



Safeguarding Children Strategic Plan 2020-2022

Diocese of Cloyne

Date
Plan Approved: 15 th June 2020
1 st Review:
2 nd Review:
3 rd Review:

Standard 1 – Creating and Maintaining Safe Environments

Church bodies provide an environment for children, that 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.

Standard 1.	Specific Objective	Action	Responsibility	Date Started	Target Date for Completion
1.1 The Diocese follows effective practice guidelines and legislative requirements in the recruitment of all Church personnel and in assessing their suitability to work with children.	1.1.1 Ensure safe recruitment procedures are in place.	Monitor, review and amend as appropriate the recruitment procedures for all relevant personnel in the Diocese and in parishes and communicate to all parishes.	CDSCC	Jan. 2020	31 st Dec. 2022
	1.1.2 Ensure proper vetting procedures are in place.	A) Monitor, review and amend as appropriate the Diocesan Vetting Policy & Procedures.	CDSCC	Jan. 2020	31 st Dec. 2022
		B) Ensure Diocesan Policy & Procedures are consistent with the legislation.	CDSCC	Jan. 2020	31 st Dec. 2022
		C) Provide information and training, as appropriate, for Diocesan personnel and relevant agencies.	CDSCC	Jan. 2020	31 st Dec. 2022
		D) Monitor, review and amend as appropriate the Vetting service provided for primary schools under the patronage of the Bishop.	DLP/CDSCC	Jan. 2020	31 st Dec. 2022
	1.1.3 Ensure that safe arrangements are in place for visiting clergy or persons in any form of consecrated life seeking to minister in the Diocese.	Monitor, review and amend as appropriate the arrangements for visiting clergy or any persons in any forms of consecrated life.	Diocesan Secretary/ CDSCC	Jan. 2020	31 st Dec. 2022

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Standard 1.	Specific Objective	Action	Responsibility	Date Started	Target Date for Completion
	1.1.4 Ensure that safe arrangements are in place for religious congregations and new applicants for faculties to minister.	Monitor, review and amend as appropriate the arrangements for religious congregations and related Diocesan requirements regarding new applicants for faculties to minister in the Diocese (including temporary ministry).	Diocesan Secretary	Jan. 2020	31 st Dec. 2022
	1.1.5 Ensure that safe arrangements are in place for lay ministers.	Monitor, review and amend as appropriate the arrangements for existing and new lay ministers.	CDSCC	Jan. 2020	31 st Dec. 2022
	1.1.6 Ensure that arrangements are in place for organisations for whom a vetting service is provided.	Monitor, review and amend as appropriate the arrangements in respect of organisations for whom a vetting service is provided.	CDSCC	Jan. 2020	31 st Dec. 2022
	1.1.7 Ensure a functional database is in place.	Monitor and review as necessary the Databases currently being maintained, relevant to safeguarding.	CDSCC	Jan. 2020	31 st Dec. 2022
1.2 The Diocese implements effective practice on the expected standards of adults' behaviour towards children.	1.2.1 Ensure that appropriate Codes of Behaviour for adults are in place and that procedures are in place for dealing with breaches of the code.	Monitor, review and amend as appropriate, the Diocesan Procedures and communicate to all parishes for the information of all personnel.	CDSCC	Jan. 2020	31 st Dec. 2022

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Standard 1.	Specific Objective	Action	Responsibility	Date Started	Target Date for Completion
1.3 The Diocese implements effective practice in encouraging children's positive behaviour.	1.3.1 Ensure that appropriate Codes of Behaviour for children are in place and that procedures are in place to deal with breaches of the code.	Monitor, review and amend as appropriate, the Diocesan Procedures and communicate to all parishes for the information of all personnel.	CDSCC	Jan. 2020	31 st Dec. 2022
1.4 The Diocese implements effective practice in safe care for all children, including those with specific needs.	1.4.1 Ensure that appropriate procedures and protocols are in place in relation to safe care for children involved in Diocesan related activities including dealing with accidents, supervision ratios, one to one contact, participation of children with specific needs and trips away.	Monitor, review and amend as appropriate, the Diocesan Procedures and communicate to all parishes for the information of all personnel.	CDSCC	Jan. 2020	31 st Dec. 2022
1.5 The Diocese ensures that the safe use of Church property by external groups complies with effective child safeguarding practice.	1.5.1 Ensure safe use of Church property including its hire for private functions.	Monitor, review and amend as appropriate Diocesan guidance on safe use of Church property and issue to all parishes.	CDSCC	Jan. 2020	31 st Dec. 2022
1.6 The Diocese 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.	1.6.1 Ensure that clearly written Whistleblowing procedures are in place and circulated to all personnel.	Monitor, review and amend as appropriate, the Diocesan Procedures and communicate to all parishes for the information of all personnel.	CDSCC	Jan. 2020	31 st Dec. 2022

