



Child Safeguarding and Protection Policy and Procedures.

**Parish of St. Thomas the Apostle,
Laurel Lodge, Dublin 15.**

January 2015.

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1. Introduction

We want to make our parish the safest place possible for our children and young adults. This manual is intended to help you to implement the Safeguarding Children Policies for our Parish. It contains:

- procedures
- contact details,
- forms and
- other information.

It is important for Group Leaders to ensure that all adult members of their group are aware of the contents of the manual i.e. policies and procedures. All volunteers should be familiar with these from the Parish Safeguarding Children Awareness information sessions. If any volunteer has not attended a Safeguarding Children Awareness information session please forward their name to the Parish Office or Safeguarding Children Team at safeguardingchildrenteam@laurellodgeparish.ie and they will be invited along to the next planned session.

The group leader is responsible for ensuring that the following forms are completed and filed in the manual -

- Parental/Guardian Consent Forms
- Safeguarding Children Audit Form
- Accident/Incident Forms
- Parish Activity Attendance Sheets
- Volunteer Contact Details
- Safeguarding Children Awareness Manual Evaluation Form

Sample forms are included at the back of the manual if required. All completed forms should be stored in the back of the manual.

Please ensure that this manual is stored in a secure location.

At the end of the year the manual and all relevant forms should be returned to the Parish Office.

2. Background to Child Protection Process in our Parish

Following the publication of the Ferns Report, Archbishop Dr Diarmuid Martin asked that each Parish Pastoral Council would, during the month of November 2005, convene special meetings of the council in order to study the recommendations in the Ferns Report and to make concrete proposals as to how the Diocese could provide better protection for children.

The document **“Our Children Our Church”** was to be used as the basis for improving child protection in the Parish.

The Parish Pastoral Council organised a public meeting. Members of the community were invited to attend and were given an opportunity to express their concerns and to make suggestions as to how best to provide for the welfare of our children. A second meeting was convened a short time later. At the meeting a number of people expressed a desire to be actively involved in implementing Child Protection Policies and Guidelines in the Parish. A Child Protection Team was formed. Members received training in October and November 2006 run by the Dublin Archdiocese.

In September 2008, the National Board for Safeguarding Children published **“The Standards and Guidance Document”** for the Catholic Church in Ireland. The Parish Safeguarding Children (Child Protection) Team have subsequently reviewed and updated Parish policies and procedures to reflect any amendments and recommendations made in this document.

3. Reflection and Leadership prayer



In our hands children see Eucharist “Take place...”

On our faces they see the mystery of faith reflected...

And from within our hearts they sense the summons of a greater love...

Adapted from Pope John Paul II, Holy Thursday Letter 2004

Leadership Prayer

May our ministry within our parish community be an opportunity to support all those who work with children and young people to help them deepen their faith and build their relationship with their faith community.

“Through our eyes may they see the mystery of faith revealed and from our hearts may they sense a summons to a greater love.”

Corinthians 1:13

4. Standards for Safeguarding Children in our Parish

Why use Standards?

The Standards described in this guidance document represent the expected level of performance that all parts of the Church should reach.

Meeting the Standards will protect:

- children – by ensuring they are in a good safe environment and minimising risk of abuse to them if allegations and suspicions of further abuse do arise
- Church personnel – by clarifying how they are expected to behave with children and what to do if there are allegations and suspicions about the safety of a child
- the integrity of the Church and its missions – by making clear its commitment to keeping children safe and by modelling best practice.

4.1 List of Standards

Standard 1: A written policy on keeping children safe

Standard 2: Procedures- how to respond to child protection allegations and suspicions

Standard 3: Preventing harm to children

Standard 4: Training and education for keeping children safe

Standard 5: Communicating the Church's safeguarding message

Standard 6: Access to advice and support

Standard 7: Implementing and monitoring the Standards

www.safeguarding.ie/wp-content/uploads/2011/11/Standards-and-Guidance.pdf)

5. Safeguarding Children Policy Statement

We in the Parish of St Thomas the Apostle, Laurel Lodge, value and encourage the participation of children and young people in all parish activities that enhance their spiritual, physical, emotional and social development.

