

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	Date Completed
1.1 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.	Vetting	Review the personnel files to ensure that all those required to be vetted under the National Vettijg Bureau Act 2012-2016 are processed. Update Data Base.	Liaison Person for Vetting	February 2018 December 2018 December 2019 December 2020	March, 2018 January 2019 January 2020 January 2021
	Database	Commence a review of the Database currently being maintained, relevant to safeguarding.	Safeguarding Officer	October 2018	
1.2 The Region implements effective practice on the expected Standards of adults' behaviour towards children	Ensure that appropriate Codes of Behaviour for adults are in place	Review all the personnel files to ensure compliance with policy are signed. Implementation of Priest's Agreement which will include codes of conduct. Communicate the relevance of codes of conduct to all personnel during information awareness sessions and safeguarding training	Safeguarding Officer	April 2018 and ongoing	Ongoing
1.3 The Region implements effective practice in encouraging children's' positive behaviour	During the visits to the ecology centre, all children are supervised by the teachers present.	Follow up with staff involved with the visits to the ecology centre. Registrations forms signed and stored after every visit.	Safeguarding Officer	September 2018	

See Also Revised Safeguarding Policy & Procedures

January 2018

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1.4 The Region implements effective practice in safe care for all children including those with specific needs	Ensuring all children are safe during schools visits.	Risk Assessment performed. Staff of Ecology centre updated re specific needs	Safeguarding Officer	January 2018	Ongoing
1.5 The Region ensures that the safe use of Church property by external groups complies with effective child safeguarding practice	Ensure safe use of Region’s property	Review Guidance on safe use of property by external groups. Check that all forms have been completed by the external groups	Safeguarding Officer	March 2018	Review each year
1.6 The Region 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.	Whistleblowing	Include in the revised Regional Procedures and communicate to all personnel	Safeguarding Committee and Safeguarding Officer	March 2018	Review each year

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1.7 The Region has a clear written Complaints Procedure regarding safeguarding concerns which are not allegations of abuse.	Complaints Procedure	Ensure the complaints procedure is included in the revised procedures and communicate to all personnel	Safeguarding Committee, Safeguarding Officer & H.R. Manager	March 2018	Ongoing
	Facilitate communication of complaints regarding Safeguarding Service and Standards	Liaise with H.R. Manager to ensure all personnel are aware of the Complaints procedures	Safeguarding Officer	April/May 2018	Ongoing
1.8 The Region implements effective practice for Church personnel on assessment of hazards when working with children.	Ensure that the Regions procedures include guidance on assessment of hazards when working with children	Use hazard assessment forms where applicable and assist personnel in implementing controls/plans to mitigate hazards	Safeguarding Officer	When applicable	When applicable

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1.9 The Region implements effective practice for the appropriate use of information technology, including social media by Church personnel and by children.	Not applicable.	Guidance on use of images and on CCTV implemented and communicated to all personnel.	Safeguarding Committee & Safeguarding Officer	Ongoing	Ongoing
1.10 The Regional Director has responsibility for ensuring that all clerics/religious, who are members of the Region and are ministering with children in an external organisation/Church body, agree to follow effective safeguarding practice.	All priests sign the priest's agreement	Devise an agreement form and disseminate to all those working or that may work in an external organisation/Church body.	Safeguarding Committee, Regional Director & Safeguarding Officer	March 2018	September 2018

See Also Revised Safeguarding Policy & Procedures

January 2018

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	Date Completed
<p>2.1 The Region has clear written child safeguarding procedures and access to the personnel to implement them if there are suspicions, concerns, knowledge or allegations received about the abuse of a child. These procedures specify that all suspicions, concerns, knowledge or allegations which meet the threshold for reporting to the statutory authorities (apart from those received in the Sacrament of Reconciliation) will be reported. If the allegation relates to an ordained cleric or non-ordained religious, in addition to reporting to the statutory authorities, the NBSCCCI and the Bishop must be informed.</p>	<p><u>Procedures</u> In the context of relevant legislation national and region safeguarding policy, and best practice policy, the region will develop and maintain detailed safeguarding procedures.</p>	<p>Develop and maintain detailed safeguarding procedures.</p>	Safeguarding Officer	January 2018	Within two months of start
		<p><u>Canon Law</u> The Region will appoint a canon lawyer to ensure all appropriate procedures are followed in respect of Canon Law.</p>	Regional Director	March 2018	April, 2018 Completed
		<p><u>D.L.P</u> The Region will appoint 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.</p>	Regional Director	In place	
	<p><u>Reporting</u></p>	<p>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</p> <ul style="list-style-type: none"> • Garda Siochana • Tusla • N.B.S.C.C.C.I. 	DLP and Deputy DLP	Ongoing	Ongoing

