

Diocese of Cork and Ross – Parish Safeguarding Reps Information Sheet

General Questions

- Is the Diocesan Child Protection Policy Statement on display in the Church Porch/Sacristy and Parish halls?
- Are the contact details for Gardaí, Tusla and Designated Liaison Person prominently displayed?
- Are the names of the Parish Safeguarding Representatives available?
- Is the celebret sign on display in the sacristy?
- Is there a Sign-in/out book in the sacristy?
- Do you have a fully stocked First Aid box in the sacristy?
- Do you have copies of the Safeguarding Children Standards & Guidance Document and the Adult Safeguarding Policy in the sacristy.

Spreading the Safeguarding Message

- Have all Safeguarding Representatives and Priests attended the relevant safeguarding training?
- Have the safeguarding representatives been introduced to parishioners?
- Do the parish safeguarding representatives provide support to the volunteers and check that all safeguarding procedures are complied with?
- Is the parish newsletter used to spread the safeguarding message?
- Is there structured regular contact between Parish Safeguarding Representatives, Priests and with the Parish Pastoral Council?

Confidentiality

- Does the parish have a system for storing confidential forms?
- Have all volunteers with children signed a confidentiality form, if they have access to confidential information
- Has guidance on the use of digital media / social media been implemented?

Young People

- Do young people involved in youth activities in your parish complete membership forms with signed parental consent?
- Does your parish keep an attendance record at youth events?
- Are young people and their parents asked to sign a Code of Behaviour?
- Are parents informed about Diocesan Policy in relation to safeguarding children?

Forms:

Do you have copies of the following forms?

- i) Parent/Guardian Consent Form 1
- ii) Altar Servers Application Form 2
- iii) Staff/ Volunteer Form 3
- iv) Code of Behaviour for children form 4
- v) Code of Behaviour for adults form 5
- vi) Complaints Form 5
- vii) Incident / Accident Report Form 6
- viii) Renting Parish Hall/Facilities Form 7
- ix) Garda Vetting Form

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Recruitment of Volunteers

- Does your parish follow recruitment guidelines in place for relevant roles within the parish?
- Does the parish advertise for a position when it becomes available?
- Do staff / volunteers in your parish fill in staff/ volunteer form 3
- Have your staff/volunteers submitted a Garda Vetting Form?
- Are recruitment records maintained and kept updated?
- Do volunteers have access to Safeguarding training?
- Have all staff/volunteers been made aware of the procedure for reporting incidents, allegations or disclosures of abuse?
- Have your volunteers received and read a copy of the Diocesan Child Safeguarding Policy and signed that they have done so?

Health and Safety

- Have all non-parish groups using parish facilities completed Form 7
- Do persons using parish halls and facilities have a child safeguarding policy and insurance?
- Are all facilities in use compliant with health and safety standards?
- Does each parish group involving children have an appropriate number of volunteers to supervise activities?

Supervision Ratios.

At a minimum, 2 adults are required for each activity

0-1 years= 1 staff to 3 children

1-2 years= 1 staff to 5 children

2-3 years= 1 staff to 6 children

3-12 years= 1 staff to 8 children

13-18 years= 1 staff to 10 children

Diocesan Director of Safeguarding

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