

# DIOCESE OF DOWN & CONNOR



## Child Protection Policy & Procedure

---

BEST PRACTICE IN SAFEGUARDING  
AND PROTECTING CHILDREN  
AND YOUNG PEOPLE

## CONTENTS

### Section 1 2-4

---

Foreword

Guiding Principles

How to use the policy and procedures

### Section 2 5-9

---

Safeguarding Arena

Diocesan Structures and Committees

Understanding a child protection policy

Who the policy is for?

Legislative basis of our child protection policy and procedures

### Section 3 10-19

---

What is meant by Child Abuse?

Code of Conduct

Safe recruitment and selection

Reporting procedure - Designated Officers

Training

### Appendix 20 -22

---

Code of Conduct - Sample

Useful contact details

Cover images reproduced courtesy of Northern Ireland Tourist Board

## Foreword - Bishop of Down and Connor

---

During the past three years training has been given in all our parishes to ensure that our Diocesan policy and procedures for the safeguarding and protection of children which were published in 2003 are being implemented in a consistent and professional manner.

It is important that at this stage we revise our policy and procedures in the light of experience and to take account of changes in the legislation for Northern Ireland.

This document “Best Practice in Safeguarding and Protecting Children and Young People: Down and Connor Policy and Procedures” sets out clearly all the essential elements of best practice in safeguarding children and young people. It also outlines the Diocesan structure that supports the implementation of Best Practice.

As Bishop of the Diocese, I wish to thank all those involved both at Diocesan and parish level for their work in implementing Best Practice which is a vital aspect of the pastoral care provided by our parishes.

A handwritten signature in black ink that reads "Patrick Walsh". The signature is written in a cursive style with a small cross at the beginning of the first word.

May 2008

## Guiding Principles

---

All children and young people have a fundamental right to be respected, nurtured, cared for and protected from harm.

These basic rights are embedded in our Gospel values and within international and domestic laws. They are the cornerstones of our policy and procedures.

‘Acceptance, love, esteem ... emotional, educational and spiritual concern for every child that comes into this world should always constitute a distinctive, essential characteristic of all Christians...’ (Pope John Paul II; *“The Christian Family in the Modern World”*, 1981 para. 26).

As a Church we are committed morally and legally to upholding the rights of children and young people. As a diocese we will strive to ensure that we foster best practice which promotes children’s rights, and as parishes we will implement safeguarding practices through compliance with our Child Protection Policy and Procedures.

The Church’s vision is that ‘along with the family, the parish has a key role to play in promoting and protecting the rights of children. This means that within the parish the families, schools and parish organisations/groups work together in creating a safe and caring community in which children can develop and mature’ (Pontifical Council for the Family; *“The Family and Human Rights”*, 2001).

## How to use this document

---

The protection of children from harm, and the promotion of their welfare is fundamental to what we do as a Church and as a diocese.

In Down and Connor over the past few years we have devised new structures within parishes to meet the challenges of creating safer environments for our children and young people. The development of our parish-based Child Care Committees and the work of our Vicariate Support Teams in delivering key messages of our policy and procedures have created a strong parish based structure. These arrangements, supported by clergy in partnership with laity, are the means through which we can communicate and ensure best practice.

The new policy and procedures which replace our interim guidance is a practical guide designed and produced to assist the reader in implementing child protection policy and procedures.

The policy is divided into sections, each looking at a specific area of child protection practice. Taken as a whole it outlines the child protection responsibility we have to safeguard children from harm. It helps guide staff, volunteers and clergy in the implementation of best practice.

At the end of each section, reference is made to “safety checks”. These highlight the elements which need to be in place in each parish and allow us to check if there are gaps in our practice and what help and support may be required in order to fulfil the requirements outlined in our Diocesan Policy and Procedures.