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Standard 1.	Specific Objective	Action	Responsibility	Date Started	Target Date for Completion
1.7 The Diocese has a clearly written complaints procedure regarding safeguarding concerns that are not allegations of abuse.	1.7.1 Ensure that a clearly written complaints procedure is in place and communicated to all personnel.	Monitor, review and amend as appropriate the Diocesan Complaints procedures and communicate to all parishes for the information of all personnel.	CDSCC	Jan. 2020	31 st Dec. 2022
1.8 The Diocese implements effective practice for Church personnel on assessment of hazards when working with children.	1.8.1 Ensure that Diocesan procedures include guidance on assessment of hazards when working with children.	Monitor, review and amend as appropriate the Diocesan procedures and communicate to all parishes for the information of all personnel.	CDSCC	Jan. 2020	31 st Dec. 2022
1.9 The Diocese implements effective practice for the appropriate use of information technology, including social media by Church personnel and by children.	1.9.1 Ensure that Diocesan procedures include guidance on use of technology, including Internet, texting, email, photography, CCTV and webcams.	Monitor, review and amend as appropriate the Diocesan procedures and communicate to all parishes for the information of all personnel.	CDSCC	Jan. 2020	31 st Dec. 2022
1.10 The Bishop has responsibility for ensuring that all clerics / religious, who are members of the Diocese and are, ministering with children in an external organisation/ Diocese, agree to follow effective safeguarding practice.	1.10.1 The Bishop will ensure that all clerics /religious in the diocese who are ministering with children in an external organisation/ diocese agree to adhere to safeguarding policy and procedures of that organisation/ diocese.	A) All clerics/religious who are ministering with children in an external organisation/diocese will adhere to the child safeguarding policy and procedures of that organisation/diocese.	Bishop and Clerics/Religious of the Diocese.	Jan. 2020	31 st Dec. 2022

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Standard 1.	Specific Objective	Action	Responsibility	Date Started	Target Date for Completion
1.11 Implementation of Standard 1	1.11.1 Support Parishes to implement the Standard.	A) Endeavour to have at least two safeguarding representatives in each parish.	Parish Priest with support of CDSCC	Jan. 2020	31 st Dec. 2022
		B) Establish and maintain contact with individual Safeguarding Representatives and Child Safeguarding Committees.	CDSCC	Jan. 2020	31 st Dec. 2022
		C) Update as appropriate the Parish Information Pack which includes posters, forms, information leaflets etc., and circulate to each Parish for the information of Safeguarding Representatives, Parish Safeguarding Committees and Parish personnel as required.	CDSCC	Jan. 2020	31 st Dec. 2022
		D) Support Parish Priests in sourcing new Safeguarding Representatives as required.	CDSCC	Jan. 2020	31 st Dec. 2022
		E) Parish visitations, safeguarding training, Parish Information Sessions.	CDSCC	Jan. 2020	31 st Dec. 2022

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PROVISION OF RESOURCES

RESOURCES REQUIRED	APPLICABLE SUB-SECTION (STANDARD 1)	AVAILABILITY OF RESOURCE WITHIN CLOYNE DIOCESE	RESOURCE NOT AVAILABLE WITHIN CLOYNE DIOCESE
Administration	General Requirement	Yes	
Secure Storage Facilities	General Requirement	Yes	
Printing	General Requirement	No	Sourced locally as required
Diocesan Safeguarding Children Committee (CDSCC)	General Requirement	Yes	
Safeguarding co-ordinator	1.1	Yes	
Vetting co-ordinator	1.1	Yes	
Appeals Panel	1.1	Yes	
Integrated Vetting Database	1.1	Yes	
Investigation of complaints of non-abuse	1.7	Yes	
Parish Safeguarding Representatives	1.11	Yes	
Parish Safeguarding Committees	1.11	Yes	

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Standard 2 – Procedures for Responding to Child Protection allegations, concerns and suspicions.

Church bodies have clear procedures and guidance on what to do when suspicions, concerns, knowledge or allegations arise regarding a child’s safety or welfare that 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.

Standard 2.	Specific Objective	Action	Responsibility	Date Started	Target Date for Completion
<p>2.1 The Diocese 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 meet 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 a Bishop, the National Board must also be informed; • if the allegation relates to a cleric or religious, the National Board and the Bishop must also be informed; • if the allegation relates to a lay member of Church personnel, the Bishop must be informed. 	<p>2.1.1 The diocese will maintain detailed safeguarding procedures.</p>	<p>A) Maintain detailed safeguarding procedures.</p>	DLP	Jan. 2020	31 st Dec. 2022
		<p>B) <u>Canon Law</u> The appointed canon lawyer will ensure all appropriate procedures are followed in respect of Canon Law.</p>	Bishop	Jan. 2020	31 st Dec. 2022
		<p>C) <u>Mandated Persons/DLP.</u> The DLP/Deputy DLP will be responsible for ensuring that all suspicions, concerns, knowledge or allegations regarding child abuse are responded to appropriately and will work with/ help mandated persons.</p>	DLP	Jan. 2020	31 st Dec. 2022
	<p>2.1.2 All suspicions, concerns, knowledge, or allegations will be assessed to establish if the threshold for reporting to the statutory authorities are met.</p>	<p>If the threshold is met, all appropriate notifications/reports will be made to:</p> <ul style="list-style-type: none"> • An Garda Siochána • Tusla • N.B.S.C.C.I. 	DLP	Jan. 2020	31 st Dec. 2022

