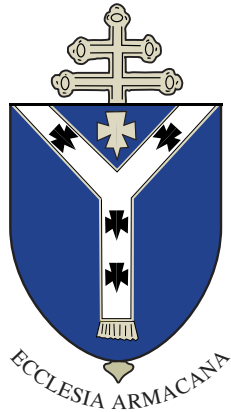


ARCHDIOCESE
OF ARMAGH



Safeguarding Information

*Safeguarding is everybody's business –
so never, ever, do nothing! (Lord Laming)*

Responsibility

Below are a number of specific safeguarding roles within the Church and a brief outline of the responsibility attached to each:

- Parish Safeguarding Representative: Raises awareness and promotes best practice.
- Designated Officers: Manage response to allegations of abuse from start to finish.
- Support Person: Provides support for alleged victim.
- Advice Person: Provides support and advice for the alleged abuser.
- Diocesan Safeguarding Committee: Creates and maintains a safe environment, e.g. training.
- Diocesan Advisory Panel: Advises and assists at all stages of investigation.
- National Board for Safeguarding: Provides independent advice and monitoring.
- National Office for Safeguarding Children: Provides independent advisory, audit and inspection functions.

Did You Know?

The Armagh Diocesan Safeguarding Committee was formed on 20 October 2004.

Current Members:

Mrs Edel O'Neill (Chair)

Mr Patrick Logue (Deputy Chair)

Dr Patrick Byrne

Dr Cathal Cassidy

Very Reverend John Gates

Mr Gerry Malone

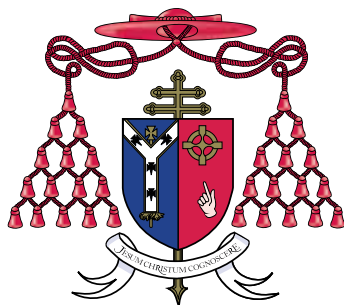
Mrs Mary McCann

Reverend John McKeever

Mrs Cecilia Woods

Note: His Eminence Cardinal Séan Brady, Bishop Gerard Clifford, the Diocesan Director of Safeguarding and the Diocesan Training Coordinator attend Committee meetings. The committee comprises volunteer members who bring to their role, experience from education, counselling, parenting, medicine, parish ministry and social work.

*“Let the little children come to me; do not stop them;
for it is to such as these that the kingdom of God belongs.”*
Mk. 10:14



Foreword

The Archdiocese of Armagh upholds the right of everyone to be treated with dignity and respect and to be safeguarded from harm or the risk of harm. This responsibility takes on an even greater importance when we deal with children, young people and the more vulnerable members of society.

Tremendous progress has been made within parishes throughout the Archdiocese to develop an environment where everyone can feel valued and safe but this is a continuously evolving and challenging area.

I congratulate and commend the many individuals across the Archdiocese who work tirelessly to deliver training and carry out vetting duties. I also pay tribute to members of the Diocesan Safeguarding Committee and Diocesan Advisory Panel for the very important role they play within the area of safeguarding and I look forward to their continued support.

I thank all those who give of their time and talents to the service of the Church in this very important ministry. As a Church, we are determined to learn from the past. I am confident that the measures that have been put in place will help us to move forward, secure in the knowledge that the best interests of all are being supported and upheld.

+ Seán Brady
Archbishop of Armagh

October 2012

Children Learn What They Live

Introduction

The content of this booklet has been taken from the Diocesan Safeguarding Policy and Procedures which should always be considered as the main source of information and advice in relation to safeguarding. This booklet should only be used as an aide memoire.

The Archdiocese of Armagh upholds the right of everyone to be treated with dignity and respect and to be safeguarded from harm or the risk of harm. This responsibility is especially acute when dealing with children, young people and vulnerable members of society. The Diocesan safeguarding policy and procedures provide a positive message about how important these more vulnerable groups are in the life of the parish community and the Church.

I believe that responsibility for the well-being of the more vulnerable members of our community rests with everyone and not just parents/carers. We are all members of a Church community and, as such, have a duty to protect the health and well-being of everyone, but especially the more vulnerable. There is a network of values and relationships which we all need if everyone is to be happy, confident and productive.

