

DEVELOPING & SUPPORTING  
**SCHOOL &**  
**PARISH LINKS**

Forming Missionary Disciples - Building Missionary Parishes



**FOSTERING GOOD RELATIONS  
BETWEEN SCHOOL & PARISH**

# THE BISHOP'S VISION

As we continue on our journey together it is important that we spend some time further developing our school and parish links. We are blessed in our Diocese to have many wonderful schools where pupils already put their faith into action in their school environment, and where they are supported by dedicated and gifted staff. This is especially the case in the excellent existing programmes of GIFT Chaplaincy and Caritas Ambassadors to name a few.

We also have dynamic and active parishes which are on this same journey to become beacons of hope in their communities. It is important that we walk together – home, school and parish - to engage with young people and their families.

It is important that the good work which takes place in the school is shared and lived out in the parish community and that the young people's faith journey continues in the parish long after they leave school through ongoing lifelong faith formation.

To achieve this, I believe it necessary to define a shared vision and mission to enable this project to continue with greater pace.

## **Our Vision**

Our parishes, schools and families working together in partnership to develop a shared faith journey for our young people.

## **Our Mission**

To provide resources and to facilitate opportunities that enable our parishes, schools and families to develop closer links, encouraging our young people to grow and develop their faith within their community.

A handwritten signature in black ink that reads "+ John". The signature is written in a cursive style with a cross at the beginning.

**+ John Arnold**  
Bishop of Salford

# PREPARING FOR THE JOURNEY

Some of our schools and parishes will be building on well-established links, whereas some others may be looking to form a greater connection and closer working. Wherever your school and parish are starting from there are a couple of first steps we can all take together:

- Each school and parish in the diocese should have a blessed San Damiano Cross displayed, if you do not have one please email [hope@dioceseofsalford.org.uk](mailto:hope@dioceseofsalford.org.uk). You can also find the explanation behind why we have chosen the cross here ([www.dioceseofsalford.org.uk/wp-content/uploads/6-Reflection-San-Damiano-Cross-reflection.pdf](http://www.dioceseofsalford.org.uk/wp-content/uploads/6-Reflection-San-Damiano-Cross-reflection.pdf))
- Hope in the Future should also have been launched in your school community using the liturgy and resources online, [www.dioceseofsalford.org.uk/faith/hope/school-links/](http://www.dioceseofsalford.org.uk/faith/hope/school-links/)
- We would also be grateful if each school community could identify a Hope in the Future school representative to act as a link between their parish(es). This may be the headteacher, GIFT Chaplaincy lead, foundation governor or another member of the school community. This person should be in regular contact with the parish priest and Hope in the Future team. Please can you send their name and email address to [hope@dioceseofsalford.org.uk](mailto:hope@dioceseofsalford.org.uk) to help strengthen these links.
- We can encourage our pupils, staff and parishioners to value Mass more and more by devoting ourselves to its preparation and celebration so that it may be an encounter with the presence of Jesus in our lives and a strengthening of our Church and ourselves as missionary disciples. You can start to do this by:
  - Showing the videos and worksheets on the parts of the Mass exploring how we encounter Jesus in our Welcome, Listening, Offering and Mission as well as resources for planning school Masses and youth Masses in the parish, [www.dioceseofsalford.org.uk/faith/hope/school-links/](http://www.dioceseofsalford.org.uk/faith/hope/school-links/)
  - Planning times of Eucharistic Adoration in our parishes and schools. Where this has been promoted, many would feel that it has had a significant positive impact on the life and energy of the community. Many schools have hosted 'Lightfever' in the school or parish. 'Lightfever' is eucharistic adoration of the Blessed Sacrament where pupils invite their peers to come in a light a candle and say a prayer and listen to the reflective music. A guide sheet for running 'Lightfever' can be viewed here [www.dioceseofsalford.org.uk/wp-content/uploads/Nightfever-Lightfever-Crib-Sheet.pdf](http://www.dioceseofsalford.org.uk/wp-content/uploads/Nightfever-Lightfever-Crib-Sheet.pdf).

