

PARISH OF MACROOM

St. Colman's Church, Macroom
St. John the Baptist Church, Caum



Safeguarding Children Policy Statement, Guidelines, Roles and Responsibilities

Dec 2010



Diocese of Cloyne

POLICY

DIOCESE OF CLOYNE

Macroom Parish

Safeguarding Children/Vulnerable Adults Policy Statement

Macroom Parish, within the Diocese of Cloyne, recognises and upholds the dignity and rights of all children/vulnerable adults¹ and is committed to ensuring their safety and well being. 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.

The diocese and the parish value and encourage the participation of children in all parish liturgies and in all activities that enhance their spiritual, physical, emotional, intellectual and social development.

Above all, both the diocese and Macroom Parish recognise the need to safeguard children and aim to do this in a way that promotes their human dignity, integrity and worth as children of God.

The diocese recognises that, while safeguarding children is primarily the responsibility of parents, it is indeed everyone's responsibility. In particular, all involved in working with children have a special duty of care towards them. The diocese has committed itself to putting procedures in place through which this care is put into effect.

The parish of Macroom is committed to implementing fully, the safeguarding children policy of the Diocese of Cloyne. Full adherence to every aspect of the diocesan policy, to its principles, guidelines, procedures and codes of conduct etc, is a requirement for all church personnel who are engaged in working with children in this parish. The children are also obliged to adhere to the codes of behaviour, guidelines and procedures of the policy.

Signed _____ (P.P/Administrator)

Date _____

¹ The policies, guidelines, procedures etc contained in *this parish's safeguarding children policy*, apply to vulnerable adults as well as to children.

Structures For Safeguarding Children In The Parish

The Parish Priest, two Parish Safeguarding Representatives, the Parish Safeguarding Committee and Group Leaders form the principal structure for safeguarding children² in the parish.

Safeguarding children in this parish involves adherence to the following operational norms complementary to those listed in the Diocesan Policy.

1. Communication -Provision of Relevant Information

The Diocesan Policy Statement along with phone numbers of HSE, Diocesan Designated Officer and Gardai will be displayed prominently in the church, the sacristy, and parish hall etc (if applicable).

A copy of the parish safeguarding policy and of the diocesan policy will be given to all Church personnel working with children and vulnerable adults and will be made available to members of the public on request.

Information sessions for church personnel who work with children and vulnerable adults, will be organized by the parish safeguarding representatives and the parish priest.

All Church personnel who are working with children, and young people are required to familiarise themselves with this document and with the safeguarding children policy of the diocese of Cloyne.

Information will be made available on recognizing and responding to allegations of child abuse in its four main categories: neglect, sexual abuse, physical abuse and emotional abuse (See Appendix 4)³

Information sessions will be provided for children and young people who are in contact with church personnel, with particular reference to the relevant sections of diocesan and parish safeguarding policies.

Children Will Be:

Made aware of the code of behaviour and of the safeguarding procedures, they will also be advised of whom they can speak to if they have a concern, and, made aware of the basic rules of the Stay Safe Programme i.e. **“Say No! Get away! Tell someone you trust and keep telling them until you are listened to.”**

² Children and vulnerable adults are defined in Section 2 -Responding and Reporting, of the diocesan policy document.

³ See: Section 2 -Responding and Reporting, of the diocesan policy document.

2. Recruitment, Training and Familiarisation

The parish will adhere to the diocesan policy on recruitment of staff and volunteers⁴

All priests in the parish and parish safeguarding representatives will attend at training organised by the Diocesan Safeguarding Children Committee.

All church personnel who work with children and young people must familiarise themselves with the Safeguarding Children Policy of the Diocese of Cloyne, with Macroom Parish Policy and Guidelines, and attend at the information sessions on safeguarding children.

3. Code of Conduct

3.1 Sacristy Procedures

A Register Of Attendance will be maintained in the Sacristy, which must be signed by altar servers, priests and other personnel who attend in the sacristy, including those working in a temporary or substitute capacity e.g. a temporary or substitute sacristan. The time of arrival and departure and the date must be recorded.

