



Seeds of Faith

Diocesan Policy for the Provision of Religious Education for
Catholic Children Attending Schools other than Catholic Schools,
2024

Archdiocese of Dublin

June 2024



'Pope Francis reminds us that the first proclamation that must ring out over and over in our religious education is that, "Jesus Christ loves you; he gave his life to save you; and now he is living at your side every day to enlighten, strengthen and free you."'

(Catholic Preschool and Primary Religious Education Curriculum for Ireland, 2015, p. 9, Pope Francis, Evangelii Gaudium, 164).



Dublin Diocesan Education Secretariat and Office for Mission & Ministry, November 2022



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FOREWORD

With the variety of schools in the Archdiocese of Dublin, it is important that all Catholic families are provided with a programme of religious education and faith formation for their children, either in a Catholic school, or through a programme offered in association with their parish.

Parents who have chosen schools other than Catholic schools take responsibility for the education in faith as well as the sacramental preparation of their children, assisted by their parish community.

I am delighted that we now have the Seeds of Faith initiative, a child-centred and faith-supporting approach, available to parishes and partnerships of parishes offering structure, know-how and encouragement in upholding this important parental responsibility.

I am aware that some parishes have been arranging classes over a number of years. Other parishes will be organising them for the first time. Having a common approach to the religious education and faith formation of children who attend schools other than Catholic schools will help ensure a deep and rich experience for families and children. It will also support the religious educators, providing class planning and resource material. There will be a necessary phasing in of this new approach working with established classes and setting up new classes in parishes and partnerships of parishes.

I know that parishes are keen to help parents in fulfilling their responsibilities. Parents too will want to become involved, learning for themselves how best to engage with their young people in discussing lived faith, in developing a prayerful relationship with God, and in participating in the sacramental life of the Church. As Christians we witness in ordinary everyday ways to the love of God and seek to put that love into action in our lives. As Pope Francis says:

'every woman and man and every new generation, brings the promise of new relational, intellectual, cultural and spiritual energies.' (Message for the 2019 World Day of Peace)

With every good wish and blessing,



+Dermot Farrell
Archbishop of Dublin



INTRODUCTION

In recent years, there has been an increase in the number of Catholic children attending schools other than Catholic schools. This document outlines the policy of the Archdiocese of Dublin on the provision of Religious Education (including instruction and formation in faith) for these Catholic pupils in their parish.

In Catholic schools, the *Catholic Preschool and Primary Religious Education Curriculum for Ireland* [CPPRECI], 2015, supports Catholic parents/guardians in helping their child to develop religiously, spiritually and morally. The aim of this curriculum is 'to help children mature in relation to their spiritual, moral and religious lives, through their encounter with, exploration and celebration of the Catholic faith.' (CPPRECI, 2015, p. 31). The 2022 Dublin Diocesan policy statement on Sacraments of Initiation, *Accompanying Families*, highlights, 'the partnership between family, parish and school, supported by the Archdiocese in accompanying children and their families and in co-operating with each other.' (Archdiocese of Dublin, *Accompanying Families: Sacraments of Initiation Policy 2022*, Introduction).

In situations where parents/guardians send their children to schools other than Catholic schools, parents take responsibility – in conjunction with their parish – for organising an ongoing Religious Education programme for their children (see *Accompanying Families* 5.10). This service will rely on payment for classes by parents/guardians (see Appendix A for details).

The Diocese provides a support document, called *Seeds of Faith* to help families prepare the soil, plant the seeds of faith, and live and celebrate Christian love within family life. This Diocesan Policy emphasises the need for a common pastoral approach in parishes to cater for religious instruction and faith formation of all children attending schools under patronage other than Catholic patronage.



ROLE OF PARENTS/GUARDIANS

The first Church which children come to know is the home 'which could be called a domestic church' (Vatican II, *Lumen Gentium*, 11).

God is the source of all love. The first letter of St John states, 'God is love.' (1 John 4:8). Children experience love through the love of parents/guardians, families and others. They come to understand where there is love, there is God. Children come to know that God's love is unconditional and everlasting.

Parents/guardians are the first religion teachers and the most important of all teachers of religion. They are the primary educators of their children in the ways of faith. The parish helps them in supporting their child's religious education.

“
‘Since parents have given children their life, they are bound by the most serious obligation to educate their offspring and therefore must be recognised as the primary and principal educators.’
(*Gravissimus Educationis*, 1965, par. 3)
”

“
‘Moments of family prayer and acts of devotion can be more powerful for evangelisation than any catechism class or sermon.’
(Pope Francis, *Amoris Laetitia*, 288)
”

“
‘In the home they [parents/guardians] can introduce young people to the lived reality of faith through prayer, moral formation, everyday expressions of love and reconciliation, good example and simple sharing of the faith journey.’
(CPPRECI, 2015, p. 13)
”

“
‘They [parents] also contribute appropriately to their childrens’ formal instruction in and initiation into the faith by participating in parish-based catechesis.’
(*Share the Good News: National Directory for Catechesis in Ireland*, 2010: 91-8)
”



ROLE OF THE PARISH PRIEST/PARISH PASTORAL COUNCIL

The whole Christian community is responsible for Catholic Education. Christian communities must help parents/guardians assume their responsibility of educating their children in faith and assist them in this.

1. 'The Church, the family of families "is called to cooperate with parents through suitable pastoral initiatives, assisting them in the fulfilment of their educational mission."' (Pope Francis, *Amoris Laetitia*, 85)
2. 'First Holy Communion and Confirmation cannot be a one day "school event" organised in a local church – young people and their families should understand that the young person is registering for initiation into the life of the parish community, deepening their life as a Christian, committing to becoming step by step an engaged disciple of Jesus and an active member of the Church, supported on this journey by the school.' (*Address of Archbishop Dermot Farrell to the CPSMA Annual Conference, 13th May, 2021*)
3. 'Supported by the Parish Pastoral Council, the Parish Priest "is to have a special care for the Catholic Education of children and young people." It is his responsibility "to ensure that those who ask for the Sacraments are prepared for their reception."' (*Code of Canon Law [CIC], Canon 528 [1]*)

The Parish Priest with the Parish Pastoral Council will set up a *Seeds of Faith* Team and a parents' *Seeds of Faith* Support Group in partnership with parents/guardians.



SEEDS OF FAITH: STEPS TO BECOME INVOLVED

1. The parish responsibility for the Religious Education of a child lies with the parish where the child lives. Local agreements may, however, be made regarding parish affiliation. Parents/guardians make a choice about a Catholic education for their child. 'Families choose to celebrate the sacraments in the parish to which they identify with and to which they belong.' (*Accompanying Families*, 4.2)
2. It is the responsibility of parents/guardians to engage with the local parish who can provide Religious Education and support them in their role as first educators in their ways of faith. 'Parents are to send their children to those schools which will provide for their Catholic Education. If they cannot do this, they are bound to ensure the proper Catholic Education of their children outside the school.' (CIC 798. See also CIC 793)
3. Catholic parents/guardians should register the names of children attending schools other than Catholic schools with their Parish. They do this when a child starts school or at the time of the child's baptism.