# SAFEGUARDING GUIDANCE

Safeguarding is at the heart of our faith. We are all made unique and in the image of God. Jesus came that we might have life and have it in abundance (see John 10.10). 'Safeguarding' means the action the Church takes to promote a safer culture in all our parishes and schools. In order to achieve this, we need to do a lot of hard work. We will promote the welfare of children, young people and adults. We will work to prevent abuse from occurring. We will seek to protect those who are at risk of being abused and respond well to those who have been abused. We will take care to identify where a person may present a risk to others and offer support to them whilst taking steps to mitigate such risks. The Church will take appropriate steps to maintain a safer environment for all. In order to do this, we must be obedient to Christ who placed a child in the midst of his disciples and encourages us all to be childlike in our faith (see Matthew 18.1-5). So, we must practice fully and positively a ministry to all children, young people and adults, and respond sensitively and compassionately to their needs in order to help keep them safe from harm.

***Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play (Keeping Children Safe in Education, DfE 2019)***

- All visitors should be prepared to provide formal identification and, where required, evidence of their Disclosure and Barring Service (DBS) Check;
- All visitors must wear the ID provided upon signing in – this must be worn and kept visible at all times while on site;
- Where visitors have parked on school site, they must ensure their registration details are provided when they sign in;
- All visitors must sign out and hand in the ID provided when leaving the school site;

## **What is Abuse?**

Abuse is maltreatment of a child. This may be neglect, any form of physical, emotional or sexual mistreatment that leads to harm or injury, or failure to protect a child from harm. It can happen to any child regardless of their age, gender, race or ability and may be inflicted on the child by an adult / adults or another child or children.

## **What to do if you are worried about a pupil:**

You may observe something or become aware of information about a pupil which concerns you while you are in school. If you do, it is important that you share your concerns with the Designated or Deputy Designated Safeguarding Lead. The school office will make arrangements for you to speak to them if you cannot locate them.

## **What to do if a pupil makes a disclosure:**

- React calmly, listen without displaying shock, disbelief or making judgements
- Do not promise confidentiality – explain that you must share the information with the Designated Safeguarding Lead
- Reassure the pupil, but only so far as is honest and reliable
- Do not interrogate the pupil, ask leading questions or criticise the alleged perpetrator.
- Make accurate notes (record the date, time, place, your observations and exactly what the pupil has said)
- Report your concerns immediately to the Designated or Deputy Designated Safeguarding Lead
- Follow the school Child Protection Policy and procedures at all times

## **What to do if you have concerns about a member of staff**

If you are concerned about the conduct of a member of staff following something you have observed or a disclosure, you must report this to the Headteacher (or Deputy Headteacher in absence of the Headteacher). If your concern is about the Headteacher, you must report this to the Chair of Governors. The school office / Reception will provide contact details for the Chair of Governors if you need them.

## **What to do to keep yourself safe**

We must take steps to keep ourselves safe. Our actions can sometimes be perceived in a way that was not intended. We want to promote safe working practices for everyone at the school, whatever your role.

- Ensure that all visits to schools have been pre-arranged with the head teacher (or agreed other);
- Explain the purpose of your visit and who has invited you and be prepared to produce formal identification;
- Sign in and wear your lanyard / visitor's badge at all times;
- Wait in the reception area until you are met by an appropriate member of staff to be escorted to your destination; All visitors should be accompanied by a member of staff. Visitors should not be alone with pupils;
- On departing the school, you should leave via reception, sign out of the building, return your visitor badge and be seen to leave the premises
- Be aware that verbal interaction with students may be interpreted by them as offensive or as harassment. Even if this was not your intention. Always speak to pupils calmly and respectfully
- Report any unacceptable behaviour from a student.
- Be aware that contact made outside of the school environment as a result of you coming into contact with a student whilst you are at school, is not permitted.