Collectors, ministers of the Eucharist, ministers of the word and psalmists etc, who attend in the sacristy, but who are not involved with altar servers, as well as persons making brief visits to the sacristy in order to have mass cards signed, notices published, consult with the priest etc. are not obliged to sign the register of attendance.

Particular care must be taken to ensure that all of the appropriate guidelines are adhered to during the training of altar servers.

Where appropriate, individual altar servers should wait in the church/sanctuary, other seating area or room, to ensure compliance with the rules prohibiting church personnel from being alone with children.⁵

Children leaving school for the purpose of serving at mass must have specific parental consent in accordance with school procedures.

The procedures and guidelines regarding visiting priests⁶ must be adhered to.

⁴ See Section 3 -Recruitment and Selection in Section 3 of the diocesan policy document *Safeguarding Children in the Diocese of Cloyne.*

⁵ For the purposes of this policy, the words “being alone with children” refer to being alone with an individual child

⁶ See Visiting Priests and Temporary Solemnisers in Section 3 of the diocesan policy document.

3.2 Choirs and Other Such Groups.

Choirs and other such groups involving children, young people and vulnerable adults, will maintain a roll book type record of attendance⁷ during training and practice sessions. This will be the responsibility of the group leader(s), who will make this available to the Parish Representatives on request. The record of attendance must be lodged in the parish records at the end of each year.

4. Documents and Official Forms

4.1 Blank Forms.

A supply of blank official forms will be maintained in the sacristy, will be available from the sacristan, and, *inter alia* will include:

- Parental Consent Forms
- Participant Application Forms
- Accident/Incident Report Forms
- Adult Volunteer Application & Volunteer Forms
- Declaration Forms
- Garda Vetting Forms

4.2 Completed Documents

Completed documentation will be regarded as confidential and will be retained securely in the parish priest's office.

The availability and the duration for which such documentation will be retained will be in compliance with guidelines which may be issued by the National Board for Safeguarding Children in the Catholic Church, and in compliance with legislation relating to Data Protection.⁸

Documentation relating to vetting of parish personnel will also be retained securely in the parish priest's office.

Sensitive personal information should not be stored on computer, unless it is in compliance with the Data Protection Act.

A folder containing the contact details of children will be maintained in the sacristies and will be accessible.

⁷ See Sample Attendance Register for Parish Groups in Appendix 8.

⁸ See Confidentiality Statement and Record Keeping and Storage of Information in Sections 2 & 3 of the diocesan policy document *Safeguarding Children in the Diocese of Cloyne*.

5. Accidents and Emergencies

A notice specifying the telephone numbers of the emergency services and the location of First Aid and Defibrillators (where applicable) will be prominently displayed in the sacristy and in the church.

Minor accidents, cuts etc. should, if necessary, be washed with water and bandaged.

Accident/Incident Report Forms should be completed in respect of all accidents.

All completed forms will be maintained securely on file in the parish records in the parish priest's office.

6. Dealing With Bullying

Alleged incidents of bullying⁹ will be recorded on the accident/incident forms.

With regard to alleged bullying involving children/vulnerable adults, group leaders will inform parents¹⁰ of alleged perpetrators and victims orally regarding serious instances of bullying or, where a pattern emerges involving less serious incidents by one or more individuals.

With regard to alleged bullying involving adults, Section 8 (The Procedure For Dealing With Individuals Who May Pose A Risk To Children) will apply.

A complaints procedure for resolving conflict is available in Section 3 Prevention, of the diocesan safeguarding children policy document.

7. Dealing With Alleged Child Abuse

7.1 Refer to the following Appendices at the end of this document:

Responding to a child making an allegation –Appendix 3

Definitions of child abuse – Appendix 4

How to recognize child abuse - Appendix 5

Information for people wishing to raise a child protection concern – Appendix 6
It is important to adhere to the guidelines.

Information is also available from:

⁹ Information regarding bullying, complaints procedures for resolving conflict, codes of behaviour etc is listed in Section 3 of the diocesan policy document.

