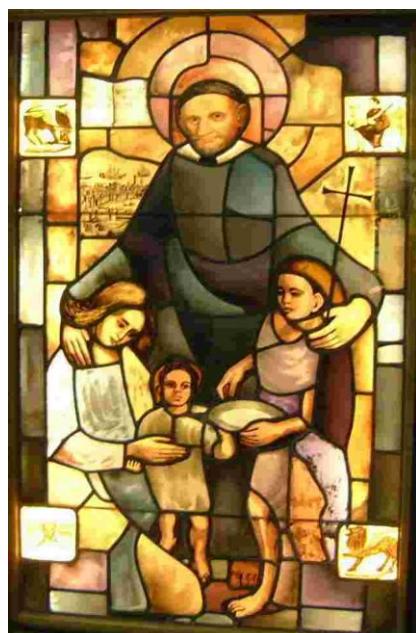


# KEEPING CHILDREN SAFE



## THE VINCENTIANS CHILD PROTECTION POLICY AND PROCEDURES

# Introduction:

The procedures and guidelines for Child Protection of the Irish Province of the Congregation of the Mission (Vincentians) are applicable to both the Irish and English regions of the Province. They are closely based on:

- The *Safeguarding Children* publication of the National Board for Safeguarding Children in the Catholic Church (Ireland)
- *Children First: National Guidance for the Protection and Welfare of Children* (Department of Children and Youth Affairs – Ireland).
- The *Child Protection and Vulnerable Adults* publication for the Catholic Church in England and Wales

**Standard 1:** Statement of Child Safeguarding Policy

**Standard 2:** Procedures – Responding to Child Protection complaints

**Standard 3:** Preventing harm to children:

- Recruitment and vetting
- Codes of behaviour
- Running safe activities for children

**Standard 4:** Training and education

**Standard 5:** Communicating the Church's safeguarding message:

- to children
- to parents and adults
- to other organisations

**Standard 6:** Access to advice and support

**Standard 7:** Implementing and monitoring the Standards

**Appendix 1:** Child Protection Recording Form for general use (not by Designated Officer)

**Appendix 2:** Whistle Blowing Policy

**Appendix 3:** Policy for use of mobile phones and cameras

**Appendix 4:** Guidelines for CCTV and Broadcasting on the Internet

## Standard 1

### STATEMENT OF CHILD SAFEGUARDING POLICY OF THE CONGREGATION OF THE MISSION (VINCENTIANS)

Jesus welcomed and encouraged children, reminding his disciples of the dignity of young people as 'children of God'. In the spirit of the gospel, and faithful to the charism of St. Vincent de Paul who inspires us in the service of those who are vulnerable, the Vincentians, and those who work with them, undertake to do all in their power to create a safe environment for children, and to prevent their physical, sexual or emotional abuse. We will liaise closely with statutory agencies to ensure that any allegations of abuse are promptly and properly dealt with, victims supported and perpetrators held to account.

As part of the Church community, the Vincentians and their colleagues in ministry give support to parents who have primary responsibility for ensuring the safety and wellbeing of their children.

Each of us as Vincentians and staff/volunteers working with us has a part to play to ensure the highest standards of child safeguarding. Therefore all involved in ministry to children will be made aware of the policy of the Vincentians and required to engage fully in implementing the procedures and guidelines of the policy.

*Cf. National Child Protection for England & Wales: Policy Statement*

Signed by Leadership Team:

*Karen Devlin em*

*Stephen Maguire em*

*Fergus Kelly C.M.*

*Pascal Dall'Oglio*

*Paul C. Rode em*

February 2013

To be reviewed February 2016

## USEFUL CONTACTS FOR LOCAL COMMUNITY

(TO BE COMPLETED AND REGULARLY UPDATED AT LOCAL COMMUNITY /MINISTRY LEVEL)

### IRELAND

HSE (Tusla)	Child & Family Agency	
	Local HSE Duty Social Worker	<u>01-89786888</u>
An Garda Síochána	Sexual Crime Management Unit, Harcourt Square, Dublin 2	<u>01-6663430</u>
HSC (Social Services)	Northern Ireland	028 37528800
PSNI Police Service	Northern Ireland	<u>084 5600 800</u> (ask for relevant investigation Unit)
Irish Region Designated Officer	Fr Paschal Scallon CM	<u>01-8102566</u>
Safeguarding Representative	Local Child Protection Person	_____
<i>Towards Healing</i> Agency		<u>1800 331234</u>
National Counselling Service	(HSE)	<u>1800 344116</u>
<i>Childline</i>		<u>1800 666666</u>
The Samaritans		<u>1850 609090</u>
NBSCCCI (National Board for Safeguarding Children in the Catholic Church in Ireland)		<u>01-5053124</u>

### ENGLAND

HSC (Social Services)	_____	
Metropolitan Police Service	(Colindale Station, London)	(020) 8200 1212
National Catholic Safeguarding Commission		07530 972830
Child Protection Service	Diocese of _____	_____
Catholic Safeguarding Advisory Service:		0121 237 3740
British Region Designated Officer	Fr. Fergus Kelly CM	(020) 8959 1021
Safeguarding Representative (local Child Protection person)		_____
<i>Towards Healing</i> Agency		0800 0963315
<i>Childline</i>		0800 1111
NSPCC		0808 800 5000

*All in Ministry should complete and update relevant details regularly*

# **ASPECTS OF CHILD ABUSE**

A child may be subjected to one or more forms of abuse at any given time. These include: neglect, emotional abuse, physical abuse and sexual abuse.

## **Neglect**

This involves any omission, often over a period of time, where a child suffers significant harm or impairment of development. Examples of neglect include deprivation of food, hygiene, supervision and safety, medical care.

## **Emotional Abuse**

This usually refers to the relationship between a parent/carer and a child. It occurs when a child's developmental need for affection, approval, consistency and security are not met. Examples of emotional abuse include unreasonable disciplinary measures, exposure to domestic violence, negative parenting through persistent criticism, sarcasm or blaming.

## **Physical Abuse**

Physical abuse is that which results in actual or potential physical harm from an action or inaction which is within the control of a parent or person in a position of trust. Examples include beating, kicking, shaking, terrorising with threats, allowing a substantial risk of harm to a child.

## **Sexual Abuse**

This occurs when a child is used by another person for his or her gratification or sexual arousal, or that of others. Examples include sexual exploitation of a child, intentional touching or molesting of the body of a child for the purpose of sexual arousal, exposure of the sexual organs or any sexual act intentionally performed in the presence of a child.

Cf. *Children First: National Guidance for the Protection and Welfare of Children*  
(Dept. of Children and Youth Affairs 2011)

## Standard 2

### RESPONDING TO CHILD ABUSE ALLEGATIONS AND SUSPICIONS

Children have a right to be listened to and heard. We must in particular respond effectively and efficiently to ensure that an allegation or suspicion of abuse is reported to the appropriate civil and church authorities, using procedures that are in line with national, legal and practice requirements. Children or adults who make a complaint will receive a response that is calm, co-operative and which has a clear time frame for resolving the complaint. While confidentiality requires that information be shared only with those who need to know, it cannot take priority over the protection of the child which remains the primary concern.

