



SAFEGUARDING

II

Code of Behaviour

for working with children and young people

2023

Adopted by the Board of Saint Patrick's Cathedral

The Cathedral's Mission

As the National Cathedral of the Church of Ireland, we strive to follow the path of Saint Patrick to witness the love and power of God made known in Jesus Christ. We do this through a ministry of worship and welcome, holiness, and hospitality to all. Saint Patrick's Cathedral is the National Cathedral of the Church of Ireland, a member church of the Anglican/Episcopalian Communion, with services every day, which all are welcome to attend. The Cathedral choirs sing at one or more of these daily services, continuing an ancient tradition of prayer and music offered to glorify God, a pattern of worship with its roots in the thirteenth century.

Document Revisions

Revision	Date Adopted	Review Date	Description
0	23 rd October 2023	Before 31 st October 2025	New Procedure Document

Safeguarding Series & Related Documents

- Safeguarding I: Child Safeguarding Statement: with detailed risk assessment
 - Safeguarding II: Code of Behaviour: for working with children and young people
 - Safeguarding III: Procedure for Recognising, Recording, and Reporting Child Safeguarding Concerns
 - Safeguarding IV: Procedure for Responding to Child Safeguarding Concerns in Respect of Saint Patrick's Cathedral Workers
 - Safeguarding V: Mandated Persons Policy and Procedures
 - Safeguarding VI: Procedure for the Appointment of Relevant Person
 - Safeguarding VII: Child Safeguarding Information and Training Strategy
 - Safeguarding VIII: Procedure for Implementation, Monitoring, and Review of Safeguarding Policies and Procedures
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- Staff Handbook
 - Volunteer Policy & Agreement
 - The Constitution of The Church of Ireland
 - Safeguarding Trust: The Church of Ireland Code of Good Practice for Ministry with Children

Acknowledgements

This policy was produced in consultation with Michael Lynch Safeguarding (michaellynchsafeguarding.com) by the Education & Safeguarding Officer, Clark Brydon (safeguarding@stpatrikscathedral.ie).

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1. Introduction

1.1. The Cathedral

Saint Patrick's Cathedral is the National Cathedral of the Church of Ireland, a member church of the Anglican Communion. We provide religious, educational, musical, and recreational activities and services to children on a daily basis through a range of local services.

Saint Patrick's Cathedral has a Common Law 'duty of care' to the children availing of its services. We must ensure that the standard of care provided meets reasonable expectations, bearing in mind the generally accepted good practice standards. Those standards include the implementing, monitoring, and regular review of our safeguarding policies and procedures.

Section 11(3) of the Children First Act 2015 requires the Child Safeguarding Statement to specify the procedures in place to manage any risk of harm to a child that has been identified. This 'Code of Behaviour: for working with children and young people' (hereinafter referred to as the 'Code of Behaviour') provides guidance and instruction to workers in Saint Patrick's Cathedral on how we reduce and manage any risk identified to safeguard children and young people from harm whilst availing of our services.

1.2. Statement of Commitment

The safety and welfare of children is everyone's responsibility. Saint Patrick's Cathedral is committed to safeguarding from harm all children and young people availing of its services. We are committed to promoting the rights of the child, including the participation of children and young people in matters that affect them. It is our policy that all children will be safeguarded from harm and abuse, and that any protection and welfare concerns coming to the attention of Saint Patrick's Cathedral or its workers will be reported to the Child and Family Agency (Tusla) and An Garda Síochána, as appropriate.

Saint Patrick's Cathedral is committed to adherence to and implementation of the Children First Act 2015, *Children First: National Guidance for the Protection and Welfare of Children* (2017), and the Criminal Justice (Withholding of Information on Offences against Children and Vulnerable Persons) Act 2012.

In accordance with Chapter XVI of the Constitution of the Church of Ireland, *Safeguarding Trust: The Church of Ireland Code of Good Practice for Ministry with Children*, approved by the Standing Committee of the General Synod, and reported to the General Synod, hereinafter referred to as *Safeguarding Trust*, shall be implemented and adhered to within Saint Patrick's Cathedral. The Board of Saint Patrick's Cathedral will ensure that *Safeguarding Trust* is implemented and adhered to within Saint Patrick's Cathedral.

1.3. Purpose of the Code of Behaviour

The purpose of this document is to promote a culture of safety and transparency while ensuring the growth and development of children and young people availing of the services of Saint Patrick's Cathedral. Our Code of Behaviour specifies the procedures in place and provides information to workers in Saint Patrick's Cathedral, and to parents, carers, guardians, Tusla staff, and to members of the public, in respect of:

- managing identified risks of harm to children, and
- ensuring, as far as practicable, that children and young people availing of our services are safe from harm.

