

# Diocese of Limerick

## Safeguarding Plan

2019 – 2021

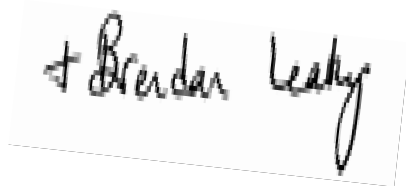
## Introduction

In 2016 the Diocese of Limerick adopted the Safeguarding Children Policy and Standards for the Catholic Church in Ireland which were developed by the National Board for Safeguarding Children in the Catholic Church in Ireland.

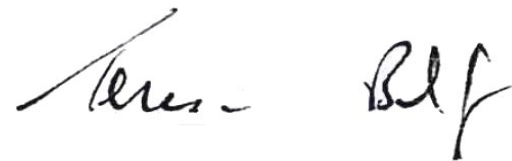
This is the second Three Year Diocesan Safeguarding Plan aimed at ensuring the Policy and Standards are implemented in the Diocese of Limerick. This plan is reviewed annually or sooner as needed with for example parish reorganisation.

We wish to acknowledge the commitment of people throughout the Diocese who champion the cause of promoting the welfare of children and who endeavour to ensure their safety and welfare in all their involvement with the life of the Church.

We welcome feedback on this Plan and on all aspects of Diocesan safeguarding arrangements.

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**+Brendan Leahy**  
**Bishop of Limerick**

A handwritten signature in black ink that reads "Teresa Bulfin". The signature is written in a cursive style and is placed to the left of the printed name.

**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 but insufficient to ensure people at Parish level are enabled to ensure best practice.

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

The Safeguarding Parish Support Worker's role is critical to this process.

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

## 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 with the support and advice of the Parish Support Worker	June 2016	Ongoing
	<b>Vetting Service</b> Develop best practice Vetting Service	Develop collaborative project with National Vetting Bureau	Director of Safeguarding	September 2019	Target June 2020
		Maintain two registered liaison persons with the Garda Vetting Bureau.	Director of Safeguarding	June 2016	Ongoing
		Ongoing assurance of compliance with all legal obligations	Responsibility transferred from the Diocesan Secretary / General Manager to Director of Safeguarding in Spring 2018	April 2018	Ongoing
		Maintain the programme of quality assurance that has been developed	Director of Safeguarding	October 2019	Ongoing

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Policy/Standard/ Indicator	Specific Objective	Action	Responsibility	Date Started	Target Completion Date
		Continue the rollout of trained lay people taking responsibility for vetting applications at parish level.	Director of Safeguarding	October 2019	Ongoing
		Review diocesan Policy and Procedures annually	Director of Safeguarding	October 2019	Ongoing
		Sign a service level agreement with all affiliate primary schools	Bishop	January 2019	December 2019
	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	November 2019
	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	February 2020	Biennial Ongoing
	Lay Ecclesial Ministers Lay Apostolates	Develop a formal structural relationship between the diocese and all such organisations to include biennial seminars.	Diocesan Secretary /General Manager with Director of Safeguarding	April 2020 Seminar	Biennial meetings Ongoing

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Policy/Standard/ Indicator	Specific Objective	Action	Responsibility	Date Started	Target Completion Date
	Diocesan Priests	Ensure conditions for issuing of celebrats are met. Review Meeting every May	Diocesan Secretary /General Manager Vicar for Pastoral Care of Priests Director of Safeguarding	2017	Ongoing Annual review process
<b>1.2</b> 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. Encourage reporting of concerns	Director of Safeguarding Parish Safeguarding Support Worker	Ongoing	Ongoing
<b>1.3</b> The Church body ( <i>Diocese</i> ) implements effective practice in encouraging children's positive behaviour	Ensure 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  Important to emphasise the perspective of young people	Director of Safeguarding. Trainers and Parish Safeguarding Support Worker Youth Ministry.	Ongoing	Ongoing
<b>1.4</b> 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 and Team	March 2020	Ongoing