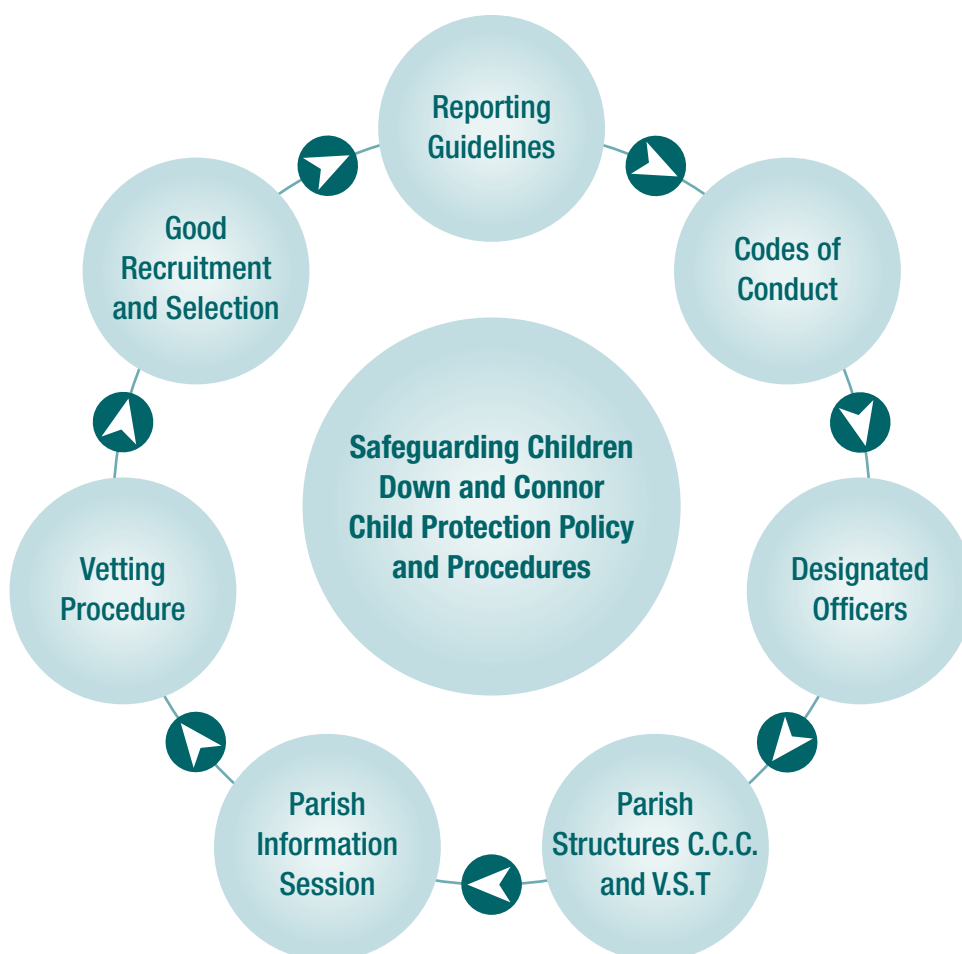
Designed in this way the Down and Connor Child Protection Policy and Procedures should be a working document which allows volunteers, clergy and staff to know what needs to be in place to protect children from harm.

## WHAT DO WE WANT TO HAVE IN PLACE IN THE DIOCESE OF DOWN AND CONNOR?

The following material outlined in this child protection policy and procedures details all the key messages that staff, volunteers, and clergy working with children and young people in the Diocese need to know, in order to promote children's welfare and protect them from harm.

The Diagram below is a summary of all the key elements which together provide protection for children and young people and those who work with them.

### OUR SAFEGUARDING ARENA:



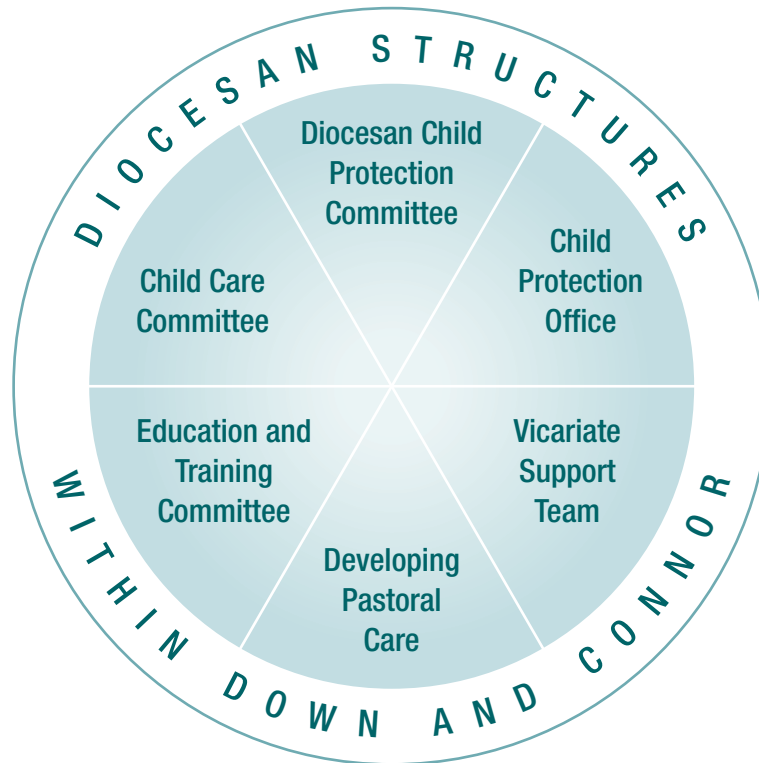
This is what the diocese must have in place to protect children from harm.

