



diocese
of limerick
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Diocese of Limerick

Safeguarding Children

Standard 5

Training and Support for Keeping Children

This document is updated on a regular basis

Training and Support for Keeping Children Safe (Standard 5)

Responsibilities of Safeguarding Personnel in Relation to Standard 5 are:

The Bishop

- Will ensure that personnel who are in place have appropriate levels of training;
- That a structure for appropriate support is available to all involved with the Church;
- That practice and policy on training is compliant with civil and canonical law.

The minimum requirement for the Bishop in terms of training is set out in the National Board for Safeguarding Children in the Catholic Church in Ireland's (NBSCCCI) Training Strategy. This can be found on www.safeguarding.ie.

The safeguarding committee:

- Producing a three-year safeguarding plan. Part of this plan will include evidence of training that will be delivered to personnel across the Church body. To do this, an annual training needs analysis process needs to be completed;
- Coordinating trainers and local safeguarding representatives to deliver the training identified through the training needs analysis. This coordination includes correlation of training records and ensuring that training returns forms are sent to the NBSCCCI.

Safeguarding trainers:

- Delivering training in the Diocese;
- Working with the safeguarding committee to identify training needs;
- Keeping records of all of those who have been trained;
- Contributing to upholding the seven standards in practice and behaviour;
- Ensuring with the safeguarding committee that they keep up their registration requirements with the NBSCCCI.

Parish safeguarding representative:

- Delivering information sessions (if appropriate) to personnel who have been identified by the safeguarding committee. To deliver this training, Local Safeguarding Representatives must be trained by a trainer who is registered with the NBSCCCI;
- Contributing to the training needs analysis carried out by the safeguarding committee.
- Supporting good safeguarding practice in the parish.

NBSCCCI will:

- Offer advice and support in relation to role specific training;
- Produce and deliver a national training strategy;
- Maintain records of attendance at local and national training sessions.

Induction Process for All Involved in the Church

As soon as possible after their appointment, all Church personnel should undertake an induction process. A core component of this must include child safeguarding.

A representative of the Bishop meets with the newly appointed member of Church personnel and makes her/him aware of the child safeguarding policy and procedures.

During this meeting:

- The newly appointed member of Church personnel is made aware that they will be required to attend a basic child safeguarding awareness training event, appropriate to their role.
- The newly appointed member of Church personnel is made aware of how to access support regarding their role.

Following the meeting:

- Having been made aware of the child safeguarding policy and procedures, and having any questions about it answered by the appropriate representative of the Bishop the newly appointed member of Church personnel is reminded that in their application form, they have signed and agreed to abide by the Safeguarding Policies and Procedures of the Diocese of Limerick. This signed form is returned to the appropriate Church representative, who stores it safely and securely.

Training Needs Analysis

Carrying out a training needs analysis is a critical step towards creating a Training Plan for the year ahead. The analysis will identify who needs to be trained and the level of training required for groups and individuals. The analysis will identify gaps between current and required levels of knowledge and skills and will identify role specific training requirements.

This plan will form part of the overall three-year child safeguarding plan.

Delivery of Basic Safeguarding Awareness

Current basic child safeguarding awareness is offered in two programmes:

1. Full-day training: this training lasts one day (or six hours) and covers the following four areas:
 - a. The seven safeguarding standards;
 - b. What is safeguarding?
 - c. Recognising, responding and reporting;
 - d. How to safeguard, and roles involved in safeguarding.
2. Information sessions: these sessions are shorter in length, and cover topics including the reporting procedures required under Standard 2.

Who delivers the training?

The child safeguarding committee of each Church body should coordinate training and its delivery. The local child safeguarding audits should be examined by the child safeguarding committee, who will make decisions regarding what level of training is required for the personnel. This process is completed using the training needs analysis, which forms part of the strategic three-year plan for the child safeguarding committee.

Full-day training will be delivered by trainers who have been registered with the NBSCCCI. **(Information sessions are primarily delivered by trainers/members of the Diocesan Safeguarding Children committee, but these can also be delivered by local safeguarding representatives who have been trained by the registered trainers).**

To whom is the Training Delivered?

Using the information gathered from the local audit, the child safeguarding committee must make a decision as to the level of training required for each person, depending on their level of involvement with children. To do this, the following guidance should be used as a minimum requirement:

- For each Church activity that involves children, at least one leader/coordinator must attend the full-day training programme;
- All clergy/religious who are in active ministry with children must attend the full-day training programme;
- Any personnel with a key position of responsibility for child safeguarding must attend a full- day training programme (e.g. DLP, advisor, support person, child safeguarding committee member, advisory panel member, local safeguarding representative);
- All other Church personnel must be given the opportunity to attend an information session.

Regardless of the level of training required, all Church personnel are required to abide by good child safeguarding practice.

