



Safeguarding Children

in the

Diocese of Limerick

Standard 5

Training and Support for Keeping Children Safe

In 2016, the National Board replaced the 2009 Standards and Guidance with Safeguarding Children Policy and Standards for the Catholic Church in Ireland. This is a One Church Policy which the Diocese of Limerick adopted and agreed to implement.

In implementing this One Church policy, The Diocese of Limerick reviewed all its arrangements and this document is the outcome of that review.

This document of detailed procedures, developed in 2017, accompanies the National Board Policy Standards and Guidance and is updated on a regular basis

Table of Contents Standard 5		Page
Standard 5 Training and Support for Keeping Children Safe	Responsibilities of Safeguarding Personnel – Standard 5	107
	Induction Process for all Involved in the Church	108
	Training Needs Analysis	108
	Delivery of Basic Safeguarding Awareness	109
	Registration of Trainers with NBSCCCI	112
	Role-Specific Training for Church Personnel	114
	Raising Awareness of Child Safeguarding with Children, their Parents/Guardians in the Church	114
	Support and Supervision	116



diocese
of limerick
our catholic community

Extract from Diocesan Policy and Procedures Document

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.

A training needs analysis will help to:

- Identify any gaps between the current and required levels of knowledge and skills;
- Identify who needs training and what training they need;
- Identify gaps in training provision in particular regions, parishes or other Church communities;
- Identify what the content of training should be;
- Ensure that appropriate and relevant training is identified and delivered;
- Form the foundation of a training plan;
- Enhance skill levels to ensure the implementation of best practice in child safeguarding and child protection;
- Assist in the evaluation of a training plan;
- Ensure that resources are used effectively and efficiently.

A training needs analysis should address some of the following questions:

- What level and type of training are members currently participating in?
- What are the specific training needs of Church personnel in the Church body?
- Who needs to be trained and what level of training is needed, e.g. basic or specific?
- Who are the target groups that need training?
- What methods of delivery should be used, e.g. lecture style, participatory, online training, etc.?
- What are the key roles where training needs to be considered?
- What are the skills gaps?
- How many people need to be trained?
- What is the time frame within which this needs to happen?
- Can the training needs be met locally?
- Are there local initiatives that could provide this training?
- Can the training be delivered locally/nationally?
- Which training programmes should be given priority?
- What additional/external support, if any, is needed to deliver this training?

Delivery of Basic Safeguarding Awareness (NBSCCCI 5.3A)

Basic child safeguarding awareness is offered in five different programme types. These programmes have been written to meet the learning objectives outlined in statutory guidance in Ireland. The five programmes are:

- 1. Full-day training:** this training lasts **5 hours** and covers the following four areas:
 - What and how we safeguard
 - Creating and maintaining safe environments
 - Recognising, Responding, Recording and Reporting
- 2. Information sessions:** these sessions are shorter in length (**3 hours**), and cover topics including the reporting procedures required under Standard 2.
- 3. Refresher sessions:** These are shorter in length (**3 hours**) and cover the topics listed in the full day training for those who have already attended the full day training previously.
- 4. Mandated Persons Training:** This is a short **one-and-a-half-hour session** specifically for those who are defined as mandated persons in the Republic of Ireland. The content can be delivered as part of the other sessions above
- 5. Training for Young Leaders:** This is three hours in length and covers the same content as the information sessions but has been designed for young people who are taking on a leadership role with other children or young people.

Who delivers the training?

The child safeguarding committee of each Church body should coordinate training and its delivery. The Church authority must ensure that local child safeguarding audits are carried out by local safeguarding representatives, in order to identify Church personnel who, require basic safeguarding awareness training. These audits should be examined by the child safeguarding committee, who will make decisions regarding what level of training is required for the personnel, as identified through the local safeguarding audit process. This process is completed using the training needs analysis guidance of the NBSCCCI (*Guidance 5.2B*), which forms part of the strategic three-year plan for the child safeguarding committee.

- Full-day training, refresher sessions, mandated persons training can only be delivered by trainers who have been registered with the NBSCCCI (*Guidance 5.3B*).
- Information sessions and training for young leaders are primarily delivered by trainers, but these can also be delivered by local safeguarding representatives who have been trained by trainers registered with the NBSCCCI.

Who is the training delivered to?