## **Do Not .....**

- Instigate physical contact with students unless it is appropriate and a part of an agreed reason for your visit. Ensure any verbal communication with students is appropriate at all times.
- Respond to physical contact from students. Ensure any verbal communication with students is appropriate at all times. If this occurs, or you have any concerns about student behaviour, then report it to the member of the school staff who is working with you. Avoid physical contact with pupils unless you are preventing them from harming themselves or others. Always tell someone if a pupil touches you or speaks to you inappropriately (record the incident, including the time and date, and give this to the Headteacher / Designated Lead)
- Give any personal information to any student, for example your address, telephone or mobile number, email address or personal websites. Never discuss confidential information outside of school or on-line.
- Accept or respond to a student attempting to give you personal information, for example their address, telephone or mobile number, email address or personal websites. Never exchange personal contact details with a pupil or arrange to meet them outside of the school environment.
- Never have contact with a pupil or parent on social media.
- Use a personal mobile phone or camera around pupils.
- Be in an unsupervised one to one situation with a student. Avoid being alone with any pupil.

## **Fire and emergency evacuation**

If the alarm sounds exit by the nearest fire exit and make your way to XXXX. Please wait there until you are given permission to re-entre the building. If you discover a fire, please activate the alarm and inform a member of staff if possible.

## **First Aid**

Many of our staff members are trained in First Aid. If you need assistance, please inform a member of staff. Visitors should not treat pupils unless permission has been given. In an emergency do not hesitate to call 999 for an ambulance.

## **Accidents and Incidents**

Please report any accident to school office / Reception.

## **School/Parish link guidance**

- When an event is being planning it should be decided if it is a 'school event' or a 'parish event' and the event organiser should be named and complete a risk assessment.
- Pupils must be accompanied by parents/carers or staff from the school (with the relevant consent forms signed by parent/carers).
- If parishioners are supervising any under 18s, they must have up-to-date DBS checks.
- Parishioners going into school for events must be accompanied by school staff at all times and sign in using the procedures above.

**When undertaking any of the following steps please refer to this safeguarding guidance.**



# 7 STEPS FROM SCHOOL TO PARISH

The Diocesan Departments of Education and Formation have developed 7 steps to help schools to become more involved in the life of the parish. The parish Hope in the Future teams have received training and resources to provide opportunities and welcome their associated schools to get involved in parish life.

**The 7 steps are just a starting point. You don't need to follow them chronologically and you can start at the step which best suits your context.**

**Please see the Safeguarding Guidance (pages 4-6) and the points below which relate to several of the suggestions below.**

- *School activities with the parish must be well planned, risk assessed and with parental consent (or consent from carer).*
- *Children and young people must not be allowed to leave school unsupervised to attend church activities.*
- *Any involvement of children and young people in church activities requires parental consent (or consent from carer) and adequate supervision of adults with the relevant DBS clearance.*
- *Any visitors to school must sign in and be under careful supervision.*



## STEP 1 - LINKING WITH THE COMMUNITY

This step is designed enable schools to have a close contact with their parish even though they may be geographically at a distance. The young people could produce prayer cards/greeting cards for members of the parish community to celebrate key moments in their faith journey (e.g. Baptism, First Holy Communion, Marriage, RCIA and vocations). The parish office/priest/Hope in the Future team could help to distribute these. Templates can be found on the resources page at the back of this booklet.



## STEP 2 – TAKING AN ACTIVE ROLE

Building on Step 1, Step 2 looks at how the pupils can take more of an active role in the life of the parish community by becoming one or more of the following;

- Welcomers
- Readers
- Helping with hospitality

- Introduce the theme of the Mass before Mass begins
- Act as ushers
- Take part in the choir or help with music
- Assist with the Offertory and collection
- Give out the notices.



## STEP 3 – UNDERSTANDING PARISH STRUCTURES

This step aims to help the young people get to know and understand the structure of the parish and how it works. A good starting place can be to research the parish and find out all you can about the different roles and areas of responsibility by asking the Parish Priest or someone from the parish office who has a good working knowledge of who does what. The young people could produce a display, parish handbook, develop the parish website or arrange an event celebrating all the groups in the parish.



## STEP 4 – CELEBRATING THE LITURGICAL YEAR

This step looks at ways in which the pupils might lead aspects of the liturgical life of the parish.

At each key time there is the possibility of mounting special Stations – waiting places for encounter or reflection. Examples would be;

*Stations of Advent/Christmas*

*Stations of the Cross*

*Stations of Easter*

*Stations of Pentecost*

*Stations of Mary*

Here the pupils interpret each of scripture stories in their own way or in a contemporary setting. As an example the traditional Stations of the Cross are depicted as if it were happening today.





