



Safeguarding Children Sacristy & Altar Server Information

“The Diocese recognises each child as a gift from God, and values and encourages the participation of all children in all activities that enhance their spiritual, physical, emotional, intellectual and social development.

Sacristy Register/Sign-in Book to be signed by...

Clergy, Visiting Clergy, Sacristans,
Altar Servers, Eucharistic Ministers and
Readers who process from the Sacristy.
All those who have occasion to be in the
sacristy on a regular basis while Altar Servers
are present.

General Guidelines

- All altar servers should complete a consent form signed by their parents/guardians.
- Altar servers must have written Parental Consent if they are to leave school to serve mass and provision should be made to ensure that they arrive and return to school safely.
- All Sacristies should have a fully stocked first aid kit in case of accidents.
- Incident report forms should be filled out in the event of any accidents that occur.
- Codes of Behaviour for Adults & Young People are made available.
- Adults should be aware that being alone with a young person is not appropriate practice—if you cannot avoid being alone with a young person make sure that there is a door open at all times.
- Remember that:

The safety of the child is always paramount.



If you have a concern regarding the safety and well being of your child while he/she is involved in church activity, please contact one of the following:

Leader of Activity: _____

Parish Priest: _____

If you have a child safeguarding concern or wish to raise a matter from the past you may contact any of the following:

An Garda Siochána
Gardaí National Protective Services Bureau:
Telephone: 01 6663430 or 01 6663435

In an emergency contact:

Letterkenny Garda Station: 074 91 67100

Tusla (Child & Family Agency)
Letterkenny: 074-9123672/9104714
Donegal Town: 074-9723540
Buncrana: 074-9320420

Diocesan Designated Person
Margaret Northage: 086 2183011