This document should be read, where appropriate, in conjunction with our:

- Child Safeguarding Statement and its accompanying risk assessment,

- Procedure for Recognising, Recording, and Reporting Child Safeguarding Concerns, and
- Procedure for Responding to Child Safeguarding Concerns in Respect of workers in Saint Patrick's Cathedral.

The procedures outlined in this document have been developed to comply with the requirements outlined in paragraphs (a) and (d) of Section 11(3), of the Children First Act 2015 and in accordance with *Children First: National Guidance for the Protection and Welfare of Children 2017*, issued by the Minister for Children and Youth Affairs pursuant to Section 6 of the Children First Act 2015.

Our procedures are also designed to fulfil Saint Patrick's Cathedral's Common Law 'duty of care' to the children availing of our services.

Our Child Safeguarding Statement and this procedure operate alongside *Safeguarding Trust*. These documents combined provide a framework for all working in Saint Patrick's Cathedral on how to safeguard children from harm and abuse and to recognise and respond appropriately to child safeguarding concerns.

1.4. Scope of Procedure

This Code of Behaviour applies to all workers in Saint Patrick's Cathedral. Any reference to 'worker' in this procedure applies to the Board, the Dean, clergy, staff, and volunteers of Saint Patrick's Cathedral, and to persons contracted to do work on behalf of Saint Patrick's Cathedral.

The procedures outlined in this document relate to all activities in which children participate in Saint Patrick's Cathedral. Workers in Saint Patrick's Cathedral must report to the Saint Patrick's Cathedral DLP all child safeguarding concerns that come to their attention in the course of their work within Saint Patrick's Cathedral, including concerns that arise from acts or omissions by persons external to Saint Patrick's Cathedral.

Adherence to the instructions in this Code of Behaviour and other safeguarding policies and procedures should ensure that workers in Saint Patrick's Cathedral work safely with children, appropriately manage any identified risk of harm to children, and avoid any misunderstandings in respect of their actions, thereby protecting the reputation of individual workers and Saint Patrick's Cathedral.

Any act, omission, or circumstance that is contrary to this Code of Behaviour may constitute a child safeguarding concern to be managed in accordance with Saint Patrick's Cathedral's Procedure for Responding to Child Safeguarding Concerns in respect of workers in Saint Patrick's Cathedral.

1.5. Key Definitions

Below are some key definitions that apply to terms used throughout this document.

Child:

The Child Care Act 1991 defines a 'child' as a person under the age of 18 years, other than a person who is or has been married. However, since 1st January 2019, both persons in a marriage must have attained the age of 18 years for their marriage to be valid in the Republic of Ireland. Any reference to 'child' or 'children' in this document means a person under the age of 18 years.

Child availing of Saint Patrick's Cathedral services:

Any references in this document to a child (or children) 'availing of our services' or 'participating in a Saint Patrick's Cathedral activity (or activities)' include circumstances where a child has previously availed, is availing, or is due to avail of our services; or participated, is participating, or is due to participate in any Saint Patrick's Cathedral activity.

Child Protection Concern:

The term 'child protection concern' is used when there are reasonable grounds for believing that a child may have been, is being, or is at risk of being neglected or physically, sexually, or emotionally abused.

Child Safeguarding Concern:

Safeguarding is more than intervening where there is a child protection or child welfare concern. Safeguarding begins with promotion and preventative activity, which enables children and young people to grow up safely and securely in circumstances where their development and well-being are not adversely affected. It includes support to families and early intervention to meet the needs of children and continues through to child protection. A child safeguarding concern relating to workers in Saint Patrick's Cathedral includes a concern that a worker, through any act, omission, or circumstance in respect of a child, may have:

- harmed or abused a child, or may pose a risk of harm or abuse to a child,
- become the subject of any investigation (howsoever described) in respect of an act, omission or circumstance in respect of a child,
- committed a criminal offence in relation to a child,
- breached this Code of Behaviour and/or any other Saint Patrick's Cathedral child safeguarding policy or procedure, or
- behaved contrary to professional practice, policy, and procedures at Saint Patrick's Cathedral, with regard to working or interacting with children,

including concerns that arise outside of the worker's role at Saint Patrick's Cathedral.

Child Safeguarding Statement:

The 'Child Safeguarding Statement' is a statement, defined in the Children First Act 2015, specifying the service being provided by Saint Patrick's Cathedral, a written assessment of risk of harm to children, and the principles and procedures to be observed to ensure, as far as practicable, that children availing of the service are safe from harm.

Child Welfare Concern:

A 'child welfare concern' relates to a problem experienced directly by a child, or by the family of a child, that is seen to impact negatively on the child's health, development, or welfare, and that warrants assessment and support, but may or may not constitute a child protection concern.

Children First:

'Children First' is an overarching term that refers to the responsibilities of people and organisations as outlined in *Children First: National Guidance for the Protection and Welfare of Children* (DCYA 2017) and/or the Children First Act 2015.