In **Resource 2 (i)** a clear step-by-step process is listed on the action to be taken when someone wishes to make allegations or to report suspicions of abuse of a child/adult by staff/volunteers in the ministries of the Irish Province of the Vincentians, whether of a current or historical nature.

In **Resource 2 (ii)** the structures and the personnel involved in safeguarding children are identified, and clearly defined roles and sets of responsibilities are listed for these personnel.

In **Resource 2 (iii)** information on the chain of communication is given for people wishing to raise a child protection concern.

In **Resource 2 (iv)** the process is described for recording incidents, allegations and suspicions, and referrals.

**Resource 2 (v)** contains a recording form template.

*These resources are drawn from Section 3 of Safeguarding Children, Standards and Guidance Document for the Catholic Church in Ireland p.60-62 & p.89-92*

## Resource 2 (i)

# WHAT HAPPENS WHEN CHILD ABUSE IS DISCOVERED?

When information concerning risk to a child emerges, the person who receives the information should immediately set the process below in train



Ireland: Contact Safeguarding Representative (Parish), Designated Liaison Person (School), Designated Officer (Diocese).

England & Wales:

Contact local Child Protection Representative (Parish), Child Protection Co-Ordinator (CRP or Child Protection Officer (CPO) {Diocese}



### Vincentian Designated Officers:

#### England & Wales

Fr Fergus Kelly  
Tel: (020) 8959 1021

#### Ireland

Fr Paschal Scallon  
Tel: (01) 8102566



#### Civil Authorities

Ireland:  
An Garda / PSNI  
HSE / HSC

#### Civil Authorities

England & Wales:  
Police  
Social Services

#### Provincial

Fr. Eamon Devlin

#### Ireland: National

Board for  
Safeguarding  
Children in the  
Catholic Church in  
Maynooth

England: CSAS

(See page 2 for contact details for civil and church authorities)

See *Safeguarding Children* pp40, 94-95

## Resource (ii)

# STRUCTURES AND PERSONNEL

## Child Protection Representative / Local Safeguarding Representative (England) (Ireland)

- Raises awareness
- Disseminates information on Safeguarding Children
- Monitors all activities of the local centre
- Publicises contact details of relevant officers

### Provincial Designated Officer (Safeguarding Children pp55, 84-86)

- Receives the allegations of child abuse and reports to the relevant authorities
- Keeps the person who reports abuse informed about progress of the inquiry
- Liaises with the National office
- Carefully records all steps in the procedure

### Safeguarding Committee (Safeguarding Children p55)

- Ensures training
- Oversees the recruitment of volunteers
- Creates, maintains and monitors a safe environment

At present this is the responsibility of the Designated Officer in Ireland, and Local Superior.  
In England this is done at Diocesan level

### Advisory Panel (Safeguarding Children p56)

(The Vincentians use the services of the National Board and the National Case Management Reference Group)

- Oversees the complaint process
- Supports those making the complaint
- Advises the appropriateness of respondent remaining in pastoral assignment
- Advises on how to uphold the rights of a respondent
- Advises the needs of the wider community are served

### National Board (Safeguarding Children p57)

- Carries out independent advisory, audit and inspection functions
- Produces an annual report on the practice of church organisations regarding the safeguarding of children

### The National Office (Safeguarding Children p57)

- Implements the policies and decisions of the National Board
- Undertakes advisory and audit tasks
- Supports diocesan and congregational Designated Officers
- Monitors practice within the Church organisations
- Considers whether any grievance which is not an allegation can be resolved

*See Safeguarding Children pp40, 94-95*

## Resource 2 (iii)

# WHO TO TELL WHEN ABUSE HAPPENS

Tell someone you trust who will listen and will report it

Person who reports abuse is kept informed of the process as it unfolds

Contact the Health and Social Services or An Garda Siochana or a member of the PSNI, or Police

Tell someone in the Church or in the Vincentians  
The Local Safeguarding Representative will inform the Designated Officer.

The Designated Officer will meet the person who reports to get details of the complaint.  
The Designated Officer will inform Health and Social Services and Police. He will also inform the Provincial Leader of the Vincentians.

The Designated Officer will offer a Support Person to help and advise the person reporting the complaint.  
The person accused of abuse will be informed and given the opportunity to respond.

The Designated Officer will inform the person who reports the abuse of the process as it unfolds.

Person is kept informed of progress

The Health and Social Services or the Police will keep the person who reports the abuse informed of the progress

See *Safeguarding Children* pp77-79

## Resource 2 (iv)

# RECORDING OF ALLEGATIONS AND SUSPICIONS OF ABUSE

- 1) Using the dedicated form, create a child protection case file for every referral that includes a log of actions, events, and information received. Entries should be made as soon as possible after the event but before the end of the day. They must be timed, dated, and signed by the person who is reporting.
- 2) The designated person must take possession of any written records made by any person in connection with the case, and place them on the Child Protection Case File.
- 3) The designated person explains the procedures for addressing the allegations of abuse to the person who has raised the issue, and ensures that they sign the data protection declaration of consent. Note that consent is not required to make referrals to the authorities.
- 4) The designated person informs the respondent of the details of the allegation, and records the content of his/her response. This record should be agreed with the respondent, and then signed and dated.
- 5) When the designated Officer seeks advice from the Health Service or the Police whether to make a referral or not, he should keep a written record of the outcome of the consultation with the authorities.
- 6) Maintain a dialogue with the investigating officer or Social Worker to monitor the progress of the case. Details of the contacts made should be recorded chronologically on the Child Protection Case File.
- 7) Ask in writing for an update from the health and police authorities about the outcome of their investigations.
- 8) Detailed records should be kept of the progress of the investigations and this should be supplied to the respondent to avoid leaving him/her 'in limbo.'
- 9) A secure location should be acquired in which all paper-based records created or received by the organisation are retained. This should only be accessible to assigned staff members.

See *Safeguarding Children* pp85-86, 96-98

## Resource 2 (v)

# CHILD PROTECTION RECORDING FORM

### 1) About the disclosure/concern

Date of disclosure/concern \_\_\_\_\_

Time of disclosure/concern \_\_\_\_\_

How was information received?  Telephone  Letter  Email  In person

(Attach any written information to this form)

### 2) Details of person making disclosure/raising concern

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Tel \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

Relationship to child or alleged victim \_\_\_\_\_

### 3) Details of child or alleged victim

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Tel \_\_\_\_\_ Mobile \_\_\_\_\_

Ethnic origin \_\_\_\_\_

Language (is interpreter/signer needed?) \_\_\_\_\_

Disability \_\_\_\_\_

Special Needs \_\_\_\_\_

Parish/Order (if applicable) \_\_\_\_\_

**4) Parent/Carer details (where appropriate)**

Name \_\_\_\_\_

Address \_\_\_\_\_

Tel \_\_\_\_\_ Mobile \_\_\_\_\_

Are they aware of the allegation, suspicion or complaint?  Yes  No

**5) Details of alleged perpetrator**

Name \_\_\_\_\_

Address \_\_\_\_\_

Tel \_\_\_\_\_ Mobile \_\_\_\_\_

Relationship to child/victim (parent/priest/teacher etc.) \_\_\_\_\_

Position in Church/Order \_\_\_\_\_

Address at time of incident(s) \_\_\_\_\_

Current contact with children if known (sit on board of governors of school, runs youth activities etc.)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Any additional information  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**6) Details of concern, allegation or complaint (Include dates/times and locations at which the incident(s) occurred; also witnesses, if known. Does the child/victim know this referral is being made?)**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**7) Action taken**

Has the matter been referred to civil authorities?  Yes  No

If Yes, Date \_\_\_\_\_ Time \_\_\_\_\_

If No, explain why \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To whom was it referred?