*'Acceptance, love, esteem...emotional, educational and spiritual concern for every child that comes into this world should always constitute a distinctive essential characteristic of all Christians' (The Christian Family in the Modern World, para. 26.)*

## WHAT IS OUR DIOCESAN STRUCTURE?

Structures are the means by which our safeguarding practice can be implemented. Structures help identify those involved in child protection and what they do. Our diocesan structures exist to make us accountable and provide support to those who work with children and young people in parishes.

**OUTLINED BELOW IS THE SAFEGUARDING STRUCTURE WITHIN DOWN AND CONNOR:**



The structure is not hierarchical but integrated; each part has clearly defined roles and responsibilities. The smooth working of the structure relies on open communication and strong working partnerships. The details of roles and responsibilities of those working within the structure are dealt with during Parish Information Sessions.

---

*'By fostering and exercising a tender and strong concern for every child that comes into this world, the Church fulfils a fundamental mission. "Let the children come to me and do not hinder them; for to such belongs the kingdom of heaven".'*  
(*The Christian Family in the Modern World, para 26*)

### **NEXT** What is a Policy?

A policy is a statement about what needs to be done in order to protect children and young people from harm. In effect it is our statement of intent and outlines what is expected of those who work with children and young people in the Diocese.

## WHAT IS A CHILD PROTECTION POLICY?

A Child Protection Policy outlines what needs to be done to ensure best practice when working with children and young people. It details:

- *How to behave toward children and young people*
- *What is meant by abuse and harm*
- *What to do if there are concerns about a child's welfare*

### The Diocesan Policy:

- Puts in place clearly defined procedures for reporting, referring and dealing with concerns, suspicions, or allegations of abuse.
- Ensures that everyone involved in activities with children and young people fully understands the nature of best practice.
- Ensures that clergy, staff and volunteers are conversant with the procedures within the policy.



### FOR PARISHES:

- ✓ Does each parish have a copy of the Diocesan Child Protection Policy and Procedures?
- ✓ Do all staff, volunteers and clergy, whose work brings them into contact with children and young people, have an opportunity to attend a Parish Information Session which explains all of the key elements within the policy and procedures, which require compliance?

---

*'Every parish must become vividly aware of the grace and responsibility that it receives from the Lord in order that it may promote the pastoral care of the family.'*  
(*The Christian Family in the Modern World, para.10*)

### NEXT **Who is the policy for?**

It is important that all those who work as volunteers with children and young people in a parish know that they must comply with certain guidelines and requirements. These are clearly outlined within the new Diocesan Child Protection Policy and Procedures.



## WHO IS THIS POLICY FOR?

The following policy and procedures are designed as guidelines for all those whose work in parishes brings them into contact with children and young people under the age of 18 years.

The policy is applicable to all staff, clergy, volunteers and leaders who fall within

### “THE 3-STRIKE RULE” i.e.

1. Those who have contact with children and young people or whose activities involve children and young people
2. Those whose work is not governed by any other child protection policy and procedure and
3. Those who work on parish premises, and who work in the name of the church

If your parish role falls within any of the above then you **MUST**:

1. Attend a Parish Information Session (this is an information session which highlights the key messages of our policy and procedures.)
2. Adhere to Diocesan vetting arrangements. (All volunteers, staff, and clergy whose role involves working with children are legally required to be vetted before taking up their position.)