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Standard 2.	Specific Objective	Action	Responsibility	Date Started	Target Date for Completion
	2.1.3 Ensure that proper procedures are in place to respond to all allegations of abuse and to deal with complaints regarding response.	Monitor, review and amend as appropriate Diocesan procedures for responding to allegations of abuse. Any person, dissatisfied with the response to a safeguarding suspicion, concern, knowledge or allegation will be offered a meeting with the safeguarding complaints officer appointed by the Bishop to review their experience and complaint and to agree a process to address the issues identified.	Bishop/DLP	Jan. 2020	31 st Dec. 2022
	2.1.4 Responding to allegations against the Bishop of the Diocese	If a safeguarding suspicion, concern, knowledge or allegation arises in respect of the Bishop of the Diocese, the DLP will follow Diocesan policy and procedures and assess/decide if the threshold for reporting is met and <ul style="list-style-type: none"> • report to the Archbishop of Cashel and Emly • Report to statutory authorities • Report to NBSCCCI • Archbishop will inform Apostolic Nuncio who will inform the Vatican Congregation for Bishops. 	DLP	Jan. 2020	31 st Dec. 2022

Standard 2 – Procedures for Responding to Child Protection allegations, concerns and suspicions.

Church bodies have clear procedures and guidance on what to do when suspicions, concerns, knowledge or allegations arise regarding a child’s safety or welfare that 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.

Standard 2.	Specific Objective	Action	Responsibility	Date Started	Target Date for Completion
<p>2.2 The Diocese records all suspicions, concerns, knowledge or allegations and action taken which complies with relevant data protection legislation, statutory guidance on confidentiality and storage of information.</p>	<p>2.2.1 Recording of all suspicions, concerns, knowledge or allegations and action taken.</p>	<p>The diocese will maintain a record of all safeguarding suspicions, concerns, knowledge or allegations consistent with relevant data protection and any other relevant legislation and action taken. Written records (minutes) of meetings relating to the case will be maintained.</p>	DLP	Jan. 2020	31 st Dec. 2022
	<p>2.2.2 Liaison with relevant statutory authorities.</p>	<p>The diocese will liaise with the relevant statutory authorities and meet on an annual basis, or more frequently as required, to discuss matters relating to safeguarding children.</p>	Bishop/DLP	Jan. 2020	31 st Dec. 2022
<p>2.3 The Bishop shares information about child safeguarding suspicions, concerns, knowledge or allegations with those who need to know, in order to keep children safe.</p>	<p>2.3.1 Sharing information in order to keep children safe.</p>	<p>In each case, the diocese 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).</p>	Bishop/DLP	Jan. 2020	31 st Dec. 2022

Standard 2 – Procedures for Responding to Child Protection allegations, concerns and suspicions.

Church bodies have clear procedures and guidance on what to do when suspicions, concerns, knowledge or allegations arise regarding a child’s safety or welfare that 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.

PROVISION OF RESOURCES

RESOURCES REQUIRED	APPLICABLE SUB-SECTION (STANDARD 2)	AVAILABILITY OF RESOURCE WITHIN CLOYNE DIOCESE	RESOURCE NOT AVAILABLE WITHIN CLOYNE DIOCESE
Administration	General Requirement	Yes	
Secure Storage Facilities	General Requirement	Yes	
Canon Lawyer	2.1	Yes	
D.L.P.	2.1	Yes	
Deputy D.L.P.	2.1	Yes	
Safeguarding Complaints Officer	2.1	Yes	

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.

Standard 3.	Specific Objective	Action	Responsibility	Date Started	Target Date for Completion
3.1 The Bishop offers appropriate support, advice and pastoral care to complainants, which recognises their unique needs.	3.1.1 Ensure procedures are in place for providing appropriate support, advice and pastoral care to the complainant.	A) The DLP will offer to meet complainants and ensure they are <ul style="list-style-type: none"> • Heard respectfully • Able to express their wishes • Identify their needs 	DLP	Jan. 2020	31 st Dec. 2022
		B) All complainants and other persons affected will be offered <ul style="list-style-type: none"> • A meeting with the bishop • A support person • Counselling • Appropriate specialist support 	DLP	Jan. 2020	31 st Dec. 2022
		C) Members of complainant’s family and others affected will be offered support and counselling, where sought.	DLP	Jan. 2020	31 st Dec. 2022
		D) All complainants will be provided with information and support regarding reporting to the relevant statutory agencies.	DLP	Jan. 2020	31 st Dec. 2022
	3.1.2 Assessing and addressing the needs of persons affected.	In respect of each safeguarding complaint, the needs of persons, parishes or organisations affected will be assessed and addressed with due regard to right of privacy which may arise.	Bishop /DLP	Jan. 2020	31 st Dec. 2022
	3.1.3 Response to complaints and complainants.	The National Case Management Committee will specifically consider the response to complaints and complainants in every case which it reviews.	DLP will inform the National Case Management Committee as necessary (Diocese of Cloyne is a member of the N.C.M.C).	Jan. 2020	31 st Dec. 2022

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.

Standard 3.	Specific Objective	Action	Responsibility	Date Started	Target Date for Completion
3.2 The Bishop 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.	3.2.1 Ensure the availability of Support persons	A panel of trained support persons with clearly defined roles will be maintained, consisting of male and female religious and lay people to listen to and represent the pastoral needs of the complainant. (This will be done in consultation with the complainant).	DLP	Jan. 2020	31 st Dec. 2022
	3.2.2 Facilitate communication of complaints regarding Safeguarding Service and Standards	Ensure the availability of the Safeguarding Complaints person	Bishop	Jan. 2020	31 st Dec. 2022
3.3 The Diocese works in cooperation with relevant organisations and seeks specialist advice from the statutory child protection services when necessary.	3.3.1 Ensure the availability of specialist advice.	The diocese will work in co-operation with relevant organisations/people to ensure availability of specialist advice.	Bishop/DLP	Jan. 2020	31 st Dec. 2022

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.