## STEP 5 - LEADING PRAYER

This step focuses on the pupils leading and facilitating new initiatives in the prayer life of the parish by leading or setting up one or more of the following;

- Invite speakers to lead a range of prayer traditions
- Mount an exhibition in the parish to demonstrate the many traditions of prayer in the Church and how to pray using them.
- Rosary group in school but open to the parish.
- Creating a 21<sup>st</sup> century parish prayer book by inviting parishioners to send in their favourite prayers. This can be illustrated and printed off.
- Parish/school prayer group before or after school.
- Lectio Divina in the school but open to the parish, or if possible once a month in the parish.
- Pupils keep the parish focused on the Pope's monthly prayer intentions and ensure they are published in the newsletter.



## STEP 6 - FOSTERING SPIRITUAL GROWTH

This step looks at fostering the growth of young people in the parish by inviting them to put their faith into action through social outreach. The young people may already be involved with SVP, Justice and Peace Groups, Mary's Meals, CAFOD and Caritas in their school but they could help their parish with this important work. Young people who do this work in their school and parish can be rewarded through the CYMFED Faith in Action Award Scheme. For more information visit [www.cymfed.org.uk/faithinaction/](http://www.cymfed.org.uk/faithinaction/) or email [Lorraine.Leonard@dioceseofsalford.org.uk](mailto:Lorraine.Leonard@dioceseofsalford.org.uk).



## STEP 7 - JOINING THE TEAM

In Step 7 the young people are invited to join the parish Hope in the Future/Shared Leadership Team to be a voice for young people in the parish. This step calls for a high level of commitment and willingness to be active in the local parish and school. This is a reminder that each school is part of a wider parish.

# SUGGESTIONS FOR SCHOOLS

- Remember that the school is part of the parish community and not standalone.
- Write action plans at start of the academic year detailing key events for the church and school and how we can work together.
- Headteacher or designated lead to organise regular meetings with the parish priest to update him of upcoming school events and projects and to hear about upcoming events and projects in the parish and identify opportunities for collaboration, checking the priest's availability for school Masses and Liturgies before putting them into the school calendar.
- Invite the parish priest to staff INSET and weekly briefings.
- Provide structured opportunities for priests to get involved with the life of school community, e.g. visiting certain classes, staying for lunch, meeting parents at the start/end of the day, chat with the staff during breaks. This must be approved in advanced with the headteacher and visits should be purposeful.
- Introduce the school RE lead along with other key staff to the parish priest.
- Organise an induction for a new parish priest which includes a tour of the school, an introduction to the staff, governors, parents and pupils. Priests should sign in as visitors.
- Invite a new parish priest to meet with Simon Smith, Director of Education at the Diocese of Salford. He will give them an overview of the school context as well as the support offered by the Department for Education.
- Nominate a Hope in the Future Schools Representative and email their name and email address to [hope@dioceseofsalford.org.uk](mailto:hope@dioceseofsalford.org.uk) so they can attend training and receive resources.
- If you both agree and if it saves time, the parish administrator (if there is one) may liaise with the school administrator for appointments, liturgy booklet printing etc.
- Include Mass times and weekly newsletter on your school website. If the parish doesn't have a website could you host a page for the parish on your school website (following GDPR regulations)?
- Could school liturgies/times of prayer be held in the church or if this is not possible could the parish be invited into school for liturgies/times of prayer? (following safeguarding guidance)
- Ask the parish priest if the school could have a display board in church displaying the children's work especially from RE lessons, GIFT Teams and Caritas Ambassadors. (not including pupils names)
- Involve clergy in the recruitment of the GIFT team.
- Use the resources provided to help young people and staff to understand the parts of the Mass and how best to organise a school Mass.
- Get involved with Diocesan training and events for staff and pupils such as the deanery celebration days, GIFT Chaplaincy celebration day and Caritas ambassador training.



