



Missionary Society of St. Columban

Region of Ireland

Annual Report Safeguarding 2015



Missionary Society of St. Columban, Dalgan Park



SAFEGUARDING COMMITTEE REPORT 2015 REGION OF IRELAND MISSIONARY SOCIETY OF ST. COLUMBAN



➤ Meetings

The safeguarding committee was established in March, meetings were held in: March, June, July (extraordinary meeting), October and December. Each meeting was minuted and the minutes signed by Sandra Neville (Chairperson).

➤ Areas of work addressed by the committee were:

- **Terms of Reference:**
A term of reference/constitution was drawn up, agreed upon and signed off by Fr Patrick Raleigh in June 2015.
- **Action Plan:**
An Action Plan 2015-2018 was developed.
- **Development or revision of certain procedures**
 - (a) introduction of a confidentiality statement for all involved in safeguarding/leadership roles.
 - (b) development of an interim guidance for members who volunteer/work with other organisations.
 - (c) development of a guidance on recruitment and selection
 - (d) development of a guidance on use of facilities
- **Training and support:**
A report on training and support activities was delivered and discussed at each meeting. Annual training plan and report form part of this annual report.
- **Communication of the safeguarding message:**
Updated posters provided to all Society Houses.
Internal mailing to all members updating on safeguarding issues.
- **Auditing and review:**
Annual report 2015 finalised and submitted to NBSCCCI. Annual report 2015 conducted and prepared for submission to NBSCCCI.

➤ Membership:

Sandra Neville (Chairperson), Michael O'Sullivan (Secretary), Fr Donal Hogan & Fr Michael Dodd.



TRAINING REPORT 2015 **REGION OF IRELAND** **MISSIONARY SOCIETY OF ST. COLUMBAN**



Green: Safeguarding Training Blue: NBSCCCI Training Red: Safeguarding Conference

TRAINING	DELIVERED BY	DATE	ATTENDANCE	
Church Inquires for Religious	NBSCCCI Fr Aidan McGrath	8 th January	Fr Donal Hogan	1
National Safeguarding Conference	NBSCCCI Various Speakers	27 th – 28 th February	Fr Patrick Raleigh & Fr Donal Hogan	2
Safeguarding Information Session	Sandra Neville	6 th May	23 Clergy	23
Safeguarding Information Session	Sandra Neville	21 st May	8 Staff & 13 Clergy	21
Training for Advisers	NBSCCCI Niall Moore	27 th May	Fr Patrick Dooher, Fr Joseph Hargaden & Sandra Neville	3
Safeguarding Information Session	Sandra Neville	4 th June	9 Clergy	9
Safeguarding Information Session	Sandra Neville	11 th June	1 Staff & 20 Clergy	21
Safeguarding Information Session	Sandra Neville	17 th August	2 Staff & 20 clergy	22
National Case Management Committee	NBSCCCI Niall Moore	10 th September	Fr Patrick Raleigh & Sandra Neville	2
Training Update for Registered Trainers	NBSCCCI Niall Moore	19 th September	Sandra Neville	1
Safeguarding Information Session	Sandra Neville	30 th September	7 Staff	7



TRAINING REPORT 2015 **REGION OF IRELAND** **MISSIONARY SOCIETY OF ST. COLUMBAN**



TRAINING	DELIVERED BY	DATE	ATTENDANCE	
Safeguarding Conference Diocese of Meath	Various Speakers	14 th October	Fr Patrick Raleigh & Fr Donal Hogan	2
Safeguarding Information Session	Sandra Neville	4 th November	11 Staff	11
Governance Issues for Safeguarding Committees	NBSCCCI Niall Moore	11 th November	Fr Donal Hogan, Fr Michael Dodd & Sandra Neville	3

