

Altar Servers and Sacristies

The LSR ensures that:

- the register in the sacristy is signed by all those who use the sacristy.
- 2 adults are present when there are altar servers in attendance.
- may ask parents to participate in this supervision requirement.

Non-Parish Activities using Parish Premises

- The LSR ensures that non-Parish groups using Church facilities comply with requirements to have in date independent insurance and their own Safeguarding procedures in place.
- The LSR ensures the group completes the 'External Groups using Church Property Form' annually, available on www.kandle.ie.

Hazard Assessments

The LSR works with activity organisers to ensure any new activity is risk assessed to identify any potential issues.

4. Making Contact Details Available

The LSR ensures the Designated Liaison Persons contact details are displayed on:

- Church Notice Boards;
- Parish newsletters/websites/social media sites/ media publications.

A SAFEGUARDING CONCERN

If you have a safeguarding concern regarding a child or vulnerable adult or wish to raise a matter from the past you may contact any of the following:

Diocesan Designated Liaison Person (DLP)

Ms. Ailish Higgins Tel 085 802 1633
Email: dlp@kandle.ie

Deputy DLP's

Ms. Michele Hughes Tel 086 1710643 and
Fr. Micheál Murphy Tel: 086 8244629

Civil Authorities

Garda National Protective Services Bureau
01 6663430/35 1800 555 222

Tusla Child & Family Agency

Kilkenny & Carlow area - 052 617 7302
Laois & Offaly area - 044 935 3997
Kildare & West Wicklow - 045 839 300

HSE Safeguarding Vulnerable Adults

Carlow, Kilkenny: Tel: 056 778 4325
Email: safeguarding.cho5@hse.ie
Wicklow: Tel: 01 216 4511
Email: safeguarding.cho6@hse.ie
Kildare, Wicklow: Tel: 045 920410
Email: safeguarding.cho7@hse.ie
Laois, Offaly: Tel: 01 6914632
Email: safeguarding.cho8@hse.ie

*For further information and resources please visit our website: www.kandle.ie or The National Board for safeguarding Children in the Catholic Church in Ireland website: www.safeguarding.ie
February 2024*



Diocese of Kildare & Leighlin

*The Role of
the Local
Safeguarding
Representative
(LSR)*

What is an LSR?

The LSR is the person within each Parish identified to work on a voluntary basis with the local priest(s) to help support the Diocese in safeguarding children and vulnerable adults.

Why is Safeguarding Important?

The Diocese of Kildare and Leighlin values and encourages the participation of children and vulnerable adults in the life of the Church and is committed to best practice, ensuring that all children and vulnerable adults be kept safe from harm or abuse.

Parishes Ensure Safeguarding by:

- always treating children and vulnerable adults with respect;
- ensuring that children and vulnerable adults are listened to and heard;
- sharing information about safeguarding and good practice with children, vulnerable adults, parents, staff, volunteers and clergy;
- responding promptly to and sharing information and concerns with the relevant agencies and involving children, vulnerable adults, parents and carers appropriately;
- carefully following the procedures for recruitment, training, and management of clergy, staff and volunteers;
- being committed to reviewing and evaluating our policy and procedures on an on-going basis;
- adopting best practice in accordance with National Guidance Documents.

What does the LSR do?

1. Raises awareness of safeguarding.
2. Makes information on safeguarding available and visible in parish churches and parish buildings and circulates information to the public.
3. Ensures church activities are provided in line with safeguarding best practice that ensures the safety and well-being of the children or vulnerable adults involved.
4. Ensure contact details of the Diocesan Designated Liaison Person (DLP), Deputy DLP, Gardai and Tusla are widely publicised in parishes.

1. How do LSRs Raise Awareness?

- Displays Diocesan Policy and Code of Conduct on Church Notice Boards, Parish Halls, Sacristies and any other relevant place.
- Puts bulletins in Parish Newsletters periodically.
- Alerts parishes to safeguarding training.
- Attends Parish Pastoral Council meetings periodically.
- Refers any concerns / complaints directly to the Designated Liaison Persons in the diocese.

2. How do LSRs Make Information Available?

- Ensures posters are displayed, safeguarding leaflets are made available and safeguarding newsletters distributed.
- Ensures forms are readily available for example sign in registers, parental consents, complaints and incidents/accidents.

3. How do LSRs Ensure Safe Parish Activities?

Recruitment

The LSR must ensure that the Staff / Volunteer recruitment Form is completed by all Parish Staff and volunteers and where necessary references are obtained. Garda vetting must be completed by all Staff and Volunteers whose role involves necessary and regular contact with children and/or vulnerable adults. Garda Vetting must be renewed every three years.

Parish Activities e.g. altar servers, choirs, trips away, youth clubs

The LSR links with activity organisers to:

- ensure appropriate levels of supervision are in place;
- ensure necessary records are kept including sign in registers;
- ensure parental consent forms are signed see 'Parent Guardian Child Activity/Media Consent' Form on www.kandle.ie under safeguarding;
- ensure they have up to date insurance cover in place e.g. for trips away;
- ensure they have their safeguarding policy in place.

Annual Parish Audit

The LSR completes the annual safeguarding audit with the Parish Priest, who is ultimately responsible for ensuring Safeguarding Policies and Procedures are followed in the Parish.