



Safeguarding
— KILLALOE —

Parish Safeguarding Representatives Guide

1. INTRODUCTION.

This guide is intended to help Parish Safeguarding Representatives to carry out their role within their respective parishes. It is designed to ensure that best practice is employed when it comes to creating a safe environment for all children, young people and vulnerable adults who engage in parish activities. The Parish Safeguarding Representative plays a crucial role in ensuring that all parish volunteers, clergy, staff, children and their parents/ guardians are fully aware of Diocesan safeguarding policies and procedures. They also act as a conduit between the parish and the Director of Safeguarding and Diocesan Safeguarding Committee.

2. APPOINTMENT.

The Parish Safeguarding Representative is nominated by the Parish Priest (or equivalent) and reports directly to the Parish Priest. The Parish Safeguarding Representative cannot operate effectively if working alone and in isolation from other members of the parish team. However, where collaboration between the Parish Priest, Parish Pastoral Council and the Safeguarding Representative is undertaken in a positive and constructive manner, the safeguarding of children and vulnerable adults flourishes and grows.

Every parish should have a minimum of two Safeguarding Representatives. Each Parish Safeguarding Representative serves a **three year term** which can be renewed once so that no one is asked to carry out the role for more than six years.

3. REQUIREMENTS.

Prior to taking up their new appointment, all new Parish Safeguarding Representatives must:

- ✚ Complete and submit a Garda vetting form
- ✚ Undertake a full day child safeguarding training course
- ✚ Submit their name and contact details to the Director of safeguarding

They also should have.

- ✚ Good communication skills
- ✚ Make themselves available to attend Parish Pastoral Council meetings, when required
- ✚ Attend further meetings and training as recommended by the Safeguarding Committee

4. ROLE.

The Parish Safeguarding Representative is required to:

- ✚ Raise awareness of what safeguarding entails at parish level;

Examples

- ❖ Alerting parish personnel to safeguarding training events;
- ❖ Attending Parish Pastoral Council meetings as required;
- ❖ Updating church notice boards with details of the relevant civil and diocesan safeguarding personnel;
- ❖ Reporting to the Director of Safeguarding any concerns that may arise.

- ✚ Offer information and advice on safeguarding matters to individuals and groups involved with children in the parish

Examples

- ❖ Ensuring that such individuals and groups know how you can be contacted and
- ❖ Being available to them by phone or in person, as appropriate.

- ✚ Ensure that all those working in the parish understand their responsibilities in relation to safeguarding;

Examples

- ❖ Ensuring that parish personnel understand what training they are required to undertake (information session or full day);

- ❖ Liaising with the Director of Safeguarding to ensure that adequate training opportunities are provided;
 - ❖ Ensuring that parish personnel are informed of the training being provided;
 - ❖ Ensuring that the Parish keeps a record of those who have attended training, and the type of training provided
- ✚ Ensure that church activities are provided in a way that ensures that all children and vulnerable adults are looked after safely and are protected from abuse;

Examples

- ❖ Liaising with the leaders of the activity;
 - ❖ Ensuring proper levels of supervision are in place at all times;
 - ❖ Ensuring adequate records are maintained i.e. attendance register and parental consent form
 - ❖ Carry out Annual Reviews of groups involving children;
 - ❖ Check sacristy register twice yearly.
- ✚ Ensure that the contact details of the relevant civil and diocesan safeguarding personnel are widely publicised on the following;
- ❖ Church notice boards
 - ❖ Parish newsletter
 - ❖ Parish website

Note: Confidentiality is a core principle of Safeguarding. All information whether verbal, written or electronic should only be shared on a “need to know” basis. Any documents which contain information about people, such as forms, must be stored in a secure place in the parish office. If ever in doubt, please contact the Director of Safeguarding.