



INFORMATION BOOKLET



Index

PAGE

1.....	Child Safeguarding Policy Statement
2.....	Introduction
3.....	The Three Standards
4.....	Parish Partnership
5.....	Accessing Policy and Guidance Documents
6.....	Concern about the welfare / safety of children / vulnerable adults
7.....	Code of Conduct for Adults
9.....	Code of Conduct for Children and Young People
10.....	Supervision ratios
11.....	Hazard Assessment
13.....	Preventing bullying
13.....	Procedures for dealing with bullying
14.....	Reporting Procedures
14.....	Complaints Procedure
15.....	Whistle-blowing Procedure
16.....	Reporting allegations of abuse
17.....	Digital, Social Media and Online Communication with Children & Young People Guidelines
19.....	Personnel to Contact
19.....	Diocese of Waterford & Lismore Policies

Child Safeguarding Policy Statement



As a constituent member of the Catholic Church in Ireland, we recognise and uphold the dignity and rights of all children, are committed to ensuring their safety and well-being, and will work in partnership with parents/guardians to do this. We recognise each child as a gift from God, and we value and encourage the participation of children in all activities that enhance their spiritual, physical, emotional, intellectual and social development.

All Church personnel (including clergy, religious, staff and volunteers) have a responsibility to safeguard children through promoting their welfare, health and development in a safe and caring environment that supports their best interests and prevents abuse.

If you are concerned about the welfare and safety of children, the contact details are as follows:

Designated Liaison Person - Mr. Stephen Plunkett (085) 165 1518

Deputy Designated Liaison Person - Ms. Anne Walsh: (089) 4858845

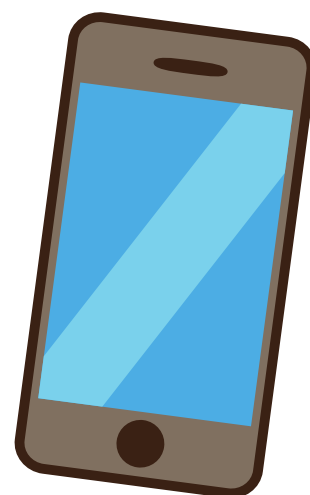
Tusla, Child & Family Agency:

- Clonmel 052 6177302
- Dungarvan 053 9198134
- Waterford 051 842847

An Garda Síochána:

- Cahir: 052 744 5630
- Clonmel: 052 617 7640
- Dungarvan: 058 48600
- Waterford: 051 305300

Garda National Protective Services Bureau: Tel: (01) 6663430



Introduction

The Diocese will implement this policy by ensuring that all our ministry and activities comply with applicable indicators of the three Safeguarding Standards. This policy applies to all clergy, religious, staff and volunteers who work with children and young people in the diocese.

1. Leadership, Governance and Accountability
2. Nurturing a Culture of Safeguarding
3. Responding Pastorally and Reporting According to Civil and Canon Law



The summary on the following pages briefly describes each of the three Standards and details some of the practical aspects associated with each Standard.



“A Safe and Welcoming Church - Safeguarding Children Policy and Standards for the Catholic Church in Ireland, 2024” is available on the NBSCCCI website – www.safeguarding.ie

The Three Standards

STANDARD 1: LEADERSHIP, GOVERNANCE AND ACCOUNTABILITY

As a leader, the Church authority embodies and imparts the Catholic Church's vision, principles and values, which are reflected and apparent in the child safeguarding culture, structures and practices at all levels and in all ministries with children and young people.

In practical terms, leadership and accountability involve:

- Always striving to act with integrity, following the example of Jesus.
- Ensuring that adequate structures, personnel practices and resources are
- provided to embed safeguarding at the core of ministry, and regularly reviewing these.
- Engaging in systematic review of practice (including undertaking annual self audits and external reviews of practice) to enable learning for continuous improvement.
- Being held accountable for compliance with all child safeguarding standards, including the Church's commitment to keeping children safe and having a zero-tolerance approach to abuse.

STANDARD 2: NURTURING A CULTURE OF SAFEGUARDING

Implementing this standard ensures the creation and maintenance of a culture of safety, including a safe church environment that is welcoming of children. The Church will promote the well-being of children through their participation in the ministry of the Church. The Church will create and maintain environments that uphold children's rights and that create nurturing, caring conditions where children will flourish in faith and love. Through fostering a culture of care, children feel safe and looked after and, in turn, they will be supportive of and respectful to their peers. The Church will support the adults who minister to and engage with children and their carers through training, guidance and supervision to ensure that children's safety is promoted and upheld.

