

Safeguarding Children and Vulnerable Adults Policy of St. Francis Xavier's Gardiner Street Parish

October 2018

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Safeguarding Children and Vulnerable Adults Policy of St. Francis Xavier's Gardiner Street Parish

This Safeguarding Children and vulnerable adults Policy and Procedures Document is applicable to all personnel, paid and voluntary, who have contact with children, young people under 18 and vulnerable adults or are associated with various work/ ministries at St. Francis Xavier's Gardiner Street Parish.

1. Parish Safeguarding Policy Statement

Our mission at this Jesuit parish is that people find strength, light and consolation in our church.

We in the Parish of St. Francis Xavier's Gardiner Street value and encourage the participation of children, young people and vulnerable adults in all parish activities that enhance their spiritual, physical, emotional and social development, particularly through the services listed below:

- Attendance by children in Church services usually, but not always, accompanied by the their parents or guardians;
- Participation of children in sacramental preparation often, but not always, done in conjunction with schools;
- Participation in the sacraments through serving at Mass, singing with choirs, acting as Eucharistic Ministers and Ministers of the Word;
- Participation in youth groups and programmes;
- Participation in retreats and pilgrimages.

When it comes to include children, young people and vulnerable adults in parish's activities, our overarching principles are the best interests of the children and the recognition and respect of their dignity and rights. In keeping with this, we strive to create a safe environment for children, young people and vulnerable adults in order to secure their protection from all forms of abuse and enable their full participation in the life of the Church and of the Parish.

We are committed to putting procedures in place through which this care is put into effect so that the rights of children, young people and vulnerable adults to safely and actively participate in the life of the Church are upheld.

These guiding principles inform this policy. The policy has been written to ensure that St. Francis Xavier's Gardiner Street Parish takes every possible measure to prevent abuse. It aims to ensure that none of its personnel or volunteers engages in behaviour that could allow abuse to occur or actions that could be misinterpreted by children, their families or other adults as constituting or leading to abuse.

This Safeguarding Children Policy and Procedures document should be read in conjunction with the *Safeguarding Children Policy and Standards for the Catholic Church in Ireland, 2016*.

Gardiner Street Parish Safeguarding Representatives

2. Basic procedures to implement our Safeguarding Children Policy

The Parish of St. Francis Xavier, Gardiner Street undertakes to have in place:

- ✓ Procedures for recruitment and overseeing adult leaders
- ✓ A general Code of Conduct for all adult leaders & young people.
- ✓ A Code of Conduct for Children Volunteers.
- ✓ An anti-bullying policy.
- ✓ A specific Code of Conduct for all away trips including pilgrimages and day trips.
- ✓ Appropriate supervision ratios of adults to young people while maintaining the practice of ensuring that no young person is left alone with an adult.
- ✓ A clearly communicated Accident/Emergency plan.
- ✓ An Awareness programme for all adult volunteers in the areas of “Safeguarding Children” and “Health and Safety”.
- ✓ Designated Safeguarding Representatives.
- ✓ Adequate record keeping processes including;
 - Signed parental/guardian consent forms for each participating young person.
 - Contact information for parents/guardians.
 - Medical information and treatment permission as appropriate for all young people.
 - Incident /Accident Report forms.
 - Programme /attendance records.
 - Safeguarding and Protection records relating to parish staff, employees and volunteers (Garda Vetting Forms, Application Forms, Declaration Forms, References and Signed Codes of Behaviour)
 - Licence agreements signed with non parish based groups using Parish’s premises, including proof of insurance.
 - Administration records i.e. Awareness Sessions and Health and Safety Sessions.

All these records are treated as being strictly private and confidential and are retained securely in the Parish Office, in compliance with the General Data Protection Regulations that came into force on May 25th 2018.

