



Diocese of Limerick

Safeguarding Plan

2023 – 2025

Introduction

The purpose of the three year safeguarding plan is to set out the work programme for the period 2023 to 2025. The Plan is developed by the Safeguarding Committee for approval by the Bishop and aims to ensure compliance with the National Safeguarding Standards.

Relevant developments will be reviewed at each safeguarding committee meetings and substantially on an annual basis.

The Chairperson will review the plan's implementation with the Bishop on an annual basis.

The two National Reviews underway (one by A.M.R.I. Episcopal Conference and one by the N.B.S.C.C.C.I.) will also require review of this plan.

We must remember that the Catholic Church is not simply another civic community complying with regulations, but is a Eucharistic Faith Community, the Body of Christ, the People of God. Our culture of safeguarding must be understood and lived as an essential part of living the Gospel.

+Brendan Leahy
Bishop of Limerick

Teresa Bulfin
Chairperson Safeguarding Committee

The Seven Safeguarding Standards for the Catholic Church



Introduction Standard 1 – Creating and Maintaining Safe Environments

This is the most important Standard in promoting the welfare of children in all their involvement with the life of the Church.

Experience in recent years indicates that the provision of information is critical to ensure people at Parish level are enabled to ensure best practice. This must be complemented by training and engagement.

As well as enhancing our communication of relevant information in a tailored fashion, we also must work alongside people in implementing best practice.

The Covid related restrictions had significant impact on areas such as training over the past two years.

The reduction in the number of active priests in ministry and associated reorganisation at parish level will increasingly impact on the context of local area safeguarding

Currently, the parish priest has overall responsibility for safeguarding within his parish. As pastoral units are developed new arrangements must evolve including lead responsibility for safeguarding within pastoral units.

Standard 1 – Creating and Maintaining Safe Environments

Church bodies provide an environment for children, which is welcoming, nurturing and safe. They provide access to good role models whom the children can trust, who respect, protect and enhance their spiritual, physical, emotional, intellectual and social development.

Policy/Standard/ Indicator	Specific Objective	Action	Responsibility	Date Started	Target Completion Date
1.1 The Church body (<i>Diocese</i>) follows effective practice guidelines and legislative requirements in the recruitment of all Church personnel and in assessing their suitability to work with children.	Appropriate recruitment procedures are in place including application, references, vetting and training.		Diocesan Secretary/ General Manager for Diocesan staff. Parish Priest Leaders of Ministry		Ongoing
	Vetting Service Develop best practice Vetting Service	Implement the Role Matrix agreed with the National Vetting Bureau	Director of Safeguarding	17 th June 2022	Ongoing
		Maintain two registered liaison persons with the Garda Vetting Bureau.	Director of Safeguarding		In place
		Complete review of the issue of Foreign Police Clearance Develop Implementation Plan	Director of Safeguarding	October 2022	March 2023 March 2023
		Ongoing assurance of compliance with all legal obligations Vetting Committee reviews all quality assurance issues	Responsibility transferred from the Diocesan Secretary / General Manager to Director of Safeguarding in Spring 2018		Ongoing
		Maintain the programme of quality assurance that has been developed	Director of Safeguarding Chair of Vetting Committee		Ongoing

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		Continue the rollout of trained lay people taking responsibility for vetting applications at parish level and provide annual training	Director of Safeguarding	October 2019 Currently at 50% of Parishes	Ongoing Target 75% at the end of this Plan
		Review Diocesan Policy and Procedures annually	Director of Safeguarding Chair of Committee	October 2019	Ongoing
		Monitor a service level agreement with all affiliate primary schools	Bishop and Director of Safeguarding	January 2019	Ongoing
		Circulate Vetting Newsletter Annually	Director of Safeguarding		September 2023, 2024 & 2025
	Visiting Clergy	Implement the comprehensive diocesan arrangements which have been developed to ensure safe arrangements for all in temporary ministry visiting the diocese, including the granting of Faculties.	Diocesan Chancellery Office	May 2019	Annual Review in May
	Non-Diocesan Clergy resident in the area	Develop safe arrangements for Clergy who have no church authority in Ireland. Biennial survey of all Parishes.	Diocesan Chancellery Office Review with Safeguarding Service Diocesan Secretary	June 2023	Annual review in May

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	Lay Ecclesial Ministers Lay Apostolates	Develop a formal structural relationship between the diocese and all such organisations to include Interagency Seminars every 3 years	Diocesan Secretary /General Manager with Director of Safeguarding	April 2020 Seminar	Formalise plan in May 2023 Seminar Group established March 2023 Seminar held in January 2024
	Diocesan Priests	Ensure conditions for issuing of celebrets are met. Review Meeting every May	Diocesan Secretary /General Manager Vicar for Pastoral Care of Priests Director of Safeguarding	2017	Ongoing Annual review process in May 2023, 2024 and 2025
1.2 The Church Body (<i>Diocese</i>) implements effective practice on the expected Standards of adults' behaviour towards children	Ensure people are aware of and adhere to all appropriate codes of behaviour and practice.	Provide information guidance and support. Provide training/information Encourage reporting of concerns	Director of Safeguarding	Ongoing	Ongoing
1.3 The Church body (<i>Diocese</i>) implements effective practice in encouraging children's positive behaviour	Ensure, when appropriate, the participation by children in the development of Code of Behaviour. Develop processes for dealing with breaches in behaviour	Include in all training/information programmes. Emphasise the human values of e.g. Respect underpinning all codes of behaviour including integrity in ministry	Director of Safeguarding. Trainers Youth Ministry Workers/Volunteers	Ongoing	Ongoing

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		Important to emphasise the perspective of young people			
1.4 The Church body (<i>Diocese</i>) implements effective practice in safe care for all children including those with specific needs	Ensure the participation by children in the development of Code of Behaviour. Develop processes for dealing with breaches in behaviour	Incrementally develop tailored guidance for all activities and develop exemplar models	Director of Safeguarding Youth Ministry Leaders	March 2020	Ongoing
1.5 The Church body (<i>Diocese</i>) ensures that the safe use of Church property by external groups complies with effective child safeguarding practice	Ensure that all parishes are aware of requirements and have the appropriate information and forms	Ensure relevant material is updated and maintained on website.	Director of Safeguarding Diocesan Secretary Parish Priest	Ongoing	Ongoing Specific project to review guidance June 2023
1.6 The Church body (<i>Diocese</i>) has in place clear written whistleblowing procedures to support and assist Church personnel to raise concerns about possible dangerous or unethical conduct by others towards children involved in Church activities.	Ensure that appropriate policy and procedures are in place	Include particular reference to this area in Communication literature and specifically on website.	Director of Safeguarding Diocesan Secretary	Ongoing	Ongoing
1.7 The Church body (<i>Diocese</i>) has a clear written Complaints Procedure regarding safeguarding	Ensure that appropriate policy and procedures are in place	Include particular reference to this area on website.	Diocesan Secretary /General Manager.	Ongoing.	Ongoing.

