

Parental Consent Form Procedure

Loughaghery Presbyterian Church has a Safeguarding Policy, revised in August 2026 and approved by Kirk Session. All organisations must adhere to the child protection policy.

Organisation leaders must ensure that they obtain a completed multipurpose parental consent form containing home contact numbers, parental consent and medical information regarding the children in the organisations which they are working with.

A new multipurpose parental consent form is required for each child at the start of each session. The session for the congregation's organisations is defined as commencing on 1st September and ending on 31st August.

The multipurpose parental consent forms should be copied by the leader of the first organisation to receive it and copies passed to the leaders of the other organisations indicated on the form.

Special consent forms will be obtained for any 'off the premises' activity and residential programmes.

At the commencement of each session leaders of organisations are authorised to retain the parental consent form from the previous session until a new form is received.

Parental consent forms for the previous session should be given to the Designated Persons by 1st December for secure storage.

Parental consent forms will be stored for seven years from the end of the session. At the end of the seven year period the forms will be shredded and destroyed.

Parental consent forms in secure storage remain confidential and will only be used in accordance with the Presbyterian Church in Ireland's Safeguarding Policies, approved by the General Assembly and revised in 2026.