3. Preventing harm

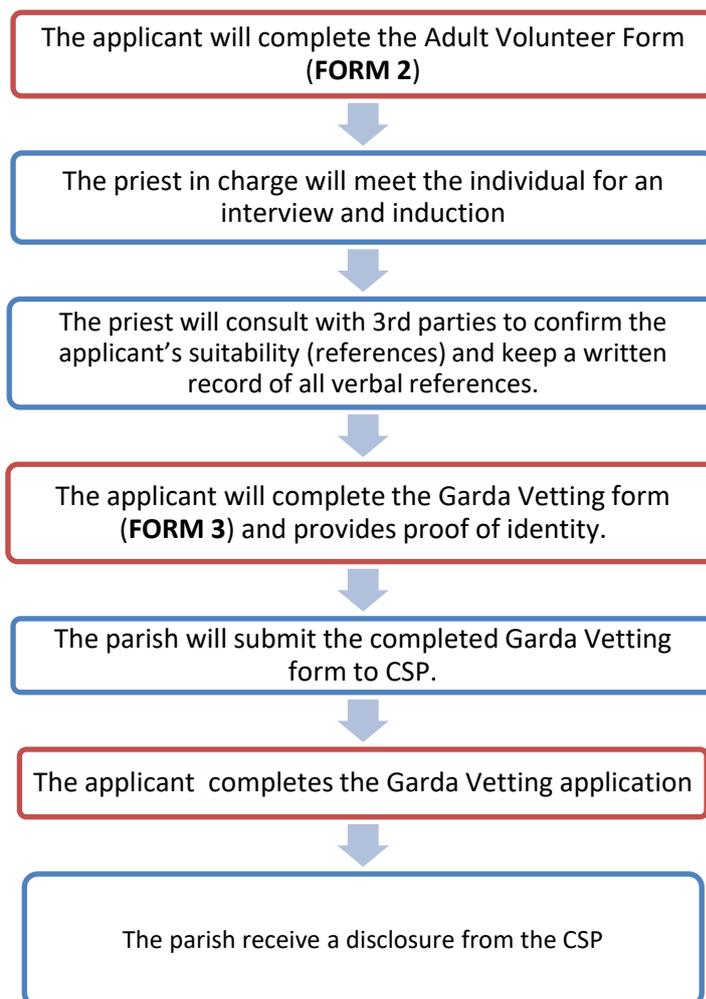
3.1. Recruitment procedures

Volunteers and Staff in our parish are valued, appreciated and very necessary. In order to ensure that all volunteers will be committed to ensuring the safety and well-being of children, young people and vulnerable adults safeguarding, it is essential that comprehensive recruitment and selection procedures and processes are in place. In addition, all people, paid or voluntary, who have contact with children/young people and vulnerable adults through their ministry in St. Francis Xavier's Gardiner Street Parish are obliged to sign-up and adhere to the *Code of Conduct for Staff & Volunteers* of the Archdiocese of Dublin

In order to comply with legislative requirements the Archdiocese of Dublin has introduced recruitment procedures, which all church personnel must undergo.

All people, paid or voluntary, **who have or may have contact with children/young people through their ministry**, must be Garda vetted and must sign up to the Code of Behaviour of the Archdiocese of Dublin (**FORM 1**).

The recruitment process for volunteers runs as follows:



The references will be available to the applicant under the General Data Protection Regulation (GDPR)

Once recruited:

- a) The applicant will be given a copy of the Diocesan Safeguarding Policy & Procedures and a copy of the Safeguarding Children Policy of St. Francis Xavier's Gardiner Street Parish, given time to read this and revert to the priest in charge with any questions. Once this is done the applicant will be asked to sign Code of Behaviour of the Archdiocese of Dublin (**FORM 1**).
- b) The applicant will be given a written role description.
- c) The parish will enter the applicant's name, role and contact details into the Parish Volunteer Register.

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Applicants who **will not** be working with children:

- ✓ Will complete the Safeguarding Training Information session-refresher every 3 years.
- ✓ Will renew the Garda vetting every 3 years.

Applicants **who will be working with children:**

- ✓ Will complete the full day Safeguarding Training programme
- ✓ Will complete an agreed probationary period
- ✓ Will renew the Garda vetting every 3 years

3.2. Code of Behaviour

This Code of Behaviour applies to all adults (Clerics, staff and volunteers) who work with children, young people and vulnerable adult in Parish related activities. All clerics, staff and volunteers are required to read and follow this policy document. All persons working with children and young people must adhere to the following Code of Behaviour:

- Treat all people with respect;
- Provide children with good role models;
- Operate within Church and State child safeguarding and protection principles and Guidelines;
- Be visible to others when working with children and young people;
- Challenge and report abusive and potentially abusive behaviour;
- Develop a culture where children and young people can talk openly, ask questions and express any worries or concerns they may have;
- Respect each child, young person a vulnerable adult's boundaries;
- Parish and diocesan workers and volunteers work in partnership with parents and guardians and share information with them.

