



Missionary Society of St. Columban

Region of Ireland

Annual Report Safeguarding 2017



Missionary Society of St. Columban, Dalgan Park



SAFEGUARDING COMMITTEE REPORT 2017 REGION OF IRELAND MISSIONARY SOCIETY OF ST. COLUMBAN



➤ Meetings

The safeguarding committee met on four occasions, meetings were held in: February, May, September and December. A report was generated from each meeting and signed by Sandra Neville (Chairperson).

➤ Areas of work addressed by the committee were:

- **Annual Report:**

An annual report for 2016 was developed, signed off by the committee. The report was forwarded to Fr Patrick Raleigh (Regional Director), Fr Kevin O'Neill (Superior General), NBSCCI Office and TUSLA, Navan. The report was also displayed on the website.

- **Review of Safeguarding Policy and Procedures**

The committee signed off the revised policy and procedures. The updated policy is displayed on the Columban website. Electronic copies were forwarded to the Regional Director and General Council. During the safeguarding information session the revised policy was introduced to the members and staff. Summary copies will be made available to all members when the legislation is introduced.

- **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:**

A Safeguarding Newsletter was developed and distributed to all members, staff and volunteers in July 2017.

- **Auditing and review:**

- Annual report 2017 prepared following the conduction of the self audits for submission to NBSCCI.

- **Development of Strategic Plan 2018-2021**



SAFEGUARDING COMMITTEE REPORT 2017
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➤ **Ongoing and future work or tasks of the Safeguarding Committee during 2018:**

The Safeguarding Committee has identified several tasks to be undertaken during 2018 as follows:

- a) Develop a Data Protection Policy Document for the Region of Ireland of the and appoint a Data Protection Compliance Officer to ensure we are following the correct procedures.
- b) Continue to update the Safeguarding element of the Missionary Society of St. Columbans official website where old documents will be archived and the home page is current containing the current Child Safeguarding Policy and Procedures Document 2017.

➤ **Membership:**

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



TRAINING REPORT 2017 **REGION OF IRELAND** **MISSIONARY SOCIETY OF ST. COLUMBAN**



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

TRAINING	DELIVERED BY	DATE	ATTENDANCE	
When is an individual with a history of sexual crime no longer an offender?	NOTA	28 th April	Sandra Neville	1
Liaison Persons Information Session	National Vetting Bureau	31 st May	Sandra Neville	1
Vetting Legislation Briefing with Garda	NBSCCCI	13 th September	Sandra Neville	1
Self-Audit Training	NBSCCCI	11 th October	Sandra Neville	1
Child Safeguarding and Digital Media- Practice and Challenges for Faith Groups in Ireland	NBSCCCI/NOTA Various Speakers	12 th October	Sandra Neville	1
Safeguarding Information Session-revised Policy/Procedures & Updates	Sandra Neville	26 th October	37 Clergy and 23 staff member	60
Risk Assessment & Interim Management of Respondents	NBSCCCI	8 th November	Fr Pat Raleigh & Sandra Neville	2

2017 Total Attended Safeguarding Sessions, Church Personnel: 67

Safeguarding Audit 2017

Region of Ireland, Missionary Society of St. Columban

No	Standard 1: Creating & Maintaining Safe Environments	In Place	Evidence	Proposed	Not in Place
1.	The Region follows effective practice guidelines and legislative requirements in the recruitment of all Church personnel and in assessing their suitability to work with children	Yes	Section 1; Developing a Culture of Safeguarding, Appendix 2, Page 17 of Policy & Procedures document		
2.	The Region implements effective practice on the expected standards of adult's behaviour towards children.	Yes	Section 1; Developing a Culture of Safeguarding, Appendix 3, Page 25 of Policy & Procedures document		
3.	The Region implements effective practice in encouraging children's positive behaviour	Yes	N/A as there are no activities with children/young people		
4.	The Region implements effective practice in safe care for all children, including those with specific needs.	Yes	N/A as there are no activities with children/young people See Appendix 4, page 29		
5.	The Region ensures that the safe use of Region Property by external groups complies with effective child safeguarding practice.	Yes	Section 1; Developing a Culture of Safeguarding, Appendix 10, page 41 of Policy & Procedures document		
6.	The Region has in place clearly written whistle-blowing procedures to support and assist Church personnel to raise concerns about possible dangerous or unethical conduct by others towards children involved in Church activities.	Yes	Section1; Developing a Culture of Safeguarding, Appendix 5, page 30 of Policy & Procedures document		
7.	The Region has a clearly written complaints procedure regarding safeguarding concerns that are not allegations of abuse.	Yes	Section 1; Developing a Culture of Safeguarding, Appendix 6, page 32 of Policy & Procedures document		
8.	The Region implements effective practice for Church personnel on assessment of hazards when working with children.	Yes	Section 1, Developing a Culture of Safeguarding, Appendix 8, page 38 of Policy & Procedures document		