PROVISION OF RESOURCES

RESOURCES REQUIRED	APPLICABLE SUB-SECTION (STANDARD 3)	AVAILABILITY OF RESOURCE WITHIN CLOYNE DIOCESE	RESOURCE NOT AVAILABLE WITHIN CLOYNE DIOCESE
Administration	General Requirement	Yes	
Secure Storage Facilities	General Requirement	Yes	
Trained Support Persons	3.1 & 3.2	Yes	
Counselling	3.1	No	Sourced as required.
Appropriate Specialist Support	3.1	No	Sourced as required
Safeguarding Complaints Officer	3.2	Yes	
Specialist Advise	3.3	No	Sourced as required

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 (cleric or religious) is provided

Standard 4.	Specific Objective	Action	Responsibility	Date Started	Target Date for Completion
<p>4.1The Bishop 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.</p>	4.1.1 Ensure that the rights of the respondent are 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	Bishop/DLP	Jan. 2020	31 st Dec. 2022
	4.1.2 Ensure that appropriate support is in place for the respondent	All respondents will be offered: <ul style="list-style-type: none"> • Priest advisor • Counselling/support • Specialist services which are appropriate 	Bishop/DLP	Jan. 2020	31 st Dec. 2022
	4.1.3 Ensure adherence with the National Case Management Committee procedures in relation to the response and engagement.	The National Case Management Committee will consider the diocese’s response and engagement in respect of every priest/lay person, who is the subject of a complaint in respect of whom it is consulted.	DLP	Jan. 2020	31 st Dec. 2022
	4.1.4 Ensure the availability of trained Priest advisors with clearly specified roles.	A panel of trained priest advisors will be maintained. A priest advisor will be appointed in all cases. The Advisor’s role will be clearly specified.	Bishop/DLP	Jan. 2020	31 st Dec. 2022
	4.1.5 Ensure that support is available for Lay persons who are the subject of a safeguarding complaint.	The Bishop will ensure that Lay persons including volunteers who are the subject of a safeguarding complaint will be offered support as appropriate and ensure that issues arising are addressed.	Bishop/DLP	Jan. 2020	31 st Dec. 2022

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 (cleric or religious) is provided

Standard 4.	Specific Objective	Action	Responsibility	Date Started	Target Date for Completion
4.2 The Bishop 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.	4.2.1 Informing the respondent that an allegation has been received	The DLP will inform the respondent that an allegation has been received.	DLP	Jan. 2020	31 st Dec. 2022
	4.2.2 Ensure that procedures are in place for deciding if an interim management plan needs to be put in place.	In each case, as appropriate, the Diocese will develop: <ul style="list-style-type: none"> • A risk assessment • An interim management plan • A safeguarding plan 	DLP	Jan. 2020	31 st Dec. 2022
	4.2.3 Ensure that appropriate procedures and support are in place to facilitate leave from Sacred Ministry	Ensure that appropriate procedures and support will be put in place to facilitate leave from Sacred Ministry	Bishop /DLP	Jan. 2020	31 st Dec. 2022
	4.2.4 Ensure that appropriate support is available for parishes and others affected by a priest taking leave from ministry.	Parishes and others affected by a priest taking leave from ministry will be offered support	Bishop /DLP	Jan. 2020	31 st Dec. 2022
	4.2.5 Ensure that the procedures in response to complaints of abuse by a priest will be circulated to all priests.	Monitor, review and amend as appropriate, the Diocesan procedures in response to complaints of abuse by a priest and circulate to all priests.	DLP	Jan. 2020	31 st Dec.2022

Diocese of Cloyne

January 2020

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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 (cleric or religious) is provided

Standard 4.	Specific Objective	Action	Responsibility	Date Started	Target Date for Completion
<p>4.3 When statutory authority investigations and assessments have been completed, the Bishop resumes the preliminary investigation/collecting the proofs as provided for in Canon 1717 (1) - (3) (cleric) and Canon 695 (non-ordained religious).</p>	<p>4.3.1 Resumption of the Preliminary Investigation/ collection of proofs</p>	<p>A) The Diocese will cooperate with and not compromise the statutory processes of An Garda Síochána and Tusla. In this context the Diocese will, when appropriate, undertake the relevant Canon Law processes (to include preliminary investigations).</p>	Bishop	Jan. 2020	31 st Dec. 2022
		<p>B) The Bishop will appoint a suitable person to conduct the Preliminary Investigation.</p>	Bishop	Jan. 2020	As required
	<p>4.3.2 Returning the respondent to ministry when the preliminary investigation finds that there is no case to answer or when the allegation is manifestly false or frivolous.</p>	<p>If it is established that there is no case to answer or when the allegation is manifestly false or frivolous, the respondent will be returned to ministry and all efforts will be made to restore the good name and reputation of the respondent and the actions will be agreed with the respondent.</p>	Bishop /DLP	Jan. 2020	31 st Dec. 2022
	<p>4.3.3 Ensure that procedures are in place for supporting and managing a respondent when a preliminary investigation finds there is a case to answer and the allegation is not manifestly false or frivolous.</p>	<p>Procedures will be put in place for supporting and managing a respondent when a preliminary investigation finds there is a case to answer and the allegation is not manifestly false or frivolous.</p>	Bishop /DLP	Jan. 2020	31 st Dec. 2022

