

Check list when new Altar Servers are starting

Things to consider in advance:

1. Supervision

- Have you adequate adults to supervise or do you need more volunteers?
(At a minimum two adults must be present when a child is present).
- Volunteers who supervise altar servers should have:
 - Completed the staff/Volunteer Application form available on:
<https://www.kandle.ie/safeguarding/#collapse-11872>
 - Completed the necessary Garda vetting forms available on:
<https://www.kandle.ie/safeguarding#collapse-11854>
 - Have reference checks completed - Character and Personal Reference Request Form available on:
<https://www.kandle.ie/safeguarding/#collapse-11872>
 - Attend training when offered.
 - Received the appropriate safeguarding information by being advised as to the content of the Safeguarding section of the diocesan website <https://www.kandle.ie/safeguarding> and be given a copy of the following safeguarding leaflets:
 - Safeguarding Children: Policy and Standards 2016
 - Parish Activities Information and Guidance
 - The Role of the Local Safeguarding Representative.
- All forms and paperwork relating to the above should be securely stored locally.

2. New Altar Servers

- Altar servers will need to have made their Holy Communion to be eligible for the ministry of altar server.
- Complete the 'Altar Server Form' available on:
<https://www.kandle.ie/safeguarding#collapse-11878>
- Parents and children be provided with information on Safeguarding this can be done alongside the training for the ministry of altar serving.

3. Suggested Information for new altar servers and their parent(s)/guardian(s)

Along with Altar Server role and responsibilities - suggested safeguarding items to cover:

- Make aware of the Local Safeguarding Representatives and Sacristans.
- Explain the diocese has a child safeguarding policy and this can be read on the Safeguarding section of the diocesan website on:
<https://www.kandle.ie/safeguarding>
- Draw their attention to the poster at the church porch that has the policy statement and is signed by the bishop, and has contact details for DLP, Tusla and Gardai.
- Explain about the level of supervision – always require at least two adults for supervision.
- Tell them who will be supervising in the sacristy.
- If not already completed - explain about need for the 'altar server form' to be filled out and signed by both the child and the parent/guardian.
- Go through the codes of conduct for children. Sample in the back of the Parish Activities Information and Guidance leaflet.
 - The children can be helped to develop their own and draw it out in their own writing/pictures and this can be put up in the sacristy.
- Explain the parish keeps an attendance register in the sacristy – so the child must sign in on arrival.
- Explain the diocese has a complaints procedure – Invite them to talk to the local safeguarding representative or priest if they have any complaints / complements (complaints form is on the back of the Parish Activities Information and Guidance leaflet also)

- Explain if there is any incident or accident this must be recorded in the sacristy on the incident accident report form available on: <https://www.kandle.ie/safeguarding/#collapse-11878>
- Inform about local arrangements for funerals / weddings.
- Inform about use of webcam/streaming if parish uses this.

4. Safeguarding publications that can be given to the child & parent/guardian to take away:

- The Parish Activities Information and Guidance leaflet (This contains codes of behaviour and contact details for DLP/Tusla/Gardai).
- Safeguarding Children: Policy and Standards 2016.

5. Risk / Hazard Assessments

Before any children's activities commence the group organiser(s) should complete a 'Safeguarding Risk Assessment'. A completed sample is available on the website – this can be amended to suit your specific parish <https://www.kandle.ie/safeguarding/#collapse-11878>