Safeguarding Audit 2017

Region of Ireland, Missionary Society of St. Columban

No	Standard 1; Creating & Maintaining Safe environments	In Place	Evidence	Proposed	Not in Place
9.	The Region implements effective practice for appropriate use of information technology, including social media by Church personnel and by children.	Yes	Section 1; Developing a Culture of Safeguarding, Appendix 7, page 33 of Policy & Procedures document		
10.	The Region has responsibility for ensuring that all clerics/religious, who are members of the Church body and are ministering with children in an external organization/Church body, agree to follow effective safeguarding practice.	Yes	Priests Agreement, see Forms page 100 of Policy & Procedures Document		

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Region of Ireland, Missionary Society of St. Columban

No	Standard 2: Procedures for Responding to Child Protection Suspicions, Concerns, Knowledge or Allegations	In Place	Evidence	Proposed	Not in Place
1.	<p>The Region has clearly written child safeguarding procedures and access to 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 met 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:</p> <ul style="list-style-type: none"> • If the allegation relates to the Regional Director, the National board also needs to be notified • If the allegation relates to a cleric or religious, the National Board and the Regional Director must also be informed • If the allegation relates to a lay member of Church personnel, the Regional Leader must be informed. 	Yes	Section 2; Responding to Concerns, Appendix 14, page 39 of Policy & Procedures document		
2.	The Region 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.	Yes	Section 2; Responding to Concerns, Appendix 14, page 65 of Policy & Procedures document Section 3; Quality Assurance, Appendix 18 page 84 of Policy & Procedures document		
3.	The Regional Leader shares information about child protection suspicions, concerns, knowledge or allegations with those who need to know, in order to keep children safe.	Yes	Section 2; Responding to Concerns, Appendix 14, page 63 of Policy & Procedures document		

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No	Standard 3: Care & Support for the Complainant	In Place	Evidence	Proposed	Not in Place
1.	The Regional Director offers appropriate pastoral care to complainants, which recognises their unique needs. This should include an offer from the District Leader to meet the complainant in person	Yes	Section 2; Responding to Concerns, Care of the Complainant, Appendix 15 page 69 of the Policy & procedures document		
2.	The Regional Director has access to appropriately trained personnel – lay, religious or clergy – whose clearly defined roles are to listen to and represent the pastoral needs of the complainant. This is done in consultation with the complainant.	Yes		If applicable the District Leader will appoint appropriate persons to carry out this role	
3.	The Region works in cooperation with relevant organisations and seeks specialist advice from the statutory child protection services when necessary.	Yes	Annual meeting with Principal Social Worker. Liaise with Garda Unit when necessary		

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No	Standard 4: Care & Management of the Respondent	In Place	Evidence	Proposed	Not in Place
1.	The Regional Director has access to appropriately trained personnel – lay, religious or clergy – whose clearly defined roles are to listen to and represent the pastoral needs of the respondent. This is done in consultation with the respondent.	Yes	Yes, an advisor has been appointed and has attended training with the NBSCCCI		
2.	The Regional Director 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.	Yes	Section 2; Care & Management of Respondent, Appendix 16, page 72 of Policy & Procedures document	.	
3.	When statutory authority investigations and assessments have been completed, the Regional Director resumes the preliminary investigation/collecting the proofs as provided for in Canon 1717 (1)-(3)	Yes	The Regional Leadership team together with the DLP will ensure that when necessary preliminary investigations will be carried out. See Section 2; Care & Management of the Respondent, Appendix 16, page 76 of Policy & Procedures document.		
4.	The Regional Director has suitable arrangements in place for monitoring of a respondent, where there is a case to answer until (and if) the Regional Director no longer has responsibility for monitoring the respondent.	Yes	Section 2; Care & Management of Respondent, Appendix 16, page 80 of Policy & Procedures document.		