Children and adults should feel that they can voice any concerns they have, and that these will be respected, listened to and acted on appropriately.

The Church authority will ensure that:

- Those who work with or minister to children are competent and supported in their role.
- Environments in which children's ministries are conducted are safe and risks are managed.

STANDARD 3: RESPONDING PASTORALLY AND REPORTING ACCORDING TO CIVIL AND CANON LAW

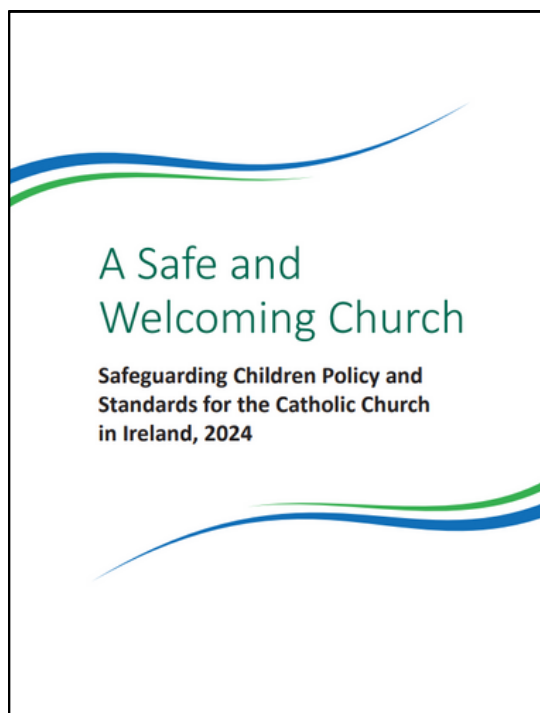
This standard is concerned with allegations of abuse, adherence to civil and canon law; caring for complainants; and ensuring a just process of inquiry. The Catholic Church is committed to timely reporting of all allegations, responding with support and care to complainants of abuse and their families, and ensuring appropriate accompaniment for respondents. The Church will ensure a fair and just process of inquiry, and equip and support those tasked with responding to allegations appropriately.

Parish Partnership

Priests, Local Safeguarding Representatives and all those involved in safeguarding ministry share a key responsibility for safeguarding at parish level. It is vital that they work closely together and support each other in the implementation of the Child Safeguarding Standards.



Accessing Policy and Guidance Documents



“A Safe and Welcoming Church - Safeguarding Children Policy and Standards for the Catholic Church in Ireland, 2024” is available at www.safeguarding.ie

This revised set of standards is designed to ensure up-to-date ‘best practice’ in all aspects of child safeguarding.

Forms and other documents required for the implementation of the Standards are available at www.waterfordlismore.ie/safeguarding-children.



If you are concerned about the Welfare and Safety of Children:



- **Tusla Child & Family Agency:**
 - Clonmel 052 6177302
 - Dungarvan 053 9198134
 - Waterford 051 301450
- **An Garda Síochána:**
 - Cahir: 052 744 5630
 - Clonmel: 052 617 7640
 - Dungarvan: 058 48600
 - Waterford: 051 305300
- **Garda National Protective Services Bureau**
 - Tel: 01 666 3430
 - Tel: 01 666 3435
- **H.S.E. Safeguarding & Protection Teams:**
 - Tel: (056) 778432 for adults at risk of abuse

Diocesan Designated Liaison Person (DLP)

These are the designated persons in the Diocese who are responsible for receiving all Child Safeguarding concerns and ensuring that these concerns are passed on to TULSA and An Garda Síochána

- *Designated Liaison Person (DLP) Mr. Stephen Plunkett (085) 165 1518*
- *Deputy Designated Liaison Person Ms. Anne Walsh 089 4858845*

Further Information is available from:

- *Diocese:* www.waterfordlismore.ie/safeguarding-children
- *Safeguarding Co-ordinator:* Stephen Plunkett - Tel: 051-874199
- *Email:* safeguarding@waterfordlismore.ie

National Board for Safeguarding Children in the Catholic Church in Ireland – NSBCCCI

NSBCCCI, New House, St. Patrick's College, Maynooth, Co Kildare

www.safeguarding.ie | email: admin@safeguarding.ie | Tel: (01) 505 3124



Code of Conduct for Adults



It is important for all personnel 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.

In general, it is inappropriate to:

- Take children away or to your own home, especially where they will be alone with you.
- Involve children in one-to-one contact; activities should usually be supervised by at least two adults.
- However, there may be two circumstances where this may occur:
 - In a reactive situation, for example when a young person requests a one-to-one meeting with you without warning, or where a young person has had to be removed from a group as part of a code of conduct. Please record and date the incident as soon as possible after the event.
 - As part of a planned structured piece of work (for example one-to-one music tuition).