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Policy / Standard /Indicator	Specific Objective	Action	Responsibility	Date Started	Date Completed
	Complaints re response	Any person, dissatisfied with the response to a safeguarding concern/suspicions/allegation will be offered a meeting with a person (safeguarding complaints officer) appointed by the Regional Director to review their experience and complaint and to agree a process to address the issues identified.	Region	January 2018	May, 2018
	Responding to allegations against the Regional Director	<ul style="list-style-type: none"> • If a safeguarding concern/suspicions/allegations arise in respect of the Regional Director the Designated Liaison Person will follow the region’s policy and procedures and assess/decide if the threshold for reporting is met and • report to the Superior General • Report to statutory authorities • Report to NBSCCCI • Superior General will inform Apostolic Nuncio. The Apostolic Nuncio will inform the CDF 	Designated Liaison Person	January 2018	Ongoing

See Also Revised Safeguarding Policy & Procedures

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Policy / Standard /Indicator	Specific Objective	Action	Responsibility	Date Started	Date Completed
2.2 The Region records all concerns, suspicions, allegations, incidents and referrals and action taken which upholds compliance with relevant data protection, confidentiality and storage of information legislation	Recording	The Region will maintain a record of all safeguarding concerns/suspicions/allegations consistent with relevant data protection/and any other relevant legislation.	Designated Liaison Person	Jan, 2018	Ongoing
2.3 The Region 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 region 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).	Designated Liaison Person	Jan, 2018	Ongoing
	Collaboration	The region will cooperate with the relevant statutory authorities and meet periodically with the senior personnel of these agencies to monitor and review interagency collaboration. Fixed meetings will be held annually and more frequently as required.	Regional Director and Designated Liaison Person	February 2018	Ongoing

See Also Revised Safeguarding Policy & Procedures

January 2018

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	Completed By
<p>3.1 The Regional Director offers appropriate pastoral care to complainants, which recognises their unique needs. This should include an offer from the Regional Director to meet the complainant in person</p>	Procedures	<p>The DLP will meet all complainants and ensure they are</p> <ul style="list-style-type: none"> • Heard respectfully • Able to express their wishes • Identify their needs <p>All complainants and other persons affected will be offered</p> <ul style="list-style-type: none"> • A meeting with the regional director • A support person • Counselling • Appropriate specialist support <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>	DLP	Jan 2018	Ongoing
	Person affected	<p>In respect of each safeguarding complaint, the needs of persons, communities or organisations affected will be assessed and addressed with due regard to right of privacy which may arise.</p>	Regional Director And Designated Liaison Person	Jan 2018	Ongoing

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Policy/ Standard/Indicator	Specific Objective	Action	Responsibility	Date	Completed By
3.2 The Regional Director appoints appropriately trained personnel - lay or religious – whose clearly defined roles are to listen to and to represent the pastoral needs of the complainant. This is done in consultation with the complainant.	Support persons	A panel of trained support persons will be maintained, consisting of male and female religious and lay people	Regional Director	Jan 2018	When applicable
3.3 The Region works in cooperation with relevant organisations and seeks specialist advice from the statutory child protection services when necessary	Expertise	The region will maintain linkage with relevant organisations/ people to ensure availability of expertise	Regional Director & DLP	March 2018	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	Completed By
4.1 The Regional Director appoints appropriately trained personnel – lay or religious – whose clearly defined roles are to listen to and to represent the pastoral needs of the respondent (priests). This is done in consultation with the respondent.	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 Regional Director & DLP will collaboratively ensure this	Ongoing	Ongoing
	Support	All accused persons will be offered: <ul style="list-style-type: none"> • Priest advisor • Counselling/support • Specialist services which are appropriate 	Regional Director & DLP	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.	Regional Director	Ongoing	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.	Regional Director & DLP	Jan 2018	When applicable
	Others effected	Communities and others affected by a priest taking leave from ministry will be offered support	Regional Director		

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Policy/ Standard/Indicator	Specific Objective	Action	Responsibility	Date	Completed By
<p>4.1The Regional Director will appoints appropriately trained personnel – lay or religious – whose clearly defined roles are to listen to and to represent the pastoral needs of the respondent (lay people). This is done in consultation with the respondent.</p>	<p>Lay persons</p>	<p>Lay personnel including staff/volunteers who are the subject of a safeguarding complaint will be responded to in the context of National Safeguarding Policy (Children First) relevant legislation and the Region HR policies.</p> <p>Note: the Manager/Activity Leader will agree with the DLP on how the matter should be addressed.</p> <p>The Regional Director authorises two people to support and ensure that the issues arising are addressed:</p> <ul style="list-style-type: none"> • The HR Manager will take responsibility for the HR Dimension. • The DLP will take responsibility for the safeguarding dimension. 	<p>Regional Director, DLP and HR Manager</p>	<p>Jan 2018</p>	<p>Ongoing</p>