¹⁰ The word parent as used in this document, also denotes parent/guardian/carer –as appropriate.

- (i) Responding and Reporting Section 2 of the Cloyne diocesan policy document.
- (ii) Standards and Guidance Document for the Catholic Church in Ireland.

7.2 Confidentiality

The guidelines (see Appendices) advise regarding individuals with whom allegations of child abuse should be discussed. Other relevant information is available in the Confidentiality Statement and Record Keeping in Section 2 of the diocesan policy document. Adhere to these guidelines.

8. Procedure For Dealing With Individuals Who May Pose A Risk To Children

The guidelines outlined in the Disciplinary Processes, Section 2 of the diocesan policy will be followed¹¹.

9 Responsibilities

9.1 Responsibilities of The Parish Priest/Administrator

Overall responsibility for child safeguarding in the parish including:

- Policy, implementation and monitoring
- Reviewing the policy and amending policy in compliance with legislation and with diocesan and/or national guidelines.
- Provision and storage of documents relating to safeguarding children e.g. forms, completed documentation etc, in accordance with diocesan policy.
- Acquainting the diocesan safeguarding training committee (training coordinator) regarding any individual that requires training by that committee.
- Ensuring that adequate insurance cover is provided for the protection of all Church personnel who are engaged in parish activities to protect against personal liability.
- Compliance with the recruitment and training procedures for staff and volunteers

The parish priest will be assisted by the parish representatives and by the parish safeguarding committee, who will take all reasonable precautions to ensure the safety of all concerned.

9.2 Responsibilities Of Parish Safeguarding Representatives

Fulfill the role and responsibilities of the Parish Safeguarding representative which are outlined in Appendix 7

Carry out any additional duties specified in the parish policy

¹¹ Section 2 –Responding and Reporting of the diocesan policy document.

9.3 Responsibilities of The Parish Safeguarding Committee.

The committee will elect a chairperson, a secretary, will meet at least once every three months or as often as it deems necessary to deal effectively with issues which concern it. It will convene once a year to carry out a review of the parish policy and will assist the parish priest with:

- Revision of safeguarding policy and policy issues generally within the parish.
- Implementation and monitoring of safeguarding policy in the parish through, inclusion on the agenda of each committee meeting and through application of monitoring and implementation checklists.

The minutes will be the property of the committee and will be retained in accordance with parish policy.

9.4 Responsibilities of Church Personnel, Group Leaders and Parish Groups Working With Children

- Ensuring adherence to diocesan and parish guidelines and codes of conduct.
- Keeping the parish representatives informed regarding their activities
- Ensuring that adequate insurance is in place for their activities
- Attending at information sessions when requested by the parish and/or diocese.
- Complying with the requirements of the diocesan policy.

9.5 Responsibilities of Children¹²

Adhere to codes of behaviour, guidelines and procedures etc of the Diocesan Policy and of the Parish Policy.

9.6 Responsibilities of Specific Individuals (Multiple churches)

_____ is responsible for ensuring that the First Aid Box in Macroom Church is well stocked.

_____ is responsible for ensuring that the First Aid Box in Caum Church is well stocked.

_____ is responsible for the key of the Defibrillator (if applicable)

¹² For the purposes of this policy, “child” means a person under the age of eighteen years, excluding a person who is or has been married. (Children First 1999, p 31)

Appendices

Appendix 1. Details of Parish Safeguarding Representatives

Appendix 2. Contact details of the HSE, Gardaí and Diocesan Designated Officers

Appendix 3. Responding to a child making an allegation

Appendix 4. Definitions of child abuse

Appendix 5. How to recognise child abuse

Appendix 7. Responsibilities & Role of Parish Safeguarding Representatives

Appendix 8. Sample Attendance Register for Parish Groups

Appendix 1

Names of Parish Safeguarding Representatives:

Appendix 2

Child Safeguarding Services: Contact Details

If you, or anyone you know, has a child safeguarding concern, or wishes to report an allegation of child abuse directly to Church Authorities, please contact the Diocesan Designated Officer.

