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# **Missionary Society of St. Columban**

Region of Ireland

*Annual Report Safeguarding 2022*

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Missionary Society of St. Columban  
Dalgan Park, Navan Co. Meath



**SAFEGUARDING COMMITTEE REPORT 2022  
REGION OF IRELAND  
MISSIONARY SOCIETY OF ST. COLUMBAN**



## **Meetings**

The safeguarding committee met during the year, meetings were held in April, October 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 2021 was developed, signed off by the committee. The report was forwarded to Fr Raymond Husband (Regional Director), Fr Tim Mulroy (Superior General), NBSCCCI Office will be informed of the completion of the annual report. The report is also accessible on the website: [www.columbans.ie](http://www.columbans.ie)

#### **- TOR for Committee**

The Terms of Reference was revised and updated. Same shared with Fr Husband for sign off.

#### **- Safeguarding Strategic Plan 2022- 2025**

The Safeguarding Strategic Plan was revised and updated, it was shared with Fr Husband and is now available on the website: [www.columbans.ie](http://www.columbans.ie)

#### **- Safeguarding Adults in Need of Protection 2022**

Work was done on the Interim Guidance of Safeguarding Vulnerable Adults, the document was revised and will be forwarded to Fr Husband for sign off end of 2022

- **Training and support:**

A report on training and support activities was delivered and discussed at each meeting. A Safeguarding Refresher course was delivered to the members in February. The Regional Director, Community Leader and Safeguarding Co-ordinator attended various trainings offered by the National Safeguarding Board. Annual training plan and report form part of the annual report.

- **Communication of the safeguarding message:**

In June 2022 the Safeguarding Newsletter was developed and distributed to all members, staff and volunteers. The newsletter is a great tool for highlighting changes in law and in practice of the safeguarding children's policies within the state.

- **Garda Vetting:**

The Safeguarding committee has successfully overseen the Garda Vetting of the personnel within the Irish Region including society members and staff during 2022

- **Auditing and review:**

Annual report 2022 was prepared following completion of progress reports by both community houses.

➤ **Ongoing and future work or tasks of the Safeguarding Committee during 2023:**

The Safeguarding Committee has identified several tasks to be undertaken during 2023 as follows:

- a) Due to the review of the NBSCCCI's safeguarding children policy, the committee agreed to wait until this process was completed and then we will update our current policy.
- b) Compliance with GDPR in relation to safeguarding
- c) Continue to update the Safeguarding element of the official website where old documents will be archived and the home page is current containing the current Child Safeguarding Policy and Procedures Document 2018.
- d) To update data base in relation to Garda Vetting, priest's agreement etc.
- e) Implementation of the Safeguarding Strategic Plan (2022-2025)
- f) Final sign off on the Safeguarding Adults in need of protection 2022

➤ **Membership:**

Sandra Neville (Chairperson, Safeguarding Officer), Michael O'Sullivan (JPIC Outreach), Fr Donal Hogan (Deputy DLP) and Fr Pdraig O'Donovan (House Superior/ First Councillor).



## Training Report Safeguarding 2022 Missionary Society of St. Columban

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

TRAINING	DELIVERED BY	DATE	ATTENDANCE
Annual Update for Trainers	NBSCCCI	19/01/22	Sandra Neville
Refresher Course	Sandra Neville	03/02/2022	8 members
Session with CEO Tusla	NBSCCCI	22/03/22	Sandra Neville
Listening Meeting for Adult Safeguarding	NBSCCCI	21/04/22	Michael O’Sullivan & Sandra Neville
National Safeguarding Conference	NBSCCCI	11 & 12/ 05/22	Sandra Neville
Transformative Safeguarding	United Edge	September 4 weeks	Sandra Neville
Safeguarding Ecclesiastical Provincial Area Meeting	NBSCCCI	01/12/22	Sandra Neville



# Safeguarding Annual Training Plan-2023

Region Of Ireland  
Missionary Society of St. Columban

## Region of Ireland Safeguarding - Annual Training Plan - 2023

<b>Target Group</b>	<b>Training required</b>	<b>Delivery by Region Registered Trainers</b>	<b>Delivery by NBSCCCI</b>	<b>When</b>	<b>Location</b>	<b>Cost</b>
<b>Members</b>	Refresher training (every three years) or annual information update.	Yes	No	Dates to be arranged Spring 2023	Dalgan Park	
<b>Members returning from overseas to the Region</b>	Safeguarding refresher	Yes	No	As required	DalganPark	
<b>Staff – if applicable</b>	Information Session every three years	Yes	No	Dates to be arranged Spring 2023	Dalgan Park	
<b>New Staff – if applicable</b>	Information Session	Yes	No	As required	As part of induction when staff commence work	
<b>Leadership Team</b>						
				TBA	TBA	
<b>Safeguarding Committee</b>			Yes	TBA	TBA	
<b>Safeguarding Officer</b>			Yes			
			Yes	TBA	TBA	
<b>Safeguarding Trainer</b>	Annual Update for Trainers		Yes	TBA	Maynooth	
<b>Support Personnel</b>						
<b>Priests Advisers</b>						
<b>Designated Liaison Person</b>						
<b>Liaison Person for Vetting</b>	As Required	No	No	Dates to be provided by National Vetting Bureau		



**COMMUNICATION PLAN 2023**  
**REGION OF IRELAND**  
**MISSIONARY SOCIETY OF ST. COLUMBAN**



WHO	WHAT	HOW	WHO IS RESPONSIBLE?	WHEN	REVIEW
<i>Members Staff &amp; Volunteers</i>	<b>Safeguarding Policy &amp; Procedures</b>	Printed Copies	Electronic version on website. Hard copies may be printed this year.  Safeguarding Officer ensures that personnel are aware how to source the policy documents.	Annually	Annually
		Website: www.columbans.ie	Website Manager with assistance from the Safeguarding Officer	Annually or when necessary	Annually
	<b>How to Report a concern</b>	Refresher Sessions	Safeguarding Trainer	As necessary	
		Safeguarding Policy	Safeguarding Officer.		
		Website: www.columbans.ie	Website Manager with assistance from the Safeguarding Officer	Annually	Annually
		Safeguarding Posters on display.	Safeguarding Officer	Weekly	Annually
	<b>Name &amp; Contact Details of DLP</b>	Safeguarding Posters.	Safeguarding Officer	Weekly	Annually
		Website: www.columbans.ie	Website Manager	Annually	Annually
		Safeguarding Newsletter	Safeguarding Committee	Bi-Annually	Annually

<b>WHO</b>	<b>WHAT</b>	<b>HOW</b>	<b>WHO IS RESPONSIBLE?</b>	<b>WHEN</b>	<b>REVIEW</b>
<i>Members Staff &amp; Volunteers</i>	<b>Name &amp; Contact Details of DLP</b>	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
<i>Leadership &amp; Members</i>	<b>Annual Report &amp; Strategic Plan</b>	Printed copy by mail to Hong Kong  Website:  www.columbans.ie  Newsletter 2023	Safeguarding Officer.  Safeguarding Committee	Annually	Annually
<i>External Groups using facilities</i>	<b>Guidance on use of Property. Safeguarding Policy</b>	Printed Copies	Hard copies printed in office.  Safeguarding Officer ensures the documents are available for the groups.	As Necessary	Annually.