



# St. Patrick's Missionary Society



## Safeguarding Office District of Ireland

St. Patrick's, Kiltegan, Co. Wicklow, Ireland  
Telephone: 087 984 4779 Email: neville.sandra@gmail.com

## GUIDANCE FOR VISITING GROUPS TO ECO RESOURCE CENTRE & OFFICE, ST. PATRICK'S MISSIONARY SOCIETY, KILTEGAN, WICKLOW. SEPTEMBER 2016.

The District of Ireland, St. Patrick's Missionary Society welcomes any group wishing to visit our Eco Resource Centre here in St. Patrick's Society, Kiltegan, Wicklow.

*(Definition – The term child/children/young person refers to those under the age of 18 years.)*

### **PREAMBLE:**

As a Society who provides the use of facilities and services to individuals and groups who work with children and young people (service users) it is our responsibility to ensure that all reasonable steps are taken to safeguard children and young people using our services and facilities.

The St. Patrick's Missionary Society, District of Ireland has clear policies and procedures in relation to safeguarding children (website: [www.spms.org](http://www.spms.org)). Any group/organization operating under the name/auspice of the Society must comply with the Society requirements.

### **VISITING GROUPS**

The obligation to comply with requirements relating to Safeguarding Children (including Garda Vetting etc.) rests with the visiting group availing of the services or using the property and not with the Society.

Any group/school availing of the services/facilities will be required to adhere to the following:

- Contact Mission Eco Resource Centre personnel to book date and time of visit, a Booking Form to be completed. May be done via email. (Appendix 1)
- Complete the Visiting Groups Form on the day of visit, form to be completed by Person in charge/Leader/Supervisor. (Appendix 2)
- Agree to work with the group facilitator during the visit.
- The visiting group in line with the group's safeguarding policy and procedures provides adequate supervision.
- Abide by Codes of Behaviour as prescribed within own policy – the responsibility for dealing with unacceptable behaviour lies with the teachers/supervisors. - adherence to the group's policy on use of camera's/phones is the responsibility of the teachers/supervisors.
- The group's staff will provide care and supervision of persons with disabilities.
- Be mindful that St. Patrick's is home to many residents; missionaries who have returned from overseas and all visiting personnel are requested to behave respectfully.
- The following areas **ONLY** can be accessed during the visit:
  - Indoors –  
Eco Resource Centre.
  - Outdoors –  
Woods & Walks (children will be accompanied at all times)
- Access to computers or Internet is not permissible during the visit of the group/school.
- Information will be furnished prior to the visit regarding the degree of accessibility and disability facilities in St. Patrick's.

**THE SOCIETY PROVIDING THE SERVICES/FACILITIES WILL ENSURE THE FOLLOWING:**

- Safeguarding Policy and procedures are in place and all members, staff and volunteers are aware and will abide by these policies and procedures including recruitment and selection and best practice for working with young people.
- Alert the visiting group to Society Safeguarding Policy and Procedures.
- A risk assessment will be carried out and a control plan put in place.
- The following people will be notified of the proposed visit and all necessary details provided: Safeguarding Officer.
- First Aid Equipment/Accident & Incident Reports will be available.
- Report of visit/evaluation completed after visits.

**REQUIREMENTS FOR ECO RESOURCE CENTRE PERSONNEL**

- Recruitment & Selection process (Guidance on Recruitment & Selection):
- Application Form
- Self Declaration Form
- Garda Vetting Process
- Attend a safeguarding awareness training session and updates as applicable.
- Agreed to comply with Society's Safeguarding Policy & Procedures (including code of behaviour for adults working children/young people).
- Be aware of health and safety in relation to working in St. Patrick's.
- An evaluation/review will be carried out at regular intervals throughout the year.
- An annual report will be submitted to the Safeguarding Office at the end of each year.

**APPENDIX I**  
**Booking Form**



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**BOOKING FORM**

**Name of School / Group:** \_\_\_\_\_

**Address of School / Group:** \_\_\_\_\_

\_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Date Requested:** \_\_\_\_\_

**Hours of use:** \_\_\_\_\_

(1) Commence at \_\_\_\_\_ (am/pm) (2) Finish at \_\_\_\_\_ (am/pm)

**Approximate Number in group:** \_\_\_\_\_

## APPENDIX 2 Registration Form



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#### REGISTRATION FORM ON ARRIVAL

(Definition – The term child refers to those under the age of 18 years.)

Name of Group/Organisation: \_\_\_\_\_

Purpose or proposed activities: \_\_\_\_\_

User Group Numbers:

Children: \_\_\_\_\_

Adults: \_\_\_\_\_

Name and Contact details of person(s) who will be in charge during use (x2)

(1) Name: \_\_\_\_\_ (2) Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_ Email: \_\_\_\_\_

#### Commitment to good practice

- Do you have a policy statement and procedures on the safeguarding of children and young people?  
\_\_\_\_\_

- Do you have a policy for external trips/trips away?  
\_\_\_\_\_

#### Insurance

- Do you have appropriate insurance cover for the activity?  
\_\_\_\_\_

To be signed by teacher/leader/coordinator of the school/group

Signed: \_\_\_\_\_

Print: \_\_\_\_\_

Position: \_\_\_\_\_ Date: \_\_\_\_\_

#### SOCIETY USE ONLY

Form received by: \_\_\_\_\_ Date: \_\_\_\_\_

Comments/Incidents/Review:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This form will be held in accordance with the data protection regulations. The data entered will be used only for the purpose indicated in the form. It will be accessed only by those authorised to do so.