#### FOR PARISHES:

- ✓ Does your parish have a Child Care Committee?
- ✓ Does each Child Care Committee have a chairperson and a deputy?
- ✓ Have your Child Care Committee members been trained and vetted?
- ✓ Does your Child Care Committee fulfill its role by helping to identify all those groups and individual to whom the 3 strike rule applies. If so they must attend a Parish Information Session and come forward for vetting?

#### NEXT

#### Why do we need a policy and procedures?

It is both a legal and moral requirement to inform staff and volunteers about the behaviour required of them when they engage in work with children and young people. Policy and procedures protect both children and workers by informing them clearly and succinctly how to behave towards children and young people, but more importantly, what to do if they have a concern about a child.

## WHY DO WE HAVE A POLICY AND PROCEDURES?

Within society we are all governed by legislation and guidance. As a diocese we need to provide guidance to staff, volunteers, and young people to inform them what to do, and how to abide by the requirements of law.

The relevant legislation relating to child protection is.

- ➔ *The Children N.I. Order 1995*
- ➔ *UN Convention on the Rights of the Child (Article 3 and Article 9)*
- ➔ *Co-operating to Safeguard Children (DHSSPS May 2003)*
- ➔ *The Criminal Law Act 1967*
- ➔ *The Protection of Children and Vulnerable Adults (N.I.) 2003*

THE ABOVE LEGISLATION UNDERPINS

Diocesan Policy and Procedures



### FOR THE DIOCESE:

- ✓ Do the Parish Information Sessions ensure that all those who attend are made aware of the key pieces of legislation which determines best practice?
- ✓ Are Vicariate Support Teams trained to deliver the important messages within our policy and procedures to volunteers, staff and clergy?
- ✓ Does our Diocesan Child Protection Committee ensure that training is revised to take account of developments in practice and updates to legislation?

---

*'...parents have the primary responsibility of raising and educating their children in order to ensure their integral development... For this purpose both the laws and services of the state are called on to cooperate in giving the family adequate support.'*  
(*The Family and Human Rights, para 47. 2001*).

### NEXT

#### Key Messages for staff and volunteers working in the Diocese of Down and Connor

The next section deals with key aspects of child protection knowledge and practice which staff, volunteers and clergy need to know to ensure compliance with the policy and procedures.

## WHAT DO WE MEAN BY CHILD ABUSE?

Child Abuse can be a very emotive and difficult subject. Over the years our knowledge and understanding of abuse has developed, but it is the law that determines what is meant by Child Abuse.

The following diagram outlines the 4 main categories of abuse, and how it is defined. (Co-operating to Safeguard Children 2003 DHSS).

### SEXUAL ABUSE

*Involves forcing or enticing a child to take part in sexual activities i.e. encouraging a child to behave in sexually inappropriate ways, production of pornography.*

### EMOTIONAL ABUSE

*Is the persistent emotional ill-treatment of a child, which adversely affects the child's emotional development.*

### PHYSICAL ABUSE

*Is the deliberate physical injury to a child or the wilful or neglectful failure to prevent physical injury or suffering.*

### NEGLECT ABUSE

*Is the persistent failure to meet a child's physical, emotional or psychological needs, which is likely to result in significant harm.*

### REMEMBER!

- Recognising Child Abuse is often not easy or straight forward, it may be complex and demand professional intervention in order to investigate and to decide what action needs to be taken.
- It is not the responsibility of any staff or volunteer in a parish to decide if an action or behaviour is abuse or not. That is the role of the statutory authorities (i.e. police, Social Services or NSPCC).
- It is however the responsibility of us **all** to pass on **any** concerns we may have about a child **or** about the conduct of an adult towards a child.

It is also important to be aware that children can also abuse each other.



**FOR PARISHES:**

- ✓ Are all volunteers and staff familiar with what is meant by Child Abuse?
- ✓ Are they clear that it is not their responsibility to decide whether or not abuse has taken place, but to be clear that it is their role to pass on any concerns they may have (how to do this is covered in section 3 on Responding to Abuse).
- ✓ Whilst “bullying” is not defined as a category of abuse, in its extreme form it can be regarded as a form of physical and/or emotional abuse. Are all staff, volunteers and clergy aware that bullying should never go unchallenged (see section on Code of Conduct)?
- ✓ Is the message “if in doubt check it out” clear to all whose work brings them into contact with children and young people?