Diocesan Designated Officer:

Phone Number: 086 0368999

Diocesan Deputy Designated Officer:

Phone Number: 086 7950437

If you, or anyone you know, has a child safeguarding concern or, wishes to report an allegation directly to the Statutory Authorities, please contact the Garda or the Local HSE and ask to speak to the Duty Social Worker.

HSE Office

Mallow / Fermoy

Phone Number: 022 – 54100

Cobh / Midleton / Macroom

Phone Number: 021 – 4927000

Local Garda Station

Phone Number: _____

Appendix 3

Responding to a child making an allegation of abuse

Children will occasionally tell an adult they are being abused if they feel they can trust this person. This happens for many reasons but the important thing to remember is if they do tell you they are doing so in the hope that you will act to stop it happening, even if they ask you not to do anything with the information.

If a child begins to tell you about abuse it is important that you;

- stay calm
- listen carefully and take them 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, they have done the right thing
- tell them they are not to blame for the abuse
- let them know you will do what you can to help
- report the child's disclosure to your manager or the designated person immediately (or in the absence of the designated person, or if the disclosure in any way involves the designated person, then seek advice from the National Safeguarding Board Support Team www.safeguarding.ie).

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

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 if the allegations involve them in any way.

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 them what you plan to do next and with whom this information will be shared.

Remember: It is important that everyone in the organisation¹³ 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.

(Additional information is also available in Section 2 of the diocesan policy document)

¹³ Organisation is used as a generic term to cover a wide range of agencies, clubs or groups where activities or services are provided for children. Some of these might include: youth groups, faith based organisations, pre-school groups, out of school groups, day care agencies, leisure groups, recreational groups, drama and arts activities, holiday/play schemes, services provided by international development or aid agencies, and any other groups working with children or young people. It includes sports organisations but these are not covered by this publication - (Standards and Guidance Document, Glossary & Terminology p 94)

Appendix 4. Definitions

(i) Physical abuse

Physical abuse may involve hitting, shaking, throwing, poisoning, burning or scalding, drowning, suffocating, or otherwise causing physical harm to a child. Physical harm may also be caused when a parent or carer fabricates the symptoms of, or deliberately induces illness in a child. Physical abuse, as well as being a result of an act of commission can also be caused through omission or the failure to act to protect.

(ii) Emotional abuse

- Emotional abuse is the persistent emotional ill-treatment of a child such as to cause severe and persistent adverse effects on the child's emotional development.
- It may involve conveying to children that they are worthless or unloved, inadequate or valued only insofar as they meet the needs of another person.
- It may feature age or developmentally inappropriate expectations being imposed on children. These may include interactions that are beyond the child's developmental capability, as well as overprotection and limitation of exploration and learning, or preventing the child participating in normal social interaction.
- It may involve seeing or hearing the ill-treatment of another.
- It may involve causing children frequently to feel frightened or in danger, or the exploitation or corruption of children.

Some level of emotional abuse is involved in all types of ill-treatment of a child, though it may occur alone.

(iii) Sexual abuse

Sexual abuse involves forcing or enticing a child or young person to take part in sexual activities, including prostitution, whether or not the child is aware of what is happening. The activities may involve physical contact, including penetrative (e.g. rape, buggery or oral sex) or non-penetrative acts (oral sex). They may include non-contact activities, such as involving children in looking at, or in the production of, pornographic material or watching sexual activities, or encouraging children to behave in sexually inappropriate ways.

Boys and girls can be sexually abused by males and/ or females, by adults and by other young people. This includes people from all different walks of life.

(iv) Neglect

Neglect can be defined in terms of an omission, where the child suffers significant harm or impairment of development by being deprived of food, clothing, warmth, hygiene, intellectual stimulation, supervision and safety, attachment to and affection from adults, and failure to access appropriate medical care or treatment.

