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An Apostolate of the
Society of Jesus under the
Patronage of the Irish
Episcopal Conference

Pioneer Total Abstinence Association

School Visitation Protocol

Current PTAA Policy:

Pioneer members who work and deal with under-18 year olds must adhere to the Pioneer Association's Child Safeguarding Policy and must be vetted and trained as approved by Central Office. Vetting forms can be obtained on request from the Office Manager of the Pioneer Association.

In the first instance, it is the responsibility of the Chairperson of the local Pioneer Centre to ensure that this protocol is adhered to in all respects

Pioneer members visiting a school must have prior permission from Pioneer Central Office. The centre must have paid into the Pioneer National Insurance, paid their Annual Subscription and submitted their Query Sheet.

Aim and purpose of the visit:

- To highlight the virtue of moderation and the wise use of God's gifts.
- To enhance pupils' awareness and understanding of the dangers in the misuse of alcohol and substance abuse.
- To underline the special spiritual motivation underlying the Pioneer pledge and the ability to enjoy life in a healthy way.

Procedure for school visits:

- 1) Contact the Principal to seek permission to speak to students
- 2) Inform the Principal of the nature and purpose of the talk
- 3) Inform the teacher of any resources that will be needed in giving talks (e.g. projector, powerpoint presentation etc)
- 4) All visitors shall report to the school office when arriving and leaving the school premises.
- 5) All school visitors must comply at all times with the school's policies, administrative rules and regulations.
- 6) It is a requirement that school teacher(s) or principal be present during the course of the talk.
- 7) A copy of the Pioneer School Presentation Guidelines should be obtained from Central Office before commencing schools visit. The speaker is to include in his/her talk the material that is outlined in that document and not any more than what is in the document.

- 8) Confidentiality to be respected in the event of a personal disclosure by a student unless there is a clear threat of serious harm to oneself, a child or adult. The school principal or teacher to be notified immediately.
- 9) Parental permission must be sought before a minor can be enrolled as a Pioneer. PTAA contact to liaise with teacher/principal only re follow-up registration and enrolment of students. The enrolment process is as follows:
 - Talk on promoting the Pioneer Association and encouraging students to join
 - Application form to be given to each student to be signed by one of the parents/guardians. Students to be notified of date for forms to be returned (usually within one week).
 - PTAA officer to make a follow-up call to school to collect forms one week after the first visit.
 - PTAA officer to contact PTAA Central Office to order pioneer pins and certificates
 - PTAA officer to record new members in register book
 - PTAA officer to contact principal to arrange date for enrolment ceremony (either in a school or church)
- 10) In the event of photographs of minors being taken during school visit or enrolment ceremony (e.g. for Pioneer Magazine or local paper), written permission/approval must be sought from parents/guardians initially.
- 11) A Pioneer visitor who fails to comply with any of these guidelines may be prohibited from visiting the school and further action may be taken.
- 12) A written visit form in the format below to be signed and dated by both the teacher in attendance and the Pioneer visitor. The form is to be returned to PTAA Central Office.
- 13) Enrolment ceremony to take place in a public space such as a school or church in the presence of either parents/guardians and/or teachers.

Pioneer Total Abstinence Association.

Name of School: _____

Time and date of Visit: _____

Teacher in attendance: _____

Name of Pioneer delivering the talk: _____

Diocese: _____

Centre/Parish _____

I declare that the above protocol was adhered to in the course of this visit.

Signed: _____