Name \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Tel \_\_\_\_\_ Email \_\_\_\_\_

**8) Has the matter been referred to a member of the Church?  Yes  No**

If Yes, Date \_\_\_\_\_ Time \_\_\_\_\_

If No, explain why \_\_\_\_\_  
\_\_\_\_\_

To whom was it referred?

Name \_\_\_\_\_

Designation \_\_\_\_\_

Address \_\_\_\_\_

Tel \_\_\_\_\_ Email \_\_\_\_\_

**9) Next Steps**

What actions were agreed, and by whom, when the matter was referred on to civil/Church authority? \_\_\_\_\_  
\_\_\_\_\_

Are there any immediate child protection concerns? If so, please record what they are, and state what actions have been taken, and by whom, to address them:  
\_\_\_\_\_

**10) Designated Officer details:**

Date form sent \_\_\_\_\_

**11) Details of person completing the form \_\_\_\_\_**

Name \_\_\_\_\_

Tel \_\_\_\_\_ Email \_\_\_\_\_

Position in Church \_\_\_\_\_

Parish/Order \_\_\_\_\_

Form completed: Date \_\_\_\_\_ Time \_\_\_\_\_

Signed \_\_\_\_\_

(A copy must be retained by the recipient and filed in a secure location, and a copy must be sent to the designated officer and civil/statutory authorities)

*A Child Protection Recording Form for someone who is not a Designated Officer is included in Appendix 1*

## **Standard 3**

### **PREVENTING HARM TO CHILDREN**

It is important that all in our ministries who have contact with children are trustworthy role models who will promote the spiritual, physical and emotional development of young people. To this end we strive to have good recruitment and selection procedures. Those applying to share in our ministries, whether paid or voluntary, are required to complete confidential application and declaration forms and to undergo Garda/Police vetting. We will also seek references from nominated persons. Resources (i) - (ii) provide templates of procedures for recruitment and confidential application, reference and declaration forms.

Everyone in ministry and all who have contact with children undertake training in child protection and ongoing in-service training. A sample code of positive behaviour (Resource 3 (iii) for all in ministry to children includes guidelines on respecting boundaries and on physical contact with children. Resource 3 (iv) offers additional guidance on ministry to children with disabilities.

As part of their engagement in our ministries and their ongoing formation children will be assisted in drawing up a code of good behaviour towards each other. In order to promote inclusiveness in all activities staff are made aware that discrimination in word or action is unacceptable on the basis of race, culture, accent, age, gender, disability, religion, sexuality or political views (see Resource 3 (v)). Children themselves should participate in drawing up an anti-bullying policy (for suggestions see Resource 3 (vi)) and this should never include physical punishment or any that is humiliating.

Good planning is crucial to all activity/ministry involving children and this must include activities on church property and elsewhere. Resource 3 (vii) reflects the importance of good communication between parents/guardians and staff in preparing for activities, especially those involving trips away and overnight stays. Developments in information technology have implications for the safeguarding of children from abuse and exploitation. Guidelines on the use of mobile phones, cameras, CCTV and the internet are included as Appendices at the back of this booklet.

The resources provided in this section will assist staff in their ministry to children to provide supervision and care that will protect young people. It is important too that everyone in ministry to children has the freedom and authority to raise suspicions or draw attention to behaviour of other staff towards children which is not acceptable. To this end a whistleblowing policy is included as Appendix 2.

## **RESOURCE 3 (i)**

# **PROCEDURES FOR RECRUITING STAFF/VOLUNTEERS**

**The procedures for recruiting personnel require that:**

1. All vacancies (paid or voluntary) should be openly advertised.
2. A clear job description is developed.
3. Applicants must complete the following forms:
  - Application Form
  - Declaration Form
  - Garda/Police Vetting Forms
4. Applicants must provide proof of photo identification.
5. Applicants must submit names of two referees (not family members) who can provide references. References must be received in writing. Verbal contact must be made with all referees.
6. Up-to-date files in respect of all personnel be kept in the ministry centre. These would include application forms, references and other relevant documentation.
7. All interviews take place with at least two interviewers present.
8. All personnel must undertake a recognised programme of Child Protection Training.

Please note that training, support, and all relevant forms, are provided during the courses organised by the Province Designated Officer for local safeguarding representatives.

Resource 3, p63 of *Safeguarding Children*, provides useful materials to assist the recruitment process.

**RESOURCE 3 (ii)**

**SAMPLE FORMS FOR USE IN THE RECRUITMENT  
PROCESS**

CONFIDENTIAL APPLICATION FORM P. 16-17

CONFIDENTIAL REFERENCE FORM P. 18

DECLARATION FORM P. 19

## RESOURCE 3 (ii)

### CONFIDENTIAL APPLICATION FORM

Paid and Voluntary Staff in the Ministries of the Irish Province of the Vincentians  
Ministry Centre \_\_\_\_\_

Surname \_\_\_\_\_

First Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Birth: \_\_\_\_\_ Tel. No: \_\_\_\_\_ Email: \_\_\_\_\_

Are you (please tick)

Employed     Unemployed     Student     Homemaker     Retired     Other

Previous Work experience \_\_\_\_\_  
\_\_\_\_\_

Have you previously been involved in voluntary work?     Yes     No

If yes, please give details \_\_\_\_\_  
\_\_\_\_\_

Why do you want to get involved with this ministry? \_\_\_\_\_  
\_\_\_\_\_

Have you previously received any training for working with children?     Yes     No

If yes, please give details \_\_\_\_\_  
\_\_\_\_\_

List your spare time hobbies, interests or activities \_\_\_\_\_  
\_\_\_\_\_

## RESOURCE 3 (ii)

### CONFIDENTIAL APPLICATION FORM

Any other relevant information \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is there any medical or other reason why you may be deemed unsuitable to work with young people?       Yes       No

If yes, give details \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please provide the names and addresses of two people (not relatives) whom we could contact for a reference, preferably people who are familiar with your work with children.

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel: \_\_\_\_\_

Tel: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

I declare that the above information is true and that I am fit to serve in paid employment or as a volunteer in this ministry. I agree to abide by and accept the terms and conditions of participation and accept and abide by the Code of Conduct as outlined in the Vincentian Policy Document. I will also provide photo ID and comply with Garda Vetting requirements.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Adapted from: *Our Duty to Care: the Principles of Good Practice for the Protection of Children and Young People.* (Department of Health & Children, Dublin: Stationery Office 2001 pp41-2

## RESOURCE 3 (ii)

### CONFIDENTIAL REFERENCE FORM

\_\_\_\_\_ has expressed an interest in working in the \_\_\_\_\_ Ministry Centre, and he/she has nominated you as a referee. The position involves substantial access to children/young people, and, as an organisation committed to the welfare and protection of children we are anxious to know if you have any reason to be concerned about this person's suitability to work with children and/or young people.

Yes       No

If you have answered Yes, we will contact you in confidence.