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<b>1.5</b> 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.	Parish Support Worker	Ongoing	Ongoing
<b>1.6</b> 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.	Ongoing	Dec 2019
<b>1.7</b> The Church body ( <i>Diocese</i> ) has a clear written Complaints Procedure regarding safeguarding concerns which are not allegations of abuse.	Ensure that appropriate policy and procedures are in place	Include particular reference to this area on website.	Diocesan Secretary /General Manager.	Ongoing.	Ongoing.
<b>1.8</b> 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.	Include national issued information in Diocesan procedures. Provide information guidance and support.	Director of Safeguarding. Trainers. Parish Support Worker.	Ongoing	Ongoing



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Policy/Standard/ Indicator	Specific Objective	Action	Responsibility	Date Started	Target Completion Date
		Provide training and address on all training programmes. Incrementally introduce an evaluation process.	Communications sub-committee.		
<b>1.9</b> 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.	Work with the Data Protection Manager in developing and reviewing all procedures and guidance. The relevant material developed for altar server material includes reference to CCTV and webcams.	Director of Safeguarding. Parish Support Worker.	Ongoing	June 2020
<b>1.10</b> The Church authority ( <i>Bishop</i> ) has responsibility for ensuring that all clerics/religious, who are members of the Church body and are, ministering with children in an external organisation/Church body, agree to follow effective safeguarding practice.	This area is addressed at the annual clergy conference.	This area is addressed at the annual clergy conference.	Director of Safeguarding	November 2019 Clergy Conference	Ongoing

## **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 particular day to day responsibility for ensuring compliance with these Standards to the Director of Safeguarding.

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

The Safeguarding Committee does not receive any detailed or 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.

## 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
<b>2.1</b> 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.	<b>Procedures</b> 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
		<b>Canon Law</b> The Diocese will maintain a canon lawyer to ensure all appropriate procedures are followed in respect of Canon Law	Bishop	Ongoing	Ongoing
		<b>Designated Liaison Person (D.L.P)</b> The Diocese will confirm a D.L.P and Deputy D.L.P to be responsible for ensuring that all concerns/suspicions and allegations re child abuse are responded to appropriately.	Bishop	Ongoing	Ongoing
	<b>Reporting</b>	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	Ongoing	Ongoing

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Policy /Standard /Indicator	Specific Objective	Action	Responsibility	Date Started	Target Completion Date
		<ul style="list-style-type: none"> <li>Garda Síochána</li> <li>Tusla</li> <li>N.B.S.C.C.I.</li> </ul>			
	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	Ongoing	Ongoing
	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

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Policy /Standard /Indicator	Specific Objective	Action	Responsibility	Date Started	Target Completion Date
		<p>Archbishop will inform Apostolic Nuncio.</p> <p>The Apostolic Nuncio will inform the Vatican Congregation for Bishops.</p> <p>The new 'Norms' 2019 will be the subject of Canon Law advice to ensure any revision of procedures is undertaken</p>	Bishop and Director of Safeguarding	Oct 2019	April 2020
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
		Undertake review of data protection responsibilities.	Director of Safeguarding with Data Protection Officer.	Sept 2019	Ongoing
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

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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
		Maintain information sharing meetings with Tusla and An Garda Síochána	Bishop & Director of Safeguarding	Ongoing	Ongoing
	Collaboration	The diocese will cooperate with the relevant statutory authorities and meet periodically (at least once annually) with the senior personnel of these agencies to monitor and review interagency collaboration.	Bishop & Diocesan Secretary /General Manager	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 will meet all complainants and ensure they are</p> <ul style="list-style-type: none"> <li>• Heard respectfully</li> <li>• Able to express their wishes</li> <li>• Identify their needs</li> </ul> <p>All complainants and other persons effected will be offered</p> <ul style="list-style-type: none"> <li>• Ongoing availability of the D.LP./Department of the D.L.P.</li> <li>• A meeting with the bishop</li> <li>• A support person, if appropriate</li> <li>• Counselling</li> <li>• Appropriate specialist support if appropriate</li> </ul> <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	Ongoing	Ongoing

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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
	Committee	The Case Management Advisory Committee will specifically consider the response to complaints and complainants in every case which it reviews.	Chair of Committee	Ongoing	Ongoing
		Review Discussion Structure of Case Management Advisory Committee meetings & amend if appropriate	Committee Members	Dec 2019	Ongoing
<b>3.2</b> The Church authority ( <i>Bishop</i> ) has access to appropriately trained personnel – lay, religious or clergy – whose clearly defined roles are to listen to	Support persons	A panel of trained support persons will be maintained, consisting of male and female religious and lay people	Director of Safeguarding	Ongoing	Ongoing