Neglect generally becomes apparent in different ways over a period of time rather than at one specific point. It is the persistent failure to meet a child's basic physical and/ or psychological needs, such as the neglect of, or unresponsiveness to, a child's basic emotional needs likely to result in the serious impairment of the child's health or development. Neglect may also occur during pregnancy as a result of maternal substance abuse.

(Additional information is also available in Section 2, of the diocesan safeguarding children policy document, *Safeguarding Children in the Diocese of Cloyne*.)

Appendix 5

How to recognise child abuse

Recognising child abuse is not easy, and it is not your responsibility to decide whether or not child abuse has taken place. You do however, have a responsibility and duty to act in order that the appropriate agencies can investigate and take any necessary action to protect a child.

The following information should help you to be more alert to the signs of possible abuse.

Physical abuse

Most children will collect cuts and bruises in their daily life. These are likely to be in places where there are bony parts of their body, like elbows, knees and shins. Some children, however, will have bruising which can almost only have been caused non-accidentally. An important indicator of physical abuse is where bruises or injuries are unexplained or the explanation does not fit the injury or when it appears on parts of the body where accidental injuries are unlikely, e g, on the cheeks or thighs. A delay in seeking medical treatment when it is obviously necessary is also a cause for concern. Bruising may be more or less noticeable on children with different skin tones or from different racial groups and specialist advice may need to be taken.

The physical signs of abuse may include:

- unexplained bruising, marks or injuries on any part of the body
- bruises which reflect hand marks or fingertips (from slapping or pinching)
- cigarette burns
- bite marks
- broken bones
- scalds.

Changes in behaviour which can also indicate physical abuse:

- fear of parents being approached for an explanation
- aggressive behaviour or severe temper outbursts
- flinching when approached or touched
- reluctance to get changed, for example in hot weather
- depression
- withdrawn behaviour
- running away from home

Emotional abuse

Emotional abuse can be difficult to measure, and often children who appear well cared for may be emotionally abused by being taunted, put down or belittled. They may receive little or no love, affection or attention from their parents or carers. Emotional abuse can also take the form of children not being allowed to mix/ play with other children.

The physical signs of emotional abuse may include:

- a failure to thrive or grow, particularly if the child puts on weight in other circumstances e.g. in hospital or away from their parents care
- sudden speech disorders
- developmental delay, either in terms of physical or emotional progress.

Changes in behaviour which can also indicate emotional abuse include:

- neurotic behaviour e.g. sulking, hair twisting, rocking
- being unable to play
- fear of making mistakes
- sudden speech disorders
- self harm
- fear of parent being approached regarding their behaviour

Sexual abuse

Adults, who use children to meet their own sexual needs, abuse both girls and boys of all ages, including infants and toddlers. Usually, in cases of sexual abuse it is the child's behaviour which may cause you to become concerned, although physical signs can also be present. In all cases, children who tell about sexual abuse do so because they want it to stop. It is important, therefore, that they are listened to and taken seriously.

The physical signs of sexual abuse may include:

- pain or itching in the genital area
- bruising or bleeding near genital area
- sexually transmitted disease
- vaginal discharge or infection
- stomach pains
- discomfort when walking or sitting down
- pregnancy.

Changes in behaviour which can also indicate sexual abuse include:

- sudden or unexplained changes in behaviour e.g. becoming aggressive or withdrawn
- fear of being left with a specific person or group of people
- having nightmares
- running away from home
- sexual knowledge which is beyond their age, or developmental level
- sexual drawings or language
- bedwetting
- eating problems such as overeating or anorexia
- self harm or mutilation, sometimes leading to suicide attempts
- saying they have secrets they cannot tell anyone about
- substance or drug abuse
- suddenly having unexplained sources of money
- not allowed to have friends (particularly in adolescence)
- acting in a sexually explicit way towards adults.

Neglect

Neglect can be a difficult form of abuse to recognise, yet have some of the most lasting and damaging effects on children.

The physical signs of neglect may include:

- constant hunger, sometimes stealing food from other children
- constantly dirty or 'smelly'
- loss of weight, or being constantly underweight
- inappropriate dress for the conditions.