Clergy (or Member of the Clergy):

'Clergy' or 'Member of the Clergy' shall, unless otherwise specifically provided, mean a deacon, priest, or bishop of the Church of Ireland or of a church in full communion with the Church of Ireland, serving in or retired from ministry in Saint Patrick's Cathedral, or a minister of any other religion holding or retired from an ecumenical office at Saint Patrick's Cathedral.

Designated Liaison Person (DLP):

The 'Designated Liaison Person' (DLP) is a senior manager appointed by the Board of Saint Patrick's Cathedral with responsibility for the reporting of child protection and welfare concerns to the statutory authorities, along with ensuring the development and implementation of Saint Patrick's Cathedral's safeguarding policies and procedures. The DLP is a resource for all Saint Patrick's Cathedral workers and the wider Cathedral community, who have any queries or concerns, or require advice or information in relation to our child safeguarding policies and procedures. All references to the Designated Liaison Person or DLP in this document include the Deputy Designated Liaison Person.

Deputy Designated Liaison Person (Deputy DLP):

The 'Deputy Designated Liaison Person' (Deputy DLP) performs the role of Designated Liaison Person as delegated by, or in the absence of, the DLP. All references to the Designated Liaison Person or DLP in this document include the Deputy Designated Liaison Person. Saint Patrick's Cathedral may appoint more than one Deputy DLP.

Harm:

'Harm,' in relation to a child, is defined by Section 2 of the Children First Act 2015 as:

- (a) assault, ill-treatment or neglect of the child in a manner that seriously affects or is likely to seriously affect the child's health, development or welfare, or
- (b) sexual abuse of the child,

whether caused by a single act, omission, or circumstance or a series or combination of acts, omissions, or circumstances, or otherwise.

Saint Patrick's Cathedral:

Any reference to 'Saint Patrick's Cathedral' refers to the National Cathedral and Collegiate Church of Saint Patrick, located on Patrick Street, Dublin D08 H6X3. In the Constitution of the Church of Ireland (as amended in 2023), this church is referred to as 'Saint Patrick's Cathedral, Dublin' (registered number 695957).

Statutory Authorities:

In this document 'statutory authorities' means An Garda Síochána and the Child & Family Agency (Tusla).

Worker:

The term worker in this procedure applies to members of the Board, the Dean, clergy, staff, and volunteers of Saint Patrick's Cathedral, and to its external contractors.

2. Key Roles and Responsibilities

The safety and welfare of children is everyone's responsibility. All Saint Patrick's Cathedral workers are responsible for reporting identified child safeguarding concerns.

2.1. All Workers

The safety and welfare of children is everyone's responsibility. All workers in Saint Patrick's Cathedral have a responsibility to:

- observe this Code of Behaviour,
- ensure, as far as practicable, that children availing of our services are safe from harm, and
- report to the Designated Liaison Person (DLP) any child safeguarding concerns coming to their attention as part of their work within Saint Patrick's Cathedral, including breaches of this Code of Behaviour by other workers.

It is important that all workers in Saint Patrick's Cathedral contribute to this Code of Behaviour by advising the DLP of any risk of harm they identify that may not be accounted for in this document or any other policy or procedure.

All workers in Saint Patrick's Cathedral have a responsibility to keep themselves informed of Saint Patrick's Cathedral policy and procedures relating to safeguarding children and must attend safeguarding training before working with children, undertaking safeguarding training every three years thereafter.

2.2. The Designated Liaison Person (DLP) and Deputy DLP

The main role of the Designated Liaison Person (DLP), for the purpose of this procedure, is to take reports of safeguarding concerns from workers at Saint Patrick's Cathedral, and to report to, and liaise with, statutory agencies on behalf of Saint Patrick's Cathedral. The Deputy DLP performs the role of the DLP as delegated by, or in the absence of, the DLP. The responsibilities of the DLP are outlined in more detail in Saint Patrick's Cathedral's Procedure for Recognising, Recording, and Reporting Child Safeguarding Concerns.

In performing the role effectively, the DLP will:

- be fully familiar with the Saint Patrick's Cathedral's duties in relation to the safeguarding and protection of children,
- ensure the development, implementation, and review of this Code of Behaviour and all other safeguarding policies and procedures at Saint Patrick's Cathedral,
- have excellent knowledge of the Saint Patrick's Cathedral's guiding principles and child safeguarding procedures,
- provide guidance to workers in Saint Patrick's Cathedral regarding child safeguarding concerns,
- receive reports of child safeguarding concerns relating to Saint Patrick's Cathedral activities and consider whether reasonable grounds for concern exist for reporting to the statutory authorities,
- ensure that Saint Patrick's Cathedral's reporting procedures are followed, and that child protection and welfare concerns are reported promptly to the statutory authorities, using standard reporting mechanisms,
- consult informally with statutory authorities, when relevant, to seek advice,
- act as an ongoing liaison with the statutory authorities,
- act as an ongoing liaison with the complainant or their parent or guardian, or allocated social worker, as appropriate,

- consider, in consultation with the child’s allocated social worker, the appropriate approach to a child’s parents, carers, or guardians when a report regarding the child is being submitted to the statutory authorities,
- provide feedback to the reporting worker, as appropriate, including any decision and the reason for the decision, to not make a report to the statutory authorities, and inform the worker that they are free to make a direct report to the statutory authorities,
- securely record all safeguarding concerns brought to their attention as well as any decisions and actions taken in response to these concerns,
- ensure that a secure system is in place to manage confidential records,
- undertake any training required to perform the role of DLP.