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 the extent of their 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 once, thereafter they can attend a refresher session;
- All clergy/religious who are in active ministry with children must attend the full-day training programme once, thereafter they can attend a refresher session;
- 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) once, thereafter they can attend a refresher session;
- All other Church personnel must be given the opportunity to attend an information session every 3 years.
- Those that are designated as Mandated Persons by law must have attended the mandated persons session every 3 years (this content can be delivered as part of the full day, refresher or mandated persons training)
- Those that are young leaders should attend the young leaders training every 3 years.

Regardless of the level of training required, all Church personnel are required to abide by good child safeguarding practice as set out in the Induction Agreement (*NBSCCCI 5.1A Template 1*).

When should personnel be retrained?

The NBSCCCI will update training and deliver this to registered trainers, in line with developments in best practice and new legislation.

It is expected that if there are significant changes, the trainers will deliver updates to new and existing personnel in each Church body. How this is delivered can be decided on in consultation with the child safeguarding committee and appropriate child safeguarding personnel.

If updated training is not required, all personnel should be retrained at least every three years.

It is the role of the child safeguarding committee to plan how training is delivered; however, this requirement can be fulfilled by shorter refresher sessions, delivered more regularly over a three-year period to cover the content of the full-day training.

Learning Objectives - Guidance from Tusla - statutory authority.

The table below outlines the learning objectives required from statutory guidance – (Tulsa’s Best Practice Principles for Organisations in Developing Children First Training Programmes) and the programme which needs to be facilitated to meet the learning objectives.

Training Type	Learning Objectives	Learning Objectives
<ul style="list-style-type: none"> • Full Day Training • Refresher Session 	<ul style="list-style-type: none"> • Knowledge of the Children First Act 2015 and Children First: National Guidance; • Understanding of the role of Tusla and An Garda Síochána in protecting children; • Understanding of the roles and responsibilities of mandated persons as assigned under legislation; • Understanding of the role and responsibilities of designated liaison persons; • Knowledge of the types and features of abuse; • Knowledge of the factors which may make children more vulnerable to harm; • Guidance in responding to a disclosure of abuse from a child; • Reviewed the reasonable grounds for concern and the thresholds for reporting; • Knowledge of the importance of confidentiality and record-keeping; • Knowledge of how to report child protection and welfare concerns. 	<ul style="list-style-type: none"> • Reviewed specific staff and volunteer roles in recognising and reporting child protection and welfare concerns under Children First: National Guidance and the Children First Act 2015; • Reviewed the service’s safeguarding policies and procedures for the protection and welfare of children; • Understanding of staff members’ roles and responsibilities as mandated persons; • Understanding of staff members’ roles and responsibilities as designated liaison persons; • Knowledge of the organisation’s procedure when reporting child protection concerns; • Knowledge of the organisation’s policies and procedures for recording-keeping; • Knowledge of the standards of behaviour required under the organisation’s code of behaviour; • Knowledge of the standards the inspecting bodies require of the service in regard to the protection and welfare of children.

Process for the Registration of Trainers with the NBSCCCI

(NBSCCCI 5.3B)

In accordance with NBSCCCI guidance (5.3A), delivery of the full-day child safeguarding training programme can only be carried out by trainers who are registered with the NBSCCCI. To ensure the quality of training and trainers, a robust registration, support and re-registration process has been established. This is outlined below.

Initial registration (4 days training and 2 days of assessments)

1. Training to become a trainer lasts four days and is delivered by the Director of Training and Support and other registered trainers and personnel from the NBSCCCI and from key statutory agencies.
2. After this training, an assessment is carried out by a tutor or the Director of Training and Support, alongside the other prospective trainers who attended the training course. This assessment appraises the facilitation of one training session by the prospective trainer from the training manual provided by the NBSCCCI. Oral and written feedback is given to the prospective trainer to help them identify areas for improvement.
3. An assessment of the full day's training is carried out by a tutor in the setting where the prospective trainer works. At this stage the tutor can recommend the registration of the prospective trainers for three years to the Director of Training and Support.
4. If registration is not recommended, the prospective trainer is given written and oral feedback from the tutor, and a new delivery date is established to carry out another assessment in their local setting. This allows them time to practice and improve on any issues they have.
5. A second assessment in the prospective trainer's local setting is carried out by a tutor who can recommend the registration of the prospective trainer to the NBSCCCI for three years. This registration will only be recommended if the prospective trainer has successfully delivered the training session from the training manual, in accordance with the standards identified by the NBSCCCI.
6. If registration is again not recommended, the tutor will speak to the Director of Training and Support to identify what further support is needed, prior to a final assessment by the Director of Training and Support.
7. The final assessment is carried out by the Director of Training and Support in the prospective trainer's local setting. If registration is not recommended at this stage, the person concerned cannot carry on the process any further.
8. On successful completion of the registration process, the tutor presents the new trainer with a certificate registering them for three years.

