the children and young people feel confident and respect the leaders/ volunteers.

As a member of this group we will:

- Respect ourselves and others
- Respect the leaders and volunteers
- Respect the property of others
- Respect the right of all to be heard and listened to
- Respect the right of others to express their views and opinions

As a member of this group we must never:

- Use cigarettes, alcohol or drugs during group activities or in the buildings
- Use physical or verbal abuse to members or leaders
- Bully, exclude or engage in name calling against others
- Show or distribute inappropriate pictures, images, photographs, drawings or other materials
- Use personal mobile phones or PCs inappropriately

It is important that all members understand the Code of Conduct and agree to behave in this way with others.

If a member refuses to accept this code he/she will not be allowed to remain in the group. The parents/guardians of Children and Young People under the age of 16 will sign a copy of this Code of Conduct.

GUIDANCE ON PHOTOGRAPHING CHILDREN AND YOUNG PEOPLE – APPENDIX 7

The majority of occasions when people take photographs of children and young people are valid and do not provide any cause for concern.

Unfortunately there are occasions when this is not the case and these are some of the risks associated with photographing children:

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

THERE ARE SIX MAIN POINTS YOU SHOULD ADDRESS

1. Consent and permission

The consent of parents/carers (and children/young people of appropriate age) should be sought before any photographs are taken. An organisation may seek overall consent from its members for photography; however the guidelines should be clear about the reason and purpose for that decision. **There should be explicit consent to display photographs in Church/Church Buildings for the Sacraments of Communion and Confirmation.**

2. Reason and purpose

Photographs should only be taken by an authorised person who has a suitable reason related to the child or organisation i.e. they are a parent, a relative, a club member, and a member of staff.

Unless photographs are taken as part of activities such as; sporting events, plays, concerts etc. they should be used for an individual purpose not a public purpose e.g. not posted on the internet and not passed on to others unconnected with the child.

3. Appropriateness of images

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

4. Identification of subjects

A photograph should not allow an unauthorised person to identify a child or their whereabouts. If the full name of a child or young person is used, there should be no photograph; if a photograph is being used the full name should not be given. Children in vulnerable circumstances, e.g., those in care or victims of parental violence should not be photographed at all unless there is clear consent and no risk.

5. Photography for public display

You can decide whether you want publicity photographs and if so you should inform the press of your policies before they arrive. It is worth noting that it is not illegal to take photographs at a public event even if asked not to do so but if your event is private then you can insist that your own policy is followed. Photographs of children in activities should try to include a wide range of types of children, and not show them in breach of rules, or behaving in a reckless or dangerous fashion.

Images should never be stored in personal computers.

6. Use of mobile phones

Mobile phones are easily used without the subject being aware and their main function is to transmit images to others not to be retained by an authorised person as a keepsake. Their use should be discouraged however the spread of this technology does make this difficult. This is something to be aware of when hosting an event. You may choose to ban the use of photograph mobile phones at your event but this is difficult to police.

7. Using digital Video

Digital Media is a new medium and all church organisations have a duty of care to ensure that children and young people remain unidentifiable if used on a website so reducing the risk of inappropriate contact from outside the organisation. It is essential to get parental permission before embarking on any digital project for all involved in the project. Consent should also be sought to show resultant films and an assurance that films will only be shown in the organisation and not in any public forum. If the names of children and young people are used in the credits, use only their first names and do not attribute individuals to specific roles.

This policy applies to all organisations in the Church in the Diocese of Dromore

THE LEGAL POSITION – DATA PROTECTION

1.1 The Data Protection Commission has advised that photographs constitute ‘personal data’ and processing of such data is subject to the requirements of the 1998 Data Protection Act.

1.2 It is not necessary to rely on consent for taking or displaying photographs in most circumstances. Processing of personal data should satisfy one of the conditions in Schedule 2 of the Data Protection Act, the most relevant for these purposes being that:

The processing is necessary for the purposes of legitimate interests pursued by the data controller or the third party or parties to whom the data are disclosed, except where the processing is unwarranted in any particular case by reason of prejudice to the rights and freedoms or legitimate interests of the data subject.

1.3 However, a photograph constitutes ‘sensitive’ personal data if it is possible to infer, for example, an individual’s religious beliefs from that photograph (i.e. First Communion photographs).

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

Please note that separate consent is required if data is placed on a website.