We recognise the dignity and rights of all children and are committed to ensuring their protection and support.

In keeping with this, we will work to do all in our power to create safe environments for children and young people in order to secure their protection and enable their full participation in the life of the Church.

6. The Guiding Principles of our Safeguarding Children policy

The principles of the Safeguarding Children policy of the Catholic Church in Ireland and the Archdiocese of Dublin are based on the documents *“Our Children, Our Church”* (2005), *“Safeguarding Children”* (2008) and *“Diocesan Child Safeguarding and Protection Policy and Procedures”* (2011).

- Each child shall be cherished and affirmed as a gift from God with an inherent right to dignity of life and bodily integrity which shall be respected, nurtured and protected by all.
- Everyone in the Church has an obligation to ensure that the fundamental rights of children are respected.
- A child’s right to safety and care is inalienable.
- Children have a right to an environment free from abuse or neglect.
- Children have a fundamental right to justice and freedom; they have a right to be listened to and to be heard.
- Children have a right to good role models whom they can fully trust, who will respect them and nurture their spiritual, physical and emotional development.
- Those who have suffered child abuse by Church personnel should receive a compassionate and just response and should be offered appropriate pastoral care as they seek to rebuild their lives.

7. Basic procedures to implement our Safeguarding Children Policy

The Parish of St. Thomas the Apostle, Laurel Lodge undertakes to have in place :

- Procedures for recruitment and overseeing adult leaders
 - ⇒ Completed Volunteer Application form including signed Declaration Form regarding the existence of any previous convictions
 - ⇒ Completed Garda Vetting Forms.

All forms will be treated as being strictly private and confidential. The forms will be addressed to The Parish Secretary. The volunteer form will be retained securely in the Parish Office and the Garda Vetting form will be retained securely in the Archdiocese office.

- A general Code of Conduct for all adult leaders & young people.
- A specific Code of Conduct for all away trips including pilgrimages, day trips and incentive events.
- A Code of Behaviour to deal with any disciplinary issues raised by young people, adult leaders or parents/guardians.
- Appropriate supervision ratios of adults to young people while maintaining the practice of ensuring that no young person is left alone with an adult.
- A clearly communicated Accident/Emergency plan.
- An Awareness programme for all adult volunteers in the areas of “Safeguarding Children” and “Health and Safety”.
- Adequate record keeping processes including;
 - ⇒ Signed parental/guardian consent forms for each participating young person.
 - ⇒ Contact information for parents/guardians.
 - ⇒ Medical information and treatment permission as appropriate for all young people.
 - ⇒ Incident /Accident Report forms.
 - ⇒ Programme /attendance records.
 - ⇒ Administration records i.e. Awareness Sessions and Health and Safety Sessions.
- A designated Safeguarding Children Team assigned to assist with any “Child Protection” concerns and/or complaints raised by young people, adult leaders or parents/guardians.

8. Code of Behavior

8.1 Aims of the code

- To create an environment where all partners in the Parish (i.e. children, volunteers and parents) feel safe, respected and valued.
- To promote self-discipline.
- To create an environment where the children and volunteers can reach their creative and intellectual potential without disruption.
- To have a framework in place (i.e. the code of discipline) to help the group run smoothly.
- To establish effective means of communication between children, volunteers, parents/guardians and parish team.
- To help children to acquire and develop moral and ethical values and a respect for the belief and values of others.

8.2 Guidelines for managing disruptive behaviour

- Be aware of your own responses and reactions.
- Remain calm and composed.
- Intervene immediately; do not allow things to escalate.
- Identify the specific nature of the problem.
- Identify, if possible, what gave rise to the problem.
- Try to deal with the situation sensitively for all concerned.
- Work with what is positive.
- Do not compete with obvious resistance.
- Identify who owns the problem.
- Involve the group, if appropriate, in the solution.
- Invoke agreed ground rules
- Affirm progress.
- Seek help if necessary.
- If of a serious nature, record the incident.