If you complete this reference, the contents will remain confidential, and will be shared only with the applicant's immediate supervisor. We would appreciate complete candour in your evaluation of this person.

How long have you known this person? \_\_\_\_\_

In what capacity? \_\_\_\_\_

List the applicant's attributes which makes you consider him/her suitable for the position:

---

---

Describe the applicant's personality \_\_\_\_\_

---

Please rate this person on the following:

	Poor	Average	Good	V/Good	Excellent
Responsibility					
Maturity					
Self-Motivation					
Ability to motivate					
Energy					
Trustworthiness					
Reliability					

Signed: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_

## **RESOURCE 3 (ii)**

### **DECLARATION FORM**

To be completed by Staff and Volunteers (Confidential)

Surname \_\_\_\_\_

First Name \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Tel: \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

Previous address in the last 3 years \_\_\_\_\_  
\_\_\_\_\_

Any other name by which you are known? \_\_\_\_\_

Do you have any prosecutions pending, or have you ever been convicted of a criminal offence or been the subject of a caution or of a bind-over order     Yes     No

If yes, please state below the nature and date(s) of the offence(s), the court responsible for dealing with the matter, and the approximate date of the court hearing:

Nature of offence \_\_\_\_\_

Date of offence \_\_\_\_\_

Court \_\_\_\_\_

Court Date \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

## Resource 3 (iii)

### SAMPLE CODE OF POSITIVE BEHAVIOUR

**It is important for all employees and volunteers and others in contact with children to:**

- treat all children with respect
- provide an example of good conduct for others to follow
- operate within State and Church principles and guidelines
- be visible to others when working with children, whenever possible
- challenge and report potentially abusive behaviour
- develop a culture where children can talk openly about their contacts with staff and others
- respect children's individual boundaries and help them to develop an awareness of others rights and what to do if they have a problem
- ensure that physical contact, when appropriate, reflects the child's needs and not the adult's. Appropriate physical contact will occur most often with younger children or young people who have additional needs. It should respond to the child's needs at the time, and should at all times be open to scrutiny.

**In general, it is inappropriate to:**

- spend excessive time alone with children
- take children to one's own home
- be alone with a child without the necessary professional safeguards

**Employees, volunteers and others must never:**

- hit or otherwise physically assault or physically abuse children
- develop sexual relationships with children
- develop relationships with children which could in any way be deemed exploitative or abusive
- act in ways that may be abusive or may place a child at risk of abuse

**Employees, volunteers, and others must avoid actions or behaviour that could be construed as poor practice or potentially abusive. For example, they should never:**

- use language, make suggestions, or offer advice which is inappropriate, offensive, or abusive
- behave physically in a manner which is inappropriate or sexually provocative
- have a child/children with whom they are working to stay overnight at their home unsupervised
- sleep in the same room or bed as a child with whom they are working
- do things for children of a personal nature that they can do for themselves
- condone, or participate in, behaviour of children which is illegal, unsafe, or abusive
- act in ways intended to shame, humiliate, belittle, or degrade
- discriminate against, show different treatment of, or favour particular children to the exclusion of others.

*See *Safeguarding Children* p69*

## **Children/Young People with Disabilities**

- Children/Young People with a disability may depend on adults more than other children for their care and safety, and so sensitivity and clear communication are particularly important.
- Planning and agreements with the parents/children/young person in relation to how to support their inclusion in activities should be discussed when they are joining an activity, particularly around areas such as personal care and establishing communication.
- Where it is necessary to carry out tasks of a personal nature for a child/young person, this should be done with the full understanding and consent of parents or guardians.
- In carrying out such personal care tasks, sensitivity must be shown to the child and the tasks should be undertaken with the utmost discretion.
- Any care task of a personal nature, which a child or young person can do for themselves, should not be undertaken by the staff member.
- In an emergency situation where this type of help is required, parents/guardians should be fully informed as soon as reasonably possible.
- Staff members should be aware that vulnerable children may be more likely than other children to be bullied or subjected to other forms of abuse, and may also be less clear about physical and emotional boundaries.
- It is particularly important that vulnerable children should be carefully listened to, in recognition of the fact that they may have difficulty expressing their concerns and in order that the importance of what they say is not underestimated.

## **RESOURCE 3 (v)**

### **CODE OF BEHAVIOUR FOR CHILDREN / YOUNG PEOPLE**

It is important that children/young people know the limits and boundaries appropriate to their own behaviour and that leaders working with children/young people will be treated with courtesy, respect and dignity.

The following Code of Behaviour applies to all children/young people who are involved in church related activities. It should be discussed with children/young people to whom it applies, so that they can understand it and take ownership of it. Particular groups, if deemed necessary to do so, according to the nature and requirements of their particular activity/service and with relevant input from children/young people, may decide to add to this.

- Please respect everybody else because we are all God's children.
- Please respect God's house and all church property.
- Be fair; please don't cheat or lie.
- Please don't be a bully. (See Anti-Bullying Policy Section, Resource 3 (vi)
- Agree not to hurt anybody by what you say or do.
- Please don't use bad language.
- Please respect other people's property.
- Agree to follow the rules of your group.
- Don't consume alcohol or use drugs.
- Talk to the person in charge if you have a problem; don't keep it to yourself.
- Agree not to bring anything into the activity, which might cause harm to yourself or others.
- Please don't use your mobile while in church or during church activities.
- If using information technology during a church activity, please do so only with the consent of your parent/guardian and with the approval and monitoring of the leaders of the group.

## **RESOURCE 3 (vi)**

### **INCLUSIVE ANTI-BULLYING POLICY**

**CHILDREN AND YOUNG PEOPLE ARE TO BE CONSULTED  
ABOUT DRAWING UP AN ALL-INCLUSIVE ANTI-BULLYING  
AND ANTI-RACIST POLICY**

The following are some examples of bullying:

- **name calling**
- **fighting/kicking/punching**
- **making suggestive comments**
- **intimidation**
- **threatening**
- **ignoring/excluding**
- **damaging property**
- **spreading rumours**
- **sending abusive text messages**

This list is not exhaustive, and the children and young people will have many other points to list.

## **RESOURCE 3 (vii)**

### **TRIPS AWAY FROM HOME: BASIC GUIDELINES**

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

Written parental consent must be obtained well in advance for each such trip and its related activities.

A copy of the itinerary and contact telephone numbers should be made available to parents and guardians.

There must be adequate and, where possible, gender-appropriate supervision for boys and girls.

Arrangements and procedures must be put in place to ensure that rules and appropriate boundaries are maintained in the relaxed environment of trips away.

Particular attention should be given to ensuring that the privacy of young people is respected when they are away on trips.

Sleeping areas for boys and girls should be separate and supervised by two adults of the same gender as the group being supervised.

If, in an emergency situation, an adult considers it necessary to be in a children's dormitory or bedroom without another adult being present, he/she should (a) immediately inform another adult in a position of responsibility, and (b) make a diary note of the circumstances.

The roles and responsibilities of young people must be clearly communicated to them, having first been outlined and agreed upon with them and their parents prior to departure.

The tasks required of young helpers will be appropriate to their age and capacity. Young people will not be asked to carry out personal care tasks.

Care will be taken to ensure that leaders do not work alone with young people.

There must be a named person from the ministry centre to whose immediate attention all concerns and/or complaints can be brought.