Security and Negligence

2.1 The Data Protection Commission also advises that the issue of the harm that could befall an individual if the data in question falls into the wrong hands must be taken into account. This is based on Principle 7 of the Data Protection Act 1998 which states that:

Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.

There could also be claims relating to negligence should a child be placed at risk. It is therefore necessary when displaying photographs in Churches and Church buildings that they are not labelled. A safe alternative would be that photograph displays are simply labelled “Class of 2010”

Looked After Children

The photographing, video recording and filming of Looked After Children taking part in family activities, school events and other occasions should be seen as a normal and essential part of their childhood. However where the intention is that these photographs are to be stored and or published special rules must apply where a child is not living with their natural parents.

Parental consent is essential for all Looked After Children including those accommodated under Section 20. All requests for images to be taken or recorded of Looked After Children should be referred to the Social Worker responsible for the child in question.

Guidance for Internet, Email, and Texting – Appendix 8

1. Rationale

As a leader of children or youth ministry in the Diocese of Dromore we recognise that using internet or digital and mobile phone technology is an important part of the lives of the children and young people we work with.

- We understand that for many children and young people using technology is a regular part of their lives and has a significant impact on their social development
- In accordance with our safeguarding policy we recognise that we must take all the necessary steps to protect young people from significant harm or risk
- We also recognise the importance of establishing and updating procedures to ensure that adult leaders are protected while they work with children and young people
- All leaders are expected to adhere to the guidelines in the current policy

2. Reasons for contacting a young person

- It is not appropriate to have non-work related contact with children and young people
- However we recognise there will be times when it is necessary and important to make contact either through the internet or mobile phones but never for general socialising
- Leaders should ensure that their supervisors are made aware when they are using these forms of communication. This must be set up as part of a group communication and not individual.

3. Parental Awareness and consent

Parental consent for communicating using internet or mobile phones is essential and should be included on your annual consent form or by letter with a return slip agreeing to this form of communication. The consent form must outline what means you will be using for communicating and what you will be communicating. It is important to explain the policy to parents/guardians and carers and seek to ensure that they are aware and happy with the use of this form of communication.

4. Specific Definitions

Internet communication specifically refers to the use of social networking sites such as:

- Facebook
- Twitter

And other web sites of a similar nature.

Email communication specifically refers to the use of

- Emails including written text and /or pictures sent from personal or work accounts.

5. Email Communication

- Email should only be used to communicate specific information e.g. times, dates of events. It should not be used as a relationship building tool
- We recommend having a shared adult email account where all leaders can access any emails regardless of whether it is private or public. This would allow communication amongst leaders and young people to remain safe.
- Only group emails should be used and not individual
- Leaders should encourage appropriate face to face contact where possible
- Leaders must copy all emails sent to young people to their line manager/supervisor
- Email history should be filed and retained.

6. Email and Accountability

As specified above email should only be used to convey information. However if a young person discloses information or anything of a concerning matter arises via email the following procedure must be followed:

- Do not respond to the email but make attempts to contact the young person and follow the procedures for a disclosure

7. Language

All language should be appropriate and where possible standard responses should be used so for example if you have sent an email out containing event details and receive a reply asking for further details create a standard response with additional details so that all young people receive the same information.

- Leaders should take great care over the language used to reduce misinterpretation
- When sending emails leaders should not use informal language such as shorthand or text language as this can be often misunderstood and lead to further complications

8. Chat facilities/Messenger and live chat

Use of live chat facilities between children and leaders is not permitted at any time. Live chat services and chat facilities cannot be kept on record and are therefore an unsuitable form of communication between leaders and young people.

9. Skype and other visual methods

Use of Skype and any other web camera or visual communication via the internet is not permitted. It can be used for conference call and is appropriate if a group uses a web camera Skype in a group environment for project purposes, and has clear aims and objectives for its use.

10. Hours of communication

When using email internet for communication with young people (within the guidelines above) it is advised that it should take place between the hours of 9am and 5pm.

11. Adding friends on Facebook and similar sites

You should not add children or young people to your personal social networking page. You can set up a Facebook group for your project or group and invite them to be members if they are over the required minimum age limit i.e.: 13 for Facebook.

- Leaders should only use an agreed social networking account with young people with whom they are working. This should normally be an account set up specifically for this purpose on behalf of a group rather than an individual. You can set up a group via your personal Facebook account but ensure that your personal settings are secure and limited viewing. It is possible also to set up the Facebook group privacy settings so they can't see the profiles of others who have joined (look under Account, Privacy settings on Facebook)
- Leaders should not use their social networking or instant messaging accounts for children and young people.
- Leaders should seek to ensure that their personal profiles on any social networking sites should be set to the highest form of security to avoid young people accessing personal information or seeing any pictures of a personal nature.

