



**The Child Safeguarding Policy
of the
Irish Capuchin Province**

Fourth Edition (2015)

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Statement



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July 20th 2013

On behalf of the friars of the Irish Capuchin Province, I wish to reiterate our commitment to ensuring the safeguarding of children and vulnerable adults who come under our pastoral care, to observe the Standards and Guidelines Document issued by the National Board for the Safeguarding of Children in the Catholic Church in Ireland and to observe best practice of these standards.

Br. Adrian Curran

Br. Adrian Curran OFM Capuchin
Provincial Minister



Endorsement

At the meeting of the Provincial Minister and Council held at Halston Street Friary 15th–16th February 2015, the policies and procedures of the Irish Capuchin Province for the safeguarding of children, as contained in this document, were unanimously approved.

Signed: 

Br. Adrian Curran OFM Cap
Provincial Minister

The Child Safeguarding Policy of the Irish Capuchin Province

SECTION 1: Statement of Policy

A. Summary

The Capuchin Franciscan Order in Ireland, endeavouring to live according to the Gospel, where Jesus said “Let the children come to me; do not stop them” (*Matthew 19:14*) and who warned anyone who would offend against them, that it would be better for such a person “to have a great millstone hung around his neck and to be drowned in the depths of the sea” (*Matthew 18:6*), recognises the dignity and rights of children, especially their right to develop their relationship with God without interference. Hence, the Order is committed to the safeguarding of children by its members, its employees and voluntary co-workers, in its Churches and houses and in its ministry and wherever the friars are.

Through its signing of a Memorandum of Understanding with the National Board for Safeguarding of Children in the Catholic Church in Ireland (NBSCCCI) in April 2009, the Capuchin Order in Ireland has adopted the Board’s policy and procedures document *Safeguarding Children: Standards and Guidance Document for the Catholic Church in Ireland* (2009), and the documents that may be added to it from time to time, as our basic regulation in all matters pertaining to the safeguarding of children and, hence, in our child safeguarding practice we will follow the procedures contained in this document. Furthermore, regarding our implementation of the said document, we accept the auditing role of officials of the Board’s National Office and pledge our cooperation with them in their work.

Conscious of our grave responsibility to prevent the sexual, physical and emotional abuse of children and their neglect, the Capuchin Order undertakes to report all allegations made to it of such abuse to the civil and Church authorities without delay; we also urge all who disclose allegations of abuse against our members, or anyone else, to do likewise. Anyone making an allegation of abuse will be received with respect and listened to, will be informed of actions taken as a result of their disclosure and will have their need for counselling met, if required. Those against whom allegations of abuse have been made will be given every opportunity to vindicate their good name, but, without prejudice, will be asked to stand aside from all ministry, not wear the Capuchin habit or clerical garb, pending the result of the investigations by the civil authorities and any subsequent enquiries by the ecclesiastical authorities. However, should a Garda investigation find that an allegation is false, everything shall be done to restore the good name of the accused. The Order undertakes to cooperate fully with the HSE¹ and An Garda Síochána in assisting those who have abused children to live offence free lives.

¹ Note: As of 1 January 2014 the Child Safeguarding functions of the HSE have been assigned to the Child and Family Agency, also known as *Túslá*.

B. The Principles Underlying our Document

The principles underlying our document are derived from Gospel values, international law, domestic legislation and HSE Guidelines, i.e. *Children First: National Guidance for the Protection and Welfare of Children* (2011)

The Principles derived from Gospel Values:

- 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.
- A child's right to safety and care is inalienable.
- Children have a right to an environment free from abuse or neglect.
- Children have a fundamental right to justice and freedom; they have a right to be listened to and heard.
- Children have a right to good role models whom they can fully trust, who will respect them and nurture their spiritual, physical and emotional development.
- Those who have suffered child abuse by Church personnel should receive a compassionate and just response, and should be offered appropriate pastoral care as they seek to rebuild their lives.

The Principles derived from civil sources:

- All adults have a duty to report allegations or suspicions of child abuse, where they believe in good faith that reasonable grounds for concern exist, irrespective of the status of the person suspected, or their relationship to them or to the child.
- Due regard must be given to the criminal dimension of any action.
- It is the statutory duty of the civil authorities, not individuals or organisations, to investigate reports of child abuse.
- A proper balance must be maintained between protecting children and respecting the needs and rights of Capuchin friars, staff and volunteers. However, when there is a conflict, the welfare of the child must be paramount.
- Actions taken to protect a child should not in themselves be abusive, or cause the child unnecessary distress. Every action and procedure should consider the overall needs of the child.
- Organisations have a corporate responsibility to operate effective systems to ensure the protection of children. They should ensure best practice in relation to recruitment and selection processes, provide appropriate training and ensure that all personnel are aware of their responsibility both to prevent child abuse and to report concerns about child abuse.
- All agencies and disciplines concerned with the protection and welfare of children must work cooperatively in the best interests of children.

C. Definition of Child Abuse

Note: In both jurisdictions in Ireland, a child or young person is defined as anyone under the age of 18 years ‘excluding a person who is or has been married’.²

The Child Safeguarding Policy of the Irish Capuchin Province is based on best practice as outlined in Church and statutory guidelines. With this in mind, perhaps it is helpful at this point to define what is meant by child abuse.³

Child abuse usually occurs when the behaviour of someone in a position of greater power than a child or young person abuses that power and causes harm to that child or young person. Peer abuse also occurs. Child abuse may be categorised into the following groups:

1. Emotional abuse
2. Physical Abuse
3. Sexual Abuse
4. Neglect
5.Bullying, (which may involve one or more of the above).

1. 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.

2. Physical abuse:

Physical abuse is any form of non-accidental injury or injury which results from wilful or neglectful failure to protect a child; e.g. shaking a child, excessive force.

3. Sexual abuse:

Sexual abuse occurs where a child is used by another person for his or her gratification for sexual arousal or for that of others. Non-contact abuse of children occurs where children have been photographed, videotaped or filmed for pornographic purposes or subjected to gross and obscene language or indecent images.

4. 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 medical care. 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 physical, emotional and/or psychological needs that is likely to result in significant harm. Examples of neglect include:

- Where a child suffers a series of minor injuries as a result of not being properly supervised or protected.

² See *Children First: National Guidance*, 2011, §2.1.2; *Cooperating to Safeguard Children*, §2.2.1. (Department of Health, Social Services and public Safety), 2003. While most of the procedures outlined below specifically refer to children, it will be found that many apply, *mutatis mutandis*, to vulnerable adults also.

³ For Signs and Symptoms of each type of abuse, see Appendix 1, pp.27ff.

- The consistent failure of a child to gain weight or height may indicate that they are being deprived of adequate nutrition.
- Where a child consistently misses school, this may be due to bullying or deprivation of intellectual stimulation and support.

5. Bullying:

Bullying may be defined as the *repeated* intentional hurting, humiliating, embarrassing or otherwise demeaning of one person by another. (Isolated acts of aggression, while not to be countenanced, do not qualify as “bullying”, unless they are so intense as to create a lasting abusive relationship between the persons concerned.) When a group targets an individual, it is commonly referred to as “mobbing”; but the forms are similar to those of bullying. Bullying in any form –whether of one child by another, or of a child by an adult, or of one adult by another– is totally unacceptable.

Forms of Bullying:

- Emotional: excluding a person from an activity, or from conversation, being unfriendly towards him/her, ...
- Physical: hitting, kicking, extorting money, sweets, ...
- Racist: using racial taunts, graffiti, gestures ...
- Sexual: unwanted physical contact or sexually abusive comments ...
- Targeting an individual with a disability: discriminatory, oppressive or abusive behaviour, or taunts, arising from the belief that disabled people are inferior to others.
- Homophobic: focusing on the issue of sexual orientation ...
- Cyberbullying: via mobile phones, email, websites ...

Note:

Bullying behaviour should never be ignored.⁴ Both the perpetrator and the target of the bullying may need professional intervention and support. Bullying behaviour may be an indication that the perpetrator himself or herself has been, or is being, subject to abusive behaviour. Serious cases of bullying should be referred to the Child and Family Agency.⁵

⁴ See Appendix 2, page 33 for a basic outline anti-bullying policy. Much helpful material and resources are available to help in raising awareness of bullying, and in devising strategies for dealing with it, e.g.:

Beat The Bully Ireland: www.antibullyingireland.com

Barnardo's: www.barnardos.ie/resources-advice/publications/

The Irish Society for the Prevention of Cruelty to Children (ISPCC) www.ispcc.ie

Say Safe: www.staysafe.ie/PDFs/English/Users%20Handbook.pdf

Anti-Bullying Ambassadors: www.antibullyingpro.com

Stop Bullying: www.stopbullying.gov

Kidpower: www.kidpower.org/bullying/

Kidscape: www.kidscape.uk.org

For general workplace strategies for dealing with peer-to-peer bullying, see (e.g.)

<http://www2.worksafebc.com/pdfs/Bullying/BK137.pdf>

<http://www.ini.wa.gov/safery/research/files/bullying.pdf>

⁵ See *Children First* (2011) §9.4.5.

SECTION 2: Procedures

A. Personnel with Special Responsibility for Child Safeguarding

Every friar must be committed to ensuring the safeguarding of children. Guardians and others in any position of responsibility must be especially vigilant in ensuring the implementation of the Province's Child Safeguarding Policy. And all employees of the Capuchins and those who engage in voluntary work, should such work bring them into contact with children, must likewise commit themselves to observe the Province's Child Safeguarding Policy. In addition, the following have special responsibilities:

1. The Coordinator of Child Safeguarding.
2. The Child Safeguarding Committee.
3. The Designated Liaison Person and Assistant
4. Child Safeguarding Representatives
5. Support Person(s)
6. Adviser(s)

1. Coordinator of Child Safeguarding

The Coordinator of Child Safeguarding is appointed by the Provincial Minister. The role is to oversee the implementation of the Child Safeguarding Policy, with a view to ensuring that any place or event under the purview of the Capuchin Order is a safe environment for children and vulnerable adults, and for those who work with them, or who come in contact with them, whether friars, employees or volunteers. The Coordinator keeps the implementation of the policy under review, and in consultation with the Provincial Child Safeguarding Committee, continually make assessment of local needs, and make recommendations for further development of the policy and procedures of the province, liaising with the National Board.

2. Child Safeguarding Committee

The role of the Safeguarding Committee is to provide ongoing support and advice on the implementation of the standards of the National Board and the Provincial Safeguarding Policy; to monitor its implementation; to evaluate the results of the annual self-audit of the friaries; and to make recommendations to the Provincial Minister and Council as to how the policy can be further developed so as to assure best practice.