All concerns and/or complaints will be followed through in a timely and efficient manner.

## **RESOURCE 3 (viii)**

# **ACTIVITY PERMISSION FORM FOR CHILDREN/YOUNG PEOPLE**

Activity permission form for persons under 18 years

1. Name of Church organisation \_\_\_\_\_

Venue/Activity/Group/Event \_\_\_\_\_

Date/Time \_\_\_\_\_

Name of Group Leader/person responsible \_\_\_\_\_

2. Name of Child/Young Person \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Telephone No: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Give details of any medical condition of which the Organisers ought to be aware.  
Please include details of any medication which has to be taken or any dietary  
requirements. (This information will be treated with confidence).

3. I have read all the information provided concerning the programme of the above activity. I hereby give permission for my son/daughter/ward to participate in the above capacity.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Parent/Guardian

Address \_\_\_\_\_  
\_\_\_\_\_

(if different from above)

Any additional contact telephone numbers available during the period of activity.

\_\_\_\_\_

## **Standard 4**

### **TRAINING AND EDUCATION**

All Church personnel should be offered training in child protection to maintain high standards and good practice. For those in particular who work with children it is important to have a two-pronged approach to training. This will include training in the skills necessary to keep children safe and familiarity with the requirements of our child protection policy and guidelines. We aim to provide in-service training on an annual basis for all relevant staff.

We will include the following elements in drawing up the training programmes:

- Reflection on the written policy on keeping children safe.
- Training that is appropriate to the needs of staff according to their involvements.
- Acceptable behaviour of adults/child, children/children (cf. Resources for Standard 3) and dealing with unacceptable behaviour of children.
- Developing an atmosphere where child safeguarding concerns can be talked about openly.
- Awareness of types of abuses and how to recognise signs of abuse.
- Reporting and responding to allegations.

## **Standard 5**

### **COMMUNICATING THE CHURCH'S SAFEGUARDING MESSAGE**

Children are welcomed, cherished and protected in a manner consistent with their central place in the life of the Church. In order to achieve this we strive to do the following:

- We will develop and maintain links with statutory child protection agencies and Church organisations so that good communications may prevail, reflecting our commitment to transparency and openness.
- We will see to it that all involved in our ministries are aware of details of the child protection policy and of local child protection services, through ongoing training and use of public notices.
- We will raise awareness among children in our ministries of their right to be safe from abuse, by facilitating young people in developing their own safeguarding guidelines and procedures.

## **Standard 6**

### **ACCESS TO ADVICE AND SUPPORT**

Those who have suffered child abuse will receive a compassionate and just response and will be offered appropriate pastoral care to rebuild their lives. Those who have harmed others will be helped to face up to the reality of abuse, as well as being assisted in healing.

Often those who have suffered abuse, especially children, do not know who to turn to for help. Resource 6 (i) offers suggestions on how to respond to someone making an allegation of abuse.

As part of our response to the issue of safeguarding children, the Vincentians have a designated Liaison Officer in Ireland and England. These officers have special responsibilities for keeping children safe and receive appropriate training offered by the National Board. They are in contact at national and local level with child protection agencies, and have clear guidelines on how to respond to and support a child or adult who may have been abused.

The role of the support person in assisting a complainant is set out in Resource 6 (ii).

As regards those who have perpetrated abuse, appropriate support is offered to help them face up to the reality of abuse. The role of the Advisor in assisting those facing an allegation of abuse is set out in Resource 6 (iii).

## **RESOURCE 6 (i)**

### **GUIDELINES FOR RESPONDING TO A CHILD MAKING AN ALLEGATION OF ABUSE**

A child who is being abused will occasionally confide in an adult whom the child feels that he or she can trust. The important thing to remember is that if a child does approach you, he/she is doing so in the hope that you will act to stop the abuse happening, even if you are asked not to do anything with the information.

**If a child begins to tell you about abuse it is important that you DO:**

- stay calm
- listen carefully and take the complaint seriously
- ask questions for clarification only if you are unclear what the child is saying
- allow the child to continue at his/her own pace
- reassure the child that, in disclosing the abuse, he/she has done the right thing
- tell the child that he/she is not to blame for the abuse
- let the child know you will do what you can to help
- report the child's disclosure to your manager or to the designated person immediately (or, in the absence of the designated person, or if the disclosure in any way involves the designated person, to the National Safeguarding Board Support Team).

As soon as possible, write down everything that you were told by the child, using his/her own words to describe the abuse. Sign and date this record and pass on to the designated person.

**If a child begins to tell you about abuse it is important that you DO NOT:**

- dismiss the concerns
- panic
- probe for more information/ask other questions
- promise not to tell anyone or say you'll keep it a secret
- make negative comments about the accused person
- make assumptions or speculate
- disclose details of the allegation to anyone else – even to persons named in the allegation.

Find an opportunity to explain that it is likely that this information will need to be shared with others, and at the end of the discussion tell the complainant what you plan to do next and with whom this information will be shared.

**Remember:** It is important that everyone in the organisation is aware that the person who first encounters a case of alleged or suspected abuse is not responsible for deciding whether or not abuse has occurred. That is a task for the professional child protection agencies following a referral to them of the concerns about the child.

## **RESOURCE 6 (ii)**

### **ROLE OF THE SUPPORT PERSON**

The Provincial and his Council select Support People to be available to those who make an allegation or disclose abuse under these procedures. The person (who can be a child or adult) making the allegation will be offered a choice between a male or female Support Person.

The role of the Support Person is to assist, where appropriate, with communication between the person making an allegation/disclosure and the Designated Officer, with a view to that person gaining access to information and help, and his/her concerns being represented during the inquiry process.

The Support Person needs to be clear about his/her role and should receive appropriate training.

The Support Person is not a counsellor to the child or adult, and must not be or act as a therapist.

Support People must be particularly attentive to the expressed needs and objectives of the child or adult, and the fact that some may be reluctant to seek help. Support People should, therefore, consider how the therapeutic or spiritual needs of a child or adult who has made an allegation or disclosed abuse may be met, and will be mindful of the complainant's ongoing vulnerability during this process.

In addition, the Support Person should:

- consider any wishes of the complainant in regard to a pastoral response by the Church to his or her family
- be available to the complainant throughout the course of the inquiry process, and thereafter as required
- ensure the complainant is kept informed of relevant developments
- represent the wishes and therapeutic needs of the complainant to the Designated Officer, as required
- arrange, if considered helpful, a meeting between the complainant and the Church authority, such as a priest or Bishop

Under no circumstances should the same Support Person be provided for both the complainant and the respondent.

Adapted from Safeguarding Children p58

## **RESOURCE 6 (iii)**

### **ROLE OF THE ADVISOR**

The Provincial and his Council shall make available an Advisor to be available to the respondent. Advisors shall represent the needs of the respondent to the Leadership Team, and assist, where appropriate, with the care of the respondent and with communication between the respondent, the Designated Officer, the Leadership Team, and the ministry centre. The respondent's Advisor shall not be the respondent's therapist or spiritual advisor.