3.3. Code of Behavior for Children

A CODE OF CONDUCT AGREED AT THE FAMILY MASS

1st July 2018

13th Sunday in Ordinary Time Cycle B

The following was agreed with a gathering of the children at the 12.30 Family Mass at Gardiner Street Church on the 1st July 2018.

In the context of the Mass and following a homily about Sunday's Gospel in which we heard the story of Jesus bringing the daughter of Jairus back to life, the celebrant, Fr. Gerry Clarke SJ assisted by Celine Donohoe, a member of the Family Mass Liturgy Preparation Team described how caring Jesus was to the little 12-year old girl. He said that Jesus showed us how to be caring to each other and that Jesus would never behave in a rude, mean or bullying manner.

The children agreed that children are owed respect regardless of their accent, their looks or their ability.

The children also agreed that it is wrong to be rude to, to be mean to or to bully others.

Bullying was distinguished from being "rude" which is when someone says or does something *unintentionally* hurtful and they do it once.

Bullying was also distinguished from being "mean", which is when someone says or does something *intentionally* hurtful and they do it once.

Bullying was described as when someone says or does something *intentionally* hurtful and they *keep doing it* – even when you tell them to stop or show them that you're upset.

All the children, and the congregation of adults also, agreed that this behaviour is not acceptable.

This is the code of behaviour agreed by the Children at the Family Mass

Gerard J. Clarke SJ

Celine Donohoe

1st July 2018

3.4. Anti-bullying policy

St. Francis Xavier's Gardiner Street Parish recognises the very serious nature of bullying and the negative impact that it can have on the lives of children, young people and vulnerable adults and is therefore fully committed to the following key principles of best practice in preventing and tackling bullying behaviour:

- * welcoming of difference and diversity and is based on inclusivity
- * encourages people to disclose and discuss incidents of bullying behaviour in a non-threatening environment; and
- * promotes respectful relationships across the parish community

Therefore, the Parish has adopted policies and procedures to prevent bullying and to deal with incidents of bullying that may occur during or on occasion of Church activities (See Appendix 1).

4. Safeguarding guidelines

4.1. General guidelines

It is never acceptable to:

- Abuse a child, young person or vulnerable adult in any way;
- Physically chastise a child or young person;
- Develop a relationship with a particular child, young person or vulnerable adult that is exclusive of others;
- Place a child, young person or vulnerable adult at risk of harm;
- Speak to a child, young person or vulnerable adult or behave in a manner that is offensive; developmentally inappropriate or sexually provocative;
- Do things of a personal nature for a child, young person or vulnerable adult that he or she can do for him/herself;
- Condone unacceptable behavior in a child or young person;
- Discriminate against any individual or group. Any discriminatory behavior or language in relation to race, culture, age, gender, disability, religion, sexuality or political views is not permitted.
- Ask a child or young person to keep a secret.
- Act in any way that is intended to intimidate, shame, humiliate, belittle or degrade
- Consume alcohol, tobacco or illegal drugs while having responsibility for or in the presence of children.
- Bad language is not permitted.
- Leaders will not engage in rough play with each other or with children and young people.

Adult volunteers/staff should not:

- gather or retain a young person's mobile phone number except where this is done for a specific purpose related to their work and with the express approval of their parents/guardians;
- provide a young person with their own personal mobile phone number or email address;
- access the internet with a young person unless authorised to do so as part of their work;
- befriend a young person on a social media website such as Facebook;
- take photographs of young people without obtaining their permission and that of their parent or guardians;
- communicate with a young person by email except where this is done with the approval of the parish and then only from a parish email address;
- Communicate with a young person by text except where this is done with the approval of the parish and then only from a parish mobile phone.

4.2. Guidelines for children volunteers

- Children and young people's parents/guardians must sign a Parent Consent Form (Form 5), which includes Children's consent.
- Children and young people must adhere to the Code of Behaviour for Children and Young People under age 18.
- Young person over 16 years of age must be Garda vetted, in accordance with the procedure set by the National Vetting Bureau for people under age 18.
- In the event of training sessions, the policy of supervision remains in the presence of two adults, volunteers or staff. Volunteers must have been admitted following the recruiting procedure for adult volunteers (see recruitment procedures above). Staff members must be Garda vetted. Volunteers and staff must have adhered to the Code of Behaviour for Adults (Form 1). These adults must Sign-up to the St. Francis Xavier's Gardiner Street Parish Safeguarding Children Policy and Procedures.