Designated Liaison Persons’ Contact Details:

Role	Name	Phone	Email
Designated Liaison Person (DLP)	Mr Clark Brydon	+353 861030931	safeguarding@stpatrickscathedral.ie
Deputy Designated Liaison Person (Deputy DLP)	Ms Laura Coyle	+353 14539472	supervisors@stpatrickscathedral.ie

3. General Standards and Principles

When working with children and young people:

3.1. Workers must

- provide a safe and secure environment for children to have fun, and to grow, develop, and achieve their full potential whilst availing of our services,
- ensure that safeguarding the welfare of children and young people is the paramount consideration in all decisions and interactions,
- respect the rights, dignity, and worth of every child, treating all children equally regardless of age, gender, sexual orientation, ability, race, ethnic origin, cultural background, or religion,
- value and take each child and young person's contribution seriously, actively involving them in planning, wherever possible,
- be honest and trustworthy when working with children and young people and create an atmosphere of trust,
- respect and promote the views and wishes of children and young people,
- give children and young people a voice, promoting and respecting their views and wishes, along with their rights to be heard and listened to, and to exercise choice in their lives,
- support children and young people in developing independence in decision-making,
- promote confidence in children and young people to point out worker attitudes and behaviour they do not like,
- take all complaints made by children and young people seriously, ensuring they are aware our feedback and complaints procedure,
- behave in an accurate, open, straightforward, and transparent way,
- use positive practices, such as communicating clear expectations, encouraging, and reinforcing positive behaviour, and promoting problem solving, by suggesting the choices available to the child or young person,
- be aware of the effect of their behaviour on a child or young person, particularly when dealing with personal difficulties or negative emotions,
- use age-appropriate teaching aids and materials
- avoid situations where they are alone with a child,
- have their Garda Vetting completed and up-to-date,
- have their safeguarding training completed and up-to-date,
- adhere to Saint Patrick's Cathedral's safeguarding policy and procedures, reporting any child safeguarding concerns to the DLP.

3.2. Workers must not

- abuse the trust of a child or young person,
- abuse, neglect, or cause harm to a child or young person,
- form an inappropriate personal relationship with a child or young person
- use inappropriate language, e.g. swearing or sexual innuendo,
- seek to control and/or create dependence in a child or young person,
- show, or tolerate, favouritism,
- engage in, or tolerate, any form of exclusion,
- discipline or punish a child inappropriately,

- threaten or bully a child or young person to control their behaviour,
- tease, taunt, insult, humiliate, embarrass, bully,
- use any form of aggressive physical contact,
- engage or communicate with children availing of our services outside of a worker's role with Saint Patrick's Cathedral,
- be secretive or evasive about any activities or time spent with children or young people,
- conduct a sexual relationship or any form of sexual contact with any child availing of the services provided by Saint Patrick's Cathedral, (As workers in Saint Patrick's Cathedral are 'persons in authority', the age of consent for participating in a sexual act with another person is 18 years.)
- create opportunities to spend significant amounts of time, away from other workers, with a single child or group of children/young people,
- through act, omission, or circumstance compromise the safeguarding reputation and other standards of integrity or trust in Saint Patrick's Cathedral.

4. Relationships

When working with children and young people:

4.1. Workers must

- be aware of our responsibility to be positive role models and conduct ourselves appropriately when engaged with children and young people,
- be friendly, but not 'friends' with children, by maintaining appropriate boundaries and keeping a professional distance,
- respect the personal space and sexual boundaries of others and never engage in sexually provocative games, talk, or actions with children or young people,
- ensure children are aware of the role of workers in Saint Patrick's Cathedral,
- deal with bullying effectively,
- discourage unhealthy or inappropriate personal relationships between children, informing the DLP and seeking support to address the issue,
- be alert to the possibility that a child or young person may develop an inappropriate reliance or relationship with a particular worker that they like, reporting such concerns to the DLP.

5. Supervision

Appropriate supervision is a key element in ensuring the safety of children. The supervision of children must form part of the planning and risk assessment for all Saint Patrick's Cathedral activities that have the potential to involve children. In particular, those planning activities must make every effort to ensure that, where possible, workers in Saint Patrick's Cathedral are not placed in a situation where they find themselves as the only adult alone with a child.