Through the dedication and continuing resolve of the many hard-working priests and volunteers, we are together helping to safeguard children, young people and the more vulnerable members of parishes, thereby helping them to realise their full potential and take their rightful place in society.



Pat McGlew
Diocesan Director of Safeguarding

October 2012

Diocesan Safeguarding Policy Statement

The Archdiocese of Armagh recognises and upholds the dignity and rights of all children, young people and vulnerable adults and is committed to ensuring their safety and well-being. The Archdiocese values and encourages the participation of children, young people and vulnerable adults in all parish liturgies and in all activities that enhance their spiritual, physical, emotional, intellectual and social development. Above all, the Archdiocese recognises the need to protect all children and vulnerable members of society and aims to do this in a way that promotes their human dignity, integrity and worth as children of God. The Archdiocese of Armagh recognises that while safeguarding is everyone's responsibility, all involved in working with children, young people and vulnerable adults have a special duty of care towards them. The Archdiocese has committed itself to have procedures in place which ensure that this ethos is put into effect.

This policy applies to all Diocesan personnel, but especially to those who have substantial unsupervised access or the opportunity for regular contact with children and other vulnerable groups or individuals. All church personnel are required to comply with this guidance.

The most recent version of the Armagh Diocesan Policy and Procedures and supporting materials for Safeguarding can be found on the Diocesan website at www.armagharchdiocese.org/safeguarding

Guiding Principles

The Archdiocese of Armagh:

- Welcomes participation by all in the life of the Church but especially values and encourages the active participation of children, young people and vulnerable individuals in ways that enhance their physical, emotional and spiritual growth within the safe, secure and welcoming environment of their faith community. Each person should feel valued, encouraged and affirmed.
- Recognises that all children, young people and vulnerable individuals have a fundamental right to be respected, nurtured, cared for and protected from harm or the risk of harm. These basic rights are embedded in our Gospel values and within international and domestic laws.
- Believes that safeguarding is everyone's business. Diocesan safeguarding policies and procedures apply to all Diocesan personnel but especially those who have opportunities for regular contact with children, young people and vulnerable individuals.
- Believes that the rights of the child are paramount. Children and young people must be listened to and heard. Concerns and allegations, historical and current, must be taken seriously, swiftly reported, appropriately recorded and dealt with according to clear procedures and as required by law.
- Believes that vulnerable adults have a right to expect to live free from exploitation and abuse and be protected from inhuman and degrading treatment. Concerns and allegations, historical and current, must be taken seriously, swiftly reported, appropriately recorded and dealt with according to clear procedures and as required by the law which is applicable within the jurisdictions both North and South.
- Believes that anyone who has suffered abuse should receive a compassionate and just response and be advised of the statutory organisations where they can report allegations of abuse. In addition, victims and survivors should be offered pastoral care to help rebuild their life.
- Will do all it can to ensure that safe recruitment and vetting procedures are in place so that all staff and volunteers for positions working with children, young people and vulnerable individuals are carefully selected, screened, trained and supervised in accordance with best practice guidelines and the legal and statutory provision of the jurisdiction in which they reside or work.
- Will ensure that codes of conduct for adults and children are provided, setting out clear guidelines on what is and what is not acceptable behaviour. Guidance is provided on possible safety risks for children; proper supervision; anti-bullying and appropriate use of information technology.
- Believes that children and young people should be made aware of the importance of proper procedures and codes of conduct for adults as well as themselves in order to better manage their own safety.
- Will ensure that the Church's safeguarding message will be displayed, promoted and disseminated in all Church and parish property.
- Will ensure that its policy and procedures are implemented across all Church organisations. All those within Church ministry have a special duty of care towards children, young people and vulnerable individuals. A culture of collective responsibility is encouraged. Structures should be in place to monitor and review on-going effectiveness, implementation and accountability.

- Believes that links should be established and maintained with other statutory, voluntary and community safeguarding agencies and organisations in order to better support personnel within the Church and help them avail of expertise and improve the effectiveness of policies and procedures.
- Is willing to listen to children, young people and vulnerable individuals and involve them, where appropriate, in decision-making.
- Undertakes to inform parents/guardians/primary carers of our safeguarding policy and procedures.
- Will, in the event of a concern about the welfare of a child, young person or vulnerable individual:
 - ❖ Respond to the needs of that individual.
 - ❖ Pass all safeguarding concerns to the Designated Officer and/or duty social worker.
 - ❖ Inform the civil authorities as required.
 - ❖ Inform the primary carers unless this action puts the individual at further risk.
 - ❖ Immediately ensure the safety of the individual in the event of a complaint against a member of staff/volunteer and will inform the parent/guardians/primary carers as appropriate.