12. Security when using Facebook

How to create a secure profile when setting up a group:

- Select friends list from your profile
- For each friend you add, there is an 'add to list' option. Add the young people to the 'limited profile' group
- Once every young person is in the group 'limited profile', select 'Account' then 'privacy setting' from the top of your Facebook page
- Select 'customise settings' within the privacy settings page
- The privacy settings are then broken into profile, basic information, photos etc.
- On each item that needs to be kept private click the drop down box and choose 'customise' then in the 'hide this from' box, type 'limited profile.'
- Do this for every part of your profile to be kept private.

- You can also change the Privacy settings to 'only me'. You can find this under 'Account' then 'privacy settings.' Process is now complete.

13. Mobile phones

The rationale for texting and calling is the same as social networking and email contact.

Risk – Accusation of an inappropriate message or receipt of one

Solution – Be very careful of what language you use. It is not encouraged for leaders to give out their personal mobile number to young people. We recognise that this may be needed at times

Risk – Texting late in the evening – potential to be inappropriate

Solution – No texting after 9pm

Risk – Young person's perception of relationship

Solution – Discourage text conversation or phone conversation where it is not about communicating information.

Risk - Texting /calling whilst the young person in school/college

Solution – Call between 4pm and 7pm

Risk – Data protection of young person numbers on leaders personal mobiles

Solution – Have a lock on the phone for data protection and do not allow access.

Preferred action – Use a software texting package rather than a personal phone for texting.

When you have received a phone call/ text or made a phone call/text to a young person that is not giving out information, you must make a record of the conversation and report it to a colleague, your supervisor or group leader.

As much as possible do not give children or young people your personal number. Set up an online texting service that only allows outward communication to a group and is managed online. But in all cases gain parental consent and limit your texts to the above guidelines.

Dromore Diocese Anti - Bullying Policy- Appendix 9

Childline Freephone 0800 1111

What is bullying?

Bullying is any form of aggressive behaviour, hurtful behaviour, which is persistent and unprovoked. It involves the abuse of power. It may take various forms including physical, verbal, non-verbal, emotional and/or cyber bullying.

Examples of Physical Bullying

- Hitting
- Punching
- Kicking
- Pushing
- Attacking
- Nipping

Examples of Verbal Bullying

- Name calling
- Shouting abuse
- Mocking
- Taunting
- Teasing

Examples of Non-Verbal Bullying

- Finger signs
- Writing nasty things
- Harassing phone/text messages

Examples of Emotional Bullying

- Ignoring
- Excluding
- Not picking someone for a team game
- Talking behind someone's back
-

Examples of Cyber Bullying

- Unwelcome text messages or Facebook comments
- Picture/video clip bullying via cameras/computers
- Phone call/text bullying via mobile phones/ computers

Bullying – What to look for

There is no fool proof way of knowing that a child is being bullied. Physical injuries are rare.

Trust your instincts, as you will know when a child is happy or unhappy. A child may indicate by the following signs or behaviour that he/she is being bullied.

Children may

- Be unwilling to attend Church activities
- Become withdrawn
- Have unexplained bruising, scratches or marks
- Refuse to say what is wrong
- Appear frightened to speak
- Be frightened of going to school
- Under achieve in school
- Become distressed/ stop eating
- Give improbable excuses to explain any of the above

However it should be noted that the above may be symptoms of other issues and may not necessarily indicate bullying.

What should parents do if they are worried about their child?

- Discuss the situation with your child
- Listen carefully
- Stay calm
- Show concern
- Reassure the child that they have done the right thing by telling you
- Encourage the child to tell the leader of the church group

Note what your child has said and write down

- What happened
- What was said and done
- Who else saw it
- When it happened and where
- How it affected your child at the time or later.

Parents and volunteers should make contact with the leader and the matter should be investigated and resolved.

The key message to our children is that they are all special and that no one is allowed to hurt them. Emphasise that each child has feelings and has a right to feel safe and to stay safe while involved in Church activities.

Anti-bullying posters are available from the Dromore Diocesan Child Safeguarding Office, 68 North Street, Lurgan. BT67 9AH

GUIDANCE ON INTIMATE CARE – APPENDIX 10

Introduction

The Intimate Care Policy has been developed to safeguard children and staff. Disabled children can be especially vulnerable. Staff involved with their intimate care need to be sensitive to their individual needs.