4.3. Guidelines for outside groups/visitors

An outside group includes any group/activity which is not organised by the clergy or by a committee/person authorised by them or under their control.

Person(s)/Groups/Organisations considered as outside groups who wish to use Parish Church property/facilities for their own purposes should provide their own insurance cover.

Person(s)/Groups/Organisations considered as outside groups who wish to use Parish Church property/facilities for their own purposes should have their own Safeguarding Children/Child Protection Policy and Procedures in place.

Person(s)/Groups/Organisations intending to use Parish facilities/property for a one-off activity must complete an 'Application for Use of Parish Property', providing insurance details and stating that they have a Child Protection Policy of their own. In the event that the organisation does not have a policy, they must read and adhere to the **St. Francis Xavier's Gardiner Street Parish Safeguarding Policy**.

Person(s)/Groups/Organisations intending to use Parish facilities/property on a repetitive basis for a long time period must sign a “Licence Agreement for Use of Parish Property”, providing insurance details and stating that they have a Child Protection Policy of their own. In the event that the organisation does not have a policy, they must read and adhere to the **St. Francis Xavier’s Gardiner Street Parish Safeguarding Policy**.

In general, unattended children and young people do not come into the Parish premises unless supervised by adults. If they accompany adults to the Parish Centre, they must remain with them at all times.

4.4. Guidelines for trips away from home involving children

Those involved in the planning and delivery of trips away from home involving children should adhere to the same guidance as outlined for other activities with children within the Church. However, the following additional procedures should also be observed:

a. Planning

The physical environment in which an activity is due to take place should be assessed for possible hazards and the necessary steps taken to minimise the risk of accident or injury.

All trips away involving children must be advised to and planned with the authorisation of the Parish Council.

Well in advance of the trip, full details of the trip including its objective, itinerary, adult supervisors, contact numbers of group leaders, sleeping arrangements and an outline of the activities involved must be provided to each child’s parent/guardian.

Appropriate supervision ratio of adults to young people **is one adult to every eight children plus another adult i.e. a minimum of two adults for any group**.

Adequate insurance must be in place.

Written consent must be obtained from each parent or guardian for each trip for each child. Such written consent must contain a contact number for the parent/guardian and relevant medical information relating to participating children. This information must be in the possession of the Group leader at all times.

A detailed written consent from parent/guardian is necessary to the administration of any medication. The consent must include dosages and times of administration.

If the parents or guardians give their consent, messages concerning arrangements can be sent to the mobile phones of 16 and 17 year olds provided they are simultaneously sent to the phone of the parents or guardians.

Each participant (children and adults) must be made aware of and sign up to the Code of Conduct for parish based child based activities.

b. During the trip

In particular, for overnight trips care must be given to sleeping arrangements ensuring the privacy of children is respected at all times. There should be separate male and female sleeping areas and appropriate supervision of them.

The tasks required of those taking part should be appropriate to their age.

An adult should not be alone with a child at any time, unless in an emergency. Group based activities should be the norm.

In the event of an accident and a need to visit a medical facility, at least two adults should accompany the child and the parents must be immediately informed.

In an emergency situation if an adult considers it necessary to be alone with a child they should:

- (a) Immediately inform another adult in a position of responsibility and
- (b) Make a diary note of the circumstances and
- (c) Advise the Group Leader of the circumstances.

A person from each group will be assigned to deal with complaints and refer any allegations to the Parish Safeguarding Children Team. All such concerns and complaints should be followed up in a timely and efficient manner

c. On completion of the trip

Responsibility for all children must be handed over to the parent/guardian on return and any incidents or accidents fully conveyed to the parents/guardians in accordance with all child centered parish procedures.

The Group leader must provide a full report to the Parish Council.

4.5. Guidelines for management of personal care for children with disabilities

In the interest of the safety of the child parents/guardians are requested to make full disclosure of any disability/special needs of the child.

Personal care is defined as any procedure involving touching, or carrying out what could be described as a personal task. Apart from helping someone to eat and drink, the following list contains the major areas of assisting a child with a disability:

- Dressing or undressing.
- Assisting a disabled child to use toilet facilities.
- Cleaning up after soiling.
- Washing, bathing or showering.