2015

Total Attended Safeguarding Sessions, Church Personnel: 128

Safeguarding Audit 2015

Region of Ireland, Missionary Society of St. Columban

No	Standard 1: Written policy on keeping children safe	In Place	Evidence	Proposed	Not in Place
1.	The Society has a child protection policy that is written in clear and easily understandable way	Yes	The recent policy was developed by the Region of Ireland and published in hard copy and electronic format in 2012. A review was undertaken in 2015 and the revised policy document, incorporating additional procedural elements from the NBSCCCI Guidelines and Children First (2011) is published on the Society website: www.columbans.eu	The current policy will be reviewed in line with the updated Standards & guidance from the NBSCCCI in 2016/2017	
2.	The policy is approved by the Safeguarding Committee and signed by the Regional Director.	Yes	Revised policy signed by Fr Patrick Raleigh scs in February 2015.	The new policy devised by the NBSCCCI will be introduced region wide once published.	
3.	The policy states that all Church personnel are required to comply with it.	Yes	See p.31 of policy document.		
4.	The policy is reviewed every two years and adapted whenever there are significant changes in the organization or legislation.	Yes	The policy was reviewed and revised as necessary in 2015. It will next be revised in 2016 (Following the review of the NBSCCCI's Standard & Guidance).		
5.	The policy addresses child protection in the different aspects of Church work.	Yes	See p.2 of the policy document.		
6.	The policy states how those individuals who pose a risk to children are managed.	Yes	See p.10, p.13 & p.14		
7.	The policy clearly describes the Church's understanding and definitions of abuse.	Yes	Revised Children First definitions have been adopted. See p. 18		
8.	The policy should be created at congregational level. If a separate policy document at parish or other level is necessary this should be consistent with the relevant Society policy and approved by the relevant authority before distribution	Yes	The policy document is available in printed format for all members, staff and volunteers and displayed on the Society website.		

Safeguarding Audit 2015

Region of Ireland, Missionary Society of St. Columban

No	Standard 2: Procedure – how to respond to child protection allegations & suspicions	In Place	Evidence	Proposed	Not in Place
1.	There are clear written child protection procedures that provide step-by-step guidance on what action to take if there are allegations or suspicions of abuse about a child.	Yes	See p.7, 8,9,10,11,12 & 13	The new policy devised by the NBSCCCI will be introduced region wide once published.	
2.	The child protection procedures are consistent with legislation on child welfare and civil guidance for child protection and written in a clear and easily understandable way.	Yes	They are based on the NBSCCCI Guidelines and Children First (2011) and have been discussed with relevant Child & Family Agency personnel.		
3.	There is a safeguarding/designated person with clearly defined role and responsibilities for child protection.	Yes	See website: www.columban.eu .		
4.	There is a process for recording incidents, allegations, suspicions and referrals and storing these securely so that confidential information is protect and complies with relevant legislation.	Yes	Use of the recording form (NBSCCCI 2015), all documents stored in a locked fireproof cabinet.		
5.	There is a process for dealing with complaints made by adults and children about unacceptable behaviour towards children, with clear timescales for resolving the complaint.	Yes	See p.7, Codes of Behaviour.		
6.	There is guidance on confidentiality and information sharing which makes clear that the protection of the child is the most important consideration.	No		The safeguarding committee will devise a data protection policy, confidentiality policy and information sharing policy.	
7.	The procedures include contact details for local child protection services	Yes	Contact details are included on the safeguarding posters and on the Society's website (www.columban.eu) for the Designated Liaison Person, Duty Social Worker, Garda H.Q., NBSCCCI and a range of agencies offering advice and support.		

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No	Standard 3: Preventing harm to children	In Place	Evidence	Proposed	Not in Place
1.	There are policies and procedures for recruiting Church personnel and assessing their suitability to work with children.	Yes	See interim Guidance on www.columbans.eu .		
2.	The safe recruitment and vetting policy is in line with best practice guidance.	Yes	In line with NBSCCCI Guidelines and Our Duty to Care		
3.	All those who have the opportunity for regular contact with children, or who are in positions of trust, complete a form declaring any previous court convictions and undergo other checks as required by legislation and guidance and this information is then properly assessed and recorded.	Partially	All staff, volunteers and some members (in active ministry) have completed the declaration form and Garda Vetting process.	By mid 2016 all members (in active ministry) will have completed the Garda Vetting process	
4.	The Society provides guidance on appropriate/expected standards of behaviour of adults towards children.	Yes	See p 19		
5.	There is guidance on expected and acceptable behaviour of children towards other children.	No		Anti Bullying policy to be included in revised policy in 2016	
6.	There are clear ways in which Society personnel can raise allegations/suspensions about unacceptable behaviour towards children by other Society personnel, confidentially if necessary.	No		To be included in revised policy in 2016	
7.	There are processes for dealing with children's unacceptable behaviour that do not involve physical punishment or any other form of degrading treatment.	No		To be included in revised policy in 2016	
8.	Guidance to staff and children that discriminatory behaviour or language is unacceptable.	Yes	See p 7, Codes of Behaviour	Codes of Behaviour for children to be included in revised policy.	