The Safeguarding Committee is not involved in any way with the management of individual cases of suspected or alleged abuse. But it has responsibility for —

- advising on the human (and other) resources required for implementing best safeguarding practice.
- assess local needs and help to make arrangements for appropriate training;
- advising on the safe recruitment of volunteers and staff.

3. The Designated Liaison Person

The Designated Liaison Person (DLP)⁶ is appointed by the Provincial Minister.

The DLP's role is —

- To hear any concerns relating to safe-guarding children, including any disclosures or allegations of abuse, and to take responsibility for managing the response to that concern or disclosure from start to finish. This includes preliminary clarification and referral to the Child and Family Agency (*Túslá*) and An Garda Síochána, and any subsequent internal investigations;
- To ensure that the person raising a concern, disclosing abuse, or making an allegation, and anyone who is implicated in that, are regularly informed about the course of the inquiry process;
- To record carefully all steps undertaken as part of these procedures, and to keep all such records in a secure place.

A deputy or assistant to the Designated Liaison Person is also to be appointed who can act in the event that the Designated Liaison Person is not able to deal with a concern or allegation for any reason.

4. Child Safeguarding Representatives

- All friaries, or parishes in the care of friars, are to nominate at least one Child Safeguarding Representative in accordance with the Standards and Guidance document issued by the National Board. The Friary/Parish Child Safeguarding Representative(s) should be appointed by the Guardian/Parish Priest after appropriate consultation and agreement with the Community/Parish Council. People appointed should have the personal qualities, interest and life experience fitting to the tasks involved. They are given a role specification, and are required to undergo training appropriate training to ensure that they thoroughly understand their responsibilities. The Child Safeguarding Representatives may draw on expert help and support from the Provincial Safeguarding Committee and the Designated Liaison Person.

The responsibilities of the Child Safeguarding Representative are:

- To promote awareness of the Church's and the Order's child safeguarding policies.
- To ensure that the public has ready access to contact details for the local Child Safeguarding Representative, the Provincial Designated Liaison Person, the local *Túslá* Child Care Manager or Principal Social Worker, and the local Garda Station.
- To and to act as a point of contact for people with the child safeguarding structures and personnel of the Order, in particular the Designated Liaison Person, and in particular to facilitate anyone bringing an allegation or suspicion of child abuse to the attention of the Designated Liaison Person, should they wish to have such support.

⁶ See *Children First* (2011): §3:3.

- To have copies of the Child Safeguarding Recording Form⁷ readily available to facilitate the recording of allegations, if need be.
- The Child Safeguarding Representative will be given every assistance by the Guardian-local community/Parish Pastoral Council in carrying out his/her task.
- It is *not* the role of the Child Safeguarding Representative to resolve concerns regarding possible child abuse, still less to investigate allegations. Concerns and allegations are to be referred to the Provincial Designated Liaison Person.

5. Support Person

The Support Person is the person appointed to support anyone making an allegation or disclosure, or raising a concern about actual or suspected abuse. The role of the Support Person is to assist, if required, communication between the complainant and the Designated Liaison Person; to help the complainant gain access to information and assistance he or she may require (including access to counselling);⁸ to represent the complainant's concerns during the inquiry process; and to keep the complainant informed of developments in the case.

6. The Adviser

The Adviser is a person appointed to offer support to a person who has had an allegation or concern raised against him. The adviser's role is to represent the needs of the alleged offender to the authorities of the Order and the Church at large, and to facilitate communication between the alleged offender, the Designated Liaison Person and the said authorities; and, if required, to help the him to access legal advice (in canon and civil law), or to counselling.⁹

Note:

In view of the sensitive and possibly demanding roles of the Support Person and the Adviser, it is essential that properly qualified people be chosen to fulfill these roles. Therefore, the services of Support Persons approved and recommended by diocesan authorities or other Church bodies or service agencies are to be availed of, if this should seem necessary or desirable.

The **National Case Management Reference Group** (NCMRG) was established in January 2012 by the National Office to provide expert specialist advice on dealing with allegations, on considering a person's fitness for ministry, and on the management of risk. The group may also be approached for advice on the selection of suitably qualified people to undertake the roles of Support Person and Adviser.

⁷ See Appendix 2, p. 29.

⁸ It should be noted, however, that the Support Person is *not* to undertake such counselling, even if he or she is qualified to do so! The role is one of moral support, encouragement and accompaniment.

⁹ As in the case of the Support Person, the Adviser, even if qualified, should *not* undertake such counselling. The role is one of accompaniment. And it hardly needs pointing out that the same person should never be appointed to fulfill the roles of Support Person and Adviser.

Section 2

Title	Name	Address	Telephone
Provincial Minister	Br. Adrian Curran OFM Cap	Provincial Curia Halston Street Dublin 7	01 8733205
Coordinator of Child Safeguarding for the Province	Niamh Dooley	c/o Capuchin Friary Raheny Dublin 5	01 8313886 niamh.dooley4 @gmail.com
Provincial Safeguarding Committee	Niamh Dooley, Br. Paul Murphy, Anne Langan, Seán Ó hUallacháin & Br. Kieran Shorten	c/o Br. Paul Murphy	01 8733205
Provincial Designated Liaison Person	Br. Paul Murphy OFM Cap	Capuchin Friary Church Street Dublin 7	086 0610985
Assistant to Designated Liaison Person	Br. Kieran Shorten OFM Cap	Capuchin Friary, Church Street Dublin 7	087 4189652 01 8730599
Support Person(s) ¹⁰	Cleo Yates (Cork Area).		021 4301717
Adviser(s)	Flann Lynch OFM Cap.		087 7780086
Local Safeguarding Representative	Br. Pius Higgins OFM Cap	Provincial Curia Halston Street, Dublin 7	01 8733205
Local Safeguarding Representative	Br. Bernard McAllister OFM Cap	Capuchin Friary, Árd Mhuire, Creeslough Letterkenny, Co. Donegal	087 4189652 074 9138005
Local Safeguarding Representative	Br. Bryan Shortall OFM Cap, Paddy Pender, Mr. Robert Abbott & Mrs. Sandra Abbott	Capuchin Friary Church Street, Dublin 7	01 8730599
Local Safeguarding Representative	An Br. Pádraig Ó Cuíll OFM Cap	Capuchin Friary Raheny Dublin 5	01 8313886
Local Safeguarding Representatives	Br. Ignatius Galvin OFM Cap, & Mrs. Terry Daly	Capuchin Friary Priorswood Dublin	01 8474469 085 1168298
Local Safeguarding Representatives	Br. John Wright & Mrs. Kathleen O'Regan	Capuchin Friary Dublin Street, Carlow	059 91425443
Local Safeguarding Representatives	Br. Terence Harrington OFM Cap & June Barrett	Capuchin Friary Friary Street, Kilkenny	056 7721439
Local Safeguarding Representatives	Br. Dermot Lynch OFM Cap & Angela O'Sullivan	Capuchin Friary Holy Trinity Fr. Mathew Quay, Cork	021 4270827
Local Safeguarding Representatives	Br. John Manley OFM Cap & Kathleen O'Regan	Capuchin Friary Rochestown, Co. Cork	021 4896244

¹⁰ See page 7 above, Note.

B. Responding to Child Safeguarding Allegations and Suspicions

1. THE COMPLAINANT AND THE PROVINCE

1.1. Receiving the Complainant

1. Whoever is first approached by a complainant should normally refer him or her, in the first instance, to the local Child Safeguarding Representative who, in turn, refers the matter to the Designated Liaison Person. The option of referring the matter directly to the civil authorities is always there; and if it appears that a child may be at immediate and serious risk, this should be done without delay.
2. Complainants are to be listened to carefully and with sensitivity. It should be made clear from the start that where a case of child abuse is known or suspected, secrecy cannot be promised,¹¹ and the matter has to be referred to the proper authorities.
3. Complainants are invited to meet the Designated Liaison Person, and others as appropriate, and the Province's policy and procedures regarding the handling of allegations are explained to them, (especially regarding the prompt reporting of all allegations to the civil authorities).
4. Complainants are to be assured that if they are unwilling to make a formal statement to the Gardaí they will not be compelled to do so. They are to be reminded, however, that the safety of other children may depend on the decisions they make.
5. It is to be noted, and pointed out to anyone making an allegation or disclosure, that the disclosure of information to statutory authorities for the protection of a child is not a breach of confidentiality or data protection.¹² Complainants should also be assured that *The Protection for Persons Reporting Child Abuse Act, 1998* (Section 3) provides immunity from civil liability to persons who report child abuse 'reasonably and in good faith' to designated officers of the Health Service Executive (HSE), the Child and Family Agency (*Túslá*) or the Gardaí.¹³
6. Complaints should be recorded in writing as soon as possible after the complaint is made, using insofar as possible the complainants' own words. The record should include the time, date and place where the complaint was made. It should be signed by the one making the record, and it should be forwarded to the Designated Liaison Person without delay.¹⁴ The Designated Liaison Person in turn contacts the civil and Church authorities.
7. A written acknowledgement of all such communications should be sought and obtained, to maintain a clear record of events.

¹¹ See *Children First* (2011) §3.9.3.

¹² See *Children First* (2011) §3.9.4.

¹³ *The Protection for Persons Reporting Child Abuse Act, 1998* (Section 3) provides immunity from civil liability to persons who report child abuse 'reasonably and in good faith' to designated officers of the Health Service Executive (HSE) or the Gardaí. The *Child and Family Agency Act 2013* (Schedule 2, part 10). amends this to include designated officers of the Child and Family Agency (*Túslá*).

¹⁴ See in Appendix 2, page 29 below a form for recording allegations or suspicions.

1.2. Support Offered to the Complainant

Complainants are offered counselling. They are also informed that a Support Person is available to them, should they wish to avail of his or her support. If the complainants accept such support, the Support Person makes contact with them. However, if the person making the allegation wishes to be supported by someone other than the one appointed by the Provincial, this choice is respected and the work of the Support Person is facilitated.

1.3. The Complainant is kept informed of developments in the case

Either directly by the Designated Liaison Person, or through their Support Person, complainants are to be kept informed of developments in the case.

2. THE RESPONDENT¹⁵ AND THE PROVINCE

2.1. Preliminary Steps

In dealing with allegations or suspicions, the basic principle is that the safeguarding and welfare of children is the paramount consideration. When an allegation of child abuse against a member of the Order comes to the attention of the Provincial Designated Liaison Person, he informs the Provincial, who issues a Decree under Canon §1717 of the Code of Canon Law, commencing a canonical investigation into the alleged offence. However, he immediately suspends the canonical investigation in deference to any civil investigation that may take place, the latter always being given precedence.