Diocesan Safeguarding Procedures

There must be a clearly defined process in place, which satisfies the legal and legislative arrangements of the relevant jurisdiction, for the recruitment and supervision of those working or volunteering with children, young people and vulnerable individuals.

All church personnel including clergy, lay employees and volunteers, working with children, young people and vulnerable individuals in parish and diocesan groups must undergo the Archdiocese Recruitment and Selection Procedure before taking up post.

They should:

- Receive a role description;
- Complete an application form (where necessary confirmation of qualifications should be sought);
- Supply details of two referees;
- Complete a confidential Declaration Form;
- Produce evidence to verify identification as outlined in the Diocesan application pack, i.e. photographic ID;
- Complete an AccessNI/Garda Vetting Form; and
- Sign a staff/volunteer agreement to undergo training and adhere to the Diocesan Code of Conduct.

Guidelines for Best Practice

- There is a clearly designated group leader for all activities, which are planned and managed in a way to minimise risk.
- Children wishing to join a parish group complete a registration form.
- Parents complete a consent form including relevant medical details, any special needs and emergency contact numbers.
- Leaders should be aware of children's (and any other vulnerable individuals who are members of the party) relevant medical conditions, including allergies.
- Prescribed medication may only be administered to a child with the written consent of a doctor and strictly following a medication schedule.
- Non-prescription medication, topical creams, lotions or adhesive dressings may not be administered to a child.
- All medicines are to be stored securely.
- All personal data on individuals is confidential and is to be stored securely.
- All children are checked in to an activity on a registration form.
- Diocesan accident and incident report forms are kept on the premises being used and always completed whenever an incident occurs.
- Accident and incident report forms are to be used by all groups/organisations using parish premises. Forms are available on the diocesan website and completed forms are to be monitored and stored securely.
- Health and safety policies are adopted and include stated standards for premises including sanitation, fire safety, heating, ventilation, access to telephone, emergency numbers, equipment safety, provision of a first aid kit, and a person qualified in first aid.
- An initial safety check for hazards should be done on each occasion before premises are used.
- Be aware of the location of fire exits and ensure that they are not obstructed. Occasional fire drills should be conducted to ensure that all children, other vulnerable individuals and church personnel know what evacuation procedure to follow in the event of a real fire. Know where the nearest fire extinguishers are located.
- Know where the nearest accessible telephone is especially when on outings, at a residential or on a pilgrimage. A telephone should, where possible, be installed on the premises for safety purposes. Do not rely on mobiles in more remote areas.
- Games and icebreakers should be structured to take into consideration the risk of physical injury and personal space issues.
- Adults must ensure proper safety standards and, if appropriate, extra insurance cover for occasional activities e.g. "bouncy castles, trampolining". When using special equipment for your programme, ensure there is adequate supervision by trained workers. Be aware of the physical environment and remove/avoid items which may cause injury during the activity. If the organisation is undertaking what is deemed to be high risk activities the leaders/helpers must seek written permission from parents/guardians in advance.
- Risk assessment must be carried out for all physical activities and written permission from parents/carers must be sought.
- Areas where maintenance work is being carried out should never be used for activities with children or vulnerable individuals.

- Ensure adequate insurance coverage for children, other vulnerable individuals, parish personnel and third parties is provided.
- Ensure appropriate supervision ratios of adults to children/young people, maintaining the practice that no child or young person is left alone with an adult.

Diocesan Code of Conduct

Safeguarding is central to the wellbeing of children, young people and vulnerable individuals as they play their part in the life of the Catholic Church. 'Best Practice' promotes the Church's ethos and provides a set of practical policies and procedures to support their development in ways which will promote their security, confidence and independence. The following has been taken from the Diocesan Code of Conduct and should be applied as a minimum standard in order to support the Diocesan Policy and Procedures in the area of the safeguarding of children/young people and vulnerable individuals.

