

**LISTOWEL PARISH
CHILD PROTECTION POLICY STATEMENT**

Listowel Parish seeks to proclaim the Kingdom of God and to make known the Good News of Christ more fully through worship, service and witness. In keeping with this aim, ministry with children and young people in the Parish is informed by the three Gospel values of Truth, Justice and Love.

Listowel Parish values and encourages the participation of children and young people in parish liturgies and in activities that enhance their spiritual, physical, emotional and social development. We recognise and uphold the dignity and rights of all children and young people. We are committed to their protection and support in a way that promotes their human dignity and integrity as children of God.

In keeping with this we, undertake to do all in our power to create safe environments for children, young people and vulnerable adults and to ensure their protection from either physical, sexual, emotional abuse or neglect.

We recognise that all involved in working with children, young people and vulnerable adults have a special duty of care towards them. We are committed to putting procedures in place through which this care is put into effect so that the rights of children, young people and vulnerable adults to actively participate in the life of the Church are upheld.

***For further information on the parish policies please contact
Listowel Parish Representatives for Safeguarding Children at:***

Tel. (087) 7614289 or (087) 6562353 or (086)1642868 or 087-2071371

Diocesan Child Protection Contact Details

If you have a child protection concern or wish to report an allegation, please contact one of the following:

The designated persons for the Diocese of Kerry: Tel: 087- 6362780

H.S.E.:

Duty Social Worker – North Kerry, Tel: (066)7121566. South Kerry, Tel. (064)36030.
North Cork Tel. (022)54100 West Cork, Tel. (028)40447

The Gardaí:	Tralee: (066)7102300	Killarney: (064)71160
	Caherciveen (066)9473600	Listowel: (068)50820
	Kanturk (029)20680	Bantry (027)20860

Listowel Parish – Summary Policy Statement for the Ministry of our Altar Servers:

In the Parish of Listowel our children and young people take part in the very special ministry of serving at the table of the Lord. Our altar servers are most important to the celebration of Eucharist in the parish community. Recognising the value and right of children to actively participate in the Church community, the Parish is committed to ensuring their safety and well-being. Above all, the Parish recognises the need to protect children and young people in a way that promotes their human dignity, integrity and irreducible worth as children of God.

The Parish recognises that all involved in working with altar servers have a special duty of care towards them and has committed to engaging in a process to work towards putting procedures in place through which this care is put into effect.

General Good Practice Procedures:

Listowel Parish will endeavour to carry out the following guidelines of best practice procedures:

- Signed parental consent for each altar server.
- Appropriate supervision ratios of adults to children while maintaining the practice of ensuring that no child is left alone with an adult
- Adequate record keeping including: Participant Forms; Sign-in sheets; Incident/Accident Report Forms; Volunteer Application Form/Declaration Form
- Procedures for recruitment & overseeing volunteers working with servers
- A named contact person for the parish who can be called in relation to any query about the good practice procedures for altar servers
- An information/induction session for all parents and servers

Confidentiality Statement

Listowel Parish recognises the importance of ensuring peoples' right to confidentiality. The Parish is committed to keeping confidential all personal information about children and their families. The only exception may be when child protection or welfare concerns arise in relation to a child. In this situation, information will be shared on a need to know basis in the best interest of the child as follows:

- Information will only be forwarded on a "need to know" basis in order to safeguard the child/young person
- Giving information to appropriately designated persons and/or statutory authorities for the protection of a child is not a breach of confidentiality
- Primary Carers have a right to know if personal information is being shared and a report is being made to the HSE, unless doing so could put the child at further risk

Communicating with parents & Guardians

Parents and guardians will be informed of all aspects of the ministry and/or pastoral activity in which their child is involved. It is our policy to share activity information with the parents/guardians, including information relating to pilgrimages, retreats or other trips away, transport to and from events, etc. It is our practice to obtain written parental/guardian consent prior to a child taking up an activity and to communicate with parents regarding the participation requirements.

