

St Vincent De Paul Parish, Marino

Parish Mission Statement

This Mission Statement was devised in 2004 as part of the consultative process, which was used to establish the Parish Pastoral Council.

The Catholic Parish of Marino is a vibrant, caring community that is loving, welcoming and supportive of all.

Child Protection Guidelines

These guidelines are specifically for children involved in activities organized by the Marino Parish and/or Parish related pastoral organizations. In Marino Parish, we follow *Our Children, Our Church*, the Child Protection Policies and Procedure for the Catholic Church in Ireland. A copy is available in the sacristy. Summaries of the Parish Child Protection policy are displayed in the prominent positions on Church property. Full copies of the policy are available from the sacristy and/or the Parish Website

Guidelines:

Parents have primary responsibility for ensuring the safety of their children. Permission should be sought from the parents for their children to take part in any activities. Parents should inform the organizers if their child has any special needs or medical conditions. They should also give the organizers a contact number in case of an emergency. Each group is required to have a code of behaviour and an anti-bullying policy, copies of which are provided to parents when their child joins the group (p. 24 *Our Children, Our Church*). Parish policies are available from the Parish Child Protection team. In addition, each group should have an incident book to record any incidents/complaints involving both adults and children. Records of rosters of volunteers should also be kept for up to 2 years. Attendance records should be kept, where appropriate e.g. altar servers, children's choirs etc.

Each group should ensure that there is adequate supervision for all their activities. No adult should be alone with a child unless absolutely necessary (p. 23 *Our Children, Our Church*). Good practice would be that the door would be left open and that two adults are present at all times. Particular care should be taken to protect children/adults with special needs and vulnerable children (pp. 23-4 *Our Children, Our Church*).

Adults are expected to behave in an appropriate respectful manner towards all children (p. 21 *Our Children, Our Church*). The use of alcohol, drugs and tobacco are prohibited in the presence of children. Children's privacy and body space is to be respected at all times (p. 22 *Our Children, Our Church*).

In taking photographs, the following guidelines apply:

- Parental permission should always be sought.
- Individual children should not be identified in photographs on display. For confirmation/communion and other displays, the names can be written in a list in alphabetical order under all the photographs.

Church computers should only be used by authorised personnel. They may not be used for any illegal and immoral purposes (p. 32 *Our Children, Our Church*).

Trips Away: (p. 27 *Our Children, Our Church*)

The organizers of trips away are expected to do a risk assessment and ensure that measures are taken to ensure the safety of all children while on the outing. It is important that the following precautions are taken:

- Adequate gender appropriate supervision
- Appropriate sleeping arrangements
- Children are covered by insurance
- Parents have been informed of the details of the trip and their consent sought
- The supervisors are informed of the parish child protection guidelines

Recruitment of Employees/Volunteers:

New members are recruited in accordance with *Our Children, Our Church*, the Child Protection Policies and Procedures for the Catholic Church in Ireland (Chapter 4 pp. 28-32). Employees/volunteers, who will be working with children and/or on Church property, will be expected to fill out an application form and a Garda Vetting form, provide the group with the names of two referees and sign a child protection declaration statement (Appendix 5 p. 85 *Our Children, Our Church*). These forms will be stored in a secure place and can only be accessed by the individual, the Parish Priest, The Health Board (HSE), Gardai, Diocesan Director of Child Protection. Completed Garda Vetting forms are processed by the Diocesan Garda Vetting Administrator and stored in the Holy Cross Diocesan Centre, Clonliffe College.

Individual groups retain the right to assess the suitability of the applicants and to refuse anyone who does not meet their criteria.

Child Protection Team:

The Child Protection team consists of the Child Protection Representative (CPR) and an advisory group drawn from representatives of the various groups who work with children in the parish.

Their role is as follows:

- Supply child protection materials and guidelines
- Ensure that the Marino Parish child protection guidelines are updated regularly
- Handle concerns in relation to the implementation of the child protection Policy
- Refer to the various child protection agencies
- Deal with 'fall-out' within the parish in cases of abuse
- Keep a record of matters referred to the various child protection agencies

Reporting Allegations/Suspicions of Child Abuse (pp. 46-47 *Our Children, Our Church*):

All allegations/suspicions of child abuse should be reported to the HSE/Gardai/Director of Child Protection Service, Dublin Diocese and the following procedures should be followed:

- Do not promise confidentiality
- Listen
- Keep a record. – facts not opinions or speculation
- Encourage them to report it directly to the Health Board/Gardai

- Report it to the Director of Child Protection Service, Dublin Diocese immediately

The Director of Child Protection Service, Dublin Diocese will follow the guidelines as outlined in *Our Children, Our Church*.

While individuals will be encouraged to report the matter directly to the HSE/Gardai, they will be asked to keep the matter confidential until the due process has been followed. Those against whom allegations have been made may be, on the advice of the HSE/Gardai, be asked to withdraw from parish activities involving children until the matter has been resolved.

Summary

The Marino Parish Child Protection Policy was first developed in 2006 and was updated in 2009. The Child Protection Team meets on a regular basis to discuss any issues that may arise in relation to Child Protection within the Parish.

Adults are expected to behave in an appropriate respectful manner towards all children and vulnerable adults (p. 21 *Our Children, Our Church*). Employees/volunteers are recruited in accordance with *Our Children, Our Church*, the Child Protection Policies and Procedures for the Catholic Church in Ireland (Chapter 4 pp. 28-32). This requires them to fill out an application form and a Garda Vetting form, provide the names of two referees and sign a child protection declaration statement.

All allegations/suspicions of child abuse are reported to the HSE/Gardai/Director of Child Protection Service, Dublin Diocese (pp. 46-47 *Our Children, Our Church*). Those against whom allegations have been made may be, on the advice of the Health Board(HSE)/Gardai, be asked to withdraw from parish activities until the matter has been resolved.

If you have any Child Protection concerns/issues, please contact any of the following:

- Health Service Executive, Child Care Manager through the Marino Health Centre (phone: 01 8333421)
- Gardai at Clontarf (phone: 01 6664800) or Whitehall Garda Station (phone: 01 6664500) and ask for the Child Protection Officer
- Director of Child Protection Service, Dublin Diocese: Phil Garland (phone: 01 8842590; Fax: 01 8842599; e-mail: cps@dublindiocese.ie)

If you wish to have a copy of the Marino Parish Child Protection Policy and/or have any issues/concerns around it, please contact the parish office (8332772 or e-mail info@marinoparish.ie) and ask to speak to any of the members of the Protection Team