It is the responsibility of the parent/guardian to carry out any personal care needs of children with disabilities involved in parish activities. However in the unlikely event of no parent/guardian being present these are the guidelines to follow;

- Don't be rushed into taking on personal care tasks. In the case of emergencies 2 volunteers should undertake the tasks.
- Treat every child with dignity and respect
- Ensure that the degree of privacy is appropriate
- Involve the child as far as possible in his/her own personal care
- Make sure personal care is as consistent as possible.
- If you are concerned about anything during personal care, follow procedures for raising a concern as per the Safeguarding Children manual.
- Best Practice for management of personal care for children with disabilities
- Roles and expectations are clearly understood by all concerned (parents/guardian, child and volunteer).
- Agreement on how specific tasks will be conducted should be established after discussion with both parent/guardian and child.
- It is recommended that where medication is required it should be administered, where possible, prior to attending any activities. If this is not possible a detailed written consent from parent/guardian consenting to the administration of all necessary medication, to include dosages and times of administration should be obtained.
- The child's reaction to a situation needs to be accepted as the guide to the child's wishes.
- Only appropriate terminology is acceptable to be used to name private parts.
- Where there are speech, language, hearing or a cognitive difficulty, an agreed method of communication is arrived at beforehand and time taken to familiarize the child with the method.
- The child's attempts to help with tasks should be encouraged and they should be allowed to do any task that they are capable of doing.

The points above are not exhaustive, however if adhered to and the paramouncy of the child principle is observed then the personal care needs of the child should be met appropriately.

4.6. Guidelines for the use of photography at Parish based activities/events

- Ask for parental/guardian permission in writing to use the young person's image. This ensures that parents/guardian are aware of the way the image is to be used to represent the Church.
- Ask for the young adult's consent in writing to use their image. This ensures that they are aware of the way the image is to be used to represent the church
- If the child is named i.e. name badges, don't use their photograph.
- If a photograph is used, don't name the child.
- To reduce the risk of inappropriate use, only use images of children in suitable dress. The content of the photograph should focus on the activity not on a particular child.
- The inappropriate use of images should be reported to the Safeguarding Team and Tusla/Social Services or the Gardaí.
- Professional photographers must wear professional identification at all times
- Keep a record of photographer's accreditations.

- Ensure that participants and parents/guardians have been informed that a photographer will be in attendance at an event and ensure that participants/parents/guardian have the option to withdraw consent to both the taking and publication of films or photographs should they wish to do so.
- Not allow unsupervised access to children or one to one photo sessions at events.
- Must ensure photo sessions are confined to the event only.
- Those commissioning professional photographers or inviting the press to an activity or event should ensure the media representatives are clear about expectations of them in relation to child protection.
- Professional photographers/film/video operators wishing to record an event or practice session should seek accreditation with the event manager or co-ordinator by producing their professional identification for the event.

4.7. Guidelines for dealing with accidents involving children

If a child has an accident and injures himself/herself while attending a Church-run event, these procedures should be followed:

- a. Assess the injury and reassure the child. If the injury is severe or the child has lost consciousness, please contact the emergency services.
- b. If the emergency services are called, contact with the child's parents/guardians must be made urgently. Contact information should be found on the child's membership/consent form.
- c. If the parents/guardians are not available, it may be necessary for a leader to travel with the child to the hospital. If medical treatment is required, Church personnel may be asked about known allergies or existing medical conditions. Again, this information should be found on the child's membership/consent form.
- d. If the injury is minor, local application of treatment should be available from the first-aid box. There should be a fully stocked first-aid box to hand at all Church-related events.
- e. Remember to make a note of what has been used from the first-aid box so that it can be replaced at the earliest opportunity.
- f. Under no circumstances should any medication be given to a child, unless under parental or medical supervision.
- g. As soon as possible after the accident, write up a report using an accident/incident report form (**Form 4**). Once completed, this form should be stored in a safe place, in line with data protection, and treated as a confidential document.
- h. Always inform parents/guardians of any accident that has occurred involving their child, regardless of how minor you consider it to be. It is good practice to give a copy of the accident/incident report form to parents/guardians.
- i. It is good practice to keep blank copies of the accident/incident form with the first-aid box so that one can be easily filled out in the event of an emergency.

5. Complaints procedure

All complaints will be thoroughly investigated.

A complaint is defined as a grievance and/or the raising of a concern about breaches of codes of behaviour. A complaint is as an expression of dissatisfaction. Allegations or suspicions of child abuse do not fall into this category of general complaints.