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Policy /Standard /Indicator	Specific Objective	Action	Responsibility	Date Started	Target Completion Date
and to represent the pastoral 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 all 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 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
<b>4.1</b> 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	The Director of Safeguarding maintains professional social work registration. Both the Director of Safeguarding/D.L.P. and D/D.L.P. 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"> <li>• Priest Advisor</li> <li>• Counselling/support</li> <li>• Specialist services which are appropriate.</li> </ul>	Director of Safeguarding and Bishop	Ongoing	Ongoing
	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

## 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
	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 in respect of whom it is consulted.	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 National Safeguarding Policy (Children First), relevant legislation and Diocesan HR policies. Note: the Parish Priest or the Programme/activity Leader/Manager will agree with	Bishop, Director of Safeguarding and Diocesan Secretary /General Manager	Jan 2016	Ongoing

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Policy/Standard /Indicator	Specific Objective	Action	Responsibility	Date Started	Target Completion Date
		<p>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"> <li>• The Diocesan Secretary /General Manager will take responsibility for the HR Dimension.</li> <li>• The Director of safeguarding will take responsibility for the safeguarding dimension.</li> </ul>			
<p><b>4.2</b> 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 procedure for deciding whether an interim management plan needs to be put in place for the respondent.</p>		<p>In each case the Director of Safeguarding (DLP) will (in consultation with the Bishop) inform the respondent that an allegation has been received.</p> <p>In each case, as appropriate, the Diocese will develop:</p> <ul style="list-style-type: none"> <li>• An interim management plan</li> <li>• A risk assessment</li> <li>• A safeguarding plan</li> </ul>	<p>Director of Safeguarding in consultation with the Bishop</p> <p>Director of Safeguarding</p>	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
	Information	An overview of the Diocesan procedures in response to complaints made known to all priests.	Director of Safeguarding	Ongoing	Annual Priests Conference
<b>4.3</b> 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
<b>4.4</b> The Church authority ( <i>Bishop</i> ) has in place suitable arrangements for the monitoring of a respondent, where there is a case to answer, until (and if) the Church no longer has responsibility for monitoring the respondent	Monitoring	The relevant plan (interim or ongoing), in respect of every priest who is the subject of a safeguarding complaint, will include arrangements for monitoring.	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
	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
	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"> <li>• Bishop</li> <li>• Vicar for pastoral care of priests</li> <li>• Director of Safeguarding</li> <li>• Priest Advisor</li> </ul>	Ongoing	Ongoing

## **Introduction Standard 5 - Training & Support for Keeping Children Safe**

Over the past three years the Diocese has invested significant resources in training and is equipped 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 safeguarding relevant to their role.

The Diocese has five trainers registered with the National Safeguarding Board. The trainers attend all appropriate National Board Training and meet regularly 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.

A comprehensive review of national training material is anticipated, the focus during 2019 and early 2020 will be on providing the one-day training programme and the information sessions as required.

The training needs analysis will be reviewed when the revised training material is available.

### **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.
- Consultation by the Parish Support Worker with Parishes.
- Discussion with trainers.

The overwhelming feedback and experience within the Diocese is that while the current basic training is critically important it serves as a foundation only. The consultation with people attending training, the annual audit and the feedback to the Parish Support Worker 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 2020 an initial seminar will be held with all Lay Apostolate Groups within the Diocese. A programme of annual or biennial seminars (as appropriate) will be held for groups such as Sacristans, persons involved in Youth Ministries and Safeguarding Representatives for the period 2019-2021.

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 and delivered to two groups in 2019. During the life of this Three Year Plan a target of having at least 50% Lay Signatories in place in Parishes will be achieved.