'Accompaniment begins at Baptism, where building up the relationship with the family and parish starts.'
(*Accompanying Families*, 1.3).

'The relationship with the family beginning at Baptism will be continued and strengthened beyond the celebration through parish engagements and supports.'
(*Accompanying Families*, 2.2).

'The parish engages with parents in the registration of families for the sacraments.'
(*Accompanying Families*, 4.4).

4. The parish will engage a Religious Educator with a teaching degree and a Certificate of Religious Studies or its equivalent, with at least one year's full-time experience of mainstream teaching. The Religious Educator will be a person of committed Catholic faith. There is a vocational aspect to this role and the Religious Educator in the parish is recognised as making a valuable contribution to parish faith life. The Religious Educator will be engaged on a self-employed basis (contract for service) within the recommended standard rate of payment set out by the Diocese for this role. Parents/guardians will pay the parish to cover the remuneration of the Religious Educator.



5. Each Parish Pastoral Council shall nominate a *Seeds of Faith* Team to provide ongoing oversight and evaluation of *Seeds of Faith* in the parish. Parishes working together in partnership may combine their efforts to provide and evaluate such parish Religious Education classes. For the smooth running of the religious education classes it will be necessary to involve parents or family members as a *Seeds of Faith* Support Group. Their task will be to set up the venue, help with registration and meet the supervision responsibility of the Diocesan Safeguarding Policy.

6. To ensure the efficient running of *Seeds of Faith*, it is necessary for regular meetings to take place between the Parish Priest/*Seeds of Faith* Team, *Seeds of Faith* Support Group, the parents/guardians and the Religious Educator. All partners should have a full understanding of *Seeds of Faith* and its objectives.

7. The number of classes per year should be at least twenty-eight one-hour classes, beginning in September of the academic year. Due to the number of public holidays, it would be preferable not to hold Religious Education classes on Mondays. The Family Mass in the parish and other particular services held through the Liturgical Year will support these classes: 'The parish prepares families for sacramental celebrations by means of a blended approach, where there are in-person gatherings as well as making use of online technologies and other applications to connect with families at home.' (*Accompanying Families*, 4.5). (See 2024 Dublin Diocesan Safeguarding Digital Policy).

8. The Religious Educator will highlight the importance of the four interrelated strands of The Catechism of the Catholic Church, 'Christian Faith, The Word of God, Liturgy/Prayer and Christian Morality'. Children should be encouraged to pray daily with their family, and to attend Sunday Mass within the parish schedule: 'It is essential that children actually see that, from their parents, prayer is something truly important.' (*Amoris Laetitia*, 288)



9. Parishes are encouraged to celebrate their liturgies in an open and welcoming way, to support families and help them grow in their faith: 'The personal quality of the parish's interaction with parents and families is essential in generating a sense of welcome and affirmation of parents.' (*Accompanying Families*, 4.1)

10. The witness offered by families to the Christian lifestyle supports and encourages growth in the life of the parish community. An authentic and committed witness will lead to a continuation of the mission of Jesus, in proclaiming the Good News and encouraging outreach to neighbour: 'Effective accompaniment expresses the mission of the Church both to include all who are open to the witness of the faith community, and to explain how followers of Jesus can respond to his call.' (*Accompanying Families*, 1.2)



Appendices



APPENDIX A

SEEDS OF FAITH: PRACTICAL GUIDELINES FOR ESTABLISHING A CLASS

Religious Education in the parish (including instruction and faith formation) will commence at Junior Infant level and will continue at each level until completion of Sixth Class.

A: WHAT TO DO?

A.1: What to do? Parents/Guardians

- Consult the Diocesan *Seeds of Faith* Policy.
- Enquire as to whether there are Religious Education classes organised in the area.
- If there are no classes in the area, the parish will endeavour to gather 4-5 parents/guardians to become involved in the *Seeds of Faith* Team to organise classes and generate interest.

A.2 What to do? Parish

- Ensure parents/guardians know there are Religious Education classes taking place in the parish.
- Provide an online registration form (or a hard copy if necessary) for families whose children wish to partake in the *Seeds of Faith* Religious Education classes.
- Set up a *Seeds of Faith* Team and a *Seeds of Faith* Support Group taken from among the parents/guardians and volunteers.
- Check the availability of rooms for the class in the parish in the first instance and book them for the year ahead. If not suitable, the parish school may be able to make rooms available.
- Insurance is essential; please clarify details of parish insurance with the parish.
- Ensure Data Protection policy is in place (See Appendices D, E, and F).
- Ensure Garda Vetting is in order (See Appendix H).
- Ensure Child Safeguarding Statement is on display (See Appendix H).

B: GETTING STARTED

Parish Classes:

- Religious Education should commence when the child begins in school.
- Participation in parish classes is essential for families who have not sent their children to a Catholic school. Regular attendance will help the family in the accompaniment of their child, to be ready for the reception of the sacrament.
- A priest or members of the *Seeds of Faith* Team shall attend an information meeting in September for parents/guardians.
- Financial help will be made available to cover expenses and materials in cases of extreme necessity – if necessary a funding mechanism should be put in place.
- There should be regular meetings between all the parties.



C: Appointment of a Parish Religious Educator:

- Advertise for the appointment of a suitably qualified Religious Educator in all local schools, churches, local newspapers, local shops and online at www.educationposts.ie
- Religious Educators provide this service on a self-employed basis (contract for service) and are not Diocesan employees
- An interview panel which will be gender balanced, will include a priest, a member of the Parish Pastoral Council and a parent/guardian.
- Establish a list of selection criteria based on the requirements in the advertisement for Religious Educator (See Appendix C(i)).
- Ensure interviewees understand their role in the classes and give them a job description (See Appendix C(i)).
- Provide successful candidates with the approved contract (See Appendix C(ii)).
- Give the Religious Educator a roll book with each child's name and dates of all classes.
- Give the Religious Educator a list of children in their class and include emergency phone numbers.
- Give each Religious Educator a contact list for the *Seeds of Faith* Support Group, the Parish Priest and the *Seeds of Faith* Team.
- In-service for this role will be provided by the Primary Diocesan Advisors of the Education Secretariat in person and online.

D: Registration of Children:

- Prepare an online registration form, if possible.
- Invite parents/guardians who register their children to provide the child's Baptismal Certificate.
- If registration takes place in person have a separate desk and list for each class, e.g. First Class, Second Class.
- The list should include name of child, parents'/guardians' name, Baptismal Certificate, school name and two contact telephone numbers.
- Obtain a non-refundable deposit from parents (€50.00 per child) to secure a place.
- Relevant documents will be made available from the parish.

E: Issues to address for the Parish *Seeds of Faith* Team

- Establish the remuneration for the Religious Educator/s. The recommended rate for the Religious Educator is €50 per session.
- In deciding the fee for parents, ensure it covers the *Grow in Love* (Veritas Publications, *Grow In Love Series*, 2015-2019) Teacher Manual, the Children's *Grow in Love* textbook, additional resources and the fee for the Religious Educator. Where appropriate, operate a book lending scheme. Parents/Guardians will pay the rate of €140 for the year (the equivalent of €5 per class for 28 classes). Parishes will reduce costs for second and subsequent children.
- Decide what information is important when meeting the parents/guardians and when this will take place soon after registration.
- Ensure the class venue has facilities for online teaching including Wi-Fi.