Dealing with complaints is about trying to put things right, rather than allocating blame for something that has gone wrong. Complaints are best addressed as close as possible to the source of the problem and should be resolved using an open dialogue with the person responsible for the group. This person's role is to attempt to resolve the matter through negotiation and mediation between the parties involved. If resolution is not possible, the following step should be taken:

1. Complete complaint form (**Form 5**) and submit to the Parish Priest
2. A letter acknowledging receipt of the complaint will be sent, enclosing a copy of the complaints procedure.
3. The Parish Priest will consider the following:
 - the seriousness of the matter complained of;
 - the integrity of the complaint, that is, whether it stands on its merits or relates to an underlying issue such as antipathy between individuals or groups.
4. The Parish priest will organise a meeting to discuss and hopefully resolve the complaint.
5. Following the meeting or discussion, the Parish Priest will write to the complainant to confirm what took place and to set out any solutions that were agreed upon.
6. If a meeting is not agreeable or possible, the Parish Priest will issue a detailed written reply to the complainant, setting out their suggestions for resolving the matter.
7. If the complainant is still not satisfied at this point, they should contact the Parish Priest again.

When complaints relate to the behaviour of Church personnel other procedures may have to be invoked such as the disciplinary procedure.

6. Reporting abuses

In order to recognise child abuse, it is necessary to know what is meant by it. The abuse of children is generally categorised under four headings:

- physical abuse
- emotional abuse
- sexual abuse
- neglect.

6.1. Dealing with a disclosure of abuse

Where a child a young person or a vulnerable adult discloses abuse, it is important that the situation is handled sensitively and compassionately.

The person hearing the disclosure of abuse should:

- Remain calm,
- Listen carefully and in a manner that conveys that the person is being heard and taken seriously,
- Give the person the opportunity to tell their story in his or her own time,
- Ask questions only for the purposes of clarification, such as, ‘can you tell me what you mean by that?’,
- Reassure the person that he or she has done the right thing in disclosing the abuse,
- Tell the person that he or she is not responsible for the abuse,
- Explain the steps that are likely to be followed after the disclosure of the abuse, including referral to the civil authorities,
- Record the disclosure, using the person’s own words and without comment or interpretation, and date and sign the record,
- Report the disclosure.

The person hearing the disclosure should not:

- Promise to keep the information secret. However, the person should be reassured that the information will be shared only with those who have a right to hear it,
- Express any judgments about the person against whom the allegation is being made,
- Offer to provide continuing support unless sure that this can be provided. It is better to make no commitment than to let the person down.

In the case of an adult disclosing child abuse, it is equally important that the initial response is characterised by compassion and sensitivity. The general guidance outlined above should be followed.

The parents or guardians of a child affected by suspected or disclosed abuse must be notified as soon as possible, unless doing so places the child at risk. CSPA should be consulted as to how best to manage informing the parents or guardians.

6.2. Reporting procedure

If a person suspects or is told a child, young person or a vulnerable adult is being or has been abused, he/she should inform the Diocesan Designated Liaison Person (DLP) (see details below). If unsure, ask the Parish Safeguarding Representative below.

The Diocesan Designated Liaison Person informs the Bishop, the Gardaí and TUSLA immediately. A formal written report is completed.

If the Diocesan Designated Liaison Person is not available or the circumstances of the complaint indicate that this action may not be appropriate, the person should go straight to the Gardaí and TUSLA.

The Child and Family Agency (TUSLA) must be informed without delay when there are reasonable grounds for concern that a child has been abused, is being abused or is at risk of abuse. Reasonable grounds exist when any of the following indicators are present:

- a specific indication from a child that he or she was abused
- an account from a person who saw a child being abused;
- an admission or indication by someone that he or she has abused a
- child;
- evidence, such as an injury to a child or a child's behaviour, which is consistent with abuse and unlikely to have been caused in any other way;
- any concern about possible sexual abuse as per the indicators listed above.

Any person is free to take their concern directly to the civil authorities. Where the concern relates to possible abuse within a Church context, the policy of the Archdiocese of Dublin is that this information should be reported to the DLP or Deputy DLP, even if the person making the report directly to the civil authorities. If the report goes directly to the civil authorities and is not shared with the DLP or deputy DLP, the Diocese is not in a position to take immediate protective action thus exposing children to the risk of harm.

6.3. Whistleblowing

Whistleblowing is a term used to describe the action of someone who reveals/discloses wrongdoing within an organisation to the public or to those in positions of authority. There is legal protection for whistleblowers. The Protected Disclosures Act 2014 provides legal safeguards to employees, contract and agency workers and people on work experience schemes (but not volunteers) to report illegal practices or other specified wrong doings such as abuse.