All of these aspects of child protection will be covered in the Parish Information Session. Child Care Committees should identify those volunteers who are required to attend.

---

*‘For children ‘freedom’ includes the possibility to grow and develop free from neglect, harm, abuse and exploitation.’ (based on Pacem in Terris : Peace on Earth)*

**NEXT Code of Conduct.**

Since not every one knows how to behave towards children and young people all need to be reminded of what is and what is not acceptable behaviour. Codes of conduct are designed to inform everyone about what Best Practice is with regard to behaviour.

## WHAT IS A CODE OF CONDUCT FOR BEST PRACTICE?

A code of conduct for best practice is a statement which highlights not only the value that we place upon young people within the Church but it acknowledges their rights, and guides appropriate behaviour.

Children need to know that **no-one** has a right to do anything to them that makes them feel uncomfortable or threatens their well-being.

### CODE OF CONDUCT

**Why?** A code of conduct is not just a list of do's and don'ts, with regard to behaviour. It includes positive statements about how we view children, and reflects Church teaching on the value of children and young people. Every code of conduct must emphasise the importance of:

- *listening to children*
- *valuing and respecting them as individuals*
- *involving them in decision-making as appropriate*

} REMEMBER THESE ARE  
THE FUNDAMENTAL  
RIGHTS OF ALL CHILDREN

**Who?** A code of conduct should be widely communicated to and known by the children and young people, staff, volunteers and parents (or those with legal responsibility).

We all need to know how to behave towards each other.

A code of conduct should be prominently displayed at all group activities involving children.

A clear code of conduct protect everyone – staff, volunteers, clergy, parents and most importantly children and young people.

**When?** Listed below are some examples of when a code of conduct **must** be drawn up and in place when engaging with children and young people through Church based activities:

- **Parish Events / Group Activities** - any activity or event operating within the parish which brings adults and young people together.
- **Day Trips** - any organised parish or Diocesan events (annual or one-off)
- **Residential** - any overnight or longer trips away from home

Whilst there are essential elements to be included in any code of conduct (not meeting children alone, guidance on physical contact, the use of inappropriate language, privacy, or travelling alone with a child etc.) each group should draw up it's own code of conduct

relevant to its activity and the age range of children involved. The code should contain the key elements outlined in the diocesan policy and procedures. Parents and children should **always** have a copy of this code of conduct.

*As a Diocese we value the work of our staff, clergy and volunteers and wish to support and protect them in their work – codes of acceptable behaviour help to do this (see Appendix).*

### REMEMBER!

1. Not all concerns are necessarily about child abuse, but all concerns are worrying and do create a sense of anxiety in the volunteer/worker. Therefore **all** concerns need to be addressed.
2. The Diocese promotes a “whistle blowing” ethos, upholding a clear message that everyone should feel confident to speak out and share their concerns about a child’s welfare, **or** the behaviour of an adult towards a child.  
Their concern will be treated confidentially and **only** shared on a need to know basis.
3. Any volunteer, paid member of staff, or member of the clergy who is in
  - (a) breach of the code of conduct, or
  - (b) whose actions or behaviour towards a child causes concern**must** be referred to the Designated Officer(s) without delay. (See appendix for details)



### FOR PARISHES:

Questions for Child Care Committees:

- ✓ Has each parish-based activity got its own code of conduct?
- ✓ Are volunteers and group leaders clear as to who has responsibility for drawing up a code of conduct. (Child Care Committee and Vicariate support Teams can assist groups and individuals to draw up their codes of conduct)?
- ✓ Are parents and young people aware of the existence of a code of conduct?
- ✓ Do all staff, volunteers, parents and young people have a copy of the activity’s code of conduct?
- ✓ Is the code of conduct clearly displayed?
- ✓ Is everyone involved in working with children aware of the possible consequences of breaches of agreed codes of conduct which may include disciplinary procedures, suspension or dismissal from post and possible referral to the statutory agencies.

## NEXT Safe Recruitment and Selection.

It makes sense, when employing staff or volunteers to work with children and young people, that “safe standards” are applied. Two key elements of safe recruitment practice are **vetting** and **training**.

## WHAT CONTRIBUTES TO SAFE RECRUITMENT AND SELECTION OF STAFF / VOLUNTEERS?

### What does safe recruitment mean?

Whilst the vast majority of people who want to work with children and young people are well motivated, safe recruitment and selection procedures will help screen out those who are not.