8.3 Guidelines for dealing with misbehaviour.

- Verbal reprimand to include reasoning and advising how to improve.
- Temporary separation, within the group, from other children until calm and ready to resume work. This strategy is to be used at the discretion of the volunteer depending on the situation and the age of the child.
- A record should be kept of continuous misbehaviour.
- The parents are informed depending on the seriousness of the misbehaviour.

9. Parish Code of Conduct Guidelines

Do

- Treat young people with courtesy, respect and dignity.
- Have clearly appointed leaders within each group whom young people can approach and with whom they can raise any concerns that they may have.
- Plan a duty roster of leaders to ensure adequate supervision of young people at all times.
 - Care will be taken to ensure that when working with mixed gender groups staff and adult volunteers of appropriate gender will work in pairs
 - Appropriate supervision ratio of adults to young people **is one adult to every eight children plus another adult i.e. a minimum of two adults for any group.**
 - Always maintain the practice of ensuring that no young person is left alone with an adult.
- Engage with young people in an open manner and take care not to show favouritism.
- Communications for child group member should be made to parents/guardians only.
- Bring any concerns and/or complaints to the immediate attention of the designated "Safeguarding Children" team in the Parish.
 - The designated team will respond promptly to all concerns and liaise with the required civil and Church authorities.
- Pre-check all accommodation and transport arrangements for away trips where possible.
- Become familiar with our parish Safeguarding Children Policy, Basic Procedures for The Safeguarding Policy, Code of Discipline and Code of Conduct Guidelines for Adult Leaders and young people.

Don't

- Young people will not be permitted to consume alcohol, smoke or abuse other substances while participating in activities in keeping with civil law in Ireland.
- Leaders will not consume alcohol, smoke or abuse other substances in keeping with civil law in Ireland, while having responsibility for or in the presence of young people.
- Inappropriate language or sexually suggestive comments by young people or leaders will not be permitted.
- Physical contact between young people and leaders should only occur where appropriate for the safety and wellbeing of the child. Leaders should not engage in rough play or undertake any task of a personal nature with/for young people except in cases of medical necessity when the welfare of the child depends on it.
- Except in the case of emergency, volunteers should not give lifts in their cars to individual young people. At least two young people should be in the car with the volunteer at all times.

10. The Role of the Parish Safeguarding Children Team

Our role is to promote the safeguarding of children by:

- Raising awareness of what safeguarding is.
- Facilitating awareness training sessions in “Best Practice in Ministry with Children and Young People in the Local Community” for Parish Groups.
- Ensure that Safeguarding Children policy and procedures are put in place.
- Disseminating information from Safeguarding Children, the Standards and Guidance Document for the Catholic Church in Ireland.
- Ensuring Church activities are in line with best safeguarding practice.
- Ensure Public has ready access to contact details for the Director of Child Protection, The Civil Authorities and the Parish Safeguarding Children Team.
- Circulating information widely by promoting awareness of:

The Standards for Safeguarding Children in our Parish (7 Standards).

Parish Safeguarding Children Policy Statement.

Guiding Principles.

Basic Procedures required to implement our Safeguarding Children policy.

Code of Behaviour.

Code of Conduct.

11. The Safeguarding Children Team

- Fran Leahy Coordinator
- Patsey Bodkin Coordinator
- Fr. Brendan Quinlan Co-Parish priest

Other members of Team

- Martina McGuinness
- Bernie Sullivan

11.1 Contact Details for Parish Safeguarding Children Team:

Phone Number - 087 2866520

Email Address - safeguardingchildrenteam@laurellodgeparish.ie

Web Address - www.laurellodgeparish.ie

11.2 Child Protection Contact Numbers

If you have concerns about Child Protection in our Parish, either as an adult or a child, please feel free to contact any of the following:

Confidentiality is assured in conjunction with the Child Protection service, Dublin Archdiocese, TUSLA and An Garda Síochana.