E1: Hold an information Evening:

- Give parents/guardians all the details about the *Seeds of Faith* Religious Education classes – day, time and dates.
- All enquiries should be made through the parish office by email preferably (or landline or mobile phone), and not to the child's school.
- Inform parents/guardians of the fee for the year.
- Seek volunteers for the *Seeds of Faith* Support Group. Ensure two adults are available for supervising the class at all times. Also, a child with additional needs may need to work on a one to one basis within the group. Draw up a rota for the classes.
- Inform parents/guardians that there needs to be two adults present in a supervisory capacity.
- Conversations between parents/guardians and the Religious Educator, focused on class progress, are encouraged.

E2: Ongoing Parish Tasks

- Ensure Religious Educators have the required resources.
- The Primary Diocesan Advisors will be available to provide ongoing in-service on Seeds of Faith to the priest, parents/guardians, the Religious Educator, the Seeds of Faith Team, the Seeds of Faith Support Group.
- Inform all parents/guardians of the annual class timetable.
- Distribute the rota for the Seeds of Faith Support Group.
- The parish will engage in ongoing accompaniment and dialogue with the parents/guardians, Seeds of Faith Team and the Seeds of Faith Support Group.
- The parish Seeds of Faith Team will hold an ongoing evaluation through the year (see Appendix B).



APPENDIX B

SEEDS OF FAITH: Structures and Resources

Seeds of Faith is the support document for Religious Education for Catholic children attending schools other than Catholic Schools.

Recommended Resources

- Each child is to have his/her own Children's *Grow in Love* textbook appropriate to the class level and from Third Class upwards will require a Religious Education copy/journal.
- A Bible for class use - Catholic Children's Bible, St. Mary's Press, 1993.
- Each Religious Educator will have access to the *Grow in Love* Teacher Manual, and the online resources accessible on the *Grow in Love* website www.growinlove.ie
- Each Religious Educator will have access to the *Seeds of Faith* support document.
- The Education Secretariat provides additional educational resources on its website www.education.dublindiocese.ie
- The Office of Mission and Ministry provides parish resources on its website www.missionministry.ie

Structure of Seeds of Faith

The *Seeds of Faith* support documents and additional online resources are in line with the CPPRECI and the *Grow in Love* Religious Education Programme from Junior Infants to Sixth Class. *Seeds of Faith* follows the Liturgical Year. At the end of the material for each class level from Junior Infants to Second Class, the relevant Scripture texts (from the *Catholic Children's Bible*, St. Mary's Press, 1993 and other stories from the *Grow in Love* Religious Education programme) are printed for each of the twenty-eight weeks. Access to texts (Third to Sixth Classes) are available in the Children's *Grow in Love* textbook/e-book or printed in the *Seeds of Faith* support document. Parents/guardians and the Religious Educators will access the Formal Prayers and Prayers for the Mass at the end of the *Seeds of Faith* support document.

Suggested format for each Parish Class

- **Gather and Come:** Greet one another, settle down and focus on the prayer space.
- **Recap and Share:** The Religious Educator will recap and share material from the previous 'at home' section at each parish class.
- **Prayer:** Begin each session with a prayer.
- **Sacred Scripture:** Read the assigned Scripture, preferably from the Bible. Children grow in respect for the Bible as they read the prayer on Opening the Bible and Closing the Bible.
- **'In Class':** The theme comes from the children's *Grow in Love* textbook/e-book.
- **'At Home':** This also comes from the Children's *Grow in Love* textbook/e-book. This 'at home' page is the task of the parents/guardians to assist them accompany their child in faith.
- **Gather and Go:** 'Gather and Go' provides the opportunity to revise with the children what the Religious Educator taught in class. It also revises the work of the parents/guardians as they accompanied their children in the 'at home' pages. Each lesson concludes with prayer. Children take turns to tidy away the items on the prayer space carefully.



Get Ready for the Sacraments!

- Establish where the child will celebrate the Sacraments of Reconciliation and Communion for the first time and Confirmation i.e. the parish where the child lives or, by local agreement, in the parish where the school is located.
- Each year, the Parish Priest and the Chairperson of the Pastoral Council will sign a Certificate of Participation for each child, on completion of the *Seeds of Faith* programme.
- The Lenten season is the appropriate time for celebration of the Sacrament of Reconciliation. The Easter season is the opportune time for the celebration of Holy Communion for the first time and towards Pentecost is appropriate timing to celebrate the Sacrament of Confirmation.

Evaluation: Religious Education Outcomes/Faith Formation Goals

The Religious Educator will evaluate the *Seeds of Faith* class work in accordance with the goals of CPPRECI, page 29 as quoted below.

“Religious Education includes appropriate processes for assessment and evaluation.”

“[The Religious Educator] ‘will value learning that is unanticipated and learning that cannot be assessed.’”

“The Religious Educator will ‘maintain appropriate and efficient means for ensuring that their Religious Education curriculum is relevant to the legitimate expectations of students, parents/guardians... and is accountable to the... Church authorities. Such means include regular assessment of student progress, meaningful reporting processes and regular reviews of the quality and effectiveness of the [Seeds of Faith] religion programme, in consultation with trained Diocesan Advisors for Religious Education.’”



This Certificate Is Given To

.....

Who Participated in the Seeds of Faith Classes for

..... **Class**

In the Parish of

.....

Signed by Parish Representative

Date



This Certificate Is Given To

.....

Who Participated in the Seeds of Faith Classes for

..... **Class**

In the Parish of

.....

.....
Signed by Parish Representative

.....
Date



APPENDIX C (i)

SEEDS OF FAITH: Advertisement for a Religious Educator

[Parish Name]

[Parish Address]

[Relevant email]

Seeds of Faith Religious Educator Vacancy

The Parish of [] is seeking to employ a Religious Educator to deliver the “*Seeds of Faith* Programme” for children attending schools other than Catholic Schools.

[delete as appropriate]

The classes standard will be:

Junior Infants	Third Class
Senior Infants	Fourth Class
First Class	Fifth Class
Second Class	Sixth Class

The classes will take place in [Name of Parish] Pastoral Centre.

Each class will last one hour. Provision will be included to have a class or part of the class in the Church.

Classes will begin on _____ and a total of 28 classes will take place to the end of May. Classes will not take place during the School Holidays as outlined in the Standardised School Year and taking into account local arrangements.

Pay rate will be €50.00 per class which will be paid on submission of an invoice from the Religious Educator, detailing the dates of classes taught.

Payment will be made electronically by EFT.

Requirements:

- An interest in passing on the Catholic Faith to young people.
- A teaching degree and a Certificate of Religious Studies or its equivalent, with at least one year's full-time experience of mainstream teaching. (Teaching Council Number will need to be presented)
- Diocesan Child Safeguarding Training up to date
- Practical knowledge of the *Grow in Love* Programme (The curriculum for *Seeds of Faith*)
- Ability to integrate online resources into classes
- Ability to lead children in prayer
- Ability to teach the songs in the programme
- Ability to be innovative in the delivery of the curriculum
- Involve parents/guardians in the work sent home
- To evaluate with the *Seeds of Faith* Team and *Seeds of Faith* Support Group the learning outcomes of the classes.



