

Navan Parish Catechetical Programme 2025-2026

Section A: Please provide the following details:

Child's name and surname

Child's date of birth:

Child's address:

Names of parents/guardians:

1

2

Contact tel. no. Email:

For which year are you enrolling this child:

First Holy Communion Year I ☐ ***go to Section B***

First Holy Communion Year II ☐ ***go to Section C***

Confirmation Year I ☐ ***go to Section B***

Confirmation Year II ☐ ***go to Section C***

Section B

Is your child baptised? (***please tick***) YES ☐ NO ☐

If **YES**, where was your child baptised? (***please tick***)

☐ Navan (i.e. St. Mary's Church or St. Oliver's Church)

☐ Johnstown / Walterstown

☐ Elsewhere – ***please provide a Certificate of Baptism with this form***

Section C



Safeguarding Children
Diocese of Meath

S5.A. template 4 Child and Parent/Guardian Joint Consent

DATA PROTECTION: This form will be held on file in accordance with the data protection policy of the Diocese of Meath. The data entered will be used only for the purposes indicated on the form. It may be accessed only by those with responsibility for managing files.

GROUP DETAILS

Name of group: **NAVAN PARISH CATECHETICAL PROGRAMME**

Duration/frequency of activity: **WEEKLY, DURING SCHOOL TERM, 2025-2026**

Name of organiser/leader: **REV. ANTHONY KERR**

DETAILS OF THE CHILD

Name of child _____ Male ☐ Female ☐

Address _____ Date of birth _____

OTHER RELEVANT INFORMATION

(Please mention any medical conditions, special needs or dietary requirements). Please note that the organisers cannot administer any medication. Should your child require medication or intimate care, please discuss this with the organisers who will work with you to establish how your child can be accommodated, according to relevant policies and procedures.

GUARDIAN CONTACT DETAILS

Name _____ Daytime phone no. _____

Home phone no. _____ Mobile no. _____

Email _____

Contact information - if different from details above _____
(for emergency use only)

IN CASES OF A MEDICAL EMERGENCY

In the event of illness or an accident, I give permission for medical treatment to be administered to my child, where considered necessary, by a suitably qualified medical practitioner and/or hospital. I understand that every effort will be made to contact me as soon as possible. In an emergency I can be contacted at the telephone numbers provided on the previous page.

Signature of Parent/Guardian _____

CHILD'S CONSENT

I _____ would like to take part in the activity listed above.
full name of child

(If relevant please tick the boxes below)

☐ I understand that photographs may be taken during the group activities, and I give my permission for these to be used in any hard copy/online publications by St. Mary's Parish.

☐ I understand that videos (which may include livestream/webcam) may be taken during the group activities, and I give my permission for these to be used in any hard copy/online publications by St. Mary's Parish.

☐ I understand that during group activities I will be appropriately supervised at all times and will agree to abide by the group's code of behaviour.

Signature of Child _____

PARENT'S / GUARDIAN'S CONSENT

I agree to allow the above-named child to attend the meeting(s) of the above group, at the times and dates stipulated overleaf in accordance with the permission granted by the above named child. I understand that there will be suitable supervision and an agreed code of behaviour while the children are in the care of the organisers.

Signature of Parent/Guardian _____ Date _____

Name of Parent/Guardian (block letters) _____

Relationship to child _____

S3.C template 1: Code of behaviour for children taking part in Church activities in St. Mary's Parish, Navan

Our parish expects that children will act respectfully of themselves, their supervisors and fellow participants. Participants must accept the ground rules of activities which supervisors will clearly explain to them. Children will not have access to the use of email or the internet when participating in our parish programmes.

Breaches of discipline and disruptive behaviour, including bullying, will be dealt with in a manner that is fair and transparent, by more than one member of Church personnel.

Children and their parents will be advised of the consequences for breaching the Code of Behaviour.

If a child or an adult breaches the Code of Behaviour, efforts should be made to resolve the issue by:

- Discussion with and support for the adult or the child;
- A child or adult may be asked to apologise for their behaviour;
- In the case of a child/young person, involving their parents/guardians;
- Agreeing on sanctions.

Sanctions may include:

- Time out of group activity;
- For children, a parent/guardian may be asked to attend group activities with their child for a period of time;
- For adults, retraining in leadership skills, code of behaviour, etc. may be required;
- For children, the code of behaviour should be revisited and agreed upon;
- Monitoring behaviour and support on an ongoing basis.
- In serious cases, suspension or even exclusion from the group should be considered;
- Formal reporting to statutory authorities.
- Children or their parents who are dissatisfied with any aspect of activities or services can follow a complaints procedure, namely to inform the leader of the programme or, when appropriate, to contact one of our Parish Safeguarding Representatives through the Parish Office.

Please note:

- The parish only accepts liability or responsibility for an incident or accident caused by the negligence or breach of statutory duty of the parish, its staff and volunteers.
- It is the responsibility of the parents to be on time when dropping off or collecting children.
- All participants must keep to the code of behaviour for this activity, otherwise they may be asked not to continue their participation.
- Leaders are not allowed to give participants a lift to or from activities.
- Any concerns regarding the welfare and safety of children participating in parish activities should be brought immediately to the attention of the Parish Safeguarding Representative, the Designated Liaison Person or the statutory authorities.

By signing below, I acknowledge that I have read, understand and accept this Code of Behaviour.

Signature of Parent/Guardian _____ Date _____