Definition

Intimate care may be defined as any activity required to meet the personal care needs of each individual child (in partnership with the parents/staff and child.)

Intimate care can include:

- Feeding
- Washing
- Dressing/undressing
- Toileting
- Menstrual Care
- Photographs
- Catheter and stoma care
- Supervision of a child involved in their intimate self care

Those with parental responsibility have a responsibility to advise staff of the intimate care needs of their child.

Principles of Intimate Care

The following are the fundamental Principles of Intimate Care upon which the Policy and Guidelines are based:

- Every child has the right to be safe.
- Every child has the right to personal privacy.
- Every child has the right to be valued as an individual.
- Every child has the right to be treated with dignity and respect.

- Every child the right to be involved and consulted in its own intimate care, to the best of their abilities.
- Every child has the right to express their views on their own intimate care and to have such views taken into account.
- Every child has the right to have levels of intimate care that are as consistent as possible.

Organisation Responsibilities

- All staff working with children must be trained and vetted.
- Only named staff identified by the organisation and should undertake the intimate care of children.
- Leaders must ensure that all staff undertaking the intimate care of children are familiar with, and understand the Intimate Care Policy and Guidelines together with associated Policy and Procedures
- Intimate Care arrangements must be agreed by the organisation, staff, parents and the child (if appropriate).
- Intimate Care arrangements must be recorded in the child's personal file and consent forms signed by those with parental responsibility and the child (if appropriate).
- Staff should not undertake any aspect of intimate care that has not been agreed between the leader, parents and the child.
- The group needs to make provisions for emergencies i.e.: a staff member on sick leave. Additional trained staff should be available to undertake specific intimate care tasks. Do not assume that someone else can do the task.
- If a member of staff has concerns about a colleague's intimate care practice they must report this to the organisation leader.

BEST PRACTICE

- Prior permission must be gained after discussion with both parent and child and agreement reached on how the specific tasks will be allocated.

- An intimate care plan drawn up explaining in detail how specific tasks will be conducted.
- Roles and expectations are clearly understood by all.
- The child's reaction to a situation needs to be accepted as the guide to the child's wishes.
- Only appropriate terminology is acceptable to be used to name private parts.
- Where there are speech, language, hearing or cognitive difficulties, an agreed method of communication is arrived at beforehand and time taken to familiarise the child with the method.
- The plan should contain how the child can be independent as much as possible.
- If drugs are to be administered a medical plan must be drawn up and directed by a doctor and proper records kept.

The points above are not exhaustive but if adhered to and the Paramourncy of the child principle observed, then the intimate care needs of the child should be met.

DATA PROTECTION POLICY- APPENDIX 11

The Diocese of Dromore is required under the Data Protection Legislation to ensure the security and confidentiality of all personal data it collects and processes on behalf of its volunteers and employees.

Personal data must be obtained and processed fairly, kept for one or more specified explicit and lawful purposes, used and disclosed only in ways compatible with the purpose for which it was obtained and, kept safe, secure, accurate, complete and up to date, adequate, relevant and not excessive, retained for no longer than is necessary for the purpose or purposes for which it was collected and may be given to an individual upon receipt of request.

Retention and Security of records

- File records which contain personal information should be stored in a secured locked file in the parish office.
- All personal files must be locked away securely from unauthorised access.
- Access to locked filing cabinets must be on a need to know basis only.
- The Parish Priest or his nominee are the only persons who are approved to access personal files.
- All computers used for the purpose of record keeping must be password protected and encrypted.
- Persons who store information on computers for the purpose of parish records must use individual passwords and access must only be by the Parish Priest or a nominee.
- Keys to filing cabinets must be strictly controlled with access provided only to Parish Priest or one named nominee.

Retention and Destruction of Data

- All case management safeguarding files must be retained for a period of 100 years.
- All other files pertaining to safeguarding should be stored for a period of 30 years.
- When volunteers / employees retire from positions / posts file should be moved to Archive storage however the same security arrangements as outlined above must apply to these records.

- Where there is no legal requirement to retain records beyond closure, destruction should be undertaken as follows:
 - An inventory should be completed indicating name of file, location of file, destruction date, method of destruction, signed approval for destruction to be signed off by the Data Controller or nominated persons.
 - Destruction of waste paper / records containing personal information must be by way of incineration or cross shredding.

