



This action plan has been developed to meet S7.1 of the NBSCCCI “Standards and Guidance for safeguarding Children” (2008). It follows from the review process engaged in 2014, which has resulted in a number of revisions to the policy and procedures.

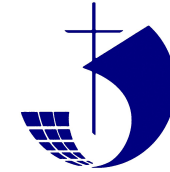
It will reflect recommendations from the audit conducted by the NBSCCCI in 2014.

Action Plan for Implementing and Monitoring the Safeguarding Children Policy and Procedures

Objectives	Action	Personnel	Timeframe
<p>1 Development of policy</p> <p><u>Review of the 2015 policy and procedures, in line with Standard 1.4 (NBSCCI)</u></p>	<p>Policy and procedures reviewed in light of: new documentation from NBSCCCI since 2010; the revised Children First guidance (2011); relevant legislation; the experience of implementing the policy since 2010; feedback from the HSE audit 2013 and recommendations from NBSCCCI.</p>	<p>Members of the Safeguarding Children Committee.</p> <p>S Neville (Safeguarding Officer)</p>	<p>July '15- March '16</p>
<p><u>Update as needed in light of guidance from NBSCCI and TUSLA; legislative developments and other good practice guidelines. Children’s First Act 2014.</u></p>	<p>Formatting the material for publishing online.</p>		<p>Sept 2015/ March 2016</p>



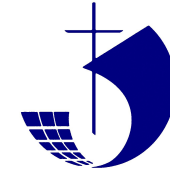
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Objectives	Action	Personnel	Timeframe
	<p>New guidance from the NBSCCCI or TUSLA will be incorporated twice yearly (eg update of the present standards and additional standards is expected to be made available shortly by the NBSCCCI).</p> <p>Twice yearly meetings to review developments and ensure compliance</p>	<p>Sandra Neville</p> <p>Regional Team & Sandra Neville.</p>	<p>March and September each year</p>



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2. Dissemination of policy	<p>The revised policy and procedures documents published in electronic format on the website www.columbans.com</p> <p>Members and committee members informed of the revised policy and procedures via Newsletter & Email communication.</p> <p>Poster outlining policy and contact information for the Designated Liaison Person for display in each community house and any other relevant area.</p> <p>Updates added to the website twice per year and notified to members, committee members and central safeguarding co-ordinator via the email/newsletter.</p> <p>Training and information sessions (see section 3) will include information on revisions to the policy and procedures.</p>	<p>Prepared by S Neville.</p> <p>Distributed by the Safeguarding Office.</p> <p>Sandra Neville.</p> <p>Sandra Neville & Website Manager</p> <p>Sandra Neville</p>	<p>As required</p> <p>As required</p> <p>May/June 2015</p> <p>See annual training plan</p>



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<p>3.Implementation of policy</p> <p><i>To support implementation of safeguarding policy the following measures will be taken:</i></p> <p><u>Structures and personnel in place</u></p>	<p>At society level the following structures and roles have been established:Irish Regional Safeguarding Committee; Safeguarding Officer:Support Person; Advisers; Designated Liaison Person; Deputy Designated Liaison Person.</p> <p>During 2016 the members of each will review their roles and their work to date.</p> <p>Implement outcomes of review of roles and work</p>	<p>Names of Irish regional team, safeguarding officer and committee members are on the website</p> <p>The DLP is Sandra Neville and deputy DLP is Fr Donie Hogan.</p>	<p>Work and roles review at a meeting in 2016 (Safeguarding Committee).</p> <p>To be decided by members</p>



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<p><u>Training provided</u></p>	<p>At society level: disseminating information on required processes and procedures and ensure that activities run within the society are provided in a manner which supports the safety and well being of the children involved - by meeting the volunteers, providing assistance as needed, conducting checks and annual audit</p> <p>An annual training plan is in place, approved by the Safeguarding Committee and the NBSCCCI.</p> <p>Training Needs Analysis</p>	<p>Safeguarding Officer.</p> <p>Sandra Neville & safeguarding committee.</p> <p>To be identified by the Safeguarding Committee and organised by S Neville.</p>	<p>Protocol on recruitment and duration of appointment put in place during 2015/16.</p> <p>October 2015</p> <p>June 2015</p>



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<p><u>Attention to communicating the safeguarding message</u></p>	<p>A safeguarding communications policy is in place and incorporates the following elements:</p> <p>Policy statement and contact details for the Designated Liaison Person displayed in every community house and relevant area.</p> <p>Policy document available on society website</p> <p>Information on policy and procedures disseminated by Sandra Neville</p> <p>Links established with statutory safeguarding children agencies to establish good working relationships</p> <p>Periodic newsletters</p> <p>Recording and storage policy and procedures in place</p>	<p>Approved by Safeguarding Comm. and circulated</p> <p>Contact details are available in the policy document</p> <p>Sandra Neville and Regional Team.</p> <p>Material to be devised by regional team and S Neville and circulated</p> <p>Sandra Neville and regional team</p>	<p>May 2016</p> <p>on continued basis.</p> <p>March 2016</p>



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<p><u>Monitoring implementation</u></p> <p><i>The support and advice structures outlined above will also contribute to the monitoring of the implementation of the policy and procedures</i></p>	<p>Annual self audit at regional level</p>	<p>Sandra Neville & Regional team.</p>	<p>January each year</p>
<p>4. Review and evaluation</p>	<p>Review of current policy and procedures to be undertaken in September 2016 (or in line with any updates issued by NBSCCCI and/or TUSLA/DYCA in the interim)</p>		<p>September 2016</p>