Application:

Please send your letter of application to:

Rev. Parish Priest

Address

Email

You must supply two referees

Closing date for application is: _____

Interviews will take place at [location] week beginning [date]



APPENDIX C (ii)

SEEDS OF FAITH: Contract for Services for a Religious Educator

[Insert Organisation Name]
[Line 1 Organisation Address]
[Line 2 Organisation Address]
[Line 3 Organisation Address]

[Contractor Name] [Contractor Surname].
[Line 1 Contractor Address]
[Line 2 Contractor Address]
[Line 3 Contractor Address].

[Date of Letter].

Re: Contract for the provision of *Seeds of Faith* Religious Educator

Dear [Contractor Name],

1. Introduction and Definitions

1.1 This agreement is between [Parish Name] (the Client) and [Contractor Name] (the Contractor). The Client and the Contractor shall be referred jointly to as the parties throughout the contract for services.

1.2 The terms and conditions set out in this document shall apply to the contract for services, for the duration of the contract, or as agreed between the parties as appropriate.

2. Commencement and Duration of Contract

2.1 This contract will commence on [Date of Commencement] and expire on [Expiry Date if applicable], unless terminated sooner by either party in accordance with the terms of this contract.

3. Services to be Provided

3.1 The Contractor agrees to provide their services as a *Seeds of Faith* Religious Educator. This role involves, but is not limited to, the provision of the following services:

The Independent Contractor shall have responsibility for:

All paperwork associated with the provision of the religious education classes herein whether required under law or for the efficient administration of the services.

Eg: rollbook, assessment records, contact with parents/guardians.



To deliver the religion classes using the appropriate curriculum text and resources namely *Grow in Love* as outlined and supported in *Seeds of Faith*.

To set appropriate work to see the educational progression of the student.

To send home resources to support parents/guardians as primary educators.

To lead those in the class in prayer and in the connecting with their faith in practical ways.

To help them prepare for specific sacraments as appropriate eg: Reconciliation and Holy Communion for the first time and the Sacrament of Confirmation

To follow the teaching online policy of the Dublin Diocese.

To be Garda Vetted by the parish and show proof of recent Diocesan Safeguarding Training.

To work with a parent volunteer.

To link in with the Parish Priest (or his delegate) on a regular basis.

3.2 A failure to fulfil these services to the levels expected by the Client, or at all, may result in termination of this contract.

4. Manner, Timing and Location for Delivery of Services

4.1 The Client requires the Contractor to deliver their services personally. No subcontracting of the service is permitted under this agreement without prior written agreement from the Client.

4.2 Services are to be delivered at the Clients premises located at [Insert Address].

4.3 The Contractor agrees to deliver services described in this agreement during the hours of [Insert hours], on [Insert days of the week] in order to meet the requirements of the Client.

5. Price and Payment

5.1 The price for delivery of services shall be €50 per class. Prices shall be quoted inclusive of VAT.

5.2 Invoices should be submitted to the Client on a monthly basis, and will be paid within [Insert payment period] of being received by the Client.

5.3 Prices quoted may not be varied for a period of 12 months following commencement of this contract. Should the Contractor wish to review their pricing, the Client requires 2 months' notice of any proposed increase in the price charged for delivery of the service.



5.4 The Client retains the right to terminate the contract where it is deemed that the price charged is not suitable for the service being delivered.

6. Conduct in Delivering Services

6.1 It is a requirement that the Contractor conducts themselves in an appropriate manner while on the premises of the Client. It is a term of this agreement that the Contractor will act in accordance with the 2023 Dublin Diocesan Child Safeguarding and Protection Policy, and will co-operate with the Client's Policies and Procedures in relation to Bullying, Harassment and Dignity at Work.

7. Standard of Service

The Contractor shall deliver the services outlined in line with best practice techniques and standards. The Contractor shall deliver the service with due care, skill and diligence. The Contractor shall possess and exercise the skills and experience necessary for successful delivery of the service. They will hold a teaching degree and a Certificate of Religious Studies or its equivalent. The Religious Educator will be a person of faith and a committed Catholic. There is a vocational aspect to this role and the Religious Educator in the parish is recognised as making a valuable contribution to parish faith life. The Religious Educator will be engaged on a self-employed basis within the recommended standard rate of payment set out by the Diocese for this role. Parents/guardians will pay the parish to cover the remuneration of the Religious Educator.

8. Remedies in the Event of Inadequate Performance

Where a complaint is received by the Client with regard to the performance of this contract, including but not limited to the delivery of the service, the materials or procedures used, or any other matter connected with the performance of this contract by the Contractor, the Client will take reasonable steps to establish whether the complaint is valid. Where, on the balance of probabilities, the Client establishes that the complaint is valid, the Client will advise the Contractor of the requirement to rectify this situation. If this is inappropriate due to the seriousness of the issue, or the Contractor has failed to resolve a situation in the past, then the Client may terminate this contract in accordance with the notice provisions contained herein.

9. Variation of The Service

The Client reserves the right to require changes to the service to be delivered, or the manner in which it is delivered (e.g. time, days, location) as deemed necessary by the Client. Such changes will be notified to the Contractor in writing. Where such a variation of the contract is to be made, the price to be paid for delivery of the service may also be varied. The Client and the Contractor will seek to agree a new price for the work dependant upon the varied terms of delivery. If the parties fail to agree a new price for the delivery of the service, the contract may be terminated by either party.



10. Contractor's Personnel

Any subcontracting of this service to the Contractor's personnel must be approved in advance by the Client. The Subcontractor must possess adequate skills and qualifications to carry out the service.

11. Access to Client's Premises

The Contractor is permitted to access the Client's premises during the hours specified for delivery of the service only. The Contractor must seek approval from the Client for access outside these hours. The Contractor is not permitted to allow any unauthorised person onto the premises without the prior agreement of the Client. A breach of this term of the contract may result in termination of the contract.

12. Health and Safety

12.1 The Contractor agrees to comply with the terms of the Client's Safety Statement and other safety procedures as brought to their attention, while in attendance at the Client's premises or acting on the Client's behalf.

12.2 The Contractor shall comply with the provisions of the Safety, Health & Welfare at Work Act, 2005 and all regulations adopted thereunder.

13. Offers of Employment

The Contractor must not make an offer of employment to any person employed by the Client while delivering services under this contract, or for a period of one year after the termination of this contract.

14. Conflicts of Interest

5.1 The Contractor shall declare any conflict of interest which may arise in the delivery of this service arising from any personal or business matter in which the Contractor has an interest. Where a conflict of interest exists, and is deemed to warrant termination of the contract, the contract may be terminated by either party in accordance with the termination clause in this contract.

15. Confidential Information

6.1 The Contractor may be privy to confidential information relating to the [Clients / Customers / Service Users] of the Client, or other confidential information in the course of the delivery of services under this contract. Such information must not be disclosed to any party without the express permission of the Client.