Access to Information

- Persons wishing to access records should be provided with a copy of their own personal information only.
- This application must be in writing.

The right of access does not apply in certain circumstances, where it is likely to prejudice an ongoing investigation.

CONFIDENTIALITY STATEMENT – APPENDIX 12

The Diocese of Dromore recognises the importance of ensuring people’s rights to confidentiality and is committed to keeping confidential all personal information about children and their families. An exception is when safeguarding children or welfare concerns arise in relation to a child. In this situation information will be shared on a need to know basis in the best interest of the child. Providing information to a Designated Liaison Person and/or statutory authorities for the protection of a child is not a breach of confidentiality.

A Recording Policy for the Diocese of Dromore

- APPENDIX 13

In February 2009, the National Board for Safeguarding Children in the Catholic Church in Ireland issued its document “Safeguarding Children: Standards and Guidance for the Catholic Church in Ireland”. This guidance was endorsed and adopted by all the members of the three sponsoring bodies namely, the Irish Episcopal Conference, the Conference of Religious of Ireland, and the Irish missionary Union. Standards were created against which the practice of all participating parts of the Church would be assessed.

Standard 2 of the Guidance relates to “Procedures – How to respond to child protection allegations and suspicions.” Criteria 2.4 of Standard 2 states the following: - “There is a process for recording incidents, allegations and suspicions, and referrals. These will be stored securely, so that confidential information is protected and complies with relevant legislation.” Criteria 2.6 of Standard 2 states the following: - “There is guidance on confidentiality and information sharing which makes clear that the protection of the child is the most important consideration. The Seal of Confession is absolute.”

The Diocese of Dromore undertakes to meet the requirements of Standard 2 through the adoption and implementation of this Recording Policy:

When an incident, allegation, suspicion or referral arises against any member of the clergy, staff, or volunteer, a case record will be created. It will record the information that has come to light, the actions taken, by whom and when. It will be accurate, fair, and kept up to date. The contents will be typed, where possible, to ensure legibility. The subject of the case file will be asked to agree to the creation of the file and to its content. Access to the content will be given on an agreed basis only unless there is a clear requirement to share the information with others to prevent harm coming to a child or young person.

The case file will adhere to the structure outlined in *SAFEGUARDING CHILDREN*. When created, the case file will be stored securely in a fireproof, locking cabinet in an agreed location. It will be held until ten years after the death of the subject of the file where upon it will be destroyed.

The principle of confidentiality that applies to the records created recognizes the right of subjects to have their privacy protected. Information gathered or stored on them will not be shared with others unless the following applies:-

1. Permission has been given by the subject to share the information with others
2. There is a clear need to share the information to protect a child or young person
3. A court order or legal obligation requires disclosure
4. There is an overwhelming public interest in disclosure

The National Office for Safeguarding Children has a mandate to review and monitor practice within the Church. To that end, access to case records will be given to ensure that Standards are being met and that the Recording Policy is being adhered to. When a file is created the National Office will be notified to enable them to record the fact on a central index. The information shared will comprise the name of the subject of the file, the date on which it was created and who completed the task. All other information will be held in the case file itself.

Guidelines for Sacristy - APPENDIX 14

- All Clergy, Eucharist Ministers, Ministers of the Word and Sacristy Team must sign the register in the sacristy.
- There must be at least two vetted adults in the sacristy if children or young people are present.
- No adult, clergy or lay person, should be alone in the sacristy, choir gallery or other separate location within the Church area with children or young people.
- All children and young people must be treated with courtesy, respect and dignity.
- All adults must be aware of their duty to prevent child abuse and to report concerns and suspicions.
- All adults should be aware of the relevant telephone numbers with regards to reporting concerns and suspicions.

The interests and welfare of children and young people are of the utmost importance. All children and young people are to be affirmed as a gift of God; they have a right to dignity of life and bodily integrity which must be respected, nurtured and protected.

CHILDREN'S LITURGY GUIDELINES - APPENDIX 15

Children's liturgy is a mission to young children and therefore it is important that there are standards in place for those providing this important service to children. Set out below are the expectations in relation to Children's Liturgy workers and for the safe environment which will be created for this activity.