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concerns which are not allegations of abuse.					
1.8 The Church body (<i>Diocese</i>) implements effective practice for Church personnel on assessment of hazards when working with children.	Ensure that people are aware of and adhere to appropriate policy, procedure and practice.	<p>Include national issued information in Diocesan procedures.</p> <p>Provide information guidance and support.</p> <p>Provide information on all training programmes.</p> <p>Incrementally introduce an evaluation process. Template issues annually and on website</p>	<p>Director of Safeguarding. Trainers.</p> <p>Communications sub-committee.</p>	Specific templates developed in 2022	Ongoing Review in Autumn 2023
1.9 The Church body (<i>Diocese</i>) implements effective practice for the appropriate use of information technology, including social media by Church personnel and by children.	Ensure that people are aware of and adhere to appropriate policy, procedure and practice.	<p>Work with the Data Protection Manager in developing and reviewing all procedures and guidance.</p> <p>The relevant material developed for altar server material includes reference to CCTV and webcams.</p> <p>Specific/comprehensive guidance placed on website</p>	Director of Safeguarding.	Ongoing	Ongoing January 2023
1.10 The Church authority (<i>Bishop</i>) has responsibility for ensuring that all clerics/religious, who are	This area is addressed at the clergy conference.	This area is addressed at the clergy conference.	Bishop	November 2019 Clergy Conference	Ongoing Programme agreed 2 nd Quarter 2023

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Policy/Standard/ Indicator	Specific Objective	Action	Responsibility	Date Started	Target Completion Date
members of the Church body and are, ministering with children in an external organisation/Church body, agree to follow effective safeguarding practice.				January 2023	

Introduction to:

Standard 2 – Procedures for Responding to Child Protection Suspicions, Concerns, Knowledge or Allegations

Standard 3 – Care and Support of the Complainant

Standard 4 – Care and Management of the Respondent

The Bishop has delegated day to day responsibility for ensuring compliance with these Standards to the Director of Safeguarding, particularly in respect of reporting obligations.

The Bishop personally maintains an active involvement, particularly in respect of decision making and pastoral response.

The Safeguarding Committee does not receive any identifying information regarding matters arising in respect of these standards.

The Case Advisory Committee has a significant advisory role; in respect of responding appropriately to complainants and respondents. The committee does not receive identifying information.

Periodical audits will be undertaken to provide assurance on compliance with these standards.

Standard 2 – Procedures for Responding to Child Protection allegations, concerns and suspicions

Church bodies have clear procedures and guidance on what to do when a concern, suspicion or allegation arises about a child's safety or welfare which will ensure that there is a prompt response. They also enable the Church to meet all national and international legal and practice requirements and guidance

Policy /Standard /Indicator	Specific Objective	Action	Responsibility	Date Started	Target Completion Date
2.1 The Church body (<i>Diocese</i>) has clear written child safeguarding procedures and access to the personnel to implement them if suspicions, concerns, knowledge or allegations are received about the abuse of a child. These procedures specify that all suspicions, concerns, knowledge or allegations that meet the threshold for reporting to the statutory authorities (apart from those received in the Sacrament of Reconciliation) will be reported. In addition to reporting to the statutory authorities: ~ If the allegation relates to a Church authority, the National Board must also be informed; ~ If the allegation relates to a cleric or religious, the National Board and the Church authority must also be informed; If the allegation relates to a lay member of Church personnel, the Church authority must be informed.	Procedures In the context of relevant legislation national and diocesan safeguarding policy, and best practice policy, the diocese will develop and maintain detailed safeguarding procedures.	Develop and maintain detailed safeguarding procedures.	Director of Safeguarding		Ongoing In place
		Canon Law The Diocese will maintain a canon lawyer to ensure all appropriate procedures are followed in respect of Canon Law	Bishop	Ongoing	Ongoing In place
		Designated Liaison Person (D.L.P) The Diocese will confirm a D.L.P and Deputy D.L.P's to be responsible for ensuring that all concerns/suspensions and allegations re child abuse are responded to appropriately.	Bishop	Ongoing	Ongoing In place
	Reporting	All concerns /suspicions /allegations will be assessed to establish if the threshold for reporting to the statutory authorities are met. If the threshold is met, all appropriate notifications will be made, including to:-	DLP and Deputy DLP's	Ongoing	Ongoing In place

Standard 2 – Procedures for Responding to Child Protection allegations, concerns and suspicions

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Policy /Standard /Indicator	Specific Objective	Action	Responsibility	Date Started	Target Completion Date
		<ul style="list-style-type: none"> • Garda Síochána • Tusla • N.B.S.C.C.I. 			
	Complaints re response	Any person, dissatisfied with the response to a safeguarding concern/suspicions/allegation will be offered a meeting with the Bishop or his nominee to review their experience and complaint and to agree a process to address the issues identified.	Bishop in 2016 appointed Fr T Mullins Vicar General as his nominee to address these complaints.	Ongoing	Ongoing Fr T Mullins appointed Vicar General since 2016
	Responding to allegations against the Bishop of the Diocese	<p>If a safeguarding concern/suspicions/allegations arise in respect of the Bishop of the Diocese the director of safeguarding will follow Diocesan policy and procedures and assess/decide if the threshold for reporting is met and report to the Archbishop of Cashel and Emly.</p> <p>Report to statutory authorities</p> <p>Report to NBSCCCI</p>	<p>Director of Safeguarding.</p> <p>The Director of Safeguarding is specifically authorised by Bishop Leahy to take all actions necessary to ensure all Diocesan responsibilities are met.</p> <p>Note: New Norms issued June 2019</p>	Ongoing	Ongoing In place

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		Archbishop will inform Apostolic Nuncio. The Apostolic Nuncio will inform the Vatican Congregation for Bishops. The new 'Norms' 2019 will be the subject of Canon Law advice to ensure any revision of procedures is undertaken	Initially the Director of Safeguarding Subsequently Archbishop and Director of Safeguarding	Oct 2019	Ongoing In place
2.2 The Church body (<i>Diocese</i>) records all suspicions, concerns, knowledge or allegations and action taken that complies with relevant data protection legislation, statutory guidance on confidentiality and storage of information.	Recording	The Diocese will maintain a record of all safeguarding concerns/suspicions/allegations consistent with relevant data protection/and any other relevant legislation.	Director of Safeguarding with Safeguarding Administrator	Ongoing	Ongoing In place
		Undertake review of data protection responsibilities, in respect of all relevant issues arising.	Director of Safeguarding with Data Protection Officer.	Sept 2019	Ongoing In place
2.3 The Church authority (<i>Bishop</i>) shares information about child safeguarding concerns, suspicions and allegations with those who need to know, in order to keep children safe	Sharing information	In each case, the diocese will assess who should be provided with information in order to safeguard children. (The welfare of children will be the paramount consideration with due regard for the right of all parties).	Director of Safeguarding	Ongoing	Ongoing In place

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Policy /Standard /Indicator	Specific Objective	Action	Responsibility	Date Started	Target Completion Date
		Maintain Data Protection Agreements with National Board for Safeguarding Children in Catholic Church Ireland	Bishop & Director of Safeguarding	Ongoing	Ongoing In place
		Maintain information sharing arrangements with Tusla and An Garda Síochána	Bishop & Director of Safeguarding	Ongoing	Ongoing In place
	Collaboration	The diocese will cooperate with the relevant statutory authorities and meet periodically with the senior personnel of these agencies to monitor and review interagency collaboration.	Bishop & Diocesan Secretary /General Manager Director of Safeguarding	Ongoing	Ongoing
	Maintenance of Records	Appropriate administrative support will be maintained	Diocesan Secretary /General Manager	Ongoing	Ongoing

Standard 3- Care and Support for the Complainant

Complainants who have suffered abuse as children receive a compassionate response when they disclose their abuse. They, and their families, are offered appropriate support, advice and pastoral care.

