

**St. Mary Magdalene Parish
Monaleen
Child Protection Procedures**

Definition: in the procedures and the code of conduct, the terms young person and young people refer to all persons under the age of eighteen years.

The parish undertakes to have the following in place:

1. Activities shall be organised so that adult numbers will be sufficient to ensure that supervision will be provided appropriate to the age of the young people and to the activity, so that no young person is left alone with an adult.
2. A code of conduct for all adults & young people.
3. Adequate record keeping processes including:
 - i. Signed parental consent for membership of each young person.
 - ii. Participant application forms
 - iii. Incident /Accident Report forms
 - iv. Volunteer Application form
 - v. Declaration Forms for all adults
 - vi. Medical information and treatment permission as necessary for all young people
 - vii. Programme /attendance records
 - viii. Training records
 - ix. Contact information for parents/guardians
4. Procedures for recruitment & overseeing adults working with young people.

5. A clearly communicated procedure for reporting complaints and concerns.
6. A clearly communicated Accident/Emergency plan
7. For away trips of twenty five (25) miles or more, and for all overnight trips:
 - i. Adults of corresponding gender must accompany young people
 - ii. A precheck on accommodation and transport arrangements must be made
 - iii. Information session for all young people and their parents must be held
 - iv. Named adults/a designated person must be nominated who can be called by parents/guardians in relation to any query about the trip.
8. Appropriate guidelines will be communicated to parents/guardians for clothing, equipment, money and personal items (e.g. mobile phones, mp3 players) etc required or permitted for trips.

[last updated 24 Mar 2006]