



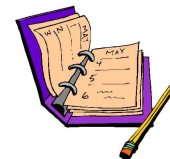
## New Disclosure Forms Available

Disclosure forms are now available from the reception area of Church House and the Taking Care Office. When new leaders are completing the form please ensure they read the instructions on the form itself. Step by step instructions will soon be available on the Taking Care website. Designated Persons and Ministers are reminded that identification needs to be verified, simply by checking documents and signing the PCI part of the form *only*.

## Taking Care Training for Congregations & Designated Persons

Taking Care Training continues at congregational level. Our thanks are due to our enthusiastic volunteers who give of their time and themselves. A special welcome to our five new Trainers! There are vacancies in the following Presbyteries: Carrickfergus, Coleraine, Derry/Strabane, Donegal, Foyle, Monaghan and Route. If you are interested and able to deliver training to leaders in congregations in your presbytery then please contact Deborah.

By June 2008 Deborah will have visited 20 Presbyteries and spoken to about 400 Designated Persons. Thank-you to everyone who attended these sessions, participated in discussion and took on board all that was said. Hopefully there is a greater awareness of what a Designated Person's job actually entails. If anyone has just recently been appointed or was unable to make any of these events, more will be planned in the future.



### Dates for your Diary

**12<sup>th</sup> & 13<sup>th</sup> September**  
Designated Persons Training  
for Dublin Presbytery

**27<sup>th</sup> September**  
CEOP (Child Exploitation  
Online Protection) Training  
This is a repeat of the event in January  
to train leaders to speak to young  
people about the risks of the internet.

**April/May 2009**  
Taking Care Conference



### STOP IT NOW campaign!

The STOP IT NOW project has been set up by NSPCC. Its aim is to tackle Child Sexual Abuse. Please contact Sinead Hegarty to order further leaflets free of charge for your congregation. Email [shegarty@nspcc.org.uk](mailto:shegarty@nspcc.org.uk) or phone 0287 1312187.

Congratulations to Gail McCullough who got married to Stephen on 7<sup>th</sup> March and is now *Mrs Gail Gamble*. Gail continues to work in the office to process POCVA checks which are now processed via Disclosure forms. Gail also organised training for congregations. For enquiries about specific Disclosure forms or to book training for your congregation please contact Gail on 90 417290 or the taking care email.



## Common Protocol with the Church and Independent Organisations

The Presbyterian Church in Ireland, the Church of Ireland and the Methodist Church in Ireland met in 2005 and devised an agreement between themselves and the uniformed organisations such as Girls Brigade, Boys Brigade, Scouts, Guides and Crusaders. The groups met together and produced what is known as the 'common protocol'. This protocol also outlines guidelines relating to other organisations that use church premises and are linked to the local congregation.

The Protocol can be downloaded in full from the Taking Care website (alternatively it can be sent out to you by post) but the following is a summary:

### **Guidelines for Independent Organisations e.g SCOUTS, GUIDES, CRUSADERS & CHRISTIAN ENDEAVOUR**

While the church is not to be responsible for the appointment of leaders to an independent organisation it is good practice for the Kirk Session to be informed annually (September) of the names of the leaders in writing.

- 2.1 The organisation shall provide a copy of their child protection policy to the Kirk Session or written verification that the policy is accepted by the church at central level.
- 2.2 The local church shall supply to the organisation leader the names and contact details of the church officials responsible for the premises. The organisation shall supply to the Kirk Session the names and contact details of all the leaders immediately following appointment. The organisation shall confirm that new appointees have been (NI) subject to a POCVA check or (RI) have been Garda Vetted, that no information was received which debarred their appointment and they have been found suitable to work with children and young people.
- 2.3 The organisation shall ensure that leaders and helpers in the organisation receive appropriate child protection training and are aware of the organisation's reporting procedures.
- 2.4 If a report has been made by the organisation of a child protection concern, suspicion or allegation through its procedures, the Designated Person from the church should be informed in confidence.
- 2.5 The organisation shall supply written confirmation from the insurer that adequate insurance cover is in place for the organisation's activities or written verification that the insurance policy of the organisation is accepted by the Church at central level.
- 2.6 A Form of Approval (available for download from the Taking Care website) shall be signed by the leader of the organisation / unit and a church representative confirming that the conditions have been met. It is appropriate for this to be completed annually or at least every three years.

### **Guidelines for BOYS' BRIGADE (NI/RI) AND GIRLS' BRIGADE (NI)**

- 3.1 Leaders are jointly accountable to the local church and to the Boys Brigade.
- 3.2 For BB it is necessary to complete the BB Appointment Form but *not* the church's Application Form\*
- 3.3 For GB it is the church's Application Form only is completed.
- 3.4 The BB/GB should use the church's procedure for reporting concerns.
- 3.5 The BB/GB should submit a list of its officers/helpers and contact details to the Kirk Session each September.
- 3.6 The church shall confirm in writing to the BB/GB that the appointment procedure (including POCVA checks and Garda Vetting) has been completed, before any new appointee is approved for BB/GB registration and training.
- 3.7 The church shall provide appropriate child protection training for new appointees.
- 3.8 All leaders must sign a declaration that they shall uphold the church's Child Protection policy.

\*for further clarification speak to BB Headquarters

