



**Church of the Immaculate Heart of Mary**  
**Parish of Drumbo & Carryduff**  
546 Saintfield Road, Carryduff BT8 8EU  
Tel: 028 90812238  
Email: office@drumbocarryduff.ie



## **Code of Conduct for Children's Liturgy of the Word Leader in the Parish of Drumbo and Carryduff**

*"Conduct yourselves in a way worthy of the gospel of Christ so that whether I come and see you or am absent, I may hear news of you, that you are standing firm in one spirit, with one mind struggling together for the faith of the gospel. (Philippians 1:27)*

As church personnel in the Parish of Drumbo and Carryduff, in the Diocese of Down and Connor, we too must conduct ourselves in a way that is "worthy of the Gospel of Christ". We are further challenged in this letter of Paul to the Philippians to do, *"whatever is true, whatever is honourable, whatever is just, whatever is pure, whatever is lovely, whatever is gracious"* (Philippians 4:8)

Our children are the most important gifts God has entrusted to us. As a Leader, giving time to bring the Liturgy of the Word to children is also a gift and should be approached in an open and transparent way for all children with whom you come into contact. In Masses where the majority of those present are adults it is necessary to take great care that the children present do not feel neglected because of their inability to participate fully or to understand what happens in the celebration.

In line with the Diocesan Child Protection Policy and Procedures, all Children's Liturgy of The Word Leaders **must adhere** to a Code of Conduct and follow the rules and guidelines as a condition of providing services to the children and youth of our Diocese.

### **A Children's Liturgy of the Word Leader must:**

- Treat all children and other volunteers with respect, patience, courtesy and dignity (this means listening to and taking seriously what they say, asking how they would like to be assisted if they need it, be aware of the things which may make them vulnerable- disability, communication difficulties or illness, and not behave in a discriminative way towards any individual on the basis of their age, race or culture).
- Avoid situations where he or she is alone with children and /or youth at Church activities.
- Use positive reinforcement rather than criticism, competition or comparison when working with children and /or youth.
- Acknowledge, but refuse to accept gifts from children, youth or their parents without prior written approval from the parish priest or administrator.
- Refrain from giving expensive gifts to children and/or youth without prior written approval from the parents or guardian and the Parish Priest or Administrator.

- Report suspected abuse of children or any concerns you may have to the Designated Officer for the Diocese, using the **Allegation or Concern of Abuse Form**
- Cooperate fully, if required, with any investigation of abuse of children and/or youth.
- Ensure adequate supervision of all children at all times
- Manage children's behaviour in an appropriate and consistent manner.
- Assist younger children to the toilets, if required, letting the child know where you will be at all times
- Ensure that all children are safely returned to their parents when session has concluded
- Ensure they take action to prevent the spread of **serious** infections. For example, tuberculosis, hepatitis, measles, meningitis.
- Inform parents/ guardians immediately in the event of any accidents or significant incidents with respect to any of the children and record this using the parish **Accident / Incident Form\***
- Comply with the Diocesan guidance and procedures on use of email or texting when communicating with children
- **Ensure that all volunteers implement the Diocese of Down and Connor Child Protection Policy and Procedures.**

**A Children's Liturgy leader must not:**

- Smoke or use tobacco products in the presence of children and/or youth.
- Use, possess or be under the influence of alcohol at any time while volunteering.
- Use, possess or be under the influence of illegal drugs at any time.
- Use physical punishment or restraints of any kind with children and/or youth.
- Humiliate, ridicule, threaten or degrade children and/or youth.
- Touch a child and/or youth in a sexual or other inappropriate manner.
- Use any discipline that frightens or humiliates children and/or youth.
- Use profanity in the presence of children and/or youth or inappropriate language or humour.
- Show or distribute inappropriate pictures, images, photographs, drawings or other similar materials, to children

*Children's Liturgy Leaders should fully understand that any action inconsistent with this Code of Conduct or failure to take action mandated by this Code of Conduct may result in removal as a Leader with children and/or youth.*

**\* All forms can be found in the Sacristy of the Church and the Parish Centre.**