<p><u>Child Protection Service, Dublin Archdiocese</u> Phone No: 01 8360314 Contact Name Andrew Fagan Email address andrew.fagan@dublindiocese.ie Web Address www.cps.dublindiocese.ie</p>	<p><u>Duty Social Work Department, Roselawn Health Centre, Roselawn Rd, Blanchardstown, Dublin 15.</u> Phone No: 01 6464518 (9am – 5pm) Outside office hours please contact An Garda Síochana, Blanchardstown.</p>	<p><u>An Garda Síochana</u> Main Street, Blanchardstown Phone No 01 666 7000</p>
<p><u>Laurel Lodge Parish Safeguarding Children Team</u> Phone Number 087 2866520 Email Address safeguardingchildrenteam@laurellodgeparish.ie Web Address www.laurellodgeparish.ie</p>	<p>Parish Priest Fr Brendan Quinlan Phone No: 01-8208144 Mobile No: 087 2460033 Email Address quinlanbt@gmail.com Web Address www.laurellodgeparish.ie</p>	<p><u>ISPCC - Child line</u> Phone No. 1800 666 666 Email Address ispcc@ispcc.ie Web Address www.ispcc.ie <u>Towards Healing</u> Phone No: Free access to a helpline staffed by experienced Telephone Counsellors. This operates on Mondays – Thursdays 11am – 8pm, and on Fridays from 11am to 6pm. The number is Freephone 1800 303416 (Rep. of Ireland). Mobile number for texting purposes for our hearing impaired service users only: 085-8022859 Email Address: coordinator@towardshealing.ie Web address: www.towardshealing.ie</p>

Any query or concern in relation to children out of hours should be reported immediately to An Garda Síochana.

12. Operational Guidelines

This section contains guidelines to support leaders of children's groups within the parish.

12.1 What is Bullying?

Bullying may be characterized as a pattern of offensive, intimidating, non-inclusive, malicious, insulting or humiliating behaviour. It can also be a silent and subtle abuse of power or authority which tends to undermine an individual or a group of individuals, gradually eroding their confidence and capability, which may cause them to suffer stress and or a sense of isolation.

12.2 What is Harassment?

Harassment is unwanted conduct that violates a person's dignity or creates an intimidating, hostile, degrading, humiliating or offensive environment. This policy covers, but is not limited to, harassment on the grounds of sex, marital status, sexual orientation, race, colour, nationality, ethnic origin, religion, belief, disability or age.

12.3 St. Thomas the Apostle Anti-Bullying Code

Our parish provides a place where

- Every member can feel secure.
- It is known that bullying is not acceptable behaviour.
- Name calling is not tolerated.
- No one suffers abuse of any nature.
- No one is victimised.
- Each member is supported and listened to.
- It is each member's responsibility to ensure that all are treated equally.
- Solutions to problems are the concern of all.

12.4 Steps that can be used to counter bullying or harassment

- Use young people as a positive resource in countering bullying and to change the culture of the group to a "permission to tell" culture rather than a "might is right" one.
- Teach young people to negotiate, co-operate and help others, particularly new or different children.
- Offer victim immediate support and put the "No blame" approach into operation.
- Never tell a young person to ignore bullying, they can't ignore it, it hurts too much.
- Never encourage a young person to take the law into their own hands and beat the bully at their own game.
- Tell the victim there is nothing wrong with them and it is not their fault.

12.5 What is the "No Blame" approach?

Step 1 – Interview the victim

Step 2 – Meet with all involved.

Step 3 – Explain the problem – *(Take note of what the issue is)*

Step 4 – Share the responsibility

Step 5 – Ask the group for their ideas – *(Take note of agreed course of action)*

Step 6 – Leave it to them.