5.1. Supervision by Workers

Workers in Saint Patrick's Cathedral while organising or facilitating any activity must ensure that an appropriate number of workers are present to supervise.

When planning supervision for activities, the following must be considered:

- the anticipated number of children involved,
- the ages of the children participating,
- the ability of the children participating,
- the number of workers who will be available to supervise the children,
- the nature of the activity being planned,
- the experience and capacity of each worker.

The above factors may at times indicate that more adult supervision is required than would usually be anticipated.

Workers in Saint Patrick's Cathedral should also plan for contingencies, such as:

- a child being required to leave the Cathedral or any activity outside the Cathedral, or
- another worker being unable to attend, being late for, or being required to leave the Cathedral or an activity at short notice.

Workers should ensure a ratio of at least **one worker to every eight children availing of a service**. The needs of some children may indicate a requirement for more workers.

There must always be a **minimum of two workers supervising** children and young people availing of our services.

Every effort must be made to ensure gender-appropriate supervision when groups of children are of mixed gender, particularly at toilets and changing areas, or where physical contact or intimate care is anticipated.

5.2. Quality of Supervision

The number of workers present at an activity does not itself reflect quality supervision. The workers involved must be suitable and have the capacity to supervise children. It should never be the case that all workers at an activity are inexperienced in child supervision. When workers in Saint Patrick's Cathedral are inexperienced in child care and supervision, they should participate alongside more experienced workers.

When working with children on activities, workers in Saint Patrick's Cathedral must ensure that:

- children are not left unattended,
- adequate numbers of workers are available to supervise,

- workers always know where all children are and what they are doing,
- dangerous behaviour is never allowed,
- activities are suitable for the ability, age, and experience level of each child or young person involved,
- activities are risk assessed and identified risks are managed,
- workers record any injuries, a note of the action taken, and parents, carers, or guardians are informed,
- insurance cover is adequate for each activity,
- non-accidental incidents are recorded separately from accidents, as they may need to be referenced when considering safeguarding concerns.

6. One-to-One Working

All workers in Saint Patrick's Cathedral should avoid being alone with a child and ensure that the worker-to-child ratios are observed at all times.

However, there are occasions, such as music tuition, when one-to-one working is necessary and appropriate. When such occasions are anticipated, the worker should first plan out the process in association with their manager and the DLP. There should be a clear written rationale for one-to-one working, an appropriate schedule of work, and an agreed suitable location. The plan should be shared with and kept by the DLP. The best interests of the child must be the paramount consideration.

The worker should:

- ensure the interaction occurs at an appropriate place and time,
- ensure appropriate boundaries are observed at all times,
- engage with the child in an open and public environment, in view of others,
 - where that is not possible or appropriate, engage with the child
 - in a room that is visible from outside the room,
 - with the door of the room open, and/or
 - in a room or area where there are others nearby,
- ensure other workers know beforehand of the one-to-one working and the reason for it, arranging, if possible for another worker to remain within sight and hearing of the interaction.

Where it is not possible to have another worker remain within sight and hearing of the interaction, the worker should be aware that their manager or the DLP may arrange an unannounced supervision visit either by themselves or by another worker at any time during the interaction.

Under no circumstances should a worker be locked into a room or building when alone with a child.

When walking around the Cathedral and its environs alone with a child, workers should avoid secluded or private areas, opting instead to walk along a more public route.

Where unplanned one-to-one working is required (for example, where a child unexpectedly requests to talk one-to-one, becomes ill, or needs to be separated from other children for any reason), workers should, where possible:

- alert a manager and/or other workers who are present,
- try to place themselves in an area where others can see and/or hear the interaction, as appropriate,
- make a written record of the interaction, including names of all involved, the date and time, the location, the reason for the interaction, and any outcome,
- provide a written record to the DLP.

7. Medical, Intimate, and Additional Care

Where a child requires intimate or additional care, workers in Saint Patrick's Cathedral must ensure that:

- medical consent forms are completed by parents, guardians, or carers,
- all records regarding the health or other special requirements of children and young people are stored securely and remain confidential, and sensitive information is shared only on a need-to-know basis,
- the appropriate workers in Saint Patrick's Cathedral are aware of the additional needs of any children for whom they are responsible,
- there is written consent from, and appropriate consultation with, parents, guardians, or carers, regarding any intimate care provided by workers in Saint Patrick's Cathedral,
- the views and consent of the child should be sought regarding any intimate care arrangements,
- workers do not undertake any task that the child can perform without assistance,
- gender-appropriate supervision is available for any child requiring intimate care, respecting, where possible, the child's preference as to the gender of the worker,
- workers exercise discretion and sensitivity, safeguarding the dignity and respect of a child when providing any necessary support and assistance,
- suitable workers are identified to provide personal or intimate care who are properly trained to do so, where appropriate,
- workers inform parents, guardians, or carers, and make a written record of any change in agreed arrangements for the intimate or medical care of a child.