16. Termination of the Contract

Either party may terminate this contract by providing written notice of termination to the other party at least two weeks prior to the termination of the contract. The Client may terminate the contract with immediate effect where a fundamental breach of this contract arises. The contract may be terminated where the Client is dissatisfied with the standards of the service being provided by the Contractor.



17. Insurance

- 17.1 The Contractor shall at all times insure and keep him/herself insured with a reputable insurance company against all insurable liability which may arise under this Agreement in respect of the service and, without prejudice to the generality of the foregoing, in respect of all claims by third parties for death, injuries, or damage to property, and against all actions, suits, claims, demands, costs and expenses whatsoever, by reason of, or arising out of any claim by any of the Contractor's employees, in respect of any accident, death, injury or damage sustained in connection with or arising out of the execution of this Agreement, or any of the matters connected therewith, whether such claims or proceedings be brought or costs or expenses incurred under or by virtue of any statute or common law, or otherwise howsoever.
- 17.2 The Contractor shall provide all faculties, assistance and advice required by the Client or the Client's insurers for the purpose of contesting or dealing with any action, claim or matter arising out of the Contractor's performance of this Agreement.
- 17.3 The name on the insurance certificate must be the legal name of the Contractor.
- 17.4 The said insurance policy or policies shall be furnished, duly completed, to the Client prior to the commencement of this Agreement, maintained for the duration of this Agreement and up-to-date copies forwarded to the Client each year. All policies presented shall contain an Irish law jurisdiction clause.

18. Tax Certificates

The Contractor shall continue to hold a valid appropriate tax clearance or C2 certificate issued by the Irish Revenue Commissioners for the duration of this Agreement and until final payment has been made.

19. Compliance With Law

The Contractor shall comply with all requirements and/or obligations of any statute, statutory instrument, rule, order, regulation, directive and/or byelaws or other legislative measure in the fulfilment of this Agreement.

20. Data Protection

- 21.1 Where applicable, the Contractor must comply with its obligations under the Data Protection Regulation and Data Protection Acts 1988-2018, and any amendment or any statutory modification or re-enactment thereto. In particular, the Contractor must ensure compliance with the Client's security arrangements in relation to personal data.



- 20.2 The Contractor shall keep all such personal data secure and protect it against accidental loss, destruction, damage, alteration, or disclosure of the data at all times and shall process such data strictly in accordance with instructions received from the Client including with regard to transfers of personal data to a third country or an international Organisation.
- 20.3 The Contractor shall not disclose the data whether directly or indirectly to any third party without the express prior written consent of the Client and shall not use the data directly or indirectly for any purpose other than in connection with this Contract in the provision of the services to the Client.
- 20.4 The Contractor shall not disclose data directly to any of his/her personnel or subcontractors unless approved in advance by the Client.
- 20.5 The Contractor shall indemnify the Client against all claims and proceedings and all liability, loss, costs and expenses incurred in connection therewith made or brought by any person in respect of any loss, damage or distress caused to that person as a result of the Contractor's unauthorised and/or unlawful processing, accidental loss or the Contractor's destruction and/or damage to any personal data held by the Contractor, its employees or agents.
- 20.6 The Client will only collect and process personal data relating to the Contractor to manage the agreement and is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.
- 20.7 By signing this agreement, the Contractor gives consent to the Client to process their data for purposes of managing this agreement by making such data available to its advisors, to parties providing products and/or services to the Client (including, without limitation, IT systems suppliers, CCTV providers), to regulatory authorities (including the Revenue Commissioners), to any potential purchasers of the Client or its business (on a confidential basis) and as required by law.
- 20.8 In these circumstances, the Client will take all reasonable steps to ensure the security of the Contractor's data and where appropriate will enter into contract with such third party processors.

21. Force Majeure

- 21.1 For the purposes of this Agreement, the expression "Force Majeure" shall mean any governmental regulations, fire, flood, or any disaster affecting or delaying the performance by a party of its obligations. Any act, event, omission, happening or non-happening will only be considered Force Majeure if it is not attributable to the wilful act, neglect or failure to take reasonable precautions of the party seeking to rely on it, or of that party's agents or employees.



21.2 Neither party shall in any circumstances be liable to the other for any loss of any kind whatsoever directly or indirectly caused or incurred by the other party by reason of any failure or delay in the performance of its obligations hereunder which is due to Force Majeure. Notwithstanding the foregoing, each party shall use all reasonable endeavours to continue to perform, or resume performance of, such obligations hereunder for the duration of such Force Majeure event.

21.3 If either of the parties shall become aware of circumstances of Force Majeure which give rise to or which are likely to give rise to any such failure or delay on its part it shall forthwith notify the other by the most expeditious method then available and shall inform the other of the period which it is estimated that such failure or delay shall continue.

21.4 In the event that the Force Majeure event is continuing for a period at least one (1) month, the other party shall have the right to terminate this Agreement upon seven (7) days notice.

21.5 It is expressly agreed that any failure by the Contractor to perform, or any delay by the Contractor in performing its obligations under this Agreement, which results from any failure or delay in the performance of its obligations by any person, firm or company with which the Contractor has a contract, supply arrangement or sub-contract or otherwise shall be regarded as a failure or delay due to Force Majeure only in the event that such person, firm or company shall itself be prevented from or delayed in complying with its obligations under such contract, supply arrangement or sub-contract or otherwise as a result of circumstances of Force Majeure.

21.6 For the avoidance of doubt it is hereby expressly declared that the only events which shall afford relief from liability for failure or delay shall be events falling within the definition of Force Majeure set out in sub-condition 1 above, and therefore exclude other events such as strikes, lock-outs or industrial disputes of the Contractor.

22. Governing Law

These conditions shall be governed by and shall be read and construed in all respect in accordance with Irish law and each of the parties hereto submit to the jurisdiction of the Irish courts. This jurisdiction shall not (and shall not be construed so as to) limit the right of the Client to issue proceedings against the Contractor in any other court or regulatory body of a competent jurisdiction.



23. Arbitration

Any unresolved question, dispute or difference concerning this Agreement may arise between the parties hereto shall be and is hereby referred to a single arbitrator in to be agreed between the parties, or, failing such agreement within 14 days after either party has given to the other a written request to concur in the appointment of an arbitrator to be appointed on the request of either party by the President for the time being of the Law Society of Ireland. The decision of the arbitrator appointed under this condition shall be final and binding on the parties. Such arbitration shall be governed by the Arbitration Acts 1954 and 1998 or any statutory variation, modification or re-enactment thereof for the time being in force.

24. Intellectual Property Rights

24.1 All intellectual property rights in any ideas, know-how, techniques, documentation, inventions, software or specifications ("Works") created by the Contractor in the course of this agreement (whether capable of being patented or registered or not) which affect or relate to the business of the Client or are capable of being used or adapted for use therein shall forthwith be disclosed to the Client and shall belong to and be the absolute property of the Client. The Contractor hereby assigns to the Client all right, title and interest in any Work (whether existing or a future Work derived from such Work) which is or may become a copyright work anywhere in the world. The Contractor waives any right to be identified as the creator of all or any part of the Work.