Volunteers and church personnel:

- will treat individuals and each other with equal courtesy, dignity and respect, favouritism is not acceptable;
- will always engage in an open manner and will not spend a disproportionate amount of time with any particular individual or group of individuals;
- will not use physical punishment under any circumstances;
- will not engage in, or tolerate any behaviour – verbal, psychological or physical - that could be construed as bullying or abusive;
- will avoid inappropriate language and/or sexually suggestive comments, including telling jokes of a sexual nature, either towards these individuals or among themselves;
- will use age-appropriate language, media materials and activities and never use any sexually explicit or pornographic material;
- will develop appropriate guidelines in relation to the use of computers, videos, the Internet, cameras and camera phones;
- will ensure an appropriate and adequate ratio of adults to children and young people;
- will avoid being alone with an individual e.g. in relation to travel, meetings, home visits, remaining in churches or parish property, where two adults should be present;
- will maintain adequate, gender-appropriate, supervision for males and females;
- will not give alcohol or tobacco to individuals under any circumstances;
- will not give drugs or other illegal substances to individuals under any circumstances;
- will not consume alcohol or smoke while having responsibility for, or in the presence of, those in their care;
- will not use drugs or other illegal substances under any circumstances;
- will respect individuals' physical integrity at all times;
- will not engage in inappropriate physical contact of any kind - including tough physical play, physical reprimand and horseplay (tickling, wrestling);

- will respect individuals' privacy at all times, including privacy in locations such as toilets, changing areas etc;
- will not perform tasks of a personal nature for individuals while they are in areas such as changing areas (e.g. in the locker room), except in cases of medical necessity or when the welfare of the child or young person depends on it.
- will always seek permission from parents/guardians for the taking/use of photographs, the generating of computer images and the making/showing of video recordings of events;
- will not give their personal details to individuals and only the named leader will hold personal details of individuals;
- will only contact individuals via their parents/guardians except in emergencies;
- will respond promptly to all safeguarding concerns and liaise with the required civil and church authorities in accordance with established guidelines;
- will follow through all concerns and/or complaints in a timely and efficient manner in accordance with guidelines.

Diocesan Code of Conduct for Children and Young People

A code of conduct specific to a group of children and young people must be drawn up in direct consultation with that group. It is important that each group of children and young people contributes directly to the formation of their own code of conduct.

The following points should be used as a minimum standard:

- Children and young people should be made aware that leaders also have a code of conduct;
- Children and young people should respect that leaders will not work alone with children and young people;
- Children and young people should be mannerly and treat each other and their leaders with courtesy, respect and dignity;
- Children and young people should always take care of their own safety and do their best in any activity and always choose to do "the right thing";
- Children and young people should never bully, exclude or engage in name calling against others. Remember that other people have feelings too, so do not hurt them. Never use violence against another person;
- 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;
- Children and young people should respect the property of others and not take things without asking. They should take care of equipment and the building and put litter in the bins;
- Children and young people should be made aware that if anyone is harming or trying to harm them, they should tell an adult immediately.

What is Bullying?

The Archdiocese recognises the devastating effects and long-term damage that bullying can have on anyone but especially young people and we are determined to create a safe “bullying-free” environment for the young people of our Diocese.

Children and young people should be consulted about drawing up an all-inclusive anti-bullying policy. The following are some examples of bullying. This list is not exhaustive and others may be able to add to the list:

Emotional:	Being unfriendly, excluding, tormenting (e.g. hiding books, threatening gestures).
Physical:	Pushing, kicking, hitting, punching or any use of violence.
Racist:	Racial taunts, graffiti, gestures.
Sexual:	Unwanted physical contact or sexually abusive comments.
Homophobic:	Because of, or focusing on the issue of sexuality.
Verbal:	Name-calling, sarcasm, spreading rumours, teasing.
Cyber:	All areas of internet use, such as email and internet chat-room misuse; Mobile threats by text messaging and calls; Misuse of associated technology, i.e. camera and video facilities.

