

Diocese of Ossory

Code of Best Practice

Diocese of Ossory

Code of Conduct for Adults Working with Young Children

In order to support the Safeguarding Children Policy of the Catholic Church in Ireland, the Diocese of Ossory is committed to putting procedures in place to ensure the welfare and protection of children and young people, together with the welfare of those who work with them.

The welfare of children is always paramount.

These procedures are accessible to all who are working with young people. They will be reviewed every 3 years in keeping with current child protection procedures. This document outlines the procedures which need to be put in place as follows:

- A code of conduct for all adults, children and young people
- A clearly defined process for the recruitment, selection and supervision of adults working with children and young people which will include volunteer/employment application forms, Garda vetting, and proof of identification.
- Declaration forms for all adult leaders.
- Induction and training records.
- Attendance records.
- Procedures for reporting Child Protection concerns and complaints
- Appropriate supervision ratios of adults to children and people, while maintaining the practice that no child or young person is left alone with an adult.
- Adequate record keeping processes including:
 - ✓ Record of activities and participants.
 - ✓ A clearly communicated Accident and Emergency plan.
 - ✓ Medical information and treatment permission as appropriate for all children and young people.
 - ✓ Signed parental/guardian consent for each child and young person.
 - ✓ Participant forms.
 - ✓ Incident/Accident report forms.
 - ✓ Attendance records.
 - ✓ Contact information for parents/guardians.
 - ✓ Case files detailing allegations and responses.
- Named group leader/designated person who can be contacted in relation to any query about good practice procedures. 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.



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

- All persons working with children and young people must sign and adhere to the Diocesan Code of Conduct.
- Children and young people will be treated with courtesy, respect and dignity.
- Leaders will always engage with children and young people in an open manner, taking care not to show favouritism.
- 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.
- Physical contact between children/young people and leaders must be appropriate at all times. While physical contact is a valid way of comforting or reassuring a child it should take place in an open environment and in response to the need of the child and not the need of the adult.
- Photographs of children/young people engaged in Church related activities may only be taken and/or made public with parental and the child's consent. Names of children must not accompany photographs.
- Where a Church activity involves the use of computers, an email and internet policy will be put in place.
- Inappropriate use of videos, DVD's, cameras, land line phones, mobile phones and picture mobile phones will not be allowed by adults working on behalf of the Church and young people while participating in Church activities. All mobile phones will be kept on silent or turned off during Church activities.
- 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 the 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 vulgar language is not permitted.
- Every action and procedure must consider the overall needs of the child.
- Actions taken to safeguard the child/young person should not in themselves be abusive or cause the child unnecessary distress.
- Where there is a conflict between safeguarding the child/young person and the rights of carers and adults, the welfare and best interest of the child/young person are the first and primary considerations.
- All concerns will be dealt with by the Diocesan Designated Team who will liaise with the civil authorities in accordance with established guidelines.