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January 2018

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Policy/ Standard/Indicator	Specific Objective	Action	Responsibility	Date	Completed By
4.2 The Regional Director has arrangements in place to inform the respondent that an allegation has been received about him/her; and has a procedure for deciding whether an Interim Management Plan needs to be put in place for the respondent		<p>In each case the DLP will (in consultation with the Regional Director) inform the respondent that an allegation has been received.</p> <p>In each case, as appropriate, the Region will develop:</p> <ul style="list-style-type: none"> • An interim management plan • A risk assessment • A safeguarding plan 	<p>DLP in consultation with the Regional Director</p> <p>DLP</p>	Ongoing	Ongoing
	Information	An overview of the Region procedures in response to complaints of abuse by a priest will be circulated to all priests.	Safeguarding Officer	May 2018	
4.3 When statutory authority investigations and assessments have been completed, the Regional Director restarts the Preliminary Investigation/collecting the proofs as provided for in Canon 1717. (1) - (3)(ordained) and Canon 695 (non-ordained religious)		<p>The Region will respect the need to cooperate with and not compromise the statutory processes of An Garda Síochána and Tulsa. In this context the Region will, when appropriate, undertake the relevant Canon Law processes (to include preliminary investigations).</p> <p>The Regional Director will appoint a suitable person to conduct the Preliminary Investigation.</p>	Regional Director	Jan 2018	Ongoing

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Policy/ Standard/Indicator	Specific Objective	Action	Responsibility	Date	Completed By
4.4 The Regional Director has in place suitable arrangements for the 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	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.	DLP	Ongoing	Ongoing
	Clinical Risk Assessments	The region will ensure the availability of appropriately qualified professionals to undertake clinical risk assessments as required.	Regional Director & DLP	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"> • Regional Director • DLP 	Ongoing	Ongoing

See Also Revised Safeguarding Policy & Procedures

January 2018

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	Date Completed
5.1 The Region conducts an annual training-needs analysis that identifies all personnel who require training and develops a Training Plan based on this	Undertake a training-needs analysis	Informed by: <ul style="list-style-type: none"> • Analysis of Community Audits • Feedback/ evaluation of training from Personnel • Feedback from Safeguarding Committee 	Safeguarding Committee in conjunction with: <ul style="list-style-type: none"> • Safeguarding Officer • Safeguarding Trainer 	Jan 2018	Annually
	Finalise Training Plan		Safeguarding Trainer	January 2018	Annually

See also Revised Safeguarding Policy & Procedures
See Training Plan

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Policy/ Standard/Indicator	Specific Objective	Action	Responsibility	Date Started	Date Completed
5.2 The Regional Director ensures that the induction of personnel includes training in the Region's child safeguarding policy and procedures	Full Day Training Programme	Full Day Training Programme targeted at: <ul style="list-style-type: none"> Members who are new to the Region 	Safeguarding Trainer	July 2018	Annually
		All members in active ministry will be invited to the Region Safeguarding Workshop.	Safeguarding Trainer	July 2018	Annually
	Induction of new employees	<ul style="list-style-type: none"> Induction material prepared 	Managers, will ensure that all new staff receive safeguarding information as part of their induction from the Safeguarding Trainer.	On going basis	
	Updates/Information for all existing members and staff	<ul style="list-style-type: none"> Information session for all existing members and staff will be provided 	Safeguarding Trainer	Yearly	Year;y

See also Revised Safeguarding Policy & Procedures
See Training Plan

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Policy/ Standard/Indicator	Specific Objective	Action	Responsibility	Date Started	Date Completed
<p>5.3 The Region ensures delivery at a local level of NBSCCCI identified and approved basic training programmes as outlined in the National Strategy. The annual training needs analysis will also inform the training programme.</p>	<p>Provision of information and updating to ensure the delivery of basic safeguarding awareness</p> <p>Provide role specific training for personnel</p> <p>Raise awareness of child safeguarding with children and their guardians in the Church if applicable.</p>	<p>Basic training/Information/Update takes place once a year.</p>	<p>SafeguardingTrainer</p>		
<p>5.4 The Region ensures that personnel who have specific Child Safeguarding responsibilities have appropriate, role-specific training that is NBSCCCI identified, approved and outlined by the NBSCCCI National Training Strategy</p>	<p>The Region will support the attendance by all relevant personnel at NBSCCCI training as appropriate</p>	<p>Specific training/refresher will be arranged provided by NBSCCCI for:</p> <ul style="list-style-type: none"> • Support Persons • Priest Advisors where applicable 	<p>Regional Director will authorise relevant training</p> <p>Organised by Safeguarding Officer – delivered by NBSCCCI</p>	<p>Ongoing</p>	