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



## 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
<b>5.1</b> 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
<b>5.2</b> The Church Authority ( <i>Diocese</i> ) conducts an annual training-needs analysis that identifies all Church personnel <sup>1</sup> who require training and develops a Training Plan based on this.	Undertake a training-needs analysis	Informed by: <ul style="list-style-type: none"> <li>• Analysis of Parish Audits</li> <li>• Feedback/ evaluation of training from Safeguarding Reps and other Diocesan and Parish Safeguarding Personnel</li> <li>• Feedback from Committees</li> </ul>	Safeguarding Committee in conjunction with: <ul style="list-style-type: none"> <li>• Director of Safeguarding</li> <li>• Diocesan Trainers</li> <li>• Safeguarding Support Worker</li> </ul>	March 2019	July 2019
	Finalise Training Plan		Director of Safeguarding & Lead Trainer	September 2019	September 2021

<sup>1</sup> 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.C.I.	Director of Safeguarding and Diocesan Trainers with Co-ordinator.	Ongoing	
	Raise awareness of child safeguarding with children and their guardians in the Church	All clergy in active ministry provide information to children and their families who are involved in the Church  Develop a specific newsletter for children and their families	Diocesan Trainers Director of Safeguarding Parish Safeguarding Support Worker Communications Sub-Group	At annual Clergy Conference, one session  Autumn 2020	
	NBSCCCI Training provided	Training for the following: <ul style="list-style-type: none"> <li>• Support Persons</li> <li>• Diocesan Designated Persons</li> <li>• Diocesan Trainers</li> </ul>	NBSCCCI	As required	

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Policy /Standard /Indicator	Specific Objective	Action	Responsibility	Date Started	Target Completion Date
	Full Day Training Programme	Full Day Training Programme targeted at: <ul style="list-style-type: none"> <li>• Clergy who are new to the Diocese and Religious who are new to the Diocese who have not yet attended training</li> <li>• New Safeguarding Representatives</li> <li>• New Diocesan Safeguarding Personnel</li> <li>• Youth Group Leaders</li> <li>• Lourdes Designated People</li> <li>• Members of other Diocesan Agencies/Groups who require training.</li> </ul>	Diocesan Trainers	Ongoing	Ongoing
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"> <li>• Panel of Priest Advisors</li> </ul>	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

## 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
5.5 The Church body ( <i>Diocese</i> ) provides children who access 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	Provide customised information	Review & Supply posters, forms, information leaflets etc. to Safeguarding Reps and Parish personnel as required. (See also 1.1 & 6.2).	Parish Safeguarding Support worker	Ongoing	Ongoing
		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"> <li>• Provide Direct Support/Supervision</li> <li>• Quarterly Team Meetings of all personnel (Safeguarding)</li> <li>• All Safeguarding personnel will be supported in attending relevant training</li> </ul>	Director of Safeguarding	Ongoing	Ongoing
		<ul style="list-style-type: none"> <li>• The services of the Parish Safeguarding Support worker, Diocesan Trainers and Director of Safeguarding will be widely circulated</li> </ul>	Parish Safeguarding Support worker Diocesan Trainers 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
	Information sessions will be provided to all appropriate personnel / groups.	Availability of this will be circulated.	Director of Safeguarding and Parish Support Worker.	Ongoing	Ongoing

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

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 Diocesan approach will focus on integrating safeguarding into the culture and life of the diocese and to strengthen the effective engagement of the diocese in fulfilling its responsibilities in partnership with all relevant bodies.

All relevant Diocesan events and communications will contain basic information and references to safeguarding. Two-way communication with all stakeholders will be encouraged and every opportunity will be used to enable people to provide feedback to the diocese.

The Safeguarding website will be developed as the pivotal source of information and communication throughout the diocese. Based primarily on National Boards material a process of tailoring and communicating information across the diocese has commenced. 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. 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. The Safeguarding Support Worker role has proven to be effective in strengthening the link between those involved in frontline ministry and the Safeguarding team. In the three years of the plan there will be a special focus on communicating with people about their specific role/ministry.

The Diocese will strengthen its engagement with religious congregations, 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.

The Safeguarding Committee has set up a Communication sub-committee made up of persons with engagement in different aspects of communication in the Diocese. It will review all relevant legislative and practice update relating to safeguarding; consider feedback from training or queries to the safeguarding service; review and update website; prepare safeguarding newsletter and provide inputs for parish newsletters, websites, Diocesan Facebook page and ensure that key stakeholders are kept up to date with latest information and best practice.