Policy /Standard /Indicator	Specific Objective	Action	Responsibility	Date Started	Target Completion Date
3.1 The Church authority (<i>Bishop</i>) offers appropriate pastoral care to complainants, which recognises their unique needs. This should include an offer from the Church authority to meet the complainant in person	Ensure appropriate response to all complaints	<p>The DLP or DLP's will meet all complainants and ensure they are</p> <ul style="list-style-type: none"> • Heard respectfully • Able to express their wishes • Identify their needs <p>All complainants and other persons effected will be offered</p> <ul style="list-style-type: none"> • Ongoing availability of the D.LP.'s • A meeting with the bishop • A support person, if appropriate • Counselling • Appropriate specialist support if appropriate <p>Members of complainant's family and others affected will be offered support and counselling.</p> <p>All complainants will be provided with information and support regarding reporting to the relevant statutory agencies.</p> <p>They will also be given information regarding relevant supports</p>	DLP/Director of Safeguarding under the overall direction of the Bishop	Ongoing	Ongoing In place

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Policy /Standard /Indicator	Specific Objective	Action	Responsibility	Date Started	Target Completion Date
	Persons effected	In respect of each safeguarding complaint, the needs of persons, parishes or organisations effected will be assessed and addressed with due regard to right of privacy which may arise.	Bishop and Director of Safeguarding	Ongoing	Ongoing In place
	Committee	The Case Management Advisory Committee will specifically consider the response to complaints and complainants in every case which it reviews, at the Bishop's request.	Chair of Committee	Ongoing	Ongoing
		Review Discussion Structure of Case Management Advisory Committee meetings & amend if appropriate	Committee Members	Dec 2019	Completed December 2022
3.2 The Church authority (<i>Bishop</i>) has access to appropriately trained personnel – lay, religious or clergy – whose clearly defined roles are to listen to and to represent the pastoral	Support Persons	A panel of trained Support Persons will be maintained, consisting of male and female religious and lay people. Two Support Persons will be available	Director of Safeguarding with Bishop's approval	Ongoing	Two new people to be appointed in 1 st Quarter of 2023

Standard 3- Care and Support for the Complainant

Complainants who have suffered abuse as children receive a compassionate response when they disclose their abuse. They, and their families, are offered appropriate support, advice and pastoral care.

Policy /Standard /Indicator	Specific Objective	Action	Responsibility	Date Started	Target Completion Date
needs of the complainant. This is done in consultation with the complainant	Facilitate communication of complaints regarding Safeguarding Service and Standards	Appoint a Safeguarding Complaints person	Bishop Leahy	Ongoing	April 2016 Rev T. Mullins. Vicar General appointed
3.3 The Church body (<i>Diocese</i>) works in cooperation with relevant organisations and seeks specialist advice from the statutory child protection services when necessary	Expertise is available	The diocese will maintain linkage with relevant organisations/ people to ensure availability of expertise	Bishop & Director of Safeguarding	Ongoing	Ongoing
		The diocese will ensure that Safeguarding staff receive appropriate training	Director of Safeguarding	Ongoing	Ongoing
	Ensure appropriate counselling to complainants	The Director of Safeguarding is authorised to arrange and fund counselling for all complainants and members of their family. This is ordinarily arranged via Towards Healing or Towards Peace but alternative arrangements are made if the complainant wishes.	Director of Safeguarding	Ongoing	Ongoing

Standard 4 – Care and Management of the Respondent

The Church Authority has in place a fair process for investigating and managing child safeguarding concerns. When the threshold for reporting has been reached, a system of support and monitoring for respondents (ordained, and non-ordained religious) is provided

Policy/Standard /Indicator	Specific Objective	Action	Responsibility	Date Started	Target Completion Date
4.1 The Church authority (<i>Bishop</i>) has access to appropriately trained personnel – lay, religious or clergy– whose clearly defined roles are to listen to and to represent the pastoral needs of the respondent (<i>priest</i>). This is done in consultation with the respondent.	Appropriate Training	Both the Director of Safeguarding/D.L.P. and D/D.L.P.'s attend all relevant training courses provided by the National Safeguarding Board.	Director of Safeguarding	Ongoing	Ongoing
	Right of accused respected	The rights under natural justice, civil law, and canon law of an accused person will be respected, with a legal presumption of innocence maintained during all enquiry processes.	The Bishop and Director of Safeguarding will collaboratively ensure this	Ongoing	Ongoing
	Support	All accused persons will be offered: <ul style="list-style-type: none"> • Priest Advisor • Counselling/support • Specialist services which are appropriate. • All clerics will be supported in obtaining the services of a Canon Lawyer 	Director of Safeguarding and Bishop	Ongoing	Ongoing

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Policy/Standard /Indicator	Specific Objective	Action	Responsibility	Date Started	Target Completion Date
	Reputation	If it is established that a complaint is not upheld or is wrong, all efforts will be made to restore the good name and reputation of the person accused. The actions will be agreed with the person accused.	Bishop	Ongoing	Ongoing
	Committee	The case management committee will consider the diocese's response and engagement in respect of every lay person, who is the subject of a complaint as reported.	Chair of Committee	At all Committee Meetings	Ongoing
	Priest advisors	A panel of trained priest advisors will be maintained. A priest advisor will, in consultation with the priest, be appointed in all cases.	Bishop and Director of Safeguarding	In place since 2016	Panel trained by National Board
	Others effected	Parishes and others effected by a priest taking leave from ministry will be offered support.	Bishop and Director of Safeguarding	As required	Ongoing
	Lay persons	Lay personnel including volunteers who are the subject of a safeguarding complaint will be responded in the context of	Bishop, Director of Safeguarding and Diocesan Secretary /General Manager	Jan 2016	Ongoing

Standard 4 – Care and Management of the Respondent

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Policy/Standard /Indicator	Specific Objective	Action	Responsibility	Date Started	Target Completion Date
		<p>National Safeguarding Policy (Children First), relevant legislation and Diocesan HR policies.</p> <p>Note: the Parish Priest or the Programme/activity Leader/Manager will agree with the Director of Safeguarding on how the matter should be addressed.</p> <p>The Bishop authorises two people to support and ensure that the issues arising are addressed:</p> <ul style="list-style-type: none"> • The Diocesan Secretary /General Manager will take responsibility for the HR Dimension. • The Director of safeguarding will take responsibility for the safeguarding dimension. 			
4.2 The Church authority (<i>Bishop</i>) has arrangements in place to inform the respondent that an allegation has been received about them, and has a		In each case the Director of Safeguarding (DLP) will (in consultation with the Bishop) inform the respondent that an allegation has been received.	Director of Safeguarding in consultation with the Bishop	Ongoing	Ongoing

Standard 4 – Care and Management of the Respondent

The Church Authority has in place a fair process for investigating and managing child safeguarding concerns. When the threshold for reporting has been reached, a system of support and monitoring for respondents (ordained, and non-ordained religious) is provided

Policy/Standard /Indicator	Specific Objective	Action	Responsibility	Date Started	Target Completion Date
procedure for deciding whether an interim management plan needs to be put in place for the respondent.		In each case, as appropriate, the Diocese will develop: <ul style="list-style-type: none"> • An interim management plan • A risk assessment • A safeguarding plan 	Director of Safeguarding		
	Information	An overview of the Diocesan procedures in response to complaints made known to all priests.	Director of Safeguarding	Ongoing	Summary to be circulated by Bishop. 1 st quarter 2023
4.3 When statutory authority investigations and assessments have been completed, the Church Authority restarts the Preliminary Investigation - collecting the proofs as provided for in Canon 1717 (1)-(3) (ordained) and Canon 695 (non-ordained religious)		The Diocese will respect the need to cooperate with and not compromise the statutory processes of An Garda Síochána and Tulsa. In this context the Diocese will, when appropriate, undertake the relevant Canon Law processes (to include preliminary investigations). The Bishop will appoint a suitable person to conduct the Preliminary Investigation.	Bishop & Canonical Advisor	As required	Ongoing
4.4 The Church authority (<i>Bishop</i>) has in place suitable arrangements for the monitoring of a respondent,	Monitoring	The relevant plan (interim or ongoing), in respect of every priest who is the subject of a safeguarding complaint, will	Director of Safeguarding	Ongoing	Ongoing In place

Standard 4 – Care and Management of the Respondent

The Church Authority has in place a fair process for investigating and managing child safeguarding concerns. When the threshold for reporting has been reached, a system of support and monitoring for respondents (ordained, and non-ordained religious) is provided

Policy/Standard /Indicator	Specific Objective	Action	Responsibility	Date Started	Target Completion Date
where there is a case to answer, until (and if) the Church no longer has responsibility for monitoring the respondent		include arrangements for monitoring.			
	Clinical Risk Assessments	The diocese will ensure the availability of appropriately qualified professional to undertake clinical risk assessments as required. An experienced psychologist has been identified to undertake these assessments.	Director of Safeguarding	Ongoing	Ongoing In place
	Support	Priests who are out of ministry as a result of a safeguarding complaint will be supported to live a safe and meaningful life.	<ul style="list-style-type: none"> • Bishop • Vicar for pastoral care of priests • Director of Safeguarding • Priest Advisor 	Ongoing	Ongoing In place

Introduction Standard 5 - Training & Support for Keeping Children Safe

The Diocese has invested significant resources in training to meet Standard 5 of the National Safeguarding Boards Standards. This relates to ensuring that all church personnel are trained and supported in all aspects of child safeguarding relevant to their role.