2.2. If there is doubt as to whether the allegation is well-founded

If there is doubt as to whether the allegation is well-founded, i.e., that there are ‘reasonable grounds’ for believing it, the Child and Family Agency and the Gárdaí are consulted.

2.3. Meeting between the Respondent and the Provincial

The Provincial then summons the member in question and informs him of the *fact* that an allegation has been made against him and the *nature* of the allegation, without, however, going into details that might compromise the investigation by the civil authorities. The Provincial does not require him to make any response to the allegation, but reminds him of his right to consult with a solicitor and a canon lawyer. The respondent is offered an Adviser and asked not to contact the person making the allegation (if known) or his or her family, or to try to get in touch with them through others.

2.4. Removal from a parish

Since the safeguarding of children is the paramount consideration, the Provincial, as an administrative procedure, and without prejudice, or presumption of the respondent’s guilt,¹⁶ removes the respondent from ministry. If the friar is in a parish he is removed to a non-parochial house of the Order. The bishop is informed that the friar is not available for pastoral ministry.

¹⁵ That is, the person against whom an allegation or complaint is made.

¹⁶ As a matter of natural justice, the respondent is to be considered innocent until proven guilty. The administrative action here described is not to be construed as “punishment” but as a precaution.

2.5. Restrictions Imposed

The Provincial then requires the respondent, without prejudice, to cease wearing the religious habit or clerical garb, until the civil authorities have investigated the allegation and cleared him of all wrongdoing, or, in the absence of such an investigation, if a Church canonical process has come to the same conclusion. Also, the friar's identification card as a "member in good standing" in the Order (his *Celebret* in the case of a priest)¹⁷ is withdrawn. A 'contract' or agreement is drawn up in which restrictions governing the life of the accused in community, his travel arrangements and communications with persons outside the Order are set forth. Principal among the restrictions is the prohibition on his having unsupervised access to children. He is asked to sign this agreement. The local superior also signs it and it is witnessed.

2.6. Reporting to the Civil and Church Authorities

In the meantime, the Designated Liaison Person informs the Detective Inspector in the Sexual Crime management Unit of the National Bureau of Criminal Investigation in Harcourt Street, Dublin 2, of the allegation, and inquires if the accused can be informed of the details of the allegation and who the complainant is. When permission is given the Designated Liaison Person informs the accused of these details. He also informs the Child and Family Agency (*Túslá*) contact person in the area where the accused is now living, giving his present address and listing those houses of the province where he has resided in the course of his life as a friar. The National Office is also informed of the allegation. The bishop of the place where the accused friar is now living is informed that he is not available for pastoral ministry.

2.7. National Case Management Reference Group (NCMRG)

If it is deemed necessary or desirable, the Provincial Minister and/or the Designated Liaison Person will consult the National Case Management Reference Group for expert advice and guidance in managing cases.

2.8. If concerns remain following the conclusion of the civil investigation

Should the complainant not make a statement to the *Gárdaí*, or should the Director of Public Prosecutions not prosecute, but concerns remain regarding the culpability of the accused, the Provincial, in accordance with Canon §1717, can initiate an independent investigation by qualified personnel, the results of which will go to inform a canonical process, which will, it is hoped, reach a definitive judgement on the case.

2.9. Case files sent to the Congregation for the Doctrine of the Faith.

In all cases where well founded concerns are raised against a priest-friar his case file is sent by the Council to the Minister General with the opinion of the Provincial as to whether a semblance of truth attaches to the allegation and an indication of the action expected from the Congregation. If the Minister General approves, the case file is then forwarded to the Congregation together with his *votum* (opinion).

¹⁷ See Section 2 A, §1, page 16 below.

2.10. Long-term Supervision of the Accused in the Province

In those cases where the accused friar has admitted to the offence, or where he has denied the truth of the allegations made against him but suspicion remains as to his culpability, the policy of the Province is not to dismiss the member in question from the Order in the first instance. Rather, in the interests of the better safeguarding of children, it is our policy to endeavour to help him to lead an offence-free life under supervision within the Order. He is requested to go for assessment and treatment and continuing therapy, if need be.

His life within the religious community is governed by a contract (as in para 2.4 above) and he is encouraged to enter into 'the life of penitence' enjoined on all members of the Order, leading to repentance. A pastoral care plan is set in place to give him support. His adherence to the contract is subject to ongoing monitoring and review by the local superior and community and by the Provincial Minister. The community to which he is assigned, and in particular the Guardian and Vicar of that community, are to be given guidance and support in discharging their responsibilities towards and for the friar in question.¹⁸

2.11. If the Respondent is deceased

If an allegation is brought against a deceased friar, the same procedure of informing civil and Church authorities is followed.

2.12. Restoration of the good name of those wrongly accused

If the allegation against a friar is withdrawn or proved to be false, the Provincial will take whatever steps are necessary to restore the good name of the friar in question.

2.13. If the accused is an employee or volunteer

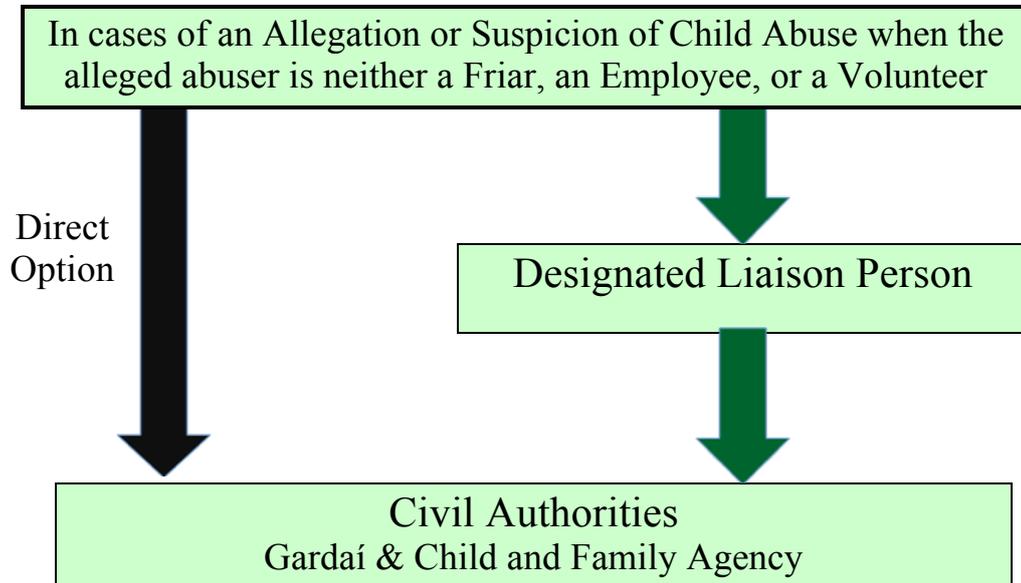
Should an employee or volunteer be accused of the sexual abuse of a child, the first consideration is the safety and welfare of children. Therefore, without prejudice or presumption of guilt, the employee or volunteer in question is immediately suspended from their duties, and the matter reported to the Designated Liaison Person. He in turn reports to the civil authorities. There is also the option of reporting directly to the civil authorities, and if there is a possibility of a child being left in a situation of risk, this may be the preferable option. Pending the results of the investigation, the employee remains on suspension (with pay). As in the case of a friar, even if the civil investigation is inconclusive, the question of the employee's continuing in his or her present position is subject to further consideration. Risk assessment by the Child and Family Agency may be required to resolve the issue. In all of this process, the requirements of employment legislation must be observed. The National Case Management Reference Group is available for expert advice in dealing with these issues.

¹⁸ This is to be the subject of regular assessment. The meetings of Guardians and Vicars with the Provincial Minister and Council, as well as providing an opportunity for updating, also provide a forum for sharing experiences, discussing difficulties and providing mutual support. See pp. 45–46 below.