Role-Specific Training for Church Personnel

The training needs analysis will identify and training requirements/programmes that are considered necessary and appropriate for all Church personnel. This analysis is guided by national legislation and learning gleaned from various reports on safeguarding matters.

Consideration should also be given to:

- Interagency and interdisciplinary training and collaboration.
- Integrating child safeguarding as a core element in training plans.
- Practice based learning informing future needs.

Raising Awareness of Child Safeguarding with Children, their Parents/Guardians in the Church

The participation of children and guardians in child safeguarding awareness initiatives is an important component in safeguarding children. Children and guardians should be actively engaged in Church child safeguarding initiatives, where possible and appropriate.

Child and guardian participation helps to empower children and guardians, to promote awareness of child safeguarding, and to create safe environments where children have 'permission to tell'.

Children's perspectives and experiences help to support efforts to consolidate effective child protection systems and uphold a culture of respect for children's rights in society.

Designing Workshops with Young People

When designing workshops for children involved in Church activities, consider the following:

- It is important to remember that the discussion of safeguarding with young people must be appropriate to the age level and ability of the children in each group and it is vital that parents/guardians are made aware of this and encouraged to participate where possible;
- Safeguarding awareness workshops happen routinely in schools and during youth activities, but young people do not always make the link between what happens in school and its applicability in a Church setting, therefore it is important to reinforce these messages in an age-appropriate way;
- Workshops should be focused on the importance of young people telling someone if they are being hurt; they should not reinforce messages that frighten or upset them;
- Workshops should highlight a number of people whom children can go to report abuse, such as their parents/guardians, teachers, Church group leaders, the DLP, Childline, etc.;
- Attendance records of these workshops, and the plan for the workshop itself, should be retained and stored appropriately.

Skills

Not everyone has the required skills to work with children/young people, and any work undertaken with them around safeguarding should only be carried out by people who have the necessary skills. Church authorities are encouraged to identify volunteers or professionals within their Church body with these skill sets, should they decide to undertake awareness-raising workshops with children and young people.

Resources

When developing any work with children, it is important that links are established with relevant people and organisations in the locality. This is done so that their advice and support can be sought, and that any work carried out should be in line with the guidance provided in Standard 1: Creating and Maintaining Safe Environments.

Support and Supervision

Everyone who becomes involved in dealing with child abuse, from whatever perspective, requires support. This is most obvious for the person who has been abused, but those whose role it is to assist complainants and their families, or to assist respondents and their families, or to act as parish safeguarding representatives or trainers, or in any other child safeguarding capacity, need to be sustained through appropriate supervision and support arrangements.

What does Support mean?

The term 'support' includes a number of different activities, which allow a person:

- To give encouragement to someone or something because you want them or it to succeed;
- To help someone emotionally or in a practical way.

Support can be provided through peer-support arrangements. It can be provided in face-to-face meetings, by telephone calls, emails, etc. It is supportive to let someone know that they are being thought about positively, and that they can seek assistance if they need to.

Who needs support?

A structure of appropriate support should be made available to all of those working in the area of child safeguarding or affected by child safeguarding issues in the Church. This will include:

- The complainant and their family;
- The respondent and their family;
- Lay faithful who have been affected by an allegation of abuse;
- Priests/religious who are not the respondent, but who have been affected by an allegation of abuse against a colleague;
- Safeguarding personnel;
- The Bishop.

The nature of the support provided will depend on the need expressed and/or identified. It may vary from outreach, where the initiative is taken to contact and stay in touch, to the provision of information, making counselling available or providing and facilitating a support group.

One way of offering support to priests/religious and safeguarding personnel is through line management and peer-support arrangements.

What is line management accountability?

In the Church context, this can be described as:

- A process designed for you to work with your line manager to ensure and develop the efficacy of working situations;
- An arrangement to discuss your work regularly with this person, formally and informally.

Meetings with a line manager provide the opportunity to consider the individual's actions, behaviours and feelings about their work, together with the line manager's reactions, comments and challenges. The goal is to ensure that the recipient of the ministry provided by the Church body is well served.

Another means of providing support to an individual priest, religious or safeguarding personnel is through supervision.

What is supervision?

It is important that relevant members of Church personnel who have responsibility for safeguarding children are given the opportunity to attend regular supervision sessions with an appropriate person. It is the responsibility of the Church authority to ensure that an appropriate supervision structure is in place.

Useful Guidance is also available on the National Board's website - www.safeguarding.ie. Advice and support is also available from the Limerick Diocesan Safeguarding Office at (061 350000).

What does supervision entail?

Initially, a person/mentor is chosen who:

- You believe you can relate to;
- You believe you can trust;
- Has the right skills for what you need.

Record-keeping

It is important that the supervisor and supervisee maintain an agreed record of supervision, in line with guidelines on the storage and protection of data. At a minimum, a record should be kept of the dates and times that supervision was carried out.