

Form 5.1A(1) and Form 1.1A(5) Agreement Form and Confidentiality Declaration Form for all Volunteers	
Parish:	Name:
Agreement Form (Form 5.1A(1)) <i>(N.B. – to be completed by <u>all</u> Church Personnel)</i>	Confidentiality Declaration (Form 1.1A(5)) <i>(N.B. - to be completed by all persons who have access to the personal data of others, i.e., priests / sacristans / acting sacristans / parish office staff / safeguarding representatives, parish safeguarding committee members, etc.)</i>
Data Protection Data will be held on file in accordance with the data protection policy of the Diocese of Waterford & Lismore. The data entered will be used only for the purposes indicated on the form. It may be accessed only by those with responsibility for managing files. Declaration As part of my work in the role of: - <hr/> I confirm that I: <ul style="list-style-type: none"> • Have been made aware of the Safeguarding Children/Vulnerable Adult Policies and Procedures including the code of conduct for adults, as applicable; • Have been given an opportunity to have any questions addressed by a representative of the local Church authority; • Will attend a safeguarding information session/full-day programme. I agree to work within the Waterford & Lismore Diocesan Safeguarding Children/Vulnerable Adult Policies and Procedures, and to report all safeguarding concerns to the D.L.P.	I confirm and declare that all confidential and personal information that is disclosed to me or to which I have access during the course of acting as: - will be kept strictly confidential, and shall: <ol style="list-style-type: none"> a. not be disclosed or otherwise made available by me to any person, except in accordance with the procedures set out in the Safeguarding Children/Vulnerable Adult Policies and Procedures; b. be used by me only for the purpose of the procedures set out in the Safeguarding Children/Vulnerable Adult Policies and Procedures. If I am required to disclose confidential or personal information in accordance with law or by virtue of a court or similar order, other than in accordance with the safeguarding policy and procedures, nothing in this declaration prevents me from doing so. However, in those circumstances, I will inform the relevant Church authority without delay. I acknowledge that some or all of the confidential and personal information may contain 'personal data' and 'sensitive personal data' within the meaning of data protection legislation, and I therefore agree to comply with my obligations under this legislation. In so far as I am the data processor in accordance with the Data Protection Acts, then I agree only to process personal data on, and subject to, the instructions of the relevant data controller, maintain appropriate security measures against all unlawful processing in respect of the personal data, and allow the relevant data controller to monitor and audit my compliance with my obligations in respect of personal data. My obligations under this declaration continue even after I may cease to act as: - <hr/>

Signed:- _____

Date:- _____

(NB - Please write N/A across the Confidentiality Form if not applicable to you)

This form should only be used if the event/activity has the prior approval of either the Diocese or the local parish within the Diocese.

1.2A (1) Code of Conduct (Adults)

It is important for all employees and volunteers who have contact with children and vulnerable adults to:

- Treat all children and vulnerable persons with respect and dignity
- Treat all children and vulnerable persons equally
- Model positive appropriate behaviour to all children and vulnerable persons we come into contact with
- Be aware of the Church's child protection and safeguarding policy
- Challenge and report abuse and potentially abusive behaviour
- Develop a culture of openness, honesty and safety
- Develop a culture of where children and vulnerable persons have permission to tell and to talk about any concerns or worries that they may have
- Respect each child's and vulnerable person's boundaries and support them to develop their own understanding and sense of their rights
- Be aware of their responsibility for the safety of all children and vulnerable persons in their care
- Work in an open environment
- Help children to know what they can do if they have a problem
- Avoid being alone with children.

Adults Must Never

- Hit or otherwise physically assault or abuse children or vulnerable persons
- Develop sexual relationships with children or vulnerable persons
- Develop relationships with children or vulnerable persons that could in any way be deemed exploitative or abusive
- Act in any way that may be abusive or may place a child or vulnerable person at risk of abuse
- Use language, make suggestions or offer advice that is inappropriate, offensive or abusive
- Do things for a child or vulnerable person of a personal nature that they can do for themselves
- Condone or participate in behaviour that is illegal, unsafe or abusive
- Act in any way that is intended to intimidate, shame, humiliate, belittle or degrade
- Engage in discriminatory behaviour or language in relation to race, culture, age, gender, disability, religion, sexual orientation or political views
- Consume alcohol, tobacco or illegal drugs while having responsibility for, or in the presence of, children or vulnerable persons.

Safeguarding Policy and Procedures Detailed Guidance on Safe Practice is available on the Waterford & Lismore Diocesan Safeguarding Website, <https://waterfordlismore.ie/safeguarding-children/>

I confirm that I have read and understand the Code of Conduct and I agree to abide by the Safeguarding Policies and Procedure of the Diocese of Waterford & Lismore. I also authorise the verification of the information provided on this form and the appropriate and necessary sharing of this information.

Signed: _____
Print Name: _____
Date: _____