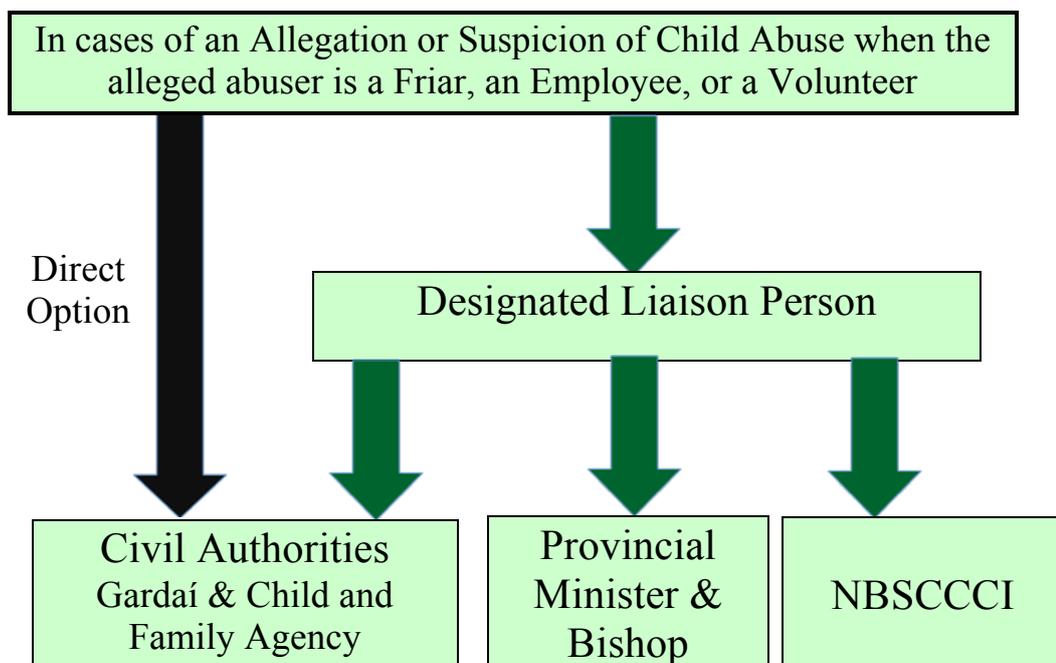
C. Outline of Procedures

1. Reporting Allegations and Concerns

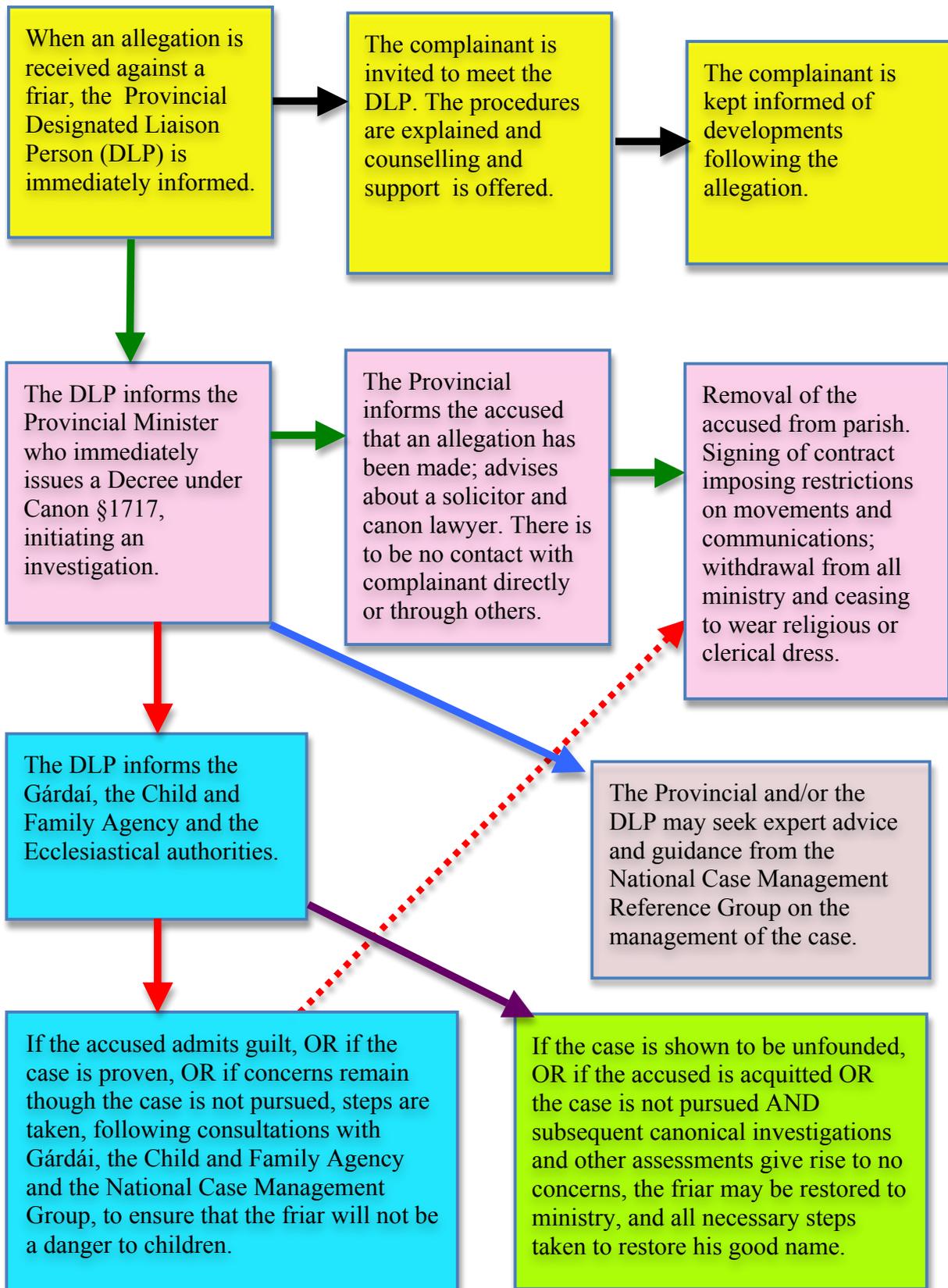
a)



b)



2. The Management of Allegations



D. Maintaining Records

1. The safeguarding of children requires the keeping of accurate records, in order to –
 - demonstrate accountability;
 - show how decisions relating to safeguarding children are made;
 - support effective assessments,
 - provide documentary evidence of actions taken and
 - help to identify risks, and to demonstrating how risks have been managed.
2. In the interests of maintaining good records, when liaising with statutory authorities (Gardaí and Child and Family Agency), and also with ecclesiastical bodies, a *written* acknowledgement should be sought and obtained for any communication sent and any information exchanged.
3. While it is useful for those who are involved in safeguarding children to communicate with one another, all information obtained in the implementation of these policies and procedures is to be shared on a strictly need-to-know basis.¹⁹
4. Personal information obtained about individuals in the carrying out of the safeguarding policy and procedures is subject to data protection legislation.²⁰

The main requirements are as follows:

- a) To obtain and process the information fairly
- b) To keep it only for one or more specified and lawful purposes
- c) To use it only in ways compatible with the purposes for which it was given initially
- d) To keep it safe and secure
- e) To keep it accurate and up-to-date
- f) To ensure that it is adequate, relevant and not excessive
- g) To retain it no longer than is necessary for the specified purpose or purposes
- h) Give a copy of his/her personal data to any individual, on request.

Note: The last two provisions do *not* apply to the confidential material obtained in the preparation and management of case files, since the retention of these is required the maintenance of historical records, and the disclosure of personal details might jeopardise the safeguarding of children and others.²¹

5. The Designated Liaison Person is to keep a record of all information and all documents pertaining to allegations, disclosures or suspicions of abuse, and how these have been managed or dealt with; and to store these records in a secure location.²² Access to these records is restricted to the Provincial Minister and the Designated Liaison Person, and only to such others as may have a legal right to see them.
6. Following the triennial elective Provincial Chapter, the Designated Liaison Person shall ensure that the newly-elected Provincial Minister is thoroughly briefed as to the status of child abuse allegations, both historical and current.

¹⁹ See *Children First* (2011) §3.9.2.

²⁰ See the *Data Protection Acts* of 1988 and 2003, especially Section 2.

²¹ For confirmation, see the *Data Protection Acts* of 1988, Sections 4 and 5, especially Section 5 §1, a), g) & h).

²² Our secure location is a heavy fireproof safe in the Capuchin Friary in Church Street.

SECTION 3: Preventing Harm to Children

All have a responsibility to ensure that children are safeguarded from harm. The policy and its implementation of the Standards and Guidance of the National Board, and the assessment of local needs and practice shall be constantly under review by the Safeguarding Coordinator, in consultation with the Provincial Safeguarding Committee. In order to minimise the risk to any children who come in contact with friars, our employees or volunteer helpers, or use our facilities, the Province is committed to implementing –

- A. Safe recruitment and vetting practices;
- B. Codes of behaviour with clear guidelines setting out what is and what is not acceptable behaviour for adults dealing with children and for children among themselves; and
- C. Best practice in ensuring a safe environment for children.

A. Personnel: Recruitment and Vetting Procedures

1. All friars, as members of a religious organisation, are liable for Garda vetting.²³ Friars are issued with an identity card dated and signed by the Provincial Minister, testifying that they are members in good standing of the Capuchin Order. (In the case of a priest, this is known as a *Celebret*, and indicates in addition that he is permitted to celebrate the sacraments.)
2. Friars visiting the Irish Province from other jurisdictions, especially if they are staying in the province, for an extended period whether for the purpose of work, or study, or vacation, are required to produce an identity document confirming that they are in good standing in the Order. Friars who are priests are expected to produce a *Celebret*, stating that they are permitted to preside at the liturgy.
3. Visiting friars are also to have the Provincial Policy on Child Safeguarding brought to their attention, and they are to make a commitment to adhere to it.
4. As regards employees or volunteers who assist us, ensuring safe practice starts with safe recruitment procedures. All reasonable steps should be taken to ensure that employees and volunteers pose no risk to children. Some useful principles include the following :
 - Always apply thorough selection procedures regardless of who the applicant is and whether the position is full-time, part-time, permanent, paid or voluntary.
 - Judge the suitability of applicants across a broad range of criteria, through interview.
 - Ensure that interviews are conducted by more than one person and that at least one of those interviewing has established competence in interviewing and selection for posts involving work with children.
 - Take all reasonable steps to exclude unsuitable candidates by insisting on and verifying references, qualifications and previous records of employment, and by Garda vetting. Garda vetting is a requirement for all friars of the Province, and for all employees or volunteers whose work may bring them into contact with children.
 - Adherence to the Provincial Safeguarding Policy, and in particular the behaviour guidelines,²⁴ should be stipulated in employment contracts and in the job description of volunteers. All must be committed to observing them.

²³ See *National Vetting Bureau (Children And Vulnerable Persons) Act* (2012): Schedule 1, Part 2, §1.7.

²⁴ See Appendix 3, p. 39 below.

B. Codes of Behaviour

The aim of these codes of behaviour is to ensure the safety of children and young people, to improve the work practices of our personnel, and to reassure parents and guardians, as well as children themselves, that there is a commitment to best practice. Best practice ensures a safe environment not only for the children, but also for those who work with them.

Working with children involves:

- Listening to children and young people;
- Valuing and respecting them as individuals;
- Rewarding their efforts as well as achievements;
- Involving them in decision making (where appropriate);
- Encouraging and praising them.

1. General Conduct

- In any event or activity involving children, there must always be a named person whom a child can confidently approach if he or she has worries or concerns; and this should be made clear from the outset.
- Those working with children, whether friars, employees or volunteers, must also be clear about whom to approach if they become aware of anything untoward. Normally, this will be the local safeguarding representative; but, in urgent cases, they may contact the Child and Family Agency and/or the Gardaí directly.
- Physical punishment of children is not permissible under any circumstances.
- Verbal abuse of children or telling jokes of a sexual nature in the presence of children is never acceptable. Great care should be taken if it is necessary to have a conversation regarding sexual matters with a child or young person.
- Being alone with a child or young person may not always be wise or appropriate practice. If a situation arises where it is necessary to be alone with a child, another responsible adult should be informed immediately, by telephone if necessary. A diary note that the meeting with the young person took place, including the reasons for it, should be made.
- Best practice in relation to travel with children and young people should be observed. Personnel should not undertake any car or minibus journey alone with a child or young person. If, in certain circumstances, only one adult is available, there should be a minimum of two children or young people present for the entire journey. In the event of an emergency, where it is necessary to make a journey alone with a child, a record of this should be made and the child's parent or guardian should be informed as soon as possible.
- Children and young people should not be permitted to work or remain in Churches, parish property or schools unless there are at least two adults present.