- Children's Liturgy workers will be recruited and supervised in line with the Diocesan Procedures.
- Training on Safeguarding Children will be provided by the local safeguarding representatives or training officer.
- The venue for the liturgy needs to conform to Health and Safety requirements as well as safeguarding standards, e.g. appropriate space, seating, accessibility for children with disabilities and have First Aid facilities.
- Written parental consent must be sought at the beginning of the Liturgy year. A leaflet setting out the purpose of the Children's Liturgy and seeking the parents' consent for the child's participation should be given out, and a copy of the returned consent form retained.
- A roll call should be made at the start of the Liturgy. This can be by way of a worker ticking the presence of the children on an attendance sheet. This sheet will be retained alongside the consent forms.
-
- The liturgy workers must agree to abide by the Diocesan/ Parish Code of Conduct.
- The supervision ratios must comply with those set out in the Standards and Guidance document.

Guidance for Hospital Chaplains – Appendix 16

If a child, young person or adult makes a disclosure to you in your duty as chaplain you should

- Tell them immediately that this information will have to be shared with the statutory authorities or the Designated Liaison Person in the Dromore Diocese if the allegation is church related.
- Ask questions for clarification only.
- Not investigate.
- Record actual words spoken
- Pass it on immediately

If the disclosure is made by a child or young person contact the hospital social work team via the hospital switchboard, the Southern Gateway Service 0800 783 7745 or the South Eastern Gateway Service 0300 1000 300

If the disclosure is made by an adult you can contact the PSNI or the Gateway Services.

If the disclosure is church related it should be reported immediately to Patricia Carville Dromore Diocesan Designated Liaison Person 07789917741.

DIOCESAN SAFEGUARDING CHILDREN COMMITTEE CONSTITUTION – APPENDIX 17

Preamble

The Diocese of Dromore values and encourages the participation of children in all diocesan and parish activities that foster their spiritual, physical, emotional and social development. Recognizing the dignity and rights of all we will endeavour to do all in our power to create safe environments for children to ensure their safety and enable their full participation in the life of the Church. The key document in the area of Safeguarding is the Standards and Guidance Document for the Catholic Church in Ireland 2008.

Purpose

The Dromore Diocesan Safeguarding Committee shall work with the Bishop to develop, direct and manage all aspects of policy, training and support for parishes and organisations in the Diocese in relation to children, including;

- The provision of training
- The safe recruitment of volunteers and staff
- Creating, maintaining and monitoring safe environments for children and young people in all aspects of Church life.

Membership

The membership of the Committee shall be no more than ten persons drawn from priests, religious and parishioners and in particular those involved in parish safeguarding advisory groups. The VFs will nominate up to two lay persons and one priest from each of the three Deaneries subject to the approval of the Bishop. They shall be appointed for a three year period which may be renewable.

Termination of membership shall occur on completion of the term of appointment when notified to the member, by resignation made to the Bishop or by dismissal by reason of behaviour unbecoming a member the determination of which shall be at the discretion of the Bishop.

Meetings

The Committee shall hold four meetings one of which will be open to members of the Diocese. Extraordinary meetings shall occur as necessary and shall be convened by the chairperson or at the request of any three members. A quorum of half the committee members plus one shall be necessary for all meetings. An annual meeting will be held for all involved in Safeguarding in the Diocese at a time and venue agreed by the committee.

Officers

The Chairperson of the Committee shall be nominated by the Bishop. The minute secretary shall be selected by the Committee. The Diocesan Safeguarding Coordinator and trainer/s will be in attendance at all meetings but will not be members of the committee. The Chairperson may from time to time invite others, whose advice may be sought, to attend meetings of the Committee.

Communication

At the end of every meeting the committee shall agree the points to be communicated to the priests of the diocese, the parish/deanery representatives and the Parish Advisory Groups.

RESOURCES

The following forms and procedures are available to download from the Diocesan website.

www.dioceseofdromore.org

1. Roles Checklist
- 2(a) Procedures for Recruitment and Selection
- 2(b) Recruitment Checklist
3. Checklist for Administrator
4. Volunteer Application Form
5. Reference Form
6. Confidential Declaration Form
7. Identification Verification Form
8. Valid Identification Documents
9. Access NI form
10. Letter of Appointment
11. Letter of Agreement
12. Code of Conduct
13. Safeguarding Numbers
14. Altar Servers Consent Form
15. Participants Consent Form
16. JP2 Consent Form
17. Consent Form for Displaying Photographs
18. Media Permission Form
19. Accident/Incident Form
20. Complaints Form

21. Parish Organisations Form
22. Parish audit Form
23. Parish Self Audit Form
24. Role Description - Eucharistic Minister to the Housebound
25. Role Description - Children's Liturgy