24.2 If and whenever required so to do by the Client, the Contractor shall at the expense of the Client apply to join with the Client in applying for patent or other protection or registration in Ireland and in any other part of the world for any such Works and shall execute and do all instruments and things necessary for vesting the said patent or other protection or registration when obtained and all rights title and interest to and in the same shall vest in the Client absolutely and as sole beneficial owner. The Contractor hereby appoints a Director for the time being of the Client to be his Attorney in their name and on his behalf to execute and do such instruments or things and generally to use name for the purpose of giving the Client or its nominees the full benefit of the provisions of this clause.

24.3 The Contractor shall not disclose or use any Work without the Client's prior written consent, save to the extent necessary to provide their services under this Agreement.

Agreement

We the undersigned accept and understand the terms of this contract and agree to be bound by these terms.

[Parish Priest or Delgate]
[Parish Name]

[Contractor Name]



APPENDIX D

SEEDS OF FAITH: Privacy Statement for the Religious Educator

Who are we?

The [insert name and address of parish]. This Privacy Statement demonstrates our commitment to protecting and respecting your personal data.

We fully respect your right to privacy and actively seeks to preserve the privacy rights of those who share information with the parish. Any personal information you provide will be treated with the highest standards of security and confidentiality, in accordance with the Data Protection legislation. The Data Controller is the [please select Parish Priest/Moderator/Administrator].

What information do we collect about you?

The Parish receives personal data about you in various ways. This data includes the following;

Name and contact details; date of birth; CV/application form; Contract for Service as a *Seeds of Faith* Religious Educator; Garda Vetting forms; emails; (bank details, PPS number, tax certificate, & contact details for next of kin in the event of an emergency sick leave notes; changes to contract. Occasionally other documents may include letters/emails/reports relating to disciplinary issues; grievances; copy of job description; pay slips.

Processing of personal information

The Parish collects and processes information about you in a number of ways including face to face meetings, email, phone conversations, and through forms, hardcopy and online. We must have a lawful basis for processing your information. This will vary according to the circumstances of how and why we have your information but typical examples include:

- The activities are within our legitimate interests;
- You have given consent for us to process your information which can be withdrawn at any time by contacting us using the details below;
- We are carrying out necessary steps in relation to a contract to which you are party to or prior to you entering a contract;
- The processing is necessary for compliance with a legal obligation;
- To protect your vital interest

If we process any Special Categories of Personal Data we must have a further lawful basis for the processing. This may include:

- Where you have given explicit consent e.g. agree to having photographs taken and used on website/social media;
- Where the processing is necessary to protect your vital interest or someone else's vital interests e.g. in the event of a medical emergency, information relating to a known medical condition;



- Where the processing is carried out in the course of our legitimate interests as a Roman Catholic diocese working with and supporting our current and former members and the information is not shared outside the Diocese with anyone else without your consent;
- Where the processing is necessary for the establishment, exercise or defense of legal claims;
- Where the processing is necessary for carrying out the Diocese's employment and social security obligations; or
- The processing is necessary for reasons of substantial public interest (e.g. where steps are taken to prevent fraud)

The parish may be legally authorised to share your information, for example, when we need to undertake background checks as part of a job recruitment application.

Information relating to payroll is shared with the financial institutions so you can be paid and all taxes etc. can be deducted as per revenue requirements.

We are assisted by entities who provide services to the parish e.g. IT consultants. These have signed GDPR compliant processing agreements.

What do we use your information for?

- We use your information for a range of different purposes including;
- To support and provide benefits and compensation
- To provide you with information you request from us
- To process various application forms
- For payment of salary, taxes, etc.
- If you are a job applicant, to assess your suitability for the position you have applied for
- Communicating with you about parish events
- Dealing with complaints and enquiries purposes
- As authorised or required by any law applicable to us or arising from your interaction with us

How do we share your information?

The information you give us is used by the Parish only in accordance with the purpose for which you provided the information and will only be retained for as long as required.

Where do we store your information?

We may store your information in hard copy or in electronic format, in the parish. All computers are password protected and laptops are encrypted. Filing cabinets are locked and data is only accessible to authorised individuals. We will not transfer your personal data outside of Ireland.

How long do we retain your information?

We retain your personal information only for as long as necessary and in accordance with the parish data retention schedule.



How do we keep your information safe and accurate?

The Parish is committed to ensuring your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure your information.

What are your rights?

You have many rights under Irish Data Protection legislation with regard to the processing of your data. Here are some that may apply to you.

You have the right to be informed about any personal data that we hold which relates to you, including how we acquired this data and the purpose for which it is used. The right requires that you will be given a copy of all personal data we hold on you when requested. This is known as a Subject Access Request.

You have a right to have any inaccurate data held by us rectified free of charge. You are responsible for informing us of any changes to your personal data and other information. If you become aware of any inaccuracy in the personal data you have supplied to us please let us know in writing providing evidence of the correct information. We will then update our records accordingly.

You have the right to withdraw your consent where consent has been used as the legal basis for processing.

Further Information and Contact Details

If you have any further questions, please contact the parish office on:

Parish Email: _____

Parish Telephone: _____

Further information on your data privacy rights is available on the website of the Data Protection Commissioner www.dataprotection.ie

If you have any other questions contact the Diocesan Data Protection Officer, 204 Clonliffe Road, Dublin 3. D03 PD86 or email dataprotection@dublindiocese.ie or tel. (01) 8087509.



APPENDIX E

SEEDS OF FAITH: General Parish Data Protection Privacy Statement

Who are we?

The [Insert Parish name] is responsible for ensuring the safety and security of the personal data you share with us for the *Seeds of Faith* programme.

This statement explains what we do with the data you give us. The [please select form the following; Parish Priest/Administrator/Moderator] is the Data Controller. He is the person responsible for making sure your data is safe and secure and is used only for the purposes that it was gathered for.

This statement applies to the child, parents/guardians, religious educator, volunteers and parish clergy and staff.

What information do we collect about you?

We only collect data that we need to fulfill our obligations in preparing the child to receive the sacraments. We will need the name of the child, their date of birth, copy of baptismal certificate, name(s) of parent(s)/guardian(s); contact details including telephone number(s) and email address(es); name of the school attended and health information (only where necessary).

What do we use the data for?

- To ensure the child is instructed and prepared to receive the sacraments
- To contact you about religious education classes and other related sacramental preparation events
- To maintain a roll-book of all children attending classes
- To administer all aspects of the classes
- To ensure information is provided if classes are held on-line
- Looking after the vital interests of the child in the event of a medical emergency

What are the legal reasons we need this personal data?

Under the Data Protection law, including the GDPR we must have a lawful basis for processing your information. This will vary according to the circumstances of how and why we have your information but typical examples include:

- You have given explicit consent for us to process the data e.g. photographs taken of the class group;
- The processing is necessary for compliance with a legal obligation e.g. Garda Vetting of all staff and volunteers who engage with the class
- To protect your vital interest e.g. if a child has a serious medical condition.