- All children and young people must be treated with equal respect; favouritism is not acceptable.
- Personnel should not engage in or tolerate any behaviour – verbal, psychological or physical – that could be construed as bullying or abusive.
- A disproportionate amount of time should not be spent with any particular child or group of children.
- Under no circumstances should Church personnel give alcohol, tobacco or drugs to children or young people.
- Alcohol, tobacco or drugs must not be used by personnel who are supervising or working with children or young people.
- Only age-appropriate language, material on media products (such as camera phones, internet, video) and activities should be used when working with children and young people. Sexually explicit or pornographic material is never acceptable.

2. Respect for Physical Integrity

- The physical integrity of children and young people must be respected at all times.
- Personnel must not engage in inappropriate physical contact of any kind – including rough physical play, physical reprimand and horseplay (tickling, wrestling). This should not prevent appropriate contact in situations where it is necessary to ensure the safety and well-being of a child (for example, where a child is distressed).

3. Respect for Privacy

- The right to privacy of children and young people must be respected at all times.
- Particular care regarding privacy must be taken when young people are in locations such as changing areas, swimming pools, showers and toilets.
- Photographs of children or young people must never be taken while they are in changing areas (for example, in a locker room or bathing facility)
- Written consent from parents or guardians should always be sought before taking photographs.
- Tasks of a personal nature (for example, helping with toileting, washing or changing clothing) should not be carried out for children or young people if they can undertake these tasks themselves.

4. Meetings with Children and Young People

- If the pastoral care of a child or young person necessitates meeting alone with them, such meetings should not be held in an isolated environment. The times and designated locations for meetings should allow for transparency and accountability (for example, they should be held in rooms with a clear glass panel or window, in buildings where other people are present, and with the door of the room left open).

- Both the length and number of meetings should be limited.
- Parents or guardians should be informed that the meeting(s) took place, except in circumstances where to do so might place the child in danger.
- Visits to the child's home or private living quarters of the friars or of Church personnel should not be encouraged, nor should meetings be conducted in such locations.
- When the need for a visit to the home of a child or young person arises, professional boundaries must be observed at all times.

5. Children with Special Needs or Disabilities

- Children with special needs or disability may depend on adults more than other children for their care and safety, and so sensitivity and clear communication are particularly important.
- Where it is necessary to carry out tasks of a personal nature for a child with special needs, this should be done with the full understanding and consent of parents or guardians.
- In carrying out such personal care tasks, sensitivity must be shown to the child and the tasks should be undertaken with the utmost discretion.
- Any care task of a personal nature which a child or young person can do for themselves should not be undertaken by a worker.
- In an emergency situation where this type of help is required, parents should be fully informed as soon as is reasonably possible.

6. Vulnerable Children

- Since especially vulnerable children may depend on adults more than other children for their care and safety, sensitivity and clear communication are of utmost importance.
- Workers should be aware that vulnerable children may be more likely than other children to be bullied or subjected to other forms of abuse, and may also be less clear about physical and emotional boundaries.
- It is particularly important that vulnerable children should be carefully listened to, in recognition of the fact that they may have difficulty in expressing their concerns and in order that the importance of what they say is not underestimated.

7. Trips away from Home

- All trips, including day trips, overnight stays and holidays, need careful advance planning, including adequate provision for safety in regard to transport, facilities, activities and emergencies. Adequate insurance should be in place.

- Written consent by a parent or guardian specifically for each trip and related activities must be obtained well in advance.²⁵
- A copy of the itinerary and contact telephone numbers should be made available to parents and guardians.
- There must be adequate, gender-appropriate, supervision for boys and girls.
- Arrangements and procedures must be put in place to ensure that rules and appropriate boundaries are maintained in the relaxed environment of trips away.
- Particular attention should be given to ensuring that the privacy of young people is respected when they are away on trips.
- The provision of appropriate and adequate sleeping arrangements should be ensured in advance of the trip.
- Sleeping areas for boys and girls should be separate and supervised by two adults of the same sex as the group being supervised.
- At least two adults should be present in dormitories in which children or young people are sleeping. Under no circumstances should an adult share a bedroom with a young person.
- If, in an emergency situation, an adult considers it necessary to be in a children's dormitory or bedroom without another adult being present they should
 - (a) immediately inform another adult in a position of responsibility and
 - (b) make a diary note of the circumstances.

8. Codes of Behaviour²⁶

There should be clear codes of behaviour both for children and for adults who work with them. A Children's Code of Behaviour should be discussed and agreed upon with any children using friary or Church amenities.

C. Best Practice Procedures

In order to implement the Child Safeguarding Policy, the following procedures are to be put in place:

1. Consent of Parents/Guardian(s)

- A signed consent form from parents or guardians is to be obtained prior to the participation of children and young people in events, activities and groups.
- Parents or guardians should be asked to indicate if the children have any specific dietary requirements, medical needs or special needs.

²⁵ See Appendix 3, pp. 41ff, for sample Consent Forms.

²⁶ See Appendix 3, pp 39–40.

2. Adequate Supervision

In any event or activity involving children there must always be a sufficient number of responsible adults present to ensure adequate supervision. The recommended numbers are as follows:

(a) For children under 8 years of age:

- 0 to 2 years: one adult for every 3 children.
- 2 to 3 years: one adult for every 4 children.
- 3 to 7 years: one adult for every 8 children (or for every 6 if outdoor activity is involved).

(b) For children of 8 years of age and over:

- Two adults for up to 20 children (or for up to 15 children if outdoor activity is involved). Above that number requires an additional responsible adult. (Note: it is always advisable to have two responsible adults present.)

3. Record Keeping²⁷

- An accurate record should be kept for each child and young person participating in activities, including, but not limited to, attendance, programme details and medical information. This record should include a copy of the consent form or letter signed by the parent or guardian. It should also contain details of emergency contact numbers.
- A written record of organisers, supervisors, employees and volunteers in attendance at events, such as meetings, choir rehearsals and sports activities, should be kept.
- An Incident/Accident Report Form should be completed in the event of any accident or incident relating to a child.²⁸

4. Use of Computers

- If young people are allowed access to computers, e.g. for the purpose of sending emails or for accessing the internet, their use must be carefully monitored.
- Where a computer is used by more than one person, each person should be obliged to have a unique username and password, or where this is not possible, to maintain a signed record of the date, time and duration of their use of the computer.
- Where a computer can be accessed by children or young people, it should be accessible only through the use of a username and password unique to each child. Where this is not possible, the children or young people should be obliged to provide a signed record of the date, time and duration of their use of the computer.
- Computers which can be accessed by children or young people should always have appropriate filtering software, and should be monitored regularly to ensure that they are being used in accordance with the stated policy. Where there is any suspicion or doubt, a person with specialist knowledge of computer hardware and software should be asked to assess the purposes for which the computer has been used.

²⁷ Regarding the keeping of such records, see page 15 above.

²⁸ See Appendix 3, p. 43 below, for a sample form.

SECTION 4: Training and Education for the Safeguarding of Children

Training Programmes

1. Everyone in who comes into contact with children in our friaries, Churches, or other facilities in our charge, has a role to play in safeguarding them. This applies to friars, employees and volunteer personnel alike.²⁹ It is the policy of the Province that all those who come into contact with children receive appropriate training in the principles and practice of safeguarding children.
2. The main instrument for carrying out training is the programme produced by the National Board for the Safeguarding of Children in the Catholic Church in Ireland. Its content is child-centred and aims at spelling out the steps to be taken to ensure the safeguarding of children in whatever circumstances
3. The training programmes —
 - Help the participants to grow in awareness of Child Safeguarding issues;
 - Help them to understand Child Safeguarding procedures and tailor them to their own specific pastoral needs. It helps them to appreciate the value of safe environments for children and how to create them.
 - Provide advice on reviewing our Child Safeguarding policies and procedures and to ensure that they meet current Child Safeguarding standards.
 - Provide specific training for specialised roles.
4. The Provincial Safeguarding Coordinator, in consultation with the Safeguarding Committee, continually makes assessment of local needs, and helps to make arrangements for appropriate training.
5. Apart from training schedules organised by the Province itself, it is the policy of the Province to avail of training events organised on national, diocesan or parish level, and to encourage participation in these by friars and relevant employees.
6. In addition to the training programmes, it is also the policy of the Province that the conscientisation of the friars on the issue of safeguarding children be an ongoing concern of superiors. Hence, every friar is to have a copy of the Provincial Child Safeguarding Policy, and likewise all relevant staff and volunteers; and copies are to available in each friary for perusal by any member of the public on request.
7. The issue of Child Safeguarding and the best practices of ensuring it is to be part of the Provincial Programme of Initial Formation for all candidates to our Order.

²⁹ See pages 44–45 below, for an overview of some of the training sessions held in the Province.

SECTION 5: Communicating the Province's Safeguarding Message

1. In order to ensure that the Province's Child Safeguarding Policy and the procedures associated with it are understood by personnel, and those who use our facilities, including children, a summary of the policy, including reporting procedures and relevant contact details is to be placed in a permanent framed notice in the porch(es) of each friary Church, in the parlours, meeting rooms, halls and anywhere else frequented by the public.³⁰
2. A full copy of the Provincial *Child Safeguarding Policy and Procedures* document must be kept available for persusal by any member of the public who wishes to do so.
3. In addition, local Child Safeguarding Representatives are to have ready to hand the contact details of the local office of the Child and Family Agency, the Provincial Designated Liaison Person, the Diocesan Director of Child Safeguarding, and relevant telephone helplines³¹, as well as the local Gárda Síochána³².
4. A copy of the *Child Safeguarding Policy and Procedures* is to be kept on the Province's website, www.capuchinfranciscans.ie and updated as necessary.
5. In order to maintain awareness of the dignity of children and the importance of safeguarding them, each year, at a time to be decided by the Provincial Minister, a "Child Safeguarding Sunday" is to be held in our Churches, during which these issues will be emphasised through homilies and by other appropriate means.
6. Leaflets and other materials aimed at raising awareness of the importance of safeguarding children and giving clear guidance, as to whom to approach and how to proceed if concerns arise, should be easily available in our friaries and Churches. Materials specially aimed at children should be included.

Apart from materials produced by ourselves, there is a wealth of "child-friendly" literature, posters and leaflets available (much of it free), and it is strongly recommended that Local Safeguarding Representatives familiarise themselves with sources of such material, produced by other religious, by dioceses or by agencies, e.g. Barnardo's: www.barnardos.ie/resources-advice/publications/

Irish Society for the Prevention of Cruelty to Children (ISPCC) www.ispcc.ie

³⁰ See Appendix 5, p. 41, for a template to be used in making this notice.

³¹ See Appendix 5, p. 42, for a list of contact numbers.

³² See Appendix 3, p. 34, for a list of Gárda contact numbers.