The Diocese has a responsibility to ensure that all those seeking to work with children are subject to the same selection process, which includes the vetting of all volunteers, paid staff and clergy.

## KEY ELEMENTS OF SAFE RECRUITMENT

Everyone working with children must:

- Be subject to the same “safe selection and recruitment” process regardless of their position or status as an employee or volunteer, including clergy
- Complete an application form
- Receive a job description and a Code of Conduct
- Attend for interview (if appropriate)
- Have two references taken up
- Have confirmation of identification
- Have a criminal records check taken up through Access (N.I.) system.
- Attend the Diocesan Parish Information Session, in order to raise his/her awareness of safeguarding and child protection.

### REMEMBER!

- Safe recruitment and vetting practices help prevent those who pose a risk to children from holding a position of trust. The vetting of staff, volunteers and clergy is done centrally through the Child Protection Office.
- Codes of acceptable behaviour give clear statements as to what is and what is not acceptable behaviour when working with children and young people.
- Running safe activities for children ensures a safe environment where both staff and children are protected.
- Training is an essential requirement of all Child Care Committee chairs and deputies, to ensure safe recruitment and selection of parish volunteers.
- Training and information is available from the Child Protection Office outlining best practice and guidance when engaging in selection of volunteers and staff.



**FOR PARISHES:**

- ✓ Has each parish Child Care Committee got a Chair and Deputy to co-ordinate the safe recruitment and selection procedures in each parish, with the help and support of the child protection Office?
- ✓ Have all Child Care Committee chairpersons and deputies attended training in order to carry out their roles and responsibilities? Separate training is essential for Chairs and Deputies.
- ✓ Is each Child Care Committee aware that no-one can take up a voluntary post until they have (1) attended Parish Information Session and have (2) been vetted?
- ✓ Does each Child Care Committee periodically update parishioners on safeguarding issues via the parish bulletin or at Sunday Mass? (Communication aids understanding of what is expected.)

**NEXT Reporting Procedure.**

Reporting procedures are the steps which need to be taken in order to deal with a concern about child protection. It covers who to talk to, what to say and what happens next.



## **REPORTING PROCEDURES - WHAT DO I DO IF I HAVE A CONCERN?**

It is essential that clergy, staff and volunteers are clear about what to do if they have a concern about the safety of a child or young person, or about the conduct of an adult, associated with the Church (staff, clergy or volunteer,) towards a child or young person.

### **Things to note if you have a concern about a child's welfare:**

Always pass on your **concern**. Do not feel that you have to decide if it's abuse, or what type of abuse. Your role is clear – pass it on. Let the appropriate statutory agencies decide what should happen next.

### **THINK ABOUT!**

#### **QUESTIONS:**

*What should be reported?*

#### **ANSWERS:**

The facts. What is causing concern about a child. Is it something seen, heard or passed on by someone else. Or the conduct of an adult towards a child.

---

*Who should it be reported to?*

The Diocese has appointed two Diocesan Designated Officers (details in Appendix) whom you can contact for advice and guidance. This is only one option available to you. You may wish to go directly to Social Services or police with your concern.

---

*When should it be reported?*

As soon as possible. Do not delay.

---

*Why should it be reported?*

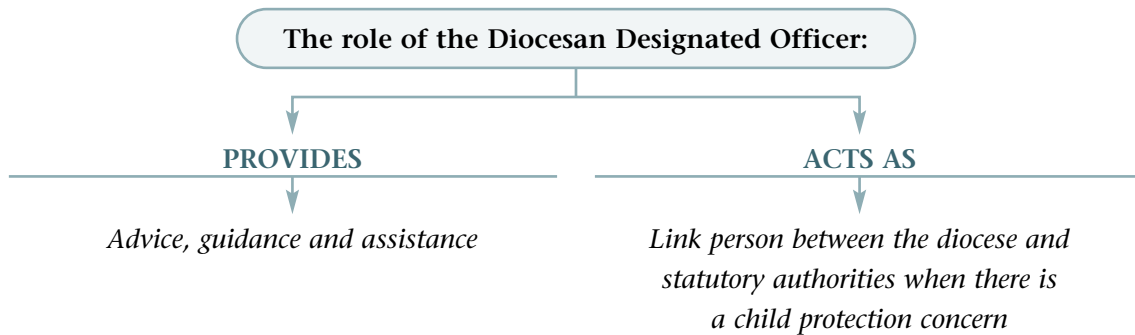
To allow those with responsibility to take appropriate action.