# SUGGESTIONS FOR PARISHES

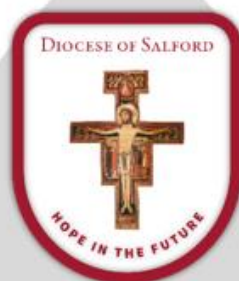
- A great way a parish can be Missionary is to have close working relationships with the primary and secondary schools. This needs to be developed through good communication with the head and SLT.
- Is it possible for the parish clergy to go into school regularly with prior agreement?
- If possible, have a section of the parish newsletter for school news (not based on individual children).
- Could there be a youth/families Mass each half term where pupils can lead music, readings, welcome and hospitality? (with parental consent/supervision)
- Ask parishioners to get involved in the life of the school (rosary & Wednesday Word) but must have a DBS check/be accompanied by staff (see safeguarding guidance).
- Include the school Hope in the Future representative as part of the parish Hope in the Future Team/Shared Leadership Team.
- It's easier for clergy to meet staff and pupils if they have a definite purpose to be there.
- Could there be an opportunity to help staff, pupils and parents answer the 'big questions' about faith?
- Try and work with GIFT teams where possible and be involved in the recruitment of these teams.
- Help school staff plan Masses and offer training on ethos and Mass preparation.



# ACCOMPANYING FAMILIES

## Ideas for Parishes which Schools might support

- Can we provide opportunities for peace and encounter with God such as running Nightfever/Lightfever - <https://www.dioceseofsalford.org.uk/wp-content/uploads/Nightfever-Lightfever-Crib-Sheet.pdf> Decide if this will take place in the school or parish and ensure young people are accompanied by parents, guardians or school staff. Training will be provided by the Youth Office (details on the above document).
- Provide some catechesis on the Gospel story, the Church & Sacraments.
- Embrace the opportunities offered by the Sacramental Programme.
- Invite parents/carers of young people on the Sacramental Programme to learn about the faith and direct them to RCIA groups if they wish to join the Church.
- Run an Alpha/Youth Alpha course for parents, staff, pupils or governors on the basic story of Jesus - [www.dioceseofsalford.org.uk/wp-content/uploads/Alpha-Youth-Alpha.pdf](http://www.dioceseofsalford.org.uk/wp-content/uploads/Alpha-Youth-Alpha.pdf))
- Advertise parish Mass times especially at Easter and Christmas in the school newsletter.
- Encourage families to watch new diocesan videos on accompanying your child on their faith journey - [www.dioceseofsalford.org.uk/faith/sacraments/first-communion/](http://www.dioceseofsalford.org.uk/faith/sacraments/first-communion/) and the videos on the Mass.
- Can we find ways to help parents understand that they are the primary teachers of the faith and try to re-establish the domestic church triangle of Home, School and Parish. Simple things like morning/evening prayers, grace before meals, the importance of going to Mass and having a crucifix/religious image in the home can make a real difference.



**HOME | SCHOOL | PARISH**

# RESOURCES

The Hope in the Future Developing & Supporting School & Parish Links working party have produced a range of resources. The resources can be downloaded from our website ([www.dioceseofsalford.org.uk/faith/hope/school-links/](http://www.dioceseofsalford.org.uk/faith/hope/school-links/)). If you require the original files, please email [hope@dioceseofsalford.org.uk](mailto:hope@dioceseofsalford.org.uk).

Hope in the Future Prayer Cards for Schools

Celebration Day Presentation

Assembly Presentation (PowerPoint)

Hope in The Future Anthem Sheet Music

Hope in The Future Anthem – Piano, Melody & Vocals

The Role of Religious Music

Explanation of Resources

7 Steps from School to Parish

Reconciliation Crib Sheet

Reconciliation Service Primary School

Reconciliation Service Secondary School

Stations of the Cross Crib Sheet

Stations of the Cross Primary Script

Stations of the Cross Secondary Booklet

Prayer Cards v1

Alpha & Youth Alpha

Nightfever & Lightfever Crib Sheet

Youth Mass Planning Sheet

Youth Mass Booklet

Secondary Schools Lent Liturgy

Reflecting on your Gifts & Talents

The Joy of the Gospel Staff Reflection

Staff Liturgy – Missionary Disciples

Primary RE Leads Presentation

Advent Mass Booklet

Holy Week Mass Booklet

School Cluster – Parish Advent Liturgy

Secondary School Advent Liturgy v1

Secondary School Advent Liturgy v2

Staff Liturgy – The Exaltation of the Cross

Staff Liturgy – Advent Morning Prayer

Schools Stage 3 Resources on the Mass

A Journey Through Mass videos & worksheets

***We will be adding more resources throughout the Liturgical Year...***

Have you any resources that can help develop school and parish links?  
Please send any ideas and resources to [hope@dioceseofsalford.org.uk](mailto:hope@dioceseofsalford.org.uk).