Changes in behaviour which can also indicate neglect may include:

- complaining of being tired all the time
- not requesting medical assistance and/ or failing to attend appointments
- having few friends
- mentioning their being left alone or unsupervised.

These definitions and indicators are not meant to be definitive but only to serve as a guide to assist you. It is important too, to remember that many children and young people will exhibit some of these indicators at some time, and that the presence of one or more should not be taken as proof that abuse is occurring. There may well be other reasons for changes in behaviour such as a death or the birth of a new baby in their family, relationship problems between their parents/carers etc.

(Additional information is also available in Section 2 of the diocesan policy document.)

Appendix 6

Information for people wishing to raise a child protection concern

There are a number of ways that you might become aware of actual or likely occurrence of abuse.

- You might be or have experienced it yourself.
- Someone might tell you.
- You might see physical injuries that have no satisfactory explanation.
- A child's behaviour may indicate that s/he might be being abused.
- Something about the behaviour of an adult in the Church, perhaps in the way they relate to a child, makes you feel uncomfortable in some way.
- You might observe abuse.

To whom should I talk

If you wish to talk to someone about a concern or suspicion of abuse it is important to do so as soon as possible. You will be listened to and what you say will be taken seriously.

If you have suffered abuse in the past, again, please tell someone about the abuse. You will be listened to and what you have to say will be taken seriously.

Understandably, many people find it difficult to tell anyone about the abuse they have suffered.

It may be many years after the event before a disclosure is made, perhaps when the victim is an adult. Even then, the diocese will act.

If you want to raise a concern or voice your suspicions, or make an allegation or disclosure, you can choose who to talk to. You may choose to contact the Health and Social Services or local An Garda Síochána.

There are some people in the diocese who have special safeguarding jobs; they are called Local or Parish Safeguarding Representatives (at least one in every parish) and Diocesan

Designated Officers (at least one in every diocese or religious congregation): Details of your Diocesan/ Congregational Safeguarding Team can be found at the back of your local Church or via the relevant Diocesan or Congregation website. Alternatively, please contact the National Office for Safeguarding Children in the Catholic Church, and they will be able to give you the contact details.

Alternatively, you may prefer to tell someone in the Church that you already know such as a priest or a youth leader. They will refer you to sources of support and also let the Designated Officer know that they need to address a safeguarding children matter.

What happens next?

The Designated Officer will then meet with you to find out more information, and the details of what you have to say. They will also explain to you what will happen next.

It will be necessary to give details of the matter you are raising to certain other people externally, including the HSE and An Garda Síochána and, internally within the Church. All allegations or disclosures will be addressed sensitively, openly and in a timely manner.

You will also be offered a Support Person to help and advise you of the process as any inquiry progresses.

If you are a child or you are raising a concern about a child, the Designated Officer will not interview a child, as he/she will not be trained to do so.

The Designated Officer will talk with the HSE , An Garda Síochána about what to do next.

In cases of emergency, where a child appears to be at an immediate and serious risk of harm, the Designated Officer will make an immediate referral to the HSE / An Garda Síochána. .

If your concern is about the behaviour or actions of an adult in the Church, then that person will be informed, to allow him or her to respond to it, unless to do so would put the child and others at greater risk. The person may also be asked to stand aside from his or her role while the matter is being investigated.

If the concern relates to abuse that has occurred to you in the past, the Designated Officer will ask you to provide a description of what happened, including the background and circumstances. You will be given plenty of time to do this.

If appropriate, and if he/she has not already done so, the Designated Officer will then inform the HSE / An Garda Síochána of your concerns/allegation. The Designated Officer **must** do this if he/she has reasonable grounds to suspect that a child may have been abused, or is being abused, or is at risk of abuse, which may be the case even where your concern/ allegation relates to abuse that took place a long time ago.

The Designated Officer is not involved with the statutory investigation, but will keep in contact with the HSE / An Garda Síochána. The Designated Officer will normally be informed when the statutory investigation has concluded. The Church inquiry process will then continue.