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 (cleric or religious) is provided

Standard 4.	Specific Objective	Action	Responsibility	Date Started	Target Date for Completion
	4.3.4 Ensure that procedures are in place for supporting and managing religious (non-ordained) following the conclusion of any investigation by the Statutory Authorities.	Procedures will be put in place for supporting and managing religious (non-ordained) following the conclusion of any investigation by the Statutory Authorities.	Bishop /DLP	Jan. 2020	31 st Dec. 2022
4.4 The Bishop has in place suitable arrangements for the monitoring of a respondent, where there is a case to answer, until (and if) the Bishop no longer has responsibility for monitoring the respondent.	4.4.1 Monitoring of the respondent	The relevant plan in respect of every priest who is the subject of a safeguarding complaint, will include arrangements for monitoring.	DLP	Jan. 2020	31 st Dec. 2022
	4.4.2 Ensure the availability of qualified professionals to undertake clinical risk assessments.	The diocese will ensure the availability of appropriately qualified professional to undertake clinical risk assessments as required.	DLP	Jan. 2020	As required
	4.4.3 Ensure appropriate support for all priests out of ministry.	Priests who are out of ministry as a result of a safeguarding complaint will receive appropriate support.	Bishop/DLP	Jan. 2020	31 st Dec. 2022

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 (cleric or religious) is provided

PROVISION OF RESOURCES

RESOURCES REQUIRED	APPLICABLE SUB-SECTION (STANDARD 4)	AVAILABILITY OF RESOURCE WITHIN CLOYNE DIOCESE	RESOURCE NOT AVAILABLE WITHIN CLOYNE DIOCESE
Administration	General Requirement	Yes	
Secure Storage Facilities	General Requirement	Yes	
Trained Priest Advisors	4.1	Yes	
Counselling	4.1	No	Sourced as required
Pastoral Support	4.1	Yes	
Appropriate Support/Specialist Services - Respondent	4.1 4.2 & 4.4	No Yes	Sourced as required
Appropriate Support – Lay Persons	4.1	No	Sourced as required
Appropriate Support – Parishes	4.2	Yes	
Person to conduct Preliminary Investigation	4.3	Yes	
Monitoring of Respondent	4.4	Yes	
Qualified professional to undertake clinical risk-assessment	4.4	No	Sourced as required

Diocese of Cloyne

January 2020

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Standard 5 – Training and Support for Keeping Children Safe

Church personnel are trained and supported in all aspects of safeguarding relevant to their role, in order to develop and maintain the necessary knowledge, attitude and skills to safeguard and protect children

Standard 5.	Specific Objective	Action	Responsibility	Date Started	Target Date for Completion
<p>5.1 The Bishop takes responsibility to ensure that the induction of all personnel includes training in the Church’s child safeguarding policy and procedures.</p>	<p>5.1.1 Ensure appropriate Training/Induction Programmes are developed and delivered to all personnel in the Church’s child safeguarding policy and procedures.</p>	<p>A) Provide an appropriate Training/Induction Programme targeted at:</p> <ul style="list-style-type: none"> • All priests in active ministry in the Diocese • Diocesan Safeguarding Committee • New Diocesan Safeguarding Personnel • Clergy/Religious who are new to the Diocese • Religious who are new to the Diocese who are ministering with children and have not yet attended training • New Parish Safeguarding Representatives • Parish Safeguarding Committees • Youth Group Leaders • Lourdes Designated People • Members of other Diocesan Agencies/Groups who require training • Sacristans/Acting Sacristans 	<p>CDS/CC/Diocesan Trainers</p>	<p>Jan. 2020</p>	<p>31st Dec. 2022</p>
		<p>B) All clergy in active ministry will be invited to Diocesan Meetings where safeguarding issues are addressed</p>	<p>Bishop/CDS/CC</p>	<p>Jan. 2020</p>	<p>31st Dec. 2022</p>
		<p>C) Ensure that appropriate Induction material is given to all new staff and that they sign the Agreement Form (Form 5.1A(1))</p>	<p>Parish Priest/Parish Safeguarding Representatives</p>	<p>Jan. 2020</p>	<p>31st Dec. 2022</p>
		<p>D) Provide Information sessions for all existing staff</p>	<p>CDS/CC/Diocesan Trainers</p>	<p>Jan. 2020</p>	<p>31st Dec. 2022</p>

See Safeguarding Children Annual Training Plan
www.safeguarding.ie (National Board’s website)
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Standard 5 – Training and Support for Keeping Children Safe

Church personnel are trained and supported in all aspects of safeguarding relevant to their role, in order to develop and maintain the necessary knowledge, attitude and skills to safeguard and protect children