The Safeguarding Communications Sub-Committee will meet quarterly to ensure the plan is implemented, and report to the Safeguarding Committee.

## 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
<b>6.1</b> The Church body has a written plan that details how the Church’s child safeguarding message will be communicated.	This is the Communication Plan for 2019-2021	<ul style="list-style-type: none"> <li>• Review Communication Plan 2016-2018</li> <li>• Prepare New Communication Plan 2019-2021</li> <li>• Prepare and publish Safeguarding Three-Year Plan</li> </ul>	Safeguarding Committee with Safeguarding Communications Lead and Director of Safeguarding	October 2018	Sept 2019
<b>6.2</b> The Church body makes information regarding how to safeguard children available to all.	Communication sub-committee established to lead on Standard 6	<ul style="list-style-type: none"> <li>• Review updates from the National Board for Safeguarding Children in the Catholic Church.</li> <li>• Take on board feedback from training or queries to the safeguarding service.</li> <li>• Review all aspects of communication and identify how best to use each existing means of communication</li> <li>• Ensure that key stakeholders are kept up to date with latest information and best practice.</li> <li>• Prepare Plan for Communicating the Church’s Safeguarding Message every three years.</li> </ul>	Safeguarding Committee Chair Safeguarding Communications Lead Safeguarding Information Lead Director of Safeguarding	Sept 2019	Ongoing with quarterly meetings.

## 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
	Annual Safeguarding Sunday to be designated with appropriate message at all Masses	<ul style="list-style-type: none"> <li>• Establish date for Safeguarding Sunday.</li> <li>• Protocol for parishes for Safeguarding Sunday sent to all priests</li> <li>• Letter from Bishop will be read at all masses</li> </ul>	Bishop Leahy Director of Safeguarding Safeguarding Committee with Safeguarding Communications Lead	Sept 2017	Last Sunday in September each year
	Annual day of prayer for survivors and victims of sexual abuse	<ul style="list-style-type: none"> <li>• Service held annually in Cathedral</li> <li>• Day of prayer acknowledged in parishes</li> </ul>	Bishop	2018	Held each February.
	Contact information to be widely available	<ul style="list-style-type: none"> <li>• Contact details for all safeguarding personnel to be available in the Annual Diocesan Directory</li> </ul>	General Manager / Diocesan Secretary		Annual update signed off annually by Director of Safeguarding
	Diocesan Safeguarding Newsletter to be published annually	<ul style="list-style-type: none"> <li>• Material prepared and reviewed by Bishop and Director of Safeguarding</li> <li>• Newsletter (5,000 copies) to be published and circulated to all Churches and relevant personnel</li> </ul>	Safeguarding Committee with Safeguarding Communication Lead and Diocesan Archivist Director of Safeguarding.		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
	Diocesan Website will be developed with comprehensive tailored information and become central to the provision of information	<ul style="list-style-type: none"> <li>• Update safeguarding information quarterly and otherwise as appropriate</li> <li>• Develop user friendly customised information packs</li> <li>• Provide links to other significant sites</li> <li>• Insert videos and photographs of events</li> <li>• Review use annually</li> <li>• Seek feedback from users</li> <li>• Alert key individuals and groups of updates on website</li> </ul>	Safeguarding Committee with Information Lead. Website Manager and Director of Safeguarding	April 2018  Q 4 - 2019 Temporary Ministry  Q 1 – 2020 Pilgrimages and related Youth Ministry	Ongoing  Developed incrementally over a three year period.
	Diocesan Facebook (1600 followers)	<ul style="list-style-type: none"> <li>• Post significant events, policies, news etc. on Diocesan Facebook page.</li> </ul>	Safeguarding Communications Lead, Diocesan Archivist and Diocesan Pastoral Implementation Manager	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
	Parish Newsletters and Websites	<ul style="list-style-type: none"> <li>• Provide safeguarding information for inclusion in Parish Newsletters and Web Sites two to three times a year.</li> </ul>	Safeguarding Communications lead	Ongoing	Ongoing
	Special Newsletter for Children	<ul style="list-style-type: none"> <li>• Prepare Safeguarding Newsletter for children</li> </ul>	Safeguarding Communications lead	Quarter 1 2019	Summer 2020
	Safeguarding Posters and Leaflets	<ul style="list-style-type: none"> <li>• Review &amp; Supply posters, forms, information leaflets etc. to Safeguarding Reps and Parish personnel as required. (See also 1.1 &amp; 5.5).</li> </ul>	Parish Safeguarding Support Worker	Ongoing	Completed Feb 2019
		<ul style="list-style-type: none"> <li>• Age appropriate material for children will be reviewed and developed</li> </ul>	Link with special newsletter referenced in Standard 5.3	Quarter 1 2020	Quarter 4 - 2020
		<ul style="list-style-type: none"> <li>• Posters reviewed</li> </ul>		Quarter 1 2020	Quarter 4 - 2020
	Sacristans.	<ul style="list-style-type: none"> <li>• All information required/ appropriate for Sacristans to be reviewed</li> <li>• Seminar for Sacristans</li> <li>• Visits by Parish Safeguarding Support Worker</li> <li>• Annual Meetings</li> </ul>	Parish Safeguarding Support Worker	September 2016	Review after seminar with sacristans in Quarter 3 2020