Step 7 – Meet them again

12.6 **Guidelines for Trips Away From Home involving children**

Pilgrimages, retreats and social trips are an important part of the Church's pastoral and spiritual engagement with children. The objective is the full participation of everybody on the trip in a safe, enjoyable and fulfilling manner. Those involved in the planning and delivery of such trips should adhere to the same guidance as outlined for other activities with children within the Church. However, the following additional procedures should also be observed.

12.6.1 Clearance for all Away Trips

- All trips away involving children must be advised to and planned with the authorisation of the Parish Council.
- All trips must have adequate adult supervision, ensuring that child/supervisor ratios are observed as regards both numbers and gender.

12.6.2 Planning

All trips, including day trips, overnight stays and holidays, need careful advance planning, including adequate provision for safety in regard to transport, facilities, activities and emergencies. Adequate insurance must be in place.

12.6.3 Checklist for each trip must include (not exhaustive):

- Defined objective of the trip
- Full timetable
- Designated Group leader
- Adult supervisors with appropriate and specified children/adult ratios
Appropriate supervision ratio of adults to young people **is one adult to every eight children plus another adult i.e. a minimum of two adults for any group.**
- Adequate insurance must be in place.
- Written consent must be obtained from each parent or guardian for each trip for each child. Such written consent must contain a contact number for the parent/guardian and relevant medical information relating to participating children. This information must be in the possession of the Group leader at all times.
- A detailed written consent from parent/guardian consenting to the administration of all necessary medication, to include dosages and times of administration.
- Well in advance of the trip, full details of the trip including its objective, itinerary, adult supervisors, contact numbers of group leaders, sleeping arrangements and an outline of the activities involved must be provided to each child's parent/guardian.
- Each participant (children and adults) must be made aware of and sign up to the Code of Conduct for parish based child based activities.
- An agreed disciplinary procedure must be advised to all participants and implemented in a fair and equitable manner.

12.6.4 While on the trip

- Participants must abide by the Code of Conduct.
- Adequate gender-appropriate supervision must be provided at all times for boys and girls.
- In particular, for overnight trips care must be given to sleeping arrangements ensuring the privacy of children is respected at all times.
- Unless in an emergency, any one adult may not be alone with one child at any time. Group based activities should be the norm.
- In the event of an accident and a need to visit a medical facility, at least two adults should accompany the child and the parents must be immediately informed.
- In an emergency situation if an adult considers it necessary to be alone with a child they should:
 - (a) Immediately inform another adult in a position of responsibility and
 - (b) Make a diary note of the circumstances and
 - (c) Advise the Group Leader of the circumstances.
- A person from each group will be assigned to deal with complaints and refer any allegations to the Parish Safeguarding Children Team.
- There must always be an adequate number of adults and/or trained instructors (as may be necessary) in attendance throughout the trip.

12.6.5 On completion of the trip

- The Group leader must provide a full report to the Parish Council.
- Responsibility for all children must be handed over to the parent/guardian on return and any incidents or accidents fully conveyed to the parents/guardians in accordance with all child centred parish procedures.

12.7 ***Guidelines for management of personal care for children with disabilities.***

In the interest of the safety of the child parents/guardians are requested to make full disclosure of any disability/special needs of the child.

Personal care is defined as any procedure involving touching, or carrying out what could be described as a personal task. Apart from helping someone to eat and drink, the following list contains the major areas of assisting a child with a disability:

- Dressing or undressing.
- Assisting a disabled child to use toilet facilities.
- Cleaning up after soiling.
- Washing, bathing or showering.

12.8 ***Guidelines for all types of personal care the main points to consider are:***

It is the responsibility of the parent/guardian to carry out any personal care needs of children with disabilities involved in parish activities. However in the unlikely event of no parent/guardian being present these are the guidelines to follow;

- Don't be rushed into taking on personal care tasks. In the case of emergencies 2 volunteers should undertake the tasks.