Standard 5.	Specific Objective	Action	Responsibility	Date Started	Target Date for Completion
<p>5.2 The Diocese conducts an annual training-needs analysis that identifies all Church personnel who require training and develops a training plan based on this.</p>	<p>5.2.1 Undertake a training-needs analysis</p>	<p>Conduct an Annual Training Needs Analysis in January of each year which will be informed by:</p> <ul style="list-style-type: none"> • Analysis of Parish Audits • Feedback/evaluation of training from Parish Safeguarding Representatives and other Diocesan and Parish Safeguarding Personnel • Feedback and requests from Parish Safeguarding Committees • Complaints or concerns 	<p>CDS/CC/Diocesan Trainers</p>	<p>Jan. 2020</p>	<p>January each year</p>
	<p>5.2.2 Ensure that a Training Plan is developed and finalised.</p>	<p>Develop an Annual Training Plan in January of each year, for that year, which will be informed by the:</p> <ul style="list-style-type: none"> • Training Needs Analysis • Requests for training • Participation in the National Board’s Training Strategy 	<p>CDS/CC in conjunction with Diocesan Trainers</p>	<p>Jan. 2020</p>	<p>January each year</p>

See Safeguarding Children Annual Training Plan
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Standard 5.	Specific Objective	Action	Responsibility	Date Started	Target Date for Completion
<p>5.3 The Diocese 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.</p>	<p>5.3.1 Ensure that basic safeguarding information and awareness programmes are delivered at local level</p>	<p>Provision of basic training /information/ updates on an annual basis. The following will be invited to attend:</p> <ul style="list-style-type: none"> • All clergy • Sacristans/Acting Sacristans & Parish Staff / volunteers who work with children • Diocesan Staff • Members of other Diocesan / Parish Agencies / Groups who require training • Parish Safeguarding Representatives • Parish Safeguarding Committees • All other relevant Church personnel will be invited to attend* <p>Training will be delivered by registered trainers approved by the National Board.</p>	<p>CDS/CC/Diocesan Trainers</p>	<p>Jan. 2020</p>	<p>31st Dec. 2022</p>
<p>*All other Church personnel refers to volunteers at parish level, Extraordinary Ministers of Holy Communion, readers, choir members, baptismal teams, bereavement teams and all those whose work does not directly involve children or young people.</p>					

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Standard 5.	Specific Objective	Action	Responsibility	Date Started	Target Date for Completion
5.4 The Diocese 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.	5.4.1 Ensure that role specific training is provided for Church personnel	Provide role specific training identified and approved by the National Board for: <ul style="list-style-type: none"> Panel of Support Persons Panel of Priest Advisors 	CDSCC	Jan. 2020	31 st Dec. 2022
5.5 The Diocese 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.	5.5.1 Ensure the provision of appropriate safeguarding information, advice and support for children who access Church related activities and their parents/guardians	Provide safeguarding information, advice and support for children who access Church related activities and their parents/guardians.	CDSCC/Diocesan Trainers	Jan. 2020	31 st Dec. 2022
	5.5.2 Ensure the provision of information, advice and support for Diocesan Youth Ministry Leaders	Provide information, advice and support for Diocesan Youth Ministry Leaders: <ul style="list-style-type: none"> Lourdes Leaders Faith Camp Training 	CDSCC/Diocesan Trainers	Jan. 2020	31 st Dec. 2022
5.6 The Diocese facilitates the provision of an appropriate level of support to all involved with the Church in relation to their responsibilities to safeguard children.	5.6.1 Ensure the availability of appropriate support and supervision to all involved with the Church in relation to their responsibilities to safeguard children	A) Ensure access to appropriate support and supervision for all involved with the Church in relation to their responsibilities to safeguard children.	CDSCC	Jan. 2020	31 st Dec. 2022
		B) Ensure that the services of the CDSCC and Diocesan Trainers are circulated to all.	CDSCC	Jan. 2020	31 st Dec. 2022

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Diocese of Cloyne

January 2020

Standard 5 – Training and Support for Keeping Children Safe

Church personnel are trained and supported in all aspects of safeguarding relevant to their role, in order to develop and maintain the necessary knowledge, attitude and skills to safeguard and protect children

PROVISION OF RESOURCES

RESOURCES REQUIRED	APPLICABLE SUB-SECTION STANDARD 5	AVAILABILITY OF RESOURCE WITHIN CLOYNE DIOCESE	RESOURCE NOT AVAILABLE WITHIN CLOYNE DIOCESE
Administration	General Requirement	Yes	
Secure Storage Facilities	General Requirement	Yes	
Printing	General Requirement	No	Sourced locally as required
Training Equipment (Lap Top, Projector, etc.)	General Requirement	Yes	
Registered Trainers	5.3	Yes	
Assistants to support Trainers at Information Sessions	General Requirement	Yes	
Suitable Training Venues	General Requirement	Yes	
Suitable Venues for Parish Information Sessions	General Requirement	Yes	
Appropriate Support/Supervision	5.6	No	External Qualified Supervision - sourced as required

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Standard 6 – Communicating the Church’s Safeguarding Message