## 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
	Strengthen links with Safeguarding Representatives	<ul style="list-style-type: none"> <li>• Maintain e-mailing list for safeguarding representatives</li> <li>• Email them with up to date information on website changes, national and diocesan newsletters</li> <li>• Encourage feedback</li> </ul>	Parish Safeguarding Support Worker  Safeguarding Committee with Safeguarding Communications lead  Director of Safeguarding	Jan 2019  April 2019  April 2019	Jan 2019  Ongoing  Ongoing
<b>6.3</b> The Church body 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)  Indian Church leadership agree English material was suitable for their community	<ul style="list-style-type: none"> <li>• Develop user friendly posters for Polish community</li> </ul>	Safeguarding Committee with Parish Safeguarding Support Worker.  Communications lead and Director of Safeguarding in collaboration with Polish Chaplaincy and Local Indian church leadership.	2016	March 2017
	Engage organisations working with persons with special needs with Safeguarding Conference in 2021	<ul style="list-style-type: none"> <li>• Establish liaison and agree effective communication strategy with those working with persons with special needs.</li> </ul>	Director of Safeguarding	Nov 2016	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
		<ul style="list-style-type: none"> <li>• Special focus on engaging with HSE, disability services and others aimed at improving safeguarding practice for vulnerable persons</li> </ul>	Director of Safeguarding	Feb 2020	Ongoing
<b>6.4</b> The Church body 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 three years	<ul style="list-style-type: none"> <li>• Reconvene interagency group which ran 2018 conference in 2020.</li> </ul>	Bishop & Director of Safeguarding	May 2020	Feb 2021
		<ul style="list-style-type: none"> <li>• Diocese meets with Garda Chief Superintendent and Director of Child Care Tusla annually.</li> </ul>	Bishop & Director of Safeguarding	January 2020	Annual September 2020
	The diocese will work with others in exploring the setting up of a Diploma in Safeguarding in Mary Immaculate College	<ul style="list-style-type: none"> <li>• Set up working group in 2020</li> </ul>	Bishop & Director of Safeguarding	Ongoing	2 <sup>nd</sup> quarter of 2020 and biennially thereafter

## 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
	Build on collaborative relationships with all Religious orders and Congregations in the Diocese.	<ul style="list-style-type: none"> <li>• Meet in 2020 and biennially thereafter</li> </ul>	Bishop & Director of Safeguarding		June 2020
	Keep priests up to date on Safeguarding issues	<ul style="list-style-type: none"> <li>• Comprehensive Safeguarding booklet developed for priests to include updating of previous information and include new developments such as mandatory reporting obligations and developments in relation to vulnerable persons</li> </ul>	Bishop & Director of Safeguarding	Ongoing	July 2020
	Strengthen formal collaborative relationships and agreements with all lay Catholic organisations in the Diocese	<ul style="list-style-type: none"> <li>• Meet in 2020 and annually thereafter</li> <li>• Update list and contact details for all lay Catholic apostolates in the Diocese and meet formally with each on a biennial basis</li> </ul>	Bishop & Director of Safeguarding and Parish Safeguarding Worker	Feb 2019	1 <sup>st</sup> Seminar Quarter 2 of 2020

