

**PROCEDURES FOR EACH PARISH GROUP
TO ABIDE BY THE CODE OF BEHAVIOUR
FOR WORKING WITH YOUNG PEOPLE**

1. Obtain a signed Parental Consent Form for each child participating in the activity.
2. Responsibility and rostering of each volunteer in the Group must be set out in writing and distributed to each volunteer.
3. Each Group should have appropriate supervision ratios of adults to Young People.
4. Save in emergencies no child should be left alone with an adult.
5. All adults should ensure that they tell another adult in advance of being alone with a child and should only attend on that child in an open space with other children.
6. All volunteers should be aware of the Code of Behaviour for Working with Young People of the Parish of these Procedures.
7. Each Group should be encouraged to discuss and agree on a Code of Behaviour for their own Group based on the Parish Code of Behaviour.
8. The Parish Child Protection Representatives (Jacinta Ryan and Tony O'Connor) are available to each Group to advise on good practice and procedures.
9. Each Group should appoint a person to ensure that all application and declaration forms are completed.
10. Each meeting of the Group should have a roll call and a written entry completed which notes the date and place of meeting along with the names of those in attendance.
11. Complete and maintain an incident report for all accidents and incidents concerning the welfare of Young People in the group.