

Parish of Drumlease

(Dromahaire - Killargue - Newtownmanor)

Child Protection Procedures

The Parish of Drumlease is committed to the following -

- 1. Consent for each young person taking part in church activities will be signed by a parent or guardian.**
- 2. A duty roster of adults working on behalf of the church to ensure adequate supervision of young people at all times.**
- 3. Appropriate supervision ratios* of an adult working on behalf of the church to young people while maintaining the practice of ensuring that no young person is left alone with a person working on behalf of the church. Children will not travel alone in cars etc with an adult working on behalf of the church. This will apply to diocesan and parish based activities or away trips eg. retreats, pilgrimages.**
- 4. A code of conduct for all adults working on behalf of the church and for young people. Adults working on behalf of the church will sign a form of approval of the code of behaviour and parents will sign the form of approval on behalf of their child.**
- 5. Adequate record keeping processes which include –**

Participant Forms.

Incident / Accident Report Forms.

Staff / Volunteer Application Forms.

Declaration Form for all Adult Leaders.

Medical Information and Treatment Permission.

Programme Attendance Records.

Garda / Access NI check for Adult Leaders where Appropriate.

Training Records.

- 6. Contact information for parents / guardians.**
- 7. Procedures for recruitment, management and overseeing adults working on behalf of the church with young people.**
- 8. A clearly communicated Accident / Emergency plan for the duration of church activities.**
- 9. Pre – check on accommodation and transport for away trips.**
- 10. Photography / imagery of young people by adults working on behalf of the church for promotional or other purposes that would be injurious to young people is forbidden.**
- 11. Information sessions for all young people and their parents regarding activities, policy, code of behaviour and procedures.**
- 12. Training for all adults working on behalf of the church regarding policy, codes of behaviour and procedures.**
- 13. A clear complaints procedure for use by young people, a parent, guardian or adults working on behalf of the church who are dissatisfied with any aspect of activities / services provided.**
- 14. A clear policy will be in place regarding the use of computers.**
- 15. Reviewing these procedures periodically.**

**Ratios are:*

For children under 12 years - 1 adult : 6 children

For children 12 years and over - 1 adult : 8 children