Signs of Bullying

A child may indicate by signs of behaviour that he/she is being bullied. Adults should be aware of possible signs and should investigate if a child/young person:

- does not want to attend youth group/school/club anymore;
- has poor or deteriorating schoolwork, inability to concentrate;
- has possessions which are damaged or “go missing”;
- asks for money or starts stealing money (to pay bully);
- continually “losing” money/belongings;
- has a shortage of money;
- changes their usual routine;
- is reluctant to go out;
- has torn clothes, broken glasses, missing schoolbooks;
- becomes withdrawn, depressed, anxious, or lacking in confidence;
- starts stammering;
- becomes aggressive, disruptive or unreasonable;
- is bullying other children or siblings;
- stops eating;
- is frightened to say what’s wrong;
- is afraid to use the internet or mobile phone.

Worth Noting

a) Confidentiality Statement

The Archdiocese of Armagh recognises the importance of ensuring people's rights to confidentiality and is committed to keeping confidential all personal information about children and other vulnerable individuals and their families. The only exception may be when there are safeguarding or welfare concerns. In such a situation, information will be shared on a need to know basis, as follows:

- Information will only be forwarded on a 'need to know' basis in order to safeguard the child/young person or vulnerable individual.
- Giving information to appropriate designated persons and/or statutory authorities for protection purposes 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 PSNI/An Garda Síochána, Health and Social Care Trust/HSE, unless doing so could put the individual at further risk. Police and Social Services can provide guidance as to what can be passed on and when.

b) Contact Details

The Archdiocese of Armagh is committed to good practice in the Church's ministry. Any person seeking the pastoral support of the Archdiocese with regard to a safeguarding issue may do so through their local clergy, or directly with the Armagh Diocesan Safeguarding Office on the number below.

The Archbishop has appointed two Diocesan Designated Officers who can be contacted with regard to any safeguarding concerns* relating to children, young people or vulnerable individuals on the numbers below:

Mr Pat McGlew
Tel: (028) 37525592 (NI)
(048) 37525592 (ROI)

Mrs Eleanor Kelly
Tel: (028) 37525592 (NI)
(048) 37525592 (ROI)

Mob: 07841101687 (NI)
0044 7841101687 (ROI)

Mob: 07584323138 (NI)
0044 7584323138 (ROI)

**(This applies in particular to a concern or allegation in relation to any Church personnel.)*

Support is also available from other organisations such as the *"Towards Healing"* helpline. This is a counselling and support service for survivors of institutional, clerical and religious abuse, funded by the Catholic Church. It is a completely private and confidential organisation that can be contacted as follows:

Freephone: 0800 0963315 (NI) 1800 303416 (ROI)

The operational hours of the helpline are:

Monday and Wednesday (11.00a.m.–8.00p.m.) and Friday (11.00a.m.–4.00p.m.).

An answering machine service is available at all other times.

Other Useful Numbers

PSNI	0845 600 8000
An Garda Síochána:	Dundalk: 042 93 35 577 Drogheda: 041 98 38 777 Ardee: 041 68 53 222
Southern Health and Social Care Trust Out of hours Emergency Service	0800 783 7745 (9.00am to 5.00pm) 028 38 33 44 44 (ask for duty social worker)
Northern Health and Social Care Trust Out of hours emergency service	0300 123 4333 (9.00am to 5.00pm) 028 94 46 88 33 (ask for duty social worker)
Western Health and Social Care Trust Out of hours emergency service	028 71 31 40 90 (9.00am to 5.00pm) 028 71 34 51 71 (ask for duty social worker)
Dundalk Health Service Executive After hours contact Garda Station	042 93 92 200 (9.30am to 5.30pm, lunch 1.00pm to 2.00pm) Dundalk 042 93 35 577
Drogheda Health Service Executive After hours contact Garda Station	041 98 33 163 Drogheda: 041 98 38 777 Ardee: 041 68 53 222
NSPCC CHILDLINE	0800 11 11
ISPCD CHILDLINE	1800 66 66 66
STOP IT NOW	0808 1000 900

Children Learn What They Live

If children live with criticism, they learn to condemn.

If children live with hostility, they learn to fight.

If children live with ridicule, they learn to be shy.

If children live with shame, they learn to feel guilty.

If children live with tolerance, they learn to be patient.

If children live with encouragement, they learn confidence.

If children live with praise, they learn to appreciate.

If children live with fairness, they learn justice.

If children live with security, they learn to have faith.

If children live with approval, they learn to like themselves.

If children live with acceptance and friendship, they learn to find love in the world.