The Diocese has four trainers registered with the National Safeguarding Board. The trainers attend all appropriate National Board Training and meet periodically with the Diocesan Director of Safeguarding.

The importance of safeguarding training within the Diocese was reinforced by the Bishop's decision that the issuing of an annual celebret to clergy is now conditional on certification of their having attended safeguarding training.

A significant development for older priests with some degree of disability/mobility issues, has been the capacity to provide one to one safeguarding training in their place of residence. This has enabled significant number of elderly priests to continue having an involvement, if only of a limited nature, in ministry.

All Diocesan training records are now maintained on a dedicated data-base which ensures that all personnel requiring re-training can be identified and notified of same.

Training Needs Analysis

A training needs analysis has been undertaken, this included;

- Consideration of the Annual Audit.
- Review of the evaluations of the training participants.
- Discussion with trainers.

The overwhelming feedback and experience within the Diocese is that the current basic training is critically important and valuable. The consultation with people attending training, the annual audit and the feedback has reinforced this message.

This Standard (5) refers not only to training but also to support for keeping children safe.

The focus for this three-year period will be on consolidating current awareness and understanding of the One Church Policy and the Seven Safeguarding Standards and to operationalise this understanding from a role specific perspective.

Therefore, a two pronged approach will be developed involving

- a) Provision of role/activity specific information and training.
- b) Direct work alongside people at parish level and in specific ministries to ensure full understanding of requirements and that these are in place in practice.

All Training and information sessions will include a practical presentation on using the safeguarding website.

The area of youth ministry will be the subject of particular attention during the period of this Plan. A focus will be on developing exemplar models.

In addition, in 2023/24 arrangements for engagement with all Lay Apostolate Groups within the Diocese will be finalised

Consistent with the empowering of lay people to support the work of safeguarding throughout the Diocese a programme has been initiated whereby trained lay people are assuming the role of Lay Designated Signatories in respect of Vetting. A training programme has been designed by the Vetting Committee. During the life of this Three Year Plan a target is set of having at least 75% Lay Signatories in place in Parishes.

The Diocese is committed to providing the necessary resources to ensure all relevant personnel attend appropriate ongoing training.

The following Child Safeguarding Training/Information Programme are provided:

- Full Day Safeguarding Training
- Refresher Training
- Information Session
- Mandated Persons Training
- Young Leaders Training

Note: The National Reviews of Safeguarding underway may involve considerable review of training during the life of this Plan.

Standard 5 – Training and Support for Keeping Children Safe

Church personnel are trained and supported in all aspects of safeguarding relevant to their role, to develop and maintain the necessary knowledge, attitude and skills to safeguard and protect children

Policy /Standard /Indicator	Specific Objective	Action	Responsibility	Date Started	Target Completion Date
5.1 The Church Authority (<i>Bishop</i>) ensures that the induction of Church personnel includes training in the Diocesan child safeguarding policy and procedures	Induction of new personnel	All relevant personnel to attend the one day safeguarding programme	Director of Safeguarding & Diocesan Secretary /General Manager.	Ongoing	Ongoing
5.2 The Church Authority (<i>Diocese</i>) conducts an annual training-needs analysis that identifies all Church personnel ¹ who require training and develops a Training Plan based on this.	Undertake a training-needs analysis	Informed by: <ul style="list-style-type: none"> • Review of all waiting lists • Analysis of Parish Audits • Feedback/ evaluation of training from Safeguarding Reps and other Diocesan and Parish Safeguarding Personnel • Feedback from Committees 	Safeguarding Committee in conjunction with: <ul style="list-style-type: none"> • Director of Safeguarding • Diocesan Trainers 	September 2022	Full plan set out in 2st quarter of 2023
	Finalise Annual Training Plan		Director of Safeguarding & Trainers	September 2019	Completed February 2023

¹ All other Church personnel refers to volunteers at parish level, Eucharistic Ministers, readers, choir members, baptismal teams, bereavement teams and all those whose work does not directly involve children or young people

Standard 5 – Training and Support for Keeping Children Safe

Church personnel are trained and supported in all aspects of safeguarding relevant to their role, to develop and maintain the necessary knowledge, attitude and skills to safeguard and protect children

Policy /Standard /Indicator	Specific Objective	Action	Responsibility	Date Started	Target Completion Date
5.3 The Church body (<i>Diocese</i>) ensures delivery at a local level of NBSCCCI identified and approved basic training programmes as outlined in the National Strategy where identified through the annual training-needs analysis	Provide role specific training for Church personnel. Ensure one-day training delivered to all relevant personnel every three years. Training data-base to be utilised to ensure all relevant personnel are identified.	Ensure adequate number of qualified trainers are registered with the N.B.S.C.C.I.	Director of Safeguarding and Diocesan Trainers	Ongoing	Ongoing
	Raise awareness of child safeguarding with children and their guardians in the Church	Develop information sheet for families whose children are involved in the Church Develop a specific newsletter for children and their families	Diocesan Trainers Director of Safeguarding	At annual Clergy Conference, one session Autumn 2020	3 rd quarter of 2023
	NBSCCCI Training provided	Training for the following: <ul style="list-style-type: none"> • Support Persons • Diocesan Designated Persons • Diocesan Trainers 	NBSCCCI	As required	Ongoing
	Full Day Training Programme	Full Day Training Programme targeted at:	Diocesan Trainers	Ongoing	Ongoing

Standard 5 – Training and Support for Keeping Children Safe

Church personnel are trained and supported in all aspects of safeguarding relevant to their role, to develop and maintain the necessary knowledge, attitude and skills to safeguard and protect children

Policy /Standard /Indicator	Specific Objective	Action	Responsibility	Date Started	Target Completion Date
		<ul style="list-style-type: none"> • Clergy who are new to the Diocese and Religious who are new to the Diocese who have not yet attended training • New Safeguarding Representatives • New Diocesan Safeguarding Personnel • Youth Group Leaders • Lourdes Designated People • Members of other Diocesan Agencies/Groups who require training. 			
5.4 The Church body ensures that Church personnel who have specific child safeguarding responsibilities have appropriate, role-specific training that is identified and approved by the National Board, as outlined in the National Board's Training Strategy.	The Diocese will support the attendance by all relevant personnel at NBSCCCI training as appropriate	Specific training/refresher will be arranged in the Diocese (provided by NBSCCCI) for: <ul style="list-style-type: none"> • Panel of Priest Advisors 	Director of Safeguarding is authorised to approve relevant training. Organised by Director of Safeguarding – delivered by NBSCCCI	Ongoing	Ongoing June 2020
		Attendance by safeguarding staff e.g. Director of Safeguarding, Deputy, DLP, etc.at role-specific training.	Director of Safeguarding	Ongoing	Ongoing
5.5 The Church body (<i>Diocese</i>) provides children who access	Provide customised information	Review & Supply posters, forms, information leaflets etc.	Parish Safeguarding Support worker	Ongoing	Ongoing