Church bodies appropriately communicate the Church’s child safeguarding message

Standard 6.	Specific Objective	Action	Responsibility	Date Started	Target Date for Completion
6.1 The Diocese has a written plan which details how the Church’s child safeguarding message will be communicated.	6.1.1 Develop an Annual Communication Plan.	A) Prepare Annual Communication Plan and approve the Plan in Q.4 of each year	CDSCC	Jan. 2020	Q.4 each year
		B) Prepare Annual Safeguarding Calendar in Q.4 of each year	CDSCC	Jan. 2020	Q.4 each year
6.2 The Diocese makes information regarding how to safeguard children available to all.	6.2.1 Annual Safeguarding Sunday to be designated with appropriate message at all Masses.	A) Set date for Safeguarding Sunday in Q.1 of each year	Bishop	Jan. 2020	Q.1 each year
		B) Preparation of guidance for all priests for Safeguarding Sunday	Diocesan Secretary/CDSCC	Jan. 2020	Q.1 each year
	6.2.2 Circulate safeguarding information/ Diocesan Safeguarding Newsletter to all Parishes.	Provide safeguarding information for inclusion in Parish Bulletins/circulate Diocesan Safeguarding Newsletter to all Parishes	Diocesan Secretary/CDSCC	Jan. 2020	Q.2, Q.3 & Q.4 each year
	6.2.3 Contact information for all safeguarding personnel to be widely available.	Contact details for Diocesan safeguarding personnel to be available in the Annual Diocesan Directory	Diocesan Secretary	Jan. 2020	December each year

See Safeguarding Children Annual Communication Plan

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Diocese of Cloyne

January 2020

Standard 6 – Communicating the Church’s Safeguarding Message

Church bodies appropriately communicate the Church’s child safeguarding message

Standard 6.	Specific Objective	Action	Responsibility	Date Started	Target Date for Completion
	6.2.4 Provide Safeguarding Information on Cloyne Safeguarding website.	Update safeguarding information quarterly and otherwise as appropriate on website.	Safeguarding Co-ordinator	Jan. 2020	31 st Dec. 2022
	6.2.5 Provide safeguarding information on Diocesan Website.	Update safeguarding information quarterly and otherwise as appropriate on website.	Diocesan Secretary	Jan. 2020	31 st Dec. 2022
	6.2.6 Create user-friendly versions of the Child Safeguarding Policy.	Circulate as required the user-friendly versions of the Child Safeguarding Policy.	CDSCC	Jan. 2020	31 st Dec. 2022
	6.2.7 Include Safeguarding in Diocesan Seminars.	Specific safeguarding proposal to be considered at Diocesan Seminars.	Bishop/Diocesan Secretary	Jan. 2020	31 st Dec. 2022
6.3 The Diocese 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.	6.3.1 Adapt safeguarding information for people whose first language is not English.	A) Produce user friendly posters for people whose first language is not English, as required.	CDSCC	Jan. 2020	31 st Dec. 2022
		B) Establish liaison and agree effective communication strategy with these Communities.	CDSCC	Jan. 2020	31 st Dec. 2022

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Diocese of Cloyne

January 2020

Standard 6 – Communicating the Church’s Safeguarding Message

Church bodies appropriately communicate the Church’s child safeguarding message

Standard 6.	Specific Objective	Action	Responsibility	Date Started	Target Date for Completion
	6.3.2 Communicate effectively with children who have special needs.	Establish liaison with appropriate organisations/services to advise effective communication strategy when dealing with children who have special needs	CDSCC	Jan. 2020	31 st Dec. 2022
6.4 The Diocese establishes links with other local organisations in order to promote a safe and caring community for children and to share best child safeguarding practice.	6.4.1 The Diocese will initiate interagency communication to promote and share best child safeguarding practice.	The Bishop will invite An Garda Síochána and Tusla to meet with the CDSCC annually, to promote and share best child safeguarding practice - (CDSCC to meet with Statutory Authorities on the occasion of the meeting referred to under Standard 2 (Section 2.2.2) of this Plan).	Bishop/CDSCC	Jan. 2020	31 st Dec. 2022
	6.4.2 The Diocese will initiate a Safeguarding Conference.	Invite relevant agencies to participate in the Safeguarding Conference	Bishop/CDSCC	Jan. 2020	31 st Oct. 2022

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Diocese of Cloyne

January 2020

Standard 6 – Communicating the Church’s Safeguarding Message

Church bodies appropriately communicate the Church’s child safeguarding message

PROVISION OF RESOURCES

RESOURCES REQUIRED	APPLICABLE SUB-SECTION (STANDARD 6)	AVAILABILITY OF RESOURCE WITHIN CLOYNE DIOCESE	RESOURCE NOT AVAILABLE WITHIN CLOYNE DIOCESE
Administration	General Requirement	Yes	
Secure Storage Facilities	General Requirement	Yes	
Printing	General Requirement	No	Sourced locally as required
Diocesan Website	General Requirement	Yes	
Cloyne Safeguarding Website	General Requirement	Yes	
Parish Notice Boards	General Requirement	Yes	
Annual Diocesan Directory	6.2	Yes	
Diocesan Safeguarding Conference - Venue & Resources	6.4	No	Sourced as required

See Safeguarding Children Annual Communication Plan

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Diocese of Cloyne

January 2020

Standard 7 – Quality Assuring Compliance with the Seven Standards

The Church body develops a plan of action to quality assure compliance with the 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.