If we process any Special Categories of Personal Data we must have a further lawful basis for the processing. This may include:

- Where you have given explicit consent;
- Where the processing is necessary to protect your vital interest or someone else's vital interests e.g. passing information to An Garda Síochána;
- Where the processing is carried out in the course of our legitimate interests as a Roman Catholic diocese working with and supporting our current and former members and the information is not shared outside the diocese with anyone else without your consent – the organisation and running of these classes to facilitate reception of the sacraments;
- Where the processing is necessary for the establishment, exercise or defense of legal claims.

How do we share your information?

The data you give us is used only by the parish and for the purpose for which it was obtained. It may, only when necessary, be shared with those who provide services to the parish or with our professional advisors e.g. IT consultants; with An Garda Síochána in relation to the detection or prevention of a crime.

We may post photos or videos to our social media pages but only with your consent.

Where do we store your information?

We store your information in hard copy and/or in electronic format in the parish. Hard copy material is held in locked filing cabinets and all electronic files are on password protected computers and/or encrypted laptops. No unauthorised access to these files is permitted. We will not transfer your personal data abroad.

How do we keep your information safe and accurate?

The parish is committed to ensuring your personal data is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure your information. Our security measures are continuously adapted in line with technological developments.

We seek to ensure that we keep your personal data accurate and up to date. However, you are responsible for informing us of any changes to your personal data and other information.



What are your rights?

You have many rights under Irish Data Protection legislation with regard to the processing of your data. Here are some of those rights:

You have the right to be informed about any personal data that we hold which relates to you, including how we acquired this data and the purpose for which it is used. The right requires that you will be given a copy of all personal data we hold on you when requested. This is known as a Subject Access Request.

You have a right to have any inaccurate data held by us rectified free of charge. If you become aware of any inaccuracy in the personal data you have supplied to us please let us know in writing providing evidence of the correct information. We will then update our records accordingly.

You have the right to withdraw your consent where consent has been used as the legal basis for processing.

Further Information and Contact Details

[Insert Parish contact details here]

Further information on your data privacy rights is available on the website of the Data Protection Commissioner www.dataprotection.ie

If you have any questions relating to the processing of personal data please contact the parish office or contact the Data Protection Officer at dataprotection@dublindiocese.ie, by telephone (01) 8087509 or write to Data Protection Officer, 204 Clonliffe Road, Dublin 3. D03 PD86.



APPENDIX F

SEEDS OF FAITH: Data Protection Checklist

- Parish Priest (or his equivalent) is the Data Controller for the programme.
- Consent forms signed by parent(s)/guardian(s)
- If physical forms, please ensure these are in a secure filing cabinet in the parish office and are only accessible to authorised personnel
- If electronic forms, please ensure that at the time they are being set up that data is only being saved on servers located in the EU, EEA or in a country with an adequacy agreement.
- Physical forms can be scanned and put on the parish I.T. system. The physical forms can then be confidentially shredded.
- Ensure all devices are password protected – passwords should not be shared
- All mobile devices should be encrypted
- Use parish devices wherever possible
- The roll book should be kept secure, whether it is a hardback journal or a database
- No USB sticks should be used unless they are encrypted
- No further use should be made of the personal data unless it has been consented to at the time of collection. It is very important to retain this evidence of consent.
- Physical forms can be scanned and put on an IT system. The physical forms can then be confidentially shredded.
- If classes are being held on-line, please ensure you follow the Diocesan Safeguarding I.T. Policy. If the session is being recorded, the religious educator will have to inform everyone when the recording is due to start. That way people can switch-off their camera if they wish. The same applies if you are taking a screen-shot. If people come in late to the session remember to tell them if you are recording.
- Once the classes end, all personal data must be returned to the parish.
- If any of this data is lost or accessed by an unauthorised individual, it will be deemed a notifiable breach to the Data Protection Commission as it relates to children's data. If there is a breach please contact dataprotection@dublindiocese.ie as soon as possible as a report has to be made within 72 hours of its discovery.
- Everyone involved with the *Seeds of Faith* programme must be made aware of the data protection requirements.



APPENDIX G (i)

SEEDS OF FAITH: Covering Letter to Parents/Guardians

Dear Parents/Guardians,

The Parish of _____ welcomes your child/children to continue to learn about their faith through our *Seeds of Faith* religious education classes which are offered here to the children who attend schools other than Catholic Schools. The Church sees the important role that parents/guardians have as 'the first teachers of their children in the ways of faith'. Pope Francis sees this when he says 'moments of family prayer and acts of devotion can be more powerful for evangelisation than any catechism class or sermon.' In your home you introduce your child/children to the lived reality of faith through prayer, teaching them right from wrong, the love that you show them and the reconciliation that is part of family life.

Now, with the ongoing support of the Parish, you want your child/children to know more about their faith through religious instruction so that in time they can grow towards preparing for the Sacraments of Reconciliation and Holy Communion for the First Time and Confirmation.

The policy of the Archdiocese of Dublin on preparation for the Sacraments is that a minimum of two years of formal classes and preparation is required for the celebration of these sacraments. It is the desire of the Archdiocese that young people should receive religious instruction throughout their formative years.

In this Parish we offer religious education classes for:
[delete as appropriate to your situation]

Junior Infants	Senior Infants
First Class	Second Class
Third Class	Fourth Class
Fifth Class	Sixth Class

For those preparing for Reconciliation and Holy Communion for the First Time and Confirmation they must attend two years of classes. Where the classes are offered for the other years attendance is important to move from one class to the next. If your child/children does not attend enough classes to have covered that years material they will be asked to complete those classes the following year, this may mean the celebration of Sacraments being deferred.



To run these classes the *Seeds of Faith* Support Group needs the support of parents/guardians for the following roles:

- Setting up for _____ – this includes putting up class name signs outside, setting up of classes, distributing books and information for teachers etc. (approx. 10mins).
- Corridor Supervision – there must be two adults supervising the corridors outside classes. Teachers may also need assistance getting materials or equipment (50mins).
- Clean up at _____ – collection of teacher materials, roll books, equipment and return to cupboard (approx. 10mins)
- Helping with your child's ceremony (Communion/Confirmation) – without volunteer parents to organise booklets, place cards, certificates etc. there will be no keepsakes for these ceremonies.
- Books – help order, refurbish, label and hand out books, collect books at the end of the year and sort for the following year. (approx. 2 hours work which can be done at home)
- Christmas Carol Service – A volunteer is needed to co-ordinate the service. All information will be provided.
- Join the organising committee – as parents on the committee leave it is necessary to replace these members without the committee there would be no religion classes.

Any time given to help very much appreciated even if it is not every week. An hour every now and again will greatly help.

The Religion classes are organised by the Parish with the support of parent/guardian volunteers. There is a fee of €_____ charged which covers the cost of books, teachers fee, and associated costs.

A deposit of €50.00 is asked when you enrol your child/children to secure places. Arrangement will be made where there are more than one child from a family participating in the classes.

We look forward to helping you and your child/children grow in knowledge and practice of the faith we share.

Yours truly,

Parent/Guardian agreement: I _____, have read and accept the requirements for my child/children attending the religious education classes and in their preparation for sacraments.