- Treat every child with dignity and respect
- Ensure that the degree of privacy is appropriate
- Involve the child as far as possible in his/her own personal care
- Make sure personal care is as consistent as possible.
- If you are concerned about anything during personal care, follow procedures for raising a concern as per the Safeguarding Children manual.

12.9 **Best Practice for management of personal care for children with disabilities**

- Roles and expectations are clearly understood by all concerned (parents/guardian, child and volunteer).
- Agreement on how specific tasks will be conducted should be established after discussion with both parent/guardian and child.
- It is recommended that where medication is required it should be administered, where possible, prior to attending any activities. If this is not possible a detailed written consent from parent/guardian consenting to the administration of all necessary medication, to include dosages and times of administration should be obtained.
- The child's reaction to a situation needs to be accepted as the guide to the child's wishes.
- Only appropriate terminology is acceptable to be used to name private parts.
- Where there are speech, language, hearing or a cognitive difficulty, an agreed method of communication is arrived at beforehand and time taken to familiarize the child with the method.
- The child's attempts to help with tasks should be encouraged and they should be allowed to do any task that they are capable of doing.

The points above are not exhaustive, however if adhered to and the paramountcy of the child principle is observed then the personal care needs of the child should be met appropriately.

12.10 **Guidelines for the use of photography at Parish based Activities/Events**

- Ask for parental/guardian permission in writing to use the young person's image. This ensures that parents/guardian are aware of the way the image is to be used to represent the Church.
- Ask for the young adult's consent in writing to use their image. This ensures that they are aware of the way the image is to be used to represent the church
- If the child is named i.e. name badges, **don't use their photograph.**
- If a photograph is used, **don't name the child.**
- To reduce the risk of inappropriate use, only use images of children in suitable dress. The content of the photograph should focus on the activity not on a particular child.
- The inappropriate use of images should be reported to the Safeguarding Team and Tusla/Social Services or the Gardaí.

12.11 Guidelines for the event manager or co-ordinator

- Provide a clear brief to Professional photographers/film/video operators re: *Guidelines for the use of photography at Parish based activities/events*
- Ask the photographer to wear professional identification at all times
- Keep a record of photographer's accreditations.
- Ensure that participants and parents/guardians have been informed that a photographer will be in attendance at an event and ensure that participants/parents/guardian have the option to withdraw consent to both the taking and publication of films or photographs should they wish to do so.
- Not allow unsupervised access to children or one to one photo sessions at events.
- Must ensure photo sessions are confined to the event only.

12.12 Guidelines for Professional Photographers/film/video operators in the use of photography.

Those commissioning professional photographers or inviting the press to an activity or event should ensure the media representatives are clear about expectations of them in relation to child protection. Professional photographers/film/video operators wishing to record an event or practice session should seek accreditation with the event manager or co-ordinator by producing their professional identification for the event.

13. Dealing with a Disclosure of Abuse from a Young Person

- React calmly, as over-reacting may alarm the young person and compound feelings of anxiety and guilt.
- Listen carefully and attentively; take the young person seriously.
- Reassure the young person that they have taken the right action in telling.
- Do not make false promises, particularly regarding secrecy.
- Do not ask the young person to repeat the story unnecessarily.
- Ask questions only for the purpose of clarification. Be supportive, but do not ask leading questions or seek intimate details beyond those volunteered by the child. Detailed investigative interviews will, if necessary, be carried out by HSE staff ** or members of an Garda Síochána.
- Check with the young person to ensure that what has been heard and understood by you is accurate.
- Do not express any opinions about the alleged abuser.
- Record the conversation as soon as possible, in as much detail as possible.
- Sign and date the record.
- Explain and ensure that the young person understands the procedures which will follow.
- Pass the information to the Andrew Fagan, Director of Child Protection, Dublin Archdiocese or the Parish Safeguarding Children Team, who will in turn report it to the Statutory Authorities for investigation.
- Treat the information confidentially, sharing it only with persons who have a right to hear it.