Code of Conduct for Children and Young People

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



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

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

- Treat everyone with respect.
- Treat property with respect.
- Do not consume alcohol, tobacco or illegal drugs.
- Do not bring any physical items into the Church activity that may cause offence or harm to others.
- Act as a good role model.
- Attend activities on time.
- Sign in and out.
- Please turn off your mobile phone.
- Tell someone you trust if you feel uncomfortable with any situation or individual.
- Do not use bad language.
- Never bully anyone or send threatening messages.



Supervision Ratios



In planning a trip or activity, it is critically important to consider how many adults are needed to supervise children in a safe manner. It is recommended that a certain number of adults be available to supervise a certain number of children; however, this is

also dependent on whether the children have specific needs or requirements, and on the duration of the activity.

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

Within each group the ratio of adults to children is determined by the age of the children involved



- *0-1 year*: one member of staff to *three* children.
- *1-2 years*: one member of staff to *five* children.
- *2-3 years*: one member of staff to *six* children.
- *3-6 years*: one member of staff to *eight* children.
- *7-12 years*: one member of staff to *eight* children.
- *13-18 years*: one member of staff to *ten* children.

Hazard Assessment

The Diocese of Waterford & Lismore is committed to the physical, emotional, and spiritual safety of all children in its care and of the adults who work with them.

A hazard is a potential source of harm to a person. All who work with or are responsible for children in a church setting must carry out a hazard assessment to identify dangers that may arise for children or adults in the course of church activities.



Hazard assessment embraces potential failures in effective safeguarding practice, in health and safety and in a problem with the venue.

If a problem with the venue is discovered this must be raised with the appropriate authority in charge of health and safety for the Church body.



Form 1.8A(1) Hazard Assessment Form is available
on the Safeguarding website
www.waterfordlismore.ie/safeguarding-children

If a child has an accident and injures himself/herself while attending a Church run event, these procedures should be followed:

- Assess the injury and reassure the child. If the injury is severe or the child has lost consciousness, please contact the emergency services.
- If the emergency services are called, contact with the child's parents/guardians must be made urgently. Contact information can be found on the *Child and Guardian Joint Consent Form. 1.4A(3), (4) or (5)*



- If the parents/guardians are not available, it may be necessary for a leader to travel with the child to the hospital. If medical treatment is required, Church personnel may be asked about known allergies or existing medical conditions. Again, this information can be found on the *Child and Guardian Joint Consent Form. 1.4A(3), (4) or (5)*



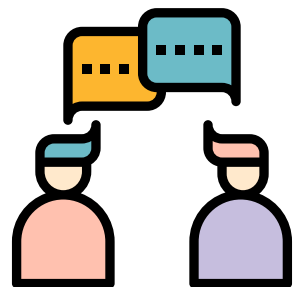
- There should be a fully stocked First-Aid box to hand at all Church-related events. Remember to make a note of what has been used from the First-Aid box so that it can be replaced at the earliest opportunity. Under no circumstances should any medication be given to a child, unless under parental or medical supervision.



- As soon as possible after the accident, write up a report using an *Accident/Incident Form 1.4B(1)*. Once completed, this form should be stored in a safe place, in line with data protection, and treated as a confidential document.



- Always inform parents/guardians of any accident that has occurred involving their child, regardless of how minor you consider it to be. It is good practice to give a copy of the *Accident/Incident Form 1.4B(1)* to parents/guardians.



- It is good practice to keep blank copies of the *Accident/Incident Form 1.4B(1)* with the First-Aid box so that one can be easily filled out in the event of an emergency.



Preventing bullying

To help prevent bullying, the following strategies are suggested:

- Engage children / young people in discussions about what bullying is and why it cannot be tolerated.
- Encourage children / young people to take responsibility and report any incidents of bullying to their leader / person in charge.
- Review this bullying guidance with children / young people and parents involved in parish / agency activities.
- Seek to promote positive attitudes of social responsibility, tolerance and understanding among all personnel.



Procedures to deal with bullying:

- All incidents of bullying should be brought to the attention of the leader/person in charge.
- All incidents will be recorded on an *Incident / Accident Form 1.4B(1)* and kept on file.
- Leaders should report to and seek guidance/support from the parish priest / priest in charge.
- Parents should be informed of any incident of bullying, and should meet with the leader / person in charge to discuss the problem. A record should also be kept.
- The bullying behaviour or threats of bullying must be investigated and the bullying quickly stopped.
- Both the victim and bully should be supported and helped throughout the process.
- If necessary and appropriate, the Gardaí should be consulted.