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No	Standard 3: Preventing harm to children - condit	In Place	Evidence	Proposed	Not in Place
9.	Policies include guidelines on the personal/intimate care of children with disabilities, including appropriate and inappropriate touch.	No		Guidance to be developed with regard to working with school groups who visit the Society.	
10.	There is guidance on assessing risks when working with children- especially in activities that involve time spent away from home.	Yes	See website: www.columban.eu interim guidance for visiting groups		
11.	There is guidance to ensure adequate supervision and protection of children when running projects/activities.	Yes	See website: www.columban.eu interim guidance for visiting groups		
12.	Guidelines exist for appropriate use of IT to make sure children are not put in danger or exposed to abuse or exploitation.	No		Guidance to be developed in 2016.	

Safeguarding Audit 2015

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No	Standard 4: Training & Education	In Place	Evidence	Proposed	Not in Place
1.	All Society personnel who work with children are inducted into the Society policy and procedures on safeguarding when they begin working.	Yes	See Training Plan 2016		
2.	Identified Society personnel are provided with appropriate training for keeping children/vulnerable persons safe with regular opportunities to update their skills and knowledge.	Yes	See Training Plan 2016	The new policy devised by the NBSCCCI will be introduced region wide once published.	
3.	Training is provided to those with additional responsibilities.	Yes	See Training Plan 2016		
4.	Training programmes are monitored by the NBSCCCI and updated in line with current legislation, guidance and best practice.	Yes	Training plan submitted to the NBSCCCI for approval. Training report included in Annual Report.		

Safeguarding Audit 2015

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No	Standard 5: Communication the Church's safeguarding message.	In Place	Evidence	Proposed	Not in Place
1.	The safeguarding policy is openly displayed and available to everyone	Yes	Poster with policy statement and contact details displayed in all society houses/offices Printed copies available in each house. Electronic version available on Society website: www.columban.eu		
2.	Children are made aware of their right to be safe from abuse and who to speak to if they have concern.	Yes	Where applicable		
3.	Everyone in the Region of Ireland knows who the designated liaison person is and how to contact them.	Yes	Details of the DLP posted in all community houses; on website		
4.	Society personnel are provided with the contact details of local child protection services	Yes	See Posters.		
5.	Church organisations establish links with statutory child protection agencies to develop their working relationships in order to keep children safe.	Yes	DLP & DDLP meet on an annual basis with TUSLA Child & Family Agency.		
6.	The Society has an established communication policy that reflects a commitment to transparency and openness.	Yes	A communication plan for 2016 will form part of the Annual Report.		

Safeguarding Audit 2015

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No	Standard 6: Access to advice and support.	In Place	Evidence	Proposed	Not in Place
1.	Church personnel with special responsibilities for keeping children safe have access to specialist advice, support and information on child protection.	Yes	We avail of the support services of the NBSCCCI. Those with specific roles have attended training provided by the NBSCCCI		
2.	Contacts are established at a national and/or local level with the relevant child protection/welfare agencies that can provide information, support and assistance to children and Church personnel.	Yes	Communication with TUSLA and NBSCCCI		
3.	There is guidance on how to respond to and support a child who is suspected to have been abused, whether the abuse is by someone within the church or in the community including family members or peers.	Yes	See p.7		
4.	Information is provided to those who have experienced abuse on how to seek support	Yes	See p.5, 9 Information on Towards Healing is provided for all complainants.		
5.	Appropriate support provided to those who have perpetrated abuse.	Yes	See p. 5, 10, 11		