Confidential

**Parish of Listowel
Altar Server Ministry
Participant Application Form**

Name: _____

Address: _____

School: _____ Class: _____

I wish to apply for membership of the Parish Altar Server Ministry Group in:

St. Mary's Church, Listowel

Telephone Contact Number(s): _____

Date of Birth: _____

Mass Preference: _____

I understand that becoming an altar server is a very important way of helping my parish community and I accept that I must follow the rules as have been explained with me. I understand that if I fail to do this my participation may be withdrawn.

Signed: _____

Date: _____

Confidential

**Listowel Parish
Altar Servers / Readers / Folk Group Member
Parental Consent:**

Name _____

Address: _____

the parent/guardian of: _____

I understand that the granting of membership is on condition that all the requirements of participating in the ministry as have been outlined with me will be adhered to by him/her and that failure to do so could result in immediate withdrawal of membership.

I am aware that there is a Web Cam on the Sanctuary and is available at www.mcnmedia.tv at mass times and other church liturgies only. I give my consent for the image of the above to be used while performing their ministry

Signed: _____ Date: _____

Accident/Incident Report Form

Date of accident/incident: (please tick) _____

Reported by: _____

Title: _____
(i.e. group leader, retreat team personnel, youth worker)

Details:

Location of activity: _____

Type of activity: _____
(i.e. training night, outdoor activity, Mass, retreat)

Time: _____

Parties Involved: _____

Parents/Guardians informed: Yes/No (please circle)
If yes, by whom, if not why not?

Date: _____

Form completed and signed by: _____

RESPONSE - FOR OFFICE USE ONLY

Date: _____

Action taken: _____

Signed: _____

Listowel Parish Code of Conduct for Adults

This Code of Conduct applies to all adults who work with children, young people and vulnerable adults on a professional or voluntary basis in Church related activities and to all children, young people and vulnerable adults in their care.

- Children and young people will be treated with courtesy, respect and dignity
- Adults working with children and young people will be treated with courtesy, respect and dignity
- Adults must not work in isolation with children and/or young people. In instances where pastoral need may require privacy for a young person, working in isolation should be undertaken in a transparent and open manner
- Leaders will always engage with children and young people in an open manner, taking care not to show favouritism
- Physical contact between children/young people and leaders must be appropriate at all times. Leaders will not engage in rough play with each other or with children and young people
- Photographs of children/young people engaged in Church related activities may only be taken and/or made public with parental consent. Names of children should not accompany photographs
- Information sessions must be held for all young people and their parents
- Children/young people will not be permitted to consume alcohol or use illicit drugs when participating in Church related activities
- Adults will not consume alcohol or use illicit drugs while having responsibility for or in the presence of children/young people
- Personal details of children and young people will be held only by named leader/designated person
- Adults working with children and young people will not give their personal details to children and young people in their care
- Inappropriate or bad language is not permitted
- Every action and procedure must consider the overall needs of the child
- Actions taken to protect the child should not in themselves be abusive or cause the child unnecessary distress
- Where there is a conflict between protecting the child and the rights of carers and adults, the welfare and best interest of the child are the first and primary consideration
- A code of conduct including an anti-bullying policy specific to children and young people will be drawn up in direct consultation with children and young people.

<p style="text-align: center;">LISTOWEL PARISH CODE OF CONDUCT FOR CHILDREN AND YOUNG PEOPLE</p>

The following is the code of conduct specific to children and young people

- Children and young people will be aware that leaders also have a code of conduct
- Children and young people will respect the fact that leaders will not work alone with children and young people
- Children and young people will treat each other and their leaders with courtesy, respect and dignity
- Children and young people will not be permitted to engage in substance abuse or to consume alcohol or smoke, in keeping with civil law
- Inappropriate language or sexually suggestive comments will not be permitted by children or young people
- Physical contact between children and young people will be of an appropriate nature at all times.
- Rough play will not be permitted at any time

An all inclusive anti-bullying policy is to be drawn up in consultation with the children / young people.

The following are some examples of bullying which will be explored.

- Name Calling
- Fighting/kicking/punching
- Making suggestive comments
- Intimidation
- Threatening
- Ignoring/excluding
- Damaging property
- Spreading rumours
- Sending abusive text messages
- Spreading rumours