Reporting Procedures

Complaints procedure

A complaint is defined as a grievance and/or the raising of a concern about breaches of codes of behaviour. Allegations or suspicions of child abuse do not fall into this category of general complaints.



All complaints will be taken seriously and dealt with fairly and confidentially. Efforts will be made to quickly and informally resolve complaints through discussion with the parents / guardians, children / young people, volunteers / members of staff and clergy, as appropriate.

If a parent / guardian, young person or child is not satisfied with any aspect of the running of a particular activity, or the behaviour of any individual involved in that activity they should make a complaint.

Initially, all complaints of this nature should be resolved using an open dialogue with the person responsible for the group or the Parish Priest. The Parish Priest can also consult with the Diocesan Secretary and the Safeguarding Co-Ordinator for guidance on how to proceed. If resolution is not possible, the following steps should be taken.

Steps to take:

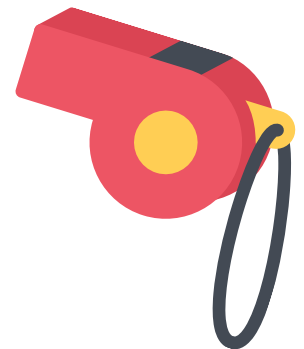
- Complete *Complaint Form 1.7A(1)* and submit to the Parish Priest.
- A letter acknowledging receipt of the complaint will be sent; all complaints must be thoroughly investigated.
- The Parish Priest may organise a meeting to discuss and hopefully resolve the complaint.

- Following the meeting or discussion, the Parish Priest will write to the complainant to confirm what took place and to set out any solutions that were agreed upon.
- If a meeting is not agreeable or possible, the Parish Priest will issue a detailed written reply to the complainant, setting out their suggestions for resolving the matter.
- If the complainant is still not satisfied at this point, they should contact the Parish Priest again.
- At the conclusion of this step, the Bishop may decide to take further action on the complaint.

Whistle-blowing procedure

A whistle-blower is a person working within an organisation who reports that organisation's misconduct.

All staff and volunteers must acknowledge their individual responsibility to bring matters of concern to the attention of their supervisor / superior / manager.



Reasons for reporting:

- Each individual has a responsibility to raise concerns about unacceptable practice or behaviour.
- To prevent the problem worsening or widening.
- To protect or reduce risks to others.
- To prevent yourself from becoming implicated.

It is important to undertake the following steps:

- Voice any concerns, suspicions or uneasiness as soon as possible. The earlier a concern is expressed the sooner and easier action can be taken.

- Try to pinpoint exactly what practice is of concern and why.
- Approach your immediate superior / supervisor / manager.
- If your concern is about your immediate superior / supervisor / manager, please contact your Parish Priest / Bishop / DLP / Statutory Services / NBSCCCI.
- Make sure a satisfactory response is secured – don't let matters rest.
- Ideally, concerns should be placed in writing, outlining the background and history, giving names, dates, locations and any other relevant information.
- You are not expected to prove the truth of your complaint, but you need to demonstrate sufficient grounds for concern.

Reporting allegations of abuse

The Diocese of Waterford and Lismore provides guidance and training on recognition of abuse, and clear procedures on what to do when a child protection concern arises, so that everyone knows how to respond appropriately.



If you want to report a suspicion, concern or allegation of abuse please contact our Designated Liaison Person. The DLP will discuss the process of reporting with you. If you are unsure about whether the concern meets the threshold for reporting it is important to talk it through with the DLP. The DLP will be able to inform you if the concern reaches the threshold for reporting.

Safeguarding information and training
is provided to all volunteers.



Digital, Social Media and Online Communication with Children & Young People Guidelines



The full Diocesan Digital, Social Media and Online Communication with Children & Young People Policy is available on www.waterfordlismore.ie/safeguarding-children and it is advisable to familiarise yourself fully with it prior to engaging in any form of digital, social media or any kind of online Communication with children & young people, including texts, WhatsApp and emails.