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No	Standard 5: Training & Support for Keeping Children Safe.	In Place	Evidence	Proposed	Not in Place
1.	The Regional Director ensures that the induction of Church Personnel includes training in the Church's child safeguarding policy and procedures.	Yes	Section 1; Developing a Culture of Safeguarding, Appendix 11, page 43 of Policy & Procedures document.		
2.	The Region conducts an annual training needs analysis that identifies all Church personnel who require training and develops a training plan based on this.	Yes	Training Plan 2018		
3.	The Region ensures delivery at a local level of basic training programmes that are identified and approved by the National Board, as outlined in the National Board's Training Strategy, where this has been identified as necessary through the annual training needs analysis.	Yes	<ul style="list-style-type: none"> ➤ Training Report 2017 ➤ Training Plan 2018 		
4.	The Region 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.	Yes	<ul style="list-style-type: none"> ➤ Training Plan 2018 		
5.	The Region 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.	N/A	Safeguarding Posters on display.		
6.	The Region facilitates the provision of an appropriate level of support to all involved with the Church in relation to their responsibilities to safeguard children.	Yes	Section 1; Creating A Culture of Safeguarding, Appendix 12, page 45 of Policy & Procedures document		

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No	Standard 6: Communicating the Church's Safeguarding Message.	In Place	Evidence	Proposed	Not in Place
1.	The Region has a written plan that details how the Church's child safeguarding message will be communicated.	Yes	➤ Communication Plan 2018		
2.	The Region makes information regarding how to safeguard children available to all.	Yes	➤ Policy & Procedures Document ➤ Safeguarding Section on Website ➤ Safeguarding Newsletter ➤ Safeguarding Poster		
3.	The Region 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.	N/A			
4.	The Region establishes links with other local organisations in order to promote a safe and caring community for children and to share best child safeguarding practice.	N/A			
5.	Appropriate support provided to those who have perpetrated abuse.	Yes	Provision of Advisor, access to counseling, canon lawyer and civil lawyer		

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No	Standard 7: Quality Assuring Compliance with the Standards.	In Place	Evidence	Proposed	Not in Place
1.	<p>The Regional Director:</p> <ul style="list-style-type: none"> • Puts in place arrangements to ensure and evaluate its compliance with the safeguarding standards at local level; • Produces a report on the level of compliance established through this audit exercise; • Notifies the National Board in writing of the completion of this annual audit report. 	Yes	<ul style="list-style-type: none"> ➤ Safeguarding Audit within community houses. ➤ Safeguarding Audit for Region ➤ Annual Report 2017 ➤ Letter to NBSCCCI to confirm the above 		
2.	<p>The Region produces a three-year child safeguarding plan that:</p> <ul style="list-style-type: none"> • Outlines the actions that will be taken to keep children safe; • Identifies who is responsible for implementing these actions; • Specifies the timeframe within which actions are completed; • Identifies the resources to ensure that the plan's objectives are realized. 	Yes	<ul style="list-style-type: none"> ➤ Action Plan 2018 -2021 		
3.	<p>The Regional Director 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.</p>	When Applicable			



SAFEGUARDING TRAINING PLAN 2018 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	Update re Legislation	Yes	No	Dates to be arranged Spring 2018	St. Columban's Dalgan Park	
Staff	Safeguarding Information Session	Yes	No	As part of induction when new staff commence work	St. Columban's Dalgan Park	
Volunteers for Family Day	Safeguarding Information Session	Yes	No	May 2018	St. Columban's Dalgan Park	
Members returning from overseas	Safeguarding Information Session	Yes	No	As required	St. Columban's Dalgan Park	
Leadership Team	Compassionate Response	No	Yes	2 nd May 2018	NBSCCCI	
Safeguarding Committee Members	Specific training for safeguarding committees – Working Safely with Young People	No	Yes	26 th September 2108	NBSCCCI	
Safeguarding Officer	Specific training for the role	No	Yes	Dates to be provided by NBSCCCI	NBSCCCI	



**SAFEGUARDING TRAINING PLAN 2018
REGION OF IRELAND
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Target Group	Training Required	Delivery By Local Personnel	Delivery By NBSCCCI	When	Location	Cost
Safeguarding Trainer	Annual updates for Trainers	No	Yes		NBSCCCI	
Support Personnel	Specific training for supporting complainants	No	Yes		NBSCCCI	
Priest Advisors	Specific training for advisors	No	Yes		NBSCCCI	
Designated Liaison Person	Children First and DLPs	No	Yes	7 th March 2018	NBSCCCI	
	Compassionate Response Training	No	Yes	2 nd May 2018	NBSCCCI	
	Working with Respondents	No	Yes	13 th June 2018	NBSCCCI	
Authorised Signatory	Vetting Legislation	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	
National Safeguarding Conference		No	Yes	October 2018	NBSCCCI	



COMMUNICATION PLAN 2018

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	Annually	Annually



COMMUNICATION PLAN 2018

REGION OF IRELAND

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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.). Copy to TUSLA Copy to Regional Director Website: www.columbans.eu Newsletter 2018	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