Standard 5 – Training and Support for Keeping Children Safe

Church personnel are trained and supported in all aspects of safeguarding relevant to their role, to develop and maintain the necessary knowledge, attitude and skills to safeguard and protect children

Policy /Standard /Indicator	Specific Objective	Action	Responsibility	Date Started	Target Completion Date
Church related activities and their parents/guardians, with information, advice and support on keeping children safe and involves them in Church child safeguarding training initiatives wherever possible and appropriate		to Safeguarding Reps and Parish personnel as required. (See also 1.1 & 6.2).			
		Refer to documentation on Standard 6. The areas of youth ministry will be a particular focus during the lifetime of this three-year plan.	Director of Safeguarding Diocesan Trainers Parish Safeguarding Support Worker Communication Sub-Committee Information Lead.	Ongoing	Ongoing
5.6 The Church body facilitates the provision of an appropriate level of support to all involved with the Church in relation to their responsibilities to safeguard children.	Provide information and support	<ul style="list-style-type: none"> • Provide Direct Support/Supervision • Quarterly Team Meetings of all personnel (Safeguarding) • All Safeguarding personnel will be supported in attending relevant training 	Director of Safeguarding	Ongoing	Ongoing
		<ul style="list-style-type: none"> • The services of the Diocesan Trainers and Director of Safeguarding will be widely circulated 	Diocesan Trainers Director of Safeguarding	Ongoing	Ongoing
	Information sessions will be provided to all	Availability of this will be circulated.	Director of Safeguarding	Ongoing	Ongoing

Standard 5 – Training and Support for Keeping Children Safe

Church personnel are trained and supported in all aspects of safeguarding relevant to their role, to develop and maintain the necessary knowledge, attitude and skills to safeguard and protect children

Policy /Standard /Indicator	Specific Objective	Action	Responsibility	Date Started	Target Completion Date
	appropriate personnel / groups.				

Introduction Standard 6 - Communicating the Church's Child Safeguarding Message

Developments in safeguarding were delayed by the lockdown due to the Covid pandemic. The pandemic also saw a decline in activities in parishes and a drop off in church attendance. This along with the changes proposed post the diocesan synod and the ageing profile of priests presents particular challenges for safeguarding practice. The purpose of the Communication Plan is to ensure that everyone involved in any form of ministry or activity with the Diocese, is provided with appropriate information to ensure that the safety and the welfare of children is promoted and that all concerns are responded to appropriately.

As well as providing specific resources aimed at communicating the importance of safeguarding and providing relevant information the diocese will focus on integrating safeguarding into the culture and life of the diocese.

All relevant diocesan events and communications will contain basic information and references to safeguarding. Two-way communication with all stakeholders, (victims, those involved in ministry, children and vulnerable persons) will be encouraged and every opportunity given to enable people to provide feedback.

The Safeguarding website is the pivotal source of information and communication throughout the diocese. During the three-year period easily accessible and tailored bespoke packages will be prepared on key issues, including visiting clergy, pilgrimages, altar servers and youth ministry.

Those involved in ministry will be kept up to date on changes in legislation and practice and every effort will be made to ensure that they are all are aware of their responsibilities and provided with the necessary support to meet these responsibilities. In the three years of the plan there will be a special focus on information needs of children and their families.

The Diocese will strengthen its engagement with Catholic lay apostolates, other religious denominations based in the Diocese and with other relevant organisations (both statutory and voluntary) and work collaboratively with them to foster best practice in safeguarding. Particular attention will be paid to engaging with those working with young people.

The Communication plan will ensure be reviewed at all Safeguarding Committee meetings and will be adapted if necessary to take account of new legislation, key stakeholders will be kept up to date with best practice and provided with opportunities to engage with and provide feedback to Safeguarding service.

A Communication Sub-Committee will be maintained.

Standard 6 – Communicating the Church’s Safeguarding Message

Church bodies appropriately communicate the Church’s child safeguarding message.

Policy /Standard /Indicator	Specific Objective	Action	Responsibility	Date Started	Target Completion Date
6.1 The Church body (<i>Diocese</i>) has a written plan which details how the Church’s child safeguarding message will be communicated	This is the Communication Plan for 2023-2025	<ul style="list-style-type: none"> Review Communication Plan 2018-2021 Prepare New Communication Plan 2023-2025 Prepare and publish Safeguarding Three Year Plan 	Safeguarding Committee with Safeguarding Communications Lead and Director of Safeguarding	October 2022	Feb 2023
6.2 The Church body (<i>Diocese</i>) makes information on how to safeguard children available to all	Communication sub-committee established to lead on Standard 6	<ul style="list-style-type: none"> Review updates from the National Board for Safeguarding Children in the Catholic Church. Take on board feedback from training or queries to the safeguarding service. Review all aspects of communication and identify how best to use each existing means of communication Ensure that key stakeholders are kept up to date with latest information and best practice. Ensure that material suitable for children is accessible and reviewed and kept up to date. Prepare Plan for Communicating the Church’s Safeguarding Message every 3 years. An overview of the Diocesan Procedures in response to 	Safeguarding Communications Lead Safeguarding Information Lead Director of Safeguarding	Oct 2022	<p>Ongoing review at safeguarding committee meetings.</p> <p>A summary to be circulated by Bishop in 1st quarter of 2023 to</p>

Standard 6 – Communicating the Church’s Safeguarding Message

Church bodies appropriately communicate the Church’s child safeguarding message.

Policy /Standard /Indicator	Specific Objective	Action	Responsibility	Date Started	Target Completion Date
		<p>complaints made known to all priests</p> <ul style="list-style-type: none"> Develop information sheet for families whose children are involved in the Church Develop a specific newsletter for children and their families 	Director of Safeguarding Diocesan Trainers		3 rd quarter of 2023, 2023 and 2025
	Annual Safeguarding Sunday to be designated with appropriate message at all Masses	<ul style="list-style-type: none"> Confirm for Safeguarding Sunday. Protocol for parishes for Safeguarding Sunday sent to all priests Letter from Bishop will be read at all masses 	Bishop Leahy Director of Safeguarding Safeguarding Committee with Safeguarding Communications Lead	2017	***
	Annual day of prayer for survivors and victims of sexual abuse	<ul style="list-style-type: none"> Service held annually in Cathedral Day of prayer acknowledged in parishes Specific resources to be issued by Bishop to all priests 	Bishop	2018	Held each February.
	Contact information to be widely available	<ul style="list-style-type: none"> Contact details for all safeguarding personnel to be available in the Annual Diocesan Directory 	General Manager/Diocesan Secretary		Annual update signed off annually by Director of Safeguarding
	Diocesan Safeguarding Newsletter to be published annually and specific newsletters/circulars as approved.	<ul style="list-style-type: none"> Material prepared and reviewed by Bishop and Director of Safeguarding 	Safeguarding Committee with Safeguarding Communication Lead and Diocesan Archivist		Last Sunday in September Annually

Standard 6 – Communicating the Church’s Safeguarding Message

Church bodies appropriately communicate the Church’s child safeguarding message.