SUMMARY OF GUIDELINES

- Be familiar with Diocesan Safeguarding Policies & procedures including risk assessment, vetting / training, relevant forms and templates: Joint Consent (including media consent), agreed Codes of Conduct (1.2A (2) Code of Conduct for Leaders working with Children and Young People in Online Ministry and 1.3A (2) Online Code of Behaviour (Netiquette) for Children / Young People) etc.
- Assume everything is public. Take responsibility for what you write or post.
- Respect Confidentiality
- Comply with copyright laws and Diocesan GDPR policy.
- A parish account is a voice for the parish:
 - Be transparent: identify yourself clearly.
 - Be careful what accounts you follow / endorse.
 - Photos / videos & posts must in line with Catholic ethos / guiding principles of parish / diocese.
 - When sharing content: read post or article / watch link fully.
- Contact children and young people is via their parents / guardians unless granted explicit consent to do otherwise.
- Have at least 2 administrators on social media account(s) / email account who are vetted and safeguarding trained and who will:
 - Monitor accounts frequently for content / comments and take immediate action if unsuitable or offensive.
 - Be aware of privacy settings and update apps as required (latest security & privacy options).
 - Set “No tagging” option.
 - Limit participant options to commenting only or ‘Admin posting only’ where possible.



- *WhatsApp*: all group chat members need to be made aware that mobile number, name and image disclosed to the rest of the group.
- *Email*: designated email address with more than one administrator.
 - Use the BCC function when sending one email to multiple recipients to avoid revealing their email addresses to each other.
- Keep one-to-one communication in public eye: Comments / replies used for communication not conversation. Be familiar with privacy and security settings needed for each App or platform and update settings as necessary.
- If using Zoom please familiarise yourself with the Diocesan Zoom Policy and Procedures: *If U18s and parents together on a zoom, you still need to be aware of Zoom settings and best practice guidelines (Safeguarding and GDPR).*
- Appoint a designated photographer.

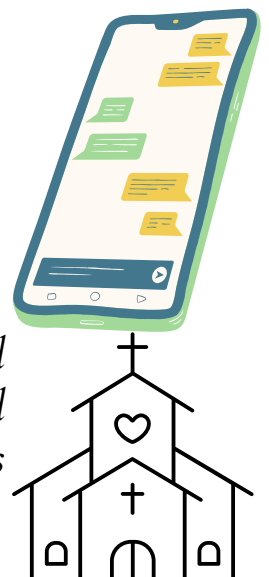
DO NOT:

- Use a parish account for personal posting.
- Message young people directly.
- Take photos / videos of young people other than for purposes associated with the event or activity (and with explicit Joint Consent).
- Gather / retain a young person's mobile phone number / email address for purposes other than the event or activity.
- Give out your personal mobile number or email address to a minor.
- Accept / send friend requests from / to U18s from personal accounts or "follow" any young person on social media platforms.
- Access the internet with a young person unless relevant to the Parish Ministry.
- Post between 10pm and 8am.
- Use Snapchat.



WHEN POSTING / RESPONDING PUBLICLY OR PRIVATELY:

- Proofread.
- Take a breath: respond not react.
- Do not over-post.
- *While anyone is free to create and maintain personal websites and social media content, church personnel of the Diocese of Waterford & Lismore should be mindful that even personal sites and posts must reflect Diocesan / Catholic values.*



Personnel to Contact

Personnel to contact if you are concerned about the welfare and safety of children in the Diocese of Waterford & Lismore

- **Designated Liaison Person:** Mr. Stephen Plunkett (085) 165 1518
- **Deputy Designated Liaison Person:** Ms. Anne Walsh 089 4858845
- **Tusla Child & Family Agency:**
 - Clonmel 052 6177302
 - Dungarvan 053 9198134
 - Waterford 051 301450
- **Garda Síochána:**
 - Cahir: 052 744 5630
 - Clonmel: 052 617 7640
 - Dungarvan: 058 48600
 - Waterford: 051 305300
- **Garda National Protective Services Bureau**
 - Tel: 01 666 3430
 - Tel: 01 666 3435
- **H.S.E. Safeguarding & Protection Teams:**
 - Tel: (056) 778432 for adults at risk of abuse



Diocese of Waterford & Lismore Policies



- Diocese of Waterford & Lismore: *Adult Safeguarding Policy*
- Diocese of Waterford & Lismore: *Garda Vetting Policy*
- Diocese of Waterford & Lismore: *Whistleblowing Policy*
- Diocese of Waterford & Lismore: *Pilgrimage Policy*
- Diocese of Waterford & Lismore: *Digital, Social Media and Online Communication with Children & Young People Policy (Social Media Policy)*
- Diocese of Waterford & Lismore: *Using an Online Communications Platform with Children and Young People (Zoom Policy)*



All available to view / download at
www.waterfordlismore.ie/safeguarding-children



www.waterfordlismore.ie/safeguarding-children