What happens next may vary depending on whether the concern raised is about a Priest or religious, or a lay employee or volunteer. This is because each is subject to their own internal procedures.

As the process unfolds, you will be regularly informed about what is happening.

What if I am unhappy with the way my concerns were dealt with?

If you are unhappy with the way that the Church dealt with your concerns, you can ask for it to be independently reviewed. You cannot ask for the matter to be re-investigated but you can ask for the process (i.e. how it was dealt with) to be reviewed.

You must ask for a review within three months after the Church's investigative process has finished, but this timeframe can be extended in certain circumstances.

You should write to the National Board, setting out the reasons why you are unhappy with the process. If you have any difficulty in doing this, please contact the National Office to discuss other ways they may be able to help you to ask for a review.

The review will be conducted by an independent review panel of three persons with specialist expertise.

The Review Panel cannot review the outcome of the process, but will look at the manner in which the process was conducted and ensure that all the required steps were followed. At the end of the review the Review Panel will then make a recommendation.

The person whom your concern/allegation was about is also entitled to seek such a review if he or she is unhappy with the way the process was conducted.

(For further details of the review process, please see Complaints Procedure – Review Procedures in Section 2 of the diocesan safeguarding children policy document *Safeguarding Children in the Diocese of Cloyne*.)

Appendix 7. Parish / Local Safeguarding Representative

It is expected that one or two people within each Church organisation will be identified to act as Local Safeguarding Representatives to work alongside the relevant Church authority.

The position is voluntary, but Local Safeguarding Representatives will be provided with induction, support and regular training.

Their role will be to promote the safeguarding of children within that Church organisation by:

- raising awareness of what safeguarding is
- disseminating information on *Safeguarding Children – the Standards and Guidelines Document for the Catholic Church*, and circulating information widely to the public especially among Church counselling agencies and parishes
- ensuring that any activities run within that Church organisation are provided in a manner which ensures the safety and well-being of the children involved (e.g. appropriate level of supervision is in place for the activity, or that insurance has been provided, and so on)
- ensuring that the contact details of the relevant designated officer/delegate are widely publicised.

The overall responsibility for safeguarding children in any Church organisation remains with the relevant Church authority, such as the parish priest.

Any safeguarding concerns raised with a Local Safeguarding Representative should be dealt with in accordance with the Initial Contact procedures. (See Section 8 of the diocesan safeguarding children policy document.)

Parish/Local Safeguarding Representative ('LSR')

Some LSRs will be child safeguarding professionals and may be tempted to initiate investigative action because of their knowledge and expertise. Such blurring of boundaries between roles should be avoided. The LSR does not have an investigative role.

The role of the LSR

1. Inform the Designated Officer, upon receipt or notification of an allegation, suspicion or concern about abuse of a child, current or historical, from any person and to follow the Guidelines. (See Sections 2 & 8 of the diocesan safeguarding children policy document)
2. Co-operate, contribute to and assist any investigation being undertaken by HSE / An Garda Síochána and / or Designated Officer with any practical matters.
3. The LSR in a religious congregation will refer child protection concerns to the Designated Officer appointed to act for that congregation.
4. The LSR in a diocese will refer child protection concerns to the diocesan Designated Officer.
5. The LSR must not take on the role of Support Person to the person raising a concern/making an allegation or disclosure; nor should they take on the role of Adviser to the respondent.

(Information on the Parish/Local Safeguarding Representative is also available in Section 8 of the diocesan safeguarding children policy document.)

Appendix 8
MACROOM PARISH ATTENDANCE REGISTER, FOR YEAR ENDING 31/12/_____
Group Name _____

Date Name	Group Name _____																
	1																
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
10																	
13																	
14																	
15																	
16																	
17																	
18																	
19																	
20																	
Venue																	
Initials of group leader																	

1. The group leader is responsible for the attendance register.
2. The group leader will record the attendances/absences at each group activity and initial it. (Attendances at activities during mass need not be recorded).
3. The register will be made available to the parish safeguarding representative on request and must be lodged in the parish records at the end of the year.

Group Leader's Signature _____

Date_____