



Seinn2015 Safeguarding Children and Vulnerable Persons

Policy & Procedures

Seinn is a joint initiative of the Dioceses of Limerick and Killaloe to promote liturgical music in second-level schools in the two dioceses.

The aim of the programme is to provide RE departments with a resource of liturgical music for use at various school celebrations and by extension it teaches and promotes good liturgical music which will be of benefit to parishes. RE teachers and students are invited to learn this new liturgical music and to participate in a concert in the University Concert Hall, Limerick with a full orchestra on Thursday, 19th March 2015

We are keenly aware of our duty of care to students who participate in Seinn2015. We want to ensure that each young person will have a positive and safe experience.

In addition we have a responsibility to ensure that the adult volunteers involved in Seinn2015 are secure and protected in the knowledge that they have followed the correct recruitment procedures and are aware of best practice guidelines in relation to safeguarding issues.

We therefore adopt the following statement in relation to our safeguarding practice:

Limerick Diocesan Safeguarding Policy Statement

The Limerick Diocese values and encourages the participation of children in the life of the Church and is committed to best practice, which protects children and vulnerable persons from harm and abuse. Staff, volunteers, clergy and religious in this Diocese accept and recognise our responsibilities to ensure the safety and welfare of children and vulnerable persons. These responsibilities include:

- *Treating children and vulnerable persons with respect at all times.*
- *Ensuring that children and vulnerable persons will be listened to and heard.*
- *Sharing information about safeguarding and good practice with children, parents, vulnerable persons, staff, volunteers, clergy and religious.*
- *Sharing information about concerns with the relevant agencies and involving parents, children and vulnerable persons appropriately.*
- *Carefully following the procedures for recruitment, training and management of clergy, religious, staff and volunteers.*
- *Being committed to reviewing and evaluating our policy and procedures on an on-going basis.*
- *Adopting best practice in accordance with the seven standards named in the National Board for Safeguarding.*

Application of Seven Standards

Standard 1: A written policy on keeping children safe

We agree to follow the recommendations and guidelines which have been outlined in the Diocese of Limerick Safeguarding Children Policy. (2013). In doing this we will be adhering to the criteria outlined in the Standards and Guidance Document published by the National Board for Safeguarding Children in Catholic Church in Ireland (2009) and Children First (National Guidance for the Welfare and Protection of Children 2011).

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

The Designated Liaison Person (DLP) for Seinn2015 is Ms Aoife Walsh, Safeguarding Trainer with Limerick Diocese. Aoife will be introduced to participants at the start of the Seinn2015 event on March 19th as the contact person for anyone with concerns. A contact number will also be available.

Standard 3: Preventing harm to children and vulnerable persons

Recruitment

The Volunteer and Safeguarding co-ordinator for Seinn2015 is Noirin Lynch. She will ensure that

- All volunteers have completed a Volunteer Application Form
- All volunteers have signed a Code of Behaviour
- All volunteers have completed a Diocesan Garda Vetting Form (within last 3 years).
- Will certify the volunteers suitability for their role.

A record of this process and relevant forms will be maintained and is available to the DLP.

Volunteers will receive one nights training detailing the outline of the program, the role and responsibilities of volunteers and the safeguarding information, including a code of behaviour.

Any breach of the volunteers Code of Behaviour will be reported to the DLP who will make recommendations on further action in the best interest of all. The person who has made the alleged breach will have the right to appeal any decisions made.

Code of Behaviour for Adult volunteers

1. All people should be treated with courtesy, respect and dignity.
2. Ensure that appropriate boundaries are maintained at all times.
3. Physical contact between young people and adults will be of an appropriate nature at all times.
4. Do not engage in or tolerate any behaviour (verbal, physical, or psychological) that can be construed as bullying.
5. Engage with young people in an open manner and take care not to become overly involved with one child or group of children.

6. Physical punishment, emotional or verbal abuse of children/young people/vulnerable adults is not permitted under any circumstances.
7. Inappropriate language or sexually suggestive comments or gestures are unacceptable.
8. Being alone with a young person or vulnerable person is not appropriate practice and if it is unavoidable, inform another responsible adult.
9. Young people have a clearly designated DLP with whom they can discuss concerns if they arise.
10. Student discipline is the responsibility of teachers – volunteers should report any concerns to the appropriate team member or DLP.
11. Under no circumstances give alcohol, tobacco or drugs to young people or vulnerable persons.
12. If you are concerned about the behaviour of any young person/adult at Seinn2015 you must inform the DLP.

Standard 4: Training and Education

All Adult Volunteers will attend an information session on volunteering for Seinn and Safeguarding. At this, training specific to the tasks required of volunteers will be clarified and timetables agreed.

The DLP will be up to date on best practice according to the NBSCCC. One volunteer with appropriate first aid skills will be appointed to that role.

Standard 5: Communicating the Church's safeguarding message

It is important that we not only have standards and contact people in place, but that these are visible and accessible to all involved with Seinn. To that end key contact people will be introduced at the start of the March 19th 2015 event (DLP: Aoife Walsh, Admin: Nodlaig Liston, Music: Ian Callanan, Volunteer co-ordinator: Noirin Lynch).

Posters stating that this event adheres to the best practice standards of Limerick Diocesan Safeguarding Policy will be on display at venues and major meeting points. Posters will include contact numbers for the DLP as well as the Diocesan Director for Safeguarding and the Gardaí and HSE, as is standard.

Information leaflets for parents is available at www.seinn.ie

We will endeavour to ensure that all those involved with Seinn2015 understand that this issue is a priority and that we are committed to maintaining the standards of best practice.

Standard 6: Access to advice and support

Volunteers, participants and team member will be made aware of whom they can speak to if they have a problem or a concern. In addition the Seinn Safeguarding Leaflet contains information and contact details for several support groups for those who have suffered abuse. We also refer people to the section of the Diocesan Policy which contains information on the various Diocesan Personnel and Committees who have expertise in this area and whose role is to offer advice and support to those who require it.

Standard 7: Implementing and monitoring the Standards

In order to ensure that we are meeting standards we invite the Diocesan Director for safeguarding, or his representative, to meet with the Seinn Committee once a year to complete an audit of practice

On March 19th, implementation and monitoring will be overseen by the Designated Liaison Person in co-operation with the Chairperson of the Seinn Committee, Fr Richard Purcell.

Seinn Committee:

Fr. Richard Purcell	Chair. Seinn Committee
Ian Callanan	Director of Music
Sr. Marie McNamara	Post-Primary Diocesan Advisor, Diocese of Killaloe
Carmel Plant	Post-Primary Diocesan Advisor, Diocese of Limerick
Noirin Lynch	Pastoral Co-ordinator, Diocese of Limerick
Nodlaig Liston	Seinn Administrator

Contact Details:

Seinn

c/o Limerick Diocesan Pastoral Centre,

St Michaels Courtyard

Denmark St

Limerick

www.seinn.ie