SECTION 6: Ensuring Access to Advice and Support

1. Those who have suffered child abuse should receive a compassionate and just response and should be offered appropriate pastoral care to rebuild their lives. Also, those who have harmed others should be helped to face up to the reality of abuse, as well as being assisted in healing. Therefore, anyone who has been abused or who has perpetrated abuse should be assisted and supported in seeking help.
2. The procedures for providing advice and support to those who come forward with a complaint, and also for dealing with an alleged offender, are described in detail in Section 2B, pages 9–12, above. However, our duty of care – both to the complainant and the alleged offender — does not cease with the initial response. For this reason, friars are encouraged to familiarise themselves with the resources available in their locality, for information, for education, for counselling and for spiritual assistance. This applies in particular to Support Persons and Advisers (who may or may not be friars); but it also applies in a special way the Guardians and Vicars, and indeed to all friars, any of whom may be approached by someone in need of assistance.
3. Therefore, information about sources of support, both for adults and children, is to be kept readily available, and useful contact details are to be posted prominently in our Churches, Church porches, halls, and any suitable place where they can be easily seen by the public.³³ As already noted (page 23 above, para. 6), it is important that materials aimed at children be “child-friendly” and easily understandable.

³³ See Appendix 6, p. 49 below, for a list of contact telephone numbers.

SECTION 7: Implementing and Monitoring the Effectiveness of the Policy

To ensure that the Provincial Child Safeguarding Policy is implemented, and that it is regularly reviewed to ensure that it is continually updated in line with best practice and developments in the field, the following steps are required.

1. On the occasion of his visitation of the friaries, the Provincial Minister shall enquire as to the implementation of the provincial safeguarding policy. In friaries where there is a friar or friars under restriction, he shall ensure that the pastoral care plan and the contract is being adhered to.
2. In addition, an annual “self-audit” is to be carried out in each friary at a community meeting [attended by the local Child Safeguarding Representative(s)] to monitor the implementation and effectiveness of the policy. The results of this are to be sent to the Safeguarding Coordinator, who, together with the Provincial Safeguarding Committee, shall consider the returns and make recommendations to the Provincial Minister and Council.³⁴
3. In preparing for the self-audit, and in reviewing our policies and procedures, it is advisable that representative lay people, especially parents, (and where appropriate, children themselves)³⁵ be consulted as to their views regarding the effectiveness of the Policy and its implementation, and that their recommendations be given due consideration.
4. The policy and its implementation at all levels is to be reviewed by the Provincial Minister and Council at least every three years, prior to the Provincial Chapter. At the Chapter all the friars shall be asked to endorse the Provincial Policy and Procedures document and renew our common commitment to the safeguarding of children.
5. Following the triennial Provincial Chapter, the newly elected Provincial Minister and Council shall see to it that the necessary Provincial structures and resources (human and financial) are in place to implement safeguarding policies, and that the newly formed communities have a capable and committed leadership team. Special consideration shall be given to those communities where a friar is under restriction.
6. The Provincial Minister and Council, having consulted the Provincial Safeguarding Committee, shall draw up a three-year plan for the implementation the Provincial Safeguarding Policy and the monitoring of its effectiveness, taking into account the particular training needs that arise, and ensuring ongoing support for complainants.

³⁴ See Appendix 7 for a Form to make a quick assessment of conformity to the national standards. The annual self-audit questionnaire seeks to encourage a deeper reflection and more thorough and searching analysis, as to the local needs of each friary and the effectiveness of the provincial policy in maintaining a safe environment for children and vulnerable adults, and also for those who minister to them.

³⁵ Since the overall aim of the safeguarding policy is to create and maintain environments where children are, and *feel* secure, it is obviously important to get their feedback.

Appendix 1

Signs and Symptoms of Abuse

Signs and Symptoms of Emotional Child Abuse

- Rejection
- Lack of praise or encouragement
- Lack of comfort and love
- Lack of attachment
- Lack of proper stimulation
- Lack of continuity of continuity of care
- Serious over-protectiveness
- Inappropriate non-physical punishment
- Family conflicts and/or violence
- Inappropriate expectations of a child's behaviour – relative to his or her age and stage of development
- Every child who is abused sexually or physically is also emotionally abused

Signs and Symptoms of Physical Abuse

- Bruises
- Fractures
- Swollen joints
- Burns or scalds
- Abrasions or lacerations
- Haemorrhages
- Damage to body organs
- Poisonings – repeated
- Failure to thrive
- Coma or unconsciousness
- Death

Signs & Symptoms of Child Sexual Abuse

- Bleeding from vagina or anus
- Difficulty or pain in passing urine or faeces
- An infection may occur secondary to sexual abuse, which may or may not be a definitive sexually transmitted disease. Professionals should be informed if a child has a persistent vaginal discharge or has warts or a rash in the genital area.
- Noticeable and uncharacteristic change or behaviour
- Hints about sexual activity
- Age-inappropriate understanding of sexual behaviour
- Inappropriate seductive behaviour
- Sexually aggressive behaviour with others; uncharacteristic sexual play with peers or with toys
- Unusual reluctance to join in normal activities which involve undressing, for example, games or swimming

Particular behavioural signs and emotional problems suggestive of child abuse in young children (0-10)

- Mood change, for example acting out or the child becomes fearful or withdrawn
- Lack of concentration (change in school performance)
- Bed wetting, soiling
- Psychosomatic complaints: pains, headaches
- Skin disorders
- Nightmares, change in sleep patterns
- School refusal
- Separation anxiety
- Loss of appetite
- Isolation

Particular behavioural signs and emotional problems suggestive of child abuse in older children (over 10)

- Mood change, for example, depression, failure to communicate
- Running away
- Drug, alcohol, or solvent abuse
- Self-mutilation
- Suicide attempts
- Delinquency
- Truancy
- Eatings disorders
- Isolation

Signs and Symptoms of Child Neglect

- Abandonment or desertion of a child
- If a child is persistently left alone without adequate care and supervision.
- Malnourishment, lacking food, inappropriate food or erratic feeding.
- Lack of warmth
- Lack of adequate clothing
- Lack of protection and exposure to danger, including moral danger, or lack of supervision appropriate to the child's age
- Persistent failure to attend school
- Non-organic failure to thrive, that is, a child not gaining weight, not alone due to malnutrition but also due to emotional deprivation
- Failure to provide adequate care for a child's medical problems
- If a child is being exploited, overworked

Appendix 2

a) Recording Form for Allegations/Suspicious

1. About the Disclosure/Concern:

Date of Disclosure/Concern:

Time of Disclosure/Concern:

How was the information received? *(Please attach any written information to this form)*

Telephone Letter E-mail In Person

2. Details of the Person making the Disclosure/ raising Concern:

Name:

Address:

.....

Telephone: Mobile:

E-mail:

Relationship to Child or Alleged Victim:

3. Details of Child or Alleged Victim:

Name:

Address:

.....

Telephone: Mobile:

E-mail:

Ethnic Origin:

Language: Is Interpreter/Signer needed?

Disability (if any):

Special Needs:

Parish (if applicable):

4. Details of Parent/Carer:

Name:

Address (if different from the above):

.....

Telephone: Mobile:

E-mail:

Are they aware of the allegation, suspicion or complaint? YES NO **5. Details of Alleged Perpetrator:**

Name:

Address:.....

.....

Telephone: Mobile:

Relationship to Child or Alleged Victim

(E.g. parent/priest/teacher etc.):

Position in the Church/Order:.....

Address at the time of the alleged incident(s):

.....

Current Contact with Children (if known):

Any additional information:

.....

.....

6. Details of Concern, Allegation or Complaint:

Include the date(s), time(s) and location(s) of the alleged incidents; witnesses, if known. Does the child/victim know this referral is being made?

.....

.....

.....

7. Action Taken:

a) Has the matter been referred to the civil authorities? YES NO

If YES, Date: Time:

To whom was it referred?

Name:

Designation:

Address:

.....

Telephone: Mobile:

E-mail:

If NO, please explain why:

.....

.....

b) Has the matter been referred to a member of the Church? YES NO

If YES, Date: Time:

To whom was it referred?

Name:

Designation:

Address:

.....

Telephone: Mobile:

E-mail:

If NO, please explain why:

.....

.....

.....

8. Next Steps

What actions were agreed to, and by whom, when the matter was referred to the civil and/or Church authorities?

.....

.....

.....

.....

Are there any immediate Child Safeguarding concerns? If so, please record what they are, and state what actions have been taken to address them.

.....

.....

.....

.....

9. Details of Designated Liaison Person:

Date the Form was sent:

10. Details of Person completing the form:

Name:

Address:

Telephone: Mobile:

E-mail:

Position in Church:

Parish/Order:

Form Completed on (date): Time:

Signed:

A copy of this form must be retained by the recipient and filed in a secure location; and a copy must also be sent to the Designated Liaison Person and the civil and statutory authorities, and a written acknowledgement sought

b) Anti-Bullying Policy

If a group of young people regularly meet at a Friary or Church facility, it is important to have an anti-bullying strategy in place. The following guidelines may be helpful.

1. Each person should be asked to commit to the Code of Behaviour³⁶
2. Find an opportunity to discuss aspects of bullying and the appropriate way to behave towards one another. (Note: Bullies thrive on secrecy; bring the issue into the light of day may prevent incidents.)
3. Insist on the importance of treating everyone with respect, irrespective of ethnic grouping, gender, background, etc.
4. Treat bullying as a serious offence and have in place appropriate sanctions — including suspension from the group.
5. The accompanying responsible adult should model good behaviour, by avoiding aggressive language, attitudes or actions.
6. Investigate reported incidents
 - Question individuals concerned and any witnesses (separately)
 - Note the details of allegations, recording the nature of the incident, the time and the date.
 - Give support and reassurance to the victim
 - Inform parents or guardians as necessary.
7. Serious cases of bullying should be referred to the Child and Family Agency.³⁷

³⁶ See page 42 below.

³⁷ See *Children First* (2011) §9.4.5.

Appendix 3

A. Safe Recruitment and Selection Checklist

1. Contact with children:

- 1) What contact with children will the job involve?
- 2) Will the employee/volunteer have unsupervised contact with children or hold a position of trust?
- 3) What other forms of contact will the person have with children e.g. email, telephone, letter, internet?

2. Defining the role:

- 1) Have the tasks and skills necessary for the job been considered?
- 2) Does the job description make reference to working with and having responsibility for children?

3. Key selection criteria:

Has a list of essential and desirable qualifications, skills and experience been developed?

4. Written application (see below for example of Application Form):

- 1) Have all applicants been asked to supply information in writing including personal details, past and current work/volunteering experience?
- 2) Have you developed application forms?