8. Physical Contact

There are limited occasions (e.g. to administer first aid or to comfort a child who becomes upset) that require workers in Saint Patrick's Cathedral to have physical contact with a child. In such exceptional circumstances, workers in Saint Patrick's Cathedral must ensure that:

- the child's welfare and dignity are of paramount importance,
- gender-appropriate supervision is available, as appropriate, for any child requiring physical contact,
- any physical contact with children occurs only when absolutely necessary and only in the best interests of the child,
- the nature and reason for the contact is explained and the child's permission is sought – resistance from the child or young person must be respected,
- comfort or reassurance is provided to an upset or distressed child in an age-appropriate manner,
- any physical contact is sensitive to any cultural and/or religious differences,
- any necessary physical contact occurs in an open or public environment, in the presence of another worker, and not in secret or out of sight of others,
- contact must not include touching the genital area, buttocks, breast, or other part of the body that may cause distress or embarrassment to the child,
- no form of physical punishment is administered,
- there is no form of physical response to misbehaviour, except in extremely exceptional circumstances when restraint is necessitated as a last resort.

9. Responding to Disruptive or Challenging Behaviour

The response to disruptive or challenging behaviour must always be proportionate to the behaviour. It must also occur as soon as possible after the behaviour and must be properly explained to the child or young person and the parents, guardians or carers.

Workers in Saint Patrick's Cathedral should ensure that more than one worker is present, and the following options should be considered:

- de-escalating and talking through the situation with the child,
- having a time out from the activity or group,
- encouraging the child to make amends for the behaviour,
- encouraging the child to give something back,
- increasing supervision,
- developing a code of behaviour for the child, covering any future participation,
- rewarding children for good behaviour, and showing there are consequences for poor behaviour,
- sanctions or consequences, e.g. sitting out of an activity,
- discuss with the child's parent, carer, or guardian any additional support that might be available to the child.

The response to disruptive or challenging behaviour must never include:

- any form of physical punishment,
- a refusal to interact with the child,
- depriving the child of food, water, or access to toilets or other essential facilities,
- any form of intimidation, ridicule, or humiliation.

10. Managing Trips Away

When a Saint Patrick's Cathedral activity involves the use of off-site facilities or staying away overnight, including trips abroad, workers planning the activity must consider the following:

- ensure a safe method of transport is used (see Section 11 – Transport),
- ensure adequate insurance to cover all aspects of the trip,
- written parental consent is obtained,
- any information required about the children/young people relevant to staying away overnight, e.g. allergies, medical problems, additional needs, etc.,
- the number of workers required to adequately supervise children/young people, observing a ratio of at least one worker to eight children with a minimum of two workers supervising each group of children,
- appropriate and well-supervised sleeping arrangements,
- vetting of householders where children and young people are being accommodated in family homes,
- balance safety with respect for the privacy of children/young people in changing rooms, showers, toilets, etc.

A meeting with the DLP and the organisers of the trip should take place far in advance of the trip to discuss these requirements and ensure that best practices will be followed.

11. Transport

Saint Patrick's Cathedral usually utilises public service vehicles (e.g., buses, coaches, etc.) for transporting children and young people to off-site activities.

Workers in Saint Patrick's Cathedral must avoid using their own private vehicles to transport children availing of our services.

When utilising public service vehicles to transport children availing of our services:

- prior written consent must be obtained from the parent/guardian of each child,
- there must always be at least two workers and a ratio of at least one worker to eight children for the journey,
- the driver is responsible for the vehicle and should not be counted as a worker supervising any children,
- there must be a seat for every passenger,
- workers in Saint Patrick's Cathedral should ensure all children wear a seatbelt and/or a child restraint system appropriate to their age,
- the vehicle being used must have the appropriate insurance cover,
- drivers must have the correct licence and must not be a novice driver (fewer than two years since receiving their first driving licence).

Where an emergency arises and there is no alternative to a worker using their own car, the driver should ensure that:

- the child and parent are informed and consent to the arrangements,
- parents are advised who will be travelling with their child and the reasons for the journey,
- an adult, other than the driver, should discuss the arrangements with the child in order to ensure that they are comfortable with the arrangements,
- where possible, the driver should have another adult in the car, to avoid one-on-one interactions,
- one of the adults travelling in the car should have contact details for a parent/guardian in the event of further unforeseen circumstances arising,
- all children wear a seatbelt or a child restraint system appropriate to their age,
- the vehicle being used must have the appropriate insurance cover.

Prohibitions may not apply where familial ties pre-date a worker's involvement at Saint Patrick's Cathedral and this has been made known to the DLP.

12. Communications with Parents/Guardians

Parents, guardians, and carers must be fully informed as to how Saint Patrick's Cathedral cares for their children and any activities in which their children are participating.