This applies where the disclosure is made in good faith and on reasonable grounds and relates to any conduct or action which raises a significant danger to public health or safety.

7. Personnel to contact if you are concerned about the protection and welfare of children

Designated Liaison Person (DLP):
Andrew Fagan, 01 8360314,
andrew.fagan@dublindiocese.ie

Deputy DLP: Julie McCullough, 01 8360314,
julie.mccullough@dublindiocese.ie

An Garda Siochana: Contact details for local Garda station are available from directory enquiries on 11811/ 11850, www.garda.ie.
In an emergency call 112 or 199.

Tusla, Child and Family Agency
Local Area Office

Dublin North City,
Ballymun Healthcare Facility,
Ballymun Civic Centre,
Dublin 9.
Tel 01-8467129 amm.dnc@tusla.ie
National office (01 771 8500)
www.tusla.ie

Appendix 1. Anti-Bullying Policy

St. Francis Xavier's Gardiner Street Parish

ANTI-BULLYING POLICY

BULLYING WILL NOT BE TOLERATED

All people are entitled to participate in church and parish activities on an equal basis appropriate to their ability and stage of development. They are entitled to be safe and happy and be treated with dignity, sensitivity and respect. Bullying can be very painful, cause long-term damage, destroy their self-esteem, and hinder the enjoyment and benefits of participation.

St. Francis Xavier's Gardiner Street Parish recognises the very serious nature of bullying and the negative impact that it can have on the lives of any person and is therefore fully committed to the following key principles of best practice in preventing and tackling bullying behaviour:

- * welcoming of difference and diversity and is based on inclusivity
- * encouraging people to disclose and discuss incidents of bullying behaviour in a non-threatening environment; and
- * promoting respectful relationships across the parish community

1. Definition of Bullying

Bullying is deliberate and repeated physical, verbal or psychological aggression directed by an individual or group against others. Bullying can occur at any age, in any environment, and can be long or short-term. Isolated incidents of aggressive behaviour, which should not be condoned, cannot be described as bullying. However, when the behaviour is systematic and ongoing it is bullying.

- deliberate exclusion, malicious gossip and other forms of relational bullying,
- cyber-bullying and
- identity-based bullying such as homophobic bullying, racist bullying, bullying based on a person's membership of the Traveller community and bullying of those with disabilities or special educational needs.

Isolated or once-off incidents of intentional negative behaviour, including a once-off offensive or hurtful text message or other private messaging, do not fall within the definition of bullying and should be dealt with, as appropriate, in accordance with the code of behaviour.

However, in the context of this policy, placing a once-off offensive or hurtful public message, image or statement on a social network site or other public forum where that message, image or statement can be viewed and/or repeated by other people will be regarded as bullying behaviour.

Negative behaviour that does not meet this definition of bullying will be dealt with in accordance with the code of behaviour and the Complaints Procedure.

Examples of bullying behaviours are set out in Appendix 1. This list is not exhaustive.

2. Prevention

- Parish staff and Group leaders will make it clear that bullying is unacceptable and will be treated seriously. They will be aware of the possibility of bullying in the course of supervision and welcome information and respect confidentiality.
- All volunteers, staff members and children, who are involved in church related activities, must sign up to, and adhere to the appropriate Code of Conduct/Behaviour.
- Anti-Bullying policy with its sanctions takes its place with other policies and rules. All share the responsibility for making the place/activity safe and happy for all.
- The following methods may help to prevent bullying. As and when appropriate, these may include:
 - √ Include young people in discussions about what bullying is and why it can't be tolerated.
 - √ Encourage people to take responsibility and report any incidents of bullying.
 - √ Review this Anti-Bullying Policy with people involved in our parochial activities.
 - √ Display information about bullying/ what it is and how to tackle it on notice boards around the church building.
 - √ Display on notice boards useful contact numbers for seeking help or reporting in case of serious bullying incidents (such as Garda Confidential line, TUSLA, etc).

3. Procedures.

1. All incidents of bullying or suspected bullying should be brought to the attention of the Parish Priest or to any of the Safeguarding Representatives. If someone witnesses an incident that may be considered a bullying incident in the church community or as part of a parish event should report it immediately. Confidentiality will be protected.
2. Alleged incidents will be recorded on incident report form (**Form 4**) and kept on file.
3. All alleged bullying behaviour or threats of bullying will be investigated. If the investigation shows that the incident is a bullying one, then the procedure for tackling bullying incidents will be put into effect.
4. When a child is involved in the bullying incident, parents will be informed and should meet with person in charge to discuss the problem.
5. Both the victim and person(s) accused of bullying behaviour will be supported and helped throughout the process. If possible the person(s) accused of bullying behaviour may be asked to genuinely apologise and be reconciled.

