
Accident / Incident Report Form

Date of accident/incident: _____

Reported by: _____

Contact Number: _____

Position held: _____

(i.e. youth leader, bran cardia, hand-maiden,
nurse, doctor, priest, worker, helper etc)

Details of accident / incident:

(Use separate sheet if necessary and attach)

Location of accident / incident:

Time: _____

Name & contact numbers of people involved:

Parents / Guardians informed: Yes / No

If yes, by whom: _____

Date: _____

Form completed and signed by:

Please print name here:

Form received by: _____

Action taken: _____

Frequently Asked Questions?

- What happens if I report something that turns out to be untrue?

If you report something reasonably and in good faith you are protected under the law by the *Protection of Persons Reporting Child Abuse Act* which came into force in 1999.

- Do I have to ensure I am never alone with a child?

Within reason and in as much as is possible yes, however there may be times when it is unavoidable. If you do find yourself on your own with a young person then leave the door open or stand somewhere you will be visible by others.

- Is it ok to hug a child/young person?

If the hug is initiated by the child/young person or is offered in response to the need of the child (i.e. because they are upset etc) and is done in an open and non-threatening way then it is ok to hug a child/young person.

Child Protection & Vulnerable Adult Information

For more information please contact:

Aoife Walsh -

Limerick Pastoral Centre

Denmark St,

Limerick

061-400133, 086-0857429

awalsh@ldpc.ie

or

Finbarr Brougham - 086-2259729

Limerick Diocesan Lourdes Pilgrimage



Child Protection & Vulnerable Adult Information for Lourdes Workers

An integral part of our Diocesan Pilgrimage to Lourdes are invalids and elderly patients, vulnerable adults and young people, as well as our many Lourdes workers.

The Diocese is aware of its duty of care to all people; especially to young people and vulnerable adults who travel to Lourdes with the Diocesan Pilgrimage and we want to ensure that they have a positive and safe experience.

In addition the Diocese has a responsibility to ensure that the adult workers involved in the pilgrimage are secure and protected in the knowledge that they have followed the correct recruitment procedures and are aware of best practice guidelines in relation to child protection issues.

Dealing with Concerns

Source of Concern

- A child may tell you
- Someone else may tell you

You may notice

- Physical injury
- Child's behaviour
- Behaviour of adult pilgrim/worker

Check out your concerns

- With child (if appropriate)
- With leader in charge of group

Report

- To the designated person for the Pilgrimage -

FINBARR BROUGHAM **086-2259729**

AOIFE WALSH **086-0857429**

- If you have a concern outside of the pilgrimage please contact any of the following:

GARDAÍ **061-212400**

H.S.E. **061-482792**

DIOCESE **087- 3233564**

Dealing with Disclosure

DO

- stay calm
- listen
- reassure
- record in writing
- report your concerns

DO NOT

- panic
- promise to keep secrets
- ask leading questions
- make the child repeat the story unnecessarily
- delay or
- start to investigate

**THE ONE THING YOU MUST
NOT DO IS NOTHING**

Code of Conduct for Pilgrimage Workers

1. All people should be treated with courtesy, respect and dignity.
2. Ensure that appropriate boundaries are maintained in the relaxed environment of the pilgrimage. Physical contact between young pilgrims and adults will be of an appropriate nature at all times.
3. Do not engage in or tolerate any behaviour - verbal, physical, or psychological - that can be construed as bullying.
4. Engage with young people in an open manner and take care not to become over involved with one child or group of children.
5. Physical punishment, emotional or verbal abuse of children/young people are not permitted under any circumstances.
6. Inappropriate language or sexually suggestive comments or gestures are unacceptable.
7. Being alone with a young person is not appropriate practice and if it is unavoidable, inform another responsible adult.
8. Young people will have a clearly designated leader with whom they can discuss concerns if they arise
9. Youth helpers have been made aware of the tasks and responsibilities to be requested of them during the pilgrimage - appropriate to their age and capacity. They should not be asked to do intimate care tasks for which they have no training.
10. Under no circumstances give alcohol, tobacco or drugs to young people.

Discipline requirements and sanctions have been agreed by the leaders and young people. These are clearly defined and implemented

Limerick Diocesan Child Protection Policy Statement

The Limerick Diocese values and encourages the participation of children in the life of the Church and is committed to practice, which protects children from harm and abuse. Staff, volunteers, clergy and religious in this Diocese accept and recognise our responsibilities to develop awareness of the issues, which cause children harm. These responsibilities include:

- Adopting Child Protection Guidelines including Health & Safety, Elements of Good Practice, and Code of Behaviour for staff and volunteers.
- Sharing information about child protection and good practice with children, parents, staff, volunteers, clergy and religious.
- Sharing information about concerns with the relevant agencies and involving parents and children appropriately.
- Carefully following the procedures for Recruiting, Training and Managing staff and volunteers, clergy and religious.
- Providing effective management for staff and volunteers through supervision, support and training.
- Being committed to reviewing our policy and good practice procedures on an annual basis.