Maintaining registration

Once a certificate is issued, following the registration process outlined on the previous page, the trainer is registered with the NBSCCCI for three years, **provided they deliver a minimum of one full-day training programme or two information sessions per year** in order to maintain their registration with the NBSCCCI.

This training is evidenced by the following:

- At the start of each training session, the trainer asks participants to complete an attendance list (*NBSCCCI 5.3B Template 1*);
- At the end of each training session, the trainer asks participants to complete an evaluation form (*NBSCCCI 5.3B Template 2*);
- Using the evaluations (*NBSCCCI 5.3B Template 2*), a returns form is completed by the trainer for each training event they facilitated. This is then given to the child safeguarding committee, who collate all the returns and forward them to the NBSCCCI at the end of every year (*NBSCCCI 5.3B Template 3*);
- The NBSCCCI will collate the records to ensure that the registration requirements for each trainer are fulfilled.

Support

There are twelve tutors across Ireland, appointed by the NBSCCCI. Part of their role is to support trainers in their local ecclesiastical provincial area, and to meet trainers in each ecclesiastical provincial area twice a year. Issues or questions around training that the tutor cannot address are communicated to the Director of Training and Support, who meets with the twelve tutors three times a year. Trainers are encouraged to contact the Director of Training and Support if they require any additional support, or if they feel they cannot discuss the issues with their relevant tutor.

Re-registration

After three years of registration, the NBSCCCI will contact trainers who are affected and outline the process for their re-registration.

Re registration of trainers who were registered but left

In this situation the procedure to be followed is outlined below:

- The applicant to be re-registered meets with the Director of Training and Support to familiarise themselves with the changes to training since they have left.
- At this meeting a support plan is put in place where the applicant gets a period of practice with an experienced trainer (ideally in their own Church body) delivering training.
- After an agreed period of time the applicant would be reassessed by a tutor.

The cost associated with this would be made up on the tutor's fee for the assessment and also a re-registration fee. This can be discussed in advance with the Director of Training and Support.

Role-Specific Training for Church Personnel (NBSCCCI 5.4A)

Child abuse enquiries and national legislation¹ have identified the need for interagency and interdisciplinary cooperation to promote the welfare of children.

The NBSCCCI supports this principle of working in cooperation and collaboration with others, and has identified the essential training that is necessary for each child safeguarding role in its NBSCCCI Training Strategy (*NBSCCCI Guidance 5.2A*).

As part of the training needs analysis process (*NBSCCCI Guidance 5.2B*), the national training strategy should be used by Church authorities and safeguarding committees to identify relevant training for each child safeguarding role within the Church body.

Training needs will change continuously, and training in child safeguarding must be an integral part of each diocesan/religious congregation's training plan (NBSCCCI 5.2B Template 1). The NBSCCCI Director of Training and Support will undertake an annual review of the training strategy using training returns forms that are submitted annually (*NBSCCCI 5.3B Template 3*), as well as requests for training programmes from Church personnel. If, through the process of training needs analysis, a training need is identified that is not included in the NBSCCCI Training Strategy, safeguarding committee members are encouraged to contact the NBSCCCI Director for Training and Support to include this as part of the training strategy.

To promote good communication, the pooling of resources and to ensure quality, the NBSCCCI can act as a resource for information on externally sourced training – if the identified training need is not covered in the NBSCCCI Training Strategy – by directing members towards recognised training resources, wherever possible.

Raising Awareness of Child Safeguarding with Children, their Parents/Guardians in the Church (NBSCCCI 5.5A)

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 help 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.

Resources and a workshop for children have been provided for trainers registered with the NBSCCCI. These can be used alongside leaflets and resources contained in Standard 6 (6.2A, Templates 1–4). For further help or support, contact can be made with the NBSCCCI Director of Training and Support.

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.