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| **Parish:** |  |
| **Name:** |  |
| **Role:** |  |
| **Date:** |  |

1. **Code of Behaviour when Supervising Children**

It is important for all personnel to:

* Treat all children with respect and dignity
* Treat all children equally
* Model positive, appropriate behaviour to all children we come into contact with
* Be aware of the Church’s child protection and child safeguarding policy
* Challenge and report abusive and potentially abusive behaviour
* Develop a culture of openness, honesty and safety
* Develop a culture where children have permission to tell and to talk about any concerns or worries that they may have
* Respect each child’s boundaries and support them to develop their own understanding and sense of their rights
* Be aware of their responsibility for the safety of all children in their care
* Work in open environments
* Help children to know what they can do if they have a problem

You must never:

* Hit or otherwise physically assault or abuse children
* Develop sexual relationships with children
* Develop relationships with children that could in any way be deemed exploitative or abusive
* Act in any way that may be abusive or may place a child at risk of abuse
* Use language, make suggestions or offer advice that is inappropriate, offensive or abusive
* Do things for a child of a personal nature that they can do themselves
* Condone or participate in behaviour that is illegal, unsafe or abusive
* Act in any way that is intended to intimidate, shame, humiliate, belittle or degrade
* Engage in discriminatory behaviour or language in relation to race, culture, age, gender, disability, religion, sexual orientation or political views
* Consume alcohol, tobacco or illegal drugs while having responsibility for or in the presence of children

In general, it is inappropriate to:

* Take children away or to your own home, especially where they will be alone with you
* Involve children in one-to-one contact; activities should usually be supervised by at least two adults
* However, there may be two circumstances where this may occur:
  + In a reactive situation, for example when a young person requests a one-to-one meeting with you without warning, or where a young person has had to be removed from a group as part of a code of behaviour
  + As part of a planned structured piece of work (for example one-to-one music tuition).

**Please read and initial the following:**

1. **Safeguarding Procedures**

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| **Please read and confirm your agreement by writing your initials in the box provided**  I confirm that I… | **Insert initials** |
| have been made aware of the child safeguarding policy and procedures including the code of behaviour for adults/children; |  |
| agree to complete Garda Vetting under the Diocese of Kerry Vetting Office; |  |
| have been given a copy of Diocesan Safeguarding Handbook; |  |
| if applicable, I will attend a safeguarding information session / safeguarding training programme; |  |
| agree to work within the Diocese of Kerry Safeguarding Children Policy and Procedures and to report all safeguarding concerns to the Designated Liaison Person. |  |

1. **Confidentiality Declaration**

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| --- | --- |
| **Please read and confirm your agreement by writing your initials in box provided**  I confirm that I… | **Insert initials** |
| will keep all sensitive and personal information that is disclosed to me or to which I have access to strictly confidential; |  |
| will only disclose confidential information in accordance with the procedures set out in the safeguarding children policy and procedures or if required to do so in accordance with law or by a court; |  |
| will only use confidential information for the purpose of the procedures set out in the safeguarding children policy and procedures; |  |
| if required to disclose confidential or personal information in accordance with law or by virtue of a court or similar order, nothing in this declaration prevents me from doing so. However, in those circumstances, I will inform the relevant Church Authority without delay. |  |

**I agree to implement the code of behaviour when working with children. I also agree to follow the safeguarding procedures and confidentiality declaration as outlined in this document.**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**