(Code of Good Practice - Child Protection for the Youth Work Sector)

*** Now TUSLA staff*

13.1 Handling a Disclosure

The initial response to a disclosure is crucial. It is important to acknowledge your own emotional reaction in order to be able to respond appropriately.

Handling a disclosure is likely to be distressing, and some of the common feelings experienced may include shock, anger, disbelief or disgust.

The handling of a disclosure from a child is an extremely delicate and sensitive issue. It must be acknowledged that the child is likely to be under severe emotional stress and is depending on an adult for help. Great care must be taken not to damage that trust. It has also been shown that the manner in which the adult responds to the disclosure is very important and can help to lessen the long-term effects of abuse on the child.

13.1.1 In the event of a disclosure:

- **Listen**
Allow the child to tell you what happened in his/her own words. Avoid leading questions. Give the child time and space. Let the child know that you are not afraid to hear what happened. Keep encouraging the child to tell his/her story.
- **Tell the child that you believe him/her**
It is rare for children to lie about abuse. The vast majority of children who report abuse are telling the truth. Young children should not have the knowledge to make up coherent, consistent stories of sexual abuse.
- **Stress that the child was right to tell**
You cannot do this too often. It is very important to counterbalance the message the child has been receiving from the abuser.
- **Reassure the child that he/she is not at fault.**
This is very important as it is common for children to blame themselves when they are abused.
- **Stay in control**
Keep control of your emotions and stay calm. This helps to reassure the child that the adult is strong enough to handle the information that he/she has been given. The initial response is crucial as the child may not continue to tell if he/she senses anger, embarrassment or other strong emotion in the adult.
- **Be honest about what will happen next.**
Do not make promises you can't keep. The child should be told there are adults who can help. Explain that you will have to talk to someone in order to get appropriate help. Emphasise that you will only speak to those who need to know and that the information will not be common knowledge.
- **Record! Record! Record!**
Make notes of dates and details as soon as possible after the child has disclosed.

Addendum

This also applies to an adult disclosing having been abused as a child.

14. The Health & Safety Policy Statement of the Parish of St. Thomas the Apostle, Laurel Lodge, Dublin 15

It is the policy of the Parish to protect, as far as is reasonably practicable, the safety, health and welfare of all its employees, voluntary workers, contractors, sub-contractors and users of the church or any other parochial property.

We are committed to your safety. We have completed Risk Assessments and will regularly review them and will consult with you through the Pastoral Council about Health and Safety issues. We will make sure that the building is safe by making regular checks and making sure that you are informed and trained as necessary.

You are asked to look after the equipment that we have provided for your safety and to help us by looking for safety issues. You are asked to report accidents and dangerous events as soon as possible and to make sure that you know of our emergency procedures, like for fire evacuation. You must also take care over the things you do, to make sure that you don't affect other people's safety along with your own.

For more information, please contact: Fr. Brendan Quinlan P.P.

Signed: _____ Dated: _____
Parish Priest

This Safety Statement

- Is aimed at protecting our congregation, employees and voluntary workers from accidents and ill health in the church.
- Shall be brought to the attention of our congregation, employees, voluntary workers and outside service providers
- Is available to inspectors of the Health and Safety Authority
- Will be updated as and when additional hazards are identified and assessed
- Will be reviewed at least annually.

The Safety, Health and Welfare at Work Act 2005

The Safety, Health and Welfare at Work Act 2005 requires both employers and employees to consider health and safety as a joint responsibility. The co-operation of all concerned is sought to ensure that the highest standards of health and safety are maintained in the church and other parochial property. There is a statutory obligation on all employees, volunteers and visitors to co-operate with the parish and to take reasonable care of their own health and safety and of others who may be affected by their acts or omissions.