Advisors should be particularly alert to the sense of isolation and vulnerability which a respondent may experience following an allegation of this nature. He or she will:

- accompany, if so requested, and be available to the respondent after the latter's meeting with the Leadership Team and the Designated Officer
- inform the respondent of his or her rights to obtain advice in regard to both civil and Canon Law
- identify any therapeutic or other needs of the respondent and suggest how these may be met
- consider the wishes of the respondent in regards to a pastoral response by the Province Leadership Team to his or her family
- be available to the respondent throughout the inquiry process, and thereafter as required
- ensure that the respondent is kept informed of developments in regard to the inquiry
- represent the needs and wishes of the respondent to the Designated Officer, as required

Advisors should receive appropriate training. Under no circumstances should the person acting as Advisor to the respondent be the same person as the person assuming the role of Support Person to the complainant.

Taken from Safeguarding Children p59

## **Standard 7**

### **IMPLEMENTING AND MONITORING THE STANDARDS**

To keep children safe, policies, procedures and plans have to be implemented across all Church organisations. Checks are needed to ensure this is happening consistently. The views of those involved inside and outside of Church organisations can help to improve the effectiveness of any measures taken.

As part of our response to checking on the implementation of child protection policies and guidelines we will conduct an annual audit of our ministries and will organise ongoing training for all personnel engaged in ministry with children. Resource 7 (i) is an example of our annual audit form.

## **Resource 7 (i)**

# **CHILD PROTECTION ANNUAL AUDIT OF VINCENTIAN HOUSES (PARISHES, SCHOOLS, CHAPLAINCIES ETC)**

The purpose of this annual audit is twofold:

- a) to assist in compiling a Provincial Audit for CSAS in UK and HSE in Ireland
- b) to ensure that our Province is up-to-date in its policy and structure

Is there a definite Child Protection Officer appointed                            Yes                            No

Is the Child Protection Officer's name on public display                            Yes                            No

Please give the name, address and 'phone number of this person:

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If this person is newly appointed during the past year, please indicate what training courses this person has or intends attending:

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Please give the name, address and phone number of the Diocesan Child Protection Co-ordinator

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Are all the members of the local community fully aware of the codes of conduct and procedures in regard to the care of children as set down by the relevant Church and State authorities                            Yes                            No

What training courses in child protection are available in the community?

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Who has attended these courses?

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Are all the staff and volunteers fully aware of the codes of conduct and procedures in regard to the care of children as set down by the relevant Church and State authorities?

Yes     No

Has there been any training update for personnel during the past year?  Yes     No

Please indicate the relevant courses -----  
-----  
-----

Have all personnel dealing with children received the relevant clearance – DBS etc?

Yes     No

Have you personally contacted the leaders of all groups to ensure that proper procedures and clearances are in place?  Yes     No

Do you have any allegation reported (parish, school etc) during the past year?

Yes     No

To whom -----  
-----  
-----

In the light of your experience during the last twelve months and as part of our ongoing review are any areas of our policy and procedures that need to be revised, updated or clarified?

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Signed..... Date .....

Superior

## Appendix 1

# CHILD PROTECTION RECORDING FORM

CONFIDENTIAL

For Use by anyone recording a disclosure or concern, note this form is not to be used by the Designated Person when making a formal report to the HSE.

### 1. About the disclosure/concern

Date of disclosure/concern \_\_\_\_\_

Time of disclosure/concern \_\_\_\_\_

How was information received? (attach any written information to this form)

Telephone  Letter  Email  In person

### 2. Details of person making disclosure/raising concern

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Tel No.: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Relationship to child or alleged victim: \_\_\_\_\_

### 3. Details of child or alleged victim

Name: \_\_\_\_\_ D.O.B. \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Tel No.: \_\_\_\_\_ Mobile: \_\_\_\_\_

Ethnic origin: \_\_\_\_\_

Language (is interpreter/signer needed): \_\_\_\_\_

Disability: \_\_\_\_\_

Special needs: \_\_\_\_\_

Parish/Order (if applicable): \_\_\_\_\_

**4. Parent/Carer details (where appropriate)**

Name: \_\_\_\_\_

Address (if different from above): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel No.: \_\_\_\_\_ Mobile: \_\_\_\_\_

Are they aware of the allegation, suspicion or complaint?

Yes  No

**5. Details of alleged perpetrator**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel No.: \_\_\_\_\_ Mobile: \_\_\_\_\_

Relationship to child/victim (parent/Priest/teacher etc): \_\_\_\_\_

Position in Church / Order: \_\_\_\_\_

Address at time of incident(s): \_\_\_\_\_  
\_\_\_\_\_

Current contact with children if known (sit on board of governors of school, runs youth activities etc): \_\_\_\_\_

Any additional information \_\_\_\_\_  
\_\_\_\_\_

**6. Details of concern, allegation or complaint**

7. **Reporting** (If you are not the Diocesan Designated Person please complete section 7)

Have you reported this matter to your Diocesan Designated Person/Diocesan Delegate?

Yes  No

If Yes, give details of Designated Person you reported to:

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Tel No.: \_\_\_\_\_ E-mail: \_\_\_\_\_

If no explain why: \_\_\_\_\_  
\_\_\_\_\_

If no, has the matter been reported to civil authorities?

Yes  No

Have you reported the matter to any other member of the Church?

Yes  No

If yes Date: \_\_\_\_\_ Time: \_\_\_\_\_

If yes explain why: \_\_\_\_\_  
\_\_\_\_\_

Who was it referred to?

Name: \_\_\_\_\_

Position/Parish: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Tel: \_\_\_\_\_ E-mail: \_\_\_\_\_

**8. Diocesan Designated Person**

(If you are a Diocesan Designated Person please complete section 8)

Has the matter been referred to civil authorities?

Yes  No

How was the referral made? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

What actions were agreed and by whom when the matter was referred onto Civil/Church authorities?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are there any immediate Child Protection concerns? If so what are they and what actions were taken in order to address them.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**9. Details of person completing the form**

Name: \_\_\_\_\_

Tel No.: \_\_\_\_\_ Mobile: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Position: \_\_\_\_\_

Parish/Order: \_\_\_\_\_

Form Completed

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Signed: \_\_\_\_\_

## **Appendix 2**

# **WHISTLE BLOWING POLICY**

This guidance is written for staff/volunteers (Staff/Volunteers includes any adult, paid or voluntary, who works directly with young people/children) within parish contexts and agencies under the auspices of the Irish Province of the Vincentian Community.

Staff/Volunteers must acknowledge their individual responsibility to bring matters of concern to the attention of their supervisor/superior/manager. These could be the Parish Priest/Priest in Charge/Provincial and/or relevant leader. Although this can be difficult this is particularly important where the welfare of children may be at risk.

You may be the first to recognise that something is wrong but may not feel able to express your concerns out of a feeling that this would be disloyal to colleagues or you may fear harassment or victimisation. These feelings, however natural, must never result in a child or young person continuing to be unnecessarily at risk. Remember it is often the most vulnerable child or young person who are targeted. These children need someone like you to safeguard their welfare.