5. Interview:

- 1) Have at least two representatives from the organisation been identified to meet with an applicant to explore information contained in their application?
- 2) Have the applicant and the application forms been carefully considered, highlighting points to raise in the interview including :
 - i. the applicant's attitudes towards working with children.
 - ii. areas you want to explore in more detail.
 - iii. gaps in employment history.
 - iv. vague statements or unsubstantiated qualifications.
 - v. frequent changes in employment.

6. Declaration (see p 30 below for a sample Declaration Form):

- 1) Have applicants been asked to sign a declaration stating that there is no reason why they would be considered unsuitable to work with children.
- 2) Have applicants been asked to declare any past criminal convictions and cases pending against them?

B. Recruitment Forms
Confidential Application Form
Adult Volunteer³⁸

Diocese: Parish:

Surname: First Name(s):

Address:

Date of birth:

Telephone: Mobile:

E-mail:

Are you (please tick) Employed Unemployed Student
 Homemaker Retired Other

Previous work experience:

Have you previously been involved in voluntary work: Yes No

If yes, please give details:

Why do you want to get involved with this activity/ministry?

Have you previously received any training for working
 with children or young people? Yes No

If yes, please give details:

³⁸ Adapted from Department of Health & Children: *Our Duty to Care: the Principles of Good Practice for the Protection of Children and Young People*. Dublin Stationery Office 2001 pp 41-42.

Do you have any spare time for hobbies, interests or activities?

.....
.....

Any other relevant information?.....

.....
.....

Is there any medical or other reason why you may be deemed unsuitable to carry out this work?

Yes No

If yes, please give details

.....
.....
.....

Please provide the names and addresses of two people whom we could contact for a reference (not relatives)

Name Name

Address: Address:,.....

.....,.....

.....,.....

Tel. Tel.

Email Email

I declare that the above information is true and that I am fit to serve as a volunteer with this parish ministry/activity. I agree to abide by and accept the terms and conditions of participation.

Signed: Date:

Confidential Declaration Form Adult Volunteers ³⁹

Surname:

Forename(s):

Date of Birth: Place of birth:

Any other name(s) by which you were previously known:

.....

Have you ever been convicted of a criminal offence or been the subject of a Caution or of a Bound Order

Yes No

If yes, please state below the nature and date(s) of the offence(s):

Nature of offence:

Date of offence:

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

Signed:

Date:

³⁹ Adapted from *Our Duty to Care* (Northern Ireland)

C. Gárda Vetting

In the interests of maintaining all records in a central and secure location, all Gárda vetting for the Capuchins is channelled through the authorised signatory of the Dublin Archdiocese. The requisite forms are available on request from Br. Paul Murphy or Br. Kieran Shorten.

Diocese	Name	Address	Telephone
Archdiocese of Dublin	Vivienne Knight	HR Department, Diocesan Offices, Clonliffe College Dublin 3.	01 8373732 ext. 255

Gárda Stations

	Location	Telephone
Church Street Halston Street	Bridewell Gárda Station Dublin 7	(01) 666 8200
Priorswood	Coolock Gárda Station	01) 666 4200
Raheny	Raheny Gárda Station	(01) 666 4300
Carlow	Gárda Station Carlow	(059) 913 6620
Kilkenny	Gárda Station Kilkenny	(056) 777 5000
Holy Trinity	Gárda Regional Headquarters Anglesea Street, Cork.	(021) 452 2000
Rochestown	Passage West Gárda Station	(021) 484 1001
Ard Mhuire	Milford Garda Station	(074) 915 3114

D. Codes of Behaviour

1. Code of Behaviour for Adults (from *Standards and Guidance*).

(a) It is important for all employees and volunteers and others in contact with children to:

- treat all children with respect
- provide an example of good conduct you wish others to follow
- operate within the organisation's principles and guidance and any specific procedures
- be visible to others when working with children whenever possible
- challenge and report potentially abusive behaviour
- develop a culture where children can talk about their contacts with staff and others openly
- respect each child's boundaries and help them to develop their own sense of their rights as well as helping them to know what they can do if they feel that there is a problem.

(b) In general, it is inappropriate to:

- spend time alone with children
- take children to your own home, especially where they will be alone with you.

(c) Employees, volunteers and others must never:

- hit or otherwise physically assault or abuse children
- develop sexual relationships with children
- develop relationships with children which could in any way be deemed exploitative or abusive
- act in ways that may be abusive or may place a child at risk of abuse.

(d) Employees, volunteers and others must avoid actions or behaviour that could be construed as poor practice or potentially abusive. For example, they should never:

- use language, make suggestions or offer advice which is inappropriate, offensive or abusive
- behave physically in a manner which is inappropriate or sexually provocative
- have a child/children with whom they are working to stay overnight at their home
- sleep in the same room or bed as a child with whom they are working
- do things for children of a personal nature that they can do for themselves
- condone, or participate in, behaviour of children which is illegal, unsafe or abusive
- act in ways intended to shame, humiliate, belittle or degrade
- discriminate against, show different treatment, or favour particular children to the exclusion of others.

2. Children's Code of Behaviour (*Sample*)

1. Treat all other children with respect, and do not use bullying tactics.
2. Be fair and do not tell lies about others or adults.
3. Abide by the rules as set out in the Church policy on Child Safeguarding.
4. Respect the house of God and promote good behaviour.
5. Do not spread rumours or malicious gossip.
6. Do not harm any other children, or Church property.
7. Do not shout or argue in God's house.
8. Children must not keep secrets, especially if they have caused harm.
9. Do not use violence or physical contact with others.
10. Never cheat.
11. Talk to the person in charge if you have a problem of any kind.
12. Behave in a manner that coincides with the dignity of the Church of God.
13. Do not use or bring unwarranted or dangerous substances into the Church.
14. The use of mobile phones is prohibited within the Church.

E. Consent Forms

1. Consent to Participate in an Event / Activity

Event:

Venue:.....

Time: Date:

Name(s) of Responsible Adult(s):

.....

Name(s) of Child(ren):

.....

.....

Address:

.....

Date of Birth:

Please give details of **any** medical condition of which the organisers of the event ought to be aware. Please include details of any medication which has to be taken or any dietary requirements. (This information will be treated with confidence.)

.....

.....

.....

For Parent/Guardian:

I have read the information provided concerning the above event and accept the conditions and rules as set out in the code of ethics and good behaviour.

I understand that the Capuchin Order/parish only accepts liability or responsibility for an incident or accident caused by the negligence or breach of statutory duty by its members, its servants or agents.

I hereby give my permission for my son(s)/daughter(s)/ward(s) to participate in the above event.

Parent/Carer's name:

Emergency contact number(s):

Signed: Date:

2. Travelling Permission Consent Form

Event:

.....

Venue:.....

Date: Pick-up location:

Drop-off time: Drop off location:

Name(s) of Responsible Adult(s):

.....

For the Children:

I have read and accept the conditions and rules as set out in the code of ethics and good behaviour when travelling to and from parish organised trips and I agree to abide by the rules.

Name: Date:

For Parent/Guardian:

I have read and accept the conditions and rules as set out in the code of ethics and good behaviour when my child is travelling on a friary/parish organised trip.

I understand that the Capuchin Order/parish only accepts liability or responsibility for an incident or accident caused by the negligence or breach of statutory duty by its members, its servants or agents.

I hereby give my permission for my son(s)/daughter(s)/ward(s) to participate in the above event.

Name(s) of Child(ren):

.....

.....

.....

Parent/Carer's name:

Emergency contact number(s):

Signed: Date:

3. Altar Server Application/Consent Form

Note: All information will be treated in confidence

Name of Church:

Name of Child..... Date of Birth:

Address:

.....

Name of Parent/Guardian:

Telephone: Mobile:

Alternative Contact Person(s) in case of Emergency:

.....

Telephone: Mobile:

Does your child/ward suffer from any medical condition, disability or allergy?

Yes No

If yes, please give details below. If necessary, attach a note. *(All medical information will be treated in confidence.)*

.....

.....

Consent: I give consent for my child/ward

to be trained and participate as an altar server in the Church of

.....

Signed: Date:

Permission for Medical Care:

In the event of my child/ward being taken ill or injured during his/her time of serving Mass, if any surgical operation or injection becomes urgently necessary, I hereby authorise the person in charge to sign on my behalf any written forms or consent required, provided that the delay necessitated to obtain my signature might further endanger my child's/ward's health or safety.

Signed: Date:

F. Accident or Incident Recording Form

1. Place (Name of Church or Friary)

2. Name of Child/Young Person involved:

Date of Birth:

Parent/Guardian:

Telephone: Mobile:

3. Event/Activity:

Responsible Adults (Supervisors) present:

.....

Names of any others present:

.....

4. Place of Accident/Incident:

Details of Accident or Incident:

.....

.....

Date and Time of Accident/Incident:

5. Action Taken:

.....

6. People contacted:

.....

Date and Time:

7. Other Relevant Information:

.....

8. Signed: **Date:**

For Office Use:

Any Follow-Up Action needed?

.....

9. Signed: *Date:*

Appendix 4

Training

Until 2011, the main vehicle for training personnel, (including friars in formation), staff and volunteers in the Province was the *Keeping Safe* Training Programme devised by the Volunteer Development Agency in Belfast. Br. Paul Murphy qualified as a trainer of the *Keeping Safe* programme in 2008. In 2010, he was certified as a trainer of the programmes produced by the NBSCCI. Br. Kieran Shorten qualified as a trainer in 2012. Besides the training programmes organised by the Province, participation in programmes organised through diocesan structures are availed of.