Policy /Standard /Indicator	Specific Objective	Action	Responsibility	Date Started	Target Completion Date
	Specific Vetting Newsletter to be issued annually.	<ul style="list-style-type: none"> Newsletter circulated to all Churches and relevant personnel 	Director of Safeguarding	Annually from May 2023	Each May
	Diocesan Website will be developed with comprehensive tailored information and become central to the provision of information.	<ul style="list-style-type: none"> Update safeguarding information quarterly and otherwise as appropriate Develop user friendly customised information packs Provide links to other significant sites Insert videos and photographs of events Review use annually Seek feedback from users Alert key individuals and groups of updates on website 	Safeguarding Committee Director of Safeguarding	April 2018	Ongoing Developed incrementally over 3-year period...
	Diocesan Facebook (1600 followers)	Post significant events, policies, news etc. on Diocesan Facebook page	Safeguarding Communications Lead, Diocesan Archivist and	Ongoing	Ongoing
	Parish Newsletters and Websites	Provide safeguarding information for inclusion in Parish Newsletters and Web Sites quarterly	Safeguarding Communications lead	Ongoing	Ongoing
	Special Newsletter for Children and their families	Prepare Safeguarding Newsletter for children	Safeguarding Communication Lead		Last Q 2024
	Safeguarding Posters and Leaflets	<ul style="list-style-type: none"> Review & Supply posters, forms, information leaflets etc. to Safeguarding Reps and 	Director of Safeguarding	Ongoing	Ongoing

Standard 6 – Communicating the Church’s Safeguarding Message

Church bodies appropriately communicate the Church’s child safeguarding message.

Policy /Standard /Indicator	Specific Objective	Action	Responsibility	Date Started	Target Completion Date
		<p>Parish personnel as required.(See also 1.1 & 5.5)</p> <ul style="list-style-type: none"> • Age appropriate material for children will be reviewed and developed (Link with special newsletter referenced in Standard 6.2) 			
	Digital, Social media and Online Communication	<ul style="list-style-type: none"> • Develop Digital, Social Media and Online Communication with Young People Policy • Include above in all training programmes especially those engaging with young people. • Include in conference 2024 		<p>July 2022</p> <p>Nov 2022</p>	<p>October 2022 Edition Review in 2024</p> <p>Ongoing</p> <p>January 2024</p>
	Sacristans	<ul style="list-style-type: none"> • All information required/ appropriate for Sacristans to be reviewed • Training session for Sacristans • Biennial meetings 	Director of Safeguarding	September 2016	Review after training with sacristans in Quarter 2 2024
	Strengthen links with Safeguarding Representatives	<ul style="list-style-type: none"> • Develop e-mailing list for safeguarding representatives • Email them up to date information on website changes, national and diocesan newsletters • Encourage feedback 	Director of Safeguarding Safeguarding Committee with Safeguarding Communications Lead	Jan 2019	Ongoing Quarterly communication including Newsletters

Standard 6 – Communicating the Church’s Safeguarding Message

Church bodies appropriately communicate the Church’s child safeguarding message.

Policy /Standard /Indicator	Specific Objective	Action	Responsibility	Date Started	Target Completion Date
6.3 The Church body (<i>Diocese</i>) ensures that it communicates the Church’s child safeguarding message to people whose first language is not English, as well as to people who have specific needs.	Adapt safeguarding information for Polish (St. Michael’s)	Develop user friendly posters for Polish community .	Communications lead, and Director of Safeguarding in collaboration with Polish Chaplaincy and Local Indian church leadership	2016	Ongoing
		<ul style="list-style-type: none"> Invite organisations working with persons with special needs to Safeguarding Conference 2024 	Director of Safeguarding	Nov 2016	Jan 2024
			Director of Safeguarding	Feb 2020	Ongoing
6.4 The Church body (<i>Diocese</i>) establishes links with other local organisations in order to promote a safe and caring community for children and to share best child safeguarding practice.	The Diocese will work with other agencies in running Interagency Safeguarding Conference every 3 years	<ul style="list-style-type: none"> Reconvene Interagency Group which ran 2018 and agree focus of conference. Run Interagency Conference (Gardai, TUSLA and HSE) with focus on service updates and changes in safeguarding practices. 	Bishop & Director of Safeguarding	Dec 2022	Feb 2023 January 2024 Host Conference with Mary Immaculate College
	Build on collaborative relationships with all Religious orders/Congregations in the Diocese	Meet biennially	Bishop, Director of Safeguarding and Diocesan Secretary		Biennial.
	Keep priests up to date on Safeguarding issues	Comprehensive Safeguarding letter from Bishop to priests to include update of previous information and new developments such as mandatory	Bishop and Director of Safeguarding	Ongoing	February 2023 and each February

Standard 6 – Communicating the Church’s Safeguarding Message

Church bodies appropriately communicate the Church’s child safeguarding message.

Policy /Standard /Indicator	Specific Objective	Action	Responsibility	Date Started	Target Completion Date
		reporting obligations and developments in relation to vulnerable persons.			
	Strengthen formal collaborative relationships and agreements with all lay Catholic organisations in the Diocese	Update list and contact details for all lay Catholic apostolates in the Diocese and meet formally with each on an biennial basis	Bishop and Director of Safeguarding & Diocesan Secretary	Ongoing	Formalise in 2023
	Strengthen links with victims of abuse and ensure that their views and needs are properly addressed	<ul style="list-style-type: none"> • Provide opportunities for victims to provide feedback. • Make people aware of support services for victims 	Bishop and Director of Safeguarding Bishop and Director of Safeguarding Safeguarding Committee	Ongoing Ongoing	Ongoing Ongoing

Introduction Standard 7 – Quality Assuring Compliance with the Seven Safeguarding Standards

The Bishop has overall responsibility for safeguarding within the Diocese of Limerick.

The Bishop is supported by the Director of Safeguarding who manages the Safeguarding Service.

This involves ensuring that the:

- Appropriate child safeguarding structures and personnel are in place

- Compliance with Canon and Civil Law

- Compliance with the National Safeguarding Standards

It also involves fostering a culture which recognises the

- Paramountcy of the welfare of children

- Importance of upholding the seven standards in practice and behaviour

The specific arrangements detailed in this section are aimed at ensuring that that best practice safeguarding standards are maintained.

Standard 7 – Quality Assuring Compliance with the Seven Standards

The Church body develops a plan of action to quality assure compliance with the seven safeguarding Standards. This action plan is reviewed annually. The Church body only has responsibility to monitor, evaluate and report on compliance with the indicators under each Standard that apply to it, depending on its ministry.

General Note 7.1 to 7.3: The Bishop has overall responsibility for ensuring Quality Assurance and Compliance with Standards. The Bishop approves the three-year Plan and the Safeguarding Committee reviews progress at all of its meetings. The Bishop delegates day to day operational responsibility to the Director of Safeguarding

Policy /Standard /Indicator	Specific Objective	Action	Responsibility	Date Started	Target Completion Date
7.1 The Church authority (<i>Bishop</i>): <ul style="list-style-type: none"> • Puts in place arrangements to ensure, monitor and evaluate its compliance with the Seven Safeguarding Standards 	Ensure that appropriate arrangements are in place at Parish/local level	The Bishop authorises the safeguarding committee to supervise an annual parish audit of safeguarding arrangements.	Director of Safeguarding under the guidance of the Safeguarding Committee	Annual	Annually in January
		The Safeguarding Committee produces a report on the level of compliance established through this audit exercise		Annual	Annually in January
		An annual report will be submitted to the Bishop on the outcome of the annual parish audit	Director of Safeguarding	Annual	Annual
		Notifies the National Board in writing of the completion of this annual audit report	Bishop	Annual	Annual
	Ensure that appropriate arrangements are in place throughout the Diocese in	The Bishop will maintain and authorise governance and supportive organisational arrangements to ensure that the	Bishop	September 2019	Ongoing

Standard 7 – Quality Assuring Compliance with the Seven Standards

The Church body develops a plan of action to quality assure compliance with the seven safeguarding Standards. This action plan is reviewed annually. The Church body only has responsibility to monitor, evaluate and report on compliance with the indicators under each Standard that apply to it, depending on its ministry.