Signed: _____ (Parent/Guardian)

Date: _____



APPENDIX G (ii) **SEEDS OF FAITH: Registration & Consent**

Name of Parish: _____

Child's Name: _____

School: _____ Class Teacher: _____

Name of Parents/Guardians: _____

We require the following information for communication purposes:

Home Address: _____

Telephone: _____

Email address: _____

Emergency Information (During Class time, if different from above):

Contact Name : _____

Tel: _____

Health issues or additional needs your child's teacher should be aware of:

Does your child have a sibling already attending religion classes Yes No

If yes please tell us their name(s) and current class:

Name _____ Class _____

Name _____ Class _____

Photography

Photographs may be required for religion class art work and/or the ceremonies associated with the sacrament during the year. The photographs will be taken by the teacher or an authorised member of the *Seeds of Faith* Team. Please tick the box if you are happy for your child to be photographed for the above mentioned reasons.

Yes No



Privacy Notice

The Personal Data you provide in this form is solely for the purpose of organising the religion classes. The information is gathered to facilitate the sacrament and the legal basis that allows us to do this is Article 9 2 (a) the data subject has given explicit consent to the processing of the personal data for one or more specified purposes (for photographs) and Article 9 2(d) where Processing is carried out in the course of its legitimate activities by a not-for-profit body with a political, philosophical, religious or trade union aim provided: - the processing relates only to members or former members (or those who have regular contact with it in connection with those purposes); and there is no disclosure to a third party without consent.

The information will be held securely by the *Seeds of Faith* Team, who act on behalf of the Parish Priest. This data will only be shared with authorised individuals.

You have the right to access your personal data, to have the data rectified if it is inaccurate, and to have the data erased when the programme is completed and the child has received the sacraments.

If you have any concerns regarding improper use of your data by the *Seeds of Faith* Team, you can contact the Data Protection Officer for the diocese and/or make a formal complaint to the Data Protection Commission.

The personal data collected for the religious education class will be kept on file and on computer at the parish office and will be retained until after your child has received the sacraments. If you require any information on your data please email the religion committee at:

Signed Parent/Guardian: _____ Date: _____

For Office Use:	
Commitment Form Signed	
Deposit paid – €	
Certificate of Baptism	<input type="checkbox"/>
Date Received: _____	Received By: _____



APPENDIX H

SEEDS OF FAITH: Safeguarding Policy

Good Safeguarding Practice for the Provision of Religious Education to Children in a Parish Setting

Rationale for this policy.

Many Catholic children attend schools other than Catholic Schools and they, and their parents/guardians, wish to receive religious education in the Catholic tradition and, in particular, to be prepared for the Sacraments of Reconciliation and Holy Communion for the First Time and Confirmation. Parishes have responded to this by providing such education and preparation. The Child Safeguarding and Protection Service (CSPS) was asked for advice and direction on how this can be most safely delivered in a parish context.

Guidelines

1. The provision of religious education, including sacramental preparation, to children and young people by the parish in non-school settings, is a parish activity and, as such, the parish carries responsibility for ensuring that all appropriate safeguarding measures are in place. This applies irrespective of whether the activity takes place on parish property or at another location.
2. Those who deliver such education are appointed by the parish priest/ priest in charge in accordance with the appropriate recruitment procedures. The people providing such activities are deemed to be "Religious Educators".
3. The appropriate safeguarding measures are set out in Chapter 2 of "2023 Dublin Diocesan Child Safeguarding Policy". This document can be accessed at <http://csps.dublindiocese.ie/policies/>
4. Diocesan recruitment policy applies to all those who deliver such activity. This policy can be accessed at <http://csps.dublindiocese.ie/resources/>
All people involved in such activities must be Garda vetted by the parish, as Sacramental Preparation Leader, irrespective of vetting they may have completed for other organisations. This is a requirement of the National Vetting Bureau Act 2012/2016. They are also required to attend appropriate Diocesan Safeguarding Training every three years.
5. Those involved in such activities are also required to report any child protection concern that arises in the course of their work with the children and young people to the Designated Liaison Person (DLP) or deputy DLP of the Diocese (see below) as set out in Chapter 3 of "2023 Dublin Diocesan Child Safeguarding Policy".



6. Religious Educators are defined as “Mandated Persons” under the Children First Act 2015. This legislation requires that they report, without delay, any child protection concern that arises in the course of their activities with children and young people to Tusla, the Child and Family Agency. This is most easily done by the diocesan DLP or deputy DLP as a joint report with the mandated person. However, the mandated person may decide to make their own report and this is acceptable provided they also report the matter to CSPS.

7. Safeguarding forms, such as Parental Consent Forms, Attendance Records and Vetting Disclosures, should only be stored in the parish office. All these forms can be accessed at <http://csps.dublindiocese.ie/resources/>

8. It is not appropriate for religious educators to minister alone. Another adult person or persons should be present or easily available and the religious educator should be visible to the other person/persons. In the event of the unexpected unavailability of someone from the parish, a parent or parents should be asked to remain on the premises for the duration of the class. Vetting is not required for such occasional helping out but if a person is repeatedly asked to do so they should be vetted.

Contact details

Diocesan Child Safeguarding & Protection Service (CSPS)

- Designated Liaison Person

Mr. Andrew Fagan, Director, Child Safeguarding & Protection Service,
Dublin Diocesan Offices, 20-23 Arran Quay, Dublin 7, D07 XK85
Tel. 01-8360314 (Mon–Fri: 09:00 – 17:00)

- **Deputy Designated Liaison Person**

Ms. Deirdre Donnelly, Safeguarding & Support Officer, Child Safeguarding &
Protection Service
Dublin Diocesan Offices, 20-23 Arran Quay, Dublin 7, D07 XK85
Tel. 01-8360314 (Mon–Fri: 09:00 – 17:00)

Tusla, Child and Family Agency:

Contact details of your local office are given on the parish safeguarding notice and on www.tusla.ie

An Garda Síochána:

Contact details for your local Garda station are given on the parish safeguarding notice and on www.garda.ie. If there is an immediate concern for the protection of a child, the Gardaí should be contacted without delay on 999 or 112.



APPENDIX I

SEEDS OF FAITH: Policy Documents

As a activity of the Parishes of the Archdiocese of Dublin, the Policy documents of the Archdiocese apply to the establishment, running and management of the classes and the care of the children, religious educators, supervision team, parish team and parish staff.

In particular the following policies should be available to all concerned:

- The Archdiocese of Dublin Human Resources Handbook.
noting in particular the sections on:
Dignity at Work which also contains guidance on bullying behaviour.
Grievance Procedure
Discipline Policy
- The Archdiocese of Dublin Volunteering Manual

(This document is available on the 'Secure Area' of the Archdiocese of Dublin website under 'Human Resources')

- The Safeguarding Policy of the Archdiocese of Dublin
noting in particular the forms that are available to deal with:
Accident/Incidents
Medical consent forms
Parish Complaints form

(This document and forms are available on the 'Secure Area' of the Archdiocese of Dublin website under "Child Safeguarding and Protection)

- 2023 Dublin Diocesan Child Safeguarding & Protection Policy
- 2024 Dublin Diocesan Safeguarding Digital Policy



Archdiocese of Dublin

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