---

### **REMEMBER!**

Sometimes it is difficult to decide what to do when something is bothering you about a child or the conduct of someone towards a child, perhaps all you want to do is to talk to someone about it, and check out the best thing to do.

## DIOCESAN DESIGNATED OFFICERS – WHAT DO THEY DO?



- Staff, clergy, volunteers, parents and children can contact the Designated Officers to seek advice and guidance regarding a safeguarding issue. It's a free, consultative service.
- Whilst not all concerns may be of a child protection nature, those which are will be shared with the statutory authorities.

The Designated Officer(s) will then:

- Gather information regarding concerns/suspicions/allegations.
- Seek advice and guidance from Social Services if necessary.
- Make a referral to Social Services/Police if necessary.
- Record relevant factual information.
- Report back to the referrer the basic details of what has happened.



### FOR PARISHES:

Are all staff, volunteers, clergy, and leaders:

- ✓ Aware of “who” they should contact if they have a child protection concern?
- ✓ Clear as to the names, address and telephone number of the Designated Officers (this should be clearly displayed in parish facilities) and
- ✓ Aware of what the step by step process is if they pass on a concern?

### NEXT **Training.**

The diocese is committed to providing training for all parish volunteers, clergy and staff whose work brings them into contact with children and young people. In Down and Connor our training is referred to as our Parish Information Sessions. These sessions outline the key messages of our policy and procedures.

## TRAINING AND INFORMATION: WHAT IS AVAILABLE?

A fundamental requirement in the safeguarding of children is to ensure that there are child protection procedures in place and that staff, volunteers, and clergy are trained in these procedures in order to know how to respond if concerns, suspicions or allegations arise.

Everyone undertaking work with or supervising children and young people, as part of parish activities, **must attend** a Diocesan Parish Information Session.

Parish Information Sessions are organised by the local Child Care Committee and delivered to staff, volunteers, and clergy by our Vicariate Support Teams. These sessions are designed to:

- Create an awareness of safeguarding practices within the Diocese.
- Explain the key elements of our policy and procedures.
- Help volunteers/workers understand the importance of safe recruitment procedures and compliance with a code of conduct.

**The Diocesan training programme will involve a number of groups:**

<i>Clergy</i>	They will receive either Child Care Committee training, if they are a member of the Child Care Committee, or Vicariate Support Team training. In addition, the Diocese provides specialist training for clergy, and encourages all priests to attend.
<i>Staff/Volunteers in Parish</i>	Must attend the Parish Information Session (delivered by the Vicariate Support Team in conjunction with the Child Care Committee).
<i>Child Care Committees</i>	All members receive training to clarify their role.
<i>Child Care Committee Chairs and Deputies</i>	Receive specialist training in order to assist the Diocese with vetting.
<i>Vicariate Support Team</i>	Receive training from the Child Protection co-ordinator, designed to help them deliver the Parish Information Session to volunteers.

The training of staff and volunteers is an integral and vital element in ensuring best practice towards children and young people. It is a requirement of the Diocese that all those who work with young people receive appropriate training and vetting prior to taking up posts in parishes.



**FOR PARISHES:**

- ✓ Are all volunteers, clergy and staff who work with children and young people offered the opportunity to attend a Parish Information Session? (**Remember!** This is a requirement and is **not** optional. If volunteers/staff do not attend the Parish Information Session when requested to do so they will not be able to continue to work with children and young people.)
- ✓ Is a record of attendance at Parish Information Sessions held at parish level with a copy forwarded to the child protection office?
- ✓ Is there good communication between the Child Care Committee and the Vicariate Support Team to help identify those who need to attend Parish Information Sessions?
- ✓ Are there regular meetings between the Child Care Committee and Vicariate Support Team to plan and deliver the Parish Information Session?

**REMEMBER!**

**Vetting and training are a requirement for all volunteers.**

## CODE OF CONDUCT

Child Protection is regarded as central to the wellbeing of children and young people as they play their part in the life of the Catholic Church, within which 'Best Practice' promotes an ethos and provides a set of practical policies and procedures to support their development in ways which will ensure their security, and advance their confidence and independence.

