

Loreto Sisters

Procedures

All Loreto personnel must comply with the following -

1. Procedures will be followed for recruitment, management and overseeing leaders working with children and young people.
2. A consent form for each child and young person taking part in Loreto related activities will be signed by a parent or guardian.
3. All leaders must have contact details for parents / guardians.
4. Information sessions for all children and young people and their parents regarding activities, policy, code of conduct and procedures will be held.
5. A complaints procedure will be in place for use by children, young people, a parent, guardian or leaders who are dissatisfied with any aspect of church related activities/services provided.
6. There will be a clearly identified leader within each group with whom children and young people can speak about their experience and raise concerns if necessary.
7. A code of conduct for all leaders, children and for young people will be followed. Leaders will sign a form of approval of the code of conduct and parents will sign the form of approval on behalf of their child.
8. Training will be provided for all leaders regarding policy, codes of conduct and procedures.
9. There will be a duty roster of leaders to ensure adequate supervision of children and young people at all times.
10. Appropriate supervision ratios of leaders to children and young people will be in place while maintaining the practice of ensuring that no young person is left alone with a leader. Children and young people will not travel alone in cars etc with a leader. This will also apply to away trips eg. retreats, pilgrimages.
11. Care will be taken to ensure that when working with mixed gender groups, leaders of appropriate gender will work in pairs.
12. Disciplinary procedures and sanctions will be agreed in consultation with children and young people.

13. All concerns / complaints should be brought to the attention of the designated liaison persons who will respond promptly and liaise with the appropriate civil and province leadership.
14. Anyone becoming aware of a concern about child abuse should follow the reporting procedure.
15. Adequate recordkeeping processes which include –
 - Participant Forms.
 - Incident / Accident Report Forms.
 - Staff / Volunteer Application Forms.
 - Declaration Form for all Adult Leaders.
 - Medical Information and Treatment Permission.
 - Programme Attendance Records.
 - Garda Vetting / Access NI check for Adult Leaders.
 - Training Records.
16. A clearly communicated Accident / Emergency plan will be available and followed in the event of an emergency during church related activities.
17. Clear procedures will be followed when taking young people away on day trips, residential trips and pilgrimages.
18. Photography / imagery of children and young people by leaders for promotional or other purposes that would be injurious is forbidden.
19. A clear policy will be in place regarding the use of computers.
20. These procedures will be reviewed periodically.

‘Leader’ – is anyone working on behalf of the Loreto Sisters, either in a voluntary or paid position.



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