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No	Standard 7: Implementing & monitoring the Standards.	In Place	Evidence	Proposed	Not in Place
1.	There is a written plan showing what steps will be taken to keep children safe, who is responsible for implementing these measures and when these will be completed.	Yes	An Action/Implementation Strategy for 2015-2018 will form part of the annual report.		
2.	The human and/or financial resources necessary for implementing the plan are made available.	Yes	Safeguarding Officer in place to support implementation. Safeguarding Budget in place.		
3.	Arrangements are in place to monitor compliance with child protection policies and procedures.	Yes	Each community house completes a self-audit, this forms the basis of the District's annual audit. NBSCCI review carried out in 2013.		
4.	Processes are in place to ask parishioners (children and parents/carers) about their views on policies and procedures for keeping children safe.	N/A			
5.	All incidents allegations/suspensions of abuse are recorded and stored securely.	Yes	See p. 6, 8 All files stored in a locked fireproof cabinet within a locked office.		



SAFEGUARDING TRAINING PLAN 2016 REGION OF IRELAND MISSIONARY SOCIETY OF ST. COLUMBAN



Target Group	Training Required	Delivery By Local Personnel	Delivery By NBSCCCI	When	Location	Cost
All Members & Staff	Induction/Introduction to revised Standards	Yes	Yes	Dates to be provided by NBSCCCI	To be decided	
Staff	Safeguarding Information Session	Yes	No	As part of induction when new staff commence work	Dalgan Park Navan	
Local Safeguarding Representatives and those with specific safeguarding roles	Safeguarding Training Session	Yes	No	As required 2-3 times a year	Dalgan Park, Navan	
Members returning from overseas	Safeguarding Information Session	Yes	No	As required	Dalgan Park Navan	
Leadership Team	Specific training for safeguarding	No	Yes	Date to be arranged	NBSCCCI	
Safeguarding Committee Members	Specific training for safeguarding committees	No	Yes	Date to be arranged	NBSCCCI	
Safeguarding Officer	Specific training for the role	No	Yes	Dates to be provided by NBSCCCI	NBSCCCI	
Safeguarding Trainer	Specific training for the role	No	Yes	Dates to be provided by the NBSCCCI	NBSCCCI	
Support Personnel	Specific training for supporting complainants	No	Yes	Dates to be provided by NBSCCCI	NBSCCCI	



**SAFEGUARDING TRAINING PLAN 2016
REGION OF IRELAND
MISSIONARY SOCIETY OF ST. COLUMBAN**



Target Group	Training Required	Delivery By Local Personnel	Delivery By NBSCCCI	When	Location	Cost
Priest Advisors	Specific training for managing respondents	No	Yes	Dates to be provided by the NBSCCCI	NBSCCCI	
Designated Liaison Person	Specific training on Case Management	No	Yes	Dates to be provided by NBSCCCI	NBSCCCI	
Authorised Signatory	Introduction to new legalisation	No	Yes	Dates to be provided by NBSCCCI	NBSCCCI	
Authorised Signatory	Specific training on E Vetting	No	No	Dates to be provided by National Vetting Bureau	Thurles	



COMMUNICATION PLAN 2016

REGION OF IRELAND

MISSIONARY SOCIETY OF ST.COLUMBAN.



WHO	WHAT	HOW	WHO IS RESPONSIBLE?	WHEN	REVIEW
Members Staff & Volunteers	Safeguarding Policy	Printed Copies	Hard copies are printed in the office. Safeguarding Officer ensures that the policy documents are distributed.	Annually	Annually
		Website: www.columbans.eu	Website Manager with assistance from the Safeguarding Officer	Annually or when necessary	Annually
	How to Report a concern	Information Sessions	Safeguarding Trainer	As necessary	
		Safeguarding Policy	Safeguarding Officer and Local Safeguarding Representatives LSR		
		Website: www.columbans.eu	Website Manager with assistance from the Safeguarding Officer	Annually	Annually
		Safeguarding Posters on display.	Safeguarding Officer & LSR	Weekly	Annually
	Name & Contact Details of DLP	Safeguarding Posters.	Safeguarding Officer & LSR	Weekly	Annually
		Website: www.columbans.eu	Website Manager	Annually	Annually
		Safeguarding Newsletter	Safeguarding Committee	Bi-Annually	Annually



COMMUNICATION PLAN 2016

REGION OF IRELAND

MISSIONARY SOCIETY OF ST.COLUMBAN.