It is necessary that the following Codes of Conduct be applied as a minimum standard in order to support the Diocesan Policy and Procedures in the area of the protection of children and young people.

Volunteers and church personnel, in dealing with children and young people:

- will treat them and each other with courtesy, dignity and respect.
- will take care to treat each of them with equal respect, (**favouritism** is not acceptable.)
- will always engage with them in an open manner.
- will **not** spend a disproportionate amount of time with any particular individual or group of individuals.
- will **not** use physical punishment under any circumstances.
- will **not** verbally abuse any individual.
- will **not** engage in, or tolerate any behaviour – verbal, psychological or physical – that could be construed as bullying or abusive.
- will **avoid** inappropriate language and/or sexually suggestive comments, including telling jokes of a sexual nature, either towards these individuals or among themselves.
- will use age-appropriate language, media materials and activities and **never** use sexually explicit or pornographic material.
- will develop appropriate guidelines in relation to the use of computers, videos, the Internet, cameras and camera phones.
- will ensure an appropriate and adequate ratio of adults to children and young people, in any activity.
- will **avoid** being alone with an child e.g. in relation to travel, meetings, home visits or on parish property. Two adults should be present.

## Appendix

---

- will maintain adequate, gender-appropriate, supervision for males and females.
- will **not** give alcohol, tobacco, drugs or other illegal substances to individuals under any circumstances.
- will **not** consume alcohol or tobacco while having responsibility for, or in the presence of, those in their care.
- will **not** use drugs or other illegal substances under any circumstances.
- will respect their physical integrity at all times.
- will **not** engage in inappropriate physical contact of any kind – including rough physical play, physical reprimand and horseplay (tickling, wrestling)
- will respect their right to privacy at all times.
- will always act with particular care regarding privacy in locations such as toilets, changing areas etc.
- will **not** perform tasks of a personal nature for individuals while they are in changing areas (e.g. in the locker room).
- will seek permission from parents / guardians for the taking / use of photographs, the generating of computer images and the making / showing of video recordings of events.
- will **not** give their personal details to others. Only the named leader will hold personal details of individuals.
- will only contact children and young people through their parents / guardians.

## USEFUL CONTACT DETAILS

### **Child Protection Office (Down & Connor)**

Good Shepherd Centre  
511 Ormeau Road  
Belfast  
BT7 3GS

Tel: 028 9049 2783

Fax: 028 9049 1779

E-mail: [cpodownconnor@gmail.com](mailto:cpodownconnor@gmail.com)

---

### **Diocesan Designated Officers**

Mrs Barbara McDermott  
Mrs Bernadette Brown

Tel: 028 9049 2783

---

**Child Protection Co-ordinator:** Mrs Barbara McDermott

**Child Protection Development Officer:** Mrs Bernadette Brown

**Child Protection Secretary:** Ms Clare Gilmore

Office hours are Monday to Friday 9:00 – 5:00

---

**PSNI EXCHANGE: 0845 600 8000** (non-emergency police number)

---

**NSPCC Child Protection Helpline: 0808 800 5000**

---

**HSC** - telephone numbers of relevant local offices for parishes may be obtained from:

---

**Northern Trust: 0845 601 2333**

*(Formerly Homefirst / Causeway)*

---

**Belfast Trust: 028 9096 0000**

*(Formerly North and West Belfast HSS Trust and South and East Belfast HSS Trust)*

---

**South Eastern Trust: 028 9266 9111**

*(Formerly Down Lisburn Trust and Ulster Community and Hospitals Trust)*

---

**Southern Trust: 028 3833 4444**

*(Formerly Craigavon/Banbridge HSS Trust, Armagh/Dungannon HSS Trust, Newry and Mourne HSS Trust)*

---

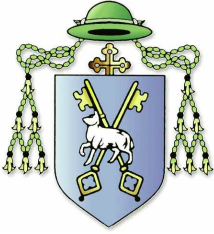




# Notes

---

A series of horizontal dotted lines for writing notes.



# DIOCESE OF DOWN & CONNOR



## Child Protection Policy & Procedure

---



When you have finished with this item please recycle it



printed on paper produced from sustainable forests