A copy of the safety statement may be downloaded from the parish website at **www.laurellodgeparish.ie**

Safety Sub-Group

The Parish recognises its statutory obligations to consult with employees and voluntary workers on matters of safety and health and to pay due regard to any representations made by them. All appropriate information and training is afforded them on matters of safety and health. Any employee or voluntary worker engaged in such consultative process is not placed at any disadvantage. Consultation takes place in the ambit of the Parish Pastoral Council, as a Safety Subgroup, under the chairmanship of the Parish Priest. Meetings are held as an integral part of the Pastoral Council meetings, which take place monthly. Any matters directly affecting employees or voluntary workers are communicated to them by any means deemed appropriate.

Evacuation Procedures / Safety Equipment

The Parish maintains suitable fire and emergency evacuation procedures for the church and all parochial properties. Responsibility for developing and maintaining these procedures rests with the Parish Priest. Signs, emergency lighting, notices and other aids are provided and maintained as deemed appropriate. Fire extinguishers are placed in appropriate prominent positions and are inspected, tested and maintained in accordance with the installer's recommendations.

Safety Inspections

The church and all other parochial property will be inspected annually for the purpose of hazard identification and risk assessment. A report of each inspection is made to and retained by the Parish Priest. The report will be carried out by the Parish Priest and/or any other person experienced in the aspects of health and safety. The report will be retained by the Parish Priest for seven years from the date of the report.

The report contains details of:

- the premises inspected
- who carried out the inspection
- the date of inspection
- the hazards identified
- any remedial action taken
- any recommendations as to future remedial action.

[End of Safety Statement]

15. Guidelines for the booking of the day chapel by Church based and Non Church based groups

1. The Parish Team reserves the right of admission at all times. Activities inconsistent with the ethos of the Church will not be permitted in the day chapel.
2. When booking the day chapel for the first time, groups (both parish based and non-parish based) must discuss the safety of persons and security of premises with the Parish Secretary.
3. All booking requests for the Day Chapel must be made through the Parish Secretary.
4. Non Church based groups using the day chapel should lodge a copy of the following documents with the Parish Office;
 - Copy of their own Insurance Certificate / Indemnity letter
 - Health & Safety Policy.
5. Non Church based Children's groups using the day chapel must also lodge a copy of the following documents with the Parish Office;
 - A copy of their Child Protection Policy & Procedures.
6. Groups are responsible for ensuring that adequate supervision is provided for users of the facilities.
7. All Groups should be aware of the parish's policies and procedures for child protection. They will be asked to confirm that they will implement these policies and procedures when using church facilities.
8. Groups permitted to use the day chapel must ensure that it is left in a satisfactory condition. Damage to the day chapel (either inside or outside), occasioned by its use must be paid for by the user(s).
9. No equipment or other goods may be stored in the day chapel, without the permission of the Parish Team. Groups must remove any rubbish they generate from the premises, e.g. papers, cartons, leftover foodstuff, etc.
10. At the discretion of the Parish Team, groups found to have breached article 6 or 7 above may have their booking reviewed for a period of time (to be fixed by the Parish Team).
11. No activity shall take place other than that for which the explicit use has been granted.
12. The Parish Team does not accept liability in respect of
 - injury or illness to users of the facility
 - loss of personal articles in the facility
 - damage to personal belongings while using the facility.
 - damage to vehicles and/or contents in the church car park.
13. Groups permitted to use the facilities must comply with additional guidelines or directions as may be issued from time to time by the Parish Team regarding use of the facilities.

N.B. All bookings are made on the understanding that those using/hiring the facilities are aware that the Day Chapel may be unavailable from time to time to facilitate Church events.

16. List of Forms

Parental/Guardian Consent Form

Parish Activity Attendance Sheet

Accident /Incident Form

Volunteer Contact Details

Safeguarding Children Audit Form

General letter to all Volunteers

Volunteer Application Form

Garda Vetting Form

Guidance notes for completion of Garda Vetting Form

Evaluation of Safeguarding Children Awareness Manual