Standard 7.	Specific Objective	Action	Responsibility	Date Started	Target Date for Completion
7.1 The Diocese: <ul style="list-style-type: none"> puts in place arrangements to ensure and evaluate its compliance with the safeguarding standards at a local level; <i>(Entrusted to CDSCC)</i> 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. 	7.1.1 Create a Parish Audit Document in compliance with the National Safeguarding Children Policy Standards.	Conduct annual review of the Diocesan Audit Document.	CDSCC	Jan. 2020	September each year
	7.1.2 Undertake Parish Audit of safeguarding practices.	A) An annual audit of safeguarding practices in all parishes will be undertaken.	CDSCC	Jan. 2020	Q.4 each year
		B) A report will be prepared on compliance - based on the Audit which will identify:- strengths/weaknesses training needs other priority actions	CDSCC	Jan. 2020	January each year
		C) The Bishop will review the Safeguarding Parish Audit Report.	Bishop	Jan. 2020	January each year
		D) NBSCCCI will be notified in writing of the completion of the audit	Bishop	Jan. 2020	January each year

Standard 7 – Quality Assuring Compliance with the Seven Standards

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Standard 7.	Specific Objective	Action	Responsibility	Date Started	Target Date for Completion
	7.1.3 Conduct operational review and evaluation to ensure compliance with the seven safeguarding standards.	A) The Bishop will meet with the Chair of CDSCC at least once each year and otherwise at their request.	Bishop/Chair of CDSCC	Jan. 2020	31 st Dec. 2022
		B) The Bishop will meet with the DLP on a regular 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 	Bishop/DLP	Jan. 2020	31 st Dec. 2022
		C) The CDSCC will review the progress made against each of the actions under standards 1,5 6 & 7, at each meeting of the Committee.	CDSCC	Jan. 2020	31 st Dec. 2022
		D) The CDSCC will produce an annual report for the Bishop outlining progress made against the targets in the plan, including any observations which it considers relevant for the Bishop's consideration.	CDSCC	Jan. 2020	January each year
		E) The Bishop will meet with Diocesan Safeguarding personnel on the occasion of the Safeguarding Conference.	Bishop	Jan. 2020	31 st Oct. 2022

Standard 7 – Quality Assuring Compliance with the Seven Standards

The Church body develops a plan of action to quality assure compliance with the 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.

Standard 7.	Specific Objective	Action	Responsibility	Date Started	Target Date for Completion
		F) Parish visitations by CDSCC Members	CDSCC	Jan. 2020	31 st Dec. 2022
		G) The Bishop will consider inviting a suitably qualified external professional to quality assure compliance with the seven safeguarding standards	Bishop	Jan. 2020	31 st Dec. 2022
	7.1.4 Safe transition arrangements	New Parish Priests/Administrators will be briefed on safeguarding issues	Bishop/ Diocesan Secretary	Jan. 2020	31 st Dec. 2022
	7.1.5 Adherence to the Safeguarding Children Policy and Standards	A) All personnel working within the Church body are required to understand, commit to and sign their agreement to the policy throughout their ministry with children.	Bishop/ CDSCC	Jan. 2020	31 st Dec. 2022
		B) All personnel who have knowledge of/access to confidential and personal information are required to complete and sign a Confidential Declaration Form.	Bishop/ CDSCC	Jan. 2020	31 st Dec. 2022
		C) Ensure that all relevant forms/ records are stored safely and securely.	Bishop/CDSCC	Jan. 2020	31 st Dec. 2022
		D) All newly appointed priests will be issued with a copy of the Safeguarding Children Policy and Standards for the Catholic Church in Ireland 2016.	Bishop	Jan. 2020	31 st Dec. 2022

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Diocese of Cloyne

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Standard 7 – Quality Assuring Compliance with the Seven Standards

The Church body develops a plan of action to quality assure compliance with the 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.

Standard 7.	Specific Objective	Action	Responsibility	Date Started	Target Date for Completion
7.2 The Diocese produces a three-year child safeguarding plan that: <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 time frame within which actions are completed; • identifies the resources to ensure that the plan's objectives are realised. 	7.2.1 Produce a 3 Year Child Safeguarding Plan	The Diocese will produce an updated 3 Year Child Safeguarding Plan that: <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 	CDSCC	Jan. 2020	January 2020
	7.2.2 Review the 3 Year Child Safeguarding Plan	Conduct an annual review of the 3 Year Child Safeguarding Plan	CDSCC	Jan. 2020	January each year
7.3 The Bishop 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.	7.3.1 Ensure Diocesan compliance with the National Safeguarding Children Policy and Standards.	The Bishop will 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	Bishop	Jan. 2020	30 th Nov. 2021

Standard 7 – Quality Assuring Compliance with the Seven Standards

The Church body develops a plan of action to quality assure compliance with the 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.

PROVISION OF RESOURCES

RESOURCES REQUIRED	APPLICABLE SUB-SECTION (STANDARD 7)	AVAILABILITY OF RESOURCE WITHIN CLOYNE DIOCESE	RESOURCE NOT AVAILABLE WITHIN CLOYNE DIOCESE
Administration	General Requirement	Yes	
Secure Storage Facilities	General Requirement	Yes	
Printing	General Requirement	No	Sourced locally as required
Diocesan Safeguarding Children Committee	General Requirement	Yes	
Diocesan Safeguarding Committee Personnel to analyse Annual Parish Audits	General Requirement	Yes	
Diocesan Safeguarding Committee Personnel to conduct Parish Visitations	7.1	Yes	
Transportation – Parish Visitations	7.1	Yes	
Provision of hard copies of ‘Safeguarding Children Policy and Standards for the Catholic Church in Ireland 2016’ document.	7.1	Yes	
External Quality Assurance	7.1	No	Sourced as required