WHO	WHAT	HOW	WHO IS RESPONSIBLE?	WHEN	REVIEW
Members Staff & Volunteers	Name & Contact Details of DLP	NBSCCCI website: www.safeguarding.ie	Safeguarding Officer informs the NBSCCCI of new or updated information re the DLP	As Necessary	Annually
		Internal Mailing to Members	Regional Leadership	Quarterly	Annually
Leadership & Members	Annual Report & Strategic Plan	Printed copy by mail to Hong Kong (C.A.). Website: www.columbans.eu Newsletter 2016	Safeguarding Officer. Safeguarding Committee	Annually	Annually
External Groups using facilities	Guidance on use of Property. Safeguarding Policy	Printed Copies	Hard copies printed in office. Safeguarding Officer ensures the documents are available for the groups.	As Necessary	Annually.
Visiting Groups/Schools	Guidance on Visiting Groups	Printed Copies/Electronic Version	Hard copies in Mission Education Office. Mission Education personnel with assistance from Safeguarding Officer	As Necessary	Annually



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
1 Development of policy <u>Review of the 2015 policy and procedures, in line with Standard 1.4 (NBSCCI)</u> <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>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>Formatting the material for publishing online.</p>	<p>Members of the Safeguarding Children Committee.</p> <p>S Neville (Safeguarding Officer)</p>	<p>July '15- March '16</p> <p>Sept 2015/ March 2016</p>



Implementation Strategy 2015-2018
Region of Ireland, Missionary Society of St. Columban



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>



Implementation Strategy 2015-2018
Region of Ireland, Missionary Society of St. Columban



Objectives	Action	Personnel	Timeframe
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>



Implementation Strategy 2015-2018

Region of Ireland, Missionary Society of St. Columban



Objectives	Action	Personnel	Timeframe
<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>



Implementation Strategy 2015-2018

Region of Ireland, Missionary Society of St. Columban



Objectives	Action	Personnel	Timeframe
	<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>Safeguarding Officer.</p> <p>Sandra Neville & safeguarding committee.</p>	<p>Protocol on recruitment and duration of appointment put in place during 2015/16.</p> <p>October 2015</p> <p>June 2015</p>
<p><u>Training provided</u></p>	<p>Training Needs Analysis</p>	<p>To be identified by the Safeguarding Committee and organised by S Neville.</p>	



Objectives	Action	Personnel	Timeframe
<u>Training provided</u>	At least one Safeguarding Children training session provided annually for staff, volunteers, members, safeguarding representatives, and relevant others (<i>*including members of the Safeguarding Committee</i>). Information sessions offered to personnel. Training and support for Safeguarding personnel Other training needs, identified by the Safeguarding Children Committee.	Sandra Neville & Guest Speakers. eg Support Persons, advisers, designated liaison person leadership team will be invited to attend NBSCCCI organised training	As required 2016/2017 As required
<u>Provision of advice and support</u>	At society level – advice and support available to members, staff, individuals In case of disclosure or allegations of abuse – the Designated Liaison Person and Support Person or Adviser, as appropriate, will be available. Advice & Support from NBSCCCI/TUSLA	Sandra Neville/Regional team	On a continued basis



Implementation Strategy 2015-2018

Region of Ireland, Missionary Society of St. Columban



Objectives	Action	Personnel	Timeframe
<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>



Implementation Strategy 2015-2018

Region of Ireland, Missionary Society of St. Columban



Objectives	Action	Personnel	Timeframe
<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>