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See Training Plan

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Policy/ Standard/Indicator	Specific Objective	Action	Responsibility	Date Started	Date Completed
<p>5.5 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 and appropriate.</p> <p>Not applicable with the Region of Ireland</p>	<p>Safeguarding Posters displayed. Safeguarding Policy & Procedures accessible on website.</p>		Safeguarding Officer		
<p>5.6 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.</p>	<p>Provide information and support</p>	<ul style="list-style-type: none"> • Support/Supervision • All Safeguarding personnel will be supported in attending relevant training 	Safeguarding Officer with support of the Regional Director	Ongoing	
		<ul style="list-style-type: none"> • The services of the Safeguarding Trainer and Safeguarding Officer will be widely circulated 	Safeguarding Officer	Ongoing	

See also Revised Safeguarding Policy & Procedures
See Training Plan

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	Date Completed
6.1 The Region has a written plan which details how the safeguarding message will be communicated	Develop Communication Plan for 2018	<ul style="list-style-type: none"> • Prepare Plan • Approve Plan 	Safeguarding Committee with Safeguarding Officer	January 2018	Annually
6.2 The Region makes information regarding how to safeguard children available to all.	Contact information to be widely available	<ul style="list-style-type: none"> • Contact details for all safeguarding personnel to be available in the Regional Directory 	Regional Leadership	Ongoing	
	Regional Safeguarding Newsletter to be developed annually usually in Springtime	<ul style="list-style-type: none"> • Safeguarding newsletter (200 copies) to be published and circulated to all members and relevant personnel • Circulate to all departments. 	Safeguarding Officer	April/May, 2018 June 2016	Completed May, 2018 and each subsequent year. June 2016
	Region Website	<ul style="list-style-type: none"> • Update safeguarding information quarterly and otherwise as appropriate 	Safeguarding Officer & Communication Person	Ongoing	Ongoing

See also Revised Safeguarding Policy & Procedures
See Communications Plan

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	Date Completed
6.3 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. Not Applicable with the Region of Ireland					
6.4 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					

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	Specific Objective	Action	Responsibility	Date Started	Date Completed
7.1 The Region: <ul style="list-style-type: none"> • Puts in place arrangements to monitor and evaluate its compliance with the seven safeguarding Standards at local level • Produces a report on the level of compliance established through this audit exercise • Notifies the NBSCCCI of the completion of this annual audit report 	Operational Review	<ul style="list-style-type: none"> • The Regional Director will authorise the Safeguarding Committee to review, compliance with the 7 Standards • Safeguarding Committee will review 2018-2021 Action Plan and recommend its approval to the Regional Director. • At each of 4 meetings in 2018/2019/2020 Committee will review progress of Action Plan 	Regional Director & Safeguarding Committee	2018	Yearly
		The Regional Director will meet with the Designatd Liaison Person on a monthly basis to : <ul style="list-style-type: none"> • Review all cases • Make all necessary decisions to ensure that standards are being met in respect of cases 	Regional Director & Designated Liaison Person	Monthly ongoing	Monthly ongoing
		The Designated Liaison Person & Deputy DLP will meet withTUSLA annually	Designated Liaison Person & Deputy DLP	September 2018	Annually

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January 2018

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Policy/ Standard	Specific Objective	Action	Responsibility	Date Started	Date Completed
	Annual Audit	An annual audit of the relevant safeguarding arrangements in all community houses will be undertaken	House Leader with the Safeguarding Officer	October yearly	December yearly
		A report will be prepared – based on the Audit which will identify <ul style="list-style-type: none"> • strengths/weaknesses • training needs for year • Other priority actions 	Safeguarding Officer	January yearly	January yearly
		NBSCCCI will be notified of the completion of the annual report	Regional Director & Safeguarding Officer	January yearly	January yearly
	Review Safeguarding Arrangements	The Regional Leader will personally review the Safeguarding Annual Report	Regional Director	January yearly	January yearly
		Visit each community house in 2018, 2019 & 2020 and report to Safeguarding Committee	Regional Director	Yearly	Yearly
		The Safeguarding Committee will meet 4 times annually and will review progress in respect of each action in the Action Plan			

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7.2 The Region produces a three-year Safeguarding Action Plan	Prepare Annual Report	Produce Annual Report and submit to Regional Director	Safeguarding Officer	January yearly	January yearly
	Three Year Safeguarding Action Plan	<p>The Region will produce a Three Year Safeguarding Action Plan and a detailed plan in respect of each of the three years which:</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 realised 	Safeguarding Officer with the safeguarding committee.	January 2018	Every 3 years
7.3 The Church Authority invites the NBSCCCI to carry out an independent review of its safeguarding practice, in conformity with the seven safeguarding Standards, as they apply to it according to its ministry		The Regional Director may invite the NBSCCCI to carry out an independent review of its safeguarding practice, in conformity with the seven safeguarding Standards, as they apply to it according to its ministry	Regional Director		

See Also Revised Safeguarding Policy & Procedures