*Don't think what if I'm wrong - think what if I'm right*

### **Reasons for whistle blowing:**

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

### **What stops people from whistle blowing:**

- Fear of starting a chain of events which spirals out of control
- Disrupting the work or project
- Fear of getting it wrong
- Fear of repercussions or damaging careers
- Fear of not being believed

### **How to raise a concern:**

- You should voice your concerns, suspicions or uneasiness as soon as you feel you can. The earlier a concern is expressed the easier and sooner action can be taken.
- Try to pinpoint exactly what practice is concerning you and why.
- Approach your immediate superior/supervisor/manager.
- If your concern is about your immediate superior/supervisor/manager then please contact either one of our Designated Persons or externally the National Office for Safeguarding Children in the Catholic Church. Contact details are below for all of these.
- Make sure you get a satisfactory response - don't let matters rest.
- Ideally, you should put your concerns in writing, outlining the background and history, giving names, dates and places wherever you can.
- Staff/Volunteer is not expected to prove the truth of an allegation but will need to demonstrate sufficient grounds for the concern.

### **What happens next:**

- You should be given information on the nature and progress of any enquiries.
- Your supervisor/superior/manager has a responsibility to protect you from harassment or victimisation.
- No action will be taken against you if the concern proves to be unfounded and was raised in good faith. This is in line with the PROTECTION FOR PERSON REPORTING CHILD ABUSE ACT, 1998.
- Malicious allegations may be considered as a disciplinary offence. This is also in line with the PROTECTION FOR PERSON REPORTING CHILD ABUSE ACT, 1998.

### **Self-reporting:**

There may be occasions where a member of staff/volunteer has a personal difficulty, perhaps a physical or mental health problem, which they know to be impinging on their professional competence. Staff/Volunteers have a responsibility to discuss such a situation with their line supervisor/superior/manager so professional and personal support can be offered to the member concerned. Whilst such reporting will remain confidential in most instances, this cannot be guaranteed where personal difficulties raise concerns about the welfare or safety of children.

## **Further advice and support**

It is recognised that whistle blowing can be difficult and stressful. Advice and support is available from the Vincentian Designated Person and/or The National Office for Safeguarding Children in the Catholic Church in Ireland (Contact details are below).

### **Designated Persons - Contact Details**

Ireland: Fr. Paschal Scallon CM

St. Peter's Church, Phibsborough, Dublin 7

Tel: + 353-1-810 2566

Great Britain: Fr. Fergus Kelly CM

Sacred Heart Presbytery,  
2 Flower Lane, Mill Hill, London NW7 2JB

Tel: + 44 7909 517 760

### **National Office for Safeguarding Children in the Catholic Church**

New House, St. Patrick's College, Maynooth, Co. Kildare. Tel: + 353-1-5053124

## **Appendix 3**

# **POLICY FOR USE OF MOBILE PHONES AND CAMERAS**

### **Introduction**

The possession and use of mobile phones by children and young people is now extensive in society at large and therefore impacts on safeguarding best practice within a church context. Mobile phone technology has advanced significantly over the last few years - and it continues to evolve. Wireless connections in particular have extended the capabilities of mobile phones, enabling access to a wide range of new content and services globally. Many phones now offer Internet and email access, alongside the most often standard functions of messaging, camera, video and sound recording.

Mobile phones, alongside other forms of technology are changing the way and speed in which we communicate. They can provide security and reassurance; however there are also associated risks. Children and young people need to understand these risks in order to help them develop appropriate strategies for keeping themselves safe. As with e-safety issues generally, risks to children and young people can be broadly categorised under the headings of content, contact and conduct and managed by reducing availability, restricting access and increasing resilience.

This policy applies to all individuals who have access to personal or work-related mobile phones working or ministering within a church context in the diocese. This includes all clergy, lay staff, volunteers, committee members, children, young people, parents, carers, visitors and community users. This list is not exhaustive.

Use of mobile phones (particularly with the advent of increasingly sophisticated equipment and camera phones) presents a number of problems, including:

- Mobile phones can be valuable items and might render a child/young person vulnerable to theft.
- Mobile phones (and their cost and level of sophistication - or otherwise) can make students objects of envy or disparagement and could have implications with regard to discipline and potential bullying.
- Even when apparently silent, the use of mobile phones for texting purposes could be potentially undermining of established codes of behaviour within various church contexts.
- Use of phones with integrated cameras, sound recording facilities and internet access could lead to child protection and data protection issues with regard to inappropriate capture, use or distribution of images and audio recordings.
- Children or young people using vulgar, derogatory, or obscene language while using mobile phones;

- Children or young people using mobile phones to menace, harass or offend another person.
- Children or young people engaging in personal attacks, harassment of another person by posting private information about another person using electronic messages, taking/sending photos, video recordings, audio recordings or objectionable images or video recordings, and phone calls.
- Children or young people posting images, video recordings, audio recordings of other students, staff members, school activities and facilities on the internet.
- Children or young people using mobile phones to bully others with the various church contexts in which they gather.
- Privacy concerns mainly related to the ability of many phones to take photographs, make video recordings or record conversations in the ignorance of those being recorded.
- It is also recognised that mobile phones can cause an unnecessary distraction during church activities and can be intrusive when used in the company of others.
- When mobile phones are misused it can impact on an individual's dignity, privacy and right to confidentiality. Such concerns are not exclusive to children and young people; hence there is a duty to protect the needs and vulnerabilities of all.

Notwithstanding the above it is not regarded as realistic to have a policy which prohibits clergy, staff, volunteers, children and young people from having mobile phones on their person within the various contexts in which they gather. Not only would it be impractical to forbid individuals from carrying them, when the latest phones are so slim that they could be hidden easily, but it is understood that many parents would be concerned for health and safety reasons if their child were not allowed to carry a phone at all and might therefore be unable to contact their parents in respect of any situation that might arise.

### **Policy**

Church personnel should be aware of the potential misuse of digital and mobile phone technology and should take appropriate steps to prevent it occurring.

Church personnel responsible for the supervision and safety of young people should not use mobile phones, for social or business purposes, unless in the case of emergency. To do so in front of children or young people would be considered both unsafe and inappropriate conduct. Anything which compromises the ability to maintain a safe environment and give full attention to the supervision of children should be actively discouraged.

Many mobile phones have a facility to take photographs and videos which can be immediately uploaded onto the web or social networking sites without permission. Therefore, group leaders should discourage the use of mobile phones during church

activities. Each particular group may wish to produce its own mobile phone code of conduct to ensure safe usage.

Mobile phones with photographic and video facilities are not to be used in changing facilities or residential accommodation.

Inappropriate use of videos, DVD's, cameras, land line phones, mobile phones and picture mobile phones will not be allowed by adults working on behalf of the Church and children and young people while participating in Church activities. All mobile phones will be kept on silent or turned off during Church activities.

Contacting children by phone, text or e-mail should never be undertaken without parental knowledge or consent. Additional communication should be directed to the child's parent/guardian.

Other than in agreed exceptional circumstances, phones must be switched off/put on silent and calls and texts must not be taken or made during gatherings of children and young people within the church context.

Any child or young person who uses vulgar, derogatory, or obscene language while using a mobile phone will face appropriate sanctions as pre-determined by the particular group code of conduct.

It should be noted that it is a criminal offence to use a mobile home to menace, harass or offend another person. As such, if action as sanctioned by the group leader is deemed ineffective, as with all such incidents, the particular group leader may consider it appropriate to involve the Gardaí. Hence, children/young people with mobile phones must not engage in personal attacks, harass another person, or post private information about another person, via SMS messages/chat rooms/social network sites, taking/sending/uploading photos, phone calls. Circulating objectionable images will also be treated as a serious disciplinary issue.