Policy /Standard /Indicator	Specific Objective	Action	Responsibility	Date Started	Target Completion Date
	respect of all areas of relevant ministry	Diocese, Parishes and all relevant areas of ministry comply with the 7 Safeguarding Standards. (see copy Governance Arrangements at Appendix 1)			
		The Diocese will maintain three independently chaired committees i.e. Safeguarding Committee, Vetting Committee and Case Advisory Committee to provide oversight, advice and assurance. The Diocese will also maintain membership of the National Case Management Advisory Committee.	Chair of each Committee Chairperson of Safeguarding Committee in respect of Standards 1, 5, 6 and 7. (Specific members of the Safeguarding Committee may be assigned lead responsibility in relation to specific standards or elements of standards. The Director of Safeguarding is responsible in relation to Standards 2, 3 and 4. The Bishop is responsible in respect of Standard 7	September 2019 September 2019	Ongoing Ongoing

Standard 7 – Quality Assuring Compliance with the Seven Standards

The Church body develops a plan of action to quality assure compliance with the seven safeguarding Standards. This action plan is reviewed annually. The Church body only has responsibility to monitor, evaluate and report on compliance with the indicators under each Standard that apply to it, depending on its ministry.

Policy /Standard /Indicator	Specific Objective	Action	Responsibility	Date Started	Target Completion Date
		<p>The Bishop will meet at least annually with the Chairpersons' of the three committees to receive direct assurance regarding their areas of responsibility. The Chairpersons are specifically encouraged to make direct contact with the Bishop in the event that they have any concerns.</p> <p>The Diocesan Secretary /General Manager will also attend meetings of the Safeguarding Committee and the Case Advisory Committee.</p>	<p>Bishop With Diocesan Secretary / General Manager</p> <p>Diocesan Secretary /General Manager</p>	Annual	Annual
		<p>In respect of Standards 2, 3 and 4 the Bishop will directly review all significant cases on a regular basis (usually monthly) with the Director of Safeguarding. The Bishop will attend all meeting of the Interdisciplinary Case Advisory Committee.</p>	Bishop and Director of Safeguarding	2019	Ongoing

Standard 7 – Quality Assuring Compliance with the Seven Standards

The Church body develops a plan of action to quality assure compliance with the seven safeguarding Standards. This action plan is reviewed annually. The Church body only has responsibility to monitor, evaluate and report on compliance with the indicators under each Standard that apply to it, depending on its ministry.

Policy /Standard /Indicator	Specific Objective	Action	Responsibility	Date Started	Target Completion Date
7.2 The Church body produces a three-year child safeguarding plan that: <ul style="list-style-type: none"> • Outlines the actions that will be taken to keep children safe; • Identifies who is responsible for implementing these actions; • Specifies the time frame within which actions are completed; • Identifies the resources to ensure that the plan's objectives are realised. 		A Three Year Child Safeguarding Plan will be developed and approved by the Safeguarding Committee.	Chairperson of Safeguarding Committee with the Director of Safeguarding.	September 2019	1 st Quarter of 2023
		At each meeting the Committee will review progress on meeting the objectives of the Three Year Plan under each of the Seven Standards	Chairperson	Six-meetings annually	Six-meetings annually
		An annual report on safeguarding will be provided to the Bishop by the Director of Safeguarding	Director of Safeguarding	Annual	Annual
		Reviews of particular aspects of the safeguarding arrangements and services will be undertaken from time to time.	Director of Safeguarding in consultation with Bishop and Committees	Annual	Annual
		The Bishop will meet at least periodically with representatives of the relevant statutory agencies in order to seek reassurance re: the practice standards and procedures of the Diocese.	Diocesan Secretary /General Manager	Annual	Annual

Standard 7 – Quality Assuring Compliance with the Seven Standards

The Church body develops a plan of action to quality assure compliance with the seven safeguarding Standards. This action plan is reviewed annually. The Church body only has responsibility to monitor, evaluate and report on compliance with the indicators under each Standard that apply to it, depending on its ministry.

Policy /Standard /Indicator	Specific Objective	Action	Responsibility	Date Started	Target Completion Date
		<p>The Bishop will continue to offer to meet with complainants and their families and maintain a pastoral relationship with priests who are the subject of complaints and who are out of ministry. This will enable the Bishop to experience first-hand the actual safeguarding practice of the Diocese in relation to complainants and respondents</p> <p>During the lifetime of this plan, all Parish Safeguarding Representatives will be invited to a seminar which focuses on their experience in order to identify the challenges they experience and the actions required to enable them to fulfil their role</p>	Bishop	<p>Ongoing</p> <p>Winter 2020</p>	<p>Ongoing</p> <p>2024</p>
7.3 The Church authority invites the National Board to carry out an independent review of its safeguarding practice in relation to the applicable indicators of the seven safeguarding standards, in accordance with Standard		Safeguarding Review completed in 2020. Report published and on Website			
		There has also been investment in IT including a dedicated website and databases. A demand led budget has been maintained for	Bishop		Ongoing

Standard 7 – Quality Assuring Compliance with the Seven Standards

The Church body develops a plan of action to quality assure compliance with the seven safeguarding Standards. This action plan is reviewed annually. The Church body only has responsibility to monitor, evaluate and report on compliance with the indicators under each Standard that apply to it, depending on its ministry.

Policy /Standard /Indicator	Specific Objective	Action	Responsibility	Date Started	Target Completion Date
terms of reference at a frequency agreed with the National Board.		counselling of complainants and their families. The Bishop will commit the necessary resources to maintain and enhance the necessary organisational arrangements to ensure compliance with the Standards.			

Glossary of terms

This glossary of terms is taken from the documentation of the National Board for Safeguarding Children in the Catholic Church in Ireland

Apostolic nuncio: This is the title for an ecclesiastical diplomat, being an envoy or permanent diplomatic representative of the Holy See to a state or international organisation. A nuncio is appointed by and represents the Holy See, and is the head of the diplomatic mission, called an Apostolic Nunciature.

Binding over order: Magistrates can bind over a person to be of good behaviour or to keep the peace. This may happen where the case involves violence or the threat of it. Sometimes the prosecution will drop such a charge if the defendant agrees to be bound over in this way.

Canon law: In the Catholic Church, canon law is the system of laws and legal principles made and enforced by the Church's hierarchical authorities to regulate its internal organisation and government, and to order and direct the activities of Catholics toward the mission of the Church.

Canon lawyer: A canon lawyer is an appropriately trained and qualified practitioner of canon law. His/her responsibility is to advise people about their rights and responsibilities under canon law.

CDF: Stands for the Congregation for the Doctrine of the Faith. According to Article 48 of the Apostolic Constitution on the Roman Curia, *Pastor Bonus*, promulgated by Pope John Paul II on 28 June 1988: 'The proper duty of the Congregation for the Doctrine of the Faith is to promote and safeguard the doctrine on faith and morals in the whole Catholic world.'

Child: Anyone below the age of eighteen years.

Children with specific needs: This term is used to cover the specific, or unique, out-of-the-ordinary concerns created by the child's medical, physical, mental or developmental condition or disability. Additional services are usually needed to help a person in one or more of the following areas: thinking, communication, movement, getting along with others, and personal care.

Church authority: This term does not appear in canon law. It can refer to the leader of the Church body, usually the bishop or provincial, or the senior administrative authority of a lay organisation or ecclesial movement. This term includes prior, prioress, abbot, abbess, congregational leaders, province leader, unit leader, superior, archbishop, cardinal and diocesan administrator (while in office).

Church body: Canon law contains many distinctions between the types of Church organisations and bodies that have developed over the life of the Catholic Church. It would be impractical to include all of these when referring to an element of the Church that has a child safeguarding responsibility. In this document, the term 'Church bodies' is used as shorthand to include all of those constituent members of the Catholic Church in Ireland who hold a memorandum of understanding with the National Board for Safeguarding Children in the Catholic Church in Ireland (NBSCCCI). A full list is provided on the website of the NBSCCCI.

Church personnel: The term 'Church personnel' is used to define those who work (voluntarily or paid) for the Church body. This includes clergy, religious, staff and volunteers.

