

Diocese of Leeds
OUR LADY OF KIRKSTALL

**Preparation for the Sacraments of First Reconciliation and First Holy Communion,
with Post Holy Communion Programme.**

To qualify for the programme, a child must be in Y3 or older, baptised or not baptised. Unbaptised children may take a longer period to prepare.

First Reconciliation is prepared for in Y3, First Holy Communion is prepared for in Y4. After First Holy Communion, communicants will attend an hour-long monthly session until the anniversary of their First Holy Communion. Their certificate of First Holy Communion will then be issued at a Celebration Mass.

Child's details:

Full Name:

Date of Birth:

Address:

Postcode:

Has your child been Baptised?

Yes/No

If yes, date & place of Baptism:

Please provide a copy of the Baptism Certificate

School currently attending:

Year Group:

Parents/Legally Responsible Person details:

Full Name:

Relationship to child:

Address:

Postcode:

Email address:

Phone:

Name of the church where you attend Mass:

Time of Mass:

Other family member/s who may be involved in family catechesis.

Name:

Relationship to child:

I promise that I will give, to the best of my ability, any necessary support my child may need to prepare properly for his/her First Sacraments and to complete his/her Post Communion sessions. I understand that I will take part in Family Catechesis. I also promise to make the effort, as much as possible, to bring him/her to attend Sunday Mass (this includes Saturday Vigil Mass).

Parent/Legally Responsible Person Signature:

Date:

Dietary/SEND/Medical Information

Does your child has any additional dietary, learning or medical needs? Please give any relevant details, using an additional sheet if necessary. One of our catechists will contact you to discuss this further, if relevant.

Dietary Needs (eg: Vegetarian, gluten-free)

Allergies:

If yes, does your child carry an epipen?

Other Medical needs (eg: asthma, epilepsy)

Does your child carry an inhaler?

Specific learning difficulties, including support required:

Physical disabilities, including support required:

Emotional & Behavioural needs, including support required:

Any other relevant information:

Is English your child's first language?

Is English your own first language?

Do you or your child need a translator?

If so, which language is required?

Do you have access to Wifi at home? Yes/No

Do you have access to the following?

Personal Computer	Yes/No	Laptop	Yes/No
Tablet	Yes/No	Smartphone	Yes/No

Please fill in the Consent form for Videoconferencing on the next page.

Consent Form for Videoconferencing

Although our 'real' meetings for Sacramental Preparation have had to be put on hold, we are still keen to meet, support and guide you and your child through this journey towards the celebration of the First Sacraments.

We would like to use Virtual Meetings to do this but need to be sure you are clear on how this will work, what we will do and what we expect you to do to keep children safe online.

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This section has been completed by Jessica Wilkinson

Position held (e.g. Priest/Catechist, etc.) Catechist

These meetings will start on: See email for details.

The online platform that we will be using is MS Teams

In order to make sure that your child stays safe online, we ask that you do the following:

- Access to the platform is made through the parent/carer's account.
- Ensure that the name of the person joining the meeting is clear for those running the meeting. (e.g. Joe Blogs, Joe's Mum rather than iPhone or another unknown name).
- The supporting adult (parent/carer or other adult named on the Enrolment Form) will remain with the child throughout the video or conference calls.
- The child and their supporting adult must take part in the video call in a suitable communal environment (not a bedroom) and be appropriately dressed (fully dressed in clothing that covers top and bottom half of the body). All members of the household must be aware that the call is taking place and make sure that they are appropriately dressed, use appropriate language and behaviour when nearby or in the background. No personal information or images should be visible in the background. Some of the video calling software has a built-in option to 'blur' the background - you may feel this is an appropriate feature to turn on.
- The supporting adult will make sure that they or the child has 'logged off' the call correctly and signed out before turning off any devices.
- You, other supporting adults and your child will not try to contact any catechists using these online tools outside of the pre-arranged calls. If you need to contact a catechist for any reason you will do so following your normal contact procedures (e.g. emailing).
- You will not pass on any details (links, passwords etc.) of the online meetings to anyone else. Any other parents/carers requesting such information must be directed to Lead Catechist/Parish Administrator.
- You will not record any part of the video-conference meeting.

In order to protect your child, we will:

- Have a minimum of two adults present throughout the video call who will stay on the call until everyone has 'logged off'.
- Adults involved in the call will hold a current disclosure certificate (DBS) as required for their volunteer role.
 - Ensure that each meeting has a unique Meeting ID and password which will be communicated via secure email before each new meeting. No one will contact you outside of any pre-arranged meetings using these online tools and if they do need to contact you will do so following their normal contact procedures (e.g. emailing).
 - Those holding the meeting will watch through and check any links or videos they may direct your child to. They will make sure everything they use is age appropriate.
 - Catechists and other adults on the call will use appropriate language/behaviour throughout the

call.

- Those leading the meeting will ensure they are in a communal living space throughout the call and any members of their household will use appropriate language/behaviour throughout the call.
- We will ensure all participants are told that any recording of the meeting is not allowed.

Name of Child: _____

Name of Child as you wish it to appear on the Certificate _____

Contact Name: _____

Contact Email: _____

Contact Number: (Home) _____ (Mobile) _____

Please note: all communications from us will be from: catechist.ourladyofkirkstall@dioceseofleeds.org.uk

These forms of communication are in line with the safeguarding protocols of the Diocese of Leeds.

Data Protection: your personal details given above will only be stored and used by the Diocese of Leeds, Parish of Our Lady of Kirkstall, for the purposes of Sacramental Preparation and may be shared with other members in that team, but will not be disclosed outside the Parish. Details of how we process your data, and your rights, are on the full Privacy Notice on the Diocesan Website <https://www.dioceseofleeds.org.uk/privacy-notice/>

In signing this, you are confirming that (please mark all that apply):

You have read, understood and agree to your part in the above requirements.

You give consent for your child to be part of online virtual meetings.

You give photo and video consent for your child.

These may be used in Parish and Diocesan news.

You give permission to appear in live streamed Masses if applicable to your parish

Signature: _____ (Parent/Carer) Date: _____

Signature: _____ (Child)

If you have a safeguarding emergency, please contact the police. For all other safeguarding advice/support contact your parish safeguarding representative or email safeguarding@dioceseofleeds.org.uk

Retention Date: 6 months after final sacrament conferred.