Children/young people using mobile phones to bully other students will face appropriate sanctions as pre-determined by the particular group code of conduct.

Appropriate sanctions for breaking with code of conduct will include confiscation of mobile phone until group activity is completed and informing the parent/guardian. Illegal activity will result in the matter being referred to the Gardaí.

There are situations when access to a mobile phone will make a positive contribution to the safety and welfare of children, particularly when an emergency occurs.

# **PHOTOGRAPHY/VIDEO POLICY**

## **Introduction:**

The key concerns regarding the use of images, video and photographs of children/young people relate to:

- The possible identification of children/young people when a photograph is accompanied by personal information and possible inappropriate use afterwards.
- The inappropriate use, adaptation or copying of images for use in child pornography or illegal websites.
- A common sense approach is required when deciding on what may or may not be appropriate as the Diocese does not wish to prohibit the recording of celebrations at parish level through the use of photography or recording on video equipment.
- Outlining photography and recording policy at the outset will clarify matters for all concerned.
- It should be noted that the Diocese has little or no influence on what photographs may be taken and published in local or national newspapers as such photography is covered by a different set of guidelines.

## **Policy**

Any piece of equipment which has the capability of capturing an image of child or a young person is governed by this policy.

Parental/Guardian consent should be sought before any media photographs/digital videotape/film is taken.

In the case of First Communion or Confirmation, where children are prepared in school, parental permission for any media images should be obtained by the school. This may be done by the teacher or, by agreement or by the Manager of the School.

Photographs should only be taken by an authorised person for legitimate reasons related to the child or school or parish.

In the case of First Communion and Confirmation ceremonies, parents should be informed, in advance, that photography may not be permitted in the Church until the ceremony is over. However this will depend on the local policy of the individual church or parish.

The press should be informed of this policy beforehand. It is not illegal to take photographs at a public event, even if asked not to do so but, if an event is private, then one can insist that the policy is followed.

A photograph should not allow an unauthorised person to identify a child or their whereabouts. If the full name of a child is used, there should be no photograph; if a photograph is being used the full name should not be given.

## **Appendix 4**

# **GUIDELINES FOR CCTV AND BROADCASTING ON THE INTERNET**

### **CCTV**

The use of CCTV systems has greatly expanded in recent years. So has the sophistication of such systems. Systems now on the market have the capacity to recognise faces. They may also be capable of recording both images and sounds.

The expanded use of CCTV systems has society-wide implications. Unless such systems are used with proper care and consideration, they can give rise to concern that the individual's "private space" is being unreasonably eroded.

Section 2(1)(c)(iii) of the Data Protection Acts require that data are "adequate, relevant and not excessive" for the purpose for which they are collected. This means that an organisation must be able to demonstrate that the serious step involved in installing a system that collects personal data on a continuous basis is justified. Before proceeding with such a system, it should also be certain that it can meet its obligations to provide data subjects, on request, with copies of images captured by the system.

If a data controller is satisfied that it can justify installing a CCTV system, it must consider what it will be used for and if these uses are reasonable in the circumstances.

Security of premises or other property is probably the most common use of a CCTV system. Such a system will typically be intended to capture images of intruders or of individuals damaging property or removing goods without authorisation. Such uses are more likely to meet the test of proportionality.

Other uses may fail the test of proportionality. For example, using a CCTV system to constantly monitor employees is highly intrusive and would need to be justified by reference to special circumstances. If the monitoring is for health and safety reasons, a data controller would need to demonstrate that the installation of CCTV was proportionate in addressing health and safety issues that had arisen prior to the installation of the system.

The location of cameras is a key consideration. Use of CCTV to monitor areas where individuals would have a reasonable expectation of privacy would be difficult to justify. Toilets and changing rooms are an obvious example. To justify use in such an area, a data controller would have to demonstrate that a pattern of security breaches had occurred in the area prior to the installation of the system such as would warrant

constant electronic surveillance. Where such use can be justified, the CCTV cameras should never be capable of capturing images from cubicles or urinal areas.

Cameras placed so as to record external areas should be positioned in such a way as to prevent or minimise recording of passers-by or of another person's private property.

It is possible that cameras can have a dual function – acting as security or CCTV systems as well as providing internet webcast.

- If CCTV cameras are in place it is important to have separate signs informing parishioners and the public this is the case.
- All uses of CCTV must be proportionate and for a specific purpose. As CCTV infringes the privacy of the persons captured in the images there must be a genuine reason for installing such a system. If installing such a system it is required that the purpose for its use is displayed in a prominent position. This would normally be at the entrance.
- The images captured should be retained for a maximum of 28 days (See Section 2(1)(c)(iv) of Data Protection Acts), except where the image identifies an issue and is retained specifically in the context of an investigation of that issue.
- Tapes should be stored in a secure environment with a log of access to tapes kept. Access should be restricted to authorized personnel. Similar measures should be employed when using disk storage, with automatic logs of access to the images created.

### **Web Broadcasting:**

Cameras should be installed with due care and respect church buildings. They should not be permanent fixtures; they should be easily removable without any impact on the building.

Cameras should only be switched on for the duration of Mass or other Liturgy and switched off at the end. There should be no live streaming of Churches when there is no Mass or Liturgy taking place.

There are a number of Data Protection issues that must be met in relation to broadcasting on the internet.

- Recording people via a web camera and the subsequent displaying of such images over the internet is regarded as the processing of personal data and one of the key provisions regarding the processing of such data is that it must be done with the consent or knowledge of the individuals concerned.
- Camera shots (images) of the congregation should be wide shots – minimising the possibility of easily identifying individuals with close up images.
- Signs should be placed at a range of entrances to the church and in other prominent locations informing people that web cameras are in operation.

- Parish workers and members of the clergy should give written consent to their image being used for web broadcasting during the course of their regular duties. Copies of written consent forms should be kept on parish records.
- With regard to altar servers and others taking part in Liturgies (e.g. choirs, musicians, Ministers of the Word and of Holy Communion) it is advised that consent is also obtained. In the case of children, consent form given by parents/guardians is required.

Service providers should be able to give regular, accurate information regarding the number of people who actually log on to view Liturgies from your parish in order for you to assess the value of web broadcasting. If connecting to the parish broadband connection, ensure that your broadband package has unlimited usage for uploading, or you risk incurring significant costs from your provider.

During any broadcast it should be possible to stop transmission, if necessary, by quickly accessing the control panel of the system. If this cannot be done by the priest from near the altar, someone should be delegated to break transmission if needed.

## **SOURCES:**

- *National Child Protection and Vulnerable Adults Policies and Procedures for the Catholic Church in England and Wales* (as approved by the Catholic Bishops' Conference of England and Wales and The Conference of Religious in England and Wales) 2006
- *Safeguarding Children: Standards and Guidance Document for the Catholic Church in Ireland* (2008)
- *Children First: National Guidance for the Protection and Welfare of Children* (Department of Children and Youth Affairs) 2011
- *Child Protection Guidelines for Post-Primary Schools* (Department of Education and Science 2004)
- *Child Protection Procedures for Primary and Post-Primary Schools* (Department of Education and Skills 2012)
- *Keeping Children Safe: Safeguarding Children*  
(The Christian Brothers Child Protection Policy and Procedures 2010)