The following is a short list of some of the training, conscientisation and updating sessions held over the past years:

Dates	Location	Topic	Input	Participants
16 th April 1994	St. John of God Services, Stillorgan, Dublin	Paedophilia	Dr. Pat Walsh	Attended by Br. Paul Murphy
9 th –10 th October 1997	Our Lady of Sion, Bellinter, Co. Meath	Information Update: Care for Complainants and Respondents	Br. Paul Murphy & Fr. John Dardis SJ	Provincial Minister and Council with local Guardians.
10 th –11 th November 1997	Regional meetings in Holy Trinity (Cork) & Church Street, Dublin	Child Sexual Abuse	Fr. John Hannan (Marist) & Mr. Joe O'Sullivan (Senior Clinical Therapist at Lucy Faithful Foundation)	More than 80 friars
April 2005	CORI Extraordinary General meeting	Child Protection Guidelines (Lynott Commission)	Fr. Michael Drennan SJ	Attended by Br. Paul Murphy
4 th –5 th May 2006	IMI Conference Centre, Dublin	<i>Good Lives</i> helping offenders live offence-free lives.	Tony Ward	Attended by Br. Paul Murphy
1 st May 2008	Clonliffe College, Dublin	<i>Keeping Safe: Child Protection</i>	Br. Paul Murphy Fr. Paddy Boyle	Child Safeguarding Representatives
22 nd June 2009	Halston Street Friary, Dublin	Presentation of the <i>Standards and Guidance</i> document	Br. Paul Murphy	Provincial Minister and Council and the Guardian of each community
18 th November 2009	Emmaus Retreat Centre, Dublin	Implementation of the Standards and local difficulties	Br. Paul Murphy	Provincial Minister and Council and the Guardian and Vicar of each community
13 th -14 th October 2010	Glenroyal Hotel Maynooth:	Responding to and caring for victims of abuse ;the supervision of Offenders.	Dr Monica Applewhite	Br. Paul Murphy Br. Kieran Shorten
23 rd November 2010	Emmaus Conference Centre, Dublin	Revision of the <i>Standards & Guidance</i> document	Br. Paul Murphy	Guardians and Vicars with the Provincial Minister and Council
8 th February 2011	Holy Trinity Friary Fr Mathew Quay, Cork	Presentation on the Seven Safeguarding Standards	Br. Paul Murphy & Br. Kieran Shorten	Friars from Cork & Carlow; Employees & Volunteers

Dates	Location	Topic	Input	Participants
10th February 2011	Capuchin Friary Church Street Cork	Presentation on the Seven Safeguarding Standards	Br. Paul Murphy & Br. Kieran Shorten	Friars and Laity from Dublin & Kilkenny
20 th -22 nd November 2011	Emmaus Conference Centre	Fraternal Relationships, Child Protection & Care of the Elderly	Br. Ronnie McEwan SM	Guardians and Vicars with the Provincial Minister and Council
14 March 2012	Rome: Gregorian University	Symposium on Child Protection: Healing and Renewal	Cardinal Levada, Marie Collins et al.	Attended by Br. Dermot Lynch, representing the Irish Province
1 st -2 nd May 2013	Halston Street Friary, Dublin	Monitoring Friars under restriction and supporting the communities where they reside	Br. Paul Murphy	Guardians and Vicars with the Provincial Minister and Council
6 th May 2013	Regional Meetings in Cork and Dublin:	Revision and Updating of the Seven Standards	Br. Kieran Shorten	Friars from southern friaries
18 May 2013	Church Street Friary	Familiarisation with the Seven Standards.	Br. Paul Murphy & Paddy Pender	All working in Church Street Friary and Halston Street Parish
4 th June 2013	Church Street Friary	Revision and Updating of the Seven Standards	Br. Kieran Shorten	Friars from the Dublin region
1 st -5 th July 2013 Provincial Chapter	Provincial Chapter	Reflection on the implementation of the Safeguarding policy	Br. Paul Murphy	All the Friars
19 th July 2013	Marianella Centre	Information update for newly elected leadership team	Br. Paul Murphy	Newly elected Provincial Minister and Council.
18 th September 2013	Halston Street Friary	Update on Safeguarding, Garda Vetting, & checklist for each friary	Br. Paul Murphy	Provincial Minister and Council
6 th -7 th February 2014	Mount St. Anne Retreat Centre, Killenard	'Safeguarding Sunday; and public reiteration in all Churches of the Province's commitment to Child Safeguarding	Br. Paul Murphy	Provincial Minister and Council
11 September 2014	Raheny Friary	Review of the Seven Standards, and training on the role of the Safeguarding Committee	Mr. Niall Moore, Director of Training & Sr. Colette Stevenson (both of the National Office)	The Provincial Safeguarding Committee and members of the Formation community
27 January 2015	Emmaus Conference Centre:	Revision, Updating and reflection on the needs of communities.	Andrew Fagan, Director of Safeguarding in Dublin Archdiocese & Gerry Deegan (Supervisor of men out of Ministry.	Guardians and Vicars from all the friaries; Br. Paul Murphy and Br. Kieran Shorten

Appendix 5 Communicating the Policy

This is to be completed and placed in prominent view in the porches of our Churches and in the parlours, meeting rooms, halls and anywhere else frequented by the public.

The Capuchin Franciscan Friars in Ireland Child Safeguarding Policy and Procedures Policy

We, the Capuchin Friars in, value and encourage the participation of children and young people in the parish liturgies and in activities that enhance their spiritual, physical, emotional and social development. We recognise the dignity and rights of all children and are committed to their protection and support. In keeping with this we will work to do all in our power to create safe environments for children and young people in order to secure their protection and enable their full participation in the life of the Church.

Reporting Procedure

Child abuse of whatever kind is a sin and a crime and we request that all complaints of abuse against personnel connected with this friary — friars, employees or volunteers — be reported immediately to the Child Safeguarding Representative or directly to An Garda Síochána and the Health Service Executive.

Contact Details

The local Capuchin Child **Safeguarding Representative** is

He/she may be contacted at or

The address of the local **Gárda station** is:

Telephone:

The address of the local **Child and Family Agency** offices is:

Telephone:

The **Director of Child Safeguarding** for the Diocese of is

Address:..... Telephone:

The **Designated Liaison Person** for the Capuchin Order in Ireland is:

Br. Paul Murphy OFM. Cap, Capuchin Friary, Halston Street. Dublin 7.

Telephone: 086 0610985.

Child Safeguarding Contacts

	Name and Address	Contact Nos
Designated Liaison Person for Child Safeguarding in the Irish Province	Br. Paul Murphy OFM Cap Capuchin Friary Halston Street Dublin 7	paulmurphy99@gmail.com 086 0610985
Assistant to Child Safeguarding Designated Liaison Person	Br. Kieran Shorten Capuchin Friary Church Street Dublin 7	jkshorten@gmail.com 087 4189652
Detective Inspector Declan Daly	Sexual Crime Management Unit National Bureau of Criminal Investigation Harcourt Square Harcourt Street, Dublin 2	Tel: 01 6663384 declan.daly@garda.ie

Contacts for Friaries

National Office of the Child and Family Agency	Child and Family Agency, Block D, Park Gate Business Centre, Parkgate Street, Dublin 8.	Tel: 01 6352854 E-mail: info@tusla.ie http://www.tusla.ie
Church Street/ Halston Street/ Priorswood/Raheny	Child and Family Agency Dublin North City Ballymun Healthcare Facility Ballymun Civic Centre Dublin 9	Tel 01-8467129 linda.creamer@tusla.ie
Carlow /Kilkenny	Child and Family Agency Community Services James Green Kilkenny	Tel: 056 - 7784713 marieu.kennedy@tusla.ie
Holy Trinity/ Rochestown	Child and Family Agency Ground Floor, Áras Sláinte Wilton Road, Cork (Child Care Manager: Kieran Campbell)	Tel 021-4923503 barry.murray@tusla.ie Tel 021-4923516
Ard Mhuire	Child and Family Agency Euro House, Killybegs Road Donegal Town	Tel 074 9743026 maria.macinnes@tusla.ie

Appendix 6

Advice and Support Contacts

Contact	Telephone	Website
National Board for Safeguarding Children in the Catholic Church in Ireland	01 505 3124	www.safeguarding.ie
Fr. Paddy Boyle Dublin Diocese Training and Development Coordinator	086 1011415	
Dublin Rape Crisis Centre	1800 778 888	www.drcc.ie
Carlow & South Leinster Rape Crisis & Counselling Centre	1800 727 737	www.carlowrcc.com
Kilkenny Rape Crisis & Counselling Centre	1800 478 478	www.kilkennyrcc.com
Donegal Sexual Abuse & RCC	1800 448 844	www.donegalrapecrisis.ie
Sexual Violence Centre Cork	1800 496 496	www.sexualviolence.ie
Children At Risk In Ireland (CARI)	1890 924 567	www.cari.ie
Irish Society for the Prevention of Cruelty to Children (ISPCC)	01 6767 960	www.ispcc.ie
ISPCC Childline	1800 666 666	www.childline.ie
Barnardo's	1850 222 300	www.barnardos.ie
<i>Faoiseamh</i> Toward Healing	1800 331234 1800 303 640	www.faoiseamh.com
National Counselling Service	1800 235 234	www.hse-ncs/ie
CONNECT	1800 235 235	www.connectcounselling/ie
Samaritans	1850 609090	www.samaritans.org/ talk_to_someone/ find_my_local_branch/ ireland.aspx

Appendix 7

Evidence of Meeting the Standards

Standard 1: A written Policy on Keeping Children Safe

Evidence: A copy of the policy

Minutes of the meeting where the policy was signed/ agreed by the relevant Bishop or Religious Superior or other appropriate Church authority at diocesan or congregational level

Written evidence of how abuse is dealt with in the Church organisation and a timetable for review.

Standard 2: Procedures – how to respond to Child Safeguarding allegations and suspicions

Evidence: A copy of written procedures

A flow chart that describes steps in the Church organisation's Child Safeguarding reporting process

Name and duties of those people with special responsibility for Child Safeguarding in the Church organisation

Examples of forms for recording details of concerns.

Standard 3: Preventing harm to children

Evidence: A copy of agreed methods for recruiting

Examples of application, reference and declaration forms

Evidence of registration with or access to agencies that are in a position to provide details of an applicant's past behaviour, such as An Garda Síochána Central Vetting Unit or Access Northern Ireland.

Standard 4: Training and education for keeping children safe

Evidence: A copy of training plans and/ or programmes

Records of course attendance, induction documentation/ guidance

Course evaluation documents

Systematic ongoing formation programmes for safeguarding children in seminaries and houses of religion.

Standard 5: Communicating the Church's safeguarding message

Evidence: Examples of resources and materials that illustrate how the Church is committed to keeping children safe including reference to Child Safeguarding policies, codes of behaviour and so on.

Examples of ways the Church organisation's policy has been promoted, including to communities and to children.

Information about where children should go to when they have a worry or a concern including contact details, which are different from the ones dealing with complaints from adults.

Standard 6: Access to advice and support

Evidence: Copies of information for children about sources of support

Information (leaflets, information sheets etc) about training, advice and support – for Church personnel, adults outside the Church, and children

Lists of contacts for specialist advice services

Copy of outreach programme for those abused and their families.

Standard 7: Implementing and Monitoring the Standards

Evidence: An action plan for meeting the Standards

A record of a date planned for review and who is responsible

A summary of the number of incidents of abuse and number of complaints.