Communication with parents includes receiving:

- written parental consent for the participation of each child in any activity,
- contact details for parents, guardians, or carers,
- any relevant medical or dietary requirements of the child, or any special circumstances of which workers should be aware,
- alternative contact details in the event of an emergency.

Saint Patrick's Cathedral will provide parents, guardians, or carers with:

- information on the work of Saint Patrick's Cathedral and the activities in which their children are participating,
- copies of relevant policies and procedures, including our child safeguarding policies and procedures,
- information regarding any issues arising for their children whilst participating in a Saint Patrick's Cathedral activity.

All information regarding the child will be processed confidentially and with sensitivity, as required by data protection legislation in Ireland.

13. Social Media, Smart Phones, and Photography

13.1. Photography

Any reference to 'photograph' or 'image' includes digital or hard copies of photographs and any video recording.

Parents, guardians, or carers must provide written consent for their children to be included in photographs taken by workers in Saint Patrick's Cathedral and, separately, for the publication of those photographs by Saint Patrick's Cathedral.

Children being photographed must also consent to the taking of any photographs and publication of any photographs by Saint Patrick's Cathedral.

Workers in Saint Patrick's Cathedral are prohibited from using unauthorised personal equipment to photograph any child availing of our services.

Only appropriate photographs should be taken or published. Children must be appropriately dressed when photographs are taken.

Identifying details regarding the child – such as name, area of residence, contact details, or other information that might assist someone in locating a child or young person – must not be published with any photograph.

If using a third-party photographer, workers must ensure that they have complete contact details of the photographer used. Workers must clearly outline that all images will remain the property of Saint Patrick's Cathedral and cannot be used or sold for any other purpose.

Workers must comply with Saint Patrick's Cathedral's data retention policy and procedures in respect of photographs of children availing of our services.

13.2. Online and Telephone Contact with Children

All online or telephone contact regarding children participating in Saint Patrick's Cathedral's activities will be made with a parent, carer, or guardian of the participating child(ren), rather than directly with the child(ren).

Misuse of technology or social media may represent a breach of this Code of Behaviour and result in the need for additional supervision, retraining, and counselling, and in some situations could result in disciplinary procedures being invoked.

Staff must report any misuse of social media or other online services to the DLP as soon as possible. Staff must also report any inappropriate comments on social media or other online services by another worker.

Staff members receiving or encountering images of child abuse or other concerning material should report the matter to the DLP who will follow Saint Patrick's Cathedral's Procedure for Recognising, Recording, and Reporting Child Safeguarding Concerns.

Workers in Saint Patrick's Cathedral must not:

- engage in any form of online or telephone communication with any child participating in Saint Patrick's Cathedral's activities, except when absolutely necessary, where the explicit written consent of a young

person's parent/guardian/carer is obtained, and the specific reason(s) for any such necessary communication is recorded in the written consent,

- make a record of the personal details of any child availing of Saint Patrick's Cathedral services on any personal device, social media, or other online service,
- make or accept 'friend,' 'follow,' 'tag,' 'network,' 'connect,' or any similar requests on social media or other online services with any child availing of our services,
- share their personal contact details with any child availing of Saint Patrick's Cathedral services,
- accept or respond to any communication on their personal devices or on social media from any child availing of Saint Patrick's Cathedral services,
- use unauthorised personal cameras to photograph any child availing of Saint Patrick's Cathedral services,
- participate in the viewing or exchange of inappropriate images or obscene materials with children or young people,
- make any inappropriate posts or comments on social media to, or regarding, any child.

Prohibitions may not apply where familial ties pre-date a worker's involvement at Saint Patrick's Cathedral and this has been made known to the DLP.

13.3. Use of Devices by Children and Young People

Workers should include references to the acceptable use of smartphones, social media, etc. when developing a code of conduct with the children for whom they are responsible.

14. Working with Third Parties

A number of activities involve workers in Saint Patrick's Cathedral working with third-party professionals and organisations, including:

- schools,
- sport and community organisations,
- transport services,
- accommodation providers,
- online/virtual workshops and lectures.

14.1. Children Attending Third-Party Premises/Activities

Workers in Saint Patrick's Cathedral must maintain supervision ratios as outlined in this Code of Behaviour and must always observe the Saint Patrick's Cathedral's Child Safeguarding Statement and other safeguarding policies and procedures whilst attending other premises with children in our care. There may be additional procedures required by the hosting organisation/professional which should be observed too.

14.2. Third Parties Attending Saint Patrick's Cathedral

Although adult workers may accompany the children from those other organisations who visit the Cathedral, and have responsibility for the care and supervision of the children, Saint Patrick's Cathedral also has a duty of care to children attending the Cathedral.

Saint Patrick's Cathedral and the other organisation or professional will each designate a single point of contact to liaise with each other for the duration of the visit to the Saint Patrick's Cathedral, for the general sharing of information.