6. If the bullying behaviour persists, the Parish Priest may take any measure he deems convenient to stop it.
7. If necessary and appropriate, thereafter, the Gardaí or TUSLA (Child and Family Agency) Children and Family Services could be consulted for advice and support.
8. When a bullying incident occurs within a Parish based group, it may be brought to the attention of the leader/person in charge of the group. The group leader will report the alleged incident to the Parish Priest.
9. After the incident/incidents have been investigated and dealt with, each case will be monitored by the group leader to ensure repeated bullying does not take place.
10. In serious cases, suspension or even exclusion from the church-based activity will be considered.

Other policies that support the St. Francis Xavier's Gardiner Street Parish policy of fostering respect for all members of the community include:

- * Code of Behaviour for Staff and volunteers.
- * Code of Behaviour for children volunteers.
- * Child Safeguarding and Protection Guidelines
- * Parental Involvement policy.

Examples of bullying behaviours

General behaviours which apply to all types of bullying

- Harassment based on any of the nine grounds in the equality legislation e.g. sexual harassment, homophobic bullying, racist bullying etc.
- Physical aggression
- Damage to property
- Name calling
- Slagging
- The production, display or circulation of written words, pictures or other materials aimed at intimidating another person
- Offensive graffiti
- Extortion
- Intimidation
- Insulting or offensive gestures
- The "look"
- Invasion of personal space
- A combination of any of the types listed.

Cyber

- Denigration: Spreading rumours, lies or gossip to hurt a person's reputation

- Harassment: Continually sending vicious, mean or disturbing messages to an individual
- Impersonation: Posting offensive or aggressive messages under another person's name
- Flaming: Using inflammatory or vulgar words to provoke an online fight
- Trickery: Fooling someone into sharing personal information which you then post online
- Outing: Posting or sharing confidential or compromising information or images
- Exclusion: Purposefully excluding someone from an online group
- Cyber stalking: Ongoing harassment and denigration that causes a person considerable fear for his/her safety
- Silent telephone/mobile phone call
- Abusive telephone/mobile phone calls
- Abusive text messages
- Abusive email
- Abusive communication on social networks e.g. Facebook/Ask.fm/ Twitter/You Tube or on games consoles
- Abusive website comments/Blogs/Pictures
- Abusive posts on any form of communication technology

Identity Based Behaviours

Including any of the nine discriminatory grounds mentioned in Equality Legislation (gender including transgender, civil status, family status, sexual orientation, religion, age, disability, race and membership of the Traveller community).

Homophobic and Transgender

- Spreading rumours about a person's sexual orientation
- Taunting a person of a different sexual orientation
- Name calling e.g. Gay, queer, lesbian...used in a derogatory manner
- Physical intimidation or attacks
- Threats

Race, nationality, ethnic background and membership of the Traveller community

- Discrimination, prejudice, comments or insults about colour, nationality, culture, social class, religious beliefs, ethnic or traveller background
- Exclusion on the basis of any of the above

Relational

This involves manipulating relationships as a means of bullying. Behaviours include:

- Malicious gossip
- Isolation & exclusion
- Ignoring
- Excluding from the group
- Taking someone's friends away
- "Bitching"
- Spreading rumours

- Breaking confidence
- Talking loud enough so that the victim can hear
- The “look”
- Use or terminology such as ‘nerd’ in a derogatory way

Sexual

- Unwelcome or inappropriate sexual comments or touching
- Harassment

Special Educational Needs, Disability

- Name calling
- Taunting others because of their disability or learning needs
- Taking advantage of some pupils’ vulnerabilities and limited capacity to recognise and defend themselves against bullying
- Taking advantage of some pupils’ vulnerabilities and limited capacity to understand social situations and social cues.
- Mimicking a person’s disability
- Setting others up for ridicule

Appendix 2. List of forms

FORM 1: Code of Behaviour of the Archdiocese of Dublin

FORM 2: Adult Volunteer Form.

FORM 3: the Garda Vetting form

FORM 4: Accident/incident report form

FORM 5: Complaint form