Glossary of terms

This glossary of terms is taken from the documentation of the National Board for Safeguarding Children in the Catholic Church in Ireland

CICLS: Stands for the Congregation for Institutes of Consecrated Life and Societies of Apostolic Life, and is the congregation of the Roman Curia responsible for everything that concerns Institutes of Consecrated Life (orders and religious congregations, both of men and of women, as well as secular institutes) and Societies of Apostolic Life, regarding their government, discipline, studies, goods, rights and privileges.

Cleric: One who is ordained in sacred ministry in the Church. Clerics are divided into deacons, priests and bishops.

Credible allegation: The term ‘credible allegation’ is an allegation of sexual abuse of a minor that, following an initial evaluation of the facts and circumstances, has at least the semblance of truth or at least seems true.²

Collecting the proofs: This is a canonical term that refers to the initial investigation by which a non-ordained religious Church authority determines whether an alleged delict, which has reached the threshold of a semblance of truth, is not manifestly false or frivolous and remains a case to answer.

Complainant: This is a term used to describe a person who has made an allegation of abuse.

Constituent member: Means the twenty-six dioceses of the Roman Catholic Church on the island of Ireland, members of the Conference of Religious in Ireland and members of the Irish Missionary Union, and such other congregations, organisations, associations, ecclesial movements or prelatures on the island of Ireland with the prior agreement of the members of the NBSCCCI, to the extent any such foregoing body has agreed to adhere to the memorandum of understanding (see the following page).

Decree: A singular decree is an administrative act issued by a Church authority, in which a decision is given or a provision is made under a case according to the norms of law.

Delict: A crime in canon law. This is an external violation of a law or precept, gravely imputable by reason of malice or negligence.

Delegated person: The person appointed by the Church authority to carry out the preliminary investigation and various parts of the canonical process where an allegation of abuse has been made about an ordained member of the Church.

Designated liaison person: The person appointed by the Church authority to liaise with the statutory authorities regarding child safeguarding suspicions, concerns, knowledge or allegations (see role description in Appendix A of the NBSCCCI documentation).

Documentation relating to civil process: This can include a range of information in relation to an investigation by the statutory authorities against a respondent. This may include references to all correspondence involved in the process – both interparties and intraparties. It may

² The United States Conference of Catholic Bishops and the Canon Law Society of America, *Canonical Penal Procedures* (2010).

Glossary of terms

This glossary of terms is taken from the documentation of the National Board for Safeguarding Children in the Catholic Church in Ireland

also include court documents, newspaper clippings, solicitors' court attendance notes, and social services records that have been released to the Church authority.

Effective practice: Effective practices are accessible; they identify and respect the rights of service users; are client centred; are delivered by trained and committed staff; are well managed; and are shown through regular evaluation to have positive outcomes for the people being served.

Faculty: In law, a faculty is the authority, privilege or permission to perform an act or function.

In Ireland: For the purposes of this document, the term 'in Ireland' includes Northern Ireland and the Republic of Ireland. If the term 'Northern Ireland' or 'Republic of Ireland' is used, it is in relation to something that is only applicable to that specific country.

Interim management plan: A plan put in place with the respondent during the process of investigation of an allegation of abuse by the Church and statutory authorities.

Incardination: Every cleric must be incardinated in a particular Church, in a personal prelature, or in an institute of consecrated life or society that has this faculty. Accordingly, acephalous or 'wandering' clergy are by no means to be allowed.³

LSR: Local safeguarding representative / parish safeguarding representative (see role description in Appendix A of the NBSCCCI documentation).

Mandated Person: Mandated persons (as defined in the Children First Act 2015) are people who have contact with children and/or families and who, because of their qualifications, training and/or employment role, are in a key position to help protect children from harm.

Ministry with children: This includes:

Any work or service undertaken by Church personnel with children, which is under the authority of their Church body;
Any work with children undertaken by Church personnel (lay, vowed and ordained) within Church property, which is under the authority of their Church body;

All priests in active ministry are to be considered as having ministry with children.

Memorandum of understanding with the NBSCCCI: An agreement signed by a Church authority to work with the NBSCCCI to fulfil the aims of the safeguarding standards.

³ Canon 265.

Glossary of terms

This glossary of terms is taken from the documentation of the National Board for Safeguarding Children in the Catholic Church in Ireland

Monitoring: A mechanism put in place to systematically oversee and review how a respondent has complied with a permanent management plan (see National Board Guidance Ref. 4.4A).

Natural justice: The principles and procedures that govern the adjudication of disputes between persons or organisations, chief among which are that the adjudication should be unbiased and given in good faith, and that each part should have equal access to the tribunal and should be aware of arguments and documents adduced by the other.

NCMC: National Case Management Committee (see role description in Appendix A of the NBSCCCI documentation).

One-Church approach: Although the Catholic Church in Ireland comprises a large number of Church bodies, in relation to safeguarding this term means an approach that is consistent and transparent across the whole Church in Ireland.

Ordinary: In canon law, the term can apply to a variety of individual offices, such as the bishop of the diocese, the vicar general, or the vicar of a vicariate. In the context of the tribunal, it refers to the bishop of the diocese or any other person equivalent to him in law, such as the vicar of a vicariate apostolic in mission territory. Canon 134 lists those who are ordinaries: the pope, the residential bishop, and those equivalent to him in law, as well as major religious superiors of exempt orders and congregations.

Precept: A singular precept is a decree that directly and legitimately enjoins a specific person or persons to do or omit something, especially in order to urge the observance of law.

Permanent management plan: A plan put in place with the respondent, following the conclusion of an investigation of an allegation of abuse by the Church and statutory authorities.

Preliminary investigation: This is a canonical term that refers to the initial investigation by which a Church authority determines whether an alleged delict, which has reached the threshold of a semblance of truth, is not manifestly false or frivolous and remains a case to answer.

PSNI: Police Service of Northern Ireland.

Relevant Person: The person who is appointed by a provider of a relevant service (as defined in the Children First Act 2015) to be the first point of contact in respect of the provider's child safeguarding statement.

Respondent: This is the term used for the person about whom child protection suspicions, concerns, knowledge or allegations have been made.

Semblance of truth: Evidence that, at face value, corroborates the accusation.

Glossary of terms

This glossary of terms is taken from the documentation of the National Board for Safeguarding Children in the Catholic Church in Ireland

Short-term ministry: This refers to ministry for a special event, during holidays, as part of mission/retreat or other pastoral activity, or for family celebrations.

Statutory authorities: These include Tusla and the Gardaí in the Republic of Ireland, and social services and the PSNI in Northern Ireland.

Suffragan bishop: A suffragan bishop heads a diocese. His suffragan diocese, however, is part of a larger ecclesiastical province, led by an archbishop.

Threshold: ROI – Children First Act 2015 Part 3 (14), (1) defines the threshold for reporting as ‘... where a mandated person knows, believes or has reasonable grounds to suspect, on the basis of information that he or she has received, acquired or becomes aware of in the course of his or her employment or profession as such a mandated person, that a child (a) has been harmed, (b) is being harmed, or (c) is at risk of being harmed, he or she shall, as soon as practicable, report that knowledge, belief or suspicion, as the case may be, to the Agency’ (the Child and Family Agency).

NI – *Co-operating to Safeguard Children* 2003, 2.3 and Children NI Order 2 (2) and 50 (3), defines the threshold for reporting as ‘reasonable cause to suspect that the child is suffering, or is likely to suffer, significant harm’.

Tusla: The Child and Family Agency who are the statutory authority in the Republic of Ireland responsible for improving well-being and outcomes for children.

UNCRC: United Nations Convention on the Rights of the Child.

Votum: An authoritative opinion. In forwarding a case to the relevant congregation in Rome, a member of the Church authority offers their authoritative opinion on the matter addressed in the particular case.