# HOPE IN THE FUTURE PRAYER FOR SCHOOLS

God our loving Father, we thank you  
for blessing our parish communities  
with all that we need  
to respond to our vocation  
to be missionary disciples.

We ask you to pour out afresh  
the gifts of your Spirit upon each one of us,  
that we may be inspired to serve you  
in new and creative ways,  
bringing your Light to the world.

We ask your blessing upon us  
as we journey together in hope  
through Christ Our Lord  
Amen.

**Please remember the Hope in the Future Programme  
and your Parish and School Communities in your Prayers.**

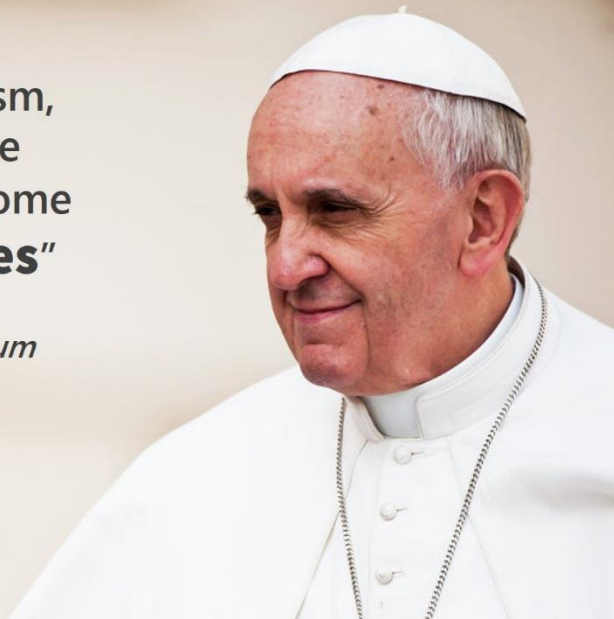


**"Go, therefore,  
make disciples of all nations,  
baptise them in the name of the Father  
and of the Son and of the Holy Spirit,  
and teach them to observe all  
the commands I gave you.  
And remember, I am with you always;  
yes, to the end of time."**

***Matthew 28:19-20***

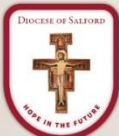
“The parish is not an outdated institution; precisely because it possesses **great flexibility**, it can assume quite different contours depending on the openness and **missionary creativity** of the pastor and the community. While certainly not the only institution which evangelises, if the parish proves capable of **self-renewal and constant adaptively**, it continues to be “the Church living in the midst of the homes of her sons and daughters”. This presumes that it really is in contact with the homes and the lives of its people, and does not become a useless structure out of touch with people or a self-absorbed group made up of a chosen few. The parish is the **presence of the Church** in a given territory, an environment for hearing God’s word, for growth in the Christian life, for dialogue, proclamation, charitable outreach, worship and celebration. In all its activities the parish encourages and trains its members to be evangelisers. It is a **community of communities**, a sanctuary where the thirsty come to drink in the midst of their journey, and a centre of constant **missionary outreach**. We must admit, though, that the call to review and renew our parishes has not yet sufficed to bring them nearer to people, to make them environments of living communion and participation, and to make them completely **mission-oriented**.”

***Pope Francis, Evangelii Gaudium 28***



“In virtue of their baptism,  
**all** the members of the  
People of God have become  
**Missionary Disciples**”

*Pope Francis, Evangelii Gaudium*



**HOPE**  
IN THE FUTURE



## JOIN THE CONVERSATION

To share your ideas/feedback or for further information/support contact...



DIOCESE OF SALFORD

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