

Safeguarding Guidance re. Church Stewards

1. Volunteer stewards are required to complete a *Volunteer Application Form* which is available on <http://corkandross.org/safeguarding-children/>. The completed forms are to be retained in the parish.
2. Volunteers Stewards who may have already completed a *Volunteer Application Form* for another role in the parish are not required to complete a new one.
3. Garda Vetting is not needed for this role.
4. A record must be kept of the stewards on duty at each Mass. This record should be maintained in the Parish Office.
5. A note needs to be made in sacristy register that a list of stewards has been kept for each Mass in the Parish Office.
6. If a Steward is under 18 years old, please contact Cleo, Director of Safeguarding as different procedures are needed to be in place.