

Diocese of Killaloe – Parish Safeguarding Information Sheet

General Questions

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

Spreading the Safeguarding Message

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

Confidentiality

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

Young People

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

Forms:

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

- i) Activity Project Information Form
- ii) Parent/Guardian Consent Form
- iii) Activity Complaints Form
- iv) Altar Servers Application Form
- v) Incident / Accident Report Form
- vi) Staff/ Volunteer Application Form
- vii) Safeguarding Policy Agreement Form
- viii) Garda Vetting Form
- ix) Renting Parish Hall
- x) Parish Audit Form

Diocese of Killaloe – Parish Safeguarding Information Sheet

Recruitment of Volunteers

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

Health and Safety

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

At a minimum, two adults are required for each activity.

In addition, the minimum following ratios should be applied, depending on the number of children:

zero to one years = one member of staff to three children

one to two years = one member of staff to five children

two to three years = one member of staff to six children

three to six years = one member of staff to eight children

seven to twelve years = one member of staff to eight children

thirteen to eighteen years = one member of staff to ten children

Killaloe Diocesan Office

Westbourne

Ennis

Co. Clare

Tel: +353 65 682 8638

Fax: +353 65 684 2538

E: office@killaloeocese.ie

Website: www.killaloeocese.ie

Diocesan Director of Safeguarding & Designated Liaison Person

Ms. Cleo Yates

Tel. +353 873553024

E: c.yates@killaloeocese.ie

Diocesan Trainers

Ms. Cleo Yates

National Board for Safeguarding Children in the Catholic Church in Ireland (NBSCCCI)

New House

Saint Patrick's College

Maynooth, Co. Kildare

Tel: +353 1 505 3124

Fax: +353 1 505 3026

Website: www.safeguarding.ie