## 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
	Strengthen links with victims of abuse and ensure that their views and needs are properly addressed	<ul style="list-style-type: none"> <li>• Provide opportunities for victims to provide feedback</li> <li>• Facilitate meeting between Archbishop of Armagh and victims groups</li> <li>• Make people aware of support services for victims</li> </ul>	Bishop & Director of Safeguarding  Safeguarding Committee	Ongoing  Feb. 2019  Ongoing	Ongoing  Feb. 2019  Ongoing
	Strengthen information for victims of abuse and ensure that their needs are properly addressed. Use website material.	<ul style="list-style-type: none"> <li>• Encourage people affected by clerical abuse to come forward.</li> </ul>	Bishop and Director of Safeguarding	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 the Diocese can give assurance 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
<b>7.1</b> The Church authority ( <i>Bishop</i> ): <ul style="list-style-type: none"> <li>• Puts in place arrangements to ensure, monitor and evaluate its compliance with the Seven Safeguarding Standards</li> </ul>	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.	Parish Support Worker and Director of Safeguarding under the guidance of the Safeguarding Committee	Annual	Annual
		The Safeguarding Committee produces a report on the level of compliance established through this audit exercise	Parish Support Worker	Annual	Annual
		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



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Policy /Standard /Indicator	Specific Objective	Action	Responsibility	Date Started	Target Completion Date
	Ensure that appropriate arrangements are in place throughout the Diocese in respect of all areas of relevant ministry	The Bishop will maintain and authorise governance and supportive organisational arrangements to ensure that the Diocese, Parishes and all relevant areas of ministry comply with the 7 Safeguarding Standards. (see copy Governance Arrangements at Appendix 1)	Bishop	September 2019	September 2021
		<p>The Diocese will maintain three independently chaired committees i.e. Safeguarding Committee, Vetting Committee and Case Advisory Committee to provide oversight, advice and assurance.</p> <p>The Diocese will also maintain membership of the National Case Management Advisory Committee.</p>	<p>Chair of each Committee</p> <p>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.</p> <p>The Parish Support Worker will play the lead role in respect of Standard 1)</p>	September 2019	September 2021

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Policy /Standard /Indicator	Specific Objective	Action	Responsibility	Date Started	Target Completion Date
			<p>The Director of Safeguarding is responsible in relation to Standards 2, 3 and 4.</p> <p>The Bishop is responsible in respect of Standard 7</p>	September 2019	September 2021
		<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

## 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
		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.	Bishop and Director of Safeguarding	Continuous	Continuous
<b>7.2</b> The Church body produces a three-year child safeguarding plan that: <ul style="list-style-type: none"> <li>• Outlines the actions that will be taken to keep children safe;</li> <li>• Identifies who is responsible for implementing these actions;</li> <li>• Specifies the time frame within which actions are completed;</li> <li>• Identifies the resources to ensure that the plan's objectives are realised.</li> </ul>		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	September 2021
		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

## 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
		Reviews of particular aspects of the safeguarding arrangements and services will be undertaken from time to time. A review of the areas of temporary ministry and lay apostolates will be prioritised during the course of the Three Year Plan.	Director of Safeguarding	Annual	Annual
		The Bishop will meet at least annually 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
		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	Bishop	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
		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		Winter 2020	
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 terms of reference at a frequency agreed with the National Board.		During the period 2019 – 2021 the Bishop will invite the National Safeguarding Board to conduct an audit of the safeguarding arrangements in the Diocese.	Bishop	November 2019	Q1 2020
		Resources: The Diocese has invested significantly in the Safeguarding Service during the period 2016 – 2019. This has included the appointment a Parish Support Worker, additional trainers and enhanced administrative personnel. There has also been considerable investment in IT including a dedicated website and databases. A demand led budget has been maintained for counselling of complainants and their families.	Bishop		

## 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
		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.<sup>2</sup>

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

<sup>2</sup> 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

**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.<sup>3</sup>

**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.

**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).

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<sup>3</sup> 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

**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.

**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.

## 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

**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.