**Mission Statement**

**St Catherine’s Dominican Church and the Children’s Liturgy volunteers are committed to ensuring that Primary School age children (4 – 11 years) have the wonderful opportunity of hearing and participating in the word of God.**

**We place child safety at the core of everything we do and can provide assurances that there are robust governance arrangements in place to support this ministry.**

**Parental Responsibility:**

1. Parental/Guardian Consent form must be completed **before** child attends children’s liturgy gathering.
2. One parent/guardian to attend first gathering with their child to meet the Children’s Liturgy volunteers.
3. Duration of the Children’s liturgy gathering is approximately 30 minutes after which the Children will return to the Church; Parent/guardian must remain in the Church at all times to receive their child following liturgy gathering.
4. Children with special/additional needs; parent(s)/guardians are very welcome to accompany their child to the children’s liturgy gathering: consent form as above to be completed.

**Procedure for Registration**

* + A children’s liturgy volunteer signs in all children signing their own name and to initial each entry.

**Governance Arrangements:**

1. All Children’s liturgy volunteers are vetted by the Diocese of Dromore.
2. All Children’s liturgy volunteers have attended up to date safeguarding training
3. All Children’s liturgy volunteers will have completed and submitted a volunteer form to be held by the Prior of St Catherine’s.
4. All Children’s liturgy volunteers will adhere to the Dominican and Dromore Diocese code of behaviour for volunteers.
5. Children’s liturgy volunteer rota will be available in hard copy
6. Create a WhatsApp group for communication purposes for the purpose of organising /planning for the Children’s liturgy
7. Attendance register to be dated, timed and signed by Children’s liturgy volunteers
8. Oversight monitoring is in place with Co-Ordinator of Safeguarding & Designated Liaison Person, Irish Dominican Province
9. Up to date guidelines available for all Children’s liturgy volunteers [*https://www.dominicansafeguarding.com*](https://www.dominicansafeguarding.com)
10. Attendance Register will be stored securely in sacristy and available for regular compliance audit.

**Assurances:**

Children’s Liturgy volunteers are committed to providing an age appropriate programme for each Sunday Gospel reading.

Audit of records will take place by Co-Ordinator of Safeguarding & Designated Liaison Person, Irish Dominican Province

A full day Safeguarding training is required for any new volunteer joining and Refresher Safeguarding Training will be undertaken 3 yearly

Vetting records will be reviewed by the Co-Ordinator of Safeguarding & Designated Liaison Person, Irish Dominican Province in conjunction with the Vetting Officer for the Dromore Diocese.

All accidents/incidents to be recorded on the required accident/incident form (FORM 12) and stored securely in the Children Liturgy Folder in the Priors office.

Any formal complaint to be recorded on the required Complaints Form (Form 14) and stored securely in the Children Liturgy Folder in the Priors office.

Parents/Guardians will be kept fully informed of any planned special events, i.e. Advent liturgy/Easter etc.