All third parties must be advised that they are expected to observe the Saint Patrick's Cathedral Code of Behaviour whilst attending Saint Patrick's Cathedral.

Workers in Saint Patrick's Cathedral must maintain supervision ratios as outlined in the Code of Behaviour and must always observe the Saint Patrick's Cathedral Child Safeguarding Statement and other safeguarding policies and procedures whilst third parties attend the Cathedral.

The worker in Saint Patrick's Cathedral liaising with the third party may seek a copy of the Child Safeguarding Statement of the third party and/or may ask the third party to provide a declaration to the effect that the third party has:

- conducted a risk assessment of harm to children availing of its service,
- developed an up-to-date Child Safeguarding Statement,
- the child safeguarding procedures required by Section 11(3) of the Children First Act 2015,
- anti-bullying guidelines,
- ensured that each adult accompanying and supervising the children has been recruited and trained in line with good child safeguarding practice,
- ensured that each adult accompanying and supervising the children to the Cathedral has been vetted as required by the National Vetting Bureau (Children and Vulnerable Persons) Act 2012.

Where the other organisation does not have a Child Safeguarding Statement or the requisite child safeguarding policies and procedures as specified in the Children First Act 2015, or the Child Safeguarding

Statement and other documents are believed to be insufficient, the Saint Patrick's Cathedral DLP will, considering the merits of each case:

- prohibit the third party from attending Saint Patrick's Cathedral, or
- require the other organisation to observe the various Saint Patrick's Cathedral child safeguarding procedures to ensure, as far as practicable, that children availing of our services are safe from harm.

15. Reporting Child Safeguarding Concerns

Workers in Saint Patrick's Cathedral must be alert to the possibility that a welfare or protection concern may arise in relation to children availing of our services. All child safeguarding concerns must be reported to the Saint Patrick's Cathedral DLP and will be dealt with in accordance with Saint Patrick's Cathedral's Procedure for Recognising, Recording, and Reporting Child Safeguarding Concerns and, where appropriate, our Procedure for Responding to Child Safeguarding Concerns in respect of workers in Saint Patrick's Cathedral.

16. Review and Audit

This Code of Behaviour will be reviewed, along with Saint Patrick's Cathedral's Child Safeguarding Statement, no later than 24 months after its adoption, and no later than every 24 months thereafter. It will be reviewed earlier when there is a material change to legislation and policy, or if there is an incident relating to matters covered in this policy.

See also our Procedure for Implementation, Monitoring, and Review of Safeguarding Policy and Procedures.

Appendix 1: Relevant Legislation and Publications

The following legislation and publication are relevant to this procedure.

Ap1.1. Child and Family Agency Act 2013

<http://www.oireachtas.ie/documents/bills28/acts/2013/a4013.pdf>

Ap1.2. Child Care Act 1991

<http://www.irishstatutebook.ie/eli/1991/act/17/enacted/en/print.html>

Ap1.3. Children Act 2001

<http://www.irishstatutebook.ie/eli/2001/act/24/enacted/en/pdf>

Ap1.4. Children First Act 2015

<http://www.irishstatutebook.ie/eli/2015/act/36/enacted/en/pdf>

Ap1.5. Children First: National Guidance for the Protection and Welfare of Children

https://www.tusla.ie/uploads/content/Children_First_National_Guidance_2017.pdf

Ap1.6. Criminal Justice (Withholding of Information on Offences against Children and Vulnerable Persons) Act 2012

<http://www.irishstatutebook.ie/eli/2012/act/24/enacted/en/pdf>

Ap1.7. Data Protection Acts 1988 to 2018

<http://www.irishstatutebook.ie/eli/1988/act/25/enacted/en/html>

<http://www.irishstatutebook.ie/eli/2003/act/6/enacted/en/pdf>

<http://www.irishstatutebook.ie/eli/2018/act/7/enacted/en/pdf>

Ap1.8. Domestic Violence Act 2018

<http://www.irishstatutebook.ie/eli/2018/act/6/enacted/en/html>

Ap1.9. Freedom of Information Act 2014

<http://www.irishstatutebook.ie/eli/2014/act/30/enacted/en/pdf>

Ap1.10. National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016

<http://www.irishstatutebook.ie/eli/2012/act/47/enacted/en/pdf>

Ap1.11. Non-Fatal Offences against the Person Act 1997

<http://www.irishstatutebook.ie/eli/1997/act/26/enacted/en/pdf>

Ap1.12. Protected Disclosures Act 2014

<http://www.irishstatutebook.ie/eli/2014/act/14/enacted/en/pdf>

Ap1.13. Protections for Persons Reporting Child Abuse Act 1998

<http://www.irishstatutebook.ie/eli/1998/act/49/enacted/en/pdf>

Ap1.14. United Nations Convention on the Rights of the Child

<